

**Your Drive Report outlines your greatest strengths to:**

- **Focus:** Clarify your skills that give you personal satisfaction
- **Explore:** Research career and educational options that optimize your strengths
- **Develop:** Build your skills to enhance your marketability
- **Market Yourself:** Leverage your strengths in resumes, interviews and networking.



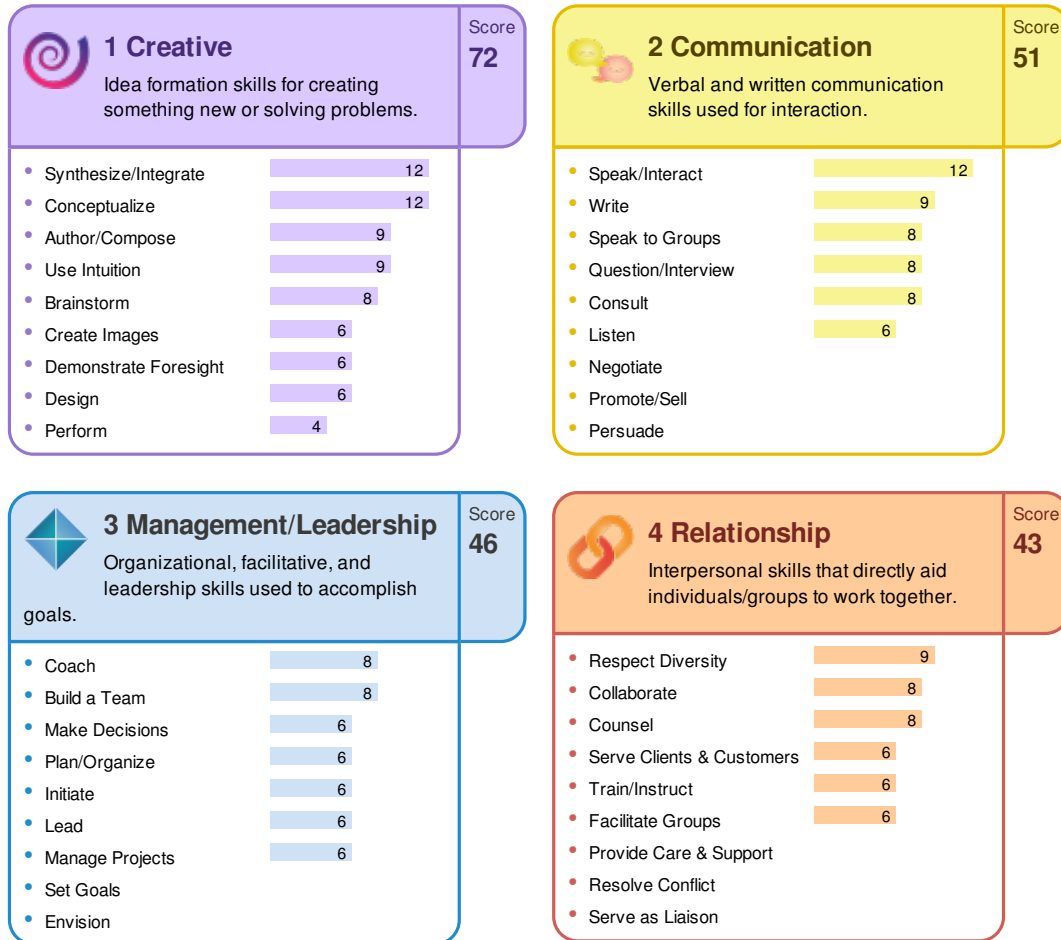
## Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.



\*Scoring key below

### Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

## Detail for Lowest 2 Skill Categories and Individual Skills




### 5 Analytical

Information management and evaluation skills used to achieve goals.

Score  
**26**

- Evaluate 12
- Budget 6
- Forecast 4
- Research 4
- Compute
- Manage Data
- Solve Problems
- Categorize
- Analyze



### 6 Physical/Technical

Physical skills used to interact with machines, technology, and the environment.

