

**Seniors**

---

**An Opportunity Awaits**



Locating Information

# How will you prepare for WorkKeys?

---

- You will be using Career 101, a program designed to measure your current skills and to practice skills that appear on the test.
- You will take a pretest in each area.
  - Reading for Information
  - Locating Information
  - Applied Mathematics
- Each Pretest will help create some review activities for you.

**It is important that you work through all parts of the test.**

---

**Day 1 - 10/31/2016**

Work through this presentation

Log into Career 101

Complete the Introduction to KeyChain.

# What can I do to prepare for the test?

---

- Take the three Pretests to target the area that you will need to spend the most time preparing.
- Each Pretest Submission will generate practice exercises to help you prepare for the test.
- After you have taken all three Pretests, work through the exercises for the levels for each test.
- It will be review. That is okay. The purpose is to show you each kind of question you will see.

# What will I get out of the deal?

---

If you complete the three pretests  
by November 8th,  
you will receive a wristband  
that allows you to wear jeans  
on November 10th.

# What do the levels mean?

---

- Your score will be a level...1, 2, 3, 4, 5, 6, 7.
- Each level grows progressively more difficult.
- The practice exercises will allow you to see very easy and very difficult questions. Try them all.
- If you encounter something you can't do, take notes and ask an appropriate teacher for help before February.
- The exercises will also provide instruction. Pay attention.

# How will I be scored?

---

- WorkKeys score is determined by the number of questions answered correctly.
- There is no penalty for guessing.
- Each skill level description explains the skills you can successfully apply on a job.
- Employers use levels to decide who to hire and how to scale salaries.



# Will I receive a score report?

- You get a score report for each section.
- It will have the level attained and an explanation of what skills you can do in the workplace.
- Refer to the document linked below for more information

[Using Your WorkKeys Scores](#)

Page 1 of 1

**ACT** WorkKeys<sup>®</sup> Skill Report

Realm:  
SubRealm: <ALL>  
Test Date: Apr 3, 2009  
Report Date: Sep 17, 2013

**WorkKeys Individual Score Report With Scale Score**  
Examinee:  
Examinee ID\*\* :

Test	Level Score	Possible Range	Scale Score	Possible Range
Applied Mathematic	5	<3 - 7	80	65 - 90

**WHAT YOUR SCORES MEAN**

You scored at Level 5. People achieving this level can set up and solve problems involving multiple-step calculations on a mixture of whole numbers, fractions, decimals, or percentages when the information is presented in a logical order. To improve your skills:

- \* set up and solve problems that involve multiple-step calculations containing extra information or information presented out of order.
- \* determine what information, calculations, unit conversions, and formulas are needed to solve the problem.
- \* determine how to arrange the information you have in order to calculate the solution correctly.
- \* solve problems that involve multiple-step conversions in English and metric systems, that compare production rates and pricing schemes, and those that need two formulae or a change in the order of a formula.
- \* calculate simple areas or volumes of rectangular solids.
- \* check to see that each step in the calculation is done correctly and that you have solved the problem posed.

**HOW YOU CAN USE YOUR SCORES**

For more information, visit [www.workkeys.com](http://www.workkeys.com)

# What will my total score mean to employers?

If you achieve at least a level 3 on all three tests, you will earn a National Career Readiness Certificate. That certificate enables you to apply for and be hired for jobs even when you do not have experience.

Whether you are going on to higher education or straight to the workforce, this is **VALUABLE!**



**Bronze** – scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 35 percent of the jobs in the WorkKeys database.



**Silver** – scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 65 percent of the jobs in the WorkKeys database.



**Gold** – scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 90 percent of the jobs in the WorkKeys database.



**Platinum** – scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database.

# How do I start?

Go to ...

[login.careerready101.com](https://login.careerready101.com)

Enter the Username and Password  
provided by your advisor

The logo for ACT Career Ready 101. The word "ACT" is in a large, white, serif font with a red swoosh under the "A". To its right, "Career Ready 101" is in a smaller, white, sans-serif font.

