



ACT WorkKeys[®] work skills assessments

Nationally recognized indicators of work readiness

ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. They have been used for more than two decades by job seekers, employees, employers, students, educators, administrators, and workforce and economic developers.

ACT WorkKeys assessments measure the cognitive (“hard”) and noncognitive (“soft”) skills needed for success in the workforce.

ACT WorkKeys “hard skill” assessments

- **Applied Mathematics** measures the ability to apply mathematic principles to math-related problems encountered in the workplace
- **Applied Technology** measures the ability to apply principles of electricity, mechanics, fluid dynamics, and thermodynamics to workplace technical problems
- **Business Writing** measures the ability to apply conventions of standard business English to written communication required in the workplace

- **Listening for Understanding** measures the ability to understand and apply oral communication typical of the workplace
- **Locating Information** measures the ability to find, analyze, and apply information presented in workplace graphics
- **Reading for Information** measures the ability to understand and apply written information presented in workplace documents
- **Workplace Observation** measures the ability to understand and apply information acquired through observation

Applied Mathematics, Locating Information, and Reading for Information assessments form the basis of the ACT National Career Readiness Certificate™ (ACT NCRC[®]), a nationally portable credential that documents the skills most critical to success in the workplace.

ACT[®] WorkKeys[®]

act.org/workforce

ACT WorkKeys “soft skill” assessments

- **Fit** measures interests and values associated with particular career pathways
- **Performance** measures tendencies toward unsafe or counterproductive work behaviors
- **Talent** measures attitudes and behaviors particularly relevant to success in the workplace

Trusted predictors of work readiness for more than 20 years

ACT WorkKeys assessments are the only workforce skills assessments based on the depth of ACT's knowledge about workforce skill requirements. They are supported by a database with nearly 20,000 job profiles.

In the last two decades, ACT WorkKeys assessments were widely adopted across business, industry, and education.

- Recommended for job applicants by thousands of employers
- Administered annually to millions of job seekers, employees, and students
- Administered to high school juniors and seniors in seven states
- Adopted as the basis of regional and statewide initiatives to attract economic development

Benefits of ACT WorkKeys assessments

ACT WorkKeys has the potential to help:

- **Job seekers and incumbents** improve career outcomes
- **Employers and human resources professionals** improve hiring, training, and promotion decisions
- **Students** succeed in a variety of career pathways
- **Educators** prepare students for postsecondary success
- **Administrators** demonstrate instructional impacts and satisfy federal or state accountability requirements
- **Workforce developers** remediate skills of displaced workers and document their readiness to reenter the job market
- **Economic developers** attract business and industry to local communities
- **Industry associations** build industry- and occupation-specific stackable credentials
- **Policymakers and legislators** develop research-based education and workforce policies

For more information about the ACT WorkKeys assessments, go to act.org/workforce.