Score  
**12**

- Sketch/Draw 6
- Install/Operate 6
- Observe
- Use Hands
- Use Body
- Restore/Renovate
- Repair
- Inspect/Test
- Build/Construct

<b>Score Key</b>	12 = High Proficiency	9 = High Proficiency	8 = Moderate Proficiency	6 = Moderate Proficiency	4 = Moderate Proficiency
	High Importance	Moderate Importance	High Importance	Moderate Importance	Low Importance



## Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into “Skill Sets” within your top 4 Skill Categories. Skill Sets describe your specific strengths used to perform common work tasks and functions.

Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Skill Set Themes	Your Skill Sets	Skill Category						
<p><b>Invention</b></p> <p>Like forming connections, patterns and structures to create something new.</p>	<table border="1"> <tr> <td>12</td> <td>Conceptualize</td> </tr> <tr> <td>12</td> <td>Synthesize/Integrate</td> </tr> <tr> <td>6</td> <td>Design</td> </tr> </table>	12	Conceptualize	12	Synthesize/Integrate	6	Design	<p><b>Creative</b></p> <p>Idea formation skills for creating something new or solving problems.</p>
12	Conceptualize							
12	Synthesize/Integrate							
6	Design							
<p><b>Intuition</b></p> <p>Value relying on feelings and perceptions to form insights.</p>	<table border="1"> <tr> <td>9</td> <td>Use Intuition</td> </tr> <tr> <td>8</td> <td>Brainstorm</td> </tr> <tr> <td>6</td> <td>Demonstrate Foresight</td> </tr> </table>	9	Use Intuition	8	Brainstorm	6	Demonstrate Foresight	
9	Use Intuition							
8	Brainstorm							
6	Demonstrate Foresight							
<p><b>Artistry</b></p> <p>Enjoy expressing an inner vision through creative, artistic or aesthetic forms.</p>	<table border="1"> <tr> <td>9</td> <td>Author/Compose</td> </tr> <tr> <td>6</td> <td>Create Images</td> </tr> <tr> <td>4</td> <td>Perform</td> </tr> </table>	9	Author/Compose	6	Create Images	4	Perform	
9	Author/Compose							
6	Create Images							
4	Perform							
<p><b>Core Communication</b></p> <p>Like interacting and exchanging information with people to enhance understanding.</p>	<table border="1"> <tr> <td>12</td> <td>Speak/Interact</td> </tr> <tr> <td>9</td> <td>Write</td> </tr> <tr> <td>6</td> <td>Listen</td> </tr> </table>	12	Speak/Interact	9	Write	6	Listen	<p><b>Communication</b></p> <p>Verbal and written communication skills used for interaction.</p>
12	Speak/Interact							
9	Write							
6	Listen							
<p><b>Counsel/ Teach</b></p> <p>Value educating, developing and guiding people to reach personal and professional goals.</p>	<table border="1"> <tr> <td>8</td> <td>Counsel</td> </tr> <tr> <td>6</td> <td>Facilitate Groups</td> </tr> <tr> <td>6</td> <td>Train/Instruct</td> </tr> </table>	8	Counsel	6	Facilitate Groups	6	Train/Instruct	<p><b>Relationship</b></p> <p>Interpersonal skills that directly aid individuals/groups to work together.</p>
8	Counsel							
6	Facilitate Groups							
6	Train/Instruct							
<p><b>Core Relationship</b></p> <p>Enjoy developing and maintaining positive working relationships with individuals and groups.</p>	<table border="1"> <tr> <td>9</td> <td>Respect Diversity</td> </tr> <tr> <td>8</td> <td>Collaborate</td> </tr> <tr> <td></td> <td>Resolve Conflict</td> </tr> </table>	9	Respect Diversity	8	Collaborate		Resolve Conflict	
9	Respect Diversity							
8	Collaborate							
	Resolve Conflict							



## Career Guides

Drive provides you with a career guide of suggested career and educational options for each of your top Skill Sets. Skill Sets are specific strengths within your top categories. Most careers use a variety of Skill Sets. To optimize your career exploration:

- Prioritize the Skill Sets that are most rewarding to you.
- Use the Expanded Guide to research and evaluate the most appealing options.



