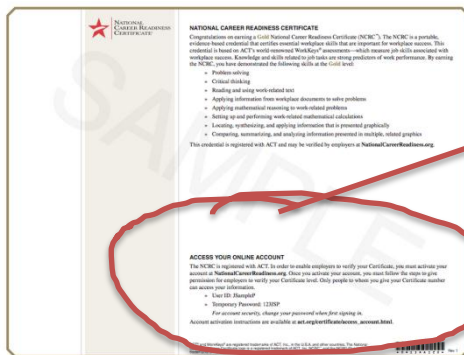


## MyWorkKeys - Share Your Certificate

Congratulations!

You have earned a National Career Readiness Certificate! You are now part of a growing number of individuals in Oregon demonstrating you have the real-world skills critical to workplace success.

A MyWorkKeys Account has been created for you. **You Received a User ID and Temporary Password on the back of your NCRC Certificate.** To view and share your Certificate details, you must use your User ID and Temporary Password to login to your account.



### ACCESS YOUR ONLINE ACCOUNT

The NCRC is registered with ACT. In order to enable employers to verify your Certificate, you must activate your account at [NationalCareerReadiness.org](http://NationalCareerReadiness.org). Once you activate your account, you must follow the steps to give permission for employers to verify your Certificate level. Only people to whom you give your Certificate number can access your information.

- » User ID: JSampleP
- » Temporary Password: 123JSP

*For account security, change your password when first signing in.*

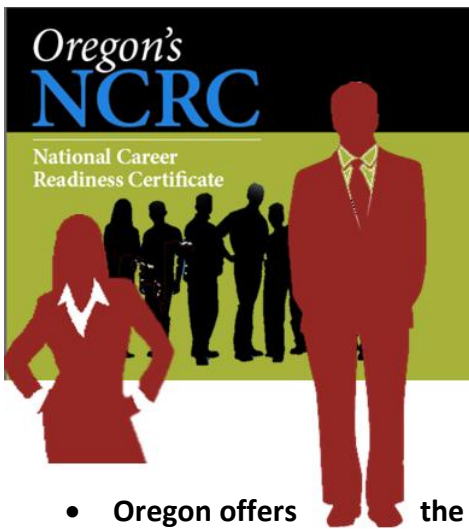
Account activation instructions are available at [act.org/certificate/access\\_account.html](http://act.org/certificate/access_account.html).

Back of NCRC Certificate

- Go to <http://www.act.org/certificate/login.html>
- Enter your provided User ID and Temporary Password
- If needed, update your account profile
- Change your password by clicking on the Change Password option on the left side of the screen
- Keep your new password in a secure location

### Share your Certificate Electronically with Employers

- Click on Certificate Management on the left side of the screen
- Your Certificate is displayed under "Current Certificate(s)."
- Click on **"Share"** to make your Certificate public for releasing information to employers.
- Select Agree from the "Terms and Conditions" box, then click **"Submit"**
- The **Share** button has changed to **Restrict** and a **Public Share URL has been created**
- Use this URL when sending resumes or applications electronically to employers
- By making your Certificate public, employers may verify your Certificate by either clicking the URL or entering the Certificate ID at <http://www.act.org/certificate/verify.html>.

