

RFVII-3

GRADE 5  
TO ADULT

# Reading-Free VOCATIONAL INTEREST INVENTORY

**THIRD  
EDITION**

KATHERINE O. SYNATSCHK  
RALPH L. BECKER



**USER MANUAL**



© 2020, 2001 by PRO-ED, Inc.  
8700 Shoal Creek Boulevard  
Austin, Texas 78757-6897  
800/897-3202 Fax 800/397-7633  
[www.proedinc.com](http://www.proedinc.com)

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## *Introduction to the RFVII-3*

The *Reading-Free Vocational Interest Inventory–Third Edition* (RFVII-3), like its predecessor, is a non-verbal vocational interest inventory developed to help people match their interests with potential careers and career clusters. The test uses no verbal symbols or written statements for interpretation by examinees. Instead, it presents clearly illustrated images of individuals engaged in job tasks, circumventing the decoding and reading comprehension barriers for those users with limited reading ability.

### **Brief Description of the RFVII-3**

The Inventory contains 80 items, each constructed of three artist-drawn pictures of an individual or individuals engaged in current occupations from a variety of skill levels. Users are asked to select one picture of the three that they find most interesting. The 80 User responses are classified according to the 16 Career Clusters defined by the U.S. Department of Education and the U.S. Department of Labor and the People/Data/Things interest categories and work tasks. Detailed information and technical data can be viewed and printed by clicking **Technical Manual** located at the bottom of the screens once signed in.

### **Who May Benefit From the RFVII-3**

Individuals who may benefit from taking the RFVII-3 include those with intellectual or learning disabilities, nonreaders or struggling readers, non-English speakers or English language learners, those who have visual impairment, or those who prefer a pictorial display.

## *Administration and Scoring Procedures*

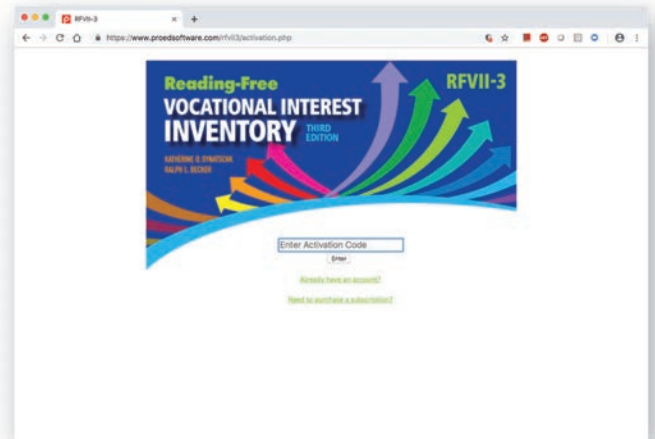
The RFVII-3 can be administered individually or in groups using either the computerized or paper-and-pencil versions. Scoring and generation of the Interpretive Report are completed online.

### **Activating Your RFVII-3 Account**

Whether you plan to administer the RFVII-3 online or by using the paper-and-pencil version, you will need to activate your account. The complete RFVII-3 includes this User Manual, a 25-seat license for RFVII-3 administration, a package of 25 Inventory booklets, and an Access Code sheet with instructions for activating your account.

### To activate your account:

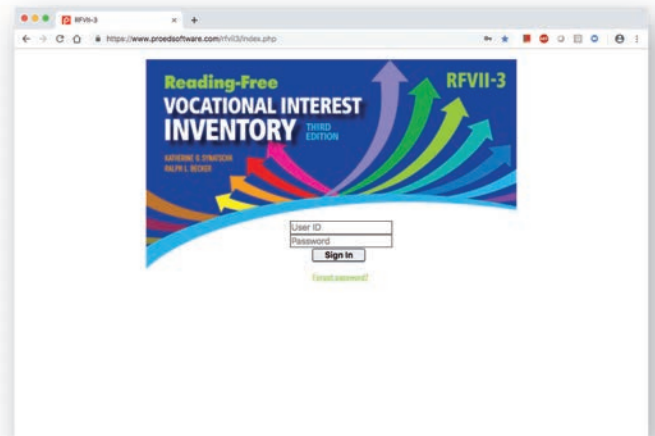
- Follow the link to the Activation screen: <https://www.proedsoftware.com/rfvii3/activation.php>
- Enter the **Activation Code**.
- Click **Enter**.
- Complete the required fields for **Licensee**, **User ID**, **Password**, and **E-mail address** to establish your account. (Create your User ID and Password on initial activation.)



