



WorkKeys[®]



Personal Skills Assessments

ACT[®]



**The Gold Standard
in workplace
assessment
is now the most
comprehensive**

Why measure personal skills?

High productivity and performance are essential to maintaining your edge in today's competitive markets. All around the world, businesses need highly skilled people who deliver results on the job. Smart human resources professionals understand that high performance takes more than hard skills. Employees with honesty, dependability, cooperation, discipline, and other positive traits are essential to an organization's success. People who find their jobs rewarding, work harder and make your business succeed.

Why should you measure your employees' personal skills?

- Measuring Foundational Skills + Personal Skills = greater accuracy in predicting job performance
- More than 40 percent of Fortune 100 companies use personality assessment in hiring decisions
- Computerized assessments can enhance convenience and lead to cost-effective talent management systems
- Poor selection decisions can cost your company three times the annual salary paid to a new employee
- Reliable, valid tests of personal traits can reduce adverse impact in selection decisions

The newest solutions to personal skills assessment

You already know WorkKeys® from ACT as the nation's leading job skills assessment system that measures "real world" foundational skills critical to job success. Now, WorkKeys has added three personal skills assessments—**Talent, Fit, and Performance**—to measure personality factors in terms of job behavior, performance, and productivity. Use these new tools to address your challenges at every stage of the talent management process.

Prescreening—Find dependable employees and save time in the process. Use our Performance assessment to screen for negative work attitudes and risky work behavior. Our Fit assessment helps you match work attributes that are important in the job to the candidate pool.

Selection—Benchmark and sort individuals based on occupational needs. Our personal skills assessments enable you to compare job candidates' attitudes and behaviors to top performers in a specific job.

Coaching and Development—Compare individuals' attitudes and behaviors to provide coaching and development feedback and to assist employees with their career plans.



Talent

Gain a new perspective on predicting job performance by considering how twelve personal attributes can enhance decisions about hiring and developing productive employees. Talent links these traits to career success and establishes reliable, valid methods of determining which job candidates possess the greatest potential to succeed in your work environment.

- Carefulness
- Cooperation
- Creativity
- Discipline
- Drive
- Goodwill
- Influence
- Optimism
- Order
- Savvy
- Sociability
- Stability

Customize Talent applications with benchmarking studies that help you understand the qualities that distinguish your organization's top performers. Use benchmarks to add a new dimension to candidate selection and to build training initiatives to develop your next generation of leaders.

Measures:

- Key personal traits linked to job success

Use for:

- Selection
- Training
- Promotion

Details:

- 165 survey items
- Internet delivered
- 30–35 minutes to complete
- Immediate test results

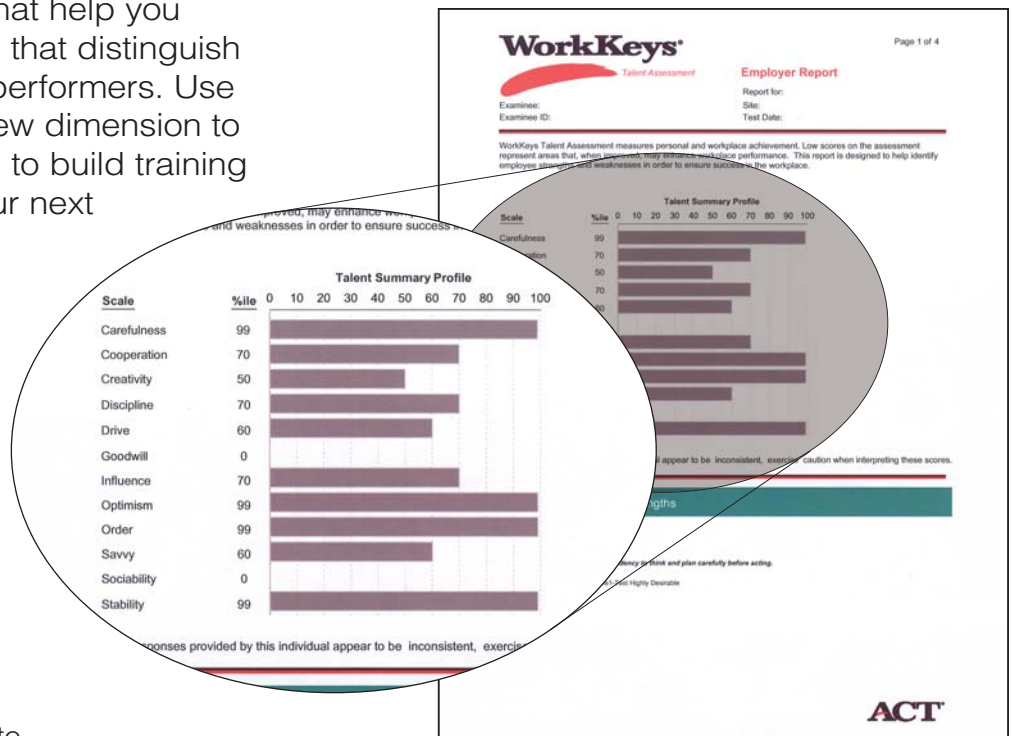
Talent Sample Test Item

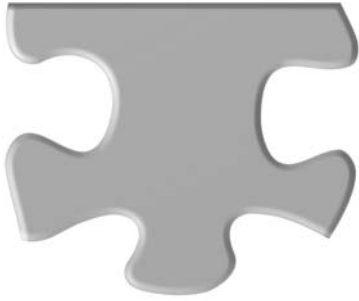
Read each statement and indicate how well it describes you:

I am not very creative.

