

## Individual Score Reports (by Group) Quick Start Guide

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## About the Reports

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Run these reports to view scores for all examinees in a group.

*To view the scores for a single examinee, run the Individual Score Reports (by Examinee).*

Individual Score Reports (by Group) include the following reports:

- Individual Score Report (ISR)
- ISR – Performance Assessment
- ISR – Talent Assessment
- ISR – Fit Assessment

These reports include the following information:

- the examinee's score
- how to interpret an examinee's score

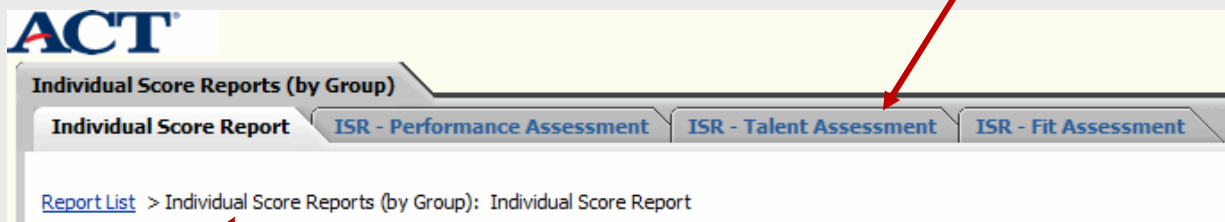
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## Working with the Reports

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### Navigation

Once you access the Parameter Selection fields for one of these reports, you can click the corresponding tab at the top of the screen to navigate to Parameter Selection fields for another report:



A breadcrumb trail also 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.

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## Procedure: Run the Report

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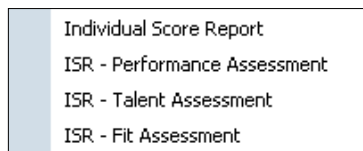
Refer to the *Getting Started with the WorkKeys Reports Portal Quick Start Guide* for information on accessing the WorkKeys Reports Portal.

Follow the steps below to run the Individual Score Reports (by Group).



1. From the Report List tab of the Reports Portal, click the *Individual Score Reports (by Group)* link (shown above).

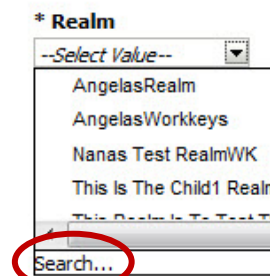
A pop-up menu displays the following options:

