

OUR MISSION

The mission of the Trident Workforce Development Board (TWDB), and SC Works Trident, is to develop the region's workforce by providing high quality workforce development programs and services to our customers.

To accomplish our mission we have created a market driven and user friendly workforce system which strives to provide the highest quality workforce development services available to our customers. We've created and integrated an accountable workforce development system so job seekers can find good jobs and employers can find qualified workers.

Ours is a region where the high quality of the workforce is a key asset in attracting and retaining business. Our workforce is supported by a development system that is market-driven and user-friendly. We provide employers with skilled workers through a collaboration of workforce development services offered by multiple partners in our conveniently located career centers.

The services that we offer are provided through funding from the Workforce Innovation and Opportunity Act (WIOA) and the shared costs of our partners.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA):

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded employment and training program. The focus of the WIOA is on assisting customers to develop workforce opportunities, access training, and manage their career choices through universal access to information and career-orientated services. The WIOA is also a means of identifying training needs and assisting with securing training to fill skill gaps, which may be a barrier to career success.

SC WORKS
TRIDENT
BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

LOCATION & CONTACT INFO

SC WORKS CHARLESTON

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North Charleston, SC 29406

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SC WORKS DORCHESTER

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Summerville, SC 29483

Tel: (843) 821-0695

SC WORKS BERKELEY

305 Heatley Street
Moncks Corner, SC 29461

Tel: (843) 761-4400

TOLL FREE NUMBER:
(888) 226-1606

TTY RELAY SERVICE: DIAL 711

www.tridentscworks.org

*An Equal Opportunity Employer/Program.
Auxiliary aids and services available upon request to
individuals with disabilities.*

SC WORKS
TRIDENT

WorkKeys®

**CAREER & SKILLS
ASSESSMENT**

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKKEYS®

WorkKeys® is a job skills assessment system measuring real world skills and abilities that are critical to job success.

WorkKeys® job profiling offers a concrete way for organizations to analyze the skills needed for specific jobs and to convey those needs to educators, students, and job applicants. The scientifically developed WorkKeys® system helps businesses:

- ✓ Evaluate job requirements in several key skill areas through job profiling;
- ✓ Hire and promote employees based upon skills measured through testing; and
- ✓ Upgrade skills of existing staff to better match job requirements through training.

A job profile identifies the skill levels employees must have to perform a specific job in a particular company, based upon information provided by people who actually perform those jobs. Job profiles establish ratings for the following skills, all of which can be measured by WorkKeys® assessments:

- **Communication:** Business Writing, Listening, Reading for Information, Writing
- **Problem Solving:** Applied Mathematics, Applied Technology, Locating Information, Observation
- **Interpersonal Skills:** Teamwork

By comparing job profile information with an individual's WorkKeys® test scores, organizations can make reliable decisions about hiring, training and program development.

WORKREADY SC CAREER READINESS CERTIFICATE

WorkReady SC, powered by WorkKeys®, helps take the guesswork out of hiring. It is a proven way to measure a job seeker's skills, before hiring, and to identify employees with the most potential for success. Potential employees can prove their level of competency in communication and problem-solving skills by obtaining a WorkReady SC Career Readiness Certificate.

To earn the WorkReady SC Career Readiness Certificate, a job seeker completes WorkKeys® applied mathematics, reading for information, and locating information assessments.

Based on their lowest score, job seekers are awarded the following WorkReady SC Career Readiness certificates:

- **Bronze:** A score minimum of 3 points in all 3 areas and represents the core employability skills for approximately **30%** of all jobs.
- **Silver:** A score minimum of 4 points in all 3 areas and represents the core employability skills for approximately **65%** of all jobs.
- **Gold:** This is the highest level with a score minimum of 5 points in all 3 areas and represents the core employability skills for approximately **90%** of all jobs.

The WorkReady SC Career Readiness Certificate is also recognized in more than 40 states, making it portable across the nation as well as across industries and occupations.

BENEFITS

- ✓ Establish job-related criteria that, along with other factors assist in making hiring, promotion, and training decisions;
- ✓ Reduce employee turnover and attrition costs by improving the match between work or workers, thus substantially reducing hiring costs and improving employee morale;
- ✓ Strengthen competitiveness by maximizing employee productivity; and
- ✓ Enhance and develop the skills of employees.

WorkKeys® enables educators, individuals, and employers to identify skill gaps and effectively guide training decisions to improve WorkKeys® scores. Training resources are available through the SC Works system to help improve skills, making individuals more employable and businesses more competitive with a better-trained workforce.

SC Works Trident staff administers the nationally acclaimed WorkKeys® test to assess prospective and incumbent employees' skill levels

Who May Take the WorkKeys® Assessment?

Anyone may take the assessment.

To schedule an appointment contact:

The *Assessment Administrator* at **(843) 574-1800**

Testing is Every:

Monday - Wednesday at 8:30 AM
Thursday at 9 AM - 12 PM

For more information visit the WorkKeys® website:

www.workkeys.com