



Using Your WorkKeys® Scores

Using your ACT WorkKeys® Scores

What is the WorkKeys® System?

The Workkeys system, developed by ACT:

- Describes job skill requirements
- Measures an individual's skills
- Matches people to jobs

The WorkKeys skills are transferable skills – those commonly needed on jobs. The skill areas include:

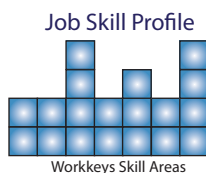
- Applied Mathematics
- Applied Technology
- Business Writing
- Listening
- Locating Information
- Observation
- Reading for Information
- Teamwork
- Writing

There is a separate assessment for each skill area. Tasks on the assessments are based on workplace situations, but do not require job-specific knowledge.

Each WorkKeys skill area has a separate measurement scale divided into levels. These scales are used for scoring assessments and for profiling jobs and occupations.

The System in Action

To determine what skills are needed for a job or occupation, employees actually doing the job list their tasks and identify the skill levels required for completing them. This process is called job profiling.

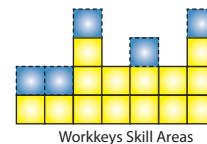


An individual's skill levels are measured by WorkKeys assessments.



By comparing profiles and scores, skill gaps can be identified and targeted instruction can be used to decrease those gaps.

Focus Instruction to Fill the Gaps



What are your scores?

READING FOR INFORMATION	APPLIED MATHEMATICS	LOCATING INFORMATION

Plan for Your Future

In today's high performance workplaces, no skill = no job.

How do your skills stack up to those required for careers you want to explore?

If you are satisfied with your skill levels, then use your skill reports to:

- Tell employers what you can do
- Describe your strengths in terms of skills that are important in the workplace

Would you like to improve your skills? Then use your skill reports to:

- Plan education and training to fill in your skill gaps
- Focus your education on reachable goals

Remember, your scores are used to compare your skills to those needed for jobs. They are not used to compare you to other people.

