Overview
Workkeys is a system developed by ACT (American College Testing) to test your readiness for the workplace. There are nine skills that are measured by these assessments:

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

Each skill is measured on a scale of 1-7. If you can pass the Applied Mathematics, Locating Information and Reading for Information assessments at a minimum of Level 3 on each, you can earn a Bronze Level Career Readiness Certificate. Minimum scores of 4 result in Silver Level certificates, and 5’s result in Gold.

Many occupations have been profiled so that you can see exactly what levels of each of these skills are needed to perform the job.

To improve your skills, you can use the WIN Career Readiness Courseware. If you do not know how to access the courseware, ask your teacher.
How to Use this Tool

You are going to log in to the West Virginia myStrategic Compass and record your Workkeys scores. These entries will become part of your user profile. If you re-take the assessment later, you will be able to update the scores in your profile. Once you’ve added your Workkeys scores to your profile, you will be able to see occupations that match your current skills.

1. Access myStrategic Compass at http://westvirginia.strategiccompass.com

2. Log in with your username and password

3. Hover over the “Explore” tab and select “Workkeys Scores”

4. You now have three options. If you have previously entered your Workkeys scores:

   - Enter new WorkKeys scores:
   - Modify your WorkKeys scores:
   - View Summary:

5. To either enter your scores or to modify your existing scores, enter a value (1-7) for each skill area. When you’re done, click on “Show Summary”.

   - Reading for Information: 5
   - Locating Information: 4
   - Applied Mathematics: 5
   - Applied Technology: 6
   - Writing: 5
   - Listening: 4
   - Writing: 5
   - Observation: 5
   - Teamwork: 4
6. The Summary will recap the scores you’ve entered and identify the certificate levels of the scores you entered. Click on “View Occupations”.

7. The Results Page shows you careers that meet your budget. It is likely that you could see a large number of occupations, so you can filter the results in a number of ways:

   a. **by job zone** (required education and experience levels)
   b. **by salary**
   c. **by video**
   d. **by Job Family**
   e. **by the Marcellus Shale** (only the careers that have been identified as critical to the development of the Marcellus Shale)
   f. **by STEM** (only the careers that are part of the Science, Technology, Engineering and Mathematics cluster)

### Occupations that Meet Your Budget

You can compare up to four occupations by selecting the boxes to the left of the desired occupations and then clicking on the Compare Selected button at the bottom of the table.

<table>
<thead>
<tr>
<th>Job Zone is between 1 &amp; 5</th>
<th>Salary is between $45,353 &amp; $160,000</th>
<th>Has Video</th>
<th>In Job Family</th>
<th>Marcellus Shale</th>
<th>STEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filter

### Occupations that Meet Your Budget

311 results found

<table>
<thead>
<tr>
<th>Title</th>
<th>Video</th>
<th>Job Zone</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acupuncturists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Law Judges, Adjudicators, and Hearing Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The table of occupations includes a score which indicates the compatibility of your skills to each occupation on a scale of 1-10.

Each occupation title is a link that will take you to the full profile for that occupation.

If you have previously rated an occupation, your rating will also appear.

You can sort the table by any of the column headers.
Activities

1. Complete the steps for entering or editing Workkeys scores on your profile, view your Summary, and view matching occupations.

2. Filter your results by a Job Family that interests you. Look at the profiles of the two top occupations and complete the tables below.

<table>
<thead>
<tr>
<th>Occupation Title</th>
<th>Occupation One</th>
<th>Occupation Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading for Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locating Information</td>
<td></td>
<td></td>
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<tr>
<td>Applied Technology</td>
<td></td>
<td></td>
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<tr>
<td>Teamwork</td>
<td></td>
<td></td>
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<tr>
<td>Listening</td>
<td></td>
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<tr>
<td>Writing</td>
<td></td>
<td></td>
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<tr>
<td>Observation</td>
<td></td>
<td></td>
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<tr>
<td>Average Wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTE Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common College Majors (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Things they need to be able to do (5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Next Steps

You can access the WIN Career Readiness Courseware at any time to build your skills in these critical areas. Once you’re comfortable with your understanding of the material, make an appointment to sit for the Workkeys assessments again. You’ve almost certainly improved, and proving it with a higher level Career Readiness Certificate makes you more valuable to employers.

Explaining the Results

Workkeys is a system developed by ACT (the same ACT who developed and administers the ACT College Entrance Exam). There are three primary skills that are measured by these assessments:

- Applied Mathematics
- Locating Information
- Reading for Information

Why these three? Before developing the Workkeys assessments, ACT talked to thousands of individuals who were considered successful in their jobs. They talked to these workers about the daily tasks and challenges associated with doing their work. These real-life workers identified these three skills as critical to the work of almost 90% of occupations in the American workforce.

Occupational profiles include Workkeys skills so that you can see the level of each skill that applies to each occupation. Use this feature to ensure that you’re ready for the career you want by building the foundation you need for success.

Note that every occupation does not have a detailed Workkeys skills profile. If a user wants to explore a career which does not have one of these profiles, instruct him to use the “Related Occupations” table to explore similar careers.

If a user wants to be prepared for the demands of the workplace, then these skills can build a solid foundation for him. Having mastered these skills doesn’t mean that you’re ready to become an architect, but once you’ve mastered these, you’re ready to learn the specific skills necessary for any job.