

Kansas **WORK**Ready!

WORKReady! Initiative Overview

The Kansas **WORKReady!** initiative was launched by the Kansas Department of Commerce to improve the job training and marketability of Kansas' workforce and drive future economic growth for the state. This workforce development initiative assesses the "real world" skills of Kansas' workers, provides valuable job training and helps companies reliably match the right people with the right jobs.

WORKReady! Certification

Through the **WORKReady!** initiative, job seekers as well as workers currently employed in Kansas can pursue a **WORKReady!** Certificate to help them better market their skills to current and future employers. To earn their certificate, individuals complete the nationally recognized WorkKeys® assessments developed by ACT to measure their core skills. Qualifying participants receive a **WORKReady!** Certificate indicating their level of work readiness based on their performance.

- Assessments measure core skills in applied mathematics, reading for information and locating information, three critically important skills in the workplace.

WORKReady! Benefits

Kansas **WORKReady!** offers many advantages for Kansas workers and employers.

For Workers:

- Build confidence that personal skills meet the needs of local employers
- Rank above other job applicants who do not have a skills certificate
- Develop a better understanding of employers' requirements for job performance
- Determine skill improvements and training opportunities
- Prepare for career advancement opportunities and promotions
- Demonstrate on a resumé an understanding of the skills employers need

For Employers:

- Improve hiring procedures
- Reduce turnover
- Reduce training costs by certifying candidates with foundational skills
- Increase productivity and profitability
- Provide higher morale, career advancement, and self-esteem for employees
- Enable you the ability to compare candidates to a specific job skill set

WORKReady! Certification Process

Obtaining a **WORKReady!** Certificate is free and easy. Once an individual has made the decision to pursue a **WORKReady!** Certificate, there are three simple steps to complete the process:

1. Visit KANSASWORKS.com and identify a convenient location to complete the free assessment. Assessments are offered through the state's 26 workforce centers across Kansas.
2. Contact your local workforce center to schedule your assessment. There are three components to the **WORKReady!** Certificate and each assessment takes approximately 50 minutes for a total time of about three hours plus registration.
3. Present the **WORKReady!** Certificate to potential employers to demonstrate you are "**WORKReady!**"

WORKReady! Certificate Skill Levels

The Kansas **WORKReady!** initiative uses assessment results to award certificates in four categories. *The certificate level is based on the lowest level earned in any of the areas, although individual scores in one or more areas may be higher.*

- **Platinum Level:** Signifies an individual has scored at least a level 6 in each of the WorkKeys® assessments and has the necessary foundational skills for approximately 99 percent of the WorkKeys® job profiles.
- **Gold Level:** Signifies an individual has scored at least a level 5 in each of the WorkKeys® assessments and has the necessary foundational skills for approximately 90 percent of the WorkKeys® job profiles.
- **Silver Level:** Signifies an individual has scored at least a level 4 in each of the WorkKeys® assessments and has the necessary foundational skills for approximately 65 percent of the WorkKeys® job profiles.
- **Bronze Level:** Signifies that an individual has scored at least a level 3 in each of WorkKeys® assessments and has the necessary foundational skills for approximately 35 percent of the WorkKeys® job profiles.

For individuals who want to improve their scores and earn a higher-level certificate, free online self-directed training is available through the workforce centers.

For more information

To learn more about the Kansas **WORKReady!** certification process, visit KANSASWORKS.com.