

FOUNDATIONAL

Students, job seekers, and currently employed workers should focus on building these holistic job skills—

according to ACT research.

HARD SKILLS

These are the skills that employers say are critical for career success and on-the-job training:



APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

IDENTIFYING
errors in calculation

CONVERTING
systems of measurement

CALCULATING
areas and volumes



GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

INTERPRETING
trends, relationships, and patterns

COMPARING
information and trends among data sets

USING DATA
to make decisions



WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

INFERRING
meanings of words and phrases from contexts

DECIPHERING
the meaning of acronyms, jargon, or technical content

APPLYING
information and instructions to a new situation



Together, ACT® WorkKeys® cognitive (hard) and non-cognitive (soft) skill assessments give a more complete picture of an individual's work-related competencies than either

identifying their strengths, as well as skills they might wish to improve. This helps employers make more accurate predictions about an individual's job performance.

these skills with ACT® WorkKeys® Assessments.
these skills with ACT® WorkKeys® Curriculum.
these skills with ACT® WorkKeys® á K K (NCRC®).

Learn more at