### Career Guide Snapshot

Invention Skill Set	Career Options	Educational Options
<p> Like forming connections, patterns and structures to create something new.</p> <p>12 Conceptualize 12 Synthesize/Integrate 6 Design</p>	<ul style="list-style-type: none"> <li>• Architects</li> <li>• Brand Management</li> <li>• Curriculum Development</li> <li>• Historical Restoration</li> <li>• Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Design &amp; Visual Communication</li> <li>• Educational Technology</li> <li>• Media Arts &amp; Animation</li> <li>• Teacher Education</li> </ul> <p><b>Expanded Guide &gt;</b></p>
Intuition Skill Set	Career Options	Educational Options
<p> Value relying on feelings and perceptions to form insights.</p> <p>9 Use Intuition 8 Brainstorm 6 Demonstrate Foresight</p>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Fashion Design</li> <li>• Landscape Marketing</li> <li>• Photographer</li> <li>• Program Development</li> <li>• Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Art &amp; Music Therapy</li> <li>• Business Administration</li> <li>• Design &amp; Visual Communications</li> <li>• Media Arts &amp; Animation</li> <li>• Psychology</li> </ul> <p><b>Expanded Guide &gt;</b></p>
Artistry Skill Set	Career Options	Educational Options
<p> Enjoy expressing an inner vision through creative, artistic or aesthetic forms.</p> <p>9 Author/Compose 6 Create Images 4 Perform</p>	<ul style="list-style-type: none"> <li>• Copywriter</li> <li>• Film Editor</li> <li>• Fashion Designer</li> <li>• Landscape Architect</li> <li>• Technical Illustrator</li> <li>• Web Designer</li> </ul>	<ul style="list-style-type: none"> <li>• Fine Arts; Visual, Performing, etc.</li> <li>• Design &amp; Visual Communications</li> <li>• Educational Technology</li> <li>• Merchandising</li> <li>• Media Arts &amp; Animation</li> <li>• Theatre Design &amp; Technology</li> </ul> <p><b>Expanded Guide &gt;</b></p>
Core Communication Skill Set	Career Options	Educational Options
<p> Like interacting and exchanging information with people to enhance understanding.</p> <p>12 Speak/Interact 9 Write 6 Listen</p>	<ul style="list-style-type: none"> <li>• Corporate Communications</li> <li>• Curriculum Developer</li> <li>• Affirmative Action Officer</li> <li>• Medical Assisting</li> <li>• Social Work</li> <li>• Tour Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Educational Technology</li> <li>• English</li> <li>• Health Sciences</li> <li>• Psychology</li> <li>• Tourism &amp; Travel Management</li> </ul> <p><b>Expanded Guide &gt;</b></p>
Counsel/ Teach Skill Set	Career Options	Educational Options
<p> Value educating, developing and guiding people to reach personal and professional goals.</p> <p>8 Counsel 6 Facilitate Groups 6 Train/Instruct</p>	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Career &amp; Personal Counseling</li> <li>• Health Education</li> <li>• Speech Therapy</li> <li>• Social Work</li> <li>• Youth Development</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Business Management</li> <li>• Communications</li> <li>• Health Education</li> <li>• Psychology</li> <li>• Social Science</li> </ul> <p><b>Expanded Guide &gt;</b></p>
Core Relationship Skill Set	Career Options	Educational Options
<p> Enjoy developing and maintaining positive working relationships with individuals and groups.</p> <p>9 Respect Diversity 8 Collaborate Resolve Conflict</p>	<ul style="list-style-type: none"> <li>• Case Management</li> <li>• Customer Service</li> <li>• Diversity Management</li> <li>• Health Education</li> <li>• Mediation</li> <li>• Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Communications</li> <li>• Criminal Justice</li> <li>• Health Sciences</li> <li>• Political Science</li> <li>• Psychology</li> </ul> <p><b>Expanded Guide &gt;</b></p>



## Skill Development

This report displays your high potential skills (moderate proficiency and high importance scores of 8) in priority order. Use this sampling of development suggestions to prompt your own personalized ideas. Create an action plan and timeline to track your skill development.

