



**WorkKeys<sup>®</sup>**



**National Career Readiness Certificate**

Because workforce talent matters

## WorkKeys® Benefits

# OBJECTIVITY SIMPLICITY COMPLIANCE

- Streamline your hiring process while reducing costs and time
- Increase exposure for job advertisement
- Increase productivity and reduce waste by identifying current employees' skill levels and the tasks they perform
- Reduce employee turnover
- Decrease employee overtime
- Identify employee strengths and training needs
- Improve effectiveness of training dollars by targeting specific areas for employee improvement
- Identify employee commitment to continuous improvement
- Make well informed promotion decisions
- Can meet EEOC requirements for profiled jobs

*“WorkKeys® provides an extra level of information that you cannot get from a resume.”*

PA CareerLink® Customer

## OBTAIN SKILL BENCHMARKS FOR YOUR COMPANY

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### **Jobs Analysis**

The WorkKeys® Job Analysis identifies the skills employees need to be successful on the job. We offer three different job analysis options to assist with hiring, promotion and training.

### **Job Profiling**

An authorized WorkKeys® Job Profiler works collaboratively with groups of your employees to complete the job analysis. Job incumbents serve as the subject matter experts who define the tasks and skills needed to perform a specific job successfully. Job Profiling consists of a task analysis to select the tasks most critical to the job and skill analysis to identify the skills and skill levels required to enter the job and perform effectively. Job Profiling can meet requirements adopted by the EEOC.

### **SkillMap®**

This easy-to-use web-based process makes job analysis quick and comprehensive. SkillMap® gathers information about job requirements from employees who review tasks from the O\*NET™ database to develop a list of tasks that describe the job. SkillMap® uses their input to identify the WorkKeys® skills and skill levels needed for effective job performance. Employees can participate during the times that suit their work schedules with a computer and internet access. SkillMap® can meet requirements adopted by the EEOC.

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## STREAMLINE THE HIRING PROCESS

### Career Readiness Assessments & Certifications

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Wouldn't it be great to have a simple, objective tool that demonstrates that applicants have the basic skills they say they have? The WorkKeys® system is a uniform measure of key workplace skills in Applied Math, Graphic Literacy and Workplace Documents so that you can make informed decisions about hiring the right person. Based on the scores, an applicant can earn a nationally recognized Career Readiness Certificate in four levels (Bronze, Silver, Gold and Platinum). Each certificate builds upon the previous level and provides a snapshot of the applicant's capabilities. PA CareerLink® staff can assist you in interpreting the National Career Readiness Certificates based on the positions you want to fill. Choose to participate in a flexible endorsement for access to bonus services that benefit your hiring and promotion needs.


## IDENTIFY INCUMBENT WORKFORCE NEEDS

### Retention and Training Tools

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The WorkKeys® Career Readiness Assessments are used by employers to objectively identify needs for employee training, develop skill sets and promote qualified employees. Personal Skills Assessments measure different applied job skills in the area of communication, problem-solving and interpersonal skills. Skills assessed in Applied Math, Graphic Literacy and Workplace Documents can result in a National Career Readiness Certificate at a Bronze, Silver, Gold or Platinum level. Soft Skills assessments are redesigned to predict job behavior, work-place attitudes, and safety inclinations to measure the full potential of individuals.

Because no two businesses have identical selection and development needs, we can customize the WorkKeys® system to help you reach your hiring goals and training needs to close any gap that exists between the skills required and those demonstrated.



Contact us for a complimentary analysis to determine what service is right for you.

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**Employers** have expressed a need to understand the job readiness skills potential applicants and incumbent workers have as they relate to their available jobs.

**WorkKeys®** is an easy-to-use, comprehensive system that saves businesses time, money and energy in finding and retaining workforce talent. The **WorkKeys®** system:

- 1 Streamlines the hiring process by identifying current job skills
- 2 Identifies the training needs of current staff
- 3 Closes the training gaps that exist between required and demonstrated skills
- 4 Evaluates current employees for potential promotion
- 5 Provides skill benchmarks for specific jobs in your organization



*“WorkKeys® shortens the probationary period and makes for more productive employees.”*

PA CareerLink® Customer