



# 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 to make hiring, advancement, and training decisions.

description, training materials, performance  
Jacksonville Medical Center

- 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.

## 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

**K** identify the skill levels required for entrance into a program of study and for program completion.

**÷** 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.