It's okay to be disorganized.

I am skeptical of other people's motives.





Fit

Knowledge and skills are just part of the puzzle in predicting future job performance. Fit helps you raise performance by understanding how individual interests and values relate to productivity. People who find their jobs interesting and rewarding will likely perform to higher standards and experience greater satisfaction on the job. Use this assessment to identify candidates with attributes that fit tightly with your jobs or to promote employees with traits that demonstrate their ability to take on greater responsibility.

Measures:

Work-related interests
Values aligned to job fit

Use for:

- Training
- Promotion
- HR planning

Details:

- 102 survey items
- Internet delivered
- 15–20 minutes to complete
- Immediate test results

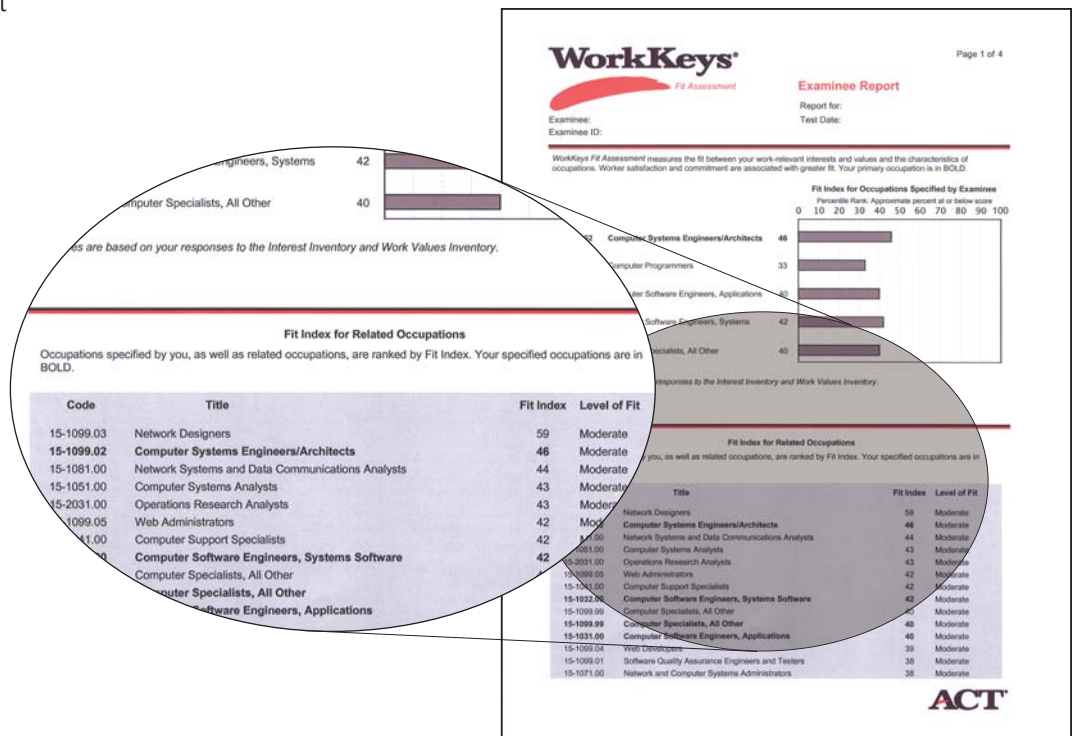
Fit Sample Test Item

Indicate how important each of these is to you:

Telling people what to do; controlling the behavior of others.

Creating something new or finding new ways of doing things; original thinking.

Improving the lives of others by activities such as teaching, physically assisting, or mentoring.





Performance

Performance gives you the power to identify unsafe behaviors before they get into your workplace. Use the Performance Index to understand personal attitudes about work and tendencies to avoid risky behaviors. These attributes are essential to maintaining high productivity and personal integrity on the job. Results are reported individually for use in multi-hurdle hiring systems or rank ordered to help you prescreen and choose the most desirable candidates for your workplace.

