



WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. Employers across the country are requiring the WorkKeys assessments or recommending the Career Readiness Certificate for their applicants. These assessment scores help employers choose the most qualified candidates for their positions.

Certified WorkKeys profilers analyzed the Mooresville Fire Department's entry level firefighter position and determined that a Silver Level CRC and at least a Level 3 in Workplace Observation are needed to be effective in this position. Successful completion of four WorkKeys assessments will be required as a part of the employment process. Participants will be assessed in: **Reading for Information, Locating Information, Applied Math, and Workplace Observation.** Based on assessment results, persons may earn a Bronze, Silver, or Gold Certificate that demonstrates proficiency in these areas.

Test questions are based on situations in the everyday work world, and the assessments are reflective of skills that are needed to perform effectively. Each assessment lasts 55 minutes or less and costs \$10.00; however, you may call or email to determine if the cost can be defrayed.

The WorkKeys System allows individuals to advance their skill levels in order to qualify for more jobs or to identify areas in which they need further review, and training is available for those individuals who may not initially achieve the desired level.

**Please contact Chris Allan at Mitchell Community College to prepare for WorkKeys testing and for assessment dates: 704.978.5438 or [callen@mitchellcc.edu](mailto:callen@mitchellcc.edu).**

Applicants may also visit the WorkKeys website for more information:  
[www.act.org/workkeys/careerseekers/](http://www.act.org/workkeys/careerseekers/)