

Companies that use WorkKeys to assess their incoming and current workforce typically achieve substantial benefits including:

- ◆ Improved employment selection
- ◆ Reduced overtime
- ◆ Reduced turnover
- ◆ Increased productivity
- ◆ Higher employee morale

Where Will the Assessments be Conducted?

The computer-based assessment will be conducted at Workforce Investment Board One-Stop locations throughout the South Bay and surrounding regions.

Is There a Fee Associated with the Program?

No. The Career Readiness Certificate program is grant-funded and is provided at **NO CHARGE** to the applicant or the employer.

For more information on how your company can benefit from the Career Readiness Certificate Program, please contact:

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The South Bay Work Investment Board, and the South Bay Economic Development Partnership are partners in service delivery. The South Bay Association of Chambers of Commerce is a Career Readiness Certificate program endorser.

The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community College.

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Career Readiness Certificate

Helping Your Company Identify and Hire Qualified Applicants at No Cost!



Presented by El Camino College and the South Bay Association of Chambers of Commerce



**El Camino College
Business Training Center**

Introducing a New Standard in Hiring

Employers need people with the right skills, training and education, but finding qualified applicants can be difficult. Hiring for entry-level positions can pose further challenges when applicants have little work history and employers have no immediate way to evaluate the candidates' skills.

The El Camino College Business Training Center can help. We have developed a Career Readiness Certificate program to help you determine if an applicant has the skill set necessary to get the job done correctly.

What is the Career Readiness Certificate?

The Career Readiness Certificate is based on the WorkKeys System, a nationally-recognized job analysis, skills assessment and training program that accurately measures an individual's skills and the competency levels required for successful job performance. The Career Readiness Certificate documents a job candidate's competency in the following areas:



Applied Mathematics -

Applying mathematical reasoning to solve work-related problems.

Reading for Information -

Comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.

Locating Information -

Using workplace graphics such as diagrams, floor plans, tables, graphs and charts.

The Career Readiness Certificate program is a computer-based assessment rated on a level from three to seven, with three being the least complex. A certificate is awarded based on the overall score on all three assessments. An individual who does not pass the assessment will have the opportunity to take remedial online tutoring to increase his or her skill level.

Participating employers can send job applicants for testing.

Use the program to supplement internal testing or as a stand-alone process. There is no cost to you or the job applicant for this service!



Examples of Jobs by Certificate Level

Gold Certificate (minimum score of five on all three assessments)

Computer Programmer/Software Engineer
Electrician
Technical Writer
Accountant
Supervisor in Administrative Support or Retail

Silver Certificate (minimum score of four on all three assessments)

Executive Secretary/Admin Assistant
Industrial Production Manager
Materials Inspector
Numerical Control Machine Tool Operator
Sheet Metal Worker

Bronze Certificate (minimum score of three on all three assessments)

Cashier
Child Care Worker
File Clerk
Food Server
Housekeeper



Why Should Employers Recognize the Career Readiness Certificate Program?

The Certificate represents a standardized and reliable indicator of workplace level skills that can be used in businesses throughout the region. Thousands of companies across the United States and Canada have experienced the benefits of WorkKeys in a broad range of environments such as manufacturing, technology, service and retail. Companies include:

Alcoa-AFS Carson
Bristol-Myers
Comfort Suites
Coorstek Inc.

DHE-Dependable Highway Express
JC Penney Co.
Toyota Financial Services
Tri-Star Electronics International

"WorkKeys is one of the best tools I've used in 24 years of recruiting and organizational development experience in three different industries. Nobody wants to employ someone in a job in which he or she won't excel, and WorkKeys helps to predict success."

Linda Spencer, HR Manager, Coorstek Inc.