



SOUTH CAROLINA

WORKREADY COMMUNITIES

JOB PROFILING

01 DEVELOP TASK LIST

An ACT-authorized job profiler itemizes the job into tasks using national data, information from your business and an onsite tour.

02 ANALYZE TASKS

The profiler then meets with the job's subject matter experts to customize the task list. Each task is rated for importance so the task is prioritized.

03 ANALYZE SKILLS

The profiler then works with subject matter experts to link the job tasks to correlated WorkKeys skills and skill level.

04 REPORT

When the job has been profiled, your business will receive a customized, detailed report.

Job profiling gives your business a comprehensive hiring tool so you can make the right hire each and every time.

No cost job profiles are available through the South Carolina Work Ready Communities initiative. This customized measurement tool identifies skills and skill levels needed to perform a job in your company. The skill level is then matched with a WorkKeys test score, which jobseekers can take, at no cost, through their local SC Works center, technical college or adult education facility.

By profiling your jobs, you can feel confident using WorkKeys tests to make your selection, training and advancement decisions.

Hiring

Eliminate a daunting pile of resumes with job profiling. By matching WorkKeys scores with a job's required skill level, you are able to identify qualified individuals more quickly and efficiently. Standardizing your hiring process also ensures compliance with Equal Employment Opportunity Commission requirements.

Training

Identifying and managing your training needs can be costly, timely and inefficient. Profiling the skills needed for your job openings more quickly identifies your businesses' specific training needs; improving productivity and quality.

Retaining

High turnover and safety concerns are frustrating for any business owner. Let job profiling work for you by hiring quality individuals with verified skill levels. This improves retention and productivity rates, reduces workplace accidents and allows you to promote from within.

Visit scworkready.org to start profiling your jobs today.