

Matching Your WorkKeys Foundational Skills to Jobs

The purpose of this exercise is to help you:

- understand your current skill in three areas: Workplace Documents, Graphic Literacy and Applied Math,
- match your WorkKeys skill levels to different types of jobs, and,
- begin to think about your skill needs given the type of job you may want to pursue.

To complete this exercise, you will need:

- your WorkKeys Workplace Documents, Graphic Literacy and Applied Math score reports,
- the sample Matching your WorkKeys Skills to Jobs and a blank worksheet, and,
- access to a computer and the Internet.

This exercise includes the following steps:

Step 1: Review your WorkKeys score reports for the Workplace Documents, Graphic Literacy, and Applied Math assessments

Step 2: Match your WorkKeys Level scores to different jobs on the ACT website

Step 3: Rank your jobs and compare your WorkKeys Scores

Step 4: Consider your WorkKeys skills and next steps

Important Note: Before you begin this exercise, make additional copies of the Worksheet so that you will have extra pages to record information on more jobs.

Step 1: Review your WorkKeys Score Reports

After taking the WorkKeys assessments in Workplace Documents, Graphic Literacy, and Applied Math, you will have three separate score reports that show your results.

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.

- TEST** is the name of the ACT WorkKeys test you took.
- LEVEL SCORE** is the score you earned on this test.
- 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.
- SCALE SCORE** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.
- WHAT YOUR SCORES MEAN** gives you information about the skills you demonstrated on this test.

ACT WorkKeys Skill Report

Page 1 of 1

Real: WorkKeys TDA Review
SubReal: 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	83	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.

© 2017 ACT, Inc. All rights reserved. **ID field is abbreviated to last four digits

Now that you understand what is included in the score report:

- Enter your Workplace Documents **Level Score** and **Scale Score** in the appropriate spaces on the Worksheet.
- Review the explanation of what your score means given your Workplace Documents Score.
- Repeat this process using your Graphic Literacy and Applied Math score reports.

Step 2: Match Your WorkKeys Skills to Jobs

In this step, you can match your WorkKeys skills to jobs in three ways:

- Finding jobs that are **Best Matches** to your WorkKeys skills. The jobs you will see have skill level requirements that are at or below your skill levels
- Finding jobs that are **Exact Matches** to your skill levels
- Finding jobs that are **Better Jobs**. These include jobs that are at a slightly higher skill level than your current skill level.

As you search through the job information, if the specific job you typed does not appear, just search on a similar job title, or try entering only the first few letters of the job.

- Go to: <http://jobprofiles.act.org/>
- Click the arrow next to **Search by skill levels**
- Click the buttons to indicate your WorkKeys scores
- Click the button next to **Best Matches**

ACT

Job Profile Search

Job Title / Code:

Career Cluster:

Job Description:

Show only:

- green
- Bright Outlook

Search by skill levels

Use this section to search the WorkKeys occupational profiles. The occupational profiles represent the local job profiles aggregated by O*NET number.

You can use the results to identify careers which you are likely to be successful in, or to plan the training you need for a career you would like.

Skill Area	NA	1	2	3	4	5	6	7	Search Type
Applied Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Best Matches: <input checked="" type="radio"/>
Workplace Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exact Matches: <input type="radio"/>
Graphic Literacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Better Jobs: <input type="radio"/>
Applied Technology	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All Qualified Jobs: <input type="radio"/>
Business Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Higher Skilled Jobs: <input type="radio"/>
Workplace Observation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Search Results (370)

O*Net Code	Title	Career Cluster	Special
------------	-------	----------------	---------

- You will see a list of jobs that are Best Matches. These jobs require skills at or below your levels of skill.
- Scroll through the list of job titles (presented alphabetically) until you see a title that looks interesting to you. In the example below, the job chosen was Food Service Managers.
- Click on the job title to see more information about the job and the skill requirements.