### Signing In to Your RFVII-3 Account

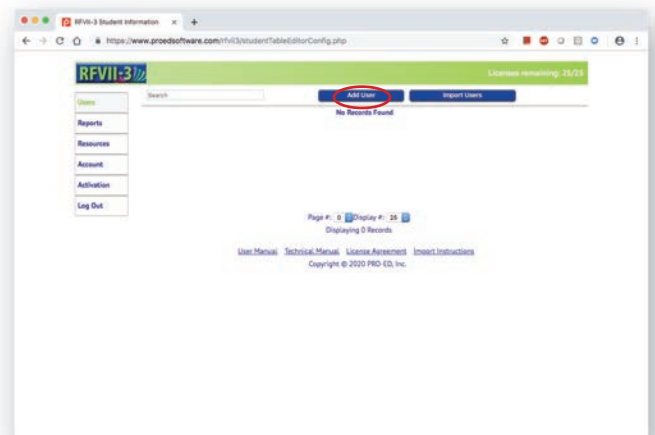
#### To sign in to your account:

- Go to the RFVII-3 Sign In screen: <https://www.proedsoftware.com/rfvii3/index.php>
- Enter your **User ID** and **Password**.
- Click **Sign In**.



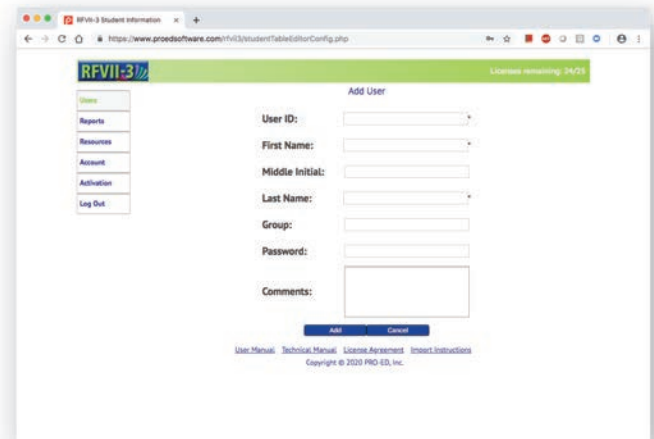
### Adding Users to the RFVII-3 Online Account

- Ensure **Users** tab is highlighted on the left navigation bar at sign-in. Once you click **Sign In** above, you are automatically in the **User** tab.
- Select appropriate tab at top of screen.



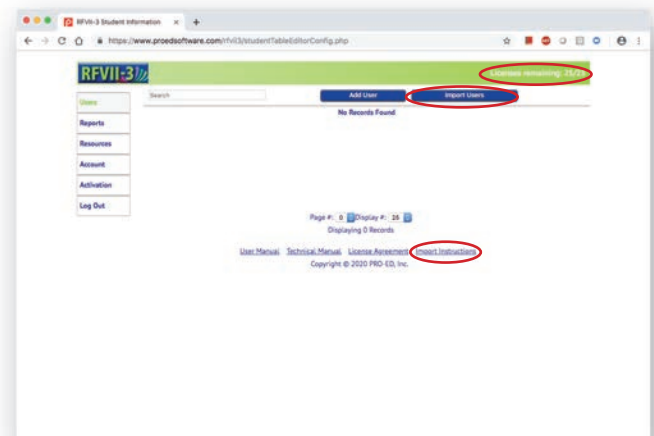
## To add an individual User:

- Click the **Add User** tab.
- Complete all required fields, which are marked with an asterisk. (Create a new User ID for each student/client.) Use the optional **Group** field to place Users in a grouping useful to your setting. Use the **Comments** field to include useful information.
- User passwords are generated automatically when a new User record is created and can be changed only by the Administrator, from the User List screen.
- Click **Add** to save the record.



