



Work Ready Certificate Fact Sheet

Georgia Work Ready Overview

Georgia Work Ready was launched in August 2006 by Georgia Governor Sonny Perdue and the Georgia Chamber of Commerce to improve the job training and marketability of Georgia's workforce and drive future economic growth for the state. This workforce development initiative assesses the "real world" skills of Georgia's workers, provides valuable job training and helps companies reliably match the right people with the right jobs.

Work Ready Certification

Through Georgia Work Ready, job seekers, as well as workers currently employed in Georgia, can pursue a Work Ready Certificate to help them better market their skills to current and future employers.

As part of the certification process, individuals complete an assessment that utilizes the nationally accredited WorkKeys® assessment system developed by ACT to measure their core skills and work habits. Participating individuals then receive a Work Ready Certificate – which carries the National Career Readiness Certificate seal – that indicates their level of work readiness based on their performance.

- **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.

Work Ready Certification Benefits

Work Ready measures skills that employers consider essential to success on the job. Having a skills credential that is locally and nationally recognized facilitates job placement, retention and advancement. This assessment and certification process provides Georgians with an objective view of their talents and areas that need to be improved in order to maximize their chances of having a successful career. Other advantages include:

- ✓ Building confidence that personal skills meet the needs of local employers
- ✓ Ranking above other job applicants who have not demonstrated needed skills
- ✓ Developing a better understanding of employers' requirements for job performance
- ✓ Determining skill improvements and training opportunities
- ✓ Realizing opportunities for career advancement and promotions
- ✓ Demonstrating on a resume an understanding of the skills employers need

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Work Ready Certification Process

Obtaining a Work Ready Certificate is free and easy to access. Once an individual has made the decision to pursue a Certificate, there are three simple steps they can take to complete the process:

1. Visit www.gaworkready.com and identify a location convenient to complete the free assessment. Assessments are offered through the state's technical colleges of the Technical College System of Georgia, Board of Regents schools with technical college divisions and the State Personnel Administration's Atlanta assessment center.
2. Review the online schedule at your nearest assessment center and plan to take the Work Ready assessments. There are three components to the Work Ready Certification and each assessment takes approximately 50 minutes for a total time of about three hours.
3. Use the Work Ready Certificate to demonstrate to potential employers that you are "work ready."

Work Ready Certificate Skill Levels

Georgia Work Ready 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 three core areas and has the necessary skills for 99 percent of the jobs
- ✓ **Gold Level:** Signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs
- ✓ **Silver Level:** Signifies an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs
- ✓ **Bronze Level:** Signifies that an individual has scored at least a level 3 in each of the three core areas and has the necessary skills for 35 percent of the jobs

For individuals who want to improve their scores and gain a higher-level certificate, free online skills gap training is available through the technical colleges to help them accomplish their goals.

For more information

To learn more about the Georgia Work Ready certification process and view assessment schedules in your area, visit www.gaworkready.org.

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