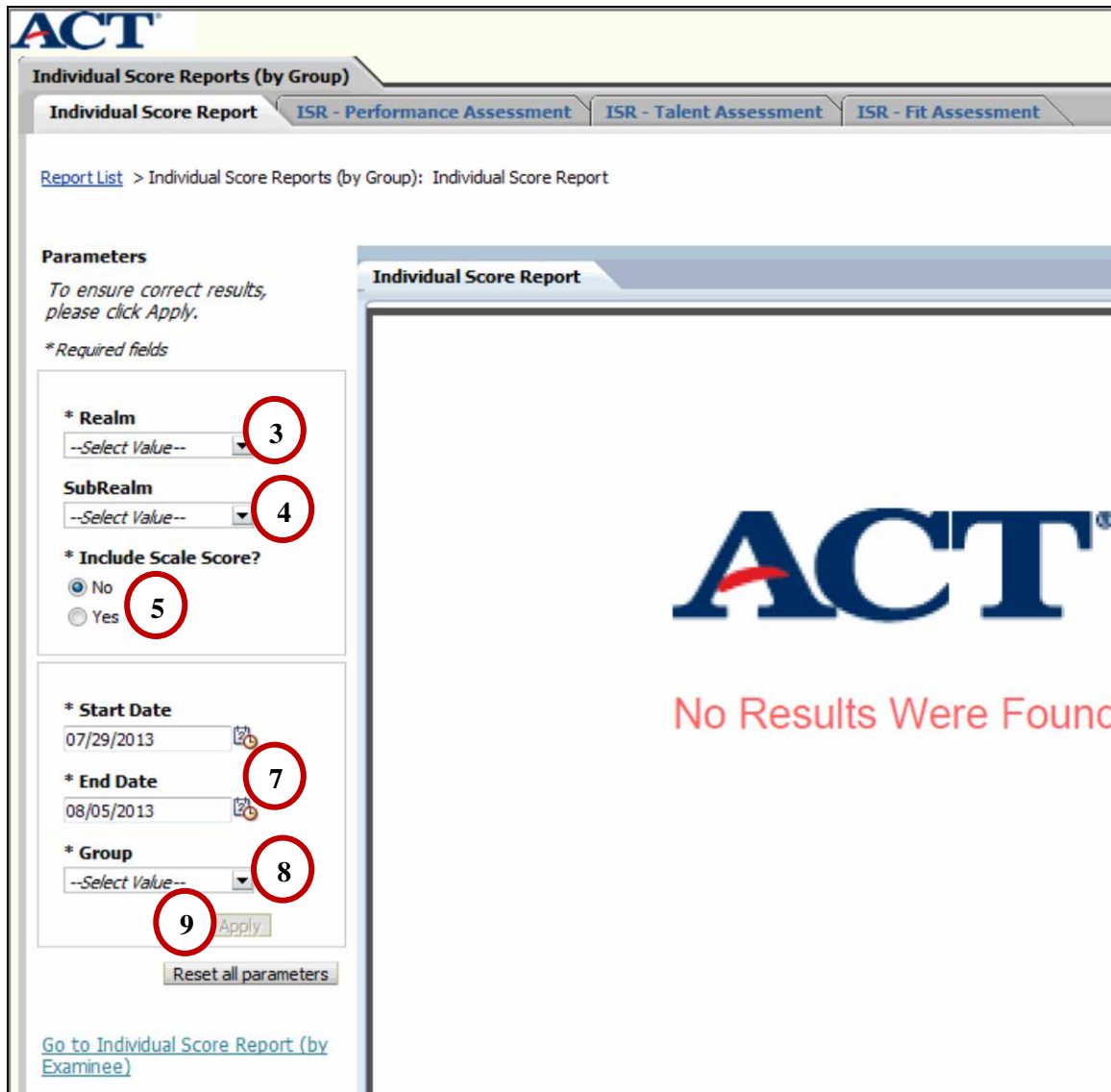


2. Click on the report you wish to run.
  - The report's corresponding Parameter Selection fields and the Report window will display.
  - The Report window will display a *No Results* message until you generate a report.
  - Parameter Selection fields for these reports are described beginning on the 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*.





**Individual Score Reports (by Group)**

**Individual Score Report** | **ISR - Performance Assessment** | **ISR - Talent Assessment** | **ISR - Fit Assessment**

[Report List](#) > Individual Score Reports (by Group): Individual Score Report

**Parameters**  
To ensure correct results, please click Apply.  
\*Required fields

\* **Realm**  
--Select Value-- 3

**SubRealm**  
--Select Value-- 4

\* **Include Scale Score?**  
☒ No 5  
☐ Yes

\* **Start Date**  
07/29/2013

\* **End Date**  
08/05/2013 7

\* **Group**  
--Select Value-- 8

9 **Apply**

**Individual Score Report**

**ACT**  
No Results Were Found

[Go to Individual Score Report \(by Examinee\)](#)

**Reset all parameters**

**Tips:**

- Click **Reset all parameters** to return to the default selections.
  - To ensure correct results, click **Apply**.
3. Select a Realm from the drop-down menu.
  4. If applicable, select a SubRealm from the drop-down menu.
- Note:** Once you click **Apply**, your Realm and SubRealm selections will apply across all four ISR reports.
5. *Individual Score Report only:* Mark whether you wish to include the scale score.

6. *ISR Talent and Fit Assessment Reports only:* The Report Type fields at right will display after the SubRealm drop-down. Mark whether you wish to generate a report for Employers or Examinees.
7. Click the Calendar icons to select a Start Date and an End Date.
8. Select a Group from the drop-down menu.
9. Click **Apply**.
  - The clock icon at right displays as the report is generating.
  - Your report displays in the Report window.



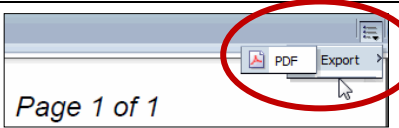



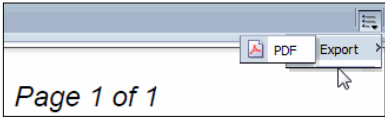
**Report Type**

- ☒ Employer  
☐ Examinee




Sample reports are shown starting on the following page.

