

How to get started with the NCRC

The NCRC is used as one factor in many in the hiring process. Complementing the review of past work history, applicable diplomas and degrees and areas of special expertise, the NCRC can provide documented confirmation of workplace skills, which can lead to a better selection of job candidates to interview.

In addition, the NCRC can be an important factor to consider when making a final hiring decision after candidate interviews and reference checks are completed.

Your organization is invited to sign a Letter of Commitment to signal a preference for the NCRC in your recruitment and hiring process. Find out more and download the letter at:

careerready.alaska.gov

How do job applicants earn a certificate?

Individuals take proctored assessments in their community at Alaska job centers. After discussing options for preparing to take the assessments, they brush up on their skills if needed.

Individuals who earn the NCRC receive a certificate that verifies their skills in Alaska and across the United States.

All services at Alaska job centers are provided at no cost.

The National Career Readiness Certificate is nationally recognized and utilized by thousands of employers and job applicants.

Talk to your local NCRC representative about how the certificate can be applied to your organization.

For more information and a list of Alaska job centers, visit:

jobs.alaska.gov



Alaska Department of Labor
and Workforce Development



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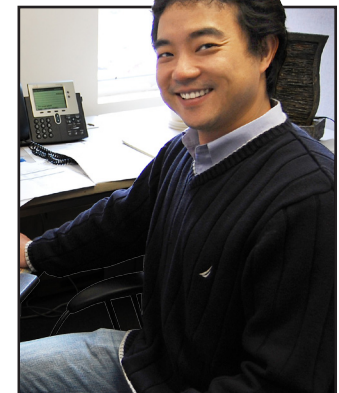
We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Alaska Relay: 800.770.8973

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EMPLOYERS

Hire qualified people with NCRC



Alaska's NCRC

National Career
Readiness Certificate

A certificate that documents work-related skills and helps Alaska employers hire, train and retain qualified employees.

Alaska's NCRC helps businesses develop and retain skilled workers

The National Career Readiness Certificate (NCRC) is a nationally recognized certificate providing objective documentation of an individual's skills.

The NCRC delivers assurance to employers that workers have the foundational skills needed to succeed in today's jobs. It also gives job applicants a tangible way to verify the skills needed to stand out to employers.



An assessment of foundational skills

The NCRC is distinctive because it measures applied skills in three core areas: **Applied Mathematics, Reading for Information** and **Locating Information**.

The certificate is relevant for people with all levels of experience, for jobs at every point on the skill continuum and in nearly any industry.

Award levels

An individual's performance on the assessments determines the level at which the certificate is awarded. Higher levels signify readiness for a wider range of jobs.



BRONZE

Awarded for achieving a minimum **Level 3** score on all assessments. Demonstrates skill level ability for **35%** of jobs.*



SILVER

Awarded for achieving a minimum **Level 4** score on all assessments. Demonstrates skill level ability for **65%** of jobs.*



GOLD

Awarded for achieving a minimum **Level 5** score on all assessments. Demonstrates skill level ability for **90%** of jobs.*



PLATINUM

Awarded for achieving a minimum **Level 6** score on all assessments. Demonstrates skill level ability for **99%** of jobs.*

Job analysis

Our licensed job profilers can analyze your organization's job or training program to identify the skill level requirements for the NCRC.

You can feel confident incorporating WorkKeys assessments into your hiring process to make selection, advancement and training decisions.

A customized task list and rationale linking the tasks of the job to the WorkKeys skills is provided in the final report.

NCRC benefits

When your organization prefers the NCRC in its hiring process, you enjoy the following benefits.

- Alaska's NCRC helps employers quickly identify qualified applicants.
- Job applicants holding an NCRC have a documented level of foundational skills and are ready to be trained in the specific requirements of a job.
- The NCRC can reduce your hiring and training costs and employee turnover.
- The NCRC can be easily incorporated into your existing hiring practices as one factor in many to consider to determine an applicant's fit to the job opening.

* Approximate percentage based on jobs in the WorkKeys occupational profile database.