Why will your Student’s School Administer the WorkKeys Test?

The WorkKeys system from ACT is being used in high schools across your state and throughout the country to help students understand how they can improve their skills for better-paying jobs.

WorkKeys scores help employers take the guesswork out of determining whether individuals are qualified for positions in their organizations.

WorkKeys Tests—For High School Students

The WorkKeys system measures skills such as reading, math, listening, locating information, and teamwork. These are skills that employers feel are critical to job success.

WorkKeys test results help students understand how they can improve their skills for better-paying jobs. Students who take the WorkKeys tests have a clear way to demonstrate their abilities to future employers.

The North Carolina Career Readiness Certificate

The North Carolina Career Readiness Certificate is aligned with ACT’s National Career Readiness Certificate. These certificates are portable, evidence-based credentials that certify skills needed for workplace success.
These credentials are used across all sectors of the economy and document the following skills:

- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple, related graphics

The certificates are valuable tools that help students entering education programs and the workplace demonstrate that they possess essential workplace skills.

What are the Tests Like?

Eight of the WorkKeys assessments measure cognitive workplace skills and may be administered by computer or in paper-and-pencil format:

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

Three WorkKeys assessments measure personality attributes, or soft skills:

- Fit
- Performance
- Talent

Frequently Asked Questions

Why should you and your student care about the WorkKeys tests?

All students enter the workforce eventually—whether they get a job right out of high school, work part-time while continuing their education, or go to college first.

The WorkKeys system stresses skills development important for every type of employment. WorkKeys job analyses are conducted for a wide range of jobs across the U.S. economy, from jobs that require short-term on-the-job training to those requiring a bachelor’s degree or higher.

Why are WorkKeys tests important to high school students?

WorkKeys test scores provide important information no matter what type of career a student plans to pursue after high school.

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

Because WorkKeys tests measure skills valued by employers, students can use their results to get a better picture of their chances for success in the workforce and to improve areas where their skills are weak.

How can Students Prepare?

To prepare for WorkKeys tests, student can:

- Review the assessment characteristics and sample questions at www.act.org/workkeys/assess/
- Purchase an online practice test (www.act.org/workkeys/practice/)
- Take curriculum training if offered (www.act.org/workkeys/keytrain/index.html)

What happens to the test results?

Students can use their results to identify jobs for which they are qualified and to improve areas where their skills are weak.

For more information about the WorkKeys system and the Career Readiness Certificate, see your school’s counselor or go to act.org/workkeys/careerseekers/scores.html.

www.act.org/workkeys