

Partners



Choctaw Nation of Oklahoma

**Southeast Oklahoma Workforce
Investment Board**



career tech



OKLAHOMA
DEPARTMENT OF COMMERCE
OKcommerce.gov

WorkKeys®

Oklahoma's Premier Work Ready Region



*What does this mean for
my business?*



**WORK READY
COMMUNITIES**

Oklahoma's Premier Work Ready Region



What is a Work Ready Community?

To ensure that Southeast Oklahoma offers industry the innovative talent needed to compete in a knowledge-based economy, the Oklahoma Department of Commerce and the Governor's Council for Workforce & Economic Development launched the Certified Work Ready Communities program.

Built on a unique partnership between state government, local chambers, economic developers, education, private industry and the state's workforce, Oklahoma's Work Ready Communities initiative expands the state's skills assessment and certification effort currently offered to individual employees, job seekers, and employers through the WorkKeys® and Career Readiness Certificate program.



What counties are included in this region?

Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, McCurtain, McIntosh, Pittsburg, and Pushmataha



WORK READY COMMUNITIES

What are the requirements of a Work Ready Region and how did our region compare?

	<u>Required</u>	<u>Our Region</u>
Existing Workforce to be credentialed with Career Readiness Certificates	3%	3.1%
Career Readiness Certified available workforce	25%	26.1%
High School graduation rate or Career Readiness Certified	82%	86%

How does this help my business?

Owning a business in Oklahoma's Premier Work Ready Region means that you have access to a verifiable pipeline of employment candidates who hold work-related skills credentials. As an employer, this will enable you to:

- Increase your bottom line through your employees
- WorkKeys Job Profiles available
- Reduce turnover, overtime and waste while increasing morale
- Take the guesswork out of your selection decisions
- Establish legal defensibility in your selection process
- Get the most efficiency from your training practices
- Improve the effectiveness of your training dollars
- Provides an ADA and EEOC compliant process to improve employee skills

Ask about the ~~free~~ Job Profiles available!

What is a WorkKeys Job Profile?

A form of job analysis to specify skills needed to perform the job. The steps are:

1. **Coordination**-The Job Profiler contacts the client, obtains information, explains resource requirements, and initiates scheduling.
2. **Facility Tour and Further Information Collection**-The Job Profiler observes and asks questions.
3. **Initial Task List**-The Job Profiler creates a first draft Task List.
4. **Task Analysis**-The Job Profiler meets with Subject Matter Experts (SMEs) to customize the task list. The SMEs rate each task for Importance and Time Spent to ensure the tasks are critical to the job.
5. **Skill Analysis**-The Job Profiler leads the SMEs through linking tasks to skills and levels.
6. **Preliminary and Final Report**-The preliminary report provides core data for immediate use, and the final report adds detail. Both are regulatory compliant for hiring, training, and advancement decisions.