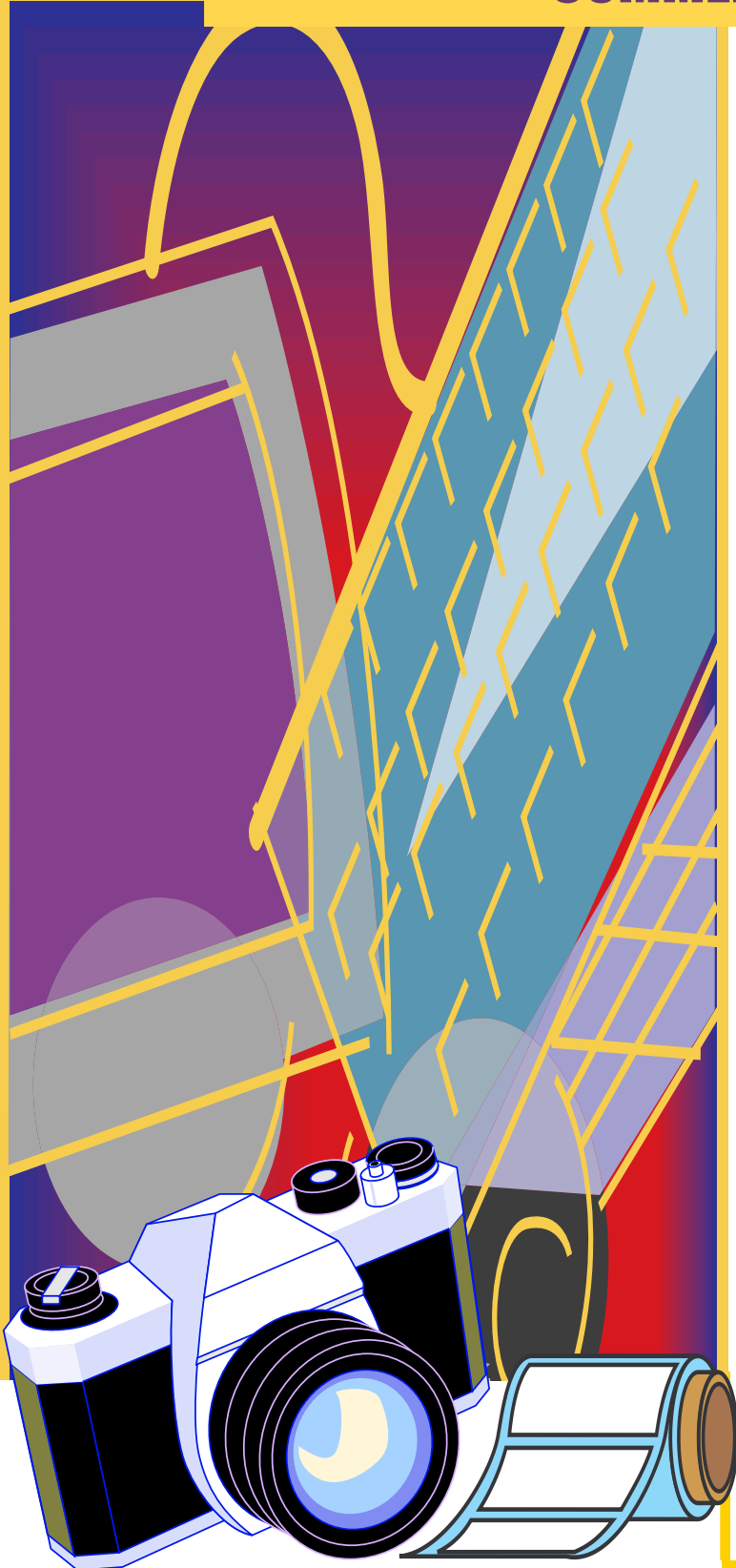


WORKKEYS

"Skills for Success" in the Workplace

COMMERCIAL ART



Got Skills?

