

Individual Score vs. Profile Report Quick Start Guide

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About the Report

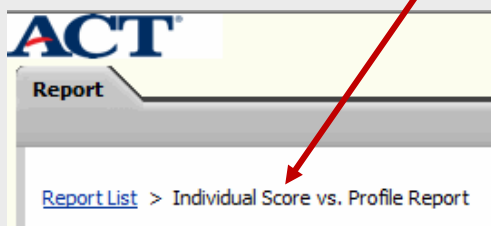
This report shows a comparison of a required skill level with the skill level the examinee achieved.

For example, a company may want this report if they are hiring for a job that has been job profiled, and they know the level required for a specific skill area.

Working with the Report

Navigation

Once you access this report, a breadcrumb trail at the top of the screen displays your location in the Reports Portal.



Availability

- An individual must have the Portal Manager role to use the Reports Portal feature.
- For online tests, data is available the day following testing. Essay tests such as Business Writing may take up to three days to be scored.
- For paper tests, the data must be tied to a barcode in the Validus system.



Access

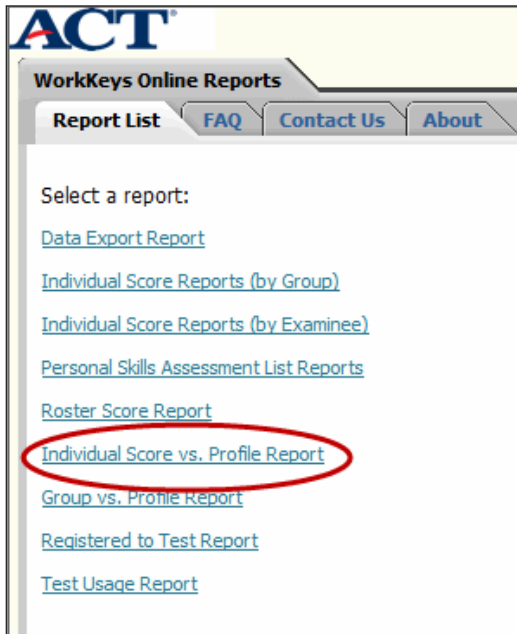
All proctors and site administrators **MUST** have their own account with their own login information. Testing staff are **NOT** to share accounts/login information.

Note: The screens that display on your computer may differ slightly from those shown in this Quick Start Guide.

Procedure: Run the Report

Refer to the *Getting Started with the WorkKeys Reports Portal Quick Start Guide* for information on accessing the WorkKeys Reports Portal.

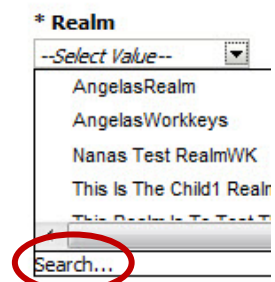
Follow the steps below to run the Individual Score vs. Profile Report.

