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ACT[®]

www.workkeys.com

USING YOUR WORKKEYS[®] SCORES

THE WORKKEYS ASSESSMENTS

Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require.

WorkKeys test questions are based on situations in the everyday work world. Employers across the country require the WorkKeys assessments or recommend that applicants acquire the National Career Readiness Certificate. These scores help employers choose the most qualified candidates for their job openings. Employers want to know you have the essential skills necessary to be successful at their companies. Your WorkKeys scores prove you have the skills to succeed.

Taking the WorkKeys assessments allows you to:

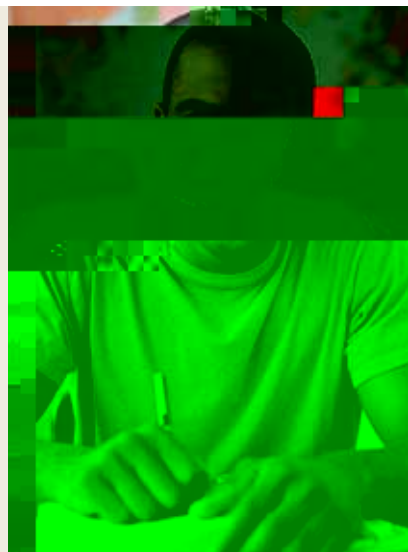
- >> Identify what skill levels you already have.
- >> Match your skill levels to specific job requirements.
- >> Prove you have the skills needed to be successful in the workplace.

ACT has researched more than 17,000 occupations and found reading, math, and locating information skills to be highly important to the majority of jobs in the workplace. These assessments are also the foundation for earning a National Career Readiness Certificate:

- >> Applied Mathematics
- >> Reading for Information
- >> Locating Information

Additional WorkKeys foundational skill assessments include:

- >> Applied Technology
- >> Business Writing
- >> Listening
- >> Teamwork
- >> Workplace Observation
- >> Writing

