

## WorkKeys test taking tips

- There is no need to study or “cram” for WorkKeys assessments
- Bring a calculator for the Applied Mathematics assessment
- Listen to and read the directions for each test carefully
- Read each question carefully
- Be sure you understand what each question is asking
- Budget your time so you will be able to complete each test in the allotted time
- Answer the easy questions first
- Use logic in more difficult questions
- Answer every question because there is no penalty for guessing
- Review your work
- Take advantage of any break times to walk around a bit, relax, clear your head, and come back motivated to do your best on the next assessment

Sample test questions and practice tests are available at [www.workkeys.com](http://www.workkeys.com).



## How to find out more

WorkKeys is developed by ACT, an international leader in educational testing and workforce development services for more than 40 years, best known for the ACT Assessment® college entrance exam. Thousands of companies and schools across the United States and internationally use WorkKeys.

For more information about WorkKeys, visit the ACT website at [www.workkeys.com](http://www.workkeys.com) or contact your school.

# WorkKeys®



## Student and Parent Information

# ACT®

# ACT®

# 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. A growing number of states nationwide also are adopting WorkKeys to ensure that all their workers have needed skills.

## 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. You should try to do your best on the assessments to get the most accurate picture of your workforce skills. And, you may find employers in your community who will ask for your scores during an interview. These scores help employers choose the most qualified candidates for their jobs.



## 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

## 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. The chart below shows information for three of the more than 10,000 jobs profiled in the WorkKeys database.

	Receptionist	Machine Operator	Accountant
<b>Education</b>	High school	High school and training or AA degree	4-year degree
<b>Salary</b>	\$22,090	\$30,430	\$45,890
<b>WorkKeys Skill Levels</b>			
Math	3 4 5 6 7	3 4 5 6 7	3 4 5 6 7
Reading	3 4 5 6 7	3 4 5 6 7	3 4 5 6 7
Locating Information	3 4 5 6	3 4 5 6	3 4 5 6



## What parents can do to help

Children count on their parents for guidance. By showing your son or daughter the importance of acquiring solid workplace skills, you can expand their career options and potential for more rewarding jobs. You can help by:

- Recognizing the value of workplace skills
- Encouraging the development of a positive workplace attitude
- Taking an active role in understanding and using WorkKeys scores
- Becoming more involved in their current academic efforts
- Providing support and direction for decisions about continuing education beyond high school