Comparison Tool



The Alliance of Career Resource Professionals (ACRP) develops and promotes rigorous industry standards for career information products and services. These standards inform the development of products and services that meet the highest levels of quality and ethical practice.

ACRP developed this tool to help busy career development professionals compare career products and services before purchase. The tool's writable electronic format enables the user to compare products by applying ACRP standards constructs to key components of career information products and services. ACRP's intent is to assist counselors, administrators and others tasked with comparing systems that are often complex and organized in different ways.

The comparison tool focuses on the content and processes of the product or system. Other important considerations in selecting a career information product or service include:

- * Availability and extensiveness of user training and support
- * Cost
- * The commitment of the provider to ACRP standards
- * Opt-out provisions

ACRP is committed to high-quality career information resources that people can trust. We believe that optimal career development requires these resources to be readily available, easy to use, and based upon accurate information and valid processes for presenting the information. ACRP believes that it is critical that individuals have a source of understandable and relevant information they can use in career planning and decision-making. ACRP Standards reflect the highest level of quality in the field of career development.

For our members, adopting ACRP Standards is voluntary. ACRP does not certify or audit compliance with the standards. Compliance means that developers, managers and distributors of career information products and services must complete a rigorous quality-assessment for their product and publicly declare that it meets these standards. These products may then signify their compliance with ACRP Standards by posting the ACRP logo (above) with the tagline, "ACRP Standards-Compliant."

The complete text of ACRP Standards, instructions for administration, and glossary of terms is posted on the ACRP website at: http://www.acrpro.org/aws/ACRP/pt/sp/standards.

Instructions for Completing the Career Information and Service Comparison Tool

The next six pages contain the product comparison tool, which provides you the opportunity to evaluate and rate the importance you attribute to ACRP Content, Process, and Assessment Standards on a scale of 1-5 (Weighted Importance). Rate each factor according to the importance you attribute to that factor, then rate the degree to which each product you are considering meets the standard on a scale of 1-10 (Match Score). The form will automatically multiply the product of your two values to obtain your Total Score for each factor. After scoring each standard area, the form automatically tabulates your weighted totals for the three sets of standards to provide your overall weighted rating for each product evaluated. The three sets of standards are color-coded and labeled on the table that follows. If you need or wish to save this form, click **Save** or **Save a**s from the **File** pulldown menu at the top of the page and save the form. You can return and edit it later.

Career Information and Services Comparison Tool

Section 1: CONTENT FACTORS TO CONSIDER:	Weighted	Product:		Product:		Product:		NOTES
	Importance 1-5	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	
Career information comprises educational, occupational, industry, financial accurrent, developmentally appropriate, relevant, specific, understandable, and		d related infor	mation for career	development	. Career informat	ion should be	accurate,	
Accuracy								
Currency								
Developmentally Appropriate and Relevant								
Specificity								
Understandable								
Unbiased								
Occupational information includes the basic characteristics of work being per requirements, and physical demands.	formed by individ	duals who hold	l jobs having simil	ar duties, leve	ls of responsibilit	y, skills, know	ledge, entry	
Includes 90% of employment								
Adequate descriptions								
Clear labels & reliable source								
Consistent presentation								
Clearly presented source materials								
Industry information includes characteristics of the labor market and econom	ic conditions affe	ecting employe	rs who produce s	imilar product	s or provide simil	ar services.		
General descriptions & types of employers								
Clear labels & reliable sources								
Consistent presentation								
Clearly presented source materials								
Education/training information includes postsecondary educational program schools, technical schools, and trade associations.	s and the schools	or other provi	ders offering ther	n, including p	ublic and private	colleges, unive	ersities, career	
Program & training information describes best characteristics								
School information describes characteristics of interest								

