

# Job Profiling

Job Profiling	
<b>Overview</b>	<ul style="list-style-type: none"><li>● Uses a focus group process to gather job task and WorkKeys skill information from job incumbents</li><li>● Provides a report with a customized task list and skill levels related to specific work examples</li><li>● Provides an EEOC-compliant process that can be used to support hiring, promotion, and training decisions</li></ul>
<b>Method</b>	<ul style="list-style-type: none"><li>● Uses a focus group format</li><li>● Facilitated by an ACT-authorized job profiler</li><li>● Produces a tailored list of job tasks based on the contribution of individuals knowledgeable about the job</li><li>● Uses expert ratings to determine criticality of the tasks</li><li>● Formally links tasks to skills</li><li>● Makes qualitative determination of skill levels through group discussion facilitated by a job profiler</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>● Provides a direct link between the job and the assessments</li><li>● Facilitated by an ACT-authorized job profiler</li><li>● Encourages buy-in and goodwill from employees</li><li>● Provides a detailed, customized report for informed decision making</li><li>● Generates a customized task list that can be used to develop training or performance management instruments and other tools</li></ul>

## Job profiling is the right approach if your organization prefers:

- A focus group format that promotes discussion between the employees (job incumbents) and an ACT-authorized job profiler
- A task list describing activities of the job with tasks tailored by the employees
- A customized Job Profile Report documenting the tasks of the job, skill levels required for the job, and the qualitative reasoning behind the skill levels provided by the job incumbents
- Results that can be used to support hiring, promotion, and training decisions

## Job profiling requires four key steps

### Step 1—Creation of an Initial Task List

The profiler creates an Initial 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 job incumbents to customize the task list. The job experts rate each task for Importance and Relative Time Spent to ensure the tasks are critical to performance of the job.

### Step 3—Skill Analysis

The profiler leads the job incumbents through a process of linking the job tasks to the WorkKeys skills and skill levels.

### Step 4—Documentation

The profiler documents the results in a customized report.

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## The profiling process offers many benefits

### **A detailed, customized task list**

This task list is the first step in developing a comprehensive job description, training materials, performance appraisal forms, and other tools.

### **A customized report that supports the use of WorkKeys skills**

Job profiling results are documented by the profiler in a detailed report containing the customized task list and the in-depth, descriptive rationale linking the tasks of the job to the WorkKeys skills and skill levels.

### **Useful information for hiring, promotion, and training**

Because the use of WorkKeys assessments is validated through the job profiling process, you can feel confident using WorkKeys assessments to make selection, advancement, and training decisions.

### **Support from employees**

There is an increased likelihood that you will get buy-in and goodwill from employees, since they actually participate in the job profiling process.

## ACT Job Analysis Options

We offer three types of job analysis linked to our WorkKeys employee selection and development system. Your business and HR practices can help you determine which approach—Job Profiling, SkillMap®, or WorkKeys Estimator—best meets your organization's needs.

For more information, call 1-800/WORKKEY (967-5539) or visit our website at [www.act.org/workkeys/profiling](http://www.act.org/workkeys/profiling).

### **Contact Information**