

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.

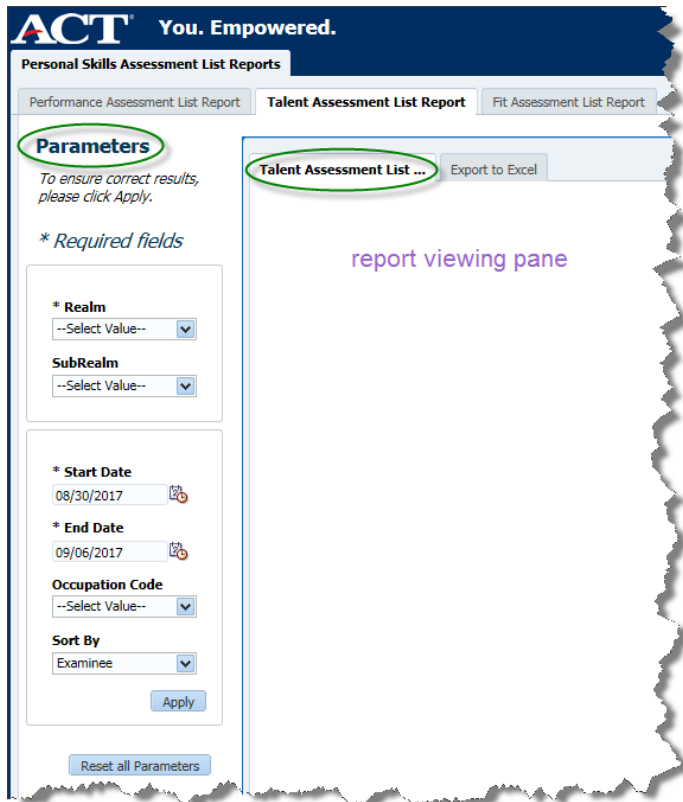
1. From the Report List tab of the Reports Portal, select the **Personal Skills Assessment List Reports** link.

Note: Performance Assessment is no longer offered. Only Talent and Fit Assessments are offered.

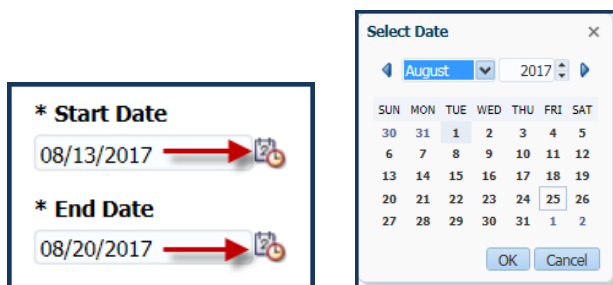


Performance Assessment List Report	N/A
Talent Assessment List Report	
Fit Assessment List Report	

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.

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ACT WorkKeys Talent Assessment List Report

Realm: AngelasWorkkeys
 SubRealm: <ALL>
 Report Date: Sep 1, 2017

Date Range: Aug 24, 2012 - Aug 31, 2017
 Occupation Code: Primary Occupation Code
 Sort By: Examinee

Examinee	ID**	Occupation Code	Test Date	Teamwork (1-99%)	Work Discipline (1-99%)	Managerial Potential (1-99%)	Customer Service Orientation (1-99%)
130605talentTest001in, 130605talentTest001fn	2345	17-1011.00	Jun 5, 2013	75	66	79	72
BWAES007in, BWAES007fn		53-2022.00	Jul 30, 2013	1 !	1 !	13 !	13 !
BWAES007in, BWAES007fn		29-1022.00	Jul 30, 2013	1 !	1 !	1 !	1 !
BWAES008in, BWAES008fn		25-4012.00	Jul 30, 2013	2 !	1 !	4 !	7 !
BWAES008in, BWAES008fn		17-3021.00	Jul 30, 2013	1 !	1 !	1 !	1 !
jdwl30611Talent001in, jdwl30611Talent001fn	defg	27-1011.00	Jun 11, 2013	3 !	2 !	3 !	4 !
Murphy, Angela		27-2011.00	Sep 20, 2012	26	52	42	30
NHSTAO1, Nana		27-1022.00	Jun 7, 2016	43	81	73	51

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ACT WorkKeys Fit Assessment List Report

Realm: AngelasWorkkeys
 SubRealm: <ALL>
 Report Date: Sep 1, 2017

Date Range: Jun 2, 2013 - Aug 31, 2017
 Occupation Code: Primary Occupation Code
 Sort By: Examinee

Examinee	ID**	Occupation Code	Test Date	FIT INDEX (1-99%)	Recommended Category Based on Level of Fit
BWAES009in, BWAES009fn		27-1022.00	Jul 15, 2013	68	Moderate
BWAES009in, BWAES009fn		27-1022.00	Jul 15, 2013	50	Moderate
BWAES010in, BWAES010fn	63	55-1012.00	Jun 5, 2013	84	High
BWAES010in, BWAES010fn	63	15-1099.04	Jun 14, 2013	50	Moderate
BWAES012in, BWAES012fn	4561	15-1099.04	Jun 5, 2013	29 !	Moderate
BWAES012in, BWAES012fn	4561	13-2052.00	Jun 6, 2013	36	Moderate

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.