



SkillScan Online Fundamentals: Leverage SkillScan Assessments For College Students and Early-Career Clients

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Lesah Beckhusen, M.S.
President/Developer



Agenda

- SkillScan Online Transferable Skills Assessments
- Career Assessment Framework
- Common College and Early Career Challenges
- Mini Case Studies - Report Review
- Scoring
- Report Review Tips
- What's coming



SkillScan Assessments

**Two versions to support clients;
accelerated and comprehensive**

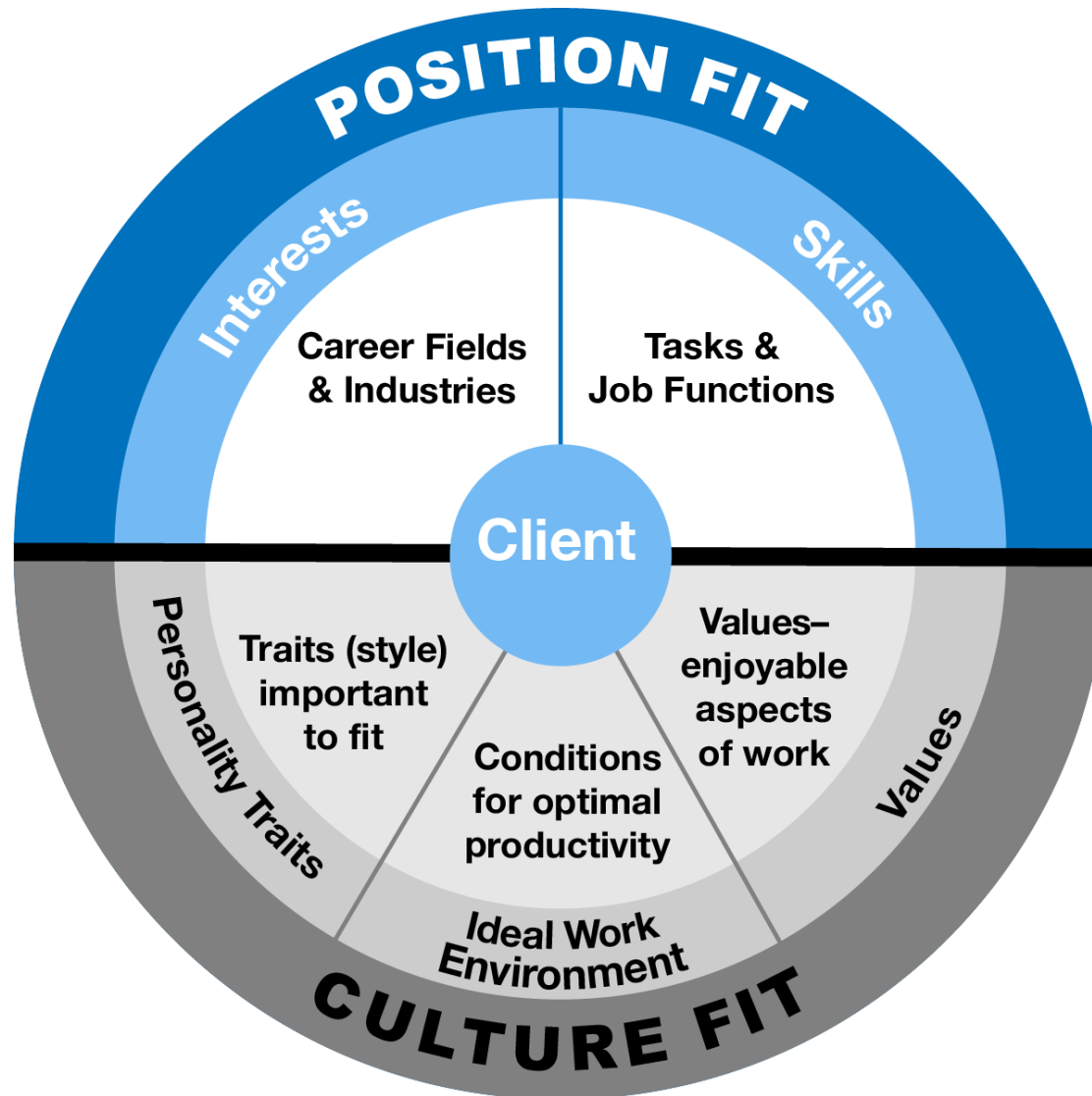
Designed to provide:

- Insight into skills the client enjoys and are motivated to use and develop
- Language of strengths
- Bridge for transferring skills to new options
- Suggested career options and development activities
- Platform of strengths for self-marketing through resumes and interviews

