



*WorkKeys* is a national system designed by ACT (formerly American College Testing) to identify and measure critical employability skills. The system is composed of three main elements: job profiling, assessment, and instructional support. ACT designed the system in alignment with the Uniform Guidelines for Equal Employment Opportunity. We are mainly focusing on the Job Profiling and Assessment. There are three certificates available Gold, Silver, and Bronze. The three areas that are tested are Applied Mathematics, Locating Information, and Reading for information. Level three, Bronze objectives are below

### Applied Mathematics

- Solve problems that require a single type of mathematics operation using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentage
- Convert simple money and time units

### Locating Information

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from graphic

### Reading for Information

- Identify the main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials

After earning a certificate WorkKeys will partner with us to contact businesses to explain the certificate to them if they are not familiar with it.

### Benefits of Using WorkKeys for the business

- Significantly reduces the costs associated with a poor hiring decision
- Reduces turnover
- Takes the guesswork out of selection decisions
- Identifies best applicants
- Minimizes legal challenges over the hiring process
- Identifies and prioritizes customized training needs
- Eliminates under-training and over-training
- Increases productivity
- Results in higher employee morale