

**EMPLOYER QUICK REFERENCE GUIDE TO WORKKEYS AND THE NCRC
WISCONSIN JOB SERVICE
NOVEMBER, 2010**

I NCRC Preferred: Recruitment

- Place NCRC Preferred on job orders and employment ads.
- Ask applicants “Do you have your NCRC?”
- Consider the NCRC as *one part* of hiring process.

Test Costs: Covered by Job Service

Profiling Costs: Not Applicable

II NCRC Preferred: Promotional and Training

- Consider the NCRC as *one part* of internal promotion process.
- Test incumbent workers to identify training needs and target training dollars.

Tests costs: Not Covered by Job Service

Profiling Costs: Not Applicable

III NCRC Required: Recruitment, Promotional, or Training

- Have a position profiled by an authorized ACT Trained Job Profiler.
- Require entry scores on certain assessments, or possibly certificate level, based on profile outcomes.
- Test incumbent workers to identify training needs and target your training dollars, while holding job incumbents accountable (i.e. – high stakes decision making).

Test costs for applicants: Covered by Job Service

Test costs for incumbent workers: Not Covered by Job Service

Profiling Costs: Negotiable

Contact Information

For more information, please contact:

Kristina Thole, PHR

Employer Outreach Coordinator / ACT Authorized Job Profiler

Wisconsin Job Service

kristina.thole@dwd.wisconsin.gov

Phone: 608-267-7214

Fax: 608-267-0330