Business Writing

Workplace Observation

Search Results (370)

O*Net Code	Title	Career Cluster	Special
11-9051.00	Food Service Managers	Hospitality & Tourism	★
13-1031.00	Claims Adjusters, Examiners, and Investigators	Finance	
13-1031.01	Claims Examiners, Property and Casualty Insurance	Finance	
13-1031.02	Insurance Adjusters, Examiners, and Investigators	Finance	
13-1041.00	Compliance Officers	Government & Public Administration	
13-1041.01	Environmental Compliance Inspectors	Government & Public Administration	
13-1041.03	Equal Opportunity Representatives and Officers	Government & Public Administration	
13-1041.04	Government Property Inspectors and Investigators	Government & Public Administration	
13-1041.06	Coroners	Government & Public Administration	
13-1041.07	Regulatory Affairs Specialists	Government & Public Administration	🌿
13-1074.00	Farm Labor Contractors	Agriculture, Food & Natural Resources	★
13-1075.00	Labor Relations Specialists	Business Management & Administration	
17-3029.06	Manufacturing Engineering Technologists	Manufacturing	🌿
21-1092.00	Probation Officers and Correctional Treatment Specialists	Law, Public Safety, Corrections & Security	

- A pop-up box like the one below should appear to the right of your screen.
- This screen presents information including the job title, a brief description of the job, and three columns of WorkKeys score information. These columns are:
 - Median Skill Level → the level that was identified most often
 - Minimum Skill Level → the lowest skill level set
 - Maximum Skill Level → the highest skill level set

Food Service Managers
<< >>

11-9051.00



- **Bright Outlook**
- [Open O*Net Summary Page](#) ↗
- [O*Net Wages & Employment Trends](#) ↗
- [Watch Video](#)

Career Cluster
Hospitality & Tourism

O*Net Description
Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

ACT WorkKeys Skill Profile

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	3	3	5
Workplace Documents	4	4	4
Graphic Literacy	4	3	4

- The pop-up box may also display this icon:  This icon indicates that the job is considered a *green* (environmentally sustainable) job.
- The pop-up box may also have this icon:  This icon indicates that there is a high potential for opportunities associated with that job.
- Read the description of the job title you selected. Some occupations will have links to the O*NET Summary page, O*NET Wages and Employment Trends, and videos about the job.
- If you think the job might have possibilities for you, enter the relevant job information on your Worksheet in the Best Match section. Be sure to enter the job title, a brief description, the Occupation 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.
- In the Search Type section of the screen, choose Exact Matches. The search results will automatically change. You will now see a list of jobs that are Exact Matches and that require the exact skill levels you currently have. This may be a short list of jobs since they are exact matches. Review the job titles and click on the job titles that look interesting to you. After reviewing the more detailed information, write down the relevant information for up to three Exact Matches on your Worksheet.
- In the Search Type section of the screen, choose Better Jobs. The search results will automatically change and show you jobs that require slightly higher skill levels than your current skill level on one or more of the three skill areas. Review the job titles and click on the job titles that look interesting to you. After reviewing the more detailed information, write down the relevant information for up to three Better Jobs on your Worksheet.
- Review your Worksheet. Make sure the information you entered for your selected jobs is complete before you continue.

Step 3: Rank the Jobs and Compare Your WorkKeys Scores

Now you have an opportunity to think about whether you might need to develop additional skills in Workplace Documents, Graphic Literacy, or Applied Math. Developing additional WorkKeys skills can help you qualify for the types of jobs that you may want to consider in your career search. In this step, you will rank the jobs you entered on the Worksheet and compare the WorkKeys Levels for those jobs to your scores.

To rank the jobs and compare your WorkKeys scores:

- Review the jobs and job descriptions on your Worksheet.
- In the first column of the Worksheet, assign each job a rank (starting with 1 as the highest rank). Rank the jobs based on how good you think the job looks; 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 as the higher ranked jobs. Note: 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.
 - If your current skill levels in Workplace Documents, Graphic Literacy, and Applied Math are higher than the levels for these jobs, you might want to consider jobs in the

same area that require your skills levels such as considering a manager job rather than a technician job.

- If your current skill levels in Workplace Documents, Graphic Literacy, or Applied Math are the same as the levels for these jobs, examine the maximum skill level score for the relevant skill area on your Worksheet. If the maximum score is more than one level higher than your current skill level, you may want to consider developing additional skills. This can help you qualify for more for these types of jobs. For example, if an individual's Math Level Score is a 4 and the maximum Math Level 4 for a certain job is 6, developing additional skills could be beneficial.
- If your current skill levels in Workplace Documents, Graphic Literacy, or Applied Math are lower than the levels for these jobs, you should consider developing additional skills to help you qualify for jobs that require higher skill levels.
- If you like, you may also compare the WorkKeys Level Scores for the remaining jobs on your worksheet.

