

Time is money.

Save both with the Arkansas Career Readiness Certificate!

What are the benefits of the Arkansas Career Readiness Certificate?

#### Employers

- ◆ Reduces turnover, overtime, and waste while improving morale
- ◆ Take the guesswork out of selection decisions
- ◆ Improve the effectiveness of training dollars
- ◆ Streamlines hiring by including a preferred certificate level in job postings
- ◆ Meets EEOC requirements

#### Job Seekers

- ◆ Builds confidence that skills meet the needs of local employers
- ◆ Gives advantage over other job applicants who have not demonstrated needed skills
- ◆ Determines skill improvement and training needs
- ◆ Possesses a portable skills credential that enhances employability and sets the stage for possible career advancement and lifelong learning

#### Educators

- ◆ Increases chances that graduates will be hired
- ◆ Enables students to see a reason to take coursework seriously
- ◆ Improves students success in entry-level and subsequent jobs
- ◆ Aligns curricula to meet the job skills employers need
- ◆ Provides a workforce development tool that ensures no worker is left behind

#### Community

- ◆ Keeps employers from moving entry-level jobs to other cities, states, or countries
- ◆ Decreases unemployment rates
- ◆ Creates a work-ready community to improve the quality of life for residents
- ◆ Increases the tax base through more profitable business partners
- ◆ Attracts new employers to the state, resulting in economic development



## A Partnership for Career Ready 101® and WorkKeys®

As part of the Governor's Workforce Cabinet, the following agencies and institutions implement the Career Ready 101 instruction, WorkKeys® assessments, and the Arkansas Career Readiness Certificate Program:



The best part, it's **FREE** to you!

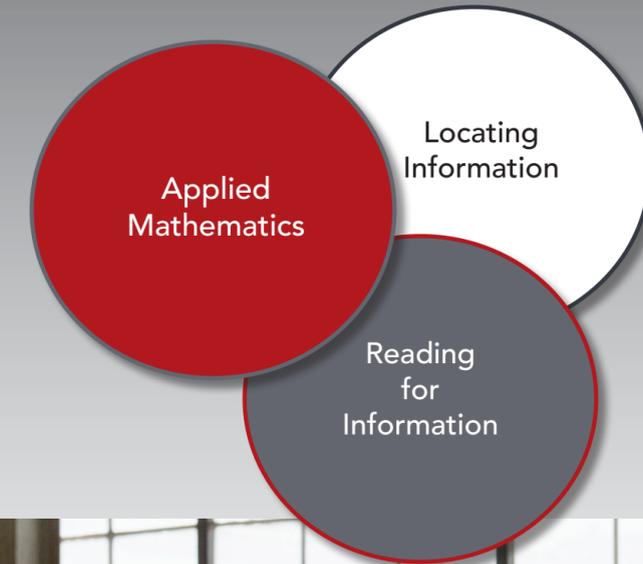
Employers wanting to use the CRC as part of their pre-employment process should contact:

Arkansas Department of Workforce Services  
P. O. Box 2981  
Little Rock, AR 72203  
1-866-757-2999  
TTD/TTY Voice 1-800-285-1121  
TDD 1-800-285-1131  
crc@arkansas.gov  
www.ArkansasAtWork.org  
www.dws.arkansas.gov

"Equal Opportunity Employer/Program"

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

## An Employer's Guide to Building a Quality Workforce



Building Arkansas' Workforce One Worker At A Time!

ARKANSAS  
CAREER READINESS CERTIFICATION

## Wanted: Applicants with documented workplace skills

Employers across the country are overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. You need a way to quickly pinpoint individuals with essential, verifiable workplace skills. Your solution: the Arkansas Career Readiness Certificate.

## What is a Career Readiness Certificate?

The certificate is a nationally recognized portable credential based on the ACT WorkKeys assessments that substantiate to employers that an individual possesses the basic workplace skills they are seeking. Individuals who earn an Arkansas Career Readiness Certificate are automatically eligible for the ACT National Career Readiness Certificate (NCRC). Even if an individual has a high school diploma, GED or a post secondary degree, the Career Readiness Certificate further verifies that he or she can handle tasks that are common and vital in today's workplace such as finding information, reading instructions and working with figures.

