



Workforce solutions start here...

Pennsylvania
CareerLink

**A high school diploma, GED or college degree
does not tell me the skill level of my
job applicants...HELP!**

WorkKeys® CAREER READINESS CERTIFICATE

What is the WorkKeys® Career Readiness Certificate?

The Career Readiness Certificate assesses three skill areas: *Applied Mathematics*, *Locating Information* and *Reading for Information*. Based on the WorkKeys® assessment system, this national credential provides you with a fair and objective "common language" to evaluate employee skills that can be accepted at all of your sites across the country. WorkKeys®, produced by ACT (American College Testing) and recognized nationally, is used for white-collar professional jobs as well as jobs in manufacturing, healthcare, law enforcement, and hospitality.

What's so important about Applied Mathematics, Locating Information and Reading for Information?

Applied Mathematics, *Locating Information* and *Reading for Information* apply to 85% of all jobs. More than 14,000 unique job titles, ranging from accountant to automotive technician and from welder to webmaster have been profiled. Over 12 million assessments have been given.

How will I know what skill levels are associated with my positions?

It's likely that positions similar to yours have been profiled. We can access the database of profiled jobs to give you a general idea of the skill levels for your positions. If you choose to have your positions at your location WorkKeys profiled, you will know exactly what skills you need.

How will I know whether my applicants possess the skill levels I want?

PA CareerLink Berks County is awarding the WorkKeys® Career Readiness Certificate to individuals who achieve minimum assessment levels on *Applied Mathematics*, *Locating Information* and *Reading for Information*. Three levels of certificates will be awarded

Certificate	WorkKeys Scores
Gold	5s and above
Silver	4s and above
Bronze	3s and above

How do I tell applicants I value the Career Readiness Certificate?

When advertising your vacant positions, list the WorkKeys Career Readiness Certificate along with other credentials you value, such as Diplomas, Certificates and Degrees.

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Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
Language assistance services are available free of cost.