

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
- 144 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: 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

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.