

## Comparison of ACT's WorkKeys Job Analysis Options

The following table compares the three types of job analysis linked to ACT's 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.

	Job Profiling	SkillMap	WorkKeys Estimator
Overview	<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>	<ul style="list-style-type: none"> <li>• Uses a Web-based process to gather job task and WorkKeys skill information individually from job incumbents</li> <li>• Generates a report containing job-related information (e.g., task list, skill levels)</li> <li>• Provides an EEOC-compliant process that can be used to support hiring, promotion, and training decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Enables quick estimates of WorkKeys skills and skill levels</li> <li>• Supports recruiting plans and setting of training goals</li> <li>• Provides a useful tool for small employers</li> </ul>
Method	<ul style="list-style-type: none"> <li>• Uses 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>	<ul style="list-style-type: none"> <li>• Uses Web-based format completed individually by job incumbents</li> <li>• Facilitated by an administrator within the company or an external consultant such as an ACT-authorized job profiler</li> <li>• Produces a list of job tasks based on tasks from the O*NET™ database and the writing of additional tasks</li> <li>• Uses expert task ratings to determine criticality of the tasks</li> <li>• Formally links tasks to skills</li> <li>• Makes quantitative determination of skill levels by using the criticality ratings of the tasks matched to skill levels</li> </ul>	<ul style="list-style-type: none"> <li>• Uses paper-based format</li> <li>• Uses O*NET titles</li> <li>• Uses WorkKeys Occupational Profile data</li> <li>• Matches job requirements to WorkKeys skills</li> <li>• Uses job incumbents to estimate skill levels</li> </ul>
Benefits	<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>	<ul style="list-style-type: none"> <li>• Provides a direct link between the job and the assessments</li> <li>• Generates an automated report documenting the results</li> <li>• Enables job incumbents to participate at times that best fit their schedules</li> <li>• Requires no training, with online instructions and a user-friendly format</li> </ul>	<ul style="list-style-type: none"> <li>• Offers a fast, efficient process</li> <li>• Is an easy-to-use, step-by-step tool</li> <li>• Provides forms on CD-ROM to document all decisions</li> <li>• Does not require training</li> </ul>

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

## **Contact Information**