

At a Glance

ACT® WorkKeys® Estimator is a quick, step-by-step tool used to estimate the WorkKeys skill and skill level requirements needed for entry into and effective performance in:

- Employer training programs
- Career and Technical Education programs
- Apprenticeship programs
- Jobs at a small employer as defined by the *Uniform Guidelines for Employee Selection Procedures*
- Occupations

Benefits

- Helps **employers** determine the National Career Readiness Certificate level to recommend potential employees obtain to be successful in their jobs.
- Helps **educators** identify the WorkKeys skills and skill levels needed to enter a training program and can provide **individuals** with the information they need to prepare for, and make decisions regarding, their readiness for program entry.
- Assures **employers** that program graduates (i.e., current and prospective employees) have the WorkKeys skills and skill levels needed in order to be successful on the job.
- Provides **individuals** to make informed decisions about jobs and to identify their own strengths and weaknesses, as they pursue their education and career goals.
- **Small employers**, as defined by the *Uniform Guidelines*, can use WorkKeys Estimator to take advantage of WorkKeys assessments when they are selecting candidates.
- **Workforce developers** can identify skill gaps in their communities by working with local employers to identify their needs and educators to ensure their training is aligned.

Who Participates in Estimator?

Management personnel identify the Coordinator, Experts, and the WorkKeys skills to be reviewed. In addition, management should review the estimated skill levels before using them.

A **Coordinator** facilitates the WorkKeys Estimator process by providing Experts with all of the materials they need for reviewing the skills and documenting their estimates, gathers all of the completed Expert documents, transfers the estimates onto the Documentation Form, and submits the form to management for approval.

Experts who are knowledgeable about the curriculum, job, or occupation, being reviewed provide skill level estimates by reviewing the WorkKeys Estimator materials and documenting their estimate of the skill levels needed.

Features

- Documents decisions concerning the use of WorkKeys assessments
- Easily downloaded
- Quick - about 10 minutes per skill
- Completed individually or in a group setting
- Links to other job resources
 - WorkKeys Occupational Profiles
 - O*NET® from the U.S. Department of Labor
- Includes WorkKeys Workplace Documents, Graphic Literacy, Applied Math, Workplace Observation, Applied Technology, and Business Writing skills
- Easy-to-use - step-by-step format
 - No training is required.
 - Supplemental on-line training is provided

While an ACT-Authorized WorkKeys Job Profiler is not required to act as the Coordinator, they are ideally suited to provide this service since they have received in-depth and extensive training on all of the WorkKeys skills and skill levels.

WorkKeys Estimator is but one tool in the WorkKeys suite of products which also consists of job, curriculum, and occupational profiling. Each is appropriate for different uses. If an employer intends to use the results to determine hiring standards and decides that they are covered by the *Uniform Guidelines* on Employee Selection Procedures, they should consider WorkKeys job profiling. Employers may find a job profile is more appropriate as it provides employers with the documentation (customized task list and a content validity report) needed to show that the tests used are relevant to the jobs being performed.