

# 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](http://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 Mathematics & Locating Information; Level 6 in Reading for Information

### UNDERSTANDING YOUR WORKKEYS SKILLS SCORE

There are many WorkKeys assessments. TalentNEO recommends everyone start with three – Reading for Information, Locating Information, 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>.

#### Reading for Information

Involves reading and understanding work-related instructions and policies.

Level 3	Questions measure skill in reading short, uncomplicated passages that use elementary vocabulary.
Level 4	Reading passages contain more detail. Some passages describe policies and procedures with a variety of factors that must be considered to decide on appropriate behavior.
Level 5	Reading passages cover broader topics. Questions typically call for applying information given in the passage to a situation that is not specifically described in the passage.
Level 6	Presentation of the information is more complex and may include excerpts from regulatory documents. Questions require examinees to generalize beyond the stated situation.
Level 7	Questions are similar to those at Level 6, however, the passages are more difficult. The density of information is higher and the concepts and vocabulary is more complex.

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## Applied Mathematics

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 performing one or two mathematical operations and may require adding commonly known fractions, decimals, and percentages.
Level 5	Questions require the examinee to calculate single-step conversions between systems of measurement. The examinee must determine what information is needed to find a solution.
Level 6	Problems measure the examinee's skill in using negative numbers, fractions, ratios, percentages and mixed numbers in calculations.
Level 7	The questions require multiple steps of logic. Information presented may be incomplete or implicit, requiring the examinee to derive the information needed to solve.

## Locating Information

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

Level 3	Questions are based on elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, and floor plans.
Level 4	Questions are based on straightforward workplace graphics such as basic order forms, line graphs, tables, instrument gauges, maps, flowcharts, and diagrams.
Level 5	Questions are based on complicated workplace graphics such as detailed forms, tables, graphs, maps, instrument gauges, and diagrams.
Level 6	Questions are based on complex workplace graphics which are difficult to use because of the great amount of information they contain and/or because of their challenging presentations.
Level 7	n/a

## 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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