

# TalentNEO

## Connecting Employers and Jobseekers Through a Common Language – Skills



### WHAT IS TalentNEO?

TalentNEO connects you to employers and jobs in Northeast Ohio using your skills score. TalentNEO helps employers consider a skill score as a part of their hiring process.

### HOW DO I GET A SKILL SCORE?

Simply take the WorkKeys® assessment.

### CAN I GET HIRED JUST FROM MY SKILL SCORE?

It depends on each individual employer, but like most jobs, there will be other requirements that the employer is looking for. Skill scores can help you demonstrate your ability to do the job even if you lack experience, don't have a degree, are currently in school or are transitioning to a new career.

### WHAT IS WORKKEYS?

WorkKeys assessments are designed to assess real world, workplace skills needed across most jobs. WorkKeys is not like the tests you took in school that focus on history, algebra, science, etc. WorkKeys measures common workplace skills. You can view sample questions by clicking the Online Training icon on [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com).



### WHAT WORKKEYS ASSESSMENTS ARE AVAILABLE?

#### HOW MUCH DO THEY COST?

There are many WorkKeys assessments available. TalentNEO recommends everyone start with Workplace Documents, Graphic Literacy and Applied Math. If you take all of these, you can earn a National Career Readiness Certificate (NCRC) that shows an employer you have fundamental workplace skills. TalentNEO has a grant that pays for your assessments, so there's no cost to you.

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## HOW DO I PREPARE?

The best place to start is with an online practice test. From there you'll know whether you are ready for WorkKeys® or if you need more practice:

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>.

## WHAT IF I NEED MORE PRACTICE?

Through TalentNEO, you can skill up for free, using KeyTrain® an online series of courses directly aligned to WorkKeys. There are KeyTrain Sites where you can use a computer and get technical assistance from a staff person. These sites offer additional resources too—improving interviewing skills, comparing job postings to skills scores and more!

## WHAT IS THE DIFFERENCE BETWEEN WORKKEYS AND KEYTRAIN?

WorkKeys is a timed and proctored assessment that measures your workplace skills. KeyTrain is a self-paced online course designed specifically to help improve the skills tested with WorkKeys. You can use KeyTrain on your own or at a KeyTrain Site. Through TalentNEO, both WorkKeys and KeyTrain are available at no cost to you!

## HOW DO I SIGN UP?

The easiest way is to let the person you work with at your WorkKeys Assessment site know that you are interested in registering and they can guide you through the process. Self-scheduling is also available at: [www.neo.schedulenow.me](http://www.neo.schedulenow.me).

## WHAT SHOULD I EXPECT ON TESTING DAY?

Each location may vary slightly:

- When you arrive, the proctor will check you in. Please bring a photo ID, social security number and verification that you have taken the WorkKeys practice assessment on OMJ.
- Each WorkKeys assessment is timed and takes 55 minutes unless otherwise noted by the proctor. You will be able to take a 10 minute break between assessments. There will be a timer on your computer to help you keep track of the time.
- Please note that mobile phones are not permitted in the testing room. You may bring a calculator for the Applied Mathematics test or there may be one provided for you.

## I'VE TAKEN WORKKEYS AND RECEIVED A SCORE, NOW WHAT?

Congratulations! Please ask for a handout called “Understanding Your WorkKeys Scores” from your assessment site. Next, visit <https://myworkkeys.act.org/mwk/login.do?event=go> to access your WorkKeys scores online. To access your MyWorkKeys account, you will need the Examinee ID provided to you at the time of your assessment. When applying for jobs, highlight your skills scores on your resume, and be sure to add your scores to your Ohiomeansjobs.com backpack so employers can find you.



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