



## What are the benefits of WorkKeys®?

### Benefits for Businesses

- Increase your bottom line through your employees
- Reduce turnover, overtime and waste while increasing morale
- Take the guesswork out of your selection decisions
- Establish legal defensibility in your selection process
- Use WorkKeys to meet ISO 9000 standards and ensure quality business practices
- Get the most efficiency from your training practices
- Improve the effectiveness of your training dollar

### Benefits for Individuals

- Build confidence that skills meet the needs of local employers
- Determine skill improvement and training needs
- Improve opportunities for career changes and advancement

### Benefits for Educators

- Help instructors identify gaps between student skills and employment needs
- Align curricula to meet the job skills employers need
- Develop more efficient teaching strategies
- Enable students to see a reason to take coursework seriously
- Encourage parent involvement in students' academic efforts
- Increase chances that graduates will be hired
- Improve students' success in entry-level and subsequent jobs

### For More Information:

If you are interested in discussing how you can use WorkKeys, contact

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## What is WorkKeys®?

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation — skilled or professional — and at any level of education.

## How do you determine WorkKeys® scores?

WorkKeys is a three step process: Job Profiling, Assessments and Training.

- **Job Profiling tells you what skills are required to perform the job.** The WorkKeys job profiling component offers a concrete way for organizations to analyze the skills needed for specific jobs and to describe those needs to educators, students and job applicants. For each position, job profiling identifies the skills and WorkKeys skill levels an individual must have to perform successfully. By comparing job profile information with individuals’ scores on the WorkKeys tests, organizations can make reliable decisions about hiring, training and program development. *Job profiling meets the validity and fairness requirements of EEOC guidelines.*
- **Assessments show you what skills an individual possesses.** The abilities to learn, listen, communicate, work in teams, and solve problems are important assets for any worker, regardless of career choice. WorkKeys assessments measure an individual's skills across a variety of areas. *The three most common WorkKeys assessments are Applied Mathematics, Locating Information and Reading for Information.* Other assessments are available in Applied Technology, Business Writing, Listening, Observation, Teamwork and Writing.
- **Training can be developed to close the gaps between an individual's skills and the skills required to perform the job.** WorkKeys enables educators, individuals and employers to identify skill gaps and guide training decisions to improve WorkKeys scores when necessary. *Training resources are available online through your local PA CareerLink.* The option to improve skills is a win-win situation for everyone—making individuals more employable and businesses more competitive through a better-trained workforce.

## WorkKeys® and ACT

WorkKeys has been developed by ACT, an international leader in educational assessment and workforce development services for more than forty years, best known for the ACT 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 by thousands of companies and schools across the United States and internationally.

The Central Pennsylvania Workforce Development Corporation (CPWDC) is one of 300 approved WorkKeys Value-Added Resellers (VARs) across the country. The CPWDC can administer and resell the WorkKeys resources on behalf of ACT. To learn about ACT or WorkKeys, visit [www.workkeys.com](http://www.workkeys.com).