Enhanced personal clarity & confidence

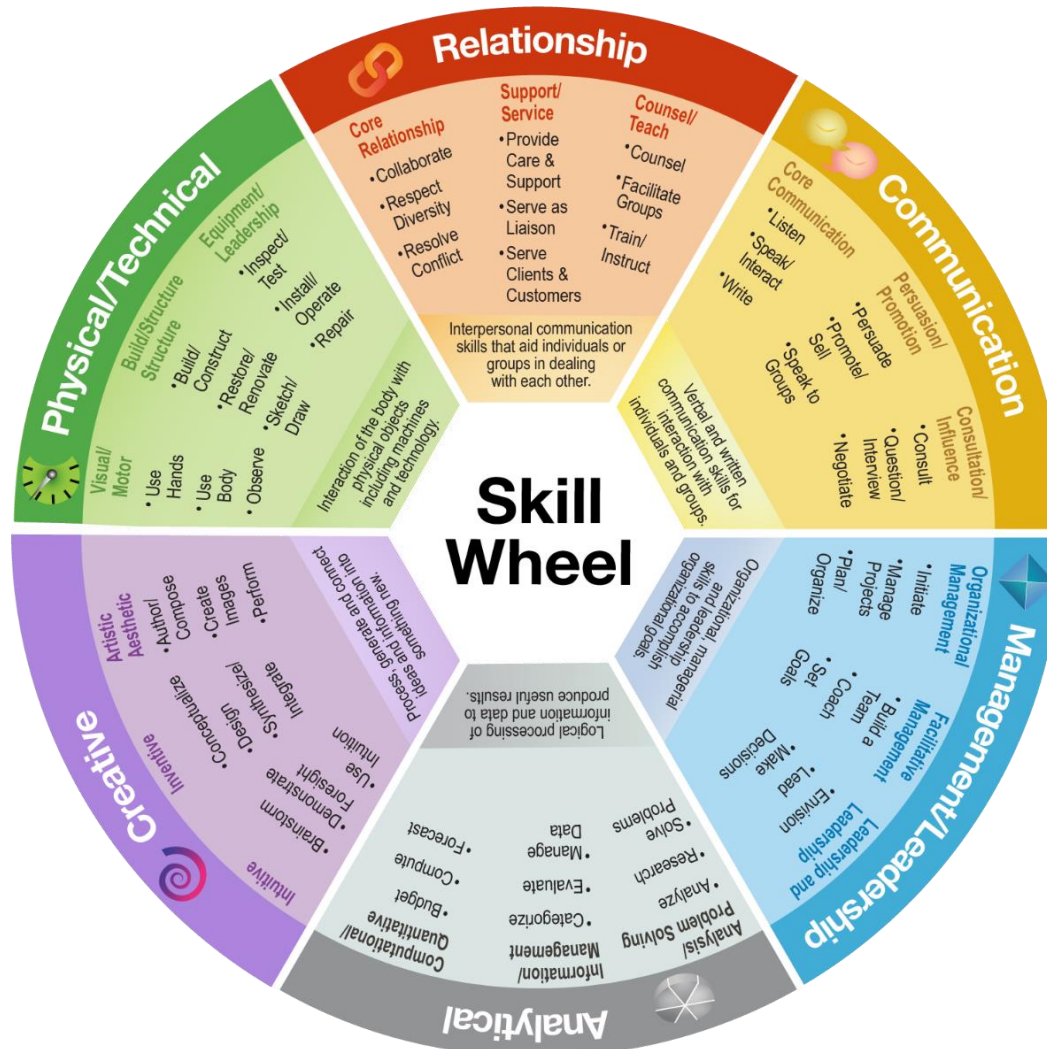


Career Assessment Framework



Drive Categories, Skill Sets and Skills

The Skill Wheel provides a comprehensive picture of how the 54 skills make up the whole.





Share your response in the Chat

What questions do you ask clients to assess self-awareness of their skills/strengths?

Challenges for College Students

- Minimal work experience = “no skills”
- Unaware of their strengths / lack a skill language
- Don’t know what they want to do; undecided, confused...
- Focus is on classes, work, social life & extracurricular activities
- Conflicting motivations: money, happiness, work/life balance



Meeting Preparation

Preview the report	Warm-up Questions
<ul style="list-style-type: none">• What skills/strengths were communicated in your initial discussion. Are they reflected on the report?• Are they reflected in their resume?• Note disconnects with what you know about them and ask questions, e.g., many low skill scores, only a couple of high scores (12's).	<ul style="list-style-type: none">• Tell me what it was like to take the assessment?• What did you learn from the results?• What confirms what you already know?• Any surprises?

Personal Skill Chart

Report Review Tips

Review Client Preferences

Focus on the top categories and validate for accuracy.

