ACT WorkKeys®

The ACT WorkKeys assessment system measures job skills that are valuable for any occupation—skilled or professional— at any level and in any industry.

ACT® National Career Readiness Certificate™

The ACT National Career Readiness Certificate™ is an industry-recognized, portable, evidence-based credential that certifies achievement of foundational skills essential for workplace success.

How many US jobs are in the ACT JobPro database?

ACT JobPro currently includes skill data for:

90% of all US jobs as of 2010 (about 128 million jobs)

89% of all projected US jobs by 2020 (about 146 million jobs)

89% of all projected US job openings by 2020 (about 48 million jobs)

Source: US Bureau of Labor Statistics and the ACT Occupational Profile Database.

KEY FACTS

ACT JobPro®: Defining, describing, and projecting American jobs

The ACT JobPro database, comprising data collected for more than 20 years, is one of the largest and most robust job skills databases in the nation. It includes more than 19,000 skill profiles—and the number is constantly growing. The profiles are completed by ACT-authorized profilers and internal industrial and organizational psychology staff. First, subject matter experts provide information on the tasks of their jobs and the importance of those tasks to their work, and then link key skill areas and levels of skills to the critical tasks. Next, job profilers enter these data into the ACT JobPro database using ACT SkillPro® software. The ACT JobPro database has powerful capabilities, including:

- Warehousing job analysis and skill profile data
- Managing job profiler information (e.g., contact, licenses, and training)
- Storing company background information
- Generating quality control reports
- Providing data to identify occupational and industry trends and conducting skills gap analyses

How can the data be used?

ACT JobPro gives ACT the flexibility to use data in several significant ways. Data on the task and skill levels help us identify potential new products based on the evolution of job requirements. In terms of research and analytics, ACT can conduct detailed skills gap analyses, such as linking job profile data from the ACT JobPro database with skill assessment data from the ACT WorkKeys database. ACT JobPro can also be linked to employment supply-and-demand data from the US Bureau of Labor Statistics, the US Census Bureau, and the US Bureau of Economic Analysis.

Also, the ACT JobPro database accounts for 89% of US total projected employment for 2020, giving us an important window into the future.

Are occupational profiles different from job profiles?

Not always. Here's how it works. Occupational profiles are developed by combining information from the job profiles for groups of jobs that share the same identification numbers in the US Department of Labor's O*NET database. For example, the occupational profile for Industrial Production Managers is a composite of 54 job profiles for Industrial Production Manager jobs originated by companies that profiled this job. The median skill level required for an occupational profile is computed for each

