

SkillScanExpress™

Sample Express Report — 2015



Your Skill Summary



Your Skill Set Profile



Your High Potential
Skills



Your Top Career
Matches



Your Next Steps and
Resources

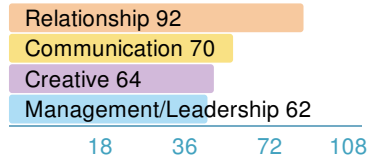


Your Skill Summary

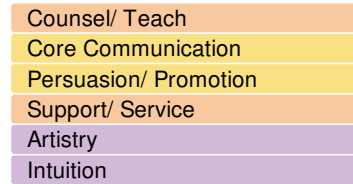
Here is an overview of your top Skill Categories, Skill Sets, and Skills. Knowledge of your greatest strengths will aid you in planning, changing and advancing your career; as well as with exploring post-retirement options.

Select a term to view a definition.

Your Top Skill Categories



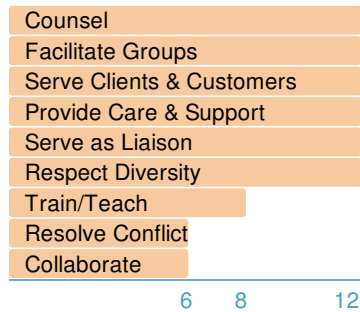
Your Top Skill Sets



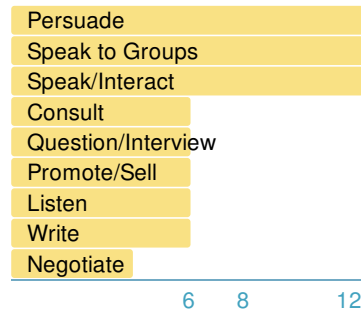
Skill Category Details



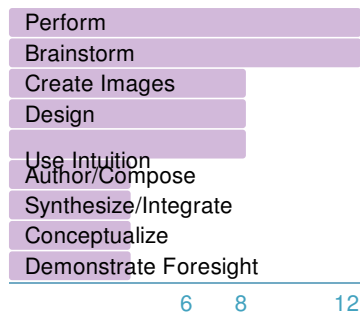
1. Relationship



2. Communication



3. Creative



4. Management/Leadership





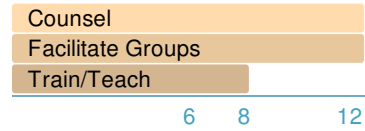
Your Skill Set Profile

Here is a profile of the 6 Skill Sets you enjoy using the most. Skill Sets are groupings of skills that are frequently used in performing common work functions and indicate specialized strengths you possess. Use your Skill Sets to identify career and work options that capitalize on your strengths, and to write accomplishment statements for resumes and interviewing

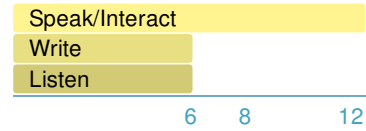
Select a Skill Category, Skill Set, or Skill to view a definition.



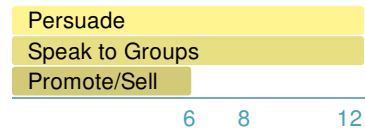
Counsel/ Teach



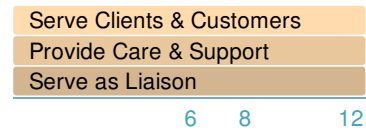
Core Communication



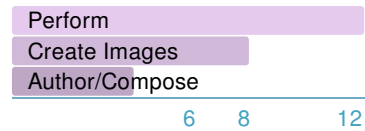
Persuasion/ Promotion



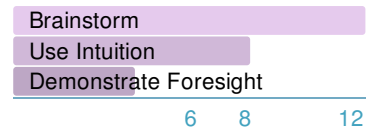
Support/ Service



Artistry



Intuition





Your High Potential Skills

Here are the Skills that you ranked as Highest Enjoyment but only Moderate Proficiency. Look for opportunities to develop these skills to increase your job satisfaction and marketability.

Select a Skill to see recommended development activities.

