



What is Georgia Work Ready?

Georgia Work Ready was created to ensure that Georgia's workers have the best skills, easy access to training and world-class job opportunities. The backbone of the initiative is the Work Ready Certificate, which assesses the real world skills of Georgia's workers.

The Work Ready Certificate is achieved by successfully completing assessments that measure skills in applied mathematics, reading for information and locating information, three skills that are highly important to the majority of jobs in the workplace. The three assessments are computer-based, administered at approved testing centers, and take approximately 55 minutes each to complete (participants should allot a total of four hours of time to account for orientation and tutorials).

Work Ready Certificates are awarded based on the lowest level earned in any of the three core assessment areas, though individual scores in one or more sections may be higher.

- Bronze indicates a minimum score of three in all three core areas
- Silver indicates a minimum score of four in all three areas
- Gold indicates a minimum score of five in all three areas
- Platinum, offered only in the state of Georgia, indicates a minimum score of six in all three core areas and signals to employers that you are ready for 95 percent of jobs in the state

Benefits of Work Ready for Job Seekers

Earning a Work Ready Certificate can be your ticket to the job you've always wanted. And it's free and easy to access. The Certificate verifies your work readiness skill level to potential employers and demonstrates your commitment to success. All of this adds up to a competitive advantage, better job opportunities and a brighter future. Additional benefits include:

- Georgians can use their Work Ready Certificate to prove their work readiness to potential employers.
- Confidence that core skills and work habits meet the needs of local employers
- Ranking above other job applicants lacking a Work Ready Certificate
- Determining skill improvements and training opportunities
- Realizing opportunities for career advancement and promotions
- Demonstrating on your resume an understanding of the skills employers want
- Georgia offers free and easy-to-access online, gap training programs to help improve Certificate scores, enable career growth, and improve core skills.
- The Work Ready Certificate can be presented with a resume when applying for jobs.

Benefits of Work Ready for Employers

To successfully compete in a global economy, companies must have access to long-term, qualified labor pools. Georgia Work Ready was designed to build the nation's best workforce and ensure Georgia companies have the talent they need to stay ahead of the competition.

- Jobs can be profiled by the state's network of technical colleges to identify the job tasks and skill levels necessary to be successful in any job.
- Work Ready job profiles are EEO-compliant.
- Take the “gut feeling” decision out of the hiring process. Companies match their job profiles to employee/applicant Work Ready Certificates.
- Employers can easily verify Work Ready Certificates through an online system.
- Sound, well designed assessments backed by ACT’s nationally accredited WorkKeys® system.
- Improved hiring processes and reduced training costs – hire individuals with the skills needed the first time!
- Increased productivity and profitability; high employee morale
- More than 175 Georgia companies currently recognize, prefer or require Work Ready Certificates, and the number is growing every day.

A recent survey among companies that are using Work Ready found that 90 percent would recommend the initiative to others and 78 percent said that Work Ready helps them "find higher quality employees."

Preparing for the Georgia Work Ready Assessment

Sample Practice Questions can be found on the following website:

www.gaworkready.org/pages/view/work-ready-practice-questions

Practice Questions on ACT’s website:

Applied Mathematics: www.act.org/workkeys/assess/math/index.html

Locating Information: www.act.org/workkeys/assess/locate/index.html

Reading for Information: www.act.org/workkeys/assess/reading/index.html

For more information on the Georgia Work Ready Program, visit www.gaworkready.org.