

ASSESS, EVALUATE, AND IMPROVE Your Opportunities

In today's global economy, finding and keeping a job requires higher skill levels than ever before. Employers want workers with documented skills based on "real world" experience. WorkKeys assessments for the Career Readiness Certificate (CRC) measure core skills employers deem critical for job success. These skills are valuable for any occupation—skilled and professional—and at any level of education. The ACT WorkKeys database, with over 16,000 job profiles, identifies job skills, and the CRC assessments determine an individual's skill level. If there is a gap between the two, the assessment results will help identify the training needs so skill upgrade training can take place.

"OG&E wants employees who may be able to transition from one job to another, so we invest in our people and our training programs. We believe that WorkKeys assessments will help us find the right type of candidates for open positions."

Gilbert Hall
Senior Training Coordinator
OG&E Muskogee Plant

Employer Benefits

- Decrease training time
- Decrease production errors
- Reduce turnover, overtime and waste while increasing morale
- Take the guesswork out of your selection decisions
- Improve efficiency of your training practices

The Career Readiness Certificate (CRC) bridges the gap between an organization and a qualified workforce. It benefits everyone involved in the hiring process and employee training.

Profiling the tasks in a specific job identifies the skills needed on the job. The WorkKeys assessment then measures an individual's skill level. If there are any gaps in the necessary skill level for the job, the WorkKeys assessment helps identify the training needs.

"The greatest benefit from the CRC is a more streamlined hiring process dovetailed with the low turnover rate and increased productivity. Employee retention reduces training costs. Because of the WorkKeys indicators, we can cherry pick who we want to hire."

Chris Lange, Director of Quality Assurance
StoneHouse Marketing Services, Norman

Career Readiness Certificate Powered by WorkKeys®

WorkKeys has been developed by ACT, an international leader in educational assessment and workforce development services for more than 40 years, best known for the ACT Assessment® college entrance exam. Over the past decade, ACT has completed WorkKeys job and occupational profiles for thousands of jobs across every employment field and has administered millions of WorkKeys assessments. The system is used today by thousands of schools and companies across the United States and around the world.

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

For more information, contact your local CareerTech center or Workforce office.
email: crc@okcareertech.org
okworkkeys.org

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GOVERNOR'S COUNCIL FOR WORKFORCE
AND ECONOMIC DEVELOPMENT
EDUCATION. ECONOMIC DEVELOPMENT. EMPLOYMENT.



careertech

Equal Opportunity Employer/Program

Oklahoma's CAREER READINESS CERTIFICATE

WorkKeys®



Certified? ... It Pays!

Job Seeker Benefits

- Build confidence that skills meet the needs of employers
- Determine skill improvement and training needs
- Improve opportunities for career change and advancement
- Increase chances that you will be hired
- Provide skill upgrade training



"Employees who take the WorkKeys test are able to apply and move around in the company when there is an opening. When I think about where I started—assembly—and where I am now at Pelco seven years later—it's unbelievable. I never dreamed I'd become a team leader in the shipping department."

**Jeny Rogers, Shipping Team Leader
Pelco Products, Inc., Edmond**

The Career Readiness Certificate Resolution— Opens Doors to a Better Job, a Better Salary

The certificate is a “portable credential” that matches an individual’s qualifications to the best job opportunities.

Cover Photo from left to right: VF Jeanswear Seminole Distribution Center
Ashley Morton, Dynamic Order Picker/Scanner; David Forgety, Human Resources Manager

OKLAHOMA CAREERS

Targeted Occupations, Openings and Salaries

HIGH SCHOOL DIPLOMA AND ON-THE-JOB-TRAINING	AVERAGE ANNUAL OPENINGS	AVERAGE WAGE	APPLIED MATHEMATICS	LOCATING INFORMATION	READING FOR INFORMATION
Retail Salespersons	2160	\$22,734	4	4	5
Customer Service Representatives	1300	\$28,787	4	4	4
Office Clerks, General	930	\$22,589	4	4	4
Truck Drivers, Heavy & Tractor-Trailer	910	\$37,190	3	4	4
Laborers & Freight, Stock, & Material Movers, Handlers	820	\$22,485	3	4	4
Stock Clerks & Order Fillers	520	\$22,027	3	3	3
Medical Assistants	210	\$25,958	4	5	5
Dental Assistants	170	\$29,474	4	4	4
2-4 YEARS OF EDUCATION BEYOND HIGH SCHOOL					
Registered Nurses	1260	\$53,206	4	5	5
Licensed Practical & Licensed Vocational Nurses	670	\$32,780	4	4	4
Welders, Cutters, Solderers, & Brazers	480	\$34,757	5	4	5
Computer Support Specialists	250	\$37,502	3	4	3
Automotive Service Technicians & Mechanics	240	\$31,803	4	4	4
Aircraft Mechanics & Service Technicians	110	\$53,019	4	5	4
4+ YEARS OF EDUCATION BEYOND HIGH SCHOOL					
General & Operations Managers	810	\$83,346	6	5	5
Elementary School Teachers (except Special Education)	720	\$41,532	6	5	5
Accounting & Auditors	660	\$53,955	4	4	5
Secondary School Teachers (except Special & Vocational Education)	460	\$42,324	6	5	5
Postsecondary Teachers	430	\$57,283	4	5	5
Computer Systems Analysts	150	\$67,059	4	5	4
Petroleum Engineers	100	\$110,386	6	5	5
Network & Computer Systems Administrators	90	\$53,934	6	5	6
Aerospace Engineers	20	\$86,278	6	5	6

OCCUPATIONAL PROFILES

Minimum Skill Requirements*

Occupational profiles identify the skill levels required for an occupation across jobs, companies, or industries.

Occupational profiles may be created by summarizing a set of related job profiles.

*3 = least complex; 7 = most complex

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The Career Readiness Certificate is a program initiative of the Oklahoma Workforce system. It is a tool for adults, dislocated workers and youth that measures skill levels, facilitates skill development, aids in career decision making and employment processes. For information on Workforce Investment Act programs, contact your local Workforce Oklahoma office or log onto workforceok.org.

What Is an ACT WorkKeys Job Profile?

The Career Readiness Certificate assessments measure two key areas: communication and problem-solving. Companies across the United States are using these assessments and certification for hiring new employees, assessing current workers, and increasing salaries or advancement opportunities.

"The WorkKeys System is an employer's dream. The three-part system—Profiling, Assessment, and Remediation Tools—can help employers take their business to the next level. Reducing turnover, updating a job description, assisting in the job bidding process, and developing employees are just a few benefits that WorkKeys can provide."

Jason George
ACT Authorized WorkKeys Job Profiler

