

Document Purpose

This document contains steps on how to run ACT[®] WorkKeys[®] Personal Skills Assessment List Reports from the Online Reports Portal, through Validus[®] Virtual Test Center (VTC). These reports contain rosters of examinee scores for soft skills assessed by the Fit and Talent tests.

Prerequisites

To perform this task, you (the test staff or site administrator) must:

- Read the [ACT WorkKeys Online Portal User Guide](#) before using this quick start guide
- Have your testing realm and login information as previously provided to you by ACT
- Be assigned the appropriate role(s) within Validus VTC per the [Roles in Validus](#) guide

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Online Portal User Guide](#).

Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure: Running the Report

1. While logged into Validus VTC, choose **Reports Portal** from the left-side navigation menu.
2. Sign in to the Reports Portal using the same User ID and password used to log in to Validus VTC.

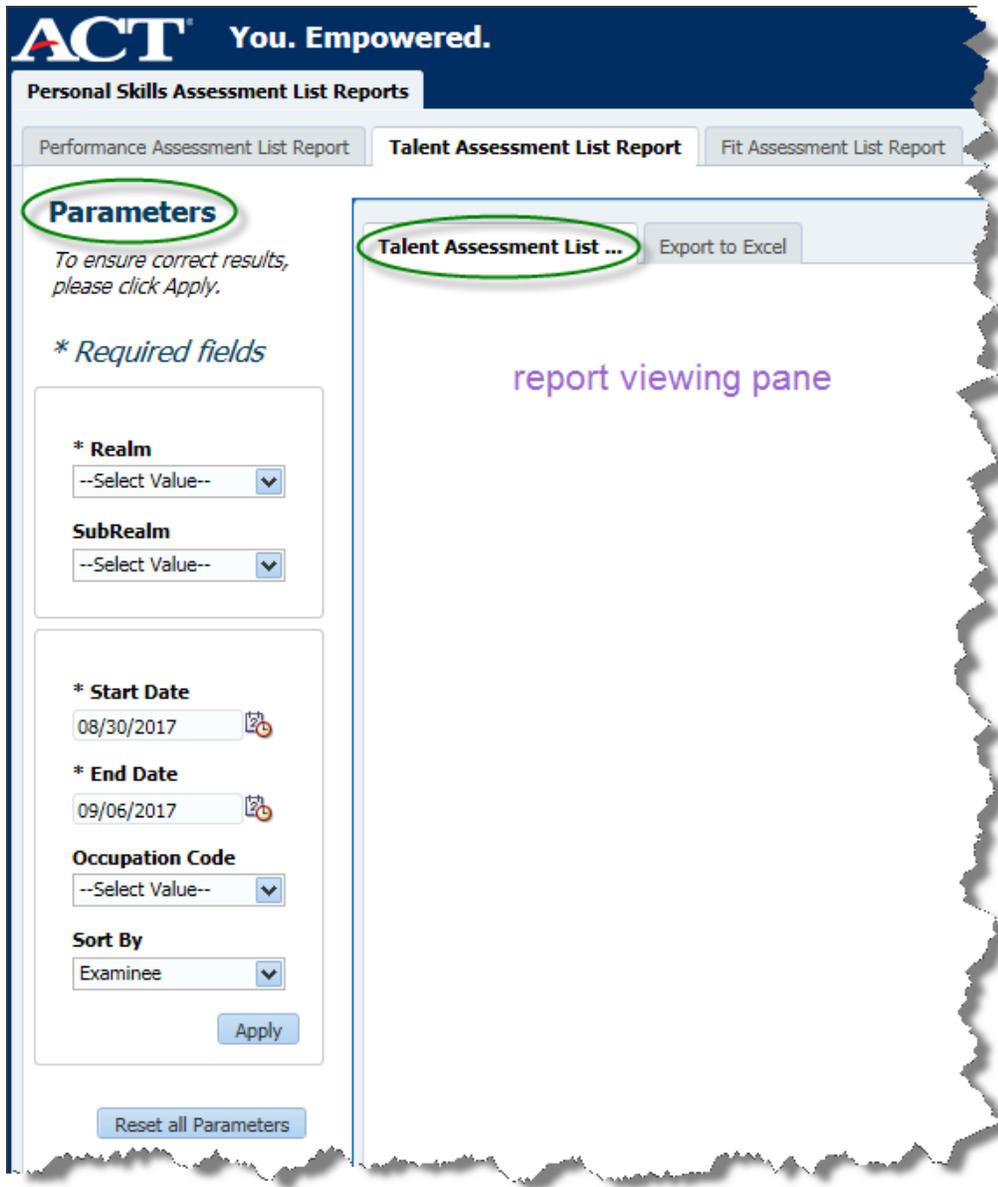
Result: With a successful login, you will see a WorkKeys Online Reports menu with a list of available reports for you to create (on the Report List tab).

3. On the Report List tab, select the **Personal Skills Assessment List Reports** text link.
4. Select either the Talent or Fit Assessment List Report.



Result: The screen display changes to the Parameters selection pane and report viewing pane.

Note: The parameter selection fields will be the same whether you chose the Talent or Fit Assessment List Report.



5. In the Parameters selection pane, select criteria as applicable.

*Note: **Realm**, **Start Date**, and **End Date** are the only fields you are required to populate in order to generate a report.*

6. Select the **Apply** button.

Result: The report viewing pane will display the report in PDF format. See the example reports below.

Note: If there was no data that fit the parameters you chose, you will see the message “No Results Were Found for Selected Parameters”.

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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 !
jdW130611Talent001In, jdW130611Talent001fn	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: See the [ACT WorkKeys Online Portal User Guide](#) for instructions on exporting (downloading), saving, and printing reports.