

Purpose: Measure your knowledge of workplace skills.

Topics Covered:

- Reading (4%)
- Math (8%)
- Writing (8%)
- Speaking and Listening (10%)
- Computer Applications & Digital Media (7%)
- Reasoning, Problem-Solving, & Decision Making (7%)
- Understanding the “Big Picture” (7%)
- Work Ethics (4%)
- Positive Attitude (5%)
- Independence and Initiative (7%)
- Self-Presentation (6%)
- Attendance (5%)
- Collaboration (9%)
- Personal Health & Wellness (3%)
- Entrepreneurship (4%)
- Personal Finance (6%)

What to Expect:



- 3-Hour Timed Assessment.
- 148 Multiple Choice Questions.
- This test is administered at a location.
- It may be given in one (3-hour), two (90-minute), or three (60-minute) sessions.
- This assessment is graded. Once you successfully pass the assessment, you earn a NOCTI Certificate / Digital Badge.

Certificate:



- **NOCTI 21st Century Skills Certificate / Digital Badge**
 - Add it to a portfolio.
 - List it on a resume.

Steps:	Find It Here: https://www.illinoisworknet.com/
1) Use the Illinois workNet Service Locator to find a provider near you that offers the NOCTI 21st Century Skills Assessment.	Network & Connect
2) Go through the Job Skill Guide and scenarios for a workplace skills refresher.	Qualify for Jobs
3) Go to the provider when they have a test day scheduled. Make sure they know you are coming. They will give you instructions for accessing the assessment.	
4) Once you complete the assessment you will get preliminary results. The official results will be added to your Illinois workNet account within 48 hours.	My Dashboard
5) Add your Certificate / Digital Badge to your portfolio and resume. (You can use the Resume Builder that is available from your My Dashboard.)	My Dashboard