Step 4: Your WorkKeys Skills and Next Steps

By now, you have a better understanding of your current skill levels in Workplace Documents, Graphic Literacy, and Applied Math. You also know more about how your skill levels connect with the skill levels of different jobs. You have been able to use the Worksheet to organize job information and your WorkKeys skill information. This can help inform your career decision making and guide your needs for additional skills in these three WorkKeys skill areas.

To prepare for your discussion with the career coach:

- Review the information that you entered on your Worksheet for this exercise.
- The WorkKeys Scale Scores indicate how close you are to the next WorkKeys Skill Level. Your coach will use this information to help you better understand the effort that would be involved to develop the skills needed to reach the next skill level.
- Think about the jobs you identified and their WorkKeys Level Scores.
 - Given your scores, are these skill levels sufficient for the types of jobs that look good to you?
 - Do you want to pursue more training to develop skills that will help you achieve a higher skill level?
 - In what skill area(s) would you focus on your skill development?
- While you can think ahead about how you might answer the questions above, the coach can help you better understand the types of jobs for which you may already be qualified and that you can qualify for a wider range of jobs when you have higher skill levels. The coach can also help you determine the training you may need to further develop your skills.
- To find out more information about the WorkKeys skill levels and see examples, go to the following webpage: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html>

Sample Matching Your WorkKeys Skills to Jobs Exercise 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

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 Graphic Literacy Level Score 4 My Applied Math Level Score 5
 My Workplace Documents Scale Score 77 My Graphic Literacy Scale Score 76 My Applied Math Scale Score 80

Rank	Category	Job Title or Occupation Title	Brief Description of Job or Occupation	Occupation Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
	Best Match Jobs	Distance Learning Coordinator	Coordinate distance learning processes/issues for learners	Ed/Training	4			4			4	4	6
		Ed, Guidance Counselors	Counsel individuals	Ed/Training	4	3	6	4	3	5	3	3	5
		Instructor, Adult		Ed/Training	6			5			5		

Rank	Category	Job Title or Occupation Title	Brief Description of Job or Occupation	Occupation Cluster	Workplace Documents Level			Graphic Literacy Level			Applied Math Level		
					Median	Minimum	Maximum	Median	Minimum	Maximum	Median	Minimum	Maximum
2	Exact Match Jobs	Occupational Health/safety tech	Collect data, evaluate programs	Government/ Public Admin	4			4			5		
3		Cost Estimators	Prepare estimates for mfg, construction, svcs,	Architecture/ Construction	4	3	6	4	4	5	5	3	6
		Financial Manager	Coordinate financial activities at a firm (bank, insurance, credit)	Finance	4			4			5		
	Better Jobs	Actuaries	Analyze statistical data (mortality, disability); forecast risk	Finance	7			7			7		
1		Landscape Architecture	Plan/design land areas (parks, rec facilities, airports)	Architecture/ Construction	5			6			6		
4		Product Safety Engineer	Develop/conduct tests to eval product safety, make recc'dations	Science/tech/ engineering/ math	6			6			6		

Other WorkKeys Skills

Rank	Job Title or Occupation Title	Brief Description of Job or Occupation	Occupation Cluster	Workplace Observation _____Skill	_____Skill	_____Skill
2	Occupational Health/safety tech	Collect data on work environments	Govt/Public Adm	3		
1	Landscape Architecture	Plan and design land	Architecture and construction	3		

Matching Your WorkKeys Skills to Jobs Exercise 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

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 _____ My Graphic Literacy Level Score _____ My Applied Math Level Score _____

My Workplace Documents Scale Score _____ My Graphic Literacy Scale Score _____ My Applied Math Scale Score _____

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

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

Other WorkKeys Skills

Job Title or Occupation Title	Brief Description of Job or Occupation	Occupation Cluster	_____Skill	_____Skill	_____Skill