Creative

Communication

Management/Leadership

Relationship

### Skill

### Skill Development and Training Suggestions

#### Build a Team

Assess and develop a group to improve performance.

- Build a successful team by establishing a common cause and involving everyone to give input on the team's goals.
- Join a taskforce or committee in your workplace, school or community. Use it as an opportunity to contribute to the group effort and learn about team dynamics.
- Identify each team member's strengths and challenge areas. Negotiate who will do what based on their abilities and motivation.
- Read about team dynamics to better understand the common roles that make up a well-functioning team. Identify the roles that optimize your strengths and motivation.

### Skill

### Skill Development and Training Suggestions

#### Collaborate

Work with peers or clients to achieve a beneficial outcome.

- Engage peers and colleagues in your projects by asking for their perspective, assistance, and feedback. Offer to assist your colleagues in their projects.
- Foster relationships with key people across the organization to enhance your understanding of their goals and challenges.
- Volunteer to help on a task force or committee, or take on a leadership role in a club. Look for opportunities to partner with team members on a specific problem or need.
- Take courses in psychology, human resources, mediation, group facilitation, team building, or organizational behavior.

### Skill

### Skill Development and Training Suggestions

#### Speak to Groups

Present information to groups in a compelling and effective way.

- Practice your presentation in front of a mirror or videotape yourself to identify strengths and areas for improvement.
- Involve your audience in your presentation to help engage them and keep them interested.
- Enhance your presentation by balancing emotional and analytical content, use real life stories and metaphors.
- Join a local Toastmasters Club or takes classes in public speaking and theatre arts.
- Seek out opportunities to address groups in meetings, at work, school or other supportive environments.

### Skill

### Skill Development and Training Suggestions

#### Consult

Assess needs and provide expertise to resolve a problem.

- Define the problem under study clearly and examine all facets before seeking a solution.
- Conduct research into a problem using the internet and trade journals to expand your knowledge and broaden your understanding of the issues.
- Attend conferences and network with people outside your department, company, or field to gain alternative perspectives and learn new methods and best practices.
- Volunteer to consult in your area of expertise for a non-profit organization or community group to gain skills in interviewing, researching, and offering recommendations.

**Skill****Skill Development and Training Suggestions****Brainstorm**

Produce many ideas or options without judging them.

- Encourage members in a brainstorming session to generate a large quantity of ideas before evaluating and selecting.
- Carry a notebook dedicated to capturing new thoughts and ideas.
- Take notes on each idea in a brainstorm so that you don't forget the details.
- Generate creative ways to deal with difficult problems or challenges.
- Volunteer on a committee, a taskforce, or work group seeking solutions to specific problems. Initiate a brainstorming session.

**Skill****Skill Development and Training Suggestions****Counsel**

Provide guidance and resources to help people achieve goals.

- Think about someone who has helped you in the past. Make a list of the key characteristics that you found to be helpful. Note which characteristics you possess and which you need to develop.
- Gain a person's trust by taking time to hear them out without interrupting. Acknowledge and validate their feelings.
- Practice active listening - ask open-ended questions, clarify for understanding, and use words of support. Refrain from giving advice or offering solutions. Encourage the person to come up with their own solutions.
- Identify volunteer activities where you can receive training and experience in counseling, mentoring, or tutoring.
- Take classes in psychology, human behavior, and counseling.

**Skill****Skill Development and Training Suggestions****Question/Interview**

Build rapport and gather information through questioning.

