



ACT[®] WorkKeys[®]
Job Profiles

ALIGNING SKILLS WITH JOBS

Just ask any business leader: skill shortages are an expensive, time-wasting barrier to effective hiring and training. How can employers determine which individuals are the best fit for highly skilled positions, or which workers are the top candidates to receive job-specific training?

This is why nearly 75 percent of businesses use job profiling—the process of analyzing the skills needed for job tasks—in their recruiting and hiring practices, according to a recent study by Society for Human Resource Management and ACT[®]. With skill analysis:

- Employers can identify skills and skill levels current and prospective employees need in order to be successful on the job.
- Individuals can compare their skill levels to those needed for jobs.
- Trainers and trainees can make appropriate decisions about jobs, identify strengths, and set training goals.

Benefits of ACT[®] WorkKeys[®] Job Profiling

WorkKeys Job Profiling brings the specifics of a job into focus. By linking job tasks with ACT[®] WorkKeys[®] Assessments, employers can pinpoint benchmarks for hiring, recruiting, advancement, and training. A focus-group approach is used to gather input from employees to ensure customized job analysis.

It provides users with:



A detailed, customized task list—this is the first step in developing a comprehensive job description, training materials, performance appraisal instruments, and other human resources tools.



A personalized content validity report—your report contains detailed rationale linking job tasks to ACT WorkKeys skill levels.



Useful information for hiring, promotion, and training—job profiling establishes content validity for the WorkKeys Assessments, so you can feel confident using them to make selection, advancement, and training decisions.



Employee support—employees actively participate in the job profiling process, increasing the likelihood for buy-in and goodwill.