

## NMBHS Student and Parent Information Concerning WorkKeys®

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### What is WorkKeys®?

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation you are considering and at any level of education. When you use WorkKeys to show you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores.

**Visit:**

<http://www.act.org/products/workforce-act-workkeys/>

### What you need to know

WorkKeys is not like other tests, many of which measure how well prepared you are for college. Instead, WorkKeys gives you a better idea about your readiness for the workforce in general and for specific jobs and careers.

WorkKeys test questions are based on situations in the everyday work world. WorkKeys scores help employers choose the most qualified candidates for their jobs.

Large numbers of students are entering the workforce without adequate skills to qualify them for the jobs they want. By increasing their skills levels while they are still in school, students increase their opportunities for higher salaries in the future.

### Benefits for students...

- Enables you to rank above other job applicants who do not have needed skills
- Shows prospective employers concrete proof of your skills
- Increases the chances you will be hired after graduation
- Enables you to see the importance of your courses
- Improves your success in entry-level and subsequent jobs

A student needs to do his or her best on the college readiness assessment because the results may provide more choices for the future. A student may discover that he or she has the skills and knowledge to pursue an associate's or four-year degree.

### What WorkKeys Tests Will Students Take?

**Understanding WorkKeys scores visit:**

<http://www.act.org/workkeys/assess/understanding.html>

Students will take the following WorkKeys Tests:

- **Applied Mathematics** – 33 questions – Levels 3-7 – 55 minutes online – 45 minutes – paper/pencil
  - <http://www.act.org/workkeys/assess/math/levels.html>
- **Reading for Information** – 33 questions – Levels 3-7 – 55 minutes online – 45 minutes paper/pencil
  - <http://www.act.org/workkeys/assess/reading/levels.html>
- **Locating Information** – 38 questions – Levels 3-6 – 55 minutes – 45 minutes paper/pencil
  - <http://www.act.org/workkeys/assess/locate/levels.html>
- **Talent** – 11<sup>th</sup> grade TBD – 165 number of items – 30-35 minutes – WorkKeys Internet Version - Employers need a reliable way of predicting job performance beyond basic skills. Also, employers need to provide coaching and development feedback. The WorkKeys Talent Assessment is a selection and employee-development tool that measures a candidate's work-related attitudes and behaviors.  
<http://www.act.org/workkeys/assess/talent/>

### How can Students Prepare?

To prepare for WorkKeys tests, students can:

- Review the assessment characteristics and sample questions at [www.act.org/workkeys/assess/](http://www.act.org/workkeys/assess/)
- Purchase an online practice test at [www.act.org/workkeys/practice/](http://www.act.org/workkeys/practice/)

- Take curriculum training at [www.careerready101.com](http://www.careerready101.com) – login and password will be given to students by their school’s WorkKeys contact.
- Learning Express Hub – [www.horrycountyschools.net](http://www.horrycountyschools.net) - Click on “High” – Select “Online Learning” – Select “Learning Express” – students should see their school’s Media Specialist for login and password



## The importance of college and career readiness

If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps you determine the skill levels and education required for various jobs. There are more than 10,000 jobs profiled in the WorkKeys database.

### To Research Job Titles:

Assessments	Support Materials	Resources
<ul style="list-style-type: none"> <li>• Formats</li> <li>• Sample Questions</li> <li>• Understanding Scores</li> </ul>	<ul style="list-style-type: none"> <li>• Test Administration</li> <li>• Marketing Materials</li> <li>• Case Studies</li> <li>• FAQs</li> <li>• ACT Research Reports</li> <li>• Key Facts &amp; Briefs</li> </ul>	<ul style="list-style-type: none"> <li>• Statewide Testing</li> <li>• <a href="#">Job Skill Profiles</a></li> <li>• Work Ready Communities</li> </ul>

Click on [www.workkeys.com](http://www.workkeys.com) – scroll down the webpage until you located the three boxes below.

In the “Resources” box click on “Job Skill Profiles” – see the box below.

“Search Jobs by Skills” - type in a job title to learn about WorkKeys scores, wages, education/training, job outlook, and more.

## National Career Readiness Certificates – Platinum, Gold, Silver, or Bronze

If a student receives a score of Level 3 through Level 7, with Level 7 being the highest possible score on each of the three assessments (Applied Mathematics, Reading for Information, and Locating Information) they will receive a National Career Readiness Certificate. Depending upon the **minimum** score received on all three assessments, the student may earn one of four National Career Readiness Certificates – Platinum, Gold, Silver, or Bronze.

**Bronze** - scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database

**Silver** - scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database

**Gold** - scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database

**Platinum** - scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database

Source: <http://www.act.org/products/workforce-act-national-career-readiness-certificate/>

- By 2018, 63 percent of all jobs will require some kind of postsecondary education and training.

Source: <http://www.achieve.org/files/MiddleSkillsJobs.pdf>