

Prepared by Jan Noble, Southwest Area Contact, jan.noble@swosu.edu, 580-774-3084.

February 1, 2006

Dear Employer: (*Personalize Whenever Possible*)

Southwestern Oklahoma State University in Weatherford and in Sayre would like to invite you as an employer to take advantage of ACT's WorkKeys assessments as a tool for determining the "real world" job skill levels of your future and current employees. Currently, the State of Oklahoma is funding this assessment process. Successful completion of WorkKeys assessments by prospective employees will assist you in hiring the right person for the right job opening. Current employees who successfully complete WorkKeys assessments can provide evidence of their skill levels for promotions, and advanced training. You should begin to see other benefits such as a decrease in overtime and turnover rates.

Please find the enclosed letter that explains Governor Brad Henry's endorsement and support of the WorkKeys and Career Ready Certificate system. You will also find a form that you are invited to complete in order to show your support for and participation in these efforts. If you choose to take advantage of the opportunity to be a CAREER READY CHAMPION, please fax the appropriate form to the number provided. As a CAREER READY CHAMPION, please consider indicating "WorkKeys scores preferred" on all your job postings.

Also available for your employment needs is the KeyTrain skill building curriculum, directly aligned to the WorkKeys assessments. The KeyTrain curriculum can be delivered online for remediation purposes for any applicant or current worker.

After reviewing the information provided, please contact me if you have any questions or if you would like more information on scheduling the WorkKeys assessments for your business. My phone number is (580) 774-3084, and my email address is jan.noble@swosu.edu. I look forward to hearing from you.

Sincerely,

Jan Noble
Director of Assessment