

# Business & Talent Enhancement Services

## “JOB PROFILING”

The *Genesee/Shiawassee Michigan Works!* Business & Talent Enhancement Services Department will utilize a job skills assessment system that helps you select, hire, train, develop, and retain a high-performance workforce. **We can profile work to analyze the skills needed for specific jobs in your organization.** The profiles offer concrete ways for you to describe the skills you need for particular jobs. Job applicants can use their assessment scores to determine how their skills measure up to those required. Job profiling assessments can include:



- **Applied Mathematics:** This assessment measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.
- **Locating Information:** This assessment measures the skill people use when they work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.
- **Reading for Information:** This assessment measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. Reading for Information materials do not include information that is presented graphically, such as in charts, forms, or blueprints.
- **Other available profiling assessments:**
  - Applied Technology
  - Business Writing
  - Listening
  - Teamwork
  - Workplace Observation
  - Writing



**Call the Genesee/Shiawassee Michigan Works!** Business & Talent Enhancement Services Department for details and further information at (810) 233-5974 ext. 349 or (800) 551-3575 ext. 349

***“We help you become more diversified, versatile and profitable”***