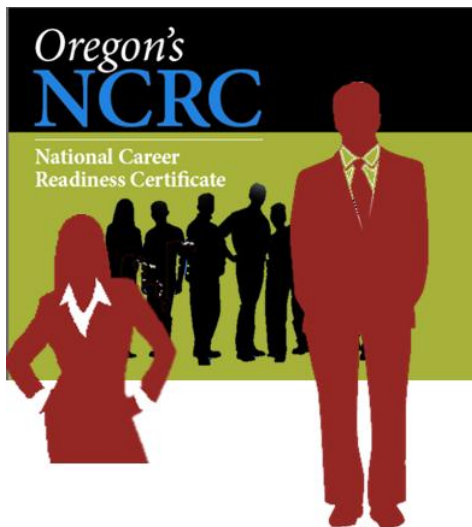


## Stand Out

### Understand What the NCRC Offers and Why it's Important to Oregon Employers



- **Oregon offers the National Career Readiness Certificate statewide.** The NCRC is a transportable, validated certification of foundational workplace skills used in over 40 states. ACT, a national non-profit organization with a long history of assessment development, developed the NCRC. The NCRC uses three skill assessments from the eight skill areas that make up the ACT WorkKeys system of skill analysis. The NCRC certifies skills in Reading for Information, Locating Information, and Applied Math.
- **The NCRC helps Oregon employers understand your level of foundational workplace skills.** Different jobs require different levels of foundational skills. Your NCRC helps you understand what level of foundational skills you already have, and what additional preparation you may need for jobs that require a higher level of skills. It supports you finding the right fit in planning your career path, as a job applicant, and for advancing in the workplace.
- **The NCRC documents skills in Reading for Information, Locating Information, and Applied Math.** These skill areas are used in the vast majority of over 18,000 jobs profiled by ACT. They are also skill areas that people use in non-work roles – as a citizen examining a Voter's Pamphlet; as a parent helping a child with homework; as a volunteer keeping account for an organization.
- **In today's hiring market, employers want to be able to find applicants that have a good fit for their job opening.** Job applicants who earn an NCRC have shown they will "go the extra mile" to compete for a job. Employers will know by holding an NCRC you have documented your level of foundational workplace skills, and are ready to be trained in the specific requirements of a job. The NCRC can be incorporated into the employers existing hiring practices as one factor in many to determine an applicant's fit for a position. The NCRC can be used to reduce the employers hiring and training costs, and employee turnover.
- **Why job applicants are using the NCRC.** The NCRC gives you a tangible way to document your skills and stand out to employers. It is taking longer for people to find jobs. You should consider holding a NCRC a critical boost in your confidence in this tough job market. Earning a certificate can help you stand out to employers who prefer the NCRC in their hiring practices, both in Oregon and throughout the nation.
- **Holding a National Career Readiness Certificate in Oregon means you are part of a movement to create jobs, makes businesses more competitive, and attract new businesses to the state.** Your National Career Readiness Certificate helps Oregon validate the foundational workplace skills of Oregonians and gives businesses the confidence that hiring an individual such as you, will provide the workers needed for new and established Oregon industries.



## Stand Out

### List your NCRC Certificate on Your Resume



By making your NCRC Certificate public, employers may verify your Certificate entering the Certificate ID at <http://www.act.org/certificate/verify.html>.  
or Employers may verify your Certificate by clicking your public share URL.

**Examples for Resume or Job Application:**

#### **Example 1**

##### **National Career Readiness Certificate**

Level: GOLD

Issue Date: 9/15/14

Certificate # J123456SAMPLE

The National Career Readiness Certificate is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is registered with ACT in the National Career Readiness Certificate database and may be verified at <http://www.act.org/certificate/verify.html>.

#### **Example 2**

##### **National Career Readiness Certificate**

Level: Gold

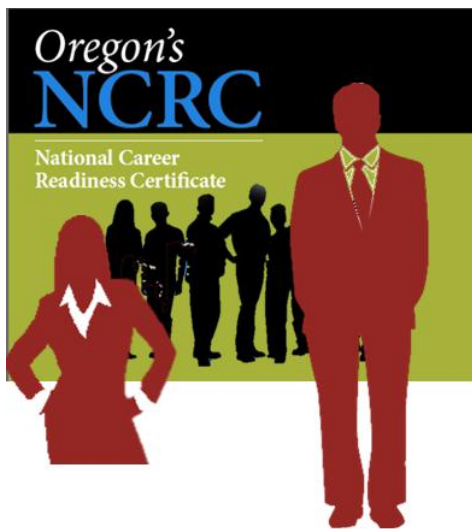
Issue Date: 9/15/14

Certificate # J123456SAMPLE

The National Career Readiness Certificate is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is registered with ACT in the National Career Readiness Certificate database and may be verified at (list your public share URL - <https://myworkkeys.act.orgXXXXXX>

To find your Public Share URL, go to your MyWorkkeys Account under Certificate Management, Current Certificate





## Stand Out

### List your NCRC Skills on Your Resume

### Prepare for an Interview

Oregon's  
**NCRC**

NATIONAL  
CAREER READINESS  
CERTIFICATE



The STAR Method is a structured approach to answering behavioral interview questions in which the job candidate describes a previous experience that demonstrates a specific competency. Behavioral interview questions look for past performance and behaviors. The theory behind behavioral questions is a past behavior is an indicator of future behavior. For example, if you can give the interviewer an example of how you solved a conflict, the interviewer can reasonably assume that you can solve future conflicts.

