



The WorkKeys system is used by businesses, educational systems, and job training programs throughout North America.

WorkKeys is Administered by:

The North Central Wisconsin Workforce Development Board.

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The WorkKeys® System in Action

WorkKeys® is a workplace skills analysis and assessment system developed by American College Testing (ACT) to help business and industry match workers with appropriate jobs and manage human resources more effectively.

The scientifically developed WorkKeys® system help businesses:

- evaluate job requirements in several key skill areas through job profiling
- hire and promote employees based upon skills measured through testing
- upgrade skills of existing staff to better match job requirements through training

A job profile identifies the skill levels employees must have to perform a specific job in a particular company, based upon information provided by people who actually perform those jobs. Job profiles can establish ratings for the following skills, all of which can be measured by WorkKeys® assessments:

- Applied Mathematics
- Listening
- Writing
- Reading for Information
- Applied Technology
- Locating Information
- Teamwork
- Observation

The WorkKeys® program meets the requirements of the Uniform Guidelines for Employee Selection Procedures, which have been adopted by the Equal Employment Opportunity Commission (EEOC), and complies with Americans With Disabilities Act (ADA) guidelines for employment testing instruments.

The WorkKeys® assessment program can play a key role in helping businesses:

- establish job-related criteria that, along with other factors, can assist them in making hiring, promotion, and training decisions;
- reduce employee turnover and attrition costs by improving the match between work and workers, thus substantially reducing hiring costs and improving employee morale;
- strengthen competitiveness by maximizing employee productivity; and
- enhance and develop the skills of their employees.