The Arkansas Department of Workforce Services purchased the Career Ready 101 pre-WorkKeys Instruction and the WorkKeys employability assessments as part of an ongoing effort to respond to the needs of employers for a better trained and skilled workforce across the state.



Building Arkansas' Workforce  
**one** Worker At A Time!

## Assessment and Training With Career Ready 101®

A potential employee's first step toward achieving an Arkansas Career Readiness Certificate is to take the Career Ready 101 instruction to determine if he or she is ready to take the WorkKeys assessments. If the individual does not score adequately on Career Ready 101, this indicates a need for skill improvement. The Career Ready 101 instruction system can be used to improve a job seeker's skill level.

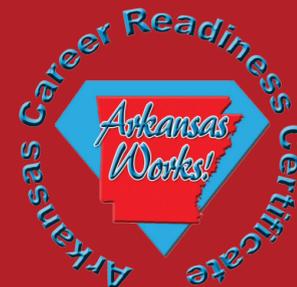
The Career Ready 101 instruction system includes targeted, self-paced instruction, pre-assessments, soft skills lessons and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

Career Ready 101 includes instruction for all levels of WorkKeys and pre-WorkKeys skills. It is available via the Internet or print.

## What is WorkKeys®?

WorkKeys is a comprehensive employability skills assessment tool designed to help employers and individuals develop better workplace skills. Three major components make up the system: **Job Profiling** - Identifies the skill levels required to effectively perform the job; **Skill Assessments** - Measures the current skill level of individuals; and **Instructional Support** - Provides tools educators and trainers need to help individuals in improving their skill level.

Created by ACT, Inc., the WorkKeys assessments have been used for more than two decades by job seekers, employees, employers, students, educators, administrators and workforce and economic developers. Thousands of companies in the United States and internationally use WorkKeys skill assessments, job profiles, training evaluations, research and reporting services to assess skill needs and measure progress.



For more information contact:  
Arkansas Department of Workforce Services  
1-866-757-2999  
crc@arkansas.gov

ACT WorkKeys assessments measure the cognitive (“hard”) and non-cognitive (“soft”) skills needed for success in the workforce.

### ACT WorkKeys “hard skill” assessments:

® **Applied Mathematics** measures the ability to apply mathematic principles to math-related problems encountered in the workplace.\*

® **Applied Technology** measures the ability to apply principles of electricity, mechanics, fluid dynamics, and thermodynamics to workplace technical problems.

® **Business Writing** measures the ability to apply conventions of standard business English to written communication required in the workplace.

® **Listening for Understanding** measures the ability to understand and apply oral communication typical of the workplace.

® **Locating Information** measures the ability to find, analyze and apply information presented in workplace graphics.\*

® **Reading for Information** measures the ability to understand and apply written information presented in workplace documents.\*

® **Workplace Observation** measures the ability to understand and apply information acquired through observation.

\*Denotes assessments purchased by the State and are free of charge to the employer and job seeker. The additional WorkKeys assessments listed may be purchased by contacting ACT WorkKeys directly.

### Earning an Arkansas Career Readiness Certificate

To earn an Arkansas Career Readiness Certificate, individuals must successfully complete the Career Ready 101 pre-WorkKeys instruction and achieve the appropriate skill levels on the following three WorkKeys employability assessments: Applied Mathematics, Locating Information and Reading for Information. As a result of the assessments, individuals earn a Platinum, Gold, Silver or Bronze certificate or identify areas in which they need further instruction.

### Career Readiness Certificate Skill Levels

**Platinum:** Minimum score of a Level 6 on each of the three WorkKeys assessments

**Gold:** Minimum score of a Level 5 on each of the three WorkKeys assessments

**Silver:** Minimum score of a Level 4 on each of the three WorkKeys assessments

**Bronze:** Minimum score of a Level 3 on each of the three WorkKeys assessments

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas and the Director of the Department of Workforce Services signs each Career Readiness Certificate to certify that each individual has successfully completed the WorkKeys assessments.