Procedure: Print/Export Reports

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

## Sample Individual Score Report (ISR)

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**Skill Report**

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Jun 12, 2013  
Report Date: Jul 5, 2013

**WorkKeys Individual Score Report**  
Examinee: BWAES002ln, BWAES002fn  
Examinee ID\*\* :

Test	Level Score	Possible Range
Reading for Information - Health Care	0	0 - 7

**WHAT YOUR SCORES MEAN**

Your score on the Reading for Information test does not show that you now have the skills to score at Level 3 or above. To improve your skills:

- \* practice reading letters, company announcements, and other business materials.
- \* learn the basic words usually found in simple company policies, procedures, and announcements.
- \* work on correctly identifying the main points of reading materials.


**HOW YOU CAN USE YOUR SCORES**

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

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\*\*ID field is abbreviated to last four digits

## Sample ISR – Performance Assessment Report



**Performance Assessment**

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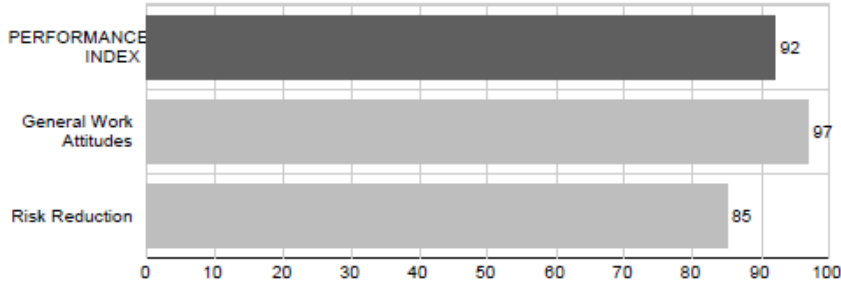
**Examinee:** BWAES010In, BWAES010fn  
**Examinee ID\*\*:** 63

**Employer Report**  
**Realm:** AngelasWorkkeys  
**SubRealm:** <ALL>  
**Test Date:** Jun 5, 2013

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*WorkKeys Performance Assessment* measures personal behaviors and attitudes critical to workplace success. A high score on the Performance Index indicates higher likelihood of having successful work attitudes and engaging in safety behaviors.

**WorkKeys Performance Assessment Profile**  
Percentile Rank: Approximate percent at or below score



Category	Score
PERFORMANCE INDEX	92
General Work Attitudes	97
Risk Reduction	85

---

**What This Means:**

Percentile	Scale Definitions
<div style="background-color: green; color: white; padding: 5px; display: inline-block; font-weight: bold;">92</div>	<p><b>PERFORMANCE INDEX:</b> The overall rating for an examinee based on the combination of General Work Attitudes and Risk Reduction scores.</p> <p>A high Performance Index (combination of General Work Attitudes and Risk Reduction) suggests a candidate may be highly desirable. Individuals with similar scores are likely to perform at a high level of productivity and work safety. See below for additional interpretive information about this person's general work attitudes and risk reduction tendencies.</p> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>Highly desirable level of expected performance</span> <div style="width: 20px; height: 15px; background-color: green; border: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>Moderately desirable level of expected performance</span> <div style="width: 20px; height: 15px; background-color: yellow; border: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Less desirable level of expected performance</span> <div style="width: 20px; height: 15px; background-color: red; border: 1px solid black;"></div> </div> </div>

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## Performance Assessment

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### Employer Report

Examinee: BWAES010In, BWAES010fn  
Examinee ID\*\*: 63

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Jun 5, 2013

#### Percentile

97

#### Scale Definitions

**General Work Attitudes:** Positive and productive attitudes toward work tasks, coworkers, the organization itself, and other work-related behaviors.

A candidate with a high General Work Attitudes score may be an employee who:

- Is consistently agreeable with coworkers and supervisors
- Is always conscientious about completing work on time
- Is always honest with coworkers and supervisors
- Will make appropriate use of company assets under most circumstances

85

**Risk Reduction:** Tendency to avoid engaging in risky behaviors, such as noncompliance with safety rules and conflict with supervisors and coworkers.

A candidate with a high Risk Reduction score may be an employee who:

- Consistently follows safety rules and procedures
- Is consistently alert to job risks
- Is very unlikely to engage in inappropriate interpersonal behaviors, such as aggression or hostility

Examinee-specified primary occupation is in BOLD.

