

**WorkKeys**<sup>®</sup>



**ACT**<sup>®</sup>

[www.workkeys.com](http://www.workkeys.com)

## **USING YOUR WORKKEYS<sup>®</sup> 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:

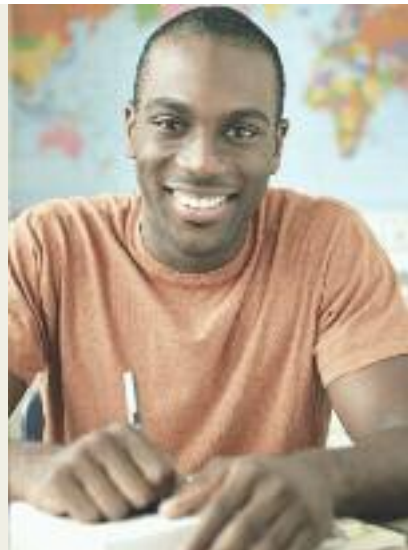
- >> Identify what skill levels you already have.
- >> Match your skill levels to specific job requirements.
- >> Prove you have the skills needed to be successful in the workplace.

ACT has researched more than 18,000 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.

**WorkKeys® Skill Report**

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**WorkKeys Individual Score Report with Scale Score**  
Name: Sample  
ID#

Test	Level Score	Possible Range	Scale Score	Possible Range
Applied Mathematics	6	3-7	82	65-90

**WHAT YOUR SCORES MEAN**

You scored at Level 6. People achieving this level can set up and solve problems containing abstract information or information presented out of logical order and involving multiple-step calculations on a mixture of whole numbers, fractions, decimals, or percentages. To improve your skills:

- apply ratios that involve a mixture of fractions and decimals, and perform multiple-step conversions that involve fractions and decimals.
- calculate multiple areas or volumes of rectangular solids, spheres, cylinders, and other complex shapes.
- check to see that each step of your calculations is correct, that you have solved the problem posed, and that your answer is reasonable.

**HOW YOU CAN USE YOUR SCORES**  
For more information, visit [www.workkeys.com](http://www.workkeys.com)

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**Official Skill Report**

**WorkKeys® Memo to Examinee**

Report for: Sample  
Test Date:  
Year/State:  
Report Code:

Your WorkKeys skill report can help you understand how you did on the test(s), and how you can do better. This report tells you about your skills and gives information on how you can further develop them.

Applied Mathematics	(Levels range from 3 to 7)	Level: 6	Scale Score: 82
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You scored at Level 6. People achieving this level can set up and solve problems containing abstract information or information presented out of logical order and involving multiple-step calculations on a mixture of whole numbers, fractions, decimals, or percentages. To improve your skills:

- apply ratios that involve a mixture of fractions and decimals, and perform multiple-step conversions that involve fractions and decimals.
- calculate multiple areas or volumes of rectangular solids, spheres, cylinders, and other complex shapes.
- check to see that each step of your calculations is correct, that you have solved the problem posed, and that your answer is reasonable.

We hope you find this WorkKeys information useful. If you have questions about these scores or about the WorkKeys system or skills, please contact WorkKeys (95) ACT, 2201 North Dodge Street, P. O. Box 168, Iowa City, IA 52243.

**LS=Level Scores:**  
Use for selection, promotion, or other individual high-stakes purposes. For more information on Level Scores go to: <http://www.act.org/workkeys/pdf/foiaa/lsreq.pdf>

**SS=Scale Scores:**  
Use to show growth over time and provide group comparisons in outcome measurement. Not intended for selection and hiring. Scale Score range: 50-90. For more information on Scale Scores go to: [http://www.act.org/workkeys/pdf/scale\\_score\\_req\\_guide.pdf](http://www.act.org/workkeys/pdf/scale_score_req_guide.pdf)

If you have completed these assessments, Applied Mathematics, Reading for Information and Learning Information, and received at least a level score of 3 for each test, you may qualify for a National Career Readiness Certificate. Go to [www.myworkkeys.com](http://www.myworkkeys.com) to access your scores. An individual can obtain a certificate, and share testing information with potential employers at this site.

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**What Your Scores Mean** gives you some information about the skills you demonstrated on this test. For example, the sample points out that you likely can solve problems that may require multiple steps and have unrelated information.

**To Improve Your Skills** tells you how you can work to increase your Level Score. In this sample, it shows you should practice converting decimals to fractions; work on taking measurements in a variety of formats, such as inches, feet, and meters, and use them to calculate formulas requiring more than one step; and verify your answers.

