

## What are the key elements of Work Ready?

Georgia has made a commitment to creating the best-possible environment for business. The unique design of Work Ready provides a thorough understanding of the skills of a company's current workforce, a roadmap for developing training programs and reliable hiring criteria to ensure they find the best talent for their specific needs.

### Work Ready Certificate

Based on ACT's nationally accredited WorkKeys® system, the Work Ready Certificate measures both core skills and work habits.

- Core skills assessment measures skills in applied mathematics, reading for information and locating information, three skills that are highly important to the majority of jobs in the workplace
- Work habits assessment measures work-related attitudes and behaviors in areas that are trainable and coachable, such as carefulness, cooperation, discipline and drive

Most of the state's technical colleges offer additional assessments based on companies' needs for a small fee. These assessments include applied technology, business writing, listening, observation and teamwork.

Employers can easily verify an applicant or employee's Work Ready Certificate through the link to the right. You will be prompted to input the Work Ready Certificate number provided by the individual.

### Job profiling

Designed to help Georgia employers build the right workforces, Work Ready job profiling allows companies to work with an authorized job profiler to identify the required job tasks and skill levels for each position. By comparing job profiles with individuals' Work Ready Certificates, companies can make reliable decisions about hiring, training and program development. Normally a \$2,000 value, profiling is conducted at no cost for employers that meet minimum hiring criteria.

Businesses of any size can take advantage of Work Ready to improve their hiring processes. While larger companies should have a job profile completed before listing the Work Ready Certificate as a part of their hiring criteria; small companies can use occupational profiles (available via the link to the right) and request job candidates complete the Work Ready assessment as part of the job application process.