



# QUICK START GUIDE

## How to Use ACT's Skills to Jobs Coaching Tool

PROGRAM: NATIONAL, STATE | PRODUCT: WORKKEYS | AUDIENCE: TESTING STAFF

**Using the coaching tool:** The ACT<sup>®</sup> WorkKeys<sup>®</sup> assessments and the *Matching Your WorkKeys Skills to Jobs* coaching tool provide examinees with the information they need to identify jobs and occupations they currently have the skills for and to understand how to prepare for jobs and occupations that may be currently out of reach.

This document provides you with an introduction to the coaching tool and how to use it.

### How to Use the Tool

The coaching tool can be used by examinees and career coaches to do the following:

- Interpret WorkKeys assessments results
- Explore career options that complement the assessments results
- Set obtainable goals in the WorkKeys Curriculum, which provides coursework for the assessments
- Make informed career decisions

### The Tool and the Website

The coaching tool, used with the ACT Occupational Profile website, guides the examinee through a systematic process of self-discovery—a process suitable for anyone.

**Note:** *The ACT Occupational Profile website and the coaching tool are free to the public.*

### Accessing Materials

To use the coaching tool, examinees will need the following:

- Their WorkKeys score reports

- Access to the *Matching Your WorkKeys Skills to Jobs Coaching Tool* (<https://success.act.org/s/article/Matching-Your-WorkKeys-Skills-to-Jobs>).

- Access to the ACT Occupational Profile website (<http://jobprofiles.act.org/>).

### Ranking Desired Occupations

The exercise and worksheet in the coaching tool help examinees rank the occupations they are most interested in.

### Matching Scores to Occupations

Examinees can then compare their WorkKeys level scores to those required for desired occupations. They do this by searching the ACT Occupational Profile website, which pulls from the US Department of Labor's O\*NET database.

Examinees enter their WorkKeys score and search for jobs in these categories:

- **Best matches:** Occupations with skill level requirements at or below examinees' WorkKeys skill levels
- **Exact matches:** Occupations that exactly match their WorkKeys skill levels
- **Better jobs:** Occupations at a slightly higher skill level than their current WorkKeys skill level

**Website occupation links:** The website provides links to each occupation's O\*NET page. This allows examinees to easily explore information about occupations, including wages and employment trends.

## Searching in Other Ways

Examinees can also search the website in other ways. For example, they can search using job titles, O\*NET codes, career clusters, and key words or phrases that describe a job.

## Planning to Meet Career Goals

ACT reports WorkKeys data for all occupations included in the O\*NET database. Using O\*NET data alongside WorkKeys scores, participants and career coaches have the information they

need to develop a detailed, practical, and achievable plan.

The process of using the tool and the website encourages examinees to invest in themselves by mapping out a plan to achieve their career goals. This process can also prepare examinees to articulate their skills to employers and differentiate themselves from other job applicants.