Measures:

- Work attitudes
- Potential for unsafe behavior

Use for:

- Pre-screening
- Selection

Details:

- 60 survey items
- Internet delivered
- 10–15 minutes to complete
- Immediate test results

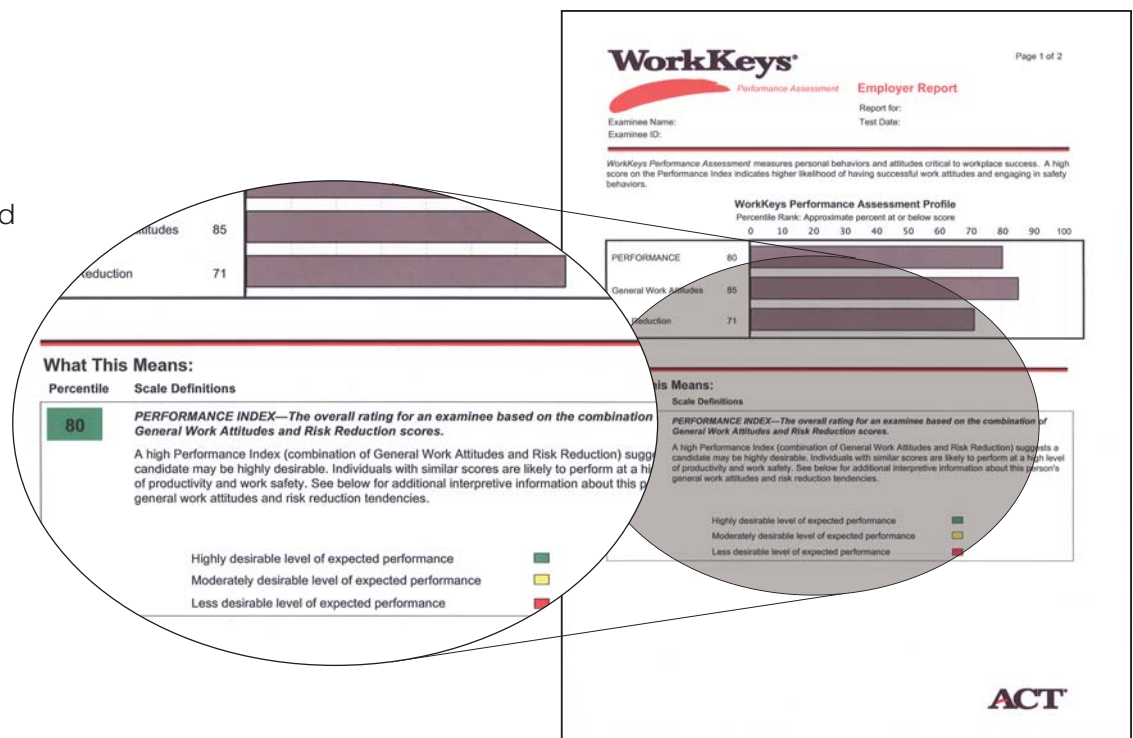
Performance Sample Test Item

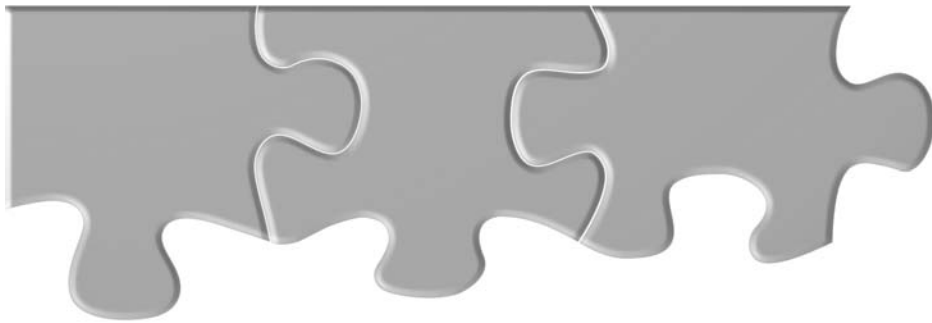
Read each statement and indicate how well it describes you:

It's important to me to always be right.

I rebel against my boss by putting off assignments.

If I found a credit card at work I would keep it.





Unlock the power of your workforce with the most comprehensive workplace assessment system available.

What is WorkKeys?

For nearly two decades, WorkKeys has been one of the nation's leading employability assessment systems, measuring skills employers believe are important to job success. The system was originally developed to assess foundational skills and recently has been expanded to offer personal skills assessments. WorkKeys measures skills that are valuable for any occupation—skilled or professional—and at any level of education. Assessments are available in four key areas.

Communication

Business Writing, Listening, Reading for Information, Writing

Problem Solving

Applied Mathematics, Applied Technology, Locating Information, Observation

Interpersonal Skills

Teamwork

Personal Skills

Performance, Talent, Fit

WorkKeys assessments can be taken at schools, businesses, or other approved locations. Several assessments are available in computer-based and Spanish versions.

WorkKeys foundational skills and personal skills assessments offer the most comprehensive resource available to measure the skills of your current and prospective employees.

To find out how the new WorkKeys Performance, Talent, and Fit assessments can unlock the power of your workforce, call 1-800/WORKKEY (967-5539) or visit our website at www.act.org/workkeys/assess/personal.html.