Architectural Drafters

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 5 | 5 | 4 | |

Desktop Publisher

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 4 | 4 | 4 | 3 |

Graphic Designers

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 5 | 4 | 5 | 4 |

Painters

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 3 | 3 | 3 | 3 |

Still Photographer

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 5 | 5 | 5 | |

Professional Photographer

| <u>AM</u> | <u>RI</u> | <u>LI</u> | <u>W</u> |
|-----------|-----------|-----------|----------|
| 5 | 5 | 4 | |

WORKKEYS

"Skills for Success" in the Workplace

Marketing



Got Skills?

Advertising and Promotions Managers

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 5 | 5 | 5 | |

Advertising Sales Agents

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 6 | 5 | 4 | 4 |

First Line Supervisors, Managers of Food Preparation and Serving Work

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| | 6 | 5 | |

First Line Supervisors, Managers of Retail Sales Workers

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 5 | 5 | 5 | 4 |

Hotel, Motel, and Resort Desk Clerks

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 4 | 4 | 4 | 4 |

Sales and Related Workers

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 4 | 4 | 4 | 3 |

Stock Clerk

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 3 | 4 | 4 | 3 |

Tellers

| | | | |
|-----------|-----------|------------|----------|
| <u>AM</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 4 | 4 | 4 | 3 |

Travel Agent

| | | | |
|-----------|-----------|------------|----------|
| <u>Am</u> | <u>LI</u> | <u>RFI</u> | <u>W</u> |
| 6 | 5 | 6 | 5 |

WORKKEYS

"Skills for Success" in the Workplace

HOSPITALITY- FOODS



Got Skills?

Waiter/Waitress

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| <u>3</u> | <u>3</u> | <u>3</u> | <u>2</u> |

Bakers, Bread and Pastry

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| <u>4</u> | <u>4</u> | <u>3</u> | <u>4</u> |

Chefs and Head Cooks

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| <u>3</u> | <u>4</u> | <u>4</u> | <u>3</u> |

