

Overview of Work Keys Assessments

| Assessment | Time | Cost | Response / Stimulus Type | Skill Summary Note: All stimulus materials are workplace related. |
|-------------------------------|----------------------------|---------------------|-------------------------------------|--|
| <i>Problem Solving</i> | | | | |
| Applied Mathematics | 45 minutes | \$6.00 | Multiple-choice Paper and Pencil | Apply mathematical reasoning to set up and solve workplace word problems |
| Applied Technology | 45 minutes | \$6.00 | Multiple-choice Paper and Pencil | Solve problems of a technological nature using basic principles of mechanics, electricity, fluid dynamics, and thermodynamics (not mathematical) |
| Observation | 60 minutes in two parts | \$8.50 | Multiple-choice Videotape | Pay attention to steps to be followed in a process involving safety procedures and quality control standards |
| <i>Communication</i> | | | | |
| Listening | 40 minutes | \$15.00 \$18.00* | Constructed response Audiotape | Receive and write down information to communicate to someone else. Listening is scored for accuracy and completeness of response. |
| Writing | 40 minutes | \$14.00 \$18.00* | Constructed response Audiotape | Receive and write down information to communicate to someone else. Writing is scored for mechanics and style. |
| Locating Information | 45 minutes | \$6.00 | Multiple-choice Paper and Pencil | Use information from graphics such as bar graphs, tables, diagrams, floor plans, forms, charts, and instrument gauges to answer questions. |
| Reading for Information | 40 minutes | \$6.00 | Multiple-choice Paper and Pencil | Read and understand memos, bulletins, notices, letters, policy manuals, and governmental regulations. |
| <i>Interpersonal</i> | | | | |
| Teamwork | 80 minutes in two parts | \$8.50 | Multiple-choice Videotape | Choose behaviors or actions that support team and lead toward task accomplishment. |

* \$18.00 is the cost to perform both assessments together, when Listening & Writing are combined as a set.