



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. Georgians can use their Work Ready Certificate to prove their work readiness to potential employers. Georgia also offers gap training aimed at helping to improve Certificate scores, enabling career growth and continued on-the-job success. This, combined with an innovative job profiling process that accurately identifies the exact skills required for specific jobs is helping create the perfect match between Georgia workers and jobs.

Benefits of Work Ready

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. If you want to improve your skills, Georgia also offers free and easy-to-access training programs. All of this adds up to a competitive advantage, better job opportunities and a brighter future.

Additional benefits include:

- Confidence that core skills and work habits meet the needs of local employers
- Ranking above other job applicants lacking a Work Ready Certificate
- Better understanding of employers' requirements for job performance
- Determining skill improvements and training opportunities
- Realizing opportunities for career advancement and promotions
- Demonstrating on your resume an understanding of the skills employers want

How do I Get Certified?

The Work Ready assessment is administered by ACT's nationally accredited WorkKeys® system and measures both core skills and work habits. Core skills assessments 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 **work habits** assessment measures work-related attitudes and behaviors in areas that are trainable and coachable, such as carefulness, cooperation, discipline and drive.

Two simple steps to earning your Work Ready Certificate:

1. **Choose a location and register:** In the Savannah region, select your preferred testing location (Hinesville, Rincon, Pooler and Savannah.) There are two ways to register for the free Work Ready assessment: online or calling Savannah Tech's Work Ready Hotline (912.443.3014.) To register online, visit www.savannahtech.edu, and choose "Georgia Work Ready" from the "Quick Links" drop down menu on the left side of the homepage. Follow the self-registration instructions from there.



2. **Take the assessment:** Allot approximately four hours to complete the full assessment. A **calculator** will be supplied for use for the applied mathematics section. You will receive a copy of your scores at the end of the session; your actual Work Ready Certificate will arrive by mail. Work with your test administrator if you need assistance in assessment-taking computer basics.

Georgia Work Ready Study Guide

David Baud



Georgia Work Ready Study Guide:

Georgia Education Journal ,1927 **The Advance** ,1905 *Resources in Education* ,1993 **Building Age** ,1926
Educational Screen and Audiovisual Guide ,1928 **Corporate Support of Dropout Prevention and Work**
Readiness Ronald Berenbeim,1993 **Building Age and National Builder** ,1925 *Junior Bulletin* National Federation
of Music Clubs,1927 **Employment and Training Reporter** ,1990 **American Education** ,1907 **Educational**
Screen and Audiovisual Guide ,1940 *The Athenaeum* ,1894 **Missions** Howard Benjamin Grose,1920 The
Publishers Weekly ,1880 The Academy and Literature ,1878 **Normal Instructor and Teachers World** ,1930
Illustrated Catalogue of Books, Standard and Holiday McClurg, Firm, Booksellers, Chicago,1907 *The School*
Journal ,1903 *Home, School, and Community* ,1924 *Journal of motives in education and public welfare* *The Illustrated*
London News ,1874

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