Matching Your WorkKeys Skills to Jobs

ACT's *Matching Your WorkKeys Skills to Jobs* consists of activities designed to provide individuals with the information they need to make informed decisions about their career and career path.

Exploring your *WorkKeys Foundational Skills* can help you:
- interpret your foundational WorkKeys scores (such as WorkKeys Graphic Literacy),
- match your skill levels to different types of jobs, and,
- begin to think about your skills given the type of job you may want to pursue.

Exploring your *WorkKeys Essential Skills* can help you:
- understand how skills like *integrity, resilience, leadership, collaboration, work ethic,* and *curiosity* are important in education and work settings.

You can complete the *WorkKeys Foundational Skills* and *WorkKeys Essential Skills* activities together or at separate times – it's your choice. It may be more beneficial, however, to begin by exploring your WorkKeys foundational skills and then review the essential skills.

To explore your WorkKeys foundational skills, you will need:
- your WorkKeys foundational skills score reports such as Workplace Documents, Graphic Literacy and Applied Math
- access to a computer/tablet and the Internet, and
- these instructions (which include an example completed Worksheet and a blank Worksheet for you to use)

To explore your WorkKeys Essential skills, you will need your WorkKeys Essential Skills Report and the materials listed above.

Before you begin this exercise, make an additional copy of the blank Worksheet so that you will have extra pages to record information on more jobs if you need them.
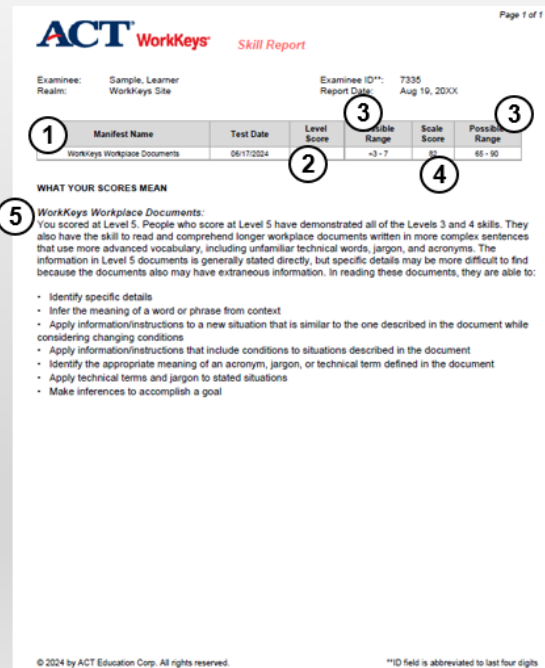
Step 1: Review your WorkKeys Foundational Skills Score Reports

After taking the Workplace Documents, Graphic Literacy, and Applied Math tests, you will have three separate score reports that show your results. Read through the information in the image below to become familiar with the parts of the score report.

Now:
- Read through your Workplace Documents score report.
- Then, find your Workplace Documents **Level Score** and **Scale Score** and transfer those values to the spaces on the first page of the Worksheet.
  - If you have questions about completing the Worksheet, take a look at the example completed Worksheet.
- Repeat this process using your Graphic Literacy and Applied Math score reports.
- If you have taken Workplace Observation, Applied Technology, or Business Writing, enter those results on the last page of the Worksheet.

Step 2: Match Your WorkKeys Skills to Jobs

- Go to: http://jobprofiles.act.org/

- Click the arrow next to **Search by Your Skill Levels**

- Click the buttons to mark all your WorkKeys scores

You can match your WorkKeys skills to jobs in lots of ways. Let's start with these 3 ways:

- o **Best Matches** shows you the jobs that have skill level requirements that are <u>at or below</u> your skill levels

- o **Exact Matches** shows you jobs that <u>match</u> your skill levels

- o **Better Jobs** shows you jobs that are <u>at a slightly higher</u> skill level than your current skill levels.

- To start, the button next to **Best Matches** is already chosen

- You will see a list of jobs that are Best Matches. <u>These jobs require skills at or below your levels of skill</u>.

- Scroll through the list of job titles until you see a title that looks interesting to you. Click on the job title to see more information about the job and its requirements.

- In the example below, the job chosen was *Veterinary Technologists and Technicians*.

- After you click the job title, a pop-up box like the one below should appear to the right of your screen.

This pop-up presents information including the job title, a description of the job, and three columns of WorkKeys score information. These columns are:

- Median Skill Level → the level that was identified most often as required for jobs

- Minimum Skill Level → the lowest skill level identified for jobs

- Maximum Skill Level → the highest skill level identified for jobs

The pop-up may also include this icon: **Bright Outlook**

This icon indicates that there is a high potential for opportunities associated with that job.

You should review any of the information in the pop-up that interests you.

- If you think the job might have possibilities for you, go to the **Best Matches** section of the Worksheet and enter the job title, a brief description of the job, the Career Cluster, and the

median, minimum, and maximum WorkKeys skill levels. Try to select up to 3 jobs from the list of jobs that are Best Matches to your current skills.

