

WORKKEYS TESTING SCHEDULE

****You must Pre-Register to take this test****

Location of test: **Warren County Career Center-Adult Education Office**
 Registration and Directions: **513-932-8145 ext. 5249**
 Cost: **\$45 nonrefundable day of test (\$15 per test)**

Mondays 5 – 8 pm	Thursdays 1 – 4 pm
12/8/08 12/15/08	12/11/09
1/5/09 1/12/09	1/8/09 1/22/09
2/9/09 2/23/09	2/5/09 2/12/09
3/2/09 3/16/09	3/12/09 3/26/09
4/20/09 4/27/09	4/2/09 4/16/09
5/4/09 5/18/09	5/14/09
6/1/09 6/15/09	6/11/09 6/25/09
7/13/09 7/27/09	7/2/09 7/23/09
8/3/09 8/17/09	8/13/09 8/20/09
9/14/09 9/28/08	9/10/09 9/24/09
10/5/09 10/19/09	10/15/09 10/29/09
11/2/09 11/16/09	11/12/09
12/7/09 12/21/09	12/17/09

The WorkKeys Tests is developed by ACT and consists of three parts, Applied Mathematics, Locating Information and Reading for Information. WorkKeys is required by the State Department of Education for every CD Program (full-time program). WorkKeys can provide feedback on your skill areas. Your score might also determine your skill level in the occupation you are interested in. Following the test, remedial work may be suggested. Study guides are available in the Adult Education office or visit the following site: <http://www.act.org/workkeys/assess/foundational.html>

An ACT WorkKeys Career Readiness Credential is available to examinees to show training providers and potential employees the level of success you have achieved.

Certificate	WorkKeys Scores
Gold	5s and above
Silver	4s and above
Bronze	3s and above

Persons earning a *Bronze Certificate* have the core employability skills for 30% of U.S. jobs, persons with a *Silver Certificate* are qualified for 65% of jobs, and persons with a *Gold Certificate* are likely to be successful in approximately 90% of U.S. jobs. Browse to see the average WorkKeys scores needed for more than 400 occupation job titles at www.act.org/workforce/index.html

WorkKeys™ System

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. **It takes the guesswork out of hiring and promoting employees and is an excellent predictor of success on the job, providing:**

JOB PROFILING – Job analysis

- Develops accurate local profiles through a systematic task analysis.
- Identifies the levels of WorkKeys skills current and prospective employees need in order to be successful on a specific job in your company.

SKILLS ASSESSMENT – (some available in Spanish)

- Matches individual scores on the WorkKeys™ Assessments with career profiles for employee training and selection or instructional program development. The skills assessed include skills in three key areas:
 1. *Communication* – Business Writing, Listening, Reading for Information and Writing
 2. *Problem Solving* – Applied Mathematics, Applied Technology, Locating Information and Observation
 3. *Interpersonal* – Teamwork
- Documents instructional program effectiveness.

INSTRUCTIONAL SUPPORT –

- Targets instructional programs accurately identifying skill gaps.
- Develops and revises curricula to meet specific needs.

To schedule your WorkKeys assessment please call Aunja-Leis Bishop at 513-932-8415 ext. 5249 or email Aunja-Leis.Bishop@mywccc.org.