

WorkKeys Reading Practice Test

Memorandum

To: staff

From: Manager

Date: March 5, 2024

Subject: New workplace policies

Effective immediately, there are new policies regarding workplace attire and use of company equipment. Employees should maintain a professional appearance by wearing business casual attire. Use of company phones, computers, and printers is reserved for work-related purposes only.

1 According to the memo, what change was made regarding workplace attire?

- a. Employees must wear business casual. b. Employees should wear business casual.
- c. Business casual attire is required. d. Employees should wear business casual.

2 Based on the memo, employees should NOT use company equipment for:

- a. Personal use. b. Personal errands.
- c. Business-related tasks. d. Personal and business.

Workeys Study Guide

VM Jensen



Workkeys Study Guide:

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Resources in Education ,2001 Iowa Career Resource Guide ,2008 Workforce Readiness Harold F. O'Neil, Jr.,Harold F. O'Neil,2014-03-05 Current economic difficulties and the challenge of competing in the world market have necessitated a rethinking of American approaches to the utilization of people in organizations Management now recognizes a need to have workers take on more responsibility at the points of production of sale and of service rendered if the United States is to compete in rapidly changing world markets This development means that much more is expected of even entry level members of the American workforce Thus even more is expected of our high schools and colleges to provide this type of workforce The need of American management for workers with greater skills and who can take on greater responsibility has spawned many commissions task forces and studies All of them have contributed to the vast evidence documenting the need for a more highly skilled workforce These studies are summarized and synthesized in this book However what remains largely undone is the development of methods to assess the necessary skills that have been identified A major portion of this book deals with assessment issues Workforce Readiness Competencies and Assessment explores the state of the art in the

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