- Conduct basic research on your interviewee through LinkedIn or Facebook to find something in common.
- Ask open ended questions that begin with a "what, how, or why" questions and listen with interest to get the fullest information from your interviewee.
- Observe strong interviewers such as journalists and investigative reporters. Note effective communication and interviewing techniques.
- Volunteer to serve on a hiring committee. Develop appropriate questions for interviewing candidates. Observe effective interview styles of other members of the committee.
- Take a course or read about effective questioning techniques.

**Skill****Skill Development and Training Suggestions****Coach**

Give guidance and feedback to enhance performance.

- Ask the person open-ended questions so they can fully express their goals and what matters to them. Paraphrase what you hear to ensure clarity and understanding.
- Explore the steps the person has taken toward their goals and listen for challenges and obstacles that prevent progress. Approach a person's reluctance to change with an attitude of curiosity.
- Ask probing questions to explore alternative ideas and solutions that will move them closer to their goal.
- Avoid common pitfalls as you coach - talking instead of listening, giving advice, problem solving, and focusing on your views rather than theirs.
- Take a coaching course and read about listening, coaching, and giving feedback.



## Strategic Skill Profile

Drive organizes your top skills with scores of 12, 9 and 8 in strategic areas of strength.

Use this information to validate your top skills and implement the strategies to achieve your goals.



Your Top Skills	Strategies
<p><b>Dominant</b> Skills you rated as high proficiency and high importance</p> <p>Score <b>12</b></p> <ul style="list-style-type: none"> <li>Speak/Interact</li> <li>Evaluate</li> <li>Conceptualize</li> <li>Synthesize/Integrate</li> </ul>	<p>Leverage your dominant skills in your career to increase your personal satisfaction</p> <p>These are your greatest strengths. Whether you are launching a first career or making a career change, look for career options that offer tasks and roles that optimize your dominant skills. In marketing yourself, highlight your dominant skills in your resume and interviews.</p>
<p><b>Support</b> Skills you rated as high proficiency and moderate importance</p> <p>Score <b>9</b></p> <ul style="list-style-type: none"> <li>Respect Diversity</li> <li>Write</li> <li>Use Intuition</li> <li>Author/Compose</li> </ul>	<p>Combine your support skills with your dominant skills to increase your contribution to work.</p> <p>Your support skills are core strengths you have available to offer. Use your support skills to demonstrate your versatility and enhance your effectiveness in work. Given that most work requires a range of skills, your support skills will expand the range of career options available to you and you will have more to offer.</p>
<p><b>High Potential</b> Skills you rated as moderate proficiency and high importance</p> <p>Score <b>8</b></p> <ul style="list-style-type: none"> <li>Collaborate</li> <li>Counsel</li> <li>Build a Team</li> <li>Coach</li> <li>Speak to Groups</li> <li>Consult</li> <li>Question/Interview</li> <li>Brainstorm</li> </ul>	<p>Develop your high potential skills to progress in your current career or gain entry into a new career.</p> <p>Your high potential skills bring you enjoyment and are ready for development. Be intentional in selecting relevant opportunities to build them. Conduct career research to check for alignment with your high potential skills.</p>

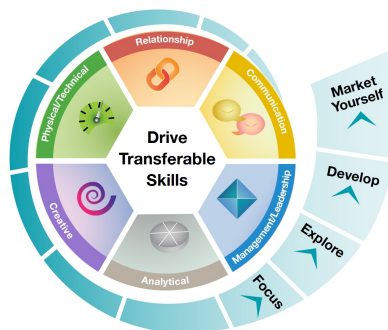


# DRIVE™



## Advancer Next Steps

Helpful strategies and resources to help you achieve your goals.



### Focus

Identify the skills important to your next move

### Explore

Identify potential options and explore the fit

### Develop

Target the skills you want to develop to attain your goals

### Market

Leverage your strengths in resumes, interviews and networking



## Advancer Next Steps

Suggested actions and resources

### Focus

Clarify the skills you want to leverage in your next career move.

### Actions

Identify the skills you want to sharpen and broaden in your current role while exploring your next move.

#### Report Sections:

[Personal Skill Chart](#)

[Strategic Skill Profile](#)

[Skill Set Portfolio](#)

### Assessment Exercises

Step back and reassess your career preferences to increase your personal clarity.