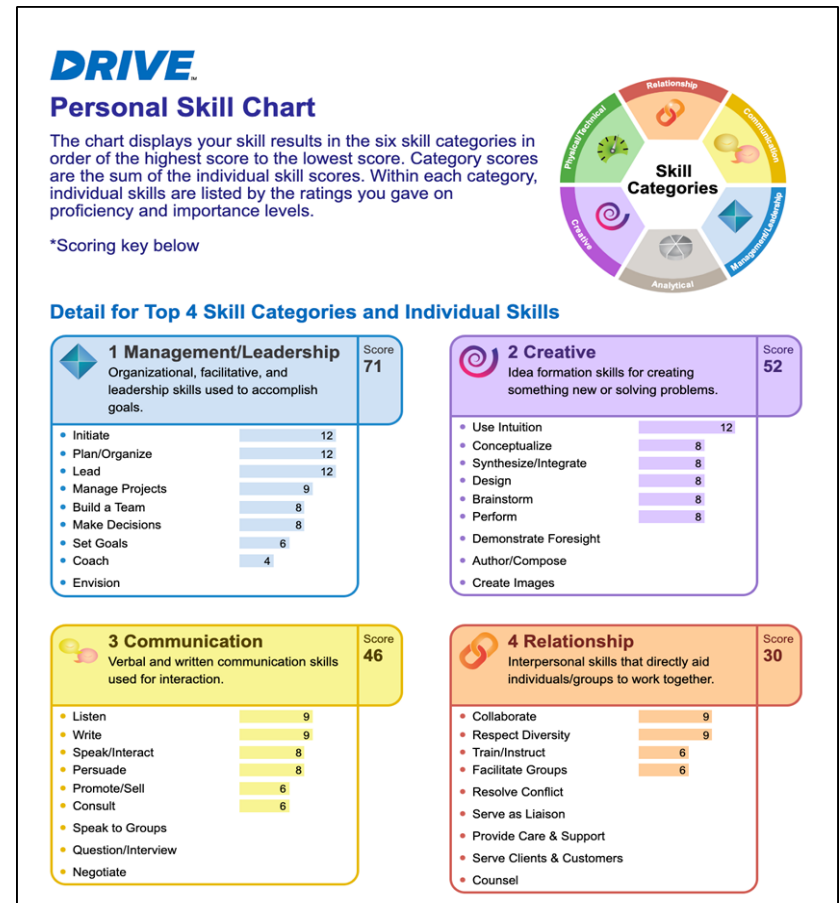
Category Scores:

- High – 70 – 80+
- Moderate – 50 – 60's
- Low – under 50

Review their skill scores with a focus on the highest scores (9's and 12's) – ask for examples of how these skills were demonstrated.

Discuss:

- How well do the top categories and highest scoring skills align or not with their current/recent work?
- How does the alignment or lack of affect them?
- Point out any high scores in the bottom two categories and ask how they are used in work or other areas of their life.





Case Study – Melanie

Melanie is graduating from college. She discussed her early interest in pharmacy during high school with a goal to become a pharmacist.

Education and Extracurricular:

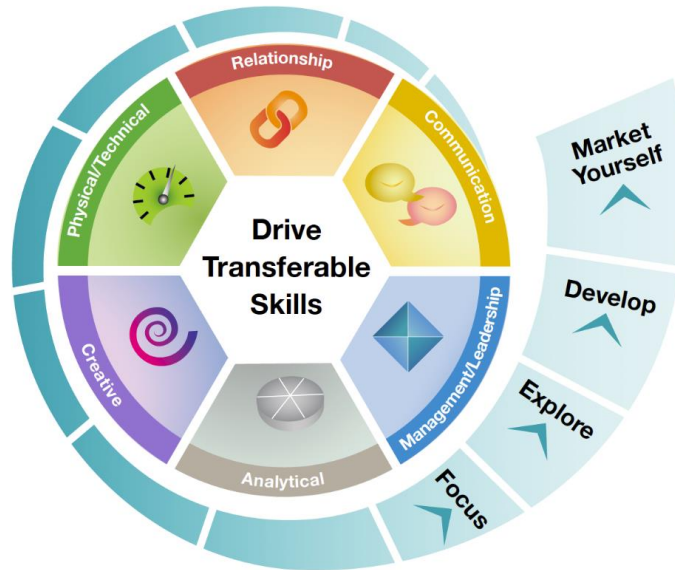
Senior year at a local University with a major in Pharmaceutical Chemistry.

- Public Relations Officer for: Last semester the Pharma Club
- High School - captain of the basketball team (3 years)
- Dancer in folk dance troupe for 13 years.

Experience: 1.5 years as a certified pharmacy tech at a local retail store. Held other part-time jobs including waitressing.

Situation / Goals: Started applying for a wide range of biotech jobs. Was encouraged by her aunt to narrow her focus within Biotech and improve her resume and interviewing skills.

Melanie's Drive Report



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.



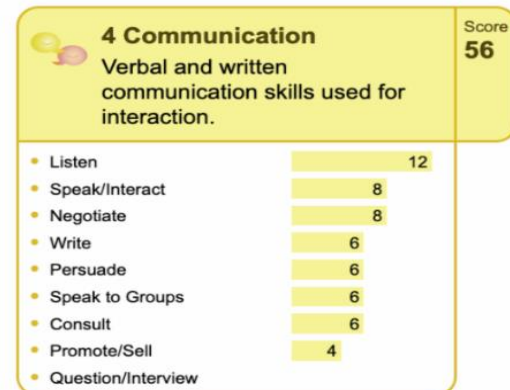
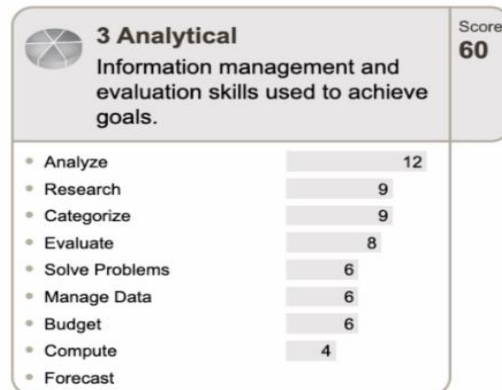
*Scoring key below