#### Occupations Specified by Examinee:

Code	Title
<b>55-2011.00</b>	<b>First-Line Supervisors/Managers of Air Crew Members</b>
53-2011.00	Airline Pilots, Copilots, and Flight Engineers
11-9151.00	Social and Community Service Managers
33-9099.01	Transportation Security Screeners
33-3021.05	Immigration and Customs Inspectors

For more information go to <http://www.act.org/workkeys/assess/performance>

## Sample ISR – Talent Assessment Report



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### Employer Report

Examinee: A, NANA  
Examinee ID\*\*: 8888

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Oct 20, 2010

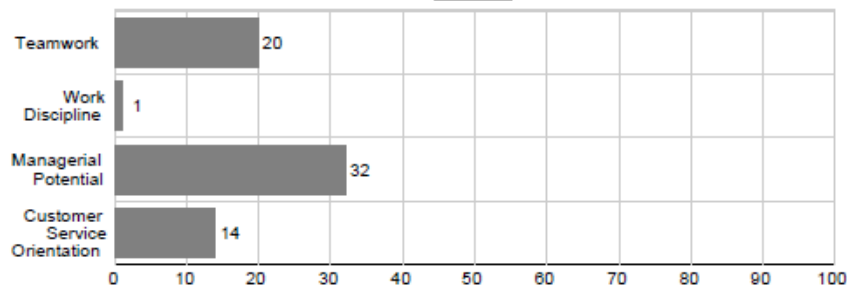
WorkKeys Talent Assessment measures personal and workplace behaviors and attitudes. This report is designed to help identify examinee strengths and weaknesses in order to ensure success in the workplace.

The individual's results are expressed as percentile rank scores. These scores show how a person compares to others who have taken the assessment. For example, a score of 70 means that 70% of persons received scores that are the same as, or lower than, this person's score. Thus, higher scores show relative strengths, whereas lower scores show relative weaknesses.

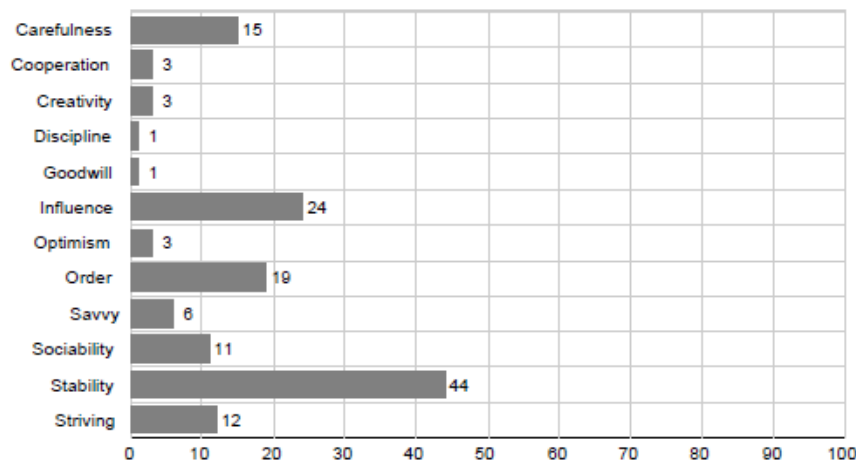
### WorkKeys Talent Assessment Profile

Percentile Rank: Approximate percent at or below score

#### Indices



#### Scales



Examinee: A, NANA  
Examinee ID\*\*: 8888

**Employer Report**  
Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Oct 20, 2010

! The responses provided by this individual appear to be inconsistent. Exercise caution when interpreting these scores.

## Talent Indices

The Talent Indices are compound personality scales that combine elements of several personality characteristics predictive of success across broad job outcomes, such as managerial potential or teamwork.

### Percentile

### Scale Definitions

20

**Teamwork:** the extent to which an individual will show compromise, cooperation, and interpersonal understanding when working in teams.

This examinee's responses suggest that he or she may have difficulty when working with others or as part of a team. Individuals at this score level may lack the necessary interpersonal skills (e.g., being pleasant, helpful, respectful of other perspectives, willing to compromise, empathic), communication skills (e.g., professional tone, clarity), or may not have a positive attitude about the work, coworkers, and the organization.

1

**Work Discipline:** the extent to which an individual will show dependability, as well as a disciplined and positive attitude toward the job, rules and regulations, and the work environment.

