Students, job seekers, and currently employed workers should focus on building these essential job skills—the skills that form the foundation of training and job performance and those most sought by employers, according to ACT research.

**HARD SKILLS**

**APPLIED MATH**
Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

- **IDENTIFYING** errors in calculation
- **CONVERTING** systems of measurement
- **CALCULATING** areas and volumes

**GRAPHIC LITERACY**
Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

- **INTERPRETING** trends, relationships, and patterns
- **COMPARING** information and trends among data sets
- **USING DATA** to make decisions

**WORKPLACE DOCUMENTS**
Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

- **INFERRING** meanings of words and phrases from contexts
- **DECIPHERING** the meaning of acronyms, jargon, or technical content
- **APPLYING** information and instructions to a new situation
Why combine “hard” and “soft” skill assessments?
Together, ACT® WorkKeys® cognitive (hard) and non-cognitive (soft) skill assessments give a more complete picture of an individual’s work-related competencies than either can provide alone. This “big picture” approach to testing benefits examinees by identifying their strengths, as well as skills they might wish to improve. This helps employers make more accurate predictions about an individual’s job performance.

Build these skills with ACT® WorkKeys® Curriculum and ACT® Career Ready 101®.
Measure and certify with ACT WorkKeys Assessments.

Learn more at act.org/workkeysforworkforce