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Job Profilers Available to Assist Businesses Statewide

PIERRE, S.D. – The South Dakota Department of Labor and Regulation (DLR) has provided funding for three individuals to complete ACT's WorkKeys® job profiler training. These certified profilers are now available to assist businesses statewide.

ACT Inc.'s job profiling analysis system helps businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skill levels they need to qualify for and be successful in the jobs they want.

“The WorkKeys job profiling component offers a concrete way for organizations to analyze the skills needed for specific jobs and to describe those needs to educators, students and job seekers,” said State Labor and Regulation Secretary Pam Roberts.

Job profiling identifies the skills and WorkKeys skill levels an individual must have to perform successfully for each position. By comparing job profile information with individuals' WorkKeys assessment scores, organizations can make reliable decisions about hiring, training and program development.

“The benefits of job profiling are reducing employee turnover, establishing an employee selection process, improving training practices and documenting employee and business competitiveness,” said Secretary Roberts.

The profiling procedure is designed to systematically develop accurate profiles through a task analysis to select the tasks most critical to a job, a skill analysis to identify the skills and skill levels required at the entry level and for effective performance on that job, and skill ranking to determine the WorkKeys skills most critical to the job.

Larry Porterfield with Career Learning Center of the Black Hills, Davin Johnson with Aberdeen Cornerstones Career Learning Center and Sheri Duke with Southeast Job Link are available to assist businesses statewide. For more information, contact any DLR local office or visit www.sdjobs.org.