

# TalentNEO



## Connecting Employers and Jobseekers Through a Common Language – Skills

### WHAT IS TalentNEO?

TalentNEO uses a skills-based hiring model to help employers consider the skill score of a prospective employee as a part of their hiring process.

### WHAT IS SKILLS-BASED HIRING AND WHAT TYPES OF POSITIONS CAN USE IT?

The traditional way of hiring relies on degrees, resumes, and experience as the best predictors of a candidate's potential to succeed on the job. However, many companies are not finding candidates with the right skills. TalentNEO uses WorkKeys® as a validated reference for the candidate's current skill levels and their ability to effectively learn on the job since this is not always immediately apparent through education levels and experience. TalentNEO uses objective and validated measures of workplace skills for jobs across all levels -- from entry to executive.

### HOW DOES TalentNEO MATCH JOBSEEKERS WITH EMPLOYERS?

When employers post a job opening, OhioMeansJobs.com automatically assigns WorkKeys skills scores to the position description, indicating the skill levels preferred for that particular job. Jobseekers take WorkKeys assessments and receive skills scores, which can then be used to conduct a job search based on a skills scores match. Job opportunities are available to jobseekers based on their scores. In Cuyahoga and Summit counties, more and more jobseekers are taking WorkKeys assessments and can voluntarily include their results with their application or on their resumes.

### WHAT ARE WORKKEYS ASSESSMENTS?

WorkKeys assessments were created by ACT—the makers of the college entrance exam. They assess real world, workplace skills needed for most jobs. Visit ACT for more information about WorkKeys assessments: <http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys.html>.

### WHICH SKILLS SCORES ARE UTILIZED?

Extensive research and data from nearly 20,000 occupations has identified three foundational skills essential to success in most jobs –

- **Applied Math:** applying mathematical reasoning to work-related problems.
- **Graphic Literacy:** using information taken from workplace graphics such as diagrams, floorplans, charts, and graphs.
- **Workplace Documents:** reading and using work-related instructions, policies, and written text.

TalentNEO makes other assessments available to meet your needs including Applied Technology and Workplace Observation.

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## HOW ARE THE SKILLS SCORES ASSIGNED TO MY JOB POSTING?

Based on the job title, OhioMeansJobs.com uses technology that incorporates WorkKeys job profiles and publicly available O\*Net codes to determine the necessary Applied Math, Graphic Literacy, and Workplace Documents skills scores associated with your specific position. Skills Scores are added automatically to your job description, and there is no cost.

## WHAT DO THE SCORES ACTUALLY MEAN?

Skills scores range from Level 3 to Level 7. The higher the score, the higher the skill. Learn more at <http://talentneo.org/jobseekers/>

## WHERE CAN JOBSEEKERS TAKE THE WORKKEYS ASSESSMENT?

There are multiple testing locations throughout Northeast Ohio. Jobseekers can visit <http://www.neo.schedulenow.me> to find a convenient location and schedule an assessment or visit <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx> to practice online.

## DO THESE SCORES MEET EEOC GUIDELINES?

The preferred scores provided by TalentNEO are based on the publicly available O\*Net occupation database. The preferred scores are provided to help employers use WorkKeys as one aspect of evaluating candidates for hire and do not meet EEOC guidelines for requiring WorkKeys scores in the hiring process. Employers interested in requiring WorkKeys scores as part of their hiring may contact TalentNEO for more information. The scores and other information provided should in no way be construed as providing a legal opinion concerning the usage of WorkKeys in an employer's hiring process.

## WHAT IS A PARTNER EMPLOYER AND HOW DO WE BECOME ONE?

If you are in Northeast Ohio, a TalentNEO Partner Employer is an employer who agrees to use skills scores as part of their candidate recruitment and selection process. TalentNEO provides support to Partner Employers by providing:

- Preferred skills scores,
- Information about integrating required or preferred skills scores into their job descriptions, and
- Evaluation of existing workflow to support skills-based hiring.

## I'M INTERESTED IN BECOMING A PARTNER EMPLOYER. I HAVE ADDITIONAL QUESTIONS.

For more information, please contact Michelle Collins, 330-630-4626, [mcollins@conxusneo.jobs](mailto:mcollins@conxusneo.jobs) for information on who is leading the work in your sector.



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