## USING YOUR WORKKEYS SCORES

### 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.



Certificate Level	Level Score Requirements	Percentage of Qualified Jobs in WorkKeys Database**
Platinum*	Minimum score of 6 on each of the three core areas	Examinee has necessary foundational skills for <b>99%</b> of the jobs in the WorkKeys database
Gold	Minimum score of 5 on each of the three core areas	Examinee has necessary foundational skills for <b>93%</b> of the jobs in the WorkKeys database
Silver	Minimum score of 4 on each of the three core areas	Examinee has necessary foundational skills for <b>67%</b> of the jobs in the WorkKeys database
Bronze	Minimum score of 3 on each of the three core areas	Examinee has necessary foundational skills for <b>16%</b> of the jobs in the WorkKeys database

\* Platinum jobs require high levels of education, training, and experience.

\*\*The Certificate is only one of many selection criteria employers use when hiring and promoting. Earning the National Career Readiness Certificate does not qualify you for all job requirements.

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.



**“When we hire, we typically have 1,000 applicants for 30 positions. If they pass the tests and get a certificate, they’re closer to getting ahead in the job-application process.”**

— Bernadette Young, former human resources manager, Energizer



## Search Jobs by Skills

After taking the tests, you can review the WorkKeys skills needed for different careers. Visit [www.act.org/workkeys/skillsearch.html](http://www.act.org/workkeys/skillsearch.html) to search jobs by skill.

Not sure what careers you're interested in? WorkKeys Personal Skills assessments can help you match your interests and values with workplace demands. Learn more about the Personal Skills assessments and find a local testing site at [www.workkeys.com](http://www.workkeys.com).

Example skill levels:

Job Title	Applied Mathematics	Locating Information	Reading for Information
Graphic Designer	5	4	5

Compare your Level Scores to the Level Scores typical for that occupation. This job requires an Applied Mathematics score of Level 5. The sample report showed that “Sample” has a Level 6, so “Sample” has the foundational math skills to qualify for this job. If “Sample” had taken Locating Information and Reading for Information, reports would indicate level scores for those skills also, and a comparison to the profile shown in this example could be made. This example also shows that if you want to succeed in this job, you should try to obtain a Gold level of the National Career Readiness Certificate.

## More Ways to Use Your Scores

Add your National Career Readiness Certificate and WorkKeys scores to your resume and job applications. Visit [www.nationalcareerreadiness.org](http://www.nationalcareerreadiness.org) to view sample resumes.

Take your WorkKeys score report or National Career Readiness Certificate to a job interview to show the employer that you have the skills needed for the job.

If you are planning to attend a community or technical college, include your WorkKeys scores in your application materials. Many institutions use and know about WorkKeys assessments.



## IMPROVE TEST SCORES

If you would like to improve your WorkKeys scores to match a job requirement or earn a higher-level National Career Readiness Certificate, sample practice tests and training options are available.

### WorkKeys Practice Tests

Visit [www.workkeys.com](http://www.workkeys.com) to purchase full-length practice tests. The practice test will look and feel like a real WorkKeys test. Practice tests are available online for:

- » Applied Mathematics
- » Locating Information
- » Reading for Information
- » Applied Technology
- » Business Writing



### Training Options

Help increase your WorkKeys scores by using an ACT-approved curriculum provider. Ask your counselor or career advisor about using a curriculum or taking classes to improve skill levels.

**“I thought WorkKeys was going to be tough to pass, but it actually was easy and taught me how to comprehend things a lot easier. This is a great program. Thanks!”**

— Jasmyne Galvin, student

**“I learned that I’m smarter than I gave myself credit for. And there are things I knew from way back but didn’t realize it until I took this course. It made me a better person and gave me confidence. The instructors were awesome; they made it fun.”**

— Tina Smith, machine operator, Green Mountain Coffee Roasters

**“At first I thought, ‘Oh, great—another test to make me look stupid.’ But once I started it, it felt like the test was made for me. It told me my ups and how to improve on my downs. By far, this is one of the best tests I have ever taken.”**

— Shaylunn Lee, student

## CAREER GUIDANCE

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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.



ACT headquarters in Iowa City.

### *Our Values*

- >> Excellence in all aspects of our work
- >> Mutual respect, fairness, and visionary leadership
- >> Diversity in people and ideas
- >> Individual growth and development
- >> Courteous, responsive, ethical relations with clients and colleagues
- >> Conscientious citizenship and constructive engagement in civic life
- >> Partnerships with other organizations

**For more information, call 800/967-5539 or visit [www.act.org/workforce](http://www.act.org/workforce)**

Learn more at [www.act.org/workforce](http://www.act.org/workforce)

# ACT<sup>®</sup>

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