

# ENHANCE YOUR WORKFORCE



A trusted solution for workplace success, ACT® WorkKeys® Profiling links job tasks with job skill assessments to pinpoint benchmarks for recruitment, hiring, training and advancement. Employees help inform the customized job analysis through a focus-group approach, and the employer gains valuable reports and information. Limited grant funding is available.

## ALIGN THE RIGHT SKILLS WITH THE RIGHT JOBS. PARTICIPANTS ENJOY:

- Detailed, customized task list aligned with the job description
- A personalized content validity report linking job tasks to WorkKeys® skill levels
- Useful information for hiring, promotion and training
- Employee participation to increase buy-in and goodwill

### CONTACT YOUR REGION'S ACT AUTHORIZED PROFILER FOR WORKFORCE SOLUTIONS:

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Owens-Illinois (O-I), Danville, Virginia

*The implementation of this process has improved the efficiency of our interviewing. We are talking to applicants with a real motivation to work at O-I who have proven skill levels. The profiling and WorkKeys program provides us a valid and well-documented screening tool. Having IALR provide the testing location and proctor insures an unbiased result that is difficult to challenge.*

**Stephanie McGuire, HR Manager, O-I Danville, VA**



### WORK READINESS SKILLS ASSESSMENTS

*Success on these three WorkKeys® assessments will lead to a National Career Readiness Certificate*

**APPLIED  
MATH**

**WORKPLACE  
DOCUMENTS**

**GRAPHIC  
LITERACY**

**ACT**® WorkKeys®  
Assessments

## **ACT WorkKeys National Career Readiness Certificate (NCRC)**

The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

**ACT**® WorkKeys®  
NCRC