



Becoming An ACT-Authorized Job Profiler

Your organization is tasked with helping businesses and career seekers to succeed. It's crucial to become an expert and resource on local jobs and the skills needed to perform them.

When you become an ACT-authorized job profiler, you get a time-tested methodology for breaking down jobs into skills and skill levels, bringing job specifics into focus by providing your clients 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 skill levels within the ACT® WorkKeys® job skill assessment system.

- **Useful information for hiring, promotion, and training**—Job profiling validates the use of ACT WorkKeys Assessments, so your clients can use 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.

About WorkKeys Job Profiling

ACT® WorkKeys® Job Profiling uses a focus-group format to determine skill benchmarks needed in specific jobs, which then link to assessments for hiring, advancement, and training decisions. WorkKeys Job Profiling is a key element of the ACT WorkKeys system.

“Frankly, my reaction was, ‘wow!’ It was clear to me that by conducting job profiles and instituting assessments that would measure not only workplace skills but also workplace literacy skills, we could really make a difference.”

— **Pamela McCaleb**, Success Academy director, Shands Jacksonville Medical Center

ACT® WorkKeys®

act.org/workkeys-profiling

Qualifications

To become an ACT-authorized job profiler, you must complete an intensive training program conducted by ACT. This program includes six weeks of guided self-study using workbooks, web tools, and ACT SkillPro® software, followed by a multi-day onsite training workshop to practice your new skills. Many profilers are able to apply their participation in this training toward continuing education requirements.

Because of the wide variety of uses, applicants should have experience with the following:

- Job analysis
- Development and implementation of training programs for business and industry
- Group facilitation
- Federal regulations related to employment procedures
- Windows®-based computer software programs

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 curriculum alignment.

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.

Becoming an ACT Career Solutions Provider

Broaden your organization’s workforce development offerings as an ACT Career Solutions Provider. ACT job profiling, assessment, and training tools can combine with your resources to help improve the local workforce.

Go to act.org/workkeys/admin/acsp.html for more information.

To apply for WorkKeys Job Profiling training or for more information about the ACT WorkKeys job skill assessment system, go to act.org/workkeys/jptrain.

“Hiring really comes down to a skill match. There is some risk in taking the easy way out—making the quick hire rather than the quality hire. With ACT WorkKeys, you can make the quality hire more quickly.”

— **Daniel Nichols**, director of system recruitment/
Human Resources Information System, Inova Health System