Melanie

Personal Skill Chart

Hierarchy of her skill preferences

Detail for Top 4 Skill Categories and Individual Skills

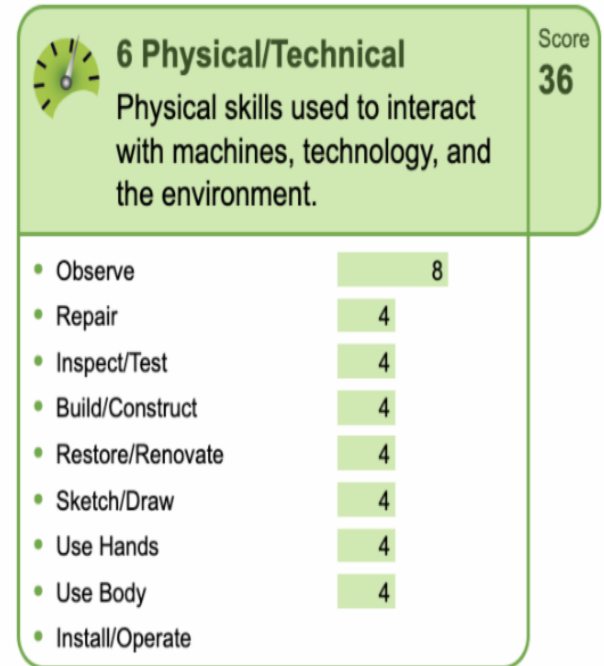
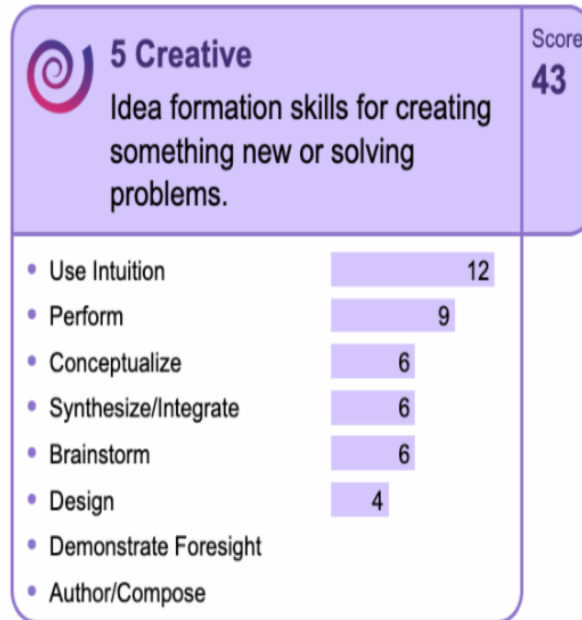


Note: Scores of 2 or lower are not included

Melanie

Lower Two Skill Categories

Detail for Lowest 2 Skill Categories and Individual Skills



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.



Melanie

Skill Set Portfolio

Groupings of skills from top categories.

Labels highlight and validate core strengths

Skill Set Themes	Your Skill Sets	Skill Category
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	12 • Collaborate 12 • Respect Diversity 8 • Resolve Conflict	Relationship Interpersonal skills to work effectively with individuals and groups.
Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.	12 • Facilitate Groups 12 • Train/Instruct 12 • Counsel	
Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	9 • Serve Clients & Customers 9 • Provide Care & Support 6 • Serve as Liaison	
Facilitative Management Enjoy engaging and motivating individuals and groups to attain goals.	12 • Build a Team 12 • Coach 8 • Set Goals	Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.
Leadership Like setting a direction and motivating others to achieve high performance.	12 • Lead 8 • Make Decisions 6 • Envision	
Analysis/Problem Solving Value gathering and analyzing data to solve problems and achieve objectives.	12 • Analyze 9 • Research 6 • Solve Problems	Analytical Information management and evaluation skills used to achieve goals.
Core Communication Like interacting and exchanging information with people to enhance understanding.	12 • Listen 8 • Speak/Interact 6 • Write	Communication Verbal and written communication skills used for interaction.

Melanie

Career Guides (snapshot)

Career options organized by category (see Expanded Guides)

DRIVE 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

Core Relationship Skill Set	Career Options	Educational Options
<p>Enjoy developing and maintaining positive working relationships with individuals and groups.</p> <p>12 Collaborate 12 Respect Diversity 8 Resolve Conflict</p>	<ul style="list-style-type: none"> • Case Management • Customer Service • Diversity Management • Health Education • Mediation • Student Services 	<ul style="list-style-type: none"> • Business Administration • Communications • Criminal Justice • Health Sciences • Political Science • Psychology
Expanded Guide >		

Counsel/ Teach Skill Set	Career Options	Educational Options
<p>Value educating, developing and guiding people to reach personal and professional goals.</p> <p>12 Facilitate Groups 12 Train/Instruct 8 Counsel</p>	<ul style="list-style-type: none"> • Adult Education • Career & Personal Counseling • Health Education • Speech Therapy • Social Work • Youth Development 	<ul style="list-style-type: none"> • Adult Education • Business Management • Communications • Health Education • Psychology • Social Science
Expanded Guide >		

Support/ Service Skill Set	Career Options	Educational Options
<p>Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.</p> <p>8 Serve Clients & Customers 9 Provide Care & Support 6 Serve as Liaison</p>	<ul style="list-style-type: none"> • Community Development • Customer Service & Sales Support • Employee Relations • Librarians • Rehabilitation • Social Work 	<ul style="list-style-type: none"> • Business Administration • Communications • Education • Food & Lodging Management • Library Science • Pre-Law • Social Science
Expanded Guide >		

