



Appropriate uses of the Work Readiness Credential (WRC):

The WRC is designed to be a valid predictor of competent entry-level work. By differentiating between entry-level candidates who are work-ready and those who are not, the WRC will identify a pool of work-ready applicants from which employers can select candidates that meet job specific criteria. In this way, the WRC will streamline the hiring process for employers. The WRC will also enable the workforce investment system and other workforce intermediaries to efficiently and reliably prepare individuals for entry-level work, and to reliably identify and consistently refer work-ready applicants for entry level jobs. In this way, the WRC will facilitate initial entry into employment for individual jobseekers. The WRC is designed:

- :: To enable adults and older youth to demonstrate to prospective employers that they have the knowledge and skills needed for successful performance as entry-level workers.
- :: To streamline the hiring process for businesses, by identifying a work-ready pool of job applicants.
- :: To improve the ability of local, regional and state workforce development systems to reliably identify and consistently refer work-ready applicants to their business customers.
- :: To improve the ability of these systems to help individuals develop the knowledge and skills required to be fully competent entry-level workers in the 21st century workplace.

Test Taker Uses – Individual test takers should consider the WRC as one of many ways by which to certify their readiness to work. For individuals who do not have, or cannot produce such documents as: a documented and verifiable work history records of academic achievement, or occupation specific training, the attainment of the WRC can convey their readiness to work. For those that do possess such documents the WRC reinforces and supplements them.

Business Uses – Businesses may use the WRC as one of several tools used to evaluate a potential entry-level candidate for employment. Businesses can use the credential to give preference to candidates in an applicant pool. A business that uses the Work Readiness Credential as a selection tool can say that they intend to hire only work-ready candidates and that the Work Readiness Credential is one of the tools they rely on to ensure that those hired for entry-level positions are in fact work-ready. However, because there are many ways an applicant can establish work readiness, businesses are strongly discouraged from using the WRC as the sole determinant for employment.

Workforce Development Uses – The workforce development system may use the WRC as one way to establish the work readiness of applicants prior to making referrals to employment. This may be done in alignment with employers' preference for work-ready applicants, or as a matter of program policy. However, using the WRC as the only requirement for referral is strongly discouraged, as alternative methods of establishing work readiness also exist.



A word of caution:

The WRC was not developed for the determination of employee training needs, the creation of employment and training plans, or for making decisions effecting continued employment or promotion. The WRC tests are designed to provide a single summary score that encompasses performance across nine skill areas. All assessment items are targeted to a specific level of skill commensurate with what the standard defines as necessary for a new worker to be able to carry out his/her responsibilities in the workplace. While all nine skills are assessed, the assessment report will represent a composite of successful performance across all skills rather than a skill-by-skill report. An individual's "score" on this assessment will be pass or no pass, which corresponds with "work-ready" or "needs more skill development to demonstrate work readiness." Individuals who are not able to pass the assessment will receive a report that provides information about areas of strength and weakness on the assessment. This information will be useful in targeting skills development so the individuals can retake the test with greater success, however this single score format of the WRC may limit its ability to provide sufficient information for certain diagnostic purposes. The composite score format limits the test retest utility of the WRC as a detailed screen of attainment in the individual skill areas. While exceptions to the above cautions certainly exist, any use of the WRC for these purposes should be undertaken only after the careful consideration of these limitations.

