# ACT WorkKeys Career Navigation Canvas

## Your Skills. Your Options. Your Next Move.

### You Have the Data

You've completed your WorkKeys assessments.

Your results reflect your current workplace skills — not your intelligence or long-term potential.

They show where you are ready today and where growth can expand your options.

This is your starting point.

### What Happens Next

Use this Canvas to move from score to action:

- Understand your strengths
- Identify realistic job matches
- Compare your strongest options
- Create a focused growth plan

Work through each section in order.

Limit yourself to 3–5 serious options to stay focused.

### Why This Matters

Employers use skill levels to determine readiness.

By comparing your results to job requirements, you can:

- See where you are ready now
- Identify growth opportunities
- Make clearer career decisions

Clarity builds confidence.
Confidence drives action.

### Growth & Opportunity

Where you are today is useful information.

- Growth increases access.
- Development builds options.
- Progress creates momentum.

Every skill level represents a step forward.

You are building from here.

## Choose Your Journey

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# How to Read & Use Your Scores

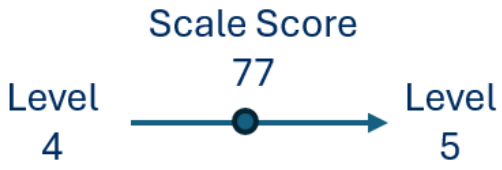
## Your scores can open doors. Let's turn them into options.

**Step 1 of 4:** Understand Your Scores

| Decode Your Scores | What That Tells You |
|---|---|
| Level<br>What you can do today. | Understanding your scores helps you:<br>✓ See where you are ready<br>✓ Spot growth opportunities<br>✓ Compare realistically<br>✓ Plan your next steps |
| Median<br>The middle skill level to start this job. Half of jobs need less, half need more. | |
| Scale Score<br>How close you are to the next level. | |

## How Close are You to the Next Level?

If your scale score is near the top of your range, you may be close to leveling up. Use the table to check your range.




**Quick Reference: Scale Score Ranges**

| Level Score | Applied Math | Graphic Literacy | Workplace Documents |
|---|---|---|---|
| 3 | 72-75 | 72-75 | 72-76 |
| 4 | 76-79 | 76-77 | 77-80 |
| 5 | 80-82 | 78-81 | 81-82 |
| 6 | 83-85 | 82-85 | 83-85 |
| 7 | 86-90 | 86-90 | 86-90 |

## Complete Section 1 of Your Canvas

- Your strongest skills?
- Where you are closest to the next level?
- Growth areas to focus on?

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# Complete Sections 2-4 of the Career Navigation Canvas

## 2 My Job Shortlist

Your goal is to identify a focused set of realistic options.

1. Go to http://jobprofiles.act.org/
2. Click on the Arrow to Search by Your WorkKeys Test Scores.
3. Select your skill levels.
4. Search jobs and record the median levels for jobs you are interested in.

When reviewing job levels:

- Focus on the median level.
- At or above median = likely ready now.
- One level below = growth opportunity.
- Multiple levels below = longer-term path.

The goal is clarity — not volume.

## If You Need Help

If you are unsure how to narrow options or interpret job requirements, a credentialed WorkKeys Career Guide can help you:

- Filter options strategically
- Structure your comparison
- Translate scale proximity into effort
- Build a realistic development plan

Independent navigation builds awareness.
Guided navigation builds momentum.

## 3 Structured Job Comparison

Your goal is to compare options analytically.

Rate each job using all four criteria:

- Interest
- Skill Fit
- Ease of Entry
- Growth Potential

Do not rank based on interest alone.

After rating:

- Look for patterns across criteria.
- Identify the job that balances readiness and opportunity.
- Select your top choice based on reasoning — not impulse.

## 4 Plan Your Growth & Next Steps

Your goal is to define a clear action.

If your top choice requires development:

1. Identify one skill to improve.
2. Record your current level and target level.
3. Define one specific next action.
4. Set a realistic timeline.

Even if you are ready now, consider:

- What skill would expand your options further?
- What development strengthens long-term growth?

Clarity comes from action.

# ACT® WorkKeys® Career Navigation Canvas

## 1 My WorkKeys Skill Snapshot

| | | |
|---|---|---|
| Applied Math | Level: _____ | Scale Score: _____ |
| Graphic Literacy | Level: _____ | Scale Score: _____ |
| Workplace Documents | Level: _____ | Scale Score: _____ |

### What These Scores Mean

*Reflect on what these scores mean about your job skills.*

What skill is my strongest?

Which score might limit my options?

## 2 My Job Shortlist

| Job Title | Career Cluster | Median Levels AM/GL/WD |
|---|---|---|
| | | |
| | | |
| | | |

Circle any median higher than your level. No circles = likely ready now. Any circle = a growth goal, not a no.

## 3 Structured Job Comparison

**Before rating, consider:**

- Which job best aligns with my current skill levels?
- Which job requires growth?
- Which job most interests me long term?

Rate each job from 1 to 5 on each criterion. Higher is always better: 5 = strongest fit, 1 = weakest fit.

| Job | Interest | Skill Fit | Ease of Entry | Growth Potential |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

My Top Choice: _____

## 4 Growth & Next Steps

| Skills to Improve | Current Level | Target Level |
|---|---|---|
| | | |
| | | |

My next action step: _____

Timeline: _____