## To add multiple Users by importing User names from a preexisting data file:

- Click **Import Instructions** at the bottom of the screen.
- Follow the instructions to create a data file.
- From the User screen, click the **Import Users** tab.
- **Browse** to select your file to import, and click **Import**.
- The RFVII-3 program will import the following fields: User ID, First Name, Middle Initial, Last Name, and Group.
- To edit a User's record, click the Edit icon (✎), enter new information in editable fields, and select **Update**. To remove a User's record, click the Delete icon (✖).
- The remaining number of test administrations included in your license will display in the upper-right corner of your User List screen.



## Administering the RFVII-3—Paper Version

### Procedures

The RFVII-3 has no time limit. It can be administered to individuals on a one-to-one basis as well as to groups. Feel free to discuss what is happening in the pictures with the Users as they take the test. Be sure there are sufficient numbers of test administrators to assist any Users who have questions about items as they take the test.

### Directions

Assist Users as necessary to complete the identifying information on the front of the Inventory booklet.

Then, point to the bottom of the cover page and say aloud:

*Look at the three pictures. Find the one that is most interesting to you. Mark only one picture. See the example below.*

Guide the Users through the example item, explaining that they may mark their choice with a checkmark or circle or by any method that is readable and comfortable for them. Explain that they can ask for information about what is happening in the picture or use a visual aid to isolate the item, if desired.

Then say aloud:

*Now turn the page and begin. Continue until you reach the end of the last page.*

After the User has completed the booklet, check to be sure each item has one (and only one) picture selected. If more than one item is selected or there is no selection, direct the User to point to the item he or she is most interested in. Mark the item. All items must have one image selected for scoring to be completed.

### Scoring Procedures

To score the paper version of the RFVII-3, use the quick-entry method in the online program to enter the Users' selections.

To prepare to enter the Users' responses:

- **Sign In** to your RFVII-3 Account.
- **Add Users** for each of those tested.

To enter a User's selections, follow these steps:

- From the Users screen, select the Go to Survey icon (  ) on the row to the right of the User name whose results you wish to enter.

- Click the **Print Version Data Entry** tab at the top of the page.
- Click the image selected by the User for each item.
- The page can be resized to allow a view of many items at a time for quick selection.
- Click the **Save Responses** button when complete.
- Click the **Survey Results** tab to view results.



## Administering the RFVII-3—Online Version

The Online Version of the RFVII-3 allows Users to make their item selections directly on any device with internet access. Users can select the backward and forward arrows to review items and change their selections.

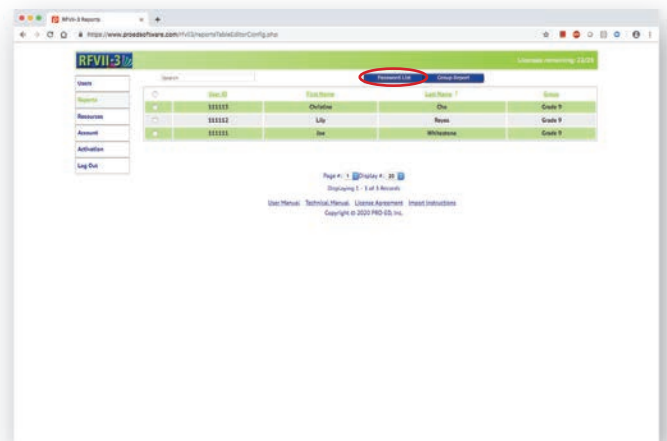
Scoring occurs automatically as soon as the User completes a selection for each of the 80 items. His or her results are displayed on the screen and available in the Interpretive Report.

