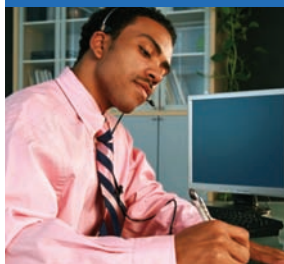
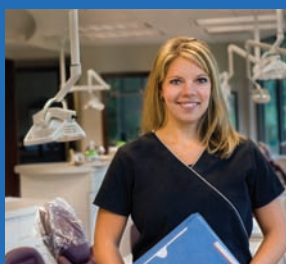
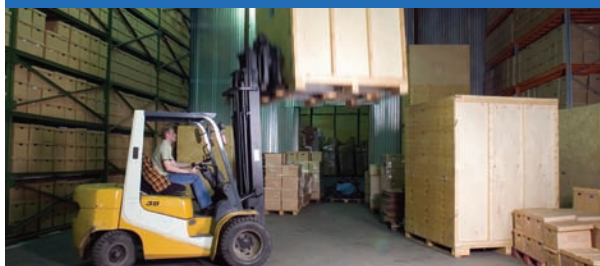


# Hire qualified people with Oregon's NCRC

The National Career Readiness Certificate documents work-related skills. It helps Oregon employers hire, train and retain qualified employees.



## GUIDE FOR EMPLOYERS



## Oregon's NCRC helps businesses develop and retain skilled workers

Rapid global advances in industry and technology increase the pace of change facing Oregon employers. The challenge and the opportunity are the same—to build and maintain a skilled workforce that can readily adapt to market demands.

To do so, Oregon employers need an objective method to measure and document essential skills related to employment.

Oregon workers also need resources to quickly advance their skills and knowledge.

The National Career Readiness Certificate (NCRC) is a nationally recognized certificate providing objective documentation of an individual's skills. It delivers assurance to employers that workers have the foundational skills needed to succeed in today's jobs. It also gives Oregonians a tangible

way to verify the skills needed to stand out to employers.

Local representatives work with employers to identify unique organization needs, and to connect local job applicants with the NCRC.

Individuals earn the NCRC at locations around the state, typically at WorkSource Oregon Centers or community colleges. Find your local center at [www.OregonNCRC.org](http://www.OregonNCRC.org).



## NCRC benefits

- ✓ Oregon's NCRC helps employers quickly identify qualified applicants, and helps Oregonians demonstrate their skills and stand out from the crowd.
- ✓ Individuals who earn an NCRC have shown they will “go the extra mile” to compete for a job.
- ✓ You will know that 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. It helps identify the right fit between an applicant and the requirements of each job opening, which can improve the productivity of new hires while also reducing training time.
- ✓ The NCRC can be easily incorporated into your existing hiring practices. It is one factor in many to consider in reviewing applicants for a position.

*Oregon's NCRC can help you experience faster hiring, reduced training costs and lower turnover due to better fitting applicants.*

## A certification of foundational skills

The NCRC documents applied skills in three core areas critical to success in a majority of jobs in the workplace.

### Applied Mathematics

Measures the skill people use when they apply mathematical reasoning, critical thinking and problem-solving techniques to work-related problems.

### Reading for Information




Measures the skill people use when they read and use written text, such as letters, directions, signs and policies, in order to do a job.

### Locating Information

Measures the skill people use when they work with workplace graphics, including comparing, summarizing and analyzing information.

## The NCRC is useful for all industries and jobs at every level

The NCRC was developed by ACT, a recognized expert in providing academic and workplace assessments. ACT's occupational research spanned the employment field and analyzed over 17,000 occupations at all levels. It has validated the universal importance of the three work-skill areas assessed for the certificate. This makes Oregon's NCRC relevant for jobs at every point on the skill continuum and in nearly any industry.

	 BRONZE	 SILVER	 GOLD	 PLATINUM
Certificates are awarded by achieving a minimum	<b>Level 3</b> score on all assessments	<b>Level 4</b> score on all assessments	<b>Level 5</b> score on all assessments	<b>Level 6</b> score on all assessments
Skill levels demonstrate ability for	<b>35%</b> of jobs*	<b>65%</b> of jobs*	<b>90%</b> of jobs*	<b>99%</b> of jobs*
Sample Occupation Correlation	<ul style="list-style-type: none"> <li>• Auto Body Repair Technician</li> <li>• Veterinary Assistant</li> <li>• Janitorial Supervisor</li> <li>• Drywall Installer</li> <li>• Pharmacy Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Manager</li> <li>• Head Cook</li> <li>• Medical Assistant</li> <li>• Engineering Technician</li> <li>• Machinist</li> </ul>	<ul style="list-style-type: none"> <li>• School Counselor</li> <li>• Pharmacy Technician</li> <li>• Semi-Conductor Processor</li> <li>• Business Executive</li> <li>• Electrician</li> </ul>	<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Technical Writer</li> <li>• Sales Manager</li> <li>• Registered Nurse Manager</li> <li>• Elevator Installer and Repairer</li> </ul>

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

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

## How to get started with the NCRC

The NCRC is used alongside existing hiring processes such as examination of past work history and special areas of expertise, diplomas and degrees earned, interviews and reference checks. It serves as one more factor to identify qualified applicants, so employers can quickly move into the next phase of their hiring process.

- ✓ **Commitment.** 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 of Commitment at [www.OregonNCRC.org](http://www.OregonNCRC.org).
- ✓ **Integration.** The NCRC is incorporated into current hiring practices as one factor in many used in your screening and hiring process. This validated certification of workplace skills provides important evidence to support the level of qualifications the job applicant attests to on their application.
- ✓ **Training and Promotion.** The NCRC can be further integrated into your training programs and internal promotion pathways. For example, it can be used to help identify skill gaps where further training is needed to help employees advance.

**Talk to your local NCRC representative about how the certificate can be applied to your organization. For more information, and a list of local NCRC representatives, visit [www.OregonNCRC.org](http://www.OregonNCRC.org)**

### The NCRC is endorsed by the following organizations:



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