Facilitative Management Skill Set	Career Options	Educational Options
<p>Enjoy engaging and motivating individuals and groups to attain goals.</p> <p>12 Build a Team 12 Coach 8 Set Goals</p>	<ul style="list-style-type: none"> • Athletics & Sports Coaching • Emergency Management • Counseling & Guidance • Labor Relations • Product Management 	<ul style="list-style-type: none"> • Business Administration • Human Resources Management • Marketing & Sales • Occupational and Physical Therapy • Physical Education
Expanded Guide >		

Leadership Skill Set	Career Options	Educational Options
<p>Like setting a direction and motivating others to achieve high performance.</p> <p>12 Lead 8 Make Decisions 6 Envision</p>	<ul style="list-style-type: none"> • Business Development • Hospital Administration • Program Management • Sustainability Management • Teaching • Urban Planning 	<ul style="list-style-type: none"> • Business Administration • Government • Human Resources Management • Public Administration • Educational Administration
Expanded Guide >		

Analysis/Problem Solving Skill Set	Career Options	Educational Options
<p>Value gathering and analyzing data to solve problems and achieve objectives.</p> <p>12 Analyze 9 Research 6 Solve Problems</p>	<ul style="list-style-type: none"> • Business Analyst • Geneticist • Management Analyst • Investigator • Medical Equipment Operation • Quality Control 	<ul style="list-style-type: none"> • Biological Sciences • Computer-Aided Drafting • Computer Science • Criminal Justice • Engineering Technology • Operations Management
Expanded Guide >		

Core Communication Skill Set	Career Options	Educational Options
<p>Like interacting and exchanging information with people to enhance understanding.</p> <p>12 Listen 8 Speak/Interact 6 Write</p>	<ul style="list-style-type: none"> • Corporate Communications • Curriculum Developer • Affirmative Action Officer • Medical Assisting • Social Work • Tour Leader 	<ul style="list-style-type: none"> • Business Administration • Educational Technology • English • Health Sciences • Psychology • Tourism & Travel Management
Expanded Guide >		

Melanie

Expanded Guides – Career Options by Skill Set

Provides direct links to O*Net



Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

↓ Download this page

Analysis/Problem Solving

Value gathering and analyzing data to solve problems and achieve objectives.

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Analysis/Problem Solving – Sampling of Career Options

Business & Finance

- Actuarial Science/Insurance [↗](#)
- Business Analyst [↗](#)
- Business & Corporate Development [↗](#)
- Competitive Intelligence [↗](#)
- Corporate Finance [↗](#)
- General Management [↗](#)
- Human Resources Management [↗](#)
- Information Systems [↗](#)
- Financial Services; Investment Banking, Investment Management, etc. [↗](#)
- Marketing & Market Research [↗](#)
- Operations & Production Management [↗](#)
- Real Estate; Brokerage, Property Management, etc. [↗](#)
- Supply Chain Management [↗](#)
- Sustainability Management [↗](#)

Government, Law & Public Services

- Administration & Management [↗](#)
- Contract Management [↗](#)
- Courts & Judicial Administration [↗](#)
- Financial Analyst [↗](#)
- Forensic Science [↗](#)
- Inspectors; Food, etc. [↗](#)
- Investigators; Private, FBI, CIA, etc. [↗](#)
- Lawyers, Paralegals & Assistants [↗](#)
- Management Analysts [↗](#)
- Law Enforcement & Security [↗](#)
- Occupational Health & Safety [↗](#)
- Public Policy Analysis [↗](#)
- Urban & Regional Planning [↗](#)

Health Science, Support & Medicine

- Clinical & Medical Researchers [↗](#)
- Clinical Lab Technicians [↗](#)
- Geneticist [↗](#)
- Medical Equipment Technicians; Respiratory, etc. [↗](#)
- Medical Technicians; Radiologic, Surgical, etc. [↗](#)
- Nursing [↗](#)
- Therapeutic Services; Physical Therapy, Occupational, etc. [↗](#)
- Medical Specialties; Dentistry, Podiatry, etc. [↗](#)
- Research & Development [↗](#)

Science, Technology, Engineering & Math

- Artificial Intelligence Engineer [↗](#)
- Computer Hardware & Software Development [↗](#)
- Computer Programming [↗](#)
- Data Scientist [↗](#)
- Economists [↗](#)
- Engineering Professionals & Technicians; Aerospace, Biomedical, Electronics, etc. [↗](#)
- Environmental Science [↗](#)
- Information Systems & Security [↗](#)
- Research & Development [↗](#)
- Robotics Engineer [↗](#)
- Statisticians [↗](#)
- Scientists & Technicians; Agriculture, Biology, etc. [↗](#)
- Virtual Reality Developer [↗](#)

Installation, Maintenance & Repair

- Maintenance & Repair Technicians; Computer, Equipment, Electronics, Electrical, Telecommunications, etc. [↗](#)
- Instrument Calibration and Repair [↗](#)
- Manufacturing Technician/Technologist [↗](#)
- Quality Control & Testing [↗](#)

Manufacturing & Production

- Drafters [↗](#)
- Industrial Health & Safety Officers [↗](#)
- Industrial Engineers [↗](#)
- Inventory Management [↗](#)
- Logistics Analysts [↗](#)
- Operations Management [↗](#)
- Power Plant Distribution & Operations [↗](#)
- Production Management [↗](#)
- Project Management [↗](#)
- Purchasing [↗](#)
- Quality Assurance [↗](#)
- Safety Engineers [↗](#)
- Storage & Distribution Management [↗](#)
- System Operations [↗](#)

Melanie

Skill Development Report

High potential skills (moderate proficiency / high enjoyment – “8”)

Provides suggested development activities



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.