This examinee's responses suggest that he or she may not be as dependable, productive, or disciplined in his/her work as most other people. Individuals at this score level are likely to miss deadlines, produce work that has inaccuracies, and/or occasionally disregard rules and regulations. They may have difficulty putting forth the extra effort required to overcome obstacles, or maintaining a positive attitude about the work and the organization on a regular basis.

32

**Managerial Potential:** the potential that an individual will show a high level of work performance in supervisory/managerial roles.

This examinee's responses suggest that he or she has the potential to perform adequately in supervisory/managerial roles. Individuals at this score level are likely to have adequate communication skills and a positive attitude about the work and the organization. They are likely to be somewhat assertive and persuasive in their interactions, solve straightforward problems, and put forth a reasonable amount of effort.

14

**Customer Service Orientation:** the potential that an individual will show a high level of attentiveness, courtesy, and helpful service to customers.

This examinee's responses suggest that he or she may have difficulty meeting the performance demands in customer service roles. Individuals who respond at this score level may have difficulty building helpful relationships with customers and clients. They might lack the necessary interpersonal skills (e.g., courtesy, empathy, positive attitude), problem solving skills (e.g., accurately identifying issues, coming up with creative solutions), or perseverance (e.g., following through with customers' needs until issues are resolved) to provide good service to customers.

## Continue to Cultivate Individual Skills

### Percentile

### Scale Definitions

44

**Stability:** Tendency to maintain composure and rationality in situations of actual or perceived stress.

Examinee: A, NANA  
Examinee ID\*\*: 8888

#### Employer Report

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Oct 20, 2010

This individual's responses suggest that he or she tries to maintain his or her composure in situations of high stress. Individuals who respond at this score level tend to remain calm and even-tempered in their conduct, but confidence in their ability to handle pressure may be diminished during particularly stressful work situations.

### Construct Plans for Individual Improvement

#### Percentile

#### Scale Definitions

24

**Influence:** Tendency to impact and dominate social situations by speaking without hesitation and often becoming a group leader.

This examinee's responses suggest that he or she is not usually assertive in social situations. Individuals who score at this level may tend to retreat to the background during group discussions and projects, and thus not be very visible within their peer group. They generally prefer not to offer their opinions or arguments in social and work situations.

19

**Order:** Tendency to be neat and well organized.

The examinee's responses suggest he or she is often not organized, with physical surroundings that can be left untidy and disordered. Individuals who respond at this score level may find it challenging to maintain a neat and structured professional environment.

15

**Carefulness:** Tendency to think and plan carefully before acting or speaking.

The individual's responses suggest that he or she is not consistently cautious and deliberate, and may not pay attention to detail in the workplace. Responders at this score level may not think things through before acting or speaking. They may be hasty when making decisions and may not recognize the consequences of their actions.

12

**Striving:** Tendency to have high aspiration levels and to work hard to achieve goals.

This examinee's responses suggest that he or she is generally not driven or ambitious. Others who respond at this score level tend to disregard the quality of their work, and may not put forth as much effort as others to achieve desired goals. They may lack a clear sense of direction in life and at work, and as a result, may not be motivated to achieve certain goals.

11

**Sociability:** Tendency to enjoy being in other people's company and to work with others.

This individual's responses suggest that he or she tends to be shy and may not readily engage or interact with others in social situations. Individuals who respond at this level are not usually expressive or may prefer to work alone which may make it challenging for them to interact with customers and coworkers.

6

**Savvy:** Tendency to read other people's motives, understand office politics, and anticipate the needs and intentions of others.

This individual's responses suggest that he or she may not be able to accurately perceive the motives of others. As a result, individuals who respond at this score level may find it challenging to adapt, and may feel uncomfortable in different social and professional settings.



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Examinee: A, NANA  
Examinee ID\*\*: 8888

**Employer Report**  
Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Oct 20, 2010

**3**

**Cooperation: Tendency to be likable and cordial in interpersonal situations.**

The examinee's responses suggest that he or she may not get along with others as well as most people do. Individuals at this score level may prefer to work alone instead of cooperate with others.

**3**

**Creativity: Tendency to be imaginative and to think "outside the box."**

This examinee's responses suggest that he or she is most comfortable with tried-and-true ideas. Individuals with scores at this level may find it challenging to be flexible in their thinking or in their approach to developing new solutions to business challenges.

