

Career Readiness

What is Alaska Career Ready?



This statewide program allows student and adult job seekers to evaluate their readiness for work, college and occupational training,

and to improve the basic skills valued by employers and educators.

What is WorkKeys®?



The WorkKeys job skills assessment system is a comprehensive process for measuring, communicating and

improving the common skills required for success in the workplace. Assessments help match an individual's skills with skills employers believe are critical to their job.

Three major system components:

- 1. Job profiling:** Identifies the skill levels required to effectively perform the job.
- 2. Skill assessment:** Measures the current skill level of individuals.
- 3. Instructional support:** Provides a curriculum to improve an individual's skill level.

How can I build my skills?

Alaska Job Centers provide Web-based, individualized and self-paced courses to help job seekers build the skills necessary to take the WorkKeys Assessments and earn a National Career Readiness Certificate.



What is a National Career Readiness Certificate (NCRC)?

An NCRC is a credential based upon WorkKeys assessments which demonstrates to prospective employers that an individual possesses the basic skills required for the job.



What is an NCRC? (Continued)

Even if an individual has a high school diploma, GED or postsecondary degree, the NCRC further verifies that he or she can handle tasks that are common and vital in today's workplace, such as finding information, reading instructions and working with figures.

What are the target areas and levels of an NCRC?

The NCRC targets three skill areas:

- 1. Reading for information:** Comprehending work-related reading materials, including memos, policy manuals and governmental regulations.
- 2. Applied mathematics:** Applying mathematical reasoning to work-related problems.
- 3. Locating information:** Using information from materials such as diagrams, forms and charts.

There are four levels of NCRC certification:

| Platinum | Gold | Silver | Bronze |
|--|--|--|--|
| An individual possesses skills for 99 percent of the profiled jobs. | An individual possesses skills for 90 percent of the profiled jobs. | An individual possesses skills for 65 percent of the profiled jobs. | An individual possesses skills for 35 percent of the profiled jobs. |

What are the benefits of a National Career Readiness Certificate?

- Proof of an individual's basic job skills that is recognized nationally
- Better job opportunities
- Potentially higher wages

**For more information,
visit CareerReady.Alaska.Gov
or contact a Job Center near you.**



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

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