**Welcome to Career Ready 101! Please log in.**

Username:

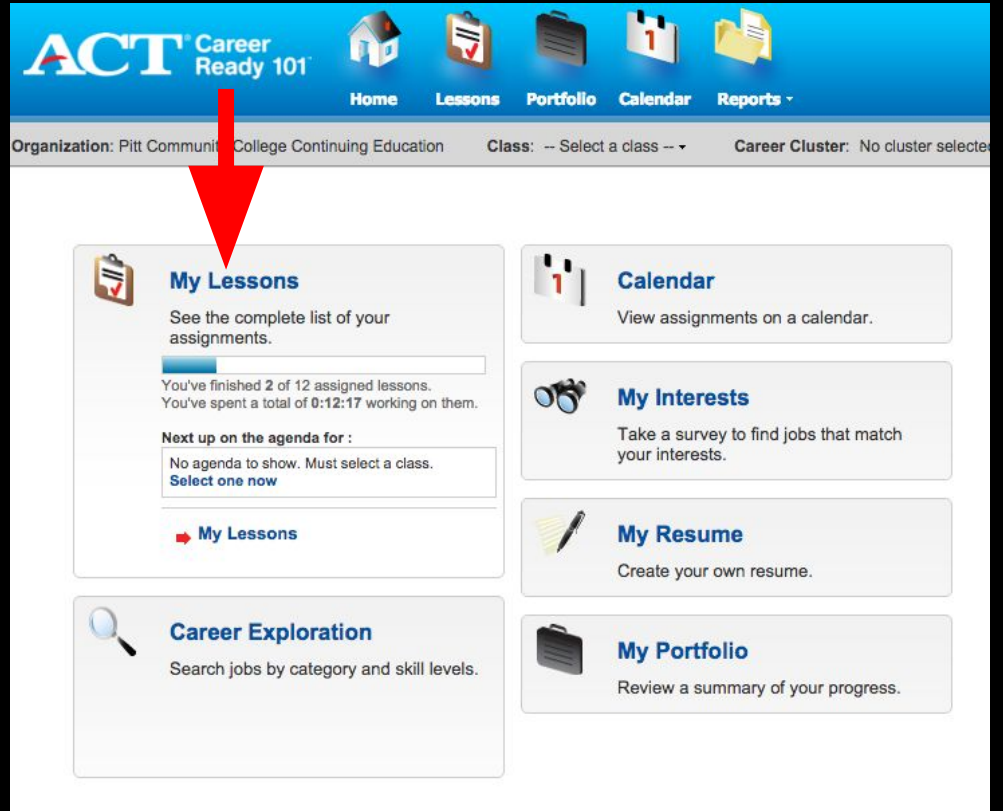
Password:

Login

[Forgot password?](#) [Learn more](#)

ACT, Inc. © 2016 [Terms](#) - [Privacy](#)

# What Next?



The screenshot shows the ACT Career Ready 101 dashboard. At the top, there is a blue navigation bar with the ACT logo and 'Career Ready 101' text. To the right of the logo are icons for Home, Lessons, Portfolio, Calendar, and Reports. Below the navigation bar, there is a grey bar with the text 'Organization: Pitt Community College Continuing Education', 'Class: -- Select a class --', and 'Career Cluster: No cluster selected'. The main content area features several cards: 'My Lessons' (with a clipboard icon), 'Calendar' (with a calendar icon), 'My Interests' (with a magnifying glass icon), 'My Resume' (with a notepad icon), 'Career Exploration' (with a magnifying glass icon), and 'My Portfolio' (with a briefcase icon). A large red arrow points from the 'Lessons' icon in the navigation bar down to the 'My Lessons' card.

