

Career Readiness Employer Partner Form

Oklahoma CRC certified employees can give your business a competitive edge. Sign up to be a Career Readiness Employer Partner by mailing in this completed form, and start hiring CRC certified applicants TODAY! Call 405.809.3582 for more information.

All Career Readiness Employer Partners will be listed in our online WorkKeys employer directory.

Career Readiness Employer Partner Opportunities *(please check all that apply)*

- YES**, we agree to **RECOGNIZE** the Oklahoma CRC credential.
- YES**, we agree to **REQUEST** the Oklahoma CRC credential from future job candidates.
- YES**, we'd like to learn more about using WorkKeys job profiling to **REQUIRE** the Oklahoma CRC credential for hiring and promotion.

Employer Information *(please print)*

Company Name _____

Address _____

City _____ State _____ ZIP _____

Company Telephone *(include area code)* _____

Contact Title _____

Contact E-mail _____

Industry _____

Describe Company/Products/Services _____

Number of Oklahoma-Based Employees _____

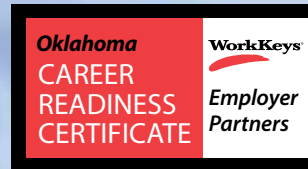
Company Website _____

Send completed form to:
Susan Kuzmic, CRC State Coordinator
Oklahoma Department of CareerTech
13101 South Penn, Box 7 • Oklahoma City, OK 73170
Form may also be completed online at okworkkeys.org.

BECOME A CAREER READINESS EMPLOYER PARTNER TODAY!

More than 53,000 Career Readiness Certificate (CRC) credentials have already been issued in Oklahoma. Program partners include schools, technology centers, community colleges, local workforce offices, tribal career centers, chambers of commerce, business organizations, and employers.

Looking for ways to gain the competitive edge and hire smarter? Hiring workers with CRC credentials gives employers an advantage.



Become an Oklahoma Career Readiness Employer Partner:

RECOGNIZE the Oklahoma Career Readiness Certificate when it's attached to a resumé or presented by a potential employee.

REQUEST the Career Readiness Certificate from all job applicants and start including "CRC Certified Preferred" in your hiring announcements.

REQUIRE the Career Readiness Certificate when hiring or evaluating current employees for jobs that are profiled by an ACT authorized WorkKeys job profiler.

An ACT WorkKeys Job Profile Can Provide

- Streamlined training
- Reduced turnover
- Tool for use in hiring and promoting employees
- Better return on your investment
- Opportunity to grow your business
- Emphasis on specialized tasks for recruitment efforts
- Tool for succession planning

For more information about ACT WorkKeys Job Profiling, please contact:

Oklahoma Department of CareerTech
Susan Kuzmic
13101 South Pennsylvania, Box 7
Oklahoma City, OK 73170
Phone: 405.809.3582 • Fax: 405.809.3552
Email: skuzm@okcareertech.org
okworkkeys.org

WorkKeys is the registered trademark of ACT, Inc.



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AND ECONOMIC DEVELOPMENT
EDUCATION. ECONOMIC DEVELOPMENT. EMPLOYMENT.



careertech

Equal Opportunity Employer/Program

ACT JOB PROFILING

WorkKeys®

Oklahoma's Career Readiness Certificate



Certified? . . . It Pays!

ACT WorkKeys® Foundational Skills

Three core WorkKeys assessments for the CRC credential include

***Applied Mathematics:** apply mathematical reasoning and problem-solving techniques to solve work-related problems.

***Locating Information:** work with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

***Reading for Information:** read and use written text in order to do a job.

Additional WorkKeys foundational skills areas include

Applied Technology: solve problems with machines and equipment found in the workplace.

Business Writing: write an original response to a work-related situation.

Listening: acquire verbal information in the workplace to relay to another person.

Teamwork: choose behaviors and actions that both lead toward the accomplishment of work tasks and support the relationship between team members.

Workplace Observation: measure ability to focus, notice, and remember.

Writing: write messages to relay workplace information between people.

** Required for the Oklahoma Career Readiness Certificate*

What Is ACT's Job Profiling Process?

The first step in the profiling process involves contacting the client. The profiler obtains information about the job to be profiled, schedules the profiling session, explains resources and subject matter expert (SME) requirements, and schedules a tour of the incumbent's workplace.

The time required to complete a profile depends on the complexity of the job, the number of skills profiled, and the availability of the subject matter experts.

Key Steps to Job Profiling

- Creation of an Initial Task List
- Task Analysis
- Skill Analysis
- Documentation



Seamless System



The WorkKeys System is an employer's dream. The three-part system—Profiling, Assessment, and Education 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

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to ODCTE, Compliance Coordinator, 1500 West Seventh Avenue, Stillwater, OK 74074-4364, 1-800-522-5810 or (405) 377-2000.

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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 ACT WorkKeys Job Profiling service offers a concrete way for businesses to analyze the skills needed for specific jobs and to describe those needs to job applicants.

By comparing job profile information with individuals' scores on the WorkKeys assessments, businesses have another tool for making reliable decisions about hiring, training, and program development.

Cover photo: Terinda Schroeder, human resources representative, Frontier Electronic Systems (left); Joe Ann Vermillion, WorkKeys job profiler (right).

Inside photos: Dennis Lane, electronics assembler, Frontier Electronics Systems, Career Readiness Certified, and Joe Ann Vermillion.

