

## WorkKeys® Career Readiness Certificate Overview and Commitment Form

- ***How do you know your new hires and current employees have what it takes to get the job done?***
- ***Would you like to reduce employee turnover?***
- ***Do you need a tool to assist with making promotion decisions, based on skill levels?***

A Career Readiness Certificate (CRC) could be the solution for employers who want a trainable workforce. We want to serve you better by helping you identify the best candidates for your jobs.

The PA CareerLinks in Central Pennsylvania, in coordination with the Central Pennsylvania Workforce Development Corporation (CPWDC), are offering a service to job seekers and employers– the WorkKeys® Career Readiness Certificate (CRC). WorkKeys® is an American College Testing (ACT) developed system that has helped thousands of companies, organizations and individuals identify, assess and learn the skills needed to fill specific jobs.

The Career Readiness Certificate (CRC) is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills that all jobs require. The CRC is based on performance-based assessments in Reading, Math and Locating Information. A CRC should be seen as a complementary credential to the high school diploma or other required training program.

We are seeking employer support of this CRC to encourage job seekers to earn this credential and better demonstrate their workplace skills when applying for employment. As an employer, your business name will be added to a list of other regional employers that are currently endorsing the CRC. We would also like to be able to acknowledge your level of commitment to the CRC and market that commitment to our job seeker community. As more job seekers earn CRCs, you will have a better qualified pool of applicants from which to choose. You can choose your level of support as indicated by the categories identified below.

### ***Basic Endorsement (No cost in choosing this option)***

Employer recognizes the CRC as a valuable source of information that will be accepted along with job applications or resumes. This level of endorsement does not require the employer to use the information on the CRC, but allows a job seeker to showcase a credential of which the employer is aware.

### ***Preferred for Application (No cost in choosing this option)***

Employer includes the CRC as a **preferred** part of the job posting. The employer agrees to post the job order with the PA CareerLink. All job postings will indicate “WorkKeys Career Readiness Certificate preferred.” The employer can use the CRC as a pre-screening tool to see whether a potential employee has demonstrated a documented skill level. The PA CareerLink staff will assist the employer in using the CRC for pre-screening.

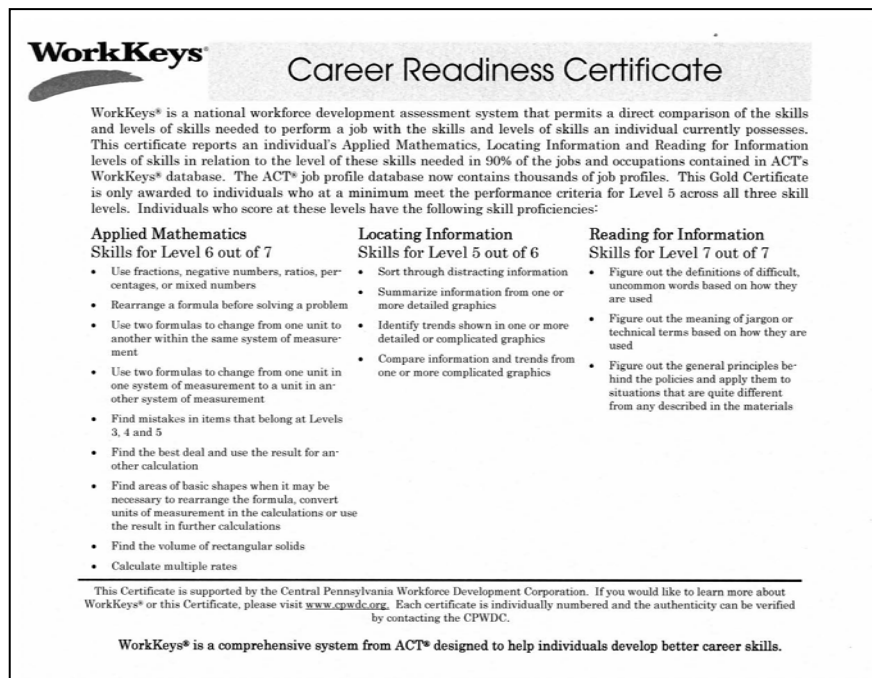
### ***Required for Application (May require a fee for this option)***

Employer includes the CRC as a **required** part of the job posting. The employer incorporates the CRC as a standard component of the hiring process. All applicants must have a CRC and will be directed to the PA CareerLink. The employer agrees to post the job order with the PA CareerLink. All job postings will indicate “WorkKeys® Career Readiness Certificate required.” In this way, with the help of the PA CareerLink staff, the employer can use the CRC as a pre-screening tool to see whether a potential employee has demonstrated a documented skill level.

The following is an example of the Career Readiness Certificate:



The certificates recognize the achievements in the three basic skill areas. The individual's skills and abilities are located on the back of the certificate for quick reference.





### Employer Commitment to WorkKeys® Career Readiness Certificate Form

*While the CRC cannot be used as a sole determinant of hire, it can be used to provide the employer with a much clearer picture of what the applicant brings to the company. It is legal to use the CRC in the hiring process as long as the CRC is not the sole selection tool or discriminator. The employer can ask for the CRC during the hiring process as a guide to applicant quality. Job seekers interested in applying for the posted position(s) would be referred to the PA CareerLink to take the WorkKeys® assessments.*

**Please check from the following levels of commitment (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Basic Endorsement   | <input type="checkbox"/> Information on other assessments available.       |
| <input type="checkbox"/> Preferred for Application   | <input type="radio"/> Applied Technology <input type="radio"/> Observation |
| <input type="checkbox"/> Required for Application  | <input type="radio"/> Teamwork <input type="radio"/> Listening             |
| <input type="checkbox"/> Request for additional information on how Workkeys will help my company. (Please specify) | <input type="radio"/> Business Writing <input type="radio"/> Writing       |
| _____  | <input type="radio"/> Personal Skills                                      |
| _____  |  |

*The PA CareerLink and the Central Pennsylvania Workforce Development Corporation have permission to use our employer name and logo in accordance with our endorsement of the CRC in marketing materials.*

*By signing this form, you give us permission to add information about your level of endorsement to any job orders you place with the PA CareerLink so that we may encourage individuals to take the WorkKeys assessments.*

*The endorsement is considered valid until the employer requests otherwise in writing to CPWDC.*

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
County

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
Company Website (if applicable)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**Please return this form to:**  
Central Pennsylvania Workforce Development Corporation (CPWDC)  
1610 Industrial Blvd Suite 500-A  
Lewisburg, PA 17837

Phone: 570.522.0600  
Fax: 570.522.0805