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**DATE:** October 8, 2013

**TO:** Oregon Workforce Partnership, Oregon Employment Department  
Managers, NCRC Points of Contact

**FROM:** Karen Humelbaugh <sup>kmh</sup> Workforce Division Director, CCWD

**SUBJECT:** NCRC Guidance 04-10  
NCRC Prefer versus Require

The purpose of this guidance is to clarify questions relating to "preferring" or "requiring" the NCRC during Oregon's statewide implementation. Oregon's approach is to encourage employers to prefer, not to require, the NCRC in hiring.

This means that an NCRC is one factor in many that may be considered in the hiring process. Even individuals applying for a position who don't have an NCRC would be considered, based on other considerations that indicate a good fit with the job. The employer then determines, in the final decisions on who will be interviewed and hired, what weight the NCRC will be given as one factor in many in the selection decision.

As an example, whether or not someone has a particular college degree or credential doesn't guarantee they will be the right fit for a particular job, so the NCRC is not the only factor to consider. Many elements in the hiring process can be subjective. The NCRC is particularly valuable in that it provides objective documentation of an applicant's foundational workplace skills.

To require the NCRC is problematic, based on guidance from ACT and the lack of public resources to do extensive job profiling in Oregon. According to ACT guidelines, to require the NCRC, the specific job at that specific location, with that particular employer, and be conducted by a licensed ACT profiler. This requires an investment of up to 100 hours of staff time (an average of five staff members doing the job in question, participating as a group in about 20 hours of interviews), as well as the cost for the profile (estimated at between \$4,000.00 and \$6,000.00).

Employers who wish to explore this option will be assisted by a list of ACT profilers who have indicated that they would be willing to do profiles in Oregon.

Preferring the NCRC provides the employer with most of the benefits of using this tool in their hiring practices, without the significant time and money investments in profiling and other activities that requiring the NCRC would involve.

If you have any questions contact Evelyn Roth at 503-947-2431 or [Evelyn.M.Roth@state.or.us](mailto:Evelyn.M.Roth@state.or.us)

