

JOB PROFILING WITH WORKKEYS

ACT Inc.'s WorkKeys® job profiling system is a job analysis system that helps businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skill levels they need to qualify for and be successful in the jobs they want.

WorkKeys job profiling is conducted by job analysts who have been trained and authorized by WorkKeys industrial/organizational psychologists. The profiling procedure is designed to systematically develop accurate profiles through a **task analysis** that is used to select the tasks most critical to a job, a **skill analysis** that is used to identify the skills and skill levels required at the entry level and for effective performance on that job, and **skill ranking**, which determines which WorkKeys skills are the most critical to the job.

THE BOTTOM LINE

WorkKeys helps increase your bottom line and improve productivity by:

- Reducing employee turnover, overtime and waste by ensuring that employees have the basic skills necessary to be effective in the workplace.
- Establishing the legal defensibility of your employee selections process.
- Improving the results of your training practices by making certain that trainees have the basic skills to make the most of your investment in training.
- Documenting that your employees and businesses are competitive - helping to prevent the transfer of jobs to other cities, states or countries.

JOB PROFILERS IN THE ACCS

WorkKeys Job profilers are located throughout the state at many of our 2 year community colleges. Job Profilers will travel to any location in the state to assist a business with the job profiling process.

For more information on job profiling please contact your nearest community college, or you may contact Sarah Horton at sarah.horton@dpe.edu.