**3**

**Optimism: Tendency toward having a positive outlook and confidence in successful outcomes.**

This examinee's responses suggest that he or she has a lower level of satisfaction than others, and may have a less positive general outlook. Individuals who respond at this score level may feel pessimistic about their future, and may lack confidence in themselves or about their ability to contribute in workplace settings.

**1**

**Discipline: Tendency to be responsible, dependable, and follow through with tasks without becoming distracted or bored.**

The examinee's responses suggest that he or she may have difficulty staying committed until the completion of work duties. Individuals who respond at this score level tend to be easily distracted, and cannot always be relied upon to get their work done on time. They may get discouraged during a project if unforeseen difficulties arise.

**1**

**Goodwill: Tendency to be forgiving and to believe that others are well-intentioned.**

This examinee's responses suggest that he or she may not treat others kindly or be supportive of them. Individuals at this score level may have doubts about co-workers' intentions and may not think of others as deserving of their compassion, which may lead to conflict in the workplace.

Examinee-specified primary occupation is in BOLD.

Occupations Specified by Examinee:

Code	Title
13-1022.00	<b>Wholesale and Retail Buyers, Except Farm Products</b>
53-7121.00	Tank Car, Truck, and Ship Loaders
53-7121.00	Tank Car, Truck, and Ship Loaders
41-2012.00	Gaming Change Persons and Booth Cashiers
21-2021.00	Directors, Religious Activities and Education

For more information go to <http://www.act.org/workkeys/assess/talent>

## Sample ISR – Fit Assessment Report

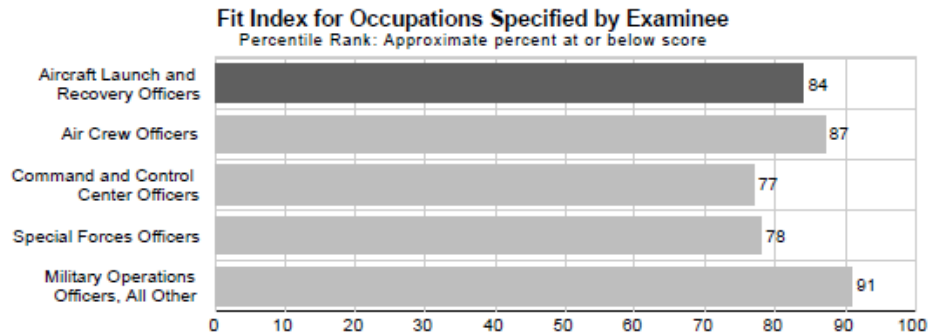


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Examinee: BWAES010In, BWAES010fn  
Examinee ID\*\*: 63

**Employer Report**  
Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Jun 5, 2013

WorkKeys Fit Assessment measures the fit between an examinee's work-relevant interests and values and the characteristics of occupations. Worker satisfaction and commitment are associated with greater fit. Examinee-specified primary occupation is listed first.



Fit Scores are based on the examinee's responses to the Interest Inventory and Work Values Inventory.

### Fit Index for Related Occupations

Occupations specified by examinee, as well as related occupations, are ranked by Fit Index. Examinee-specified occupations are in **BOLD**.

Code	Title	Fit Index	Level of Fit
55-1016.00	Infantry Officers	95	High
55-1019.99	<b>Military Operations Officers, All Other</b>	91	High
55-1011.00	<b>Air Crew Officers</b>	87	High
55-3012.00	Aircraft Launch and Recovery Specialists	86	High
55-2013.00	First-Line Supvr/Mgr of All Other Specialists/Crew Members	85	High
55-1012.00	<b>Aircraft Launch and Recovery Officers</b>	84	High
55-1013.00	Armored Assault Vehicle Officers	83	High
55-1017.00	<b>Special Forces Officers</b>	78	High
55-1015.00	<b>Command and Control Center Officers</b>	77	High
55-2012.00	First-Line Supvr/Mgr of Weapons Specialists/Crew Members	77	High
55-3016.00	Infantry	76	High
55-1014.00	Artillery and Missile Officers	75	Moderate

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\*\*ID field is abbreviated to last four digits



