



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.

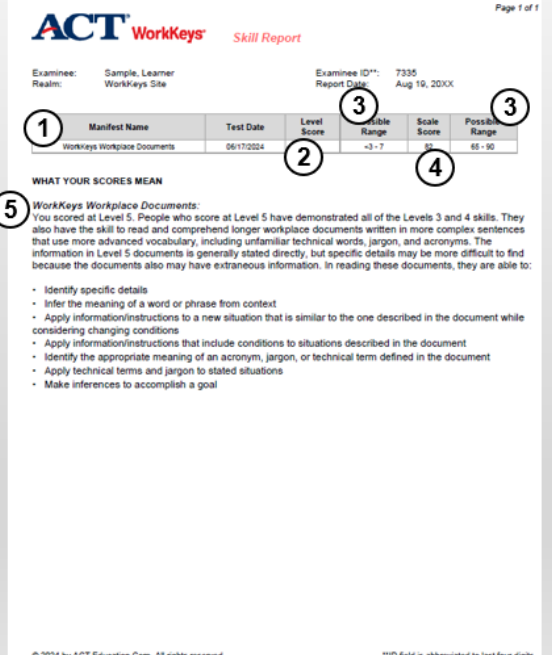
Step 1: Review your WorkKeys Foundational Skills Score Reports

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.

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.

- 1** This is the name of the ACT WorkKeys test you took.
- 2** **LEVEL SCORE** is the score you earned on this test.
- 3** **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.
- 4** **SCALE SCORE** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.
- 5** **WHAT YOUR SCORE MEANS** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.



The image shows a sample ACT WorkKeys Skill Report for the Workplace Documents test. The report includes the following information:

- Examinee: Sample, Learner; Realm: WorkKeys Site; Exam ID: 7335; Report Date: Aug 19, 20XX
- Manifest Name: WorkKeys Workplace Documents
- Test Date: 06/17/2024
- Level Score: 5
- Possible Range: 3 - 7
- Scale Score: 85
- Possible Range: 65 - 90

WHAT YOUR SCORES MEAN

5 **WorkKeys Workplace Documents:** You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the skill to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

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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:

- **Best Matches** shows you the jobs that have skill level requirements that are at or below your skill levels
 - **Exact Matches** shows you jobs that match your skill levels
 - **Better Jobs** shows you jobs that are at a slightly higher skill level than your current skill levels.
- To start, the button next to **Best Matches** is already chosen

ACT
Occupational Profile Search
(The occupational profiles represent local job profiles combined by O*NET number.)

Job Title / Code:

Career Cluster:

Job Description:

Show only:
 Bright Outlook

Search by Your Skill Levels

An additional resource you can use is ACT's [Matching Your WorkKeys Foundational Skills to Jobs](#) coaching tool which provides a process to help you identify careers and think through needed training. This tool is free to the public.

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 checked="" type="radio"/>	<input 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"/>	

- 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 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*.

Business Writing ?

Workplace Observation ?

Search Results (103)

O*Net Code	Title	Career Cluster	Special
29-2051.00	Dietetic Technicians	Health Science	
29-2056.00	Veterinary Technologists and Technicians	Health Science	★
31-1122.00	Personal Care Aides	Human Services	★
31-9094.00	Medical Transcriptionists	Health Science	
31-9099.00	Healthcare Support Workers, All Other	Health Science	★
31-9099.01	Speech-Language Pathology Assistants	Health Science	★
31-9099.02	Endoscopy Technicians	Health Science	★
33-3012.00	Correctional Officers and Jailers	Law, Public Safety, Corrections & Security	
33-3041.00	Parking Enforcement Workers	Law, Public Safety, Corrections & Security	

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

Veterinary Technologists and Technicians

« »

29-2056.00

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

Career Cluster
Health Science

O*Net Description
Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.

ACT WorkKeys Skill Profile

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	3	3	3
Workplace Documents	4	4	4
Graphic Literacy	3	3	4
Applied Technology			
Business Writing	3	2	3
Workplace Observation	2	2	2

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. You will now see a list of jobs that require the skill levels you currently have. 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 slightly higher skill levels than your current skill level 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).
 - 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 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 higher than the levels for your top ranked jobs?
 - Are some or all of your current skill levels the same to the levels for your top ranked jobs?
 - Are some or all your current skill levels lower 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
81-85	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:

- Are your WorkKeys 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? 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:

Creativity	86
Top Ranked Essential Skill	
creativity	

1

2

- a. If any of your essential skill scores are marked with a circle (see 1), circle the skill name for your top ranked jobs (see 2)
- b. If any of your essential skill scores are marked with a box, draw a box around the skill name for your top ranked jobs.
- c. If any of your essential skill scores are marked with a triangle, draw a triangle 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 all 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. 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		education and training	4			4			4		

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

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	2 nd 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

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/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												

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												

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	2 nd Most Critical Essential Skill