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ACT WorkKeys skill area and rounded to the nearest whole number. The range—the minimum and maximum skill level required—for each skill area is also reported. In some cases, the "occupational" profile is based on a single job profile and is, therefore, a job profile.
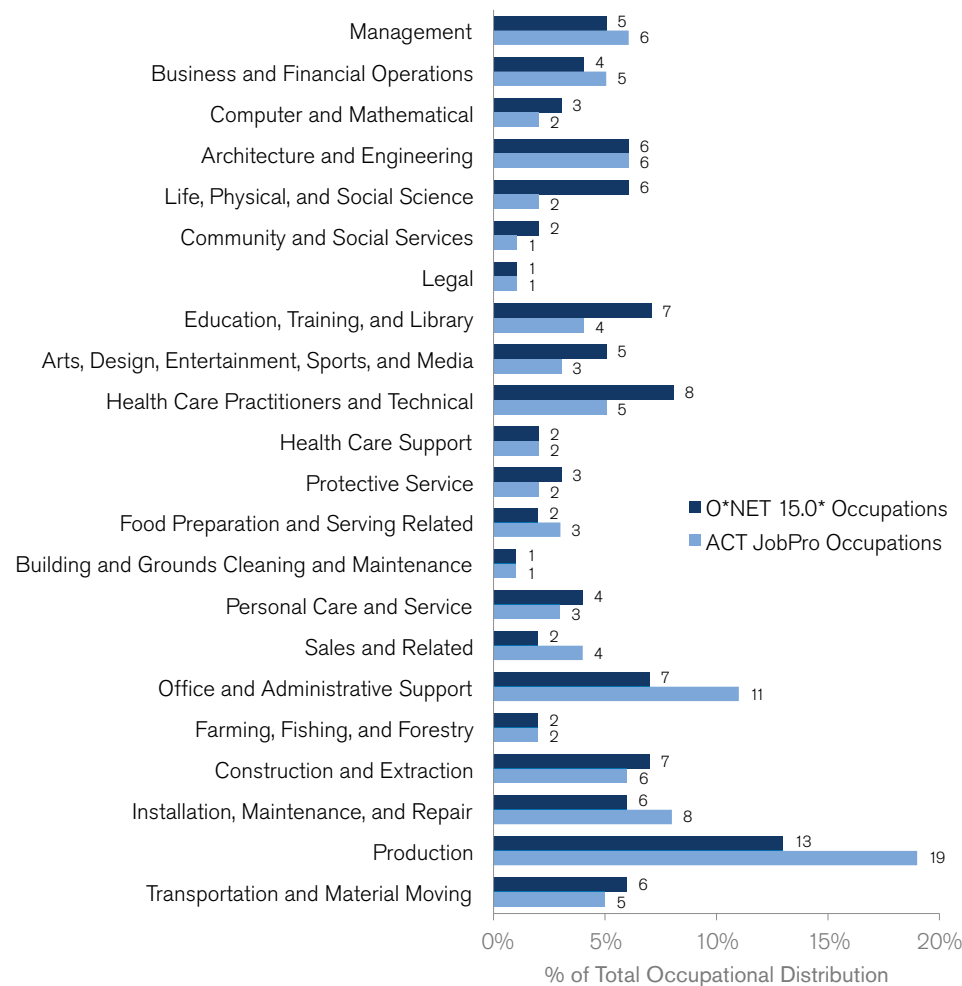
How does ACT JobPro compare with other job databases?

The ACT JobPro database represents a wide cross-section of jobs, including 50% (546) of all O*NET codes (1,102) and 62% (511) of Standard Occupational Classification system codes (823).

Job family distribution in the ACT JobPro database

ACT JobPro is an important tool in understanding the nature of the American workplace—where it is and where it's going. As ACT JobPro continues to evolve and grow, it will play an increasingly major role in providing detailed information on a vast array of jobs and the skills required to perform them successfully.

KEY TAKEAWAY

The ACT JobPro database is one of the largest job skills databases in the nation and can be linked with skill assessment data from the ACT WorkKeys database as well as employment supply-and-demand data from the US Bureau of Labor Statistics, the US Census Bureau, and the US Bureau of Economic Analysis—yielding important information on the jobs of today and tomorrow.

Percent of Occupation Titles in the ACT JobPro and O*NET Databases

Job Family	O*NET 15.0* Occupations	ACT JobPro Occupations
Management	5	6
Business and Financial Operations	4	5
Computer and Mathematical	3	2
Architecture and Engineering	6	6
Life, Physical, and Social Science	6	2
Community and Social Services	2	1
Legal	1	1
Education, Training, and Library	7	4
Arts, Design, Entertainment, Sports, and Media	5	3
Health Care Practitioners and Technical	8	5
Health Care Support	2	2
Protective Service	3	2
Food Preparation and Serving Related	2	3
Building and Grounds Cleaning and Maintenance	1	1
Personal Care and Service	4	3
Sales and Related	2	4
Office and Administrative Support	7	11
Farming, Fishing, and Forestry	2	2
Construction and Extraction	7	6
Installation, Maintenance, and Repair	6	8
Production	13	19
Transportation and Material Moving	6	5

% of Total Occupational Distribution (0% – 20%)

*The 15.0 version of the O*NET database was released in June 2010.

For more information on occupational profiles, go to **act.org/workkeys/analysis/occup. html**. For more information on O*NET, go to **onetcenter.org**.

ACT®