- Relationship
- Management/Leadership
- Analytical
- Communication
- Physical/Technical

Skill	Skill Development and Training Suggestions
Speak/Interact Use clear expression and adapt style to meet listener needs.	<ul style="list-style-type: none">• Ask for feedback from your coworkers, friends, or a manager on how you express yourself. Use this feedback to understand your strengths and areas for improvement.• Record or videotape your voice to get comfortable hearing how you speak. Look for positive attributes of your voice and note aspects that impact effectiveness.• Use stories, anecdotes, and metaphors to get your point across, whether speaking to an individual or a group. People remember real life examples.• Observe strong communicators in action. Pay attention to their verbal and non-verbal behavior. Note what is effective and ineffective.

Skill	Skill Development and Training Suggestions
Evaluate Assess the value of a service, product, or an idea.	<ul style="list-style-type: none">• Take a step back and devise a plan, include 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.

Skill	Skill Development and Training Suggestions
Negotiate Reach an agreement that defines expectations, terms and resources.	<ul style="list-style-type: none">• Before negotiating, determine what you want, what is ideal, what is necessary, and what could be sacrificed.• In a negotiation, adopt the attitude and position of equal partners in search of a fair and mutually advantageous solution.• Observe expert negotiators in action, and note how they manage the different stages of the negotiation process.• Read about and take courses on negotiation techniques.



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.



Melanie

Strategic Skill Profile

Snapshot of a clients' most relevant skills

Your Top Skills		Strategies
Dominant Skills you rated as high proficiency and high importance Score 12		Leverage your dominant skills in your career to increase your personal satisfaction 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.
Relationship <ul style="list-style-type: none"> Collaborate Respect Diversity Train/Instruct Facilitate Groups 	Communication <ul style="list-style-type: none"> Listen Management/Leadership <ul style="list-style-type: none"> Plan/Organize Build a Team Coach Lead 	
Analytical <ul style="list-style-type: none"> Analyze 	Creative <ul style="list-style-type: none"> Use Intuition 	
Support Skills you rated as high proficiency and moderate importance Score 9		Combine your support skills with your dominant skills to increase your contribution to work. 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.
Relationship <ul style="list-style-type: none"> Provide Care & Support Serve Clients & Customers 	Management/Leadership <ul style="list-style-type: none"> Manage Projects Analytical <ul style="list-style-type: none"> Research Categorize 	
Creative <ul style="list-style-type: none"> Perform 		
High Potential Skills you rated as moderate proficiency and high importance Score 8		Develop your high potential skills to progress in your current career or gain entry into a new career. 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.
Relationship <ul style="list-style-type: none"> Resolve Conflict 	Communication <ul style="list-style-type: none"> Speak/Interact Negotiate 	
Management/Leadership <ul style="list-style-type: none"> Set Goals Make Decisions 	Analytical <ul style="list-style-type: none"> Evaluate Physical/Technical <ul style="list-style-type: none"> Observe 	

Melanie's Skill Themes

<p>Relationship</p> <p>Skill Sets</p> <ul style="list-style-type: none"> • Core Relationship – Develop positive relationships • Counsel/Teach – Guide people to reach goals • Support/Service – Meet needs, solve problems & enhance satisfaction <p>Examples:</p> <ul style="list-style-type: none"> • Trained new servers at a restaurant and pharmacy techs. • Liaison between campus and club members to execute quarterly events • Communicate with patients to ensure correct medication 	<p>Management/Leadership</p> <p>Skill Sets</p> <ul style="list-style-type: none"> • Facilitative Management – Engage and motivate individuals and groups to attain goals • Leadership - Setting a direction and motivating others to achieve high performance <p>Examples:</p> <ul style="list-style-type: none"> • Believes managing is a responsibility for everyone doing their part to achieve the goal • As captain of basketball team and leader of her dance group – enjoy seeing team members advance the team goals
<p>Analytical</p> <p>Skill Set</p> <p>Analysis/ Problem Solving - Gathering and analyzing data to solve problems and achieve objectives</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conducting research on the internet, observing team members • (Unsure of her decisions after her experiments, more comfortable in Management/Leadership area) 	<p>Connection between Relationship and Management/Leadership</p> <p>Important to build relationship with others. When people trust me, I am able to bring out the best in each person for the benefit of the team.</p> <p>Examples</p> <p>Public Relations Officer – Pre-Pharmacy Club Captain of Basketball team Dance Troupe Leader</p>



Melanie's Outcome

At Graduation

- Accepted Bioscience Technician III job in the Pharma Formulation Department – Aligns with interests in Drug Discovery.
- Company is an independent, nonprofit research institute with a history of supporting government and industry.

