



ASSESS EVALUATE IMPROVE: **Your Opportunities**

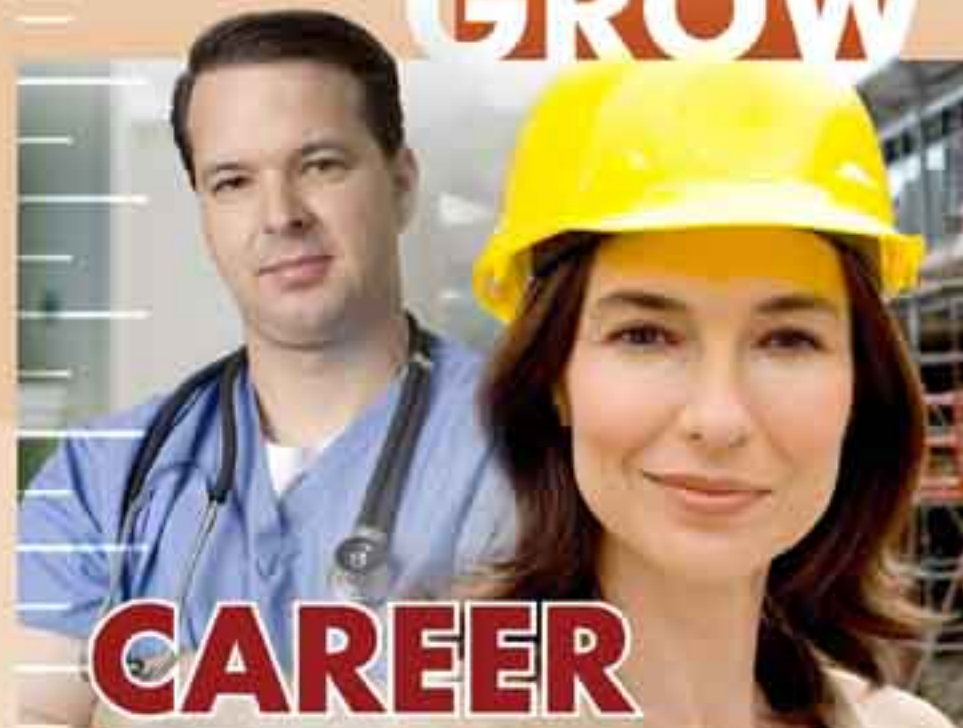
With today's global economy, finding and keeping a job requires higher skill levels than ever before. Employers want workers with documented skills based on "real world" experience.

The Career Readiness Certificate measures core "real world" skills employers believe are critical to success in a job environment. These skills are valuable for any occupation – skilled and professional – and at any level of education. With a database of over 14,000 job profiles, the Career Readiness Certificate first identifies the skills needed on the job, and then assesses an individual's skill level. If there are any gaps between the employee's necessary skill level and the current skill level, the Career Readiness Certificate will help identify the training needs and provide skill upgrade training.

The Career Readiness Certificate measures two key areas: **communication and problem-solving. Companies across the United States are using this type of assessment and certification process for hiring new employees, assessing current workers and increasing salaries or advancement opportunities.**



GET READY TO GROW



CAREER READINESS

Keep Your Career Growing

For more information call
TOLL-FREE: (888) 980-WORK

www.OKcommerce.gov/careerready

**Career Readiness Certificate
Powered by WorkKeys®**

WorkKeys has been developed by ACT, an international leader in educational assessment and workforce development services for more than 40 years, best known for the ACT Assessment® college entrance exam. Over the past decade, ACT has completed WorkKeys job and occupational profiles for thousands of jobs across every employment field and has administered millions of WorkKeys assessments. The system is used today by thousands of companies and schools across the United States and internationally.

Auxiliary aids and services are available upon request to individuals with disabilities.



GOVERNOR'S COUNCIL FOR WORKFORCE
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Case Study: Patrick Scott, Student

The Challenge

Often times, the road to a better job seems to be a series of detours. Many find themselves looking for better job opportunities and salaries, without the documented skills employers are looking for in candidates.

Patrick Scott recently learned in a big way what the Career Readiness assessment, which is now part of the course work at Canadian Valley Technology Center (CVTC) in Chickasha, can do for a person's career.

Scott, who graduated last spring from Chickasha High School, has been employed with Wal-Mart in the lawn and garden center for nearly two years. Like many in today's workforce, Scott felt that his personal career goals and current path were heading in different directions.

About Patrick Scott

Patrick Scott is a student in the Computer Information Systems program at Canadian Valley Technology Center in Chickasha, which is now offering the Career Readiness Assessment to students.

The Career Readiness Certificate Resolution — Opens Doors to a Better Job, a Better Salary

Both businesses and individuals alike benefit from Career Readiness Certificates. Businesses like Wal-Mart are able to gauge skills they feel enable an employee to succeed, while individuals can use those same assessments for self-improvement and evaluation. The certificate is a "portable credential" that matches an individual's qualifications to the best job opportunities.

When Scott went in for his annual evaluation with his employer, Scott told his supervisor that he had recently completed the Career Readiness assessment. Because Wal-Mart utilizes this system, they were able to compare Scott's scores to their skills set standards. Due to his Career Readiness assessment, Scott has continued to grow and improve his job performance, which in turn enabled him to receive a substantially higher annual pay raise.

Results:

- Pay Raise
- Job satisfaction, loyalty and security
- Upon his completion of the CIS program, Scott plans to be a network technician

Case Study: Chickasha High School

The Challenge

At Chickasha High School, about 68% of graduating seniors plan on attending college. For the students who are not college bound, Chickasha High School has a duty to provide them with the credentials to have a successful career and life. A high school diploma isn't always an adequate credential, so the school sought alternative ways to identify the talent within their student body. After graduating high school, these students deserve a chance to become productive citizens of the community. This benefits the student, their community and the businesses that operate there.

About Chickasha High School

Chickasha High School has 900 enrolled students and is located in Chickasha, Oklahoma.

The Career Readiness Certificate Resolution — "Provide Local Employers with Proof of Local Talent"

Chickasha High School chose to equip their students with the necessary tools to succeed in the business community in which they live. The school required the senior class to undergo skill assessment using the WorkKeys program of Career Readiness. Of 131 high school seniors that participated, 23 received gold certificates, 74 received silver certificates, and 28 received bronze certificates. The school was pleased with the results, and the students now have a portable credential, in addition to their high school diploma, that will help them get a job that suits their skill levels.

The use of Career Readiness certificates allows local businesses to recruit personnel with relevant skill sets, and it also allows them to compare job applicants on a level playing field.

"We are working to provide the best education for all students. Whether a student attends college or not, Career Readiness allows students to self-evaluate their employability and a chance to work on their weaknesses."

— Beth Edwards,
Principal
Chickasha High School

Results:

- Empowered students to self-evaluate their employability and improve their weaknesses
- Provided students with a portable credential that verifies their skill level

"I would encourage all of my students who have not taken the tests to definitely do so. It can really help in getting a job or moving up in your current field."

— Michael Meloy,
CIS instructor
Canadian Valley
Technology Center

Career Readiness Benefits

- Build confidence that skills meet the needs of employers
- Determine skill improvement and training needs
- Improve opportunities for career change and advancement
- Increase chances that you will be hired
- Provide skill upgrade training

