

# WorkKeys® Job Profiling

## What is “job profiling”?

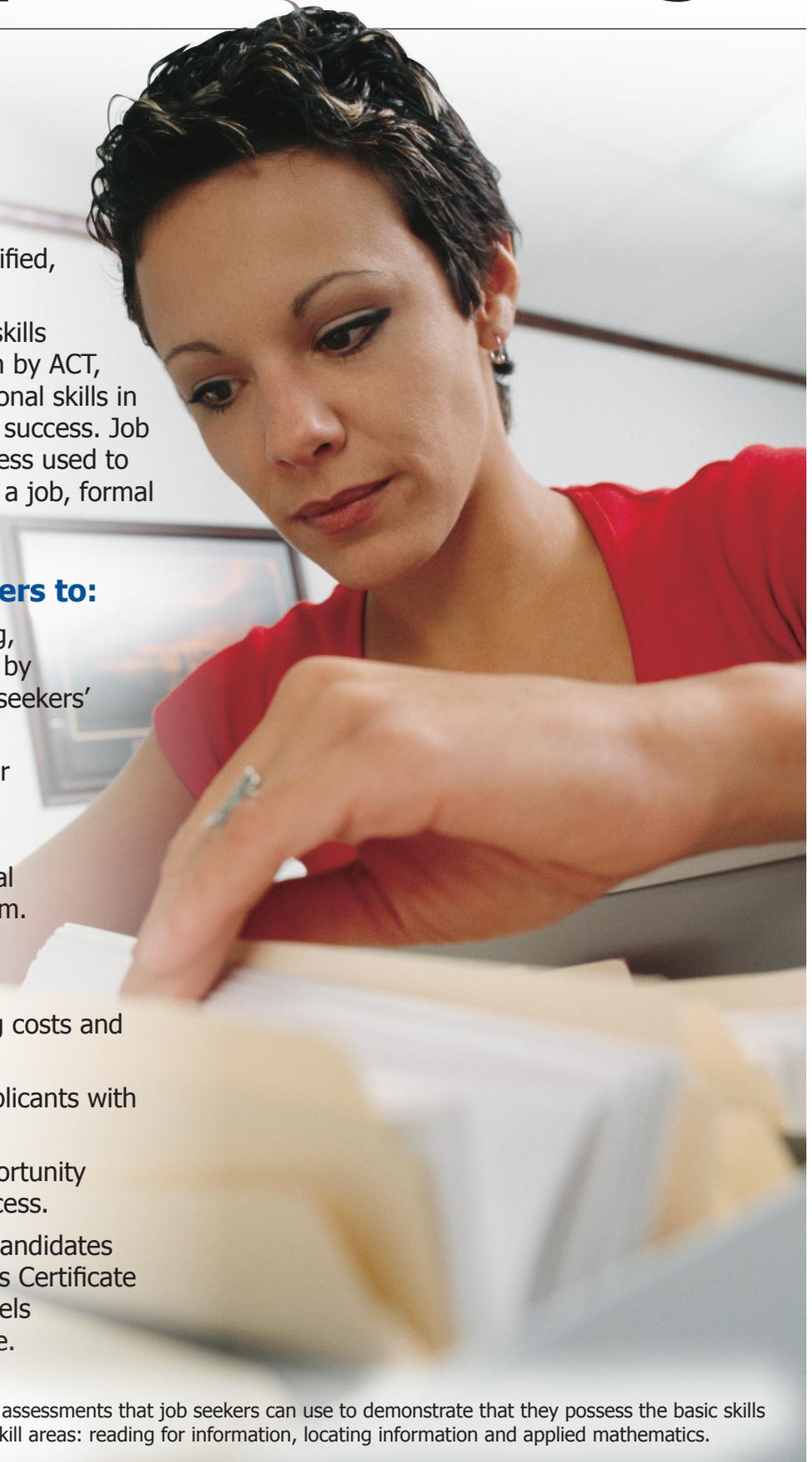
Employers across all businesses and industries need a reliable way to measure foundational skills to ensure they are hiring the most qualified, trainable candidates.

**WorkKeys®** WorkKeys®, a job skills assessment system by ACT, measures foundational skills in the workplace that are critical to job success. Job analysis or “job profiling” is the process used to identify the critical skills required for a job, formal training program or occupation.

## Job profiling allows employers to:

- Make reliable decisions about hiring, training and program development by matching their job profile with job seekers’ scores on WorkKeys assessments.
- Create a customized job task list for developing job descriptions and performance appraisal forms.
- Use the job task list as an additional resource for their training curriculum.
- Take the guesswork out of hiring with a proven methodology.
- Reduce employee turnover, training costs and dropout rates.
- Save time and money by hiring applicants with the right skills.
- Provide an Equal Employment Opportunity Commission (EEOC) compliant process.
- Recognize, request or require job candidates to earn a National Career Readiness Certificate (NCRC)\*, or specific skill, at the levels determined by the WorkKeys profile.

\* An NCRC is a credential based upon WorkKeys assessments that job seekers can use to demonstrate that they possess the basic skills required for the job. The NCRC targets three skill areas: reading for information, locating information and applied mathematics.





## What workplace skills can be profiled?

- Reading for Information
- Applied Technology
- Writing
- Applied Mathematics
- Teamwork
- Business Writing
- Locating Information
- Listening
- Workplace Observation

To view a PowerPoint presentation  
about WorkKeys Profiling, visit  
**[CareerReady.Alaska.Gov](http://CareerReady.Alaska.Gov)**.

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schedule a job profile, contact:  
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