6 Months Post-Graduation

- The work involves a balance of research and lab work
- Enjoys the pace of the job, performing experiments independently, assigned to work on 6 – 8 projects at one time
- Loves the company culture



Share Your Response in the Chat

In the college journey, how and when might you engage students in a conversation about their preferences and skills?



Asking Questions

Majors: What is your major or what majors are you considering? What is appealing about this/these major(s), where would you want it to lead you?

Interests: What are your interests, what do you do in your free time or for hobbies? What have been your favorite classes and why? In what classes did you get the highest grades?

Strengths/skills: What are your strengths/what do like doing or feel you do well? What are you naturally good at or find easy? What do other people say you do well? What don't you like doing or realize you are not good at?

Work/Internships/Extracurricular (paid and unpaid): Tell me about any volunteer activities, extracurriculars or internships you have done? What kinds of other jobs have you had or have now? Which of these has been most enjoyable and why?

Careers: What careers are you considering? ? What do you know about these careers? Have you done any research to explore it more? As a child, what did you want to be when you grew up? If you could do anything, what would it be?

Other: What career options does your family encourage you to explore or want you to pursue? What are your thoughts about these options.



Q & A

Challenges for Early-Career Professionals

- Some professional work experience (1-3 jobs).
- Can express what they **don't like** but not what they **do well and like to do**.
- Express their strengths in general terms (organization, analysis, good communication).
- Unaware of their transferable skills, feel they are limited to jobs in their current industry.
- Concerns about finding work that offers balance and a good income.
- Have been applying to new jobs but not getting interviews.





Steven White

Situation: Returned to the U.S from China after completing his Master's degree. Has been job searching for one year (before and during covid) with no success (50 applications/1 interview).

Education: Completed a Master's Degree in International Studies. Has a BA in History. Fluent in Chinese.

Experience: Diverse experiences: Graduate Research Assistant, Internship at the State Dept, Embassy in Ghana and Mayor's office in SV, worked in an Ad/PR firm.

- Education Specialist in the Peace Corp in China (2 years).
- Working part-time while job seeking.

Counseling Goals: Clarify a job focus and get a job in his field of interest.

Steven's Personal Skill Chart

DRIVE™

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 ratings. 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

1 Analytical

Information management and evaluation skills used to achieve goals.

Score
43

- Research 12
- Analyze 9
- Solve Problems 6
- Manage Data 4
- Evaluate 4
- Compute 4
- Forecast 4
- Categorize
- Budget

2 Relationship

Interpersonal skills that directly aid individuals/groups to work together.

Score
37

- Respect Diversity 9
- Collaborate 6
- Resolve Conflict 6
- Serve as Liaison 4
- Counsel 4
- Train/Instruct 4
- Facilitate Groups 4
- Provide Care & Support
- Serve Clients & Customers

3 Communication

Verbal and written communication skills used for interaction.

Score
30

- Write 12
- Consult 6
- Listen 4
- Speak to Groups 4
- Question/Interview 4
- Speak/Interact
- Persuade
- Promote/Sell
- Negotiate

4 Creative

Idea formation skills for creating something new or solving problems.

Score
24

- Synthesize/Integrate 6
- Brainstorm 6
- Demonstrate Foresight 6
- Use Intuition 6
- Conceptualize
- Design
- Author/Compose
- Perform
- Create Images

Note: Scores of 2 or lower are not included





Share your responses in the Chat

What do you notice about
Steven's profile of skills/scores

Steven's Lower 2 Skill Categories

Detail for Lowest 2 Skill Categories and Individual Skills

	5 Physical/Technical Physical skills used to interact with machines, technology, and the environment.	Score 8
<ul style="list-style-type: none"> • Install/Operate 4 • Restore/Renovate 4 • Repair • Inspect/Test • Build/Construct • Sketch/Draw • Observe • Use Hands • Use Body 		

	6 Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.	Score 6
<ul style="list-style-type: none"> • Coach 6 • Initiate • Plan/Organize • Manage Projects • Build a Team • Set Goals • Envision • Lead • Make Decisions 		

Steven's Skill Set Portfolio

DRIVE 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
Analysis/Problem Solving Value gathering and analyzing data to solve problems and achieve objectives.	12 9 6 <ul style="list-style-type: none"> Research Analyze Solve Problems 	Analytical Information management and evaluation skills used to achieve goals.
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	9 6 6 <ul style="list-style-type: none"> Respect Diversity Collaborate Resolve Conflict 	Relationship Interpersonal skills that directly aid individuals/groups to work together.
Counsel/Teach Value educating, developing and guiding people to reach personal and professional goals.	4 4 4 <ul style="list-style-type: none"> Counsel Train/Instruct Facilitate Groups 	
Core Communication Like interacting and exchanging information with people to enhance understanding.	12 4 <ul style="list-style-type: none"> Write Listen Speak/Interact 	Communication Verbal and written communication skills used for interaction.
Consultation Value collaborating with others to identify problems and develop effective solutions.	6 4 <ul style="list-style-type: none"> Consult Question/Interview Negotiate 	
Intuition Value relying on feelings and perceptions to form insights.	6 6 6 <ul style="list-style-type: none"> Brainstorm Demonstrate Foresight Use Intuition 	Creative Idea formation skills for creating something new or solving problems.

