

# CAREER DEVELOPMENT

**"KNOW YOUR STRENGTHS AND WEAKNESSES"**

According to the American Management Association (March 1999)

## APPLICANTS UNPREPARED? or HIGHER SKILL LEVELS REQUIRED?

**FACT:** More than 1/3 of job applicants last year lacked skills required to do the job they were applying for ---

**FACT:** 36% of all applicants did not have sufficient READING and MATH skills for the job they were applying for ---

**CONSIDER:** These facts are not evidence of a "dumbing down" workforce, but instead it testifies to the higher skill levels where new technologies have raised the bar for job applicants in terms of LITERACY and MATH.

### SPECIFIC JOB SKILLS:

- 46% of businesses test applicants in typing and data entry
- 37% of businesses test word processing skills
- 28% of businesses test in spreadsheet and data process software

**FACT:** Only 9% of businesses surveyed hire applicants whose tests show deficiencies and then enter them into training programs.

**FACT:** Businesses are less likely to administer psychological profiling than in the past – Only 39% -- down from 52% last year.

**FACT:** Many companies continue testing job skills after an applicant is hired. About half of the companies do JOB SKILL TESTING with current employees for evaluation, career development, or training assessment.