



Career Preparedness Certification



The Express Employment Professionals Career Preparedness Certification verifies individuals possess the skills necessary to discover, pursue and successfully achieve their career goals.

Certification Exam

The certification exam, tested for on the iCEV platform, consists of 100 questions and assesses knowledge and skills from the following weighted industry standards:



Meeting the Industry Need

- ✘ Assesses Competencies Based on Weighted Industry-Valued & Industry-Accepted Standards
- ✘ Validates Knowledge & Skills
- ✘ Allows Employers to Identify & Connect with Skilled Candidates
- ✘ Jump-Starts Individuals' Careers

Industry Standards Breakdown

Career Aptitude & Assessment

- Career Testing
- Career Investigation
- Job Search Techniques

Education & Training Analysis

- Education & Training Requirements
- Education & Training Financing Options
- Financial Aid Application Techniques

Job Application Techniques

- Job Application Process
- Cover Letter Writing Procedures
- Résumé Writing Process
- Portfolio Development Techniques

Interview Techniques

- Interview Preparation
- Interview Process
- Proper Interview Follow-Up Procedures

Personal Development

- Goal Setting Techniques
- Leadership Development
- Team Building Dynamics

Professional Development

- Employability Skills
- Workplace Technology Applications
- Electronic Communication Techniques

Workplace Regulations & Standards

- Workplace Laws
- Standard Workplace Etiquette
- Employee Payment & Compensation

Example Assessment Questions

1. Elsie wants to begin organizing her schedule in an electronic scheduling system. She needs to be able to access her calendars from any computer or mobile device without having to rely on one particular device. To accomplish this, she should look for which of the following features?

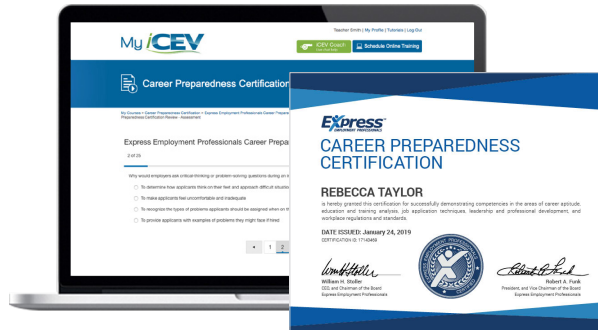
- A Appointment attachment
- B Availability sharing
- C Web-based interface
- D Calendar exporting

2. Select the correct team role for each description: completer/finisher; implementer; shaper.

Drives team to overcome obstacles Challenging, dynamic and thrives on pressure	
Seeks errors and ensures goals are completed on time Painstaking, conscientious and anxious	
Turns ideas into practical action Disciplined, reliable and efficient	

3. Marco is filling out a job application for a part-time job. The application asks him to list an expected pay amount, but Marco does not know what is typical and does not want to risk asking for too much or too little. Which of the following is recommended?

- A Appointment attachment
- B Availability sharing
- C Web-based interface
- D Calendar exporting



Testing Platform

Express Employment Professionals utilizes iCEV, a division of CEV Multimedia, as the testing platform for this certification.

iCEV fulfills the following responsibilities:

1. Provides secure testing technology for certification exams
2. Regulates testing environments
3. Works with secondary and post-secondary academic institutions, workforce development associations and the public at large to offer certification options for career advancement
4. Provides certification verification to employers for potential job applicants

How to Get Started

See it in Action: Schedule a quick, one-on-one online demonstration at your convenience.



www.icevonline.com/live

Try it Out: Sign up instantly for a free 30-day review.



www.icevonline.com/trial

Order Now: Contact CEV's dedicated support team by phone, email or fax.



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About Express Employment Professionals

Express Employment Professionals is a leading staff provider in the U.S., Canada and South Africa. The company was founded in 1983 and has more than 800 franchise locations worldwide. The company's long-term goal is to put a million people to work annually and currently, the organization employs more than 566,000 people annually.

www.icevonline.com/careerprep

"We want to empower the next generation to make knowledgeable decisions about education and careers, and this partnership with CEV Multimedia is a powerful stepping stone in helping students discover and achieve their career goals."



Rachel Rudisill

Director of Marketing

Express Employment Professionals