

## Application for Incentive Career Readiness Certificate (CRC) Job Profiles

The Governor's Council for Workforce and Economic Development (GCWED) and many of its partner agencies have currently rolled out a system of assessment and certification designed to meet the needs of both employees and employers. One of the advantages to the employer is the job analysis function. These professionally developed profiles can benefit your business by providing a tool to analyze work configuration and assignments for maximum efficiency and productivity; develop incentive options for existing employees; identify areas for skills development with existing employees; and target necessary skills sets when recruiting new employees. During this implementation stage the Governor's Council is offering an incentive WorkKeys® job profile to companies that meet the criteria. If your company would like to apply to have a job profile completed at no cost to your company, please fill out the information below. **Positions selected for profiling will meet criteria of high wage, high skill, and/or high demand.**

Name of Company: \_\_\_\_\_ Type of Business or Industry: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ Contact Name and Job Title: \_\_\_\_\_

Address, City, State and Zip Code: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Total Number of Employees at this Location (ALL Job Titles): \_\_\_\_\_

**Please Identify Industry Cluster:**

Aerospace  Construction  Energy  Healthcare  Manufacturing  Oil and Gas   
Transportation, Distribution, Logistics  Other  (Describe) \_\_\_\_\_

Name of job position to be profiled: \_\_\_\_\_ **(Job description must be attached.)**

**For this position ONLY:**

# Current workers: \_\_\_\_\_ # projected hires for the next three years: \_\_\_\_\_ Total # new hires for past 12 months: \_\_\_\_\_

Number of prospective workers to be WorkKeys® assessed for this job position: \_\_\_\_\_

Total number of existing workers to be WorkKeys® assessed for this job position: \_\_\_\_\_

Are you interested in Skills-gap training?  No  Yes

What is the equivalent entry level hourly base pay?  \$8-10  \$11-13  \$14-16  \$17-19  \$20 or more

What is the current annual rate of turnover for the job position to be profiled?

<25%  26-50%  51-75%  >75%

What is the current annual rate of absenteeism per 5 day work week for this position?

<25%  26-50%  51-75%  >75%

What is the training time required for this position for new hires?

1 week or less  Up to 2 weeks  Up to 3 weeks  More than 3 weeks

Is your company currently utilizing WorkKeys® assessments for hiring or promotion purposes?  No  Yes

Do you commit your business to using the WorkKeys® job profile as a selection tool for all future hiring for this position?  No  Yes

If selected to receive an incentive WorkKeys® job profile, I agree to share my company's information to complete a Case Study which promotes the return on investment of the Career Readiness Certificate program. Some of the measures for the Case Study will include: retention/turnover, absenteeism, training time and costs, increased productivity (reduced waste). I understand an electronic copy of the WorkKeys® job profile will be sent to the Department of Commerce.

\_\_\_\_\_  
Authorized Signature

**Please attach a detailed job description of the position to be profiled and fax this application form and the job description to Susan Kuzmic at (405) 605-2993.** The deadline to apply for an incentive WorkKeys® Job Profile is Friday, May 29, 2009. If you have questions or concerns, please contact Susan Kuzmic at susan\_kuzmic@okcommerce.gov or (405) 815-5204.