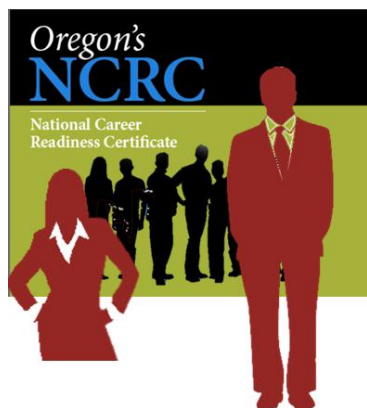
The STAR method is an effective storytelling technique that is direct, logical, meaningful, and personalized. The interviewer wants to know specifics, not generalities when they use an open-ended question or start with something like “Tell me about a time when...” or “Tell me about situation when...”

The interviewer has identifies the desired skills and behaviors that are necessary to be successful in the job and creates open-ended questions and statements to elicit detailed responses. As a job candidate, you should be prepared to answer the questions and statements thoroughly. Be prepared to give detailed examples of your NCRC competencies by using the STAR method (Situational or Task, Action, Result).

	<b>S</b>	<b>T</b>	<b>A</b>	<b>R</b>
	Situation	Task	Action	Results
<b>Telling Your Story</b>	Provides the <b>Situation</b> and gets the interviewer engaged	Describes the <b>Task</b> , problem or challenges and the strategy to address the problem	Describes the <b>Actions</b> you took and keep the focus on you, even if you are discussing a group project. Explain what you did and why	Share the <b>Results</b> , benefits, savings or rewards. Be as specific as possible.
	20%		60%	20%

For more information on STAR Interviewing - WorkSource Oregon Job Seeker Resource:

[INTRO TO STAR METHOD OF INTERVIEWING](#) (35 page PDF) document from Emery University introducing the STAR method of interviewing



## Stand Out

### List your NCRC Skills on Your Resume Prepare for an Interview



### List Platinum Level NCRC Skills on your Resume or Job Application

- Certified employability skills at the Platinum Level of the National Career Readiness Certificate with competencies in Applied Mathematics, Locating Information, and Reading for Information

### Prepare for an Interview - Be prepared to tell your story using the STAR method with situations focused on using your Platinum Level Skills.

In addition to the skills required for both Silver and Gold certificates, Platinum certification require competence in the following areas:

#### Applied Mathematics

- Solve straightforward, basic problems requiring math operations; describe situations that require interchange of fractions, decimals, and percent's to make sense; and manipulate simple money and time units to provide services or information.
- Put information in the right order to solve problems requiring one- or two-step math operations; and use averages, ratios, proportions, rates, and fractions to describe situations and report information.
- Perform several steps of logic and calculations; decide how to solve a problem; look up and use the correct formula; identify a best deal; calculate percent discounts and markups; and solve two-dimensional geometric problems to describe and analyze work situations.
- Translate complex verbal to mathematical expressions, perform multistep calculations, convert between systems of measure, check for errors, and solve two- and three-dimensional geometric problems to analyze and evaluate work situations.

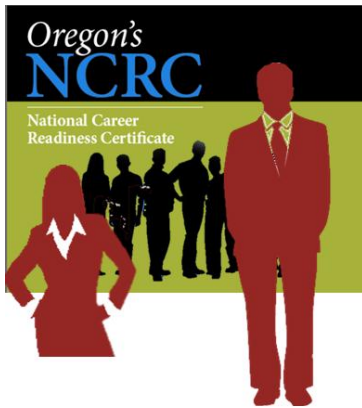
#### Locating Information

- Find or fill in basic information in a simple bar graph, table, or pie chart to comprehend work-related issues and problems.
- Find several pieces of information in straightforward charts, tables, and diagrams; summarize information; and identify trends in order to comprehend and analyze work-related issues and problems.
- Sort through distracting information to identify and compare trends in detailed tables, maps, instrument gauges, graphs, and blueprints in order to analyze and interpret work situations.
- Apply information from complicated tables, diagrams, timelines, and blueprints in order to draw conclusions and make decisions.