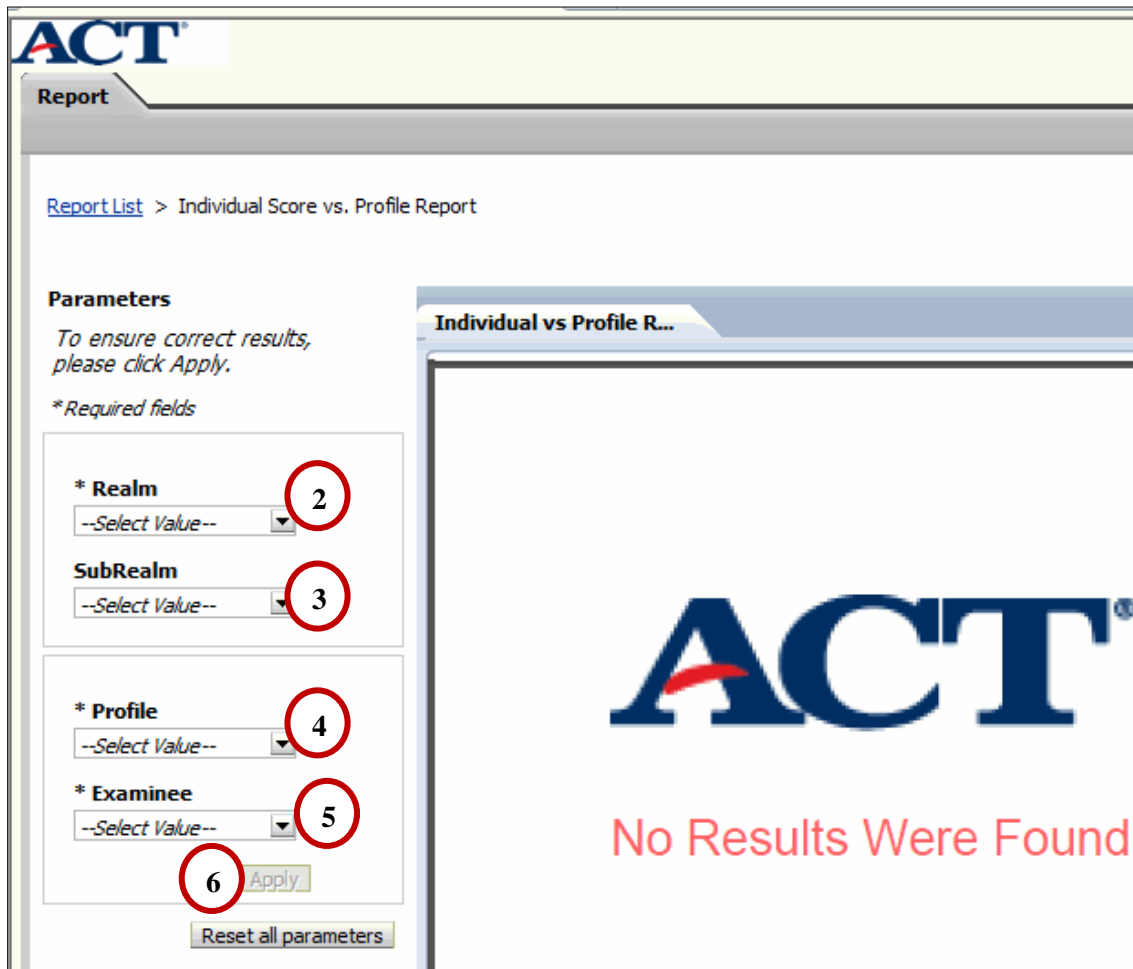


1. From the Report List tab of the Reports Portal, click the *Individual Score vs. Profile Report* link (shown above).
 - The report's corresponding Parameter Selection fields and the Report window will display.
 - The Report window will display a *No Results* message until you generate a report.
 - Parameter Selection fields for these reports are described beginning on the following page.

SEARCHING IN PARAMETER DROP-DOWN MENUS:

You can perform a search in the report parameter fields that are also drop-down menus. For more information on this functionality, refer to the *Searching in Parameter Drop-Down Menus* section of the *Getting Started with the WorkKeys Reports Portal Quick Start Guide*.







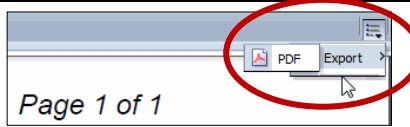



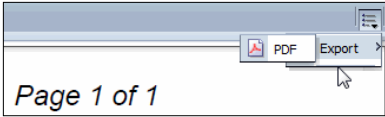
Tips:

- Click **Reset all parameters** to return to the default selections.
 - To ensure correct results, click **Apply**.
2. Select a Realm from the drop-down menu.
 3. If applicable, select a SubRealm from the drop-down menu.
 4. Select a Profile.
 5. Select an Examinee.
 6. Click **Apply**.
- The clock icon at right displays as the report is generating.
 - Your report displays in the Report window.



View a sample report on page 6.

Procedure: Print/Export the Report

	Print	Export
Internet Explorer	<p>Hover your mouse over the bottom of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	 <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>
Firefox	<p>Click the Print icon  in the upper right corner of the Report window.</p>	
Chrome	<p>Hover your mouse over the bottom right corner of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	
Safari	 <p>To print in Safari, you must first export a report.</p> <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>	

Sample Individual Score vs. Profile Report



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Realm: AngelasWorkkeys
SubRealm: <ALL>
Report Date: Jul 5, 2013

WorkKeys Individual Score vs. Profile Report

Examinee: BWAES011LN; BWAES011FN
Examinee ID**: 3456
Profile Name: Workkeys 2

The overall profile has not been met.

Profile Tests	Test Date	Possible Score Range	Profile Level	Your Level	Met Profile Level
Applied Mathematic	Dec 7, 2009	<3 - 7	2	7	Yes
Applied Mathematics	Apr 11, 2013	<3 - 7	2	5	Yes
Applied Technology	Dec 11, 2009	<3 - 6	2	<3	No
Business Writing	Dec 3, 2009	<1 - 5	2	5	Yes
Business Writing - ACT	Not Taken	<1 - 5	2		No
Locating Information OLD	Dec 7, 2009	<3 - 6	2	<3	No
Reading for Information	Dec 7, 2009	<3 - 7	2	4	Yes
Workplace Observation	Dec 11, 2009	<1 - 5	2	2	Yes

This report shows how your WorkKeys test results compare to the selected profile. More information about the skills and skill levels may be found at www.workkeys.com.