Entry Level Occupations: NOW

Occupation Title	O*NET #	AM	LI	RI	US Median Wage	Alaska Median Wage
Bakers	51-3011.00	4	4	4	\$21,510.00	\$32,500.00
Barbers	39-5011.00	3	4	3	\$21,860.00	N/A
Bill and Account Collectors	43-3011.00	4	4	4	\$27,800.00	\$35,600.00
Brickmasons and Blockmasons	47-2021.00	4	4	4	\$41,900.00	\$67,000.00
Bus Drivers, School	53-3022.00	3	4	3	\$23,670.00	\$29,600.00
Bus Drivers, Transit and Intercity	53-3021.00	3	4	3	\$30,670.00	\$29,100.00
Carpet Installers	47-2041.00	4	4	3	\$33,390.00	\$35,200.00
Cement Masons and Concrete Finishers	47-2051.00	4	4	4	\$31,330.00	\$55,800.00
Concierges	39-6012.00	4	4	4	\$23,500.00	\$23,600.00
Construction Laborers	47-2061.00	3	4	3	\$25,250.00	\$39,700.00
Counter and Rental Clerks	41-2021.00	4	4	4	\$18,440.00	\$20,800.00
Customer Service Representatives	43-4051.00	4	4	4	\$27,200.00	\$32,200.00
Dental Assistants	31-9091.00	4	4	4	\$29,010.00	\$36,700.00
Drywall and Ceiling Tile Installers	47-2081.00	4	4	3	\$34,680.00	\$49,000.00
Electrical Power-Line Installers and Repairers	49-9051.00	4	4	4	\$49,700.00	\$66,800.00
Emergency Medical Technicians and Paramedics	29-2041.00	4	4	4	\$25,630.00	\$45,000.00
Fire Fighters	33-2011.00	4	5	4	\$38,690.00	\$29,500.00
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	37-1011.00	4	4	4	\$30,050.00	\$35,500.00
Floral Designers	27-1023.00	3	4	3	\$20,770.00	\$25,300.00
Hairdressers, Hairstylists, and Cosmetologists	39-5012.00	3	3	4	\$20,500.00	\$27,900.00
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	49-9021.00	4	5	4	\$36,670.00	\$54,700.00
Helpers—Carpenters	47-3012.00	3	4	3	\$21,740.00	\$33,300.00
Home Health Aides	31-1011.00	3	3	3	\$18,550.00	\$25,200.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	37-2011.00	3	4	4	\$19,110.00	\$26,300.00
Landscaping and Groundskeeping Workers	37-3011.00	3	4	4	\$20,640.00	\$25,600.00
Licensed Practical and Licensed Vocational Nurses	29-2061.00	4	4	4	\$34,650.00	\$43,200.00
Manicurists and Pedicurists	39-5092.00	3	3	3	\$18,130.00	\$18,300.00
Massage Therapists	31-9011.00	3	4	4	\$32,270.00	\$51,100.00
Meat, Poultry, and Fish Cutters and Trimmers	51-3022.00	3	4	3	\$19,470.00	\$19,700.00
Nursing Aides, Orderlies, and Attendants	31-1012.00	3	4	4	\$21,220.00	\$29,900.00
Painters, Construction and Maintenance	47-2141.00	3	3	3	\$30,520.00	\$41,100.00
Personal and Home Care Aides	39-9021.00	3	4	4	\$17,020.00	\$28,400.00
Pharmacy Technicians	29-2052.00	5	5	5	\$24,160.00	\$33,800.00
Plumbers, Pipefitters, and Steamfitters	47-2152.00	4	4	4	\$41,870.00	\$59,300.00
Police and Sheriff's Patrol Officers	33-3051.00	4	4	5	\$45,600.00	\$56,100.00
Police, Fire, and Ambulance Dispatchers	43-5031.00	3	4	4	\$29,380.00	\$38,500.00
Postal Service Mail Carriers	43-5052.00	3	4	4	\$45,880.00	\$45,000.00
Printing Machine Operators	51-5023.00	4	4	4	\$30,430.00	\$41,300.00
Real Estate Sales Agents	41-9022.00	5	4	5	\$36,950.00	\$57,100.00
Receptionists and Information Clerks	43-4171.00	3	5	4	\$22,000.00	\$28,100.00
Refuse and Recyclable Material Collectors	53-7081.00	3	3	3	\$26,950.00	\$36,500.00
Retail Salespersons	41-2031.00	4	4	4	\$18,790.00	\$22,800.00
Roofers	47-2181.00	4	4	4	\$31,300.00	\$45,600.00
Security and Fire Alarm Systems Installers	49-2098.00	4	5	4	\$34,660.00	\$44,300.00
Security Guards	33-9032.00	3	3	4	\$20,520.00	\$27,500.00
Stock Clerks and Order Fillers	43-5081.00	3	4	3	\$20,090.00	\$26,500.00
Taxi Drivers and Chauffeurs	53-3041.00	3	4	4	\$19,790.00	\$21,800.00
Tellers	43-3071.00	4	4	4	\$21,150.00	\$25,000.00
Tour Guides and Escorts	39-6021.00	4	4	4	\$19,280.00	\$22,600.00
Truck Drivers, Heavy and Tractor-Trailer	53-3032.00	3	4	3	\$33,870.00	\$42,800.00
Water and Liquid Waste Treatment Plant and System Operators	51-8031.00	5	5	5	\$34,850.00	\$41,100.00
Welders, Cutters, Solderers, and Brazers	51-4121.00	4	4	4	\$30,800.00	\$48,700.00

