

## WorkKeys Test available at Job Service

The State of Montana Department of Labor & Industry has contracted with ACT, Inc until December of 2013 to provide National Career Readiness Certification, NCRC, at no cost. NCRC is recognized in over 30 states as a major indicator of essential and valuable workplace skills and abilities.

Employers can use NCRC testing results as a tool in hiring qualified people or to promote employees along a company career path. Testing can be required as part of the application process for competitive and available positions for all new hires or for internal postings.

National Career Readiness Certification provides a measure of real work place skills in three areas essential to workplace success:

**Applied Mathematics:** Mathematical reasoning, critical thinking, and problem solving techniques in the workplace,

**Locating Information:** Locate, summarize and use workplace information including charts, forms, diagrams, maps, and gauges, and

**Reading for Information:** Read and use written text including memos, letters, directions, and signs.

Test results are measured at four different levels and Employers can obtain the scores immediately upon completion of the exams.

Contact Billings Job Service for more information or to access testing options – Susan 655-6080, or Bryce 655-6064.