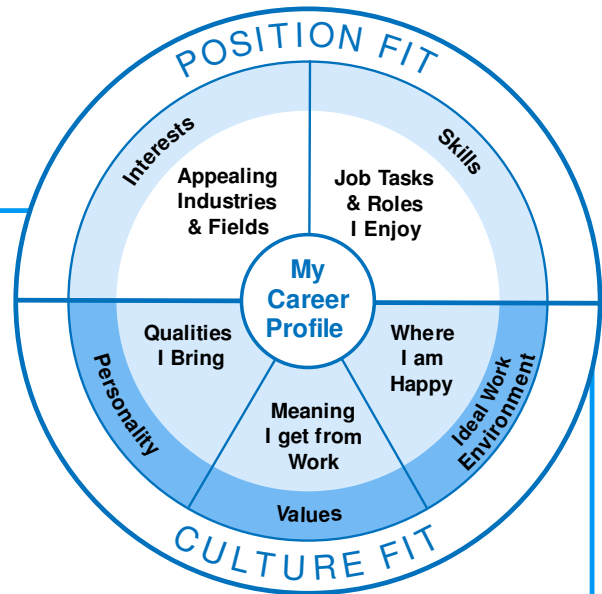
Complete a [Career Profile](#) of your preferences using these assessments.

[Discovering Your Interests](#)

[Values Assessment Exercise](#)

[Personal Traits](#)

[Ideal Work Environment](#)





## Advancer Next Steps

Suggested actions and resources

### Explore

Investigate options that optimize your strengths and offer opportunities to progress.

#### Actions

Generate a list of potential career moves and use these guides to add to your list.

#### Report Sections:

[Career Guide Snapshot and Expanded Career Guides](#)

Talk to colleagues who have successfully advanced into roles that interest you.

#### Resources

Identify appealing options and analyze the qualifications to assess for fit and gaps you may need to fill.

#### Additional Resources

[Position Analysis Exercise.](#)

[Career Exploration Websites](#)



## Advancer Next Steps

Suggested actions and resources

### Develop

Target skills you want to develop and prepare an action plan.

#### Actions

Get advice from your manager, peers or mentor on what you do well and areas for improvement. Compare with the report sections below.

#### Report Sections:

[Strategic Skill Profile](#)

[Skill Development Report](#)

Volunteer to use your dominant and high potential skills on a project to develop and showcase your skills.

#### Resources

Create a development plan to accomplish your goals.

#### Helpful Exercises

[Skill Development Plan.](#)



## Advancer Next Steps

Suggested actions and resources

### Market

Leverage your strengths in resumes, interviews and networking.

#### Actions

Identify the skills you want to use in communicating your value.

##### Report Sections:

[Strategic Skill Profile](#)

[Personal Skill Chart](#)

[Skill Set Portfolio](#)

#### Resources

Document examples of your experiences and develop accomplishments for your resume, interviews and networking.

##### Helpful Resources

[Skill Expansion Exercise](#)

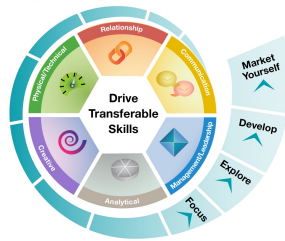
[Accomplishment Exercise](#)

[Job Search Websites](#)



## Advancer Next Steps

Suggested actions and resources



### Appendix

Additional resources to support you in your career development journey.

**Burn-out Skills:** A record of your moderate proficiency and low importance skills.

**Low Interest Skills:** A record of your low proficiency and low importance skills.

**Career Counselor/Coach Directory:** Use this directory to identify career coaches by zip code. These counselors are trained or certified in using SkillScan online assessments.

**Skill Set Reference Guide:** Use your Skill Set Chart to identify potential or additional Skill Sets, that were not displayed on your Skill Set Portfolio.

**SkillScan** ©2018

www.skillskan.com