Benefits for Employers

- Screen job applicants
- Place the right person in the right job
- Improve:
  - Job Descriptions
  - Responsibilities
  - Accountability
  - Training
  - Morale
- Reduce:
  - Turnover
  - Overtime
  - Absenteeism
  - Disciplinary/Corrective Actions
  - Quality and Productivity Problems
- Demonstrate customer and government compliance

Benefits for Individuals

- Qualify for better jobs
- Expand credentials
- Continuously improve employability skills
- Enhance life-long learning
- Match jobs to skills and interests

Funding Available

Funding is available for ACT® WorkKeys® and related:

- Assessments
- Job Profiling
- Training

See www.gptech.org/wk for details. For more information or a visit at your site, contact:

Pete Walker
WorkKeys Job Profiler
Great Plains Technology Center
4500 SW Lee Blvd.
Lawton, OK 73505
580-250-5569
pwalker@gptech.org
www.gptech.org/wk

Benefits for Communities

- Help employers grow
- Attract new employers
- Help educators:
  - Develop student Foundation and Soft Skills
  - Identify employability and educational skill gaps
  - Demonstrate courseware relevancy

Oklahoma CRC
ACT® WorkKeys®
KeyTrain®

Working Together for Career Readiness Certification

- Help employers grow
- Attract new employers
- Help educators:
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Grow Oklahoma!

Download the Return on Investment and Turnover Cost worksheets in Excel® format from www.gptech.org/wk
How Does It Work?
The WorkKeys® system implements analysis, assessment, and instructional support:
1. A WorkKeys® Certified Job Profiler helps employers identify skills and proficiency levels needed.
2. Job applicants and employees desiring advancement present their CRC or other WorkKeys assessment results to employers.
3. Persons desiring to improve their WorkKeys assessment results receive instructional support.

Career Readiness Certificate (CRC)
Three skills apply to over 80% of the WorkKeys Occupational Database.
- The State of Oklahoma sponsors the Applied Mathematics, Locating Information, and Reading for Information assessments.
- Individuals are awarded CRCs displaying the levels achieved for these three skills.
- A CRC+ ("CRC Plus") represents completion of the Personal Skills training modules in addition to the three assessments.

WorkKeys® Assessments and KeyTrain® Instructional Support:
- Applied Mathematics—Solving work related mathematical problems
- Applied Technology—Solving electrical, fluid power, mechanical, and thermodynamic problem scenarios
- Business Writing—Writing an original response to a work-related situation
- Listening—Receiving verbal information and relaying it accurately
- Locating Information—Using workplace graphics (charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, gages, etc.) to solve problems
- Observation—Paying attention to and remembering work related demonstrations, procedures, and instructions
- Reading for Information—Using written text in order to do a job
- Teamwork—Choosing behaviors and actions to accomplish the task and support team relationships
- Writing—Writing effective workplace messages

What is a WorkKeys® Job Profile?
A form of job analysis to specify the Foundation Skills and Skill Levels needed to perform the job. The steps are:
1. Coordination—The Job Profiler contacts the client, obtains information, explains resource requirements, and initiates scheduling.
2. Facility Tour and Further Information Collection—The Job Profiler observes and asks questions.
3. Initial Task List—The Job Profiler creates a first draft Task List.
4. Task analysis—The Job Profiler meets with Subject Matter Experts (SMEs) to customize the task list. The SMEs rate each task for how critical it is to the job.
5. Skill Analysis—The Job Profiler leads the SMEs through linking tasks to skills and levels.

Personal Skills
WorkKeys® Personal Assessments:
- Performance—Measures tendency toward unsafe behaviors and attitudes toward work
- Talent—Predict cooperation, discipline, influence, and stability
- Fit—Determine the fit between a candidate and the occupations

KeyTrain® Employability Skills Training:
- Attendance
- Business Etiquette
- Communication
  ⇒ Listening
  ⇒ Non-Verbal Communication
  ⇒ Speaking
- Customer Service
- Diversity
- Goal Setting
- Personal Characteristics
- Positive Attitude and Motivation
- Problem Solving
- Teamwork
- Time Management
- Workplace Ethics