

How the  
**ACT<sup>®</sup> WORKKEYS<sup>®</sup>**  
**ASSESSMENTS**  
can work for you

“I took my ACT WorkKeys tests before I even got hired on. I was Gold certified. I think it made employers notice me. It’s a good test that shows your capability in certain areas, and I think it really helps a company determine which employees have a skill set needed to hire for the optimal position.”

– EVAN SHOCKEY  
TRAINING COORDINATOR,  
BERNER FOOD & BEVERAGE

Whether you’re thinking about the next phase of your education, launching a new career, or making a transition in your current job, the WorkKeys Assessment is an important first step to prepare. Your assessment scores help you compare your skills to the skills real jobs require.

ACT WorkKeys Assessment questions are based on situations in the everyday work world. That’s why employers nationwide require these assessments or ask applicants for the ACT<sup>®</sup> WorkKeys<sup>®</sup> National Career Readiness Certificate<sup>®</sup> (NCRC<sup>®</sup>) to help them hire, train, and promote the most qualified candidates. The WorkKeys NCRC is awarded on the basis of individuals’ WorkKeys scores and is the most widely used employability credential in the country.

**ACT WorkKeys Assessments** include both hard and soft skills assessments that enable you to:

- Determine the skill levels you’ve achieved
- Identify skills you could improve
- Match your skill levels to specific job requirements
- Show employers that you have the skills needed for workplace success

Based on data from more than 21,000 job profiles, ACT has identified three foundational skills that are essential to success in most jobs. These three core skill assessments also form the basis for earning the WorkKeys NCRC:

- Applied Math
- Graphic Literacy
- Workplace Documents

# UNDERSTANDING YOUR ACT WORKKEYS ASSESSMENTS SCORES

The Level Scores describe the skills you have achieved and can apply on the job or in training. After taking the assessments, you will receive a score report. Your score is determined by the number of questions answered correctly. **There is no penalty for guessing.**

If you take the WorkKeys Assessments on a computer, you will receive an Individual Score Report. This report documents your skill level for each assessment taken and describe the tasks associated with each skill level.

## ACT WORKKEYS SCORE REPORTS

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.

- 1 TEST** is the name of the WorkKeys Assessment you took.
- 2 LEVEL SCORE** is the score you earned on this assessment.
- 3 POSSIBLE RANGE** shows 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 example, the range is from Level 3 through Level 7 and 65 through 90.
- 4 SCALE SCORE** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.
- 5 WHAT YOUR SCORES MEAN** gives you information about the skills you demonstrated on this assessment.

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**ACT WorkKeys** Skill Report

Realm: WorkKeys TDA Review  
SubRealm: WorkKeys TDA Review  
Test Date: Jun 14, 2017  
Report Date: Jul 24, 2017

**WorkKeys Individual Score Report With Scale Score**  
Examinee: Jane Smith  
Examinee ID\*\*: 4321

1 Test	2 Level Score	3 Possible Range	4 Scale Score	3 Possible Range
WorkKeys Graphic Literacy	6	3 - 7	63	65 - 90

**6 WHAT YOUR SCORES MEAN**

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the high-moderate level, they have demonstrated the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

**HOW YOU CAN USE YOUR SCORES**

To find the Graphic Literacy Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at visit [www.workkeys.com](http://www.workkeys.com).

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For more information about scores, visit [act.org/workkeysforjobseekers](http://act.org/workkeysforjobseekers).

## MAKING THE MOST OF YOUR ACT WORKKEYS SCORES

If you already have a job in mind, compare your Level Scores to those needed for your scores in the target job. Let's compare the sample report with the scores needed for the occupation shown below.

Job Title	Applied Math	Graphic Literacy	Workplace Documents
Accountant/ Auditor	5	5	5

In this example, the job requires a score of Level 5 for Graphic Literacy. The sample report shows a score of Level 6. Therefore, this individual has the foundational skills for this job.

Explore job skills for different careers at [keytrain.com/profile\\_search](https://keytrain.com/profile_search)

## ARE YOU STILL EXPLORING CAREER OPTIONS?

ACT WorkKeys soft skills assessments— Fit and Talent— focus on your personal characteristics and help you match your interests and values with workplace demands.

Read descriptions of assessments and search jobs by skill levels at [act.org/workkeysforjobseekers](https://act.org/workkeysforjobseekers).

## GIVE YOURSELF THE WORKKEYS NCRC ADVANTAGE

Documenting your skills with the WorkKeys NCRC gives you an advantage in launching or advancing your career. The WorkKeys NCRC indicates that you have the foundational workplace skills needed to succeed. You can earn the WorkKeys NCRC at the Platinum, Gold, Silver, or Bronze level, based on your scores on the three core tests: **Applied Math**, **Graphic Literacy**, and **Workplace Documents**.

Although it is one of the criteria employers use when hiring and promoting, it is not a substitute for meeting other job requirements.



Learn more about the WorkKeys NCRC at [act.org/workkeysforjobseekers](https://act.org/workkeysforjobseekers).

## 4 WAYS TO STAND OUT

1. Set up an online account at [myworkkeys.com](https://myworkkeys.com) so employers can verify your WorkKeys scores and WorkKeys NCRC quickly and conveniently.
2. Add scores and information about your WorkKeys NCRC to your resume and job applications.
3. Take your WorkKeys score report or WorkKeys NCRC to job interviews to show that you have the skills needed for the job.
4. Include your WorkKeys scores in your application to a community or technical college.

Visit [workforce.act.org](https://workforce.act.org) for more information.

## AIMING HIGHER: RESOURCES TO IMPROVE YOUR SCORES

If you would like to improve your WorkKeys Assessments scores to match a job requirement or earn a higher-level WorkKeys NCRC, online practice tests and training options are easily accessible.

For access to practice tests go to [workforce.act.org](https://workforce.act.org)

Online practice tests are full length and look and feel like a real test. You can access practice tests for:

- Applied Math
- Graphic Literacy
- Workplace Documents

## EXPLORE YOUR RESOURCES FOR CAREER GUIDANCE

Taking the WorkKeys Assessments and earning the WorkKeys NCRC empowers you when making crucial decisions about your education and your career. It also helps you stand out from other applicants and prove your workplace skills.

Do you have questions about how your scores relate to your career options? Depending on whether you're a student, job seeker, or a current employee seeking a career change, you can get advice from:

- Counselors
- Career advisors
- Your employer's human resources staff
- Your state training and employment office, or "one-stop"

For more information, call 800.967.5539 or visit [workforce.act.org](https://workforce.act.org).  
Good luck in your career!

"I learned that I'm smarter than I gave myself credit for. It made me a better person and gave me confidence."

– **TINA SMITH**  
**MACHINE OPERATOR,**  
**GREEN MOUNTAIN COFFEE ROASTERS**