Steven's Career Guide Snapshot





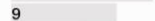




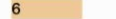




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- Use the Expanded Guide to research and evaluate the most appealing options.



Career Guide Snapshot

Analysis/Problem Solving Skill Set	Career Options	Educational Options
 Value gathering and analyzing data to solve problems and achieve objectives. 12  Research 9  Analyze 6  Solve Problems	<ul style="list-style-type: none"> • Business Analyst • Geneticist • Management Analyst • Investigator • Medical Equipment Operation • Quality Control 	<ul style="list-style-type: none"> • Biological Sciences • Computer-Aided Drafting • Computer Science • Criminal Justice • Engineering Technology • Operations Management
Expanded Guide >		
Core Relationship Skill Set	Career Options	Educational Options
 Enjoy developing and maintaining positive working relationships with individuals and groups. 9  Respect Diversity 6  Collaborate 6  Resolve Conflict	<ul style="list-style-type: none"> • Case Management • Customer Service • Diversity Management • Health Education • Mediation • Student Services 	<ul style="list-style-type: none"> • Business Administration • Communications • Criminal Justice • Health Sciences • Political Science • Psychology
Expanded Guide >		
Counsel/Teach Skill Set	Career Options	Educational Options
 Value educating, developing and guiding people to reach personal and professional goals. 4  Counsel 4  Train/Instruct 4  Facilitate Groups	<ul style="list-style-type: none"> • Adult Education • Career & Personal Counseling • Health Education • Speech Therapy • Social Work • Youth Development 	<ul style="list-style-type: none"> • Adult Education • Business Management • Communications • Health Education • Psychology • Social Science
Expanded Guide >		



Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

[Download this page](#)



Analysis/Problem Solving

Value gathering and analyzing data to solve problems and achieve objectives.

- 12 • Research
- 9 • Analyze
- 6 • Solve Problems



Analysis/Problem Solving – Sampling of Career Options

Business & Finance

- Actuarial Science/Insurance
- Business Analyst
- Business & Corporate Development
- Competitive Intelligence
- Corporate Finance
- General Management
- Human Resources Management
- Information Systems
- Financial Services; Investment Banking, Investment Management, etc.
- Marketing & Market Research
- Operations & Production Management
- Real Estate; Brokerage, Property Management, etc.
- Supply Chain Management
- Sustainability Management

Government, Law & Public Services

- Administration & Management
- Contract Management
- Courts & Judicial Administration
- Financial Analyst
- Forensic Science
- Inspectors; Food, etc.
- Investigators; Private, FBI, CIA, etc.
- Lawyers, Paralegals & Assistants
- Management Analysts
- Law Enforcement & Security
- Occupational Health & Safety
- Public Policy Analysis
- Urban & Regional Planning

Health Science, Support & Medicine

- Clinical & Medical Researchers
- Clinical Lab Technicians
- Geneticist
- Medical Equipment Technicians; Respiratory, etc.
- Medical Technicians; Radiologic, Surgical, etc.
- Nursing
- Therapeutic Services; Physical Therapy, Occupational, etc.
- Medical Specialties; Dentistry, Podiatry, etc.
- Research & Development

Science, Technology, Engineering & Math

- Artificial Intelligence Engineer
- Computer Hardware & Software Development
- Computer Programming
- Data Scientist
- Economists
- Engineering Professionals & Technicians; Aerospace, Biomedical, Electronics, etc.
- Environmental Science
- Information Systems & Security
- Research & Development
- Robotics Engineer
- Statisticians
- Scientists & Technicians; Agriculture, Biology, etc.
- Virtual Reality Developer

Installation, Maintenance & Repair

- Maintenance & Repair Technicians; Computer, Equipment, Electronics, Electrical, Telecommunications, etc.
- Instrument Calibration and Repair
- Manufacturing Technician/Technologist
- Quality Control & Testing

Manufacturing & Production

- Drafters
- Industrial Health & Safety Officers
- Industrial Engineers
- Inventory Management
- Logistics Analysts
- Operations Management
- Power Plant Distribution & Operations
- Production Management
- Project Management
- Purchasing
- Quality Assurance
- Safety Engineers
- Storage & Distribution Management
- System Operations

Steven's Expanded Guide

Steven – Intelligence Analyst – World Advisors (position analysis)

Responsible for monitoring all-source information to identify and assess risks and threats to the client. Position requires strong communication skills and the capacity to assimilate intelligence content into products that effectively communicate risk and opportunity.

Transferable Skills	Knowledge-based (have some experience)	Personal Traits
<p>Writing, Research, Analysis</p> <ul style="list-style-type: none"> Identify, research and assess ‘threats that could potentially impact the company’s global executives and business operations’, i.e., everything from geo-political issues to security risks. Able to synthesize information from multiple sources, Able to tailor written products for specific audiences. <p>Communication/Influence</p> <ul style="list-style-type: none"> Liaise with clients & develop relationships <p>Multicultural/Flexibility</p> <ul style="list-style-type: none"> Willing to travel Able to work well in multicultural teams 	<ul style="list-style-type: none"> Strong knowledge of, and interest in, international affairs, economics, political science, business etc. Experience providing intelligence and risk assessment. Experience living in foreign countries. Experience leveraging tech platforms