

114 Walnut Street,
P.O. Box 969,
Harrisburg, PA 17108-0969
717-232-4121



October 27, 1992

Dear Chamber Member:

You are invited to participate in an exciting new program that will help you recruit better qualified employees. Our Chamber is launching here in the Harrisburg area this new program called "WORKLINK™", offered by the National Association of Secondary School Principals and the Educational Testing Service.

WORKLINK™ is an electronic record/resume for high school students that will go beyond existing transcripts to include business skills, work performance ratings, work experience, honors, awards, etc. Employers can directly access the regional database of WORKLINK™ records.

The WORKLINK™ program was developed especially to help employers in hiring entry level employees. Your interest in WORKLINK™ can also make an immediate difference to young people in our community by increasing their incentives to work hard in school. WORKLINK™ gives the message to young people that what they do in school counts in the workplace.

Help us deliver the message! Please join us in the WORKLINK™ program. Please fill out the attached card in the brochure and return it to. . .

CAPITAL REGION CHAMBER OF COMMERCE
PO BOX 969
HARRISBURG, PA 17108-0969

Sincerely,

A handwritten signature in cursive script that reads "Barbara Y. Groce".

Barbara Y. Groce
Vice President

BYG/bab

Enclosure: WORKLINK Brochure

How WORKLINK™ works for you.

The more information you have about an applicant's real skills, the better your hiring decisions, and the less your employee turnover will be. Each WORKLINK™ record saves you time and money on your recruitment efforts by providing:

- ✓ A standard summary high-school transcript that is easy to read and interpret
- ✓ Teachers' confidential ratings of a student's work-related behavior, including effective communications, punctuality, attendance, and the completion of assigned work
- ✓ Assessments of work skills covering such aptitudes as math, reading, and writing
- ✓ Information on work experience — and work-related or out-of-school training — with references so that the information can be easily verified

WORKLINK™ has all this information on an electronic database which you can search for a list of names that match your job needs.



WORKLINK™

The school-to-work record system that means business

The information you need to make sound hiring decisions

Developed in cooperation with Chambers of Commerce and Private Industry Councils

What is WORKLINK™?

WORKLINK™ saves you time and money on recruitment and helps you make sound hiring decisions.

WORKLINK™ is a computer-based student record system to assist employers in hiring entry-level employees. At the heart of the system is a database of individual records of students' high school performance.

How do the student records differ from transcripts? They provide job-related information for employers in an "employer-friendly" format that can be accessed directly.

How WORKLINK™ improves your applicant pool.

WORKLINK™ gives high-school students an incentive to study and earn good grades by showing that employers care about their high school grades and other activities.

The WORKLINK™ record encourages students to develop good working habits by including assessments of work habits important to employers.

The WORKLINK™ record helps students organize and report their accomplishments in a structured format — making it easier for them, and for you, to engage in interviews.

Who is developing WORKLINK™?

WORKLINK™ is being developed by the Educational Testing Service in partnership with the National Association of Secondary Principals. Other organizations collaborating with WORKLINK™ include the National League, the National Alliance of Business, and the American Business Conference.

How does WORKLINK™ work?

WORKLINK™ involves the high schools, the business community, and the students. High school staff recruit students and help them develop their WORKLINK™ records. Business organizations recruit employers and explain how to use the records. Students use their WORKLINK™ records to find a job.

Student WORKLINK™ records are put in a regional database which employers can search for potential hires who meet the criteria they specify. Students can get printouts of their records to take to interviews. Employers can also use the system to verify the authenticity of WORKLINK™ records presented by job applicants.

Employers can get information from the WORKLINK™ database either by modem, by telephone, or by FAX.

The local business organization maintaining the WORKLINK™ database determines any fees charged for the service.

| PERSONAL WORKLINK™ RECORD | | | | |
|---|---------------------|---|--------------------------------|-----|
| Just In Case 19 Main Street Bartlett, PA 17118 Home Phone: (717) 228-7777 | | Date of Report 3/18/91 Sec. Sec. 301-23-8728 Date of Birth 8/16/72 Age 12 Sex Female | | |
| <small>Center and participating schools will be contacted only for information when you call.</small> | | | | |
| Workplace Skills Assessment Done Knowledge/Skill Level (T-test, R-teacher rating) | | | | |
| Reading | 95% | Qualified | 7 | |
| Business Address | 95% | Qualified | 7 | |
| Business Writing | 95% | Qualified | 7 | |
| Business Math | 95% | Qualified | 7 | |
| Reformatted Transcript | | | | |
| | Grades 9-10 | | Grades 11-12 | |
| Subject Field | No. of Courses | GPA | No. of Courses | GPA |
| English Composition | 0 | 3.3 | 0 | 3.7 |
| Mathematics | 0 | 3.1 | 0 | 3.9 |
| Science and Technology | 0 | 3.1 | 0 | 3.8 |
| Foreign Language | 0 | 3.1 | 0 | 3.7 |
| Social Studies | 0 | 3.7 | 0 | 3.8 |
| Business Education | 0 | 3.0 | 0 | 3.3 |
| Visual/Arts/Recreation | 0 | 3.0 | 0 | 3.1 |
| Computer Science | 0 | 3.0 | 0 | 3.4 |
| Job Related Course Concentration - Business | | | | |
| | GPA | Year | Portfolio (Y/N) | |
| Introduction to Accounting | 3.0 | 989 | N | |
| Intro to Business | 3.1 | 978 | N | |
| Office Procedures | 2.9 | 978 | N | |
| Practical Concepts of Business | 2.9 | 978 | N | |
| Business Writing | 3.2 | 991 | Y | |
| Accounting and Reporting | 3.0 | 991 | Y | |
| Computer Graphics | 3.1 | 991 | Y | |
| Rating of Work-related Performance | | | | |
| | Average Rating | No. of Ratings | | |
| Attendance | Excellent | 10 | | |
| Punctuality | Excellent | 10 | | |
| Work Completion | Excellent | 10 | | |
| Effective Study Habits | Good | 8 | | |
| Cooperation in Class | Good | 10 | | |
| Following Directions | Good | 7 | | |
| Communicating Effectively | Good | 10 | | |
| Problem Solving | Good | 8 | | |
| Using Initiative | Excellent | 8 | | |
| Working without Supervision | Good | 8 | | |
| Education and Training | | | | |
| | Place | Reference | | |
| 1 semester Job-Skill Training | YUSA | Phone: (717) 677-4329 | | |
| 1 year Business Training | Central High School | Home Phone: (717) 675-5579 | | |
| Work Experiences | | | | |
| | Place | Reference | | |
| Retail Sales/Clipping | 500-000 | 1 Union Plaza | Let's Marketing (717) 622-5400 | |
| Restaurant/Waitress | 600-000 | Blue Water Cafe | Home Phone: (717) 675-2021 | |
| Restaurant Host | 601-001 | Mary's Tavern | Home Phone: (717) 675-2020 | |
| Awards, Honors | | | | |
| | Source | Reference | | |
| Community Service Award | 600 | Home | Phone: (717) 675-2020 | |
| Class Valedictorian | 600 | Central High School | Home Phone: (717) 675-5579 | |

