



# *Standardize Employee Testing*

## **WorkKeys Documents and Improves Workplace Skills**

### *Job Profiling*

Businesses use WorkKeys job profiling to analyze the skills needed for specific jobs in their organizations. The profiles offer a concrete way for the businesses to describe the skills they need for particular jobs. Job applicants can use their WorkKeys scores to determine how their skills measure up to those required. Educators can see how well they are preparing graduates for the work world in different occupations. WorkKeys profiles are completed by ACT-authorized Michigan Works! Human Resource Specialists.

### *Assessments*

Soft skills – the ability to learn, listen, communicate, work in teams and solve problems – are important assets for any worker, regardless of career choice. WorkKeys measures these abilities, and businesses use the assessments to measure the skills of current and prospective employees and to compare their scores to job profile requirements when making hiring, promotion, and training decisions.

### *Benefits for Businesses*

- Take the guesswork out of the hiring process
- Define clear skill requirements for specific jobs
- Establish legal defensibility in the selection process
- Ensure that candidates have the skills employers need
- Determine where job applicants and/or employees need additional training to meet job skill requirements
- Develop focused training initiatives
- Reduce turnover, overtime and waste
- Use the system to meet ISO 9000 standards and ensure quality business practices