

WorkKeys

What You Need to Know



Colleton County High School

What is WorkKeys?

WorkKeys is used to measure skills for determining performance in areas where employers are looking for their employees to be knowledgeable.

After a person completes WorkKeys, they are issued a South Carolina Career Readiness Certificate (with their WorkKeys Level listed on it) that can be shown to future employers.

Why is WorkKeys Important?

WorkKeys assessments identify core employability skills required across multiple industries and occupations.

A person's WorkKeys level confirms to employers that the individual possesses the basic workplace skills necessary for successful job performance.

What does WorkKeys measure?

The three core skill areas tested by WorkKeys
for the South Carolina Career Readiness
Certificate are:

Reading for Information

Applied Mathematics

Locating Information

How do I study for WorkKeys?

Since WorkKeys measures applied skills, there is no way to cram to memorize answers for the test. However, you can use practice test questions to know what to expect when you take WorkKeys.

What do the WorkKeys results mean?

WorkKeys is graded using a scale of 4 levels.

The certification levels are:

Bronze (WorkKeys Level 3)

Silver (WorkKeys Level 4)

Gold (WorkKeys Level 5)

Platinum (WorkKeys Level 6).

Different career options will require different certification levels. Therefore, the goal is for your career choice to match your certification level.

Why should WorkKeys matter to me?

The Career Readiness Certificate that you receive after completing WorkKeys serves as a portable credential, that easily moves between employment opportunities within or outside South Carolina, showing possible employers that you have mastery of the basic skill sets needed for different areas of employment. Employers will use your results to determine how qualified you are for positions within their organization.

WorkKeys can also show you certain areas where you may need to improve your skill set.

What should I expect on test day?

On test day, you will take 3 multiple choice tests.

Reading for Information: 45 minutes

Applied Mathematics: 45 minutes

Locating Information: 45 minutes

Where I can use my South Carolina Career Readiness Certification locally?

- o Boeing
- o Charleston Marine Containers, Inc.
 - o Mead Westvaco
 - o Westinghouse
- o Santee Cooper Electric Cooperative
 - o Glassmaster
 - o Force Protection

and many more, including 52 businesses in Colleton County.