**Career Readiness Certification (CRC)**

**powered by WorkKeys®**

The **Goal of the WorkKeys Assessment System** is to *create a nationally recognized SYSTEM for the assessment and improvement of WORK-RELATED SKILLS that supports employers and education*. WorkKeys is an assessment tool that can be used with job seekers and students, 1) to understand the skills of individuals that are applicable to jobs, and 2) to better match the skills of individuals with education and career opportunities that employers have available. Central Pennsylvania’s Career Readiness Certification (CRC) is based on the WorkKeys® assessments in Reading for Information, Applied Mathematics and Locating Information. It is designed to meet the needs of both employers and job seekers in this transitioning economy.

* For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem solving skills to be “job ready.”
* For job seekers and students, the CRC serves as a portable credential that can be a meaningful compliment to a high school degree or a resume citing experience in a different job setting.

**HOW TO GET INVOLVED**

There are many ways and levels in which you can become involved in using WorkKeys assessments as an employer. Contact the Central PA Workforce Development Corporation ([www.cpwdc.org](http://www.cpwdc.org)) or your local PA CareerLink for information and materials on getting involved with WorkKeys. You should also contact your local school districts and ask if they offer students an opportunity to receive a WorkKeys CRC.

**THE PROCESS**

WorkKeys was developed by ACT, a nationally recognized educational organization. ACT has profiled the skill levels of over 14,500 jobs in the U.S. A jobseeker completes the WorkKeys assessments to see how their skills compare to those required by specific occupations. WorkKeys assessments are offered in various locations where jobseekers are given the opportunity to sit for the assessment and earn a CRC. Employers sign up to endorse the WorkKeys CRC. There are many levels of endorsement ranging from simply recognizing the CRC when presented by applicants, requesting a CRC with applications and resumes, or using the CRC as a pre-screening tool.

**SUGGESTED ACTIVITIES**

* Talk to school administrators and faculty about the value of applied skills and the CRC.
* Encourage schools to provide students with the opportunity to earn a CRC.
* Simply recognize the value of the CRC at a basic level that gives a job applicant an opportunity to showcase their skills.
* Ask, prefer or require job applicants to include their CRC with a job application or resume.
* Use the CRC as a pre-screening tool.
* Participate in job-profiling to identify the exact skill needs of your company.