- Next, if you choose **Exact Matches**, the search results will automatically change. <u>You will now see a list of jobs that require the skill levels you currently have.</u> This may be a short list of jobs since they are exact matches. Like before, review the job titles that look interesting to you and write down the relevant information for up to three Exact Matches.

- If you choose **Better Jobs** the search results will change again to show you jobs that require <u>slightly higher skill levels than your current skill level</u> in one or more of the skill areas. Review the job titles that interest you and complete the Worksheet for up to three Better Jobs.

- Other ways to find jobs that match your skill levels include to:
    - type a job title that you are curious about in the **Job Title** field. If the specific job you typed does not appear below the table, just search on a *similar* job title, or try entering only the *first few letters of the job title*.
    - choose a career cluster that interests you and explore the details of those jobs.

- When you are satisfied with your searches, review your Worksheet. Make sure you have entered as much information as you can for your selected jobs.

Step 3: Rank the Jobs

In this step, you can rank the jobs you entered on the Worksheet and compare the WorkKeys Skill Levels for those jobs to your WorkKeys test scores.

To rank the jobs:

- Review the notes you've made across the pages of the Worksheet.

- In the first column of the Worksheet, assign each job a rank (starting with 1 as the highest rank).

    - <u>Rank the jobs based on how good you think the job looks</u>; the highest ranked job may be the most interesting to you or have the most possibilities for you. The lowest ranked job may have possibilities for you, but you do not consider it as good a fit as the higher ranked jobs.

    - Make one set of rankings across all the categories on your Worksheet (Best Match, Exact Match, Better Jobs, Other).

- Compare the median WorkKeys Level Scores for your top ranked jobs to your WorkKeys Level Scores and think about the following questions:

    - Are some or all of your current skill levels <u>higher</u> than the levels for your top ranked jobs?

    - Are some or all of your current skill levels the <u>same</u> to the levels for your top ranked jobs?

    - Are some or all your current skill levels <u>lower</u> than the levels for your top ranked jobs?

- Move on to Step 4.

Step 4: Your WorkKeys Foundational Skills and Next Steps

By now, you know more about how your WorkKeys foundational skills can be used to perform different jobs.

And you have used the Worksheet to organize a lot of information about jobs and your skills. All this info can help you make decisions about your career.

Remember that your WorkKeys **Scale Scores** indicate how close you are to the next WorkKeys Skill Level. You can use your scale scores to help you think about the effort needed to *grow* your skills to reach the next skill level.

Workplace Documents	
Scale Score	Level Score
65-71	< 3
72-76	3
77-80	4
81-82	5
83-85	6
86-90	7

My Workplace Documents Level Score ___ 4

My Workplace Documents Scale Score ___ 77

Think about your Scale Scores and the WorkKeys Skill Levels of the jobs you identified:

o Are your WorkKeys skill levels sufficient for the types of jobs that look good to you?

o Do you want to pursue more training to develop skills that will help you achieve a higher skill level? What skill area(s) would you focus on for development? Circle or highlight the skill levels you plan to "grow."

WorkKeys: Foundational and Essential Skills

Your WorkKeys foundational skills provide considerable insights about your current levels of workplace skills. The components of the WorkKeys Essential Skills test (i.e., integrity, work ethic, collaboration, resilience, leadership, and creativity) provide additional insights about the demands of successful workplaces. Together, the foundational and essential skills of ACT's workforce development tools give you a broad, complementary view of your employability skills, and the WorkKeys Curriculum is available to help you grow your skills should you be interested in seeking a broader range of employment opportunities.

Let's add your WorkKeys essential skills results to your skill review!

1. Using your *WorkKeys Essential Skills Report*, transfer your Essential Skills percentile scores to the WorkKeys Essential Skills section of the Worksheet

2. Circle the percentile scores which are 84 and higher: 85

3. Draw a triangle around any percentile scores which are 16 or below: 15

4. Mark a box over the rest of your scores: 64

5. Enter the job/occupation title for each of your top ranked jobs into the table

6. Go to https://www.act.org/content/act/en/workforce-solutions/resources/career-navigation.html and then click on O*NET Occupations Mapping to WorkKeys Essential Skills to open the spreadsheet.

7. Look in the first column of the spreadsheet to find your top ranked job title.

   a. Notice that the titles are in alphabetical order

b. Then, look across that row to find the column for the *Most Critical WK Essential Skill* and write that skill name on your Worksheet under the heading on your Worksheet. Then, mark the second most critical essential skill on your Worksheet.

c. Repeat these steps for any other top ranked jobs you have.

8. For each of your top ranked jobs:

a. If any of your essential skill scores are marked with a <u>circle</u> (see 1), <u>circle</u> the skill name for your top ranked jobs (see 2)

b. If any of your essential skill scores are marked with a <u>box</u>, <u>draw a box</u> around the skill name for your top ranked jobs.

c. If any of your essential skill scores are marked with a <u>triangle</u>, <u>draw a triangle</u> around the skill name for your top ranked jobs.

