

**Step 1:** Log into your account on [www.myfloridareadytowork.com](http://www.myfloridareadytowork.com)

**Step 2:** From the dashboard, click on “Report”, then “Individual”



**Step 3:** Under Activity Report, click on the arrow next to your name

## Activity Report

Name ↑ ▼	Product Offering ↑ ▼					
Date Completed ↑ 2 ▼	Activity Start Time ▼	Activity End Time ▼	Session Time ▼	Module ▼	Content Type ▼	
▶ Name: <b>Sammy, Seahawk</b>			01:29:30			

**Step 4:** To get your score report, click on the icon next to “Product: Florida Soft Skills Assessment”

▼ Name: <b>Picard, Jerry</b>			01:29:30		
▼ Product: <b>Florida Soft Skills Assessment</b> 			00:50:00		
2022-10-24 11:23:29 AM	2022-10-24 10:32:01 AM		00:50:00		Essential Soft Skills Assessment
2022-10-24 11:23:29 AM					Essential Soft Skills Assessment
2022-10-24 11:23:29 AM					

**Step 5:** Click on the pop-up document to open your score report (example below)

LEARNER  
ORGANIZATION  
DATE:

**Sammy, Seahawk**  
Broward College Assessment Location  
12/5/2022



The Florida Soft Skills Assessment is a workforce education and development tool comprised of the proctored Essential Soft Skills Assessment. The assessment measures the learner’s understanding of work behaviors and employability skills most valued by employers: communicating effectively; conveying professionalism; promoting teamwork and collaboration; and thinking critically and solving problems.

The questions are comprised of scenarios that the learner might encounter at work, along with possible actions that could be taken in response to each scenario. Many assessment items require the learner to choose both the “best” and “worst” answers for handling each scenario.

### Assessment Results

ASSESSMENT	DATE TESTED	YOUR SCORE	POTENTIAL RANGE	YOUR SCALE SCORE	POTENTIAL RANGE
Essential Soft Skills	10/24/2022	PASSED	PASSED / NOT PASSED	211	150-260
<b>CREDENTIAL STATUS</b>	Based on your scores, you EARNED an Florida Soft Skills Assessment				

**Step 6:** If you Pass the assessment, to get a copy of your Certificate, click on “Florida Soft Skills Assessment” from the dashboard

FLORIDA ready to work

Welcome back, [REDACTED] You're making great progress! Keep it up!

 <b>2</b>	 <b>1.5</b>	 <b>0</b>	 <b>1</b>
<b>EBADGES EARNED</b>	<b>HOURS LOGGED</b>	<b>CERTIFICATES EARNED</b>	<b>CREDENTIALS EARNED</b>

 <b>NEW - WORK READY BASICS</b> CAREER-FOCUSED KNOWLEDGE AND SKILLS TO HELP YOU SUCCEED IN THE WORKPLACE	 NOT STARTED
 <b>NEW - WORK READY TRAINING</b> CAREER-FOCUSED KNOWLEDGE AND SKILLS TO HELP YOU SUCCEED IN THE WORKPLACE	 NOT EARNED  IN PROGRESS
 <b>FLORIDA READY TO WORK ASSESSMENTS NEW</b> ASSESSMENTS THAT VALIDATE CAREER-FOCUSED KNOWLEDGE AND SKILLS	 NOT EARNED  NOT STARTED
 <b>NEW - ESSENTIAL SOFT SKILLS TRAINING</b> PROFESSIONAL AND SOCIAL SKILLS TO HELP YOU SUCCEED IN LIFE AND WORK	 NOT EARNED  NOT STARTED
 <b>FLORIDA SOFT SKILLS ASSESSMENT</b> ASSESSMENT THAT VALIDATES SOCIAL AND PROFESSIONAL SKILLS	 EARNED  COMPLETE



**Step 7:** You can print your certificate by clicking on the badge icon

 <b>FLORIDA SOFT SKILLS ASSESSMENT</b> ASSESSMENT THAT VALIDATES SOCIAL AND PROFESSIONAL SKILLS	 EARNED	 COMPLETE		
	<b>ESSENTIAL SOFT SKILLS</b>	<b>MOST RECENT SCORE</b> 211 (10/24/2022)	<b>STATUS</b> Earned	<b>EBADGES</b> 
<b>ENTER</b>				