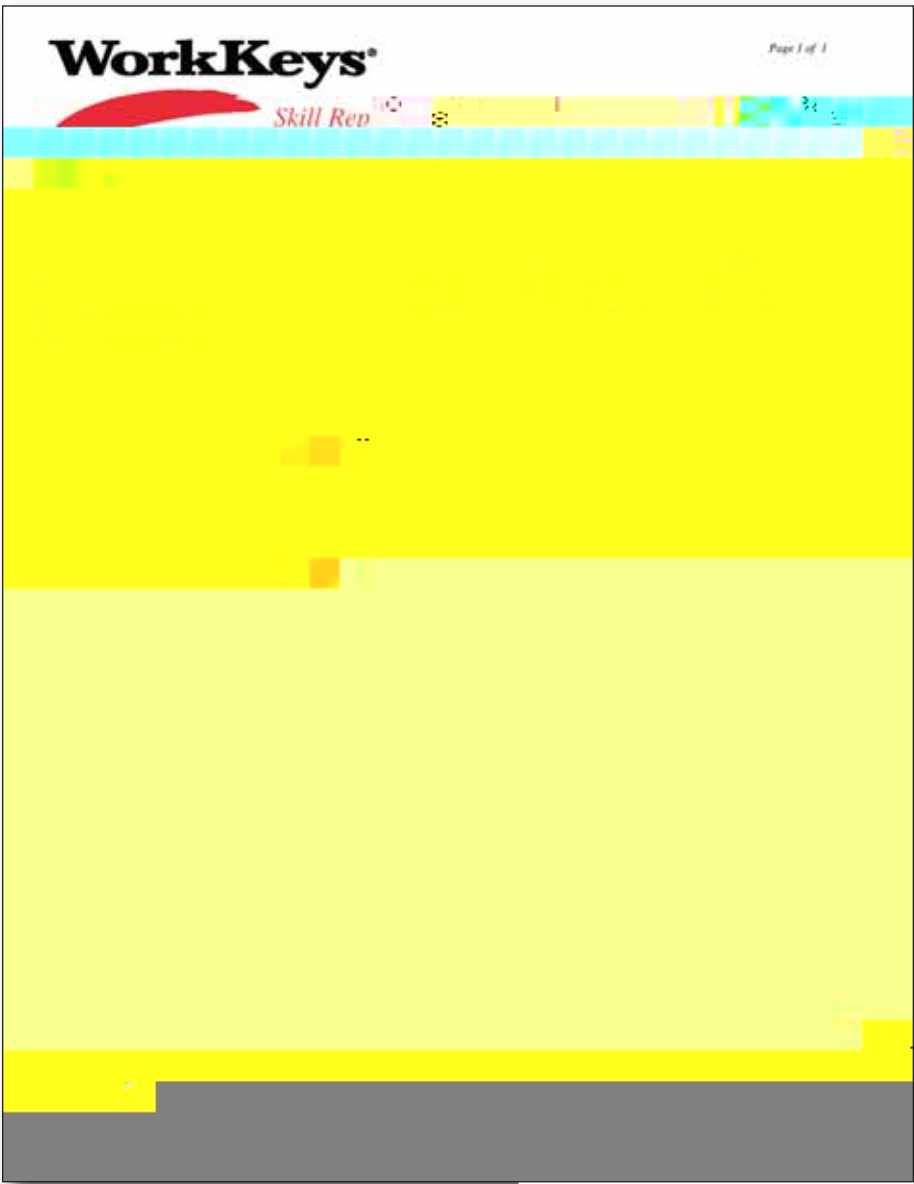


UNDERSTANDING WORKKEYS SCORES

A WorkKeys score is determined by the number of questions answered correctly. There is no penalty for guessing. The level score descriptions describe the skills you have achieved and can apply on the job or in training. After taking the assessments, you will receive a WorkKeys Individual Score Report or Memo to Examinee.

If you have taken the WorkKeys assessments on a computer, you will receive an Individual Score Report. If you have taken the WorkKeys assessments in paper-and-pencil format, you will receive a Memo to Examinee Report. Both reports document your skill level for each assessment taken, describe the tasks associated with each skill level, and suggest general strategies for improvement.

Your report may be slightly different from those shown here, depending on how and where you took the test, but all of the essential elements are the same.



WorkKeys Score Reports

Test is simply the name of the WorkKeys test you took; in this sample, it's Applied Mathematics.

Level Score tells you what score you earned on this test; in this sample, you earned a Level 6.

Scale Score is used primarily for training purposes; in this sample, you earned an 82.

Possible Range tells you the lowest and highest possible Level Score and Scale Score for an assessment, so you can see how well you did compared to the minimum and maximum possible scores on this test. In this sample, the range is from Level 3 through Level 7 and 65 through 90.



USING YOUR WORKKEYS SCORES

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Earn the National Career Readiness Certificate

The National Career Readiness Certificate indicates you have the foundational workplace skills needed to succeed. To earn the Certificate, you must take the Applied Mathematics, Locating Information, and Reading for Information assessments.

Demonstrating higher job skills means you have access to higher-paying jobs. Employers are willing to pay higher salaries for higher skill levels.

According to ACT research, higher Certificate levels lead to higher pay.

Search Jobs by Skills

After taking the tests, you can review the WorkKeys skills needed for different careers.
Visit

CAREER GUIDANCE

Deciding on or making the transition to a new career is exciting, but it can be overwhelming. Taking the WorkKeys assessments and earning a National Career Readiness Certificate is an important first step to help you stand out from other applicants and prove your workplace skills. The WorkKeys Personal Skills assessments can help you match your interests and values with workplace demands. If you have questions about your scores or career options, remember to ask for help.

Counselors and career advisors can be facilitators of the readiness process and can assist in explaining scores and database information, help raise awareness of skills and skill gaps, help create a plan to address skill gaps, and manage career expectations.

Parents can be supportive by discussing career goals and reviewing the WorkKeys Individual Score Report with students. Make them aware that skill-level improvements increase students' opportunities for higher-skill, higher-paying jobs.

Good luck in your future career!

ABOUT ACT

Helping People Achieve Education and Workplace Success

ACT is an independent, not-for-profit organization that provides a broad array of assessment, research, information, and program management solutions in the areas of education and workforce development.

Our Values

- >> Excellence in all aspects of our work
- >> Mutual respect, fairness, and visionary leadership
- >> Diversity in people and ideas

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