Continue your hard work…

You have collected a wealth of information about yourself! When you meet with your career coach, be ready to share <u>all</u> your results and discuss what you have discovered so far in this experience. Your coach can help you use your results to better understand the types of jobs for which you are already qualified, and how you can qualify for more jobs if you have the opportunity to develop higher levels of skill. A coach can also help you figure out the type(s) of training needed to further develop your skills using tools such as ACT's WorkKeys Curriculum. (https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/essential-skills/examinee-resources.html). Keep going!

Matching Your WorkKeys Skills to Jobs Worksheet (Example)

Workplace Documents

Scale Score	Level Score
65-71	< 3
72-76	3
77-80	4
81-82	5
83-85	6
86-90	7

Graphic Literacy

Scale Score	Level Score
65-71	< 3
72-75	3
76-77	4
78-81	5
82-85	6
86-90	7

Applied Math

Scale Score	Level Score
65-71	< 3
72-75	3
76-79	4
80-82	5
83-85	6
86-90	7

My Workplace Documents Level Score __4__

My Workplace Documents Scale Score _78__

My Graphic Literacy Level Score __3__

My Graphic Literacy Scale Score _76__

My Applied Math Level Score __3__

My Applied Math Scale Score _75__

Rank	Category	O*NET Job/Occupation Title	Description of Job/ Occupation	Career Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
	Best Match Jobs	Human Resource Specialist	recruit, screen, interview, hire individuals; update docs; study employment data;	business management & admin	4	4	5	4	3	5	4	3	5
		education, guidance & career counselors	advise, coach individuals	education & training	4	3	7	4	3	6	4	3	5
		~~wellness coordinator~~		~~ed and training~~	4			4			4		

My Workplace Documents Score_____   My Graphic Literacy Score_____   My Applied Math Score_____

Rank	Category	O*NET Job/Occupation Title	Description of Job/ Occupation	Career Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
1	Exact Match Jobs	occupational health/safety tech	collect data, evaluate programs	government/ public admin	4	4	5	4	4	5	5	3	6
2		health informatics specialist	apply knowledge of informatics 2 design, dev healthcare. systems; problem solv'g	information tech	4	3	6	4	3	5	5	3	6
		~~financial examiner~~	~~ensure compliance w/laws,regs governing finan institutions; exam/verify records~~	~~Finance~~	4			4			5		
	Better Jobs												
4		energy auditor	conduct energy audits of buildings, bldg. systems	business mgmt & admin	5			4			5		
3		water resource specialist	design/implement progs & strategies related 2 water resource issues (supply, quality)	agriculture, food & natural resources	5			4			6	6	7

My Workplace Documents Score_____   My Graphic Literacy Score_____   My Applied Math Score_____

Other WorkKeys Foundational Skills

Rank	O*NET Job/Occupation Title	Description of Job/Occupation	Career Cluster	Workplace Observation ____3____Skill	_____Skill	_____Skill
1	occupational health/safety tech	collect data, evaluate programs	Government/Public Administration	3		
2	health informatics specialist	Apply knowledge of informatics 2 design, dev health care systems; problem solv'g		4		

WorkKeys Essential Skills: Creativity ⟨86⟩   Collaboration 76   Integrity 65   Resilience 47   Work Ethic 22   Leadership 15

Rank	O*NET Job/Occupation Title	Most Critical Essential Skill	2nd Most Critical Essential Skill
1	occupational health/safety tech	integrity	collaboration
2	health informatics spec	work ethic	collaboration

My Workplace Documents Score_____   My Graphic Literacy Score_____   My Applied Math Score_____

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Matching Your WorkKeys Skills to Jobs Worksheet

Workplace Documents

Scale Score	Level Score
65-71	< 3
72-76	3
77-80	4
81-82	5
83-85	6
86-90	7

My Workplace Documents Level Score_____

My Workplace Documents Scale Score_____

Graphic Literacy

Scale Score	Level Score
65-71	< 3
72-75	3
76-77	4
78-81	5
82-85	6
86-90	7

My Graphic Literacy Level Score_____

My Graphic Literacy Scale Score_____

Applied Math

Scale Score	Level Score
65-71	< 3
72-75	3
76-79	4
80-82	5
83-85	6
86-90	7

My Applied Math Level Score_____

My Applied Math Scale Score_____

Rank	Category	Job/Occupation Title	Description of Job/ Occupation	Career Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
	Best Match Jobs												

My Workplace Documents Score_____   My Graphic Literacy Score_____   My Applied Math Score_____

Rank	Category	Job/Occupation Title	Description of Job/ Occupation	Career Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
	Exact Match Jobs												
	Better Jobs												

My Workplace Documents Score_____   My Graphic Literacy Score_____   My Applied Math Score_____

Other WorkKeys Foundational Skills

Rank	Job/Occupation Title	Description of Job/Occupation	Career Cluster	_____Skill	_____Skill	_____Skill

WorkKeys Essential Skills: Creativity____   Collaboration_____   Integrity_____   Resilience_____   Work Ethic_____   Leadership_____

Rank	O*NET Job/Occupation Title	Most Critical Essential Skill	2nd Most Critical Essential Skill