### To prepare for Users to take the RFVII-3 online:

- **Sign In** to your RFVII-3 Account.
- **Add Users** for each of those to be tested.

Users will need their User IDs and passwords to access the online test. Provide them by following these steps:

- Click **Reports** from the navigation bar on the left.
- Click the **Password List** tab at the top of the page.
- Select the Users you want to survey.
- Click to print the **Password Report**.
- Cut and distribute User IDs and passwords to Users.
- Direct Users to <https://www.proedsoftware.com/rfvii3/index.php> to Sign In with their User IDs and passwords to begin the survey.
- Oral directions will begin immediately once the User has signed in.



## Adaptations and Adjustments

The strategies provided below are recommendations for individuals needing assistance in taking the RFVII-3.

- For Users who request or seem to need information about what is depicted in the images, it is completely permissible to discuss the images in an item, taking care not to influence the User's interest choice.
- For Users with visual impairment, explanations of what is depicted in the images in an item are appropriate.
- For Users with motor impairments, an administrator can provide a horizontal guide, provide a visual aid to isolate the item, or allow verbal responses and mark the User's choices.

## *Interpretation and Reporting of the RFVII-3*

Once Users have completed selections for each of the 80 items of the RFVII-3 and their Inventory is scored, you will be able to access their survey results and individual Interpretive Reports. This report sorts the Career Clusters based on the Users' interests, from highest interest to lowest interest. The percentage shown by the bar in each Career Cluster reflects the number of the Users' indicated interests out of the total interests possible for that Cluster.

The report also shows how the Users' occupational interests match the classification of people, data, or things. The percentage shown by the each bar reflects the number of choices Users made out of the total interest choices possible for that classification.

## Accessing the Interpretive Report

To access and view the Interpretive Report, follow these steps:

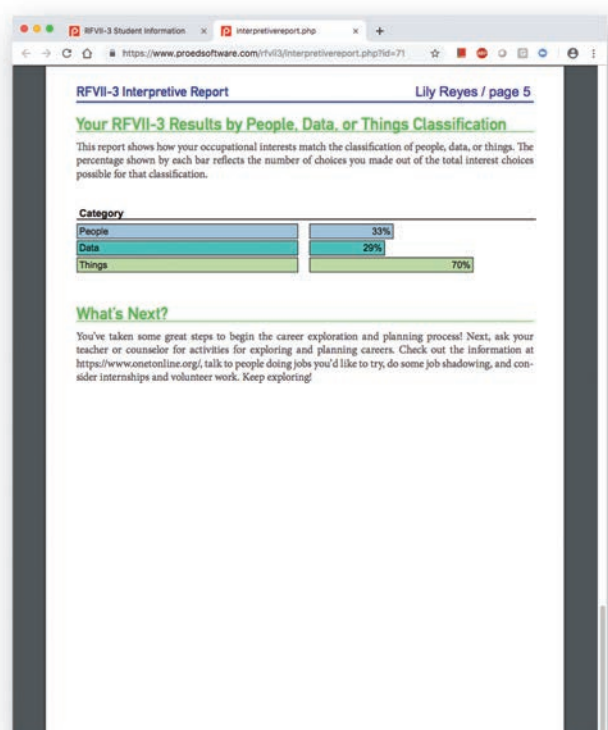
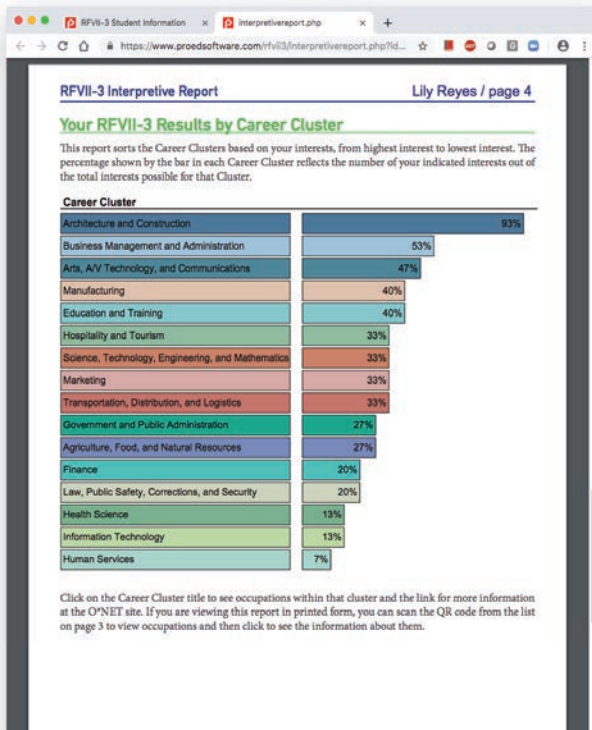
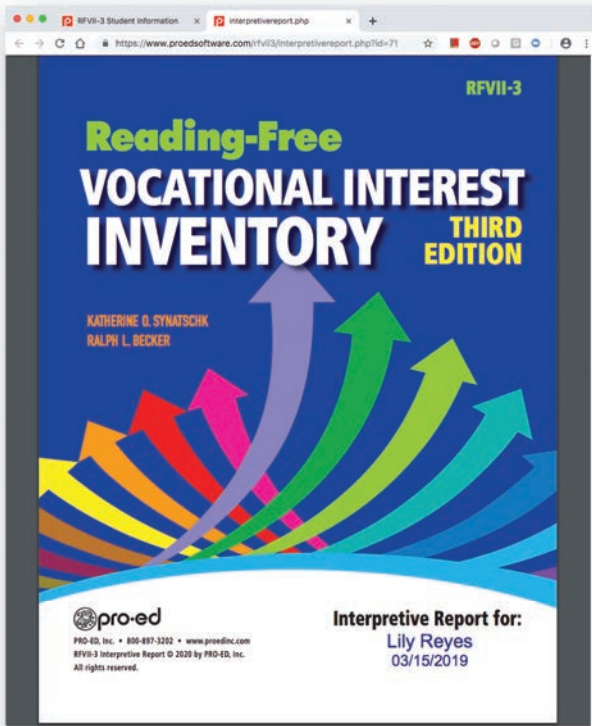
- **Sign In** to your RFVII-3 Account.
- From the Users screen, select the Print icon (🖨️) on the row to the right of the User whose report you wish to view.



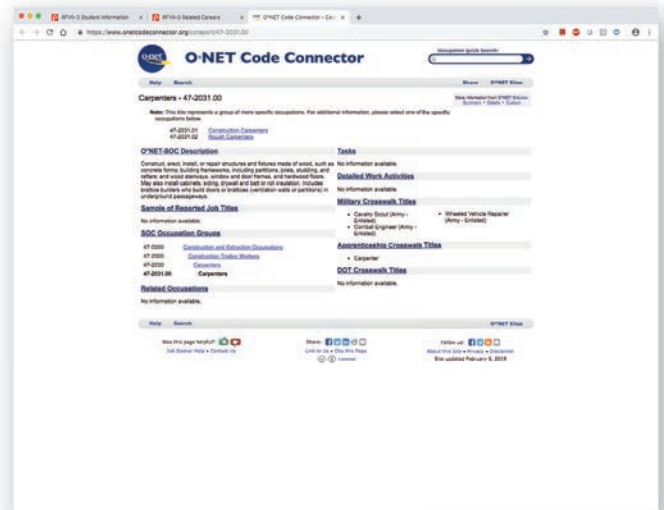
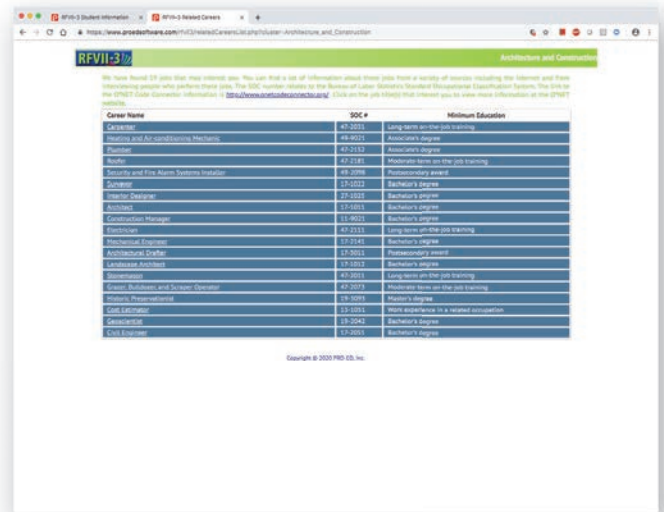