Occupations Requiring Postsecondary Training: NEXT

Occupation Title	O*Net #	AM	LI	RI	US Median Wage	Alaska Median Wage
Air Traffic Controllers	53-2021.00	4	5	5	\$102,390.00	\$78,700.00
Appraisers and Assessors of Real Estate	13-2021.00	5	4	5	\$43,790.00	N/A
Audio and Video Equipment Technicians	27-4011.00	4	4	4	\$33,130.00	N/A
Automotive Body and Related Repairers	49-3021.00	4	5	4	\$34,790.00	\$48,600.00
Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	4	4	5	\$29,040.00	\$36,200.00
Broadcast Technicians	27-4012.00	4	4	4	\$29,130.00	\$32,900.00
Bus and Truck Mechanics and Diesel Engine Specialists	49-3031.00	5	5	5	\$36,150.00	\$49,000.00
Carpenters	47-2031.00	5	5	4	\$35,140.00	\$51,600.00
Construction Managers	11-9021.00	6	5	5	\$70,770.00	\$79,900.00
Cooks, Restaurant	35-2014.00	4	4	4	\$19,700.00	\$23,900.00
Dental Hygienists	29-2021.00	3	4	5	\$59,340.00	\$84,700.00
Detectives and Criminal Investigators	33-3021.00	4	5	5	\$54,510.00	\$64,300.00
Electrical and Electronic Engineering Technicians	17-3023.00	6	5	5	\$47,140.00	\$63,700.00
Electricians	47-2111.00	4	4	4	\$42,220.00	\$63,600.00
Electronic Home Entertainment Equipment Installers and Repairers	49-2097.00	4	4	4	\$28,010.00	\$38,600.00
Executive Secretaries and Administrative Assistants	43-6011.00	4	4	4	\$35,550.00	\$37,100.00
Flight Attendants	39-6031.00	3	4	4	\$45,990.00	N/A
Food Service Managers	11-9051.00	5	4	5	\$40,600.00	\$30,600.00
Insurance Sales Agents	41-3021.00	5	5	6	\$42,030.00	\$39,700.00
Legal Secretaries	43-6012.00	3	4	5	\$37,390.00	\$41,400.00
Loan Officers	13-2072.00	5	4	5	\$49,180.00	\$64,900.00
Locksmiths and Safe Repairers	49-9094.00	4	4	4	\$30,580.00	\$37,200.00
Lodging Managers	11-9081.00	5	4	5	\$39,100.00	\$38,400.00
Machinists	51-4041.00	4	4	4	\$34,090.00	\$49,300.00
Medical and Clinical Laboratory Technicians	29-2012.00	4	4	4	\$31,440.00	\$43,000.00
Medical Secretaries	43-6013.00	3	4	4	\$27,030.00	\$29,900.00
Occupational Health and Safety Specialists	29-9011.00	5	4	5	\$52,640.00	\$78,200.00
Paralegals and Legal Assistants	23-2011.00	4	4	6	\$40,450.00	\$44,400.00
Photographers	27-4021.00	3	4	5	\$26,610.00	\$38,500.00
Property, Real Estate, and Community Association Managers	11-9141.00	5	4	5	\$41,450.00	\$54,400.00
Radiologic Technologists and Technicians	29-2034.00	4	4	4	\$44,730.00	\$57,500.00
Respiratory Therapists	29-1126.00	4	5	5	\$44,180.00	\$57,300.00
Secretaries, Except Legal, Medical, and Executive	43-6014.00	4	4	4	\$26,450.00	\$32,300.00
Surgical Technologists	29-2055.00	4	4	4	\$34,450.00	\$46,200.00
Surveyors	17-1022.00	5	5	5	\$43,980.00	\$56,200.00
Tax Preparers	13-2082.00	5	4	5	\$26,130.00	N/A
Teacher Assistants	25-9041.00	4	4	4	\$19,760.00	\$30,300.00
Transportation, Storage, and Distribution Managers	11-3071.00	5	5	5	\$67,300.00	\$67,700.00
Travel Agents	41-3041.00	4	5	6	\$28,030.00	\$28,100.00
Veterinary Technologists and Technicians	29-2056.00	3	4	4	\$25,360.00	\$32,400.00

