



## EDUCATORS HELPING EMPLOYERS **FIND & GROW** **THRIVING EMPLOYEES**

**ACT<sup>®</sup>** WorkKeys<sup>®</sup>

Determining which individuals are prepared to succeed in training and work, or which employees are top candidates to receive job-specific training, can be immensely challenging. **ACT<sup>®</sup> WorkKeys<sup>®</sup> Profiling** and **ACT<sup>®</sup> WorkKeys<sup>®</sup> Estimator** allow Educators and Employers to work hand in hand to find and develop the best talent.

### **WorkKeys Profiling**

WorkKeys Profiling, a variation on job analysis, takes several forms. A Job Profile links job tasks with ACT WorkKeys job skill assessments to pinpoint benchmarks for hiring, recruiting, advancement, and training. A Job Profile Plus identifies all the tasks, knowledge, skills, abilities, tools, and technology required to perform a job, while a Curriculum Profile identifies the WorkKeys skill levels required for entrance into a program of study and for program completion.

### **WorkKeys Estimator**

WorkKeys Estimator is a step-by-step tool used to estimate the WorkKeys skill and skill level requirements needed for entry into and effective performance in: training programs, career and technical education programs, apprenticeship programs, and jobs at small employers as defined by the *Uniform Guidelines for Employee Selection Procedures*. The process can be completed individually or in a group setting. To purchase Estimator, visit [act.org/istore/wkestimator](https://act.org/istore/wkestimator).

## What Solution is Right for You?

### WorkKeys Estimator

Quickly identifying the entry and exit requirements for an existing program to ensure student success.

### WorkKeys Job Profiles & Profiles Plus

Developing a new CTE curriculum, training, or apprenticeship program and ensuring alignment with employer needs.

### WorkKeys Curriculum Profiles

Identifying entry or exit requirements for an existing program through a detailed review of curriculum objectives and skill analysis to ensure student success.

### Curriculum Alignment with Employer Needs

Facilitates objective discussions between employers and educators to identify courses of action that align Curriculum Profiles with Job Profiles.

## Becoming a Job Profiler

The WorkKeys Job Profiling Training program teaches you the process for facilitating a Job Profile, a Job Profile Plus, a Curriculum Profile, and a Curriculum Alignment. To become an ACT-authorized job profiler, you must complete an intensive training program conducted by ACT, including six weeks of online guided self-study using web tools and ACT's SkillPro® software, followed by a multi-day, onsite training workshop.

**“WorkKeys removes one barrier to helping our students get on the right path by explaining to them how their skills and education relate to the careers they want. It gives them a path to improvement and a goal that they can understand. It helps us do things in a more streamlined fashion.”**

—**Mario Rico**, New Mexico Department of Corrections' Education Bureau

Interested in learning more?  
Visit [act.org/workkeys-profiling](https://act.org/workkeys-profiling)  
to get started.