An interactive Interpretive Report for the User will be generated. You can:

- View, download, and print the report.
- E-mail the report to the User.



- Interact with the data by clicking any of the Career Clusters for a listing of sample jobs with education requirements within that cluster and selecting job titles to navigate to O\*NET for in-depth information about the job, including descriptions, detailed work activities, outlook for employment, salary, and related jobs.

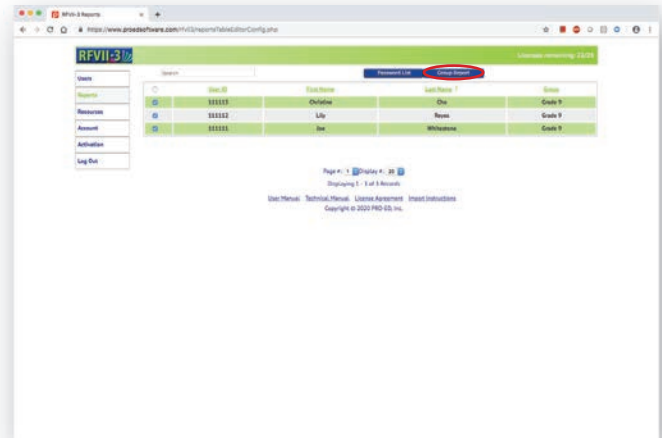


## Generating the Group Report

At times, it is useful to see the RFVII-3 results for a group. Having this information can facilitate group activities in career awareness, exploration, and planning. The report displays the percentages of alignment with each Career Cluster for each member of the group.

To view a Group Report of a group of Users, follow these steps:

- **Sign In** to your RFVII-3 Account.
- From the navigation bar on the left side of the screen, select **Reports**.
- Select each of the Users you wish to include in the group. Select each one by clicking the square to the left of the User Name, or select all by clicking the square at the top of the column of squares.
- Select **Group Report**.
- Click **here** in the pop-up box to print the Group Report.



**RFVII-3 Results — Group**

	Agriculture, Food, and Natural Resources	Architecture & Construction	Arts, AV Technology, and Communication	Business Management and Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections, and Security	Manufacturing	Marketing	Science, Technology, Engineering, & Mathematics	Transportation, Distribution & Logistics
Christine Cho	33%	13%	27%	33%	67%	73%	13%	20%	47%	47%	13%	13%	0%	73%	27%	33%
Liy Reyes	27%	93%	47%	53%	40%	20%	27%	13%	33%	7%	13%	20%	40%	33%	33%	33%
Joe Whitestone	87%	47%	20%	33%	20%	20%	27%	53%	7%	33%	47%	40%	7%	0%	67%	27%

## Resources

Your online RFVII-3 Account includes printable resources useful for helping Users with career awareness, exploration, and planning. These resources include:

- 16 Career Cluster Descriptions
- Jobs by Cluster, with QR code or hot links to O\*NET