Use Intuition

- Think about a time when you had a "hunch" or "gut feeling" about something. Recall your actions and the outcome. Keep a record of your outcomes to assess the reliability of your intuition.
- Listen to calming and meditative music to reduce inner tension. Intuition thrives on relaxation.
- Develop intuitive problem solving abilities -- notice when you close off possibilities, and refrain from acting on a hunch. Be aware of your own internal process.
- Read about using analogies, imagery, drawing, feelings, and dreams as intuitive approaches to solutions.

Train/Teach

- Observe strong teachers in action and note the techniques you find effective.
- Evaluate your audience before you select a method for presenting your material. Options include demonstration, role-playing, multi-media, lecture, etc.
- Learn about different learning styles and how to adapt your training to meet participant needs.
- Take classes in adult learning theory, drama, public speaking, and instructional technology to enhance your effectiveness.

Design

- Set aside time to be creative. Creativity is often the culmination of a process, not a flash of inspiration.
- Analyze a client's needs and integrate this information into a concept. Create a design that is both functional and aesthetically pleasing to the client.
- Find inspiration for design by studying nature, observing art, gaining insight from dreams, and visualizing possibilities.
- Take classes on graphic arts software programs, art, sculpture, and design to enhance your skills.

Create Images

- Collect and store images/pictures/photographs that stimulate your imagination. Organize them so you can easily retrieve them for inspiration.
- Create images on a daily basis to express your creativity and increase your portfolio. Be prepared to share your work with others.
- Go to art or photography openings and. Become familiar with the arts scene and see what others have created.
- Take a class on graphic software, photography, painting, or other art forms to get inspiration and learn.



Evaluate

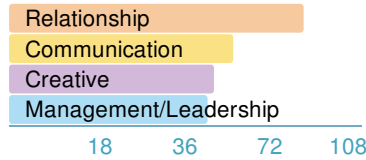
- Take a step back and devise a plan, including your objective, a timeline, resources, and appropriate support and involvement from others. Remember that evaluation is a process.
- Determine the criteria and standards to use in evaluating the program, product, or service.
- Identify someone who has experience with service or product evaluation, and have them share the strategies they use with you.
- Do as much testing as possible of a new service, product, or idea. Get feedback from others.



Your Top Career Matches

Here is a list of career and educational options that use your combination of skill categories in a dominant way. The careers listed in this section are organized alphabetically by possible areas of interest and industries. You may learn more about these options and others by clicking on the option's title, which will take you to the O*Net.org - <http://www.onetonline.org/> - U.S. Department of Labor database.

Your Top Skill Categories



Business Management

Career Options	Educational Options
Administrative & Office Support	Business Administration
Customer Service	Communications
Editors & Writers	Hospitality Management
Food & Lodging Management	Hotel & Restaurant Management
Human Resources	Human Resources Management
Industrial & Organizational Psychologists	Organizational Behavior & Development
Meeting, Convention & Event Planning	Retail Management
Real Estate	
Retail Management & Merchandising	
Sustainability Specialists	
Training & Development	
Transportation Attendants	

Education, Training & Library

Career Options	Educational Options
Adult Education	Counseling & Guidance
Development & Fundraising	Education
Distance Learning	Educational Administration & Leadership
Educational Administration	Educational Technology
Guidance Counseling	Library Science
Instructional Coordination	Recreation Management
Instructional Design	Special Education
Librarians	
Program Development & Management	
Recreation Management	
Special Education	
Speech & Language Clinicians	
Teaching	

Government, Law & Public Safety

Career Options	Educational Options
Administration & Management	Criminal Justice

Community & Economic Development
 Early Childhood Education
 Equal Opportunity Officers
 Government & Community Relations
 Lawyers, Paralegals & Legal Assistants
 Legislators
 Occupational Health & Safety
 Probation & Corrections
 Protective Services
 Public Administration
 Social Services Management
 Vocational Rehabilitation

History
 Political Science & Government
 Public Administration
 Sociology
 Vocational Rehabilitation

Health & Science

Career Options	Educational Options
Health Education	Health Sciences
Nursing	Nursing
Patient & Member Services	Occupational Therapy
Rehabilitation Services	Physical Therapy
Sports Medicine	Sports Medicine
Volunteer Management	Vocational Rehabilitation

