

ABOUT US

The National Work Readiness Council is responsible for administering the oversight and management of the certification process. It was established in Washington D.C. by the seven credential development partners—District of Columbia, Florida, New Jersey, New York, Rhode Island, Washington, and Junior Achievement Worldwide.

Steck-Vaughn is the exclusive distributor of the Work Readiness Credential assessments and is part of the world's largest supplier of educational materials—**Houghton Mifflin Harcourt**.

Contact your **Steck-Vaughn** sales representative to learn more.

www.steckvaughn.com/adulted

800.225.5425

**Steck-
Vaughn**®

 HOUGHTON MIFFLIN HARCOURT

© Houghton Mifflin Harcourt Publishing Company. All rights reserved. Printed in the U.S.A. ADV-6761
Steck-Vaughn® is a registered trademark of HMH Supplemental Publishers Inc.

Hire the Right Entry-Level Person

- Reduce recruitment cost
- Improve productivity
- Minimize turnover

Work 
Readiness
CREDENTIAL

What do you expect from your entry-level hires?

Core Competencies

Maintain positive attendance and avoid absenteeism

Demonstrate integrity

Read and understand written information

Accept help from others

Maintain personal appearance

Respect company property and time

Achieve goals and objectives

Address customers with direct, accurate, and timely responses

Use basic math for decision making

Acquire, use, and share information accurately

Work through conflict constructively

Demonstrate promptness

Cope with change

Work well with others

Seek advice

Maintain confidentiality

Take responsibility for one's own work

Demonstrate flexibility

Display responsible behaviors

Measurable Skills

Communication Skills

- Listen actively
- Read with understanding
- Observe critically

Decision-Making Skills

- Use math to solve problems and communicate
- Solve problems and make decisions

Interpersonal Skills

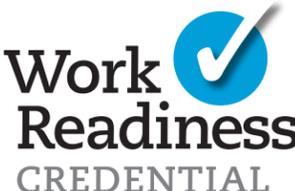
- Cooperate with others
- Resolve conflict and negotiate

Lifelong Learning Skills

- Take responsibility for learning

Competencies are aligned with four key skill sets. Workers must demonstrate proficiency in all areas.

Tactical Proof



A Valued, Standards-Based Credential

The Work Readiness Credential (WRC) is a business driven assessment of a worker's ability to use essential communication, interpersonal, decision-making, and life-long learning skills. Based upon the nationally validated *Equipped for the Future* applied learning standards, the WRC ensures entry-level job candidates have the skills they need to add value to an organization.

The Work Readiness Credential signals potential hires are pre-approved.

Business leaders across industry groups agree these are essential prerequisites for entry-level job success.