



## **WorkKeys® Assessment**

WorkKeys® is a comprehensive system for measuring, communicating and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed in both individual persons and in actual jobs. WorkKeys® is instrumental in correctly identifying individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys® assessment and job profiling systems are EEOC compliant and legally defensible. When properly used, businesses can make hiring and promotion decisions based on WorkKeys® with confidence and security.

WorkKeys® is nationwide and is rapidly becoming the standard for measuring and communicating basic workplace skills. WorkKeys® is currently used in all 50 states in the United States.

WorkKeys® is a Flexible System of Components which includes:

- Job Profiling – Determining the basic skills – Determining the basic skills required for individual jobs and occupational careers
- Assessment – Measuring the basic skills that individuals can apply to workplace situations
- Training – Curriculum guidelines from ACT and ACT Level 1 publishers designed to improve an individual's skills so that they can be successful in jobs of their choice
- Research – ACT's extensive research and validation has resulted in a tool that, when properly used, is EEOC compliant and legally defensible.

WorkKeys® deals with the foundation skills required by all jobs, such as reading, mathematics, teamwork and others. These skills are required by essentially all jobs, from entry-level positions to white-collar professionals, although to different degrees in each job.

The WorkKeys® assessments present workplace situations, reading materials, problems and messages for the employee to respond to and/or resolve. Each assessment is constructed with a number of levels, with each successive level more complex than the previous. The assessments include:

- Business Writing
- Listening
- Reading for Information
- Writing
- Applied Mathematics
- Applied Technology
- Locating Information
- Observation
- WorkKeys® Readiness
- Spanish WorkKeys® (Applied Mathematics, Applied Technology, Locating Information, Reading for Information)

## **WorkKeys® Job Profiling**

Job profiling is the process of determining the basic skills that a person needs to do a specific job successfully. This task is performed by an ACT-trained and licensed profiler. The profiler meets with actual employees, subject matter experts, and others involved in the job assignment. Together, this team develops a list of task required to perform the assignments. This task list is then analyzed for the basic skills that are required to perform each task. The team sorts the tasks and skills by the skill area and the skill level (or complexity) within each skill area. The result is a job profile. The profile lists the basic skill areas that are most important in the job, and the amount of each skill that is required to perform the job successfully. The job profile may include only some of the skill areas, which are most important to performing the job correctly.

For more information on WorkKeys Profiling please contact:  
Hy Small at 864-467-8085 or email him at [hsmall@greenvillecounty.org](mailto:hsmall@greenvillecounty.org)

For more information on WorkKeys® Assessments please contact:  
Charlene Gilliam at 864-467-7506 or email her at [cgilliam@greenvillecounty.org](mailto:cgilliam@greenvillecounty.org) or  
Brentleigh Crow at 864-467-7586 or email her at [bcrow@greenvillecounty.org](mailto:bcrow@greenvillecounty.org)

You may also visit the [WorkKeys®](#) website for further information.