



ACT job profiling

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 analysis—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 job 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.

The ACT job analysis method—ACT job profiling—links job tasks with ACT WorkKeys® job skill assessments to pinpoint benchmarks for hiring, recruiting, advancement, and training. ACT job profiling takes a focus-group approach, using input from employees to ensure customized job analysis.

Benefits of ACT job profiling

ACT job profiling brings the specifics of a job into focus. 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 ACT 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.

ACT[®] **WorkKeys**[®]

act.org/workkeys

Four key steps to ACT job profiling

Step 1: Initial task list—The profiler creates a task list using national job data and information collected from a company contact person and a tour of the job site.

Step 2: Task analysis—The profiler meets with workers to customize the task list. The job experts rate each task for importance to ensure the tasks are critical to performance of the job.

Step 3: Skill analysis—The profiler helps employees link job tasks to ACT WorkKeys skills and skill levels.

Step 4: Documentation—The profiler documents the results in a customized content validity report.

ACT WorkKeys assessments

ACT WorkKeys assessments measure the “hard skills” (such as math, reading, and writing) and “soft skills” (such as values, interests, and integrity) that business leaders say are necessary in a high-performance workforce. These skills are the building blocks for job-specific skills and affect performance and trainability on the job, according to ACT research.

Additional types of ACT profiles

Curriculum profiles identify the skill levels required for entrance into a program of study and for program completion.

Occupational profiles identify the skill levels required for an occupation across jobs, companies, or industries. Occupational profiles can be used to set instructional standards and develop curricula designed to help students meet the skill requirements for occupations.

Curriculum alignments facilitate objective discussions between employers and educators to identify courses of action that can be taken to update curriculum to meet employer needs. The results from a curriculum profile and a job or occupational profile are the foundation of a curriculum alignment.

Contact information:

Go to act.org/solutions/career-success/job-analysis for more information about ACT job profiling and how it works within the ACT WorkKeys system.

“ACT WorkKeys has saved money. The cost of the revolving door—hiring, training, letting people go—is much higher than hiring the right people with the right skills to begin with. In fact, the revolving door has stopped.”

—**Nikki Rodgers**, 911 communications coordinator, Lexington County, South Carolina

“The individuals we have hired after implementing testing appear to be more engaged and eager to learn. By applying the safety training and on-the-job training they receive from day one, there has been a direct impact on decreasing safety incidents.”

—**Christina Goodrich**, PHR, HR generalist, Gilchrist Construction Company

