Personal Skills Assessment List Reports – Online Reports Portal

Document Purpose
This document explains the parameters of running the Personal Skills Assessment List Reports from the Online Reports Portal in Validus™. These reports contain rosters of examinee scores for soft skills assessed by the Fit and Talent tests. The Performance test is no longer offered in the ACT WorkKeys suite of soft skills tests.

*Note: See the report examples at the end of this document.*

Prerequisite Resource
See the ACT WorkKeys Online Reports Portal User Guide at the Reports Portal Guides section at the ACT WorkKeys Administration website. Read it before using this QSG. It explains how to access the reports portal, gives an overview of producing a report, searching in parameter drop-down menus, running a report, as well as downloading, saving, and printing a generated report.

Running the Report
Once you are logged into your Validus realm and the Reports Portal, follow these steps to generate this report.

1. From the Report List tab of the Reports Portal, select the Personal Skills Assessment List Reports link.

*Note: Performance Assessment is no longer offered. Only Talent and Fit Assessments are offered.*
The screen display changes to the Parameters selection pane and report viewing pane. 
*Note: The parameter selections will be the same, whether you chose the Talent Assessment List Report or Fit Assessment Report.*

2. In the Parameters pane, select your **Realm** from the drop-down menu.

3. If applicable, select your **SubRealm**. This is not a required parameter.

4. Choose the calendar icons to select a **Start Date** and an **End Date**. In the calendar pop-up, select the desired month, day, and year parameters, and then **OK**.

5. If applicable, select an **Occupation** from the drop-down list.

6. If applicable, select a **Sort By** criteria from the drop-down list. The options are:
   a. Examinee
   b. Examinee ID
   c. Occupation Code
   d. Test Date
7. Select the **Apply** button.

The report viewing pane will display the report in PDF format, unless there was no data that fit the parameters you chose. If that’s the case, you’ll see “No Results Were Found for Selected Parameters.” See the examples below.

Example with data that fits the parameters that were selected.

![Talent Assessment List Report](image1)

![Fit Assessment List Report](image2)

**Note:** Return to the ACT WorkKeys Online Reports Portal User Guide for instructions on exporting (or downloading), saving, and printing reports.

8. To generate another type of Personal Skills Assessment List Report, use the “breadcrumb trail” at the bottom of the screen, by selecting the link for **WorkKeys Online Reports: Report List**, returning you to the Report List. Select the **Personal Skills Assessment List Reports** link and then select the other report you want to create.