



# Work Profile System



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## Why use the Work Profile System?

- WPS is cost-effective. The cost of replacing a worker is estimated to be 1½ times their annual salary.
- WPS offers assessments that are job relevant.
- WPS provides you with a customized assessment process.
- WPS can help improve the interview process.
- WPS offers support for equal employment.
- WPS is objective and unbiased, adding fairness in the hiring process.
- WPS is a flexible program, designed to meet your needs.

For more information:

Contact Workforce Solutions  
at (270) 824-8658  
or email [aggie.west@kctcs.edu](mailto:aggie.west@kctcs.edu).

[www.madisonville.kctcs.edu](http://www.madisonville.kctcs.edu)



KY-WINS and other state grant funding may be available for your training project.



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CUSTOMIZED EMPLOYEE TRAINING



## About the Work Profile System

The Work Profile System (WPS) is an advanced system of job analysis. Fast, accurate, and easy-to-use, it represents one of the most important developments in psychometrics in recent years.

## How the Work Profile System Works

In the past, job analysis has often been looked upon as an inexact and time-consuming process. WPS helps streamline the job analysis and hiring process.

The first step is to collect job information through a structured questionnaire. This process is performed with the assistance of four to six employees who are considered experts on the jobs being analyzed.

WPS analyzes the job information and the output is validated by the job experts, assuring accuracy and completeness. The result is a database for each



job profiled. This database can be utilized for a variety of employment purposes, producing an efficient and accurate system for human resource management.

## Uses of the Work Profile System

### Employee Selection

Once a job analysis is completed, a battery of assessment instruments is identified which accurately measures the skills and abilities that are essential to be successful on the job. Job applicants progress through a customized assessment process, which produces an applicant-to-job match that is a measure of the individual's ability to successfully perform the job. In addition, a structured interview can be produced which will greatly enhance the selection process.

### Performance Appraisal

Essential job functions identified from the job analysis will provide the foundation upon which employees will be evaluated. Each task will be weighted to ensure that the appraisal

truly represents the overall contributions of each employee.

### Job Evaluation

Through the use of the job analysis and other key information from your organization, we can determine the relative worth of each job being analyzed. We can also create a value scale for each of the jobs being analyzed.

### Restructuring

WPS can easily group similar jobs and procedures, resulting in streamlined and cost-effective processes.

## Work Profile System Services

In addition to the commonly used employee selection, performance appraisal, job evaluation, and restructuring, WPS can also be used for:

- Job analysis
- Structured Interview Development
- Individual assessment
- Competency profiling
- Performance management
- Job descriptions

Ensuring equal opportunities and compliance with ADA are essential foundations of WPS.

