

Webinar Summary – February 7, 2019

Kim Bilawchuk: Best Practices for Reviewing a Drive Report

This document is a summary of how Kim Bilawchuk, Career Coach, reviews a Drive report with her clients. She places the greatest emphasis on the Personal Skill Chart, Skill Set Portfolio, Career Guides and Strategic Skill Profile. She also touches on the Skill Development section.

Before Reviewing the Report

To get a sense of how much thought the client invested in reviewing their Drive report, she asks:

- Tell me about what it was like to take the assessment
- What did you learn from your results?
- What confirms what you already know?
- What surprised you?

Some clients prefer to have her guide them through the meaning of the report.

Review of the Personal Skill Chart

Top 4 Categories:

She begins by validating the results by asking if the top Skill Categories are a fit. She then reviews the specific skills with emphasis on the 12's (High Proficiency and High Importance skills) and probes for the following:

- Provide examples of how you have demonstrated these skills in your professional life, or in on-campus and volunteer activities, classes and hobbies. She feels that skills used in activities that go beyond work, such as hobbies, may point out strengths that they should build on in a career.
- How do your top categories tie together? How do they relate to your current job or those you may be exploring or considering?
- Which of these skills are expressed on your current resume? Which skills are you using in a current, past or favorite job(s)? She notes that clients often don't list their preferred skills on their resumes.

Bottom 2 Categories:

Typically, Kim doesn't spend much time on lower categories except to point out any high skills, asking if these skills relate to the skills used in their top 4 categories, or other areas of their life. She reassures the client that it is okay to not be good at everything.

Review of the Skill Set Portfolio

The Portfolio reshuffles the skills from the Personal Skill Chart and arranges these skills into Skill Sets – buckets or groups of skills that are used together to perform common work tasks. The Skill Sets can be used to highlight their strengths on resumes. They serve as labels to showcase strengths in functional or hybrid resumes. They can also be used to demonstrate skills and experience they are not using in their current role. These themes can be foundational for crafting answers to interview questions. She points out that if these skills are not on job descriptions, the client may be looking at the wrong kind of job.

Review of the Career Guides – Snapshot and Expanded Guide

Using the Snapshot, Kim asks clients to point to jobs or job titles that pop out for them. These could be jobs they could or may want to do. She asks which jobs are most appealing or may be interesting to learn more about. She encourages them to let go of any “shoulds” about these jobs and instead focus on what is appealing. She explains to the client that this part of the process can be messy but to stick with it. She also notes that the Expanded Guide uses broad occupational categories, so a client could reject an area because they don’t know what it entails. An example would be a Police Officer. This job falls under the category Government, but the client may not think of Government as an area of interest. With the Expanded Guide, Kim will also have the client dig into some jobs on O*Net to see if there is alignment with their skills and interests.

Review of the Skill Development Section

Depending on the amount of time and the client’s situation, Kim may have them focus in on a few skill development suggestions. She may go back to this section with a client at a future time when relevant.

Review of the Strategic Skill Profile

Kim finds the Strategic Skill Profile to be a great visual summary of a client’s most important skills. She pays particular attention to the Dominant skills as they are central to a client gaining the greatest satisfaction in their work. She explains that the Support skills add value and depth to the other skills and may be of high value to employers. The High Potential Skills are important as they are areas of potential growth and continuous learning for the individual.

She may return to this section in future coaching sessions to re-focus the client. She may also suggest they print it out to use as a visual reminder.

Question from Q & A – What do you cover in a typical three-session assessment coaching package?

In the first session, Kim generally spends about one hour on the SkillScan Drive report as outlined above.

Between the first and second session, she often has the client complete the following exercises from the SkillScan site at www.skillscan.com-learningcenter-resources: Values Assessment Exercise, Discovering Your Interests, Personal Traits Exercise and Ideal Work Environments. She typically emails these fillable PDF exercises to the client, and the client completes them and emails them back for her to review before session two. Session two is devoted to exploring the results of these exercises.

Kim calls the third session a “Now What” session. She reviews the key themes from Drive with the client and applies the results to their goals and needs. Some clients will use the results to plan how to grow in their current job, those considering a 180-degree career change may begin exploring career options that align with their results, and job seekers can use the results to craft a resume, prepare for interview questions, and develop a positioning statement for networking.

Summary

Kim finds Drive to be one of the most useful assessment tools she offers. She feels that Drive and the complementary resources available on the SkillScan website are a fast and cost-effective solution for client career assessment.