Fit Assessment

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Employer Report

Examinee: BWAES010In, BWAES010fn  
Examinee ID\*\*: 63

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Jun 5, 2013

Code	Title	Fit Index	Level of Fit
55-2011.00	First-Line Supervisors/Managers of Air Crew Members	71	Moderate
55-3019.99	Military Enlisted Specialists/Crew Members, All Other	69	Moderate
55-3014.00	Artillery and Missile Crew Members	61	Moderate
55-3015.00	Command and Control Center Specialists	61	Moderate
55-3018.00	Special Forces	61	Moderate
55-3013.00	Armored Assault Vehicle Crew Members	57	Moderate
55-3017.00	Radar and Sonar Technicians	51	Moderate
55-3011.00	Air Crew Members	46	Moderate

Top 10 Occupations Ranked by Fit

The top 10 occupations for the examinee, ranked by Fit Index, are shown below. This is based on all of the occupations in the WorkKeys Fit database. Examinee-specified occupations, if any, are in BOLD.

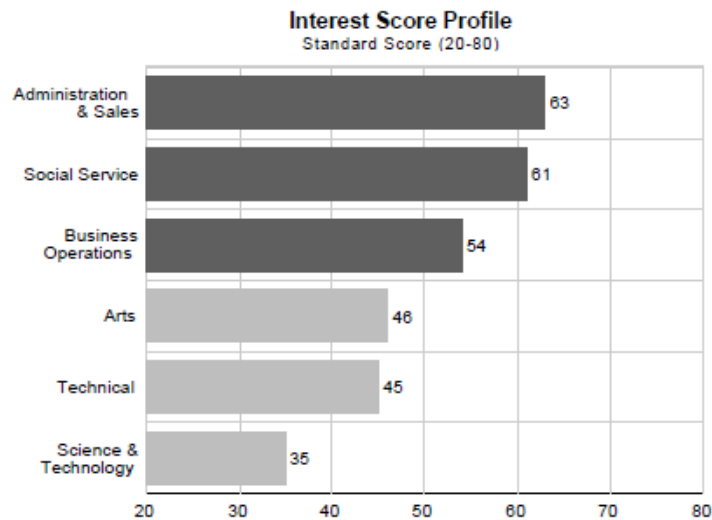
Code	Title	Fit Index
33-3011.00	Bailiffs	99
35-3011.00	Bartenders	99
39-4021.00	Funeral Attendants	99
33-9031.00	Gaming Surveillance Officers and Gaming Investigators	99
41-2031.00	Retail Salespersons	99
33-9032.00	Security Guards	99
39-6031.00	Flight Attendants	98
33-3051.03	Sheriffs and Deputy Sheriffs	98
33-9099.01	Transportation Security Screeners	98
35-3031.00	Waiters and Waitresses	98

Examinee: BWAES010In, BWAES010fn  
 Examinee ID\*\*: 63

**Employer Report**  
 Realm: AngelasWorkkeys  
 SubRealm: <ALL>  
 Test Date: Jun 5, 2013

### Interest Results

The Interest Inventory obtains scores on six scales. The examinee's score profile is shown with highest scales listed first.



**Administration & Sales:**  
 Persuading, influencing, or motivating others via sales, management, etc.

**Arts:**  
 Expressing oneself via painting, singing, writing, etc.

**Business Operations:**  
 Maintaining accurate/orderly files/accounts by following systematic procedures, etc.

**Science & Technology:**  
 Studying phenomena through research, reading, etc.

**Social Service:**  
 Helping or serving others via teaching, counseling, etc.

**Technical:**  
 Working with tools, instruments, machines, etc.

**Employer Report**

Examinee: BWAES010In, BWAES010fn  
Examinee ID\*\*: 63

Realm: AngelasWorkkeys  
SubRealm: <ALL>  
Test Date: Jun 5, 2013

**Work Value Results**

Examinee's highest 5 and lowest 2 work values are shown. The definition of each value, as it appears in the Work Values Inventory, is provided.

**Highest Values**

**Authority:**  
Telling people what to do; controlling the behavior of others.

**Precision:**  
Being exact or very accurate in the work I do.

**Order:**  
Putting things in order for others; using a system or rules to arrange things.

**Working Outdoors:**  
Working outdoors much of the time; being exposed to the weather.

**Helping People:**  
Improving the lives of others by activities such as teaching, physically assisting, or mentoring.

**Lowest Values**

**Creativity:**  
Creating something new or finding new ways of doing things; original thinking.

**Flexible Hours:**  
Being able to choose the hours I want to work, as long as the work gets done on time.

For more information go to <http://www.act.org/workkeys/assess/fit/index.html>