Section 1: CONTENT FACTORS TO CONSIDER:	Weighted	Product:		Product:		Product:		NOTES
	Importance 1-5	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	
School inclusion policy is available								
Consistent presentation								
Time period specified for education information								
Financial aid information includes sources of college student financial aid, proscholarships, loans, and employment. Currency is of the utmost importance in				awarding such	aid. Financial aid	d awards inclu	de grants,	
Includes relevant factors for awards & indicates financial need								
Award inclusion policy is available								
Indicates number of awards & applicants								1
Specifies deadlines and expiration of information								
Information reviewed annually								
Privacy policy available when end users linked to relevant awards								
Only relevant & necessary data collected for award matching								
Personal data released only with informed consent								
Consistent presentation								
Job search information includes information about what employers seek in predocumenting preparation, experience, and references.	rospective emplo	yees, job vaca	ncy listings, techn	iques for obta	ining employmer	nt, and method	ds of	
Age and experience appropriate								
Associated costs clearly specified								-
Defined methods for updating time-sensitive information in place								-
Localization Comprehensive systems provide mechanisms that localize key integroduct or may be a feature that permits product users to add localized information of the contract of the contr	•	sent information	on in a localized co	ontext. Localiz	ed information m	nay be included	d as part of a	
Labor market information made available at state and sub-state level								
Education and training information made available at state and sub-]
state level Information of interest to users								
TOTALS FOR EACH PRODUCT	->	TOTAL:		TOTAL:		TOTAL:		d

Career Information and Services Comparison Tool

Section 2: PROCESS FACTORS TO	8			Product: Produ				NOTES
CONSIDER:	Importance 1-5	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	
Search and Sort: Individuals need methods to find career opportun that are appropriate to the needs of the user. Searching/sorting proof the process.								
Search characteristics relate to results set								
Search limitations clearly identified								
Delivery: For components to be useful, entities should deliver them linked entities or third parties are providing content or processes to		ner that users	s will be able to ac	cess the compo	onents, use or navig	ate them, and	know when	
Provides appropriate contextual guidance								
Identifies components to be used with trained professional								
Appropriate interface for audience								
Interface accessible to person with disabilities								
Linked sites are audience appropriate								
Off-site links work and meet inclusion criteria								
Indicates to user when leaving site and provides aid for returning								
Accessibility: The comprehensive system should be demonstrably e	effective with a	nd accessible	to people of varyi	ng abilities, exp	perience, and backg	rounds.		
Equipment & technology usable and appropriate for audience								
Sufficiently intuitive & attractive								
Easy for independent use								
Interface facilitates use for wide range of ability								
Enables use by persons with disabilities								
Provides alternative interfaces & delivery modes	- C: -1	d a viva		- 1 -				
Confidentiality: The entity should strive to maintain the utmost cor	ntidentiality and	a privacy of cl	ient data and reco	ras.				
No data collected or shared without informed consent								

Section 2: PROCESS FACTORS TO	Weighted	Product:		Product:		Product:		NOTES
CONSIDER:	Importance 1-5	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	
Processing based on client data is explained to user								
Client records and use are secure and confidential								
Provision for erasing data after client use ceased								
Data used for research excludes personal data								
Career planning & management tools indicate who has access								
Users may save, store, or print information, as well as delete.								
Support and Services : Entities should provide support, technical as component(s) are being met. Some examples of support methods in							those using the	
Documentation available for all major components								
Documentation includes details								
Instructions and/or on-line help available for components								
Available assistance for information provided								
Available assistance for component operation								
Available assistance for users with disabilities								
Available information about organizational services & mission								
Technical assistance available and easily found								
Staff available to address end user and practitioner questions								
TOTALS FOR EACH PRODUCT	\rightarrow	TOTAL:		TOTAL:		TOTAL:		

Section 3: ASSESSMENT FACTORS TO	Weighted	Product:		Product:		Product:		NOTES
CONSIDER:	Importance 1-5	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	Match Score 1-10	Total Score (Weighted X Match Score)	
Assessments provide measures of personal attributes, traits, interests, and other factors that relate to career decision-making. Whether formal or informal in nature, assessments should be accompanied by clear instructions, statements of appropriate use, necessary proscriptions, and disclosures of limitations. Technical information allowing judgment of the quality of the assessment should be available.								
Need for trained professional indicated								
Technical information that permits judgment of the quality of the assessment is available								
Clear instructions guide appropriate use								
Provides proscriptions, as necessary, and disclosure of limitations								
TOTALS FOR EACH PRODUCT	\rightarrow	TOTAL:		TOTAL:		TOTAL:		
CUMULATIVE TOTALS OF ALL 3 SECTIONS FOR EACH PRODUCT	\rightarrow	TOTAL:		TOTAL:		TOTAL:		