Occupations Requiring Postsecondary Degree: LATER

Occupation Title	O*Net #	AM	LI	RI	US Median Wage	Alaska Median Wage
Accountants and Auditors	13-2011.00	6	5	5	\$51,310.00	\$54,100.00
Aerospace Engineers	17-2011.00	7	6	7	\$82,370.00	N/A
Airline Pilots, Copilots, and Flight Engineers	53-2011.00	4	4	5	\$135,430.00	\$141,800.00
Biological Science Teachers, Postsecondary	25-1042.00	5	5	6	\$63,750.00	N/A
Business Teachers, Postsecondary	25-1011.00	5	5	6	\$58,230.00	\$48,400.00
Chefs and Head Cooks	35-1011.00	4	3	4	\$31,380.00	\$29,800.00
Chemical Engineers	17-2041.00	7	5	6	\$76,500.00	\$89,000.00
Chemical Technicians	19-4031.00	5	4	4	\$38,620.00	\$38,400.00
Chemists	19-2031.00	6	5	6	\$57,090.00	\$70,200.00
Chiropractors	29-1011.00	5	5	6	\$67,940.00	N/A
Civil Engineers	17-2051.00	7	5	6	\$65,280.00	\$75,600.00
Clergy	21-2011.00	4	4	5	\$37,870.00	\$35,600.00
Clinical, Counseling, and School Psychologists	19-3031.00	5	5	5	\$56,360.00	\$57,900.00
Coaches and Scouts	27-2022.00	4	4	4	\$25,930.00	\$21,800.00
Commercial and Industrial Designers	27-1021.00	5	4	4	\$52,260.00	N/A
Computer and Information Systems Managers	11-3021.00	6	5	5	\$94,390.00	\$78,700.00
Computer Programmers	15-1021.00	5	5	5	\$62,980.00	\$61,800.00
Computer Science Teachers, Postsecondary	25-1021.00	5	5	6	\$53,520.00	N/A
Computer Systems Analysts	15-1051.00	5	5	5	\$67,520.00	\$72,700.00
Dentists, General	29-1021.00	4	5	6	\$122,430.00	\$145,600.00+
Dietitians and Nutritionists	29-1031.00	5	5	5	\$44,370.00	\$55,400.00
Directors, Religious Activities and Education	21-2021.00	4	5	5	\$30,720.00	N/A
Editors	27-3041.00	3	4	4	\$44,620.00	\$57,900.00
Education Administrators, All Other	11-9039.99	5	5	5	\$62,540.00	\$57,400.00
Elementary School Teachers, Except Special Ed	25-2021.00	3	4	4	\$43,660.00	\$55,500.00
Financial Managers	11-3031.00	6	5	6	\$83,780.00	\$70,900.00
Graphic Designers	27-1024.00	5	4	5	\$37,950.00	\$36,400.00
Human Resources Managers	11-3049.99	5	5	5	\$82,740.00	\$71,200.00
Interior Designers	27-1025.00	6	5	4	\$41,470.00	N/A
Interpreters and Translators	27-3091.00	3	4	6	\$34,900.00	\$43,600.00
Kindergarten Teachers, Except Special Ed	25-2012.00	4	4	4	\$42,050.00	\$52,000.00
Lawyers	23-1011.00	4	5	7	\$97,420.00	\$89,200.00
Librarians	25-4021.00	5	5	5	\$46,940.00	\$54,000.00
Market Research Analysts	19-3021.00	6	5	5	\$57,150.00	N/A
Mechanical Engineers	17-2141.00	7	6	6	\$67,220.00	\$86,200.00
Meeting and Convention Planners	13-1121.00	4	4	5	\$40,300.00	N/A
Nursing Instructors and Teachers, Postsecondary	25-1072.00	5	5	6	\$52,720.00	N/A
Occupational Therapists	29-1122.00	4	4	6	\$55,640.00	N/A
Pediatricians, General	29-1065.00	5	5	6	\$135,450.00	\$145,600.00+
Personal Financial Advisors	13-2052.00	5	5	5	\$62,450.00	N/A
Pharmacists	29-1051.00	6	5	6	\$87,160.00	\$105,600.00
Physician Assistants	29-1071.00	4	4	6	\$69,250.00	\$86,100.00
Private Detectives and Investigators	33-9021.00	3	4	5	\$32,510.00	N/A
Registered Nurses	29-1111.00	4	4	5	\$53,640.00	\$63,300.00
Sales Managers	11-2022.00	5	5	5	\$85,980.00	\$54,500.00
Secondary School Teachers, Except Special and Voc. Ed	25-2031.00	4	5	5	\$46,120.00	\$54,300.00
Social Workers, All Other	21-1029.99	4	4	4	\$40,100.00	\$43,300.00
Special Education Teachers, Secondary School	25-2043.00	4	5	5	\$46,300.00	\$55,700.00
Speech-Language Pathologists	29-1127.00	5	5	5	\$53,790.00	\$67,100.00
Substance Abuse and Behavioral Disorder Counselors	21-1011.00	3	4	5	\$32,630.00	\$41,800.00
Technical Writers	27-3042.00	5	5	5	\$54,390.00	N/A