**ACT** Career Ready 101

Home Lessons Portfolio Calendar Reports

Organization: Pitt Community College Continuing Education Class: -- Select a class -- Career Cluster: No cluster selected

**My Lessons**  
See the complete list of your assignments.  
You've finished 2 of 12 assigned lessons.  
You've spent a total of 0:12:17 working on them.  
Next up on the agenda for :  
No agenda to show. Must select a class.  
[Select one now](#)  
[My Lessons](#)

**Calendar**  
View assignments on a calendar.

**My Interests**  
Take a survey to find jobs that match your interests.

**My Resume**  
Create your own resume.

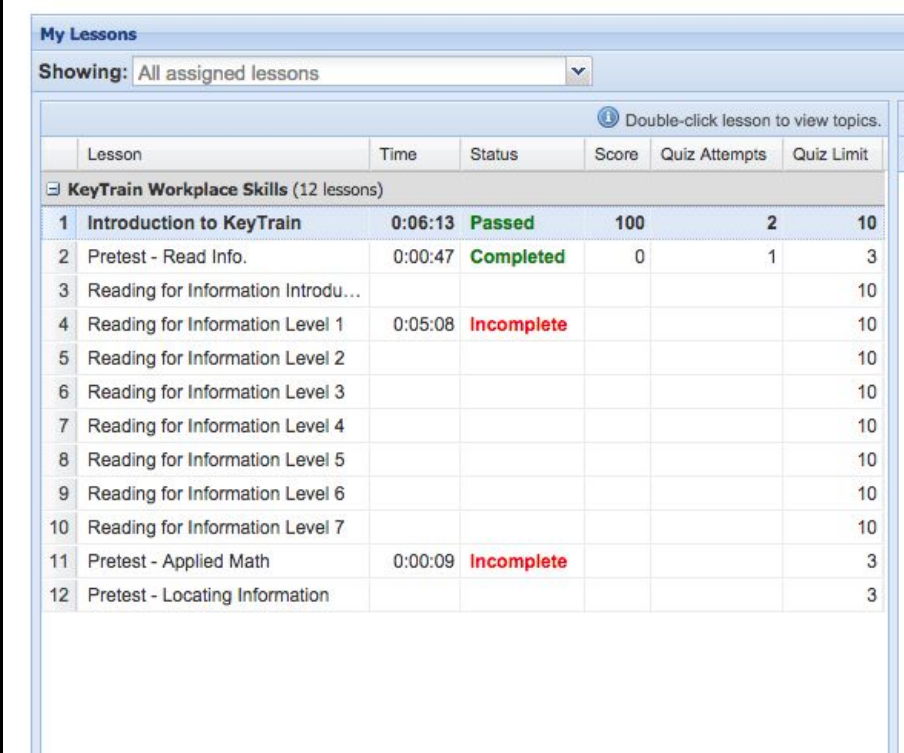
**Career Exploration**  
Search jobs by category and skill levels.

**My Portfolio**  
Review a summary of your progress.

Click My Lesson

# What will I see?

- Introduction to Key Chain
- Pretest Reading Info.
- Pretest Applied Math
- Pretest Locating Information



**My Lessons**

Showing: All assigned lessons

Double-click lesson to view topics.

	Lesson	Time	Status	Score	Quiz Attempts	Quiz Limit
KeyTrain Workplace Skills (12 lessons)						
1	Introduction to KeyTrain	0:06:13	Passed	100	2	10
2	Pretest - Read Info.	0:00:47	Completed	0	1	3
3	Reading for Information Introdu...					10
4	Reading for Information Level 1	0:05:08	Incomplete			10
5	Reading for Information Level 2					10
6	Reading for Information Level 3					10
7	Reading for Information Level 4					10
8	Reading for Information Level 5					10
9	Reading for Information Level 6					10
10	Reading for Information Level 7					10
11	Pretest - Applied Math	0:00:09	Incomplete			3
12	Pretest - Locating Information					3

## Why take this seriously?

---

This is a great opportunity!!!

Everyone can benefit...no matter where you are going!

Advisor Class will be used for WorkKeys Prep until the Test.

You can work outside Advisor Time as well.

Shoot for Platinum.

Students who score Silver or higher will be Rewarded.