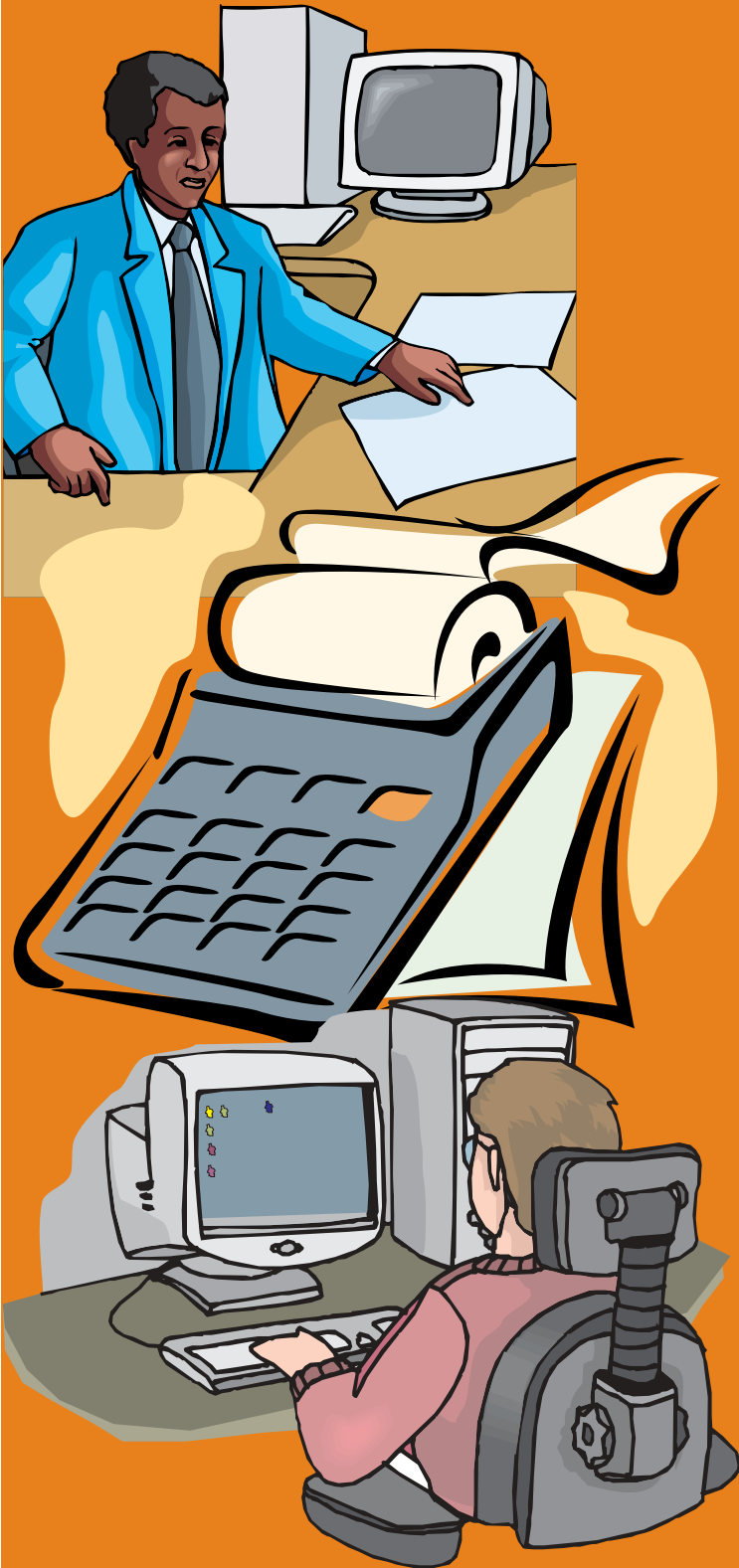
Dishwasher

| | | | |
|-----------|-----------|------------|-----------|
| AM | LI | RFI | W |
| <u>3</u> | <u>3</u> | <u>3</u> | <u> </u> |

WORKKEYS

"Skills for Success" in the Workplace

BUSINESS



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RECEPTIONIST

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 4 | 4 | 4 |

SECRETARY

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 4 | 4 | 4 | 4 |

Administrative Assistant

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 5 | 4 | 5 | 4 |

Billing Clerk

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 4 | 5 | 3 |

Bookkeeper

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 4 | 4 | 4 | 4 |

General Clerk

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 3 | 3 | 3 |

Data Entry

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 4 | 4 | 3 |

File Clerk

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 4 | 3 | 4 |

Legal Secretary

| | | | |
|-----------|-----------|------------|----------|
| AM | RI | RFI | W |
| 5 | 5 | 5 | 4 |

Medical Secretary

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 3 | 3 | 4 | 3 |

Payroll Clerk

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 4 | 5 | 4 | 3 |

Accounting Clerk

| | | | |
|-----------|-----------|------------|----------|
| AM | LI | RFI | W |
| 5 | 4 | 5 | 4 |

WORKKEYS

"Skills for Success" in the Workplace

Construction



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Construction - Laborer

| AM | LI | RFI | W |
|----|----|-----|---|
| 3 | 4 | 3 | 2 |

Construction Carpenters

| AM | LI | RFI | W |
|----|----|-----|---|
| 4 | 4 | 4 | 3 |

Electrician

| AM | LI | RFI | W |
|----|----|-----|---|
| 5 | 4 | 5 | 3 |

Electrician - Helper

| AM | LI | RFI | W |
|----|----|-----|---|
| 4 | 4 | 4 | |

Heating and Cooling

| AM | LI | RFI | W |
|----|----|-----|---|
| 5 | 5 | 4 | 3 |

Plumber

| AM | LI | RFI | W |
|----|----|-----|---|
| 4 | 4 | 4 | 3 |

Plumber - Helper

| AM | LI | RFI | W |
|----|----|-----|---|
| 4 | | 3 | |

Cement Mason

| AM | LI | RFI | W |
|----|----|-----|---|
| 6 | 4 | 5 | |