

## UNDERSTANDING WORKKEYS SCORES

A WorkKeys score is determined by the number of questions answered correctly. There is no penalty for guessing. The level score descriptions describe the skills you have achieved and can apply on the job or in training. After taking the assessments, you will receive a WorkKeys Individual Score Report or Memo to Examinee.

If you have taken the WorkKeys assessments on a computer, you will receive an Individual Score Report. If you have taken the WorkKeys assessments in paper-and-pencil format, you will receive a Memo to Examinee Report. Both reports document your skill level for each assessment taken, describe the tasks associated with each skill level, and suggest general strategies for improvement.

## USING YOUR WORKKEYS SCORES

### Earn the National Career Readiness Certificate

The National Career Readiness Certificate indicates you have the foundational workplace skills needed to succeed. To earn the Certificate, you must take the Applied Mathematics, Locating Information, and Reading for Information assessments.



Certificate Level	Level Score Requirements	Percentage of Qualified Jobs in WorkKeys Database**
Platinum*	Minimum score of 6 on each of the three core areas	Examinee has necessary foundational skills for <b>99%</b> of the jobs in the WorkKeys database
Gold	Minimum score of 5 on each of the three core areas	Examinee has necessary foundational skills for <b>93%</b> of the jobs in the WorkKeys database
Silver	Minimum score of 4 on each of the three core areas	Examinee has necessary foundational skills for <b>67%</b> of the jobs in the WorkKeys database
Bronze	Minimum score of 3 on each of the three core areas	Examinee has necessary foundational skills for <b>16%</b> of the jobs in the WorkKeys database

\* Platinum jobs require high levels of education, training, and experience.

\*\*The Certificate is only one of many selection criteria employers use when hiring and promoting. Earning the National Career Readiness Certificate does not qualify you for all job requirements.

The foundational skills certified by the NCRC and NCRC Plus are recognized by thousands of employers as essential for workplace success and career advancement.

Demonstrating higher job skills means you have access to higher-paying jobs. Employers are willing to pay higher salaries for higher skill levels.

According to ACT research, higher Certificate levels lead to higher pay.



### Search Jobs by Skills

After taking the tests, you can review the WorkKeys skills needed for different careers. Visit [www.act.org/workkeys/skillsearch.html](http://www.act.org/workkeys/skillsearch.html) to search jobs by skill.

Not sure what careers you're interested in? WorkKeys Personal Skills assessments can help you match your interests and values with workplace demands. Learn more about the Personal Skills assessments and find a local testing site at [www.workkeys.com](http://www.workkeys.com).

Example skill levels:

Job Title	Applied Mathematics	Locating Information	Reading for Information
Graphic Designer	5	4	5

Compare your Level Scores to the Level Scores typical for that occupation. This job requires an Applied Mathematics score of Level 5. The sample report showed that "Sample" has a Level 6, so "Sample" has the foundational math skills to qualify for this job. If "Sample" had taken Locating Information and Reading for Information, reports would indicate level scores for those skills also, and a comparison to the profile shown in this example could be made. This example also shows that if you want to succeed in this job, you should try to obtain a Gold level of the National Career Readiness Certificate.

### More Ways to Use Your Scores

Add your National Career Readiness Certificate and WorkKeys scores to your resume and job applications. Visit [www.nationalcareerreadiness.org](http://www.nationalcareerreadiness.org) to view sample resumes.

Take your WorkKeys score report or National Career Readiness Certificate to a job interview to show the employer that you have the skills needed for the job.

If you are planning to attend a community or technical college, include your WorkKeys scores in your application materials. Many institutions use and know about WorkKeys assessments.