

# WorkOne

## WorkKeys® - The WorkKeys System

### The System

WorkKeys is a job skills assessment system measuring “real world” skills employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education.

Components include:

### Job Profiling

Identifies the skills required for a job. Employers can:

- Profile skill requirements for specific jobs.
- Evaluate job applicant skills.
- Evaluate the skills of current employees.
- Determine individual and organization skill needs.
- Provide focused education and training needed to meet both individual and organization goals.
- Aid communication between employers and educators/trainers.

### WorkKeys Assessments

Measure the current skills of individuals in three key areas:

#### Communication:

Business Writing  
Listening  
Reading for Information  
Writing

#### Problem-Solving:

Applied Mathematics  
Applied Technology  
Locating Information  
Observation

#### Interpersonal Skills:

Teamwork

Assessment scores show current skill levels of students or job applicants. Individuals can:

- Document and credential generic employability skills.
- Provide employers with evidence of skills attained.
- Identify personal education and training needs.
- See a reason to take coursework seriously.
- Document skill development over time.
- Identify jobs for which current preparation is sufficient.
- Explore appropriate career paths.

### Training

Improve skills making individuals more employable and business more competitive through a better trained workforce.

Educators can:

- Identify gaps between student skills and employer needs.
- Develop and revise curricula to meet business and education needs.
- Support and guide individual career development.
- Serve as a professional resource for the business community.
- Provide remedial education for employees or students.
- Document instructional program effectiveness.

MAKE YOUR MOVE™

To find the WorkOne nearest you,  
or for more information, visit  
[www.in.gov/dwd](http://www.in.gov/dwd).



## WorkKeys Benefits

WorkKeys links education and workforce partners within a community by offering a common language to help them communicate about job skill requirements needed to develop employees and build a better workforce. The system is designed to:

- Help instructors/educators identify gaps between student skills and employment needs
- Develop more efficient teaching
- Enable students to see a reason to take coursework seriously
- Reduce turnover, overtime, and waste while increasing morale
- Get the most efficiency from your training practices
- Keep employers from moving entry-level jobs to other cities, states, or countries

## Federal Programs

### Adult Basic Education (ABE)

The WorkKeys Reading for Information, Applied Mathematics, and Writing assessments have been approved for use with the Department of Education/Department of Labor common measures directives for Adult Basic Education. Documenting individual improvement is one of the federal requirements for this funding.

### Ability to Benefit (ATB)

The Department of Education Federal Student Aid office has accepted WorkKeys Reading for Information and Applied Mathematics as assessments of "ability to benefit" (ATB). This program, like the ABE program, requires information documenting incoming postsecondary students' ability to learn and profit from their postsecondary education.

### No Child Left Behind (NCLB)

The No Child Left Behind Act requires that Title I-funded teacher assistants have at least two years of college or proof of skills through assessment. Any assessment used to certify teacher assistants must be valid, reliable, and documented. The WorkKeys Proficiency Certificate for Teacher Assistants fits these criteria. It is a legally defensible, U.S. Department of Labor-compliant testing system with assessments in all three subject areas required by NCLB, as well as in-classroom observation.

# WorkKeys®

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For more information about this comprehensive job skills assessment system, call 1-800/WORKKEY (967-5539) or e-mail [workkeys@act.org](mailto:workkeys@act.org). Or visit our website at [www.workkeys.com](http://www.workkeys.com).