Level 3

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)

Level 4

- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g., $\frac{1}{2}$, .75, 25%)
- Add up to three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations

Level 5

- Decide what information, calculations, or unit conversions to use to solve the problem
- Look up a formula and perform single-step conversions within or between systems of measurement
- Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)
- Divide negative numbers
- Find the best deal using one - and two - step calculations and then comparing results
- Calculate perimeters and areas of basic shapes (rectangles and circles)
- Calculate percent discounts or markups

Level 6

- Use fractions, negative numbers, ratios, percentages, or mixed numbers
- Rearrange a formula before solving a problem
- Use two formulas to change from one unit to another within the same system of measurement
- Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement
- Find mistakes in questions that belong at Levels 3, 4, and 5
- Find the best deal and use the result for another calculation
- Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations
- Find the volume of rectangular solids
- Calculate multiple rates

Level 7

- Solve problems that include nonlinear functions and/or that involve more than one unknown
- Find mistakes in Level 6 questions
- Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages
- Calculate multiple areas and volumes of spheres, cylinders, or cones
- Set up and manipulate complex ratios or proportions
- Find the best deal when there are several choices
- Apply basic statistical concepts

WorkKeys® Locating Information Skills

Level 3

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic

Level 4

- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics

Level 5

- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

Level 6

- Draw conclusions based on one complicated graphic or several related graphics
- Apply information from one or more complicated graphics to specific situations
- Use the information to make decisions

WorkKeys® Reading for Information Skills

Level 3

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials

Level 4

- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)

Level 5

- Figure out the correct meaning of a word based on how the word is used
- Identify the correct meaning of an acronym that is defined in the document
- Identify the paraphrased definition of a technical term or jargon that is defined in the document
- Apply technical terms and jargon and relate them to stated situations
- Apply straightforward instructions to a new situation that is similar to the one described in the material
- Apply complex instructions that include conditionals to situations described in the materials

Level 6

- Identify implied details
- Use technical terms and jargon in new situations
- Figure out the less common meaning of a word based on the context
- Apply complicated instructions to new situations
- Figure out the principles behind policies, rules, and procedures
- Apply general principles from the materials to similar and new situations
- Explain the rationale behind a procedure, policy, or communication

Level 7

- Figure out the definitions of difficult, uncommon words based on how they are used
- Figure out the meaning of jargon or technical terms based on how they are used
- Figure out the general principles behind policies and apply them to situations that are quite different from any described in the materials

ALASKA

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