Human Services

Career Options	Educational Options
Career & Personal Counseling	Childcare & Human Development
Childcare Services	Multicultural Studies
Clergy & Ministerial Services	Psychology
Clinical Psychologists	Social Science
Marriage & Family Therapists	Social Work
Program Coordination & Management	Theology & Religious Studies
Rehabilitation Counselors	Vocational Rehabilitation
Social Workers	
Volunteer Management	

Sales & Marketing Management

Career Options	Educational Options
Advertising, Marketing & Promotions	Advertising
Customer Service & Sales Support	Business Administration
Market Research	Marketing Management
Public Relations	Public Relations
Sales & Account Management	

Technology & Engineering

Career Options	Educational Options
Engineering Professionals &	Web Development

Technicians



Your Next Steps and Resources

Choose your Next Steps according to where you are in the career development process.

To view your Next Steps, click on the career stage that best represents you.

Career
Launcher
FOCUS

For individuals planning
their first career.

Career Changer
RETOOL

For individuals with 2+
years of experience who
are considering a career
change.

Career
Advancer
REFINE

For employees or
individuals considering
ways to progress in their
organization or field.

Pre-Retiree
EXPLORE

For employees and
individuals considering
the role of work in
retirement.

Career Launcher

Tips for Launching Your Career: Identify the best career direction for you.

Enhance Self-Knowledge: Complete additional assessment exercises to clarify preferences.

Develop Your Strengths: Research and plan ways to develop your preferred skills.

[High Potential Skills](#)
[Skill Development Plan](#)

Explore Options: Research options that capitalize on your transferable skills and interests.

[Your Top Career Matches](#)
[Brainstorm Career Options Exercise](#)
[Your Skill Summary](#)
[Your Skill Set Profile](#)

Target Your Skills to a Position: Begin translating your skills to new career options.

[Position Analysis Exercise](#)
[Skill Expansion Exercise](#)
[Accomplishment Exercise](#)

Career Changer

Tips for Changing Your Career: Validate the right career move for you.

Enhance Self-Knowledge: Complete additional assessment exercises to clarify preferences.

Develop Your Strengths: Research and plan ways to develop your preferred skills.

[High Potential Skills](#)
[Skill Development Plan](#)

Explore Options: Research options that capitalize on your transferable skills and preferences.

[Your Top Career Matches](#)
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Your Skill Set Profile

Target Your Skills to a New Position: Begin translating your skills to new career options.

[Position Analysis Exercise](#)
[Skill Expansion Exercise](#)
[Accomplishment Exercise](#)

Career Advancer

Tips for Advancing Your Career: Validate the right career move for you.

Enhance Self-Knowledge: Complete additional assessment exercises to clarify preferences.

Develop Your Strengths: Research and plan ways to develop your preferred skills.

[Skill Development Plan](#)

Explore Options in Your Current Environment: Map your skills to jobs within the company and conduct informational interviews.

[Your Top Career Matches](#)
[Your Skill Summary](#)
[Your Skill Set Profile](#)

Target Your Skills to a New Position: Begin translating your skills to new career options.

[Position Analysis Exercise](#)
[Skill Expansion Exercise](#)
[Accomplishment Exercise](#)

Pre-Retiree

Tips for Exploring Retirement: Begin to explore the role of work within retirement.

Enhance Self-Knowledge: Complete additional assessment exercises to clarify preferences.

[Discovering your Pre-retirement Interests](#)
[Values Assessment for Pre-retirees](#)
[Pre-retirement Time Allocation Exercise](#)
[Pre-retirement Ideal Week Journaling Exercise](#)

Develop Your Strengths: Research and plan ways to develop your preferred skills.

[High Potential Skills](#)
[Skill Development Plan for Retirement](#)

Explore Options: Research options that capitalize on your transferable skills and preferences.

[Your Top Career Matches](#)
[Brainstorming Retirement Career Options Exercise](#)
[Your Skill Summary](#)
[Your Skill Set Profile](#)

Target Your Skills to a New Position: Begin translating your skills to new career options.

[Position Analysis Exercise](#)

Skill Expansion Exercise
Accomplishment Exercise