

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.