#### Reading for Information

- Read and understand concise work-related documents, such as memos and announcements, in order to follow instructions and apply basic rules and information to workplace situations.
- Read and understand work-related documents, such as procedures, policies, and notices, in order to follow instructions and apply important details and conditional information to workplace situations.
- Read and understand work-related documents, such as technical manuals, in order to use the context to comprehend unfamiliar terms and jargon and to apply complex instructions to new workplace situations.
- Read and understand complex work-related documents, such as policies and regulatory materials, in order to analyze the rationale behind policies, generalize information to other circumstances, and follow complicated procedures.





## Stand Out

### List your NCRC Skills on Your Resume Prepare for an Interview



### List Gold Level NCRC Skills on your Resume or Job Application

- Certified employability skills at the Gold Level of the National Career Readiness Certificate with competencies in Applied Mathematics, Locating Information, and Reading for Information

### Prepare for an Interview - Be prepared to tell your story using the STAR method with situations focused on your Gold Level Skills.

In addition to the skills required for both Bronze and Silver certificates, Gold certification require competence in the following areas:

#### Applied Mathematics

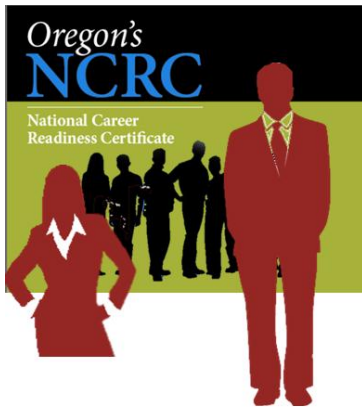
- Decide what information, calculations, or unit conversions to use to solve the problem
- Look up a formula and perform single-step conversions within or between systems of measurement
- Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)
- Divide negative numbers
- Find the best deal using one- and two-step calculations and then comparing results
- Calculate perimeters and areas of basic shapes (rectangles and circles)
- Calculate percent discounts or markups

#### Locating Information

- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

#### Reading for Information

- Determine the correct meaning of a word based on how the word is used
- Identify the correct meaning of an acronym that is defined in the document
- Identify the paraphrased definition of a technical term or jargon that is defined in the document
- Apply technical terms and jargon and relate them to stated situations
- Apply straightforward instructions to a new situation that is similar to the one described in the material
- Apply complex instructions that include conditionals to situations described in the materials



## Stand Out

### List your NCRC Skills on Your Resume Prepare for an Interview



### List Silver Level NCRC Skills on your Resume or Job Application

- Certified employability skills at the Silver Level of the National Career Readiness Certificate with competencies in Applied Mathematics, Locating Information, and Reading for Information

### Prepare for an Interview - Be prepared to tell your story using the STAR method with situations focused on your Silver Level Skills.

In addition to the skills required for a Bronze certificate, Silver certification requires competence in the following areas:

#### Applied Mathematics

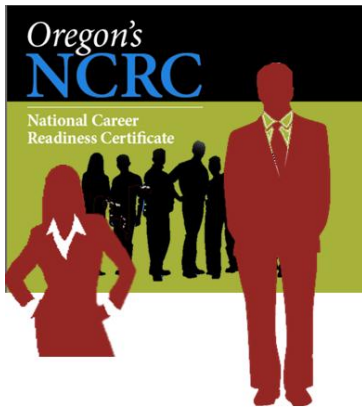
- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g.,  $\frac{1}{2}$ , .75, 25%)
- Add up to three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations

#### Locating Information

- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics

#### Reading for Information

- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)



## Stand Out

**List your NCRC Skills on Your Resume  
Prepare for an Interview**



### List Bronze Level NCRC Skills on your Resume or Job Application

- Certified employability skills at the Bronze Level of the National Career Readiness Certificate with competencies in Applied Mathematics, Locating Information, and Reading for Information

**Prepare for an Interview - Be prepared to tell your story using the STAR method with situations focused on using your Bronze Level Skills.**

#### Applied Mathematics

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)

#### Locating Information

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic

#### Reading for Information

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials



Revised July 15, 2014 – Oregon Department of Community Colleges and Workforce Development  
Oregon Work Ready Communities / Oregon National Career Readiness Certificate

The Oregon NCRC is an equal opportunity program. Auxiliary formats are available upon request to persons with disabilities.