

TalentNEO

Connecting Employers and Jobseekers Through a Common Language—Skills

HOW TO USE YOUR WORKKEYS® SKILLS SCORES

WorkKeys scores will open up new opportunities for you in two ways: access to training and employment.

- **Training:** Many training programs require WorkKeys scores for admission including many at Ohio’s Technical Centers. Call the training program to confirm exact score requirements and if they will accept your TalentNEO scores.
- **Employment:** Search and apply for jobs based on your skills scores by visiting www.OhioMeansJobs.com. Be sure to add your scores to your resume and OhioMeansJobs.com backpack so employers can find you! When applying for jobs, use the following example to highlight your skills scores on your resume:

ACT WorkKeys, Certificate #TG7F4ZNKYCSC

Achieved Level 5 in Applied Math & Graphic Literacy; Level 6 in Workplace Documents

UNDERSTANDING YOUR WORKKEYS SKILLS SCORE

There are many WorkKeys assessments. TalentNEO recommends everyone start with three—Workplace Documents, Graphic Literacy, and Applied Math. The following charts provide a description of what each assessment measures and what skills you have demonstrated based on your score. You can use this information when communicating your skills to potential employers. If you have taken WorkKeys and do not have your scores on hand, go to <https://myworkkeys.act.org/mwk/login.do?event=go>.

Workplace Documents

Involves reading and using work-related instructions, policies, and written text.

Level 3	Questions measure skill in reading clear, short, uncomplicated passages and identifying main ideas, specific details, and choosing action steps.
Level 4	Reading passages contain more detail and harder words. Some passages describe procedures with a variety of factors that must be considered to decide on appropriate actions.
Level 5	Reading passages cover broader topics and may include unfamiliar vocabulary. Questions may call for applying information given in the passage to a new, similar situation.
Level 6	Reading materials are longer, more complex and may include extraneous details and excerpts from regulatory documents. Questions require examinees to generalize beyond the stated situation.
Level 7	Reading materials are more difficult with many details, complex concepts, difficult vocabulary, and technical terms. Readers must draw conclusions and apply them to other parts.

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Applied Math

Involves the application of mathematical reasoning to work-related problems .

Level 3	Questions measure the examinee's skill in performing basic mathematical operations and conversions from one form to another.
Level 4	Problems measure the examinee's skill in solving one or two mathematical operations and may require adding commonly known fractions, decimals, and percentages.
Level 5	Questions require several steps of logic and calculation, converting units within or between systems of measurement, or using mixed units.
Level 6	Problems require considerable setup and involve multiple step calculations and measure skills in using fractions with unlike denominators, conversions, and calculating volume and area.
Level 7	Problems require multiple steps of logic and calculation, and the information may be incomplete or implicit, requiring the ability to derive the information needed to solve.

Graphic Literacy

Involves using information taken from workplace graphics such as diagrams, floor plans, charts and graphs.

Level 3	Questions are based on one elementary workplace graphic such as simple order forms, bar graphs, tables, flowcharts, and floor plans.
Level 4	Questions include one or more straightforward workplace graphics and may include multiple levels of data.
Level 5	Questions are based on more complicated workplace graphics which contain multiple variables and densely displayed information.
Level 6	Questions are based on complex workplace graphics containing large amounts of information with challenging presentations.
Level 7	Questions are based on extremely complex, dense graphics and require a variety of skills to interpret trends, make inferences, and justify decisions using graphical evidence.

IMPROVING YOUR TEST SCORES

If you would like to improve your WorkKeys scores to match a job requirement, you can skill up for free using KeyTrain®, an online series of courses directly aligned to WorkKeys. There are KeyTrain sites in both Summit and Cuyahoga County. By calling one of the sites below, you can use KeyTrain on your own or at a KeyTrain site where you can also use a computer, the internet, and other resources to help you in your job search.

Cuyahoga County	NewBridge Cleveland	3634 Euclid Avenue, Cleveland	216-867-9775
	Ohio Means Jobs Brookpark	11699 Brookpark Road, Parma	440-885-8797
	Ohio Means Jobs Bolivar	1020 Bolivar Road, Cleveland	
	Towards Employment	1255 Euclid Avenue #300, Cleveland	216-696-5750
Summit County	AMHA Summit Lake Reach Center	390 West Crosier Street, Akron	330-434-9461
	Akron Summit County Public Library	60 S. High Street, Akron	
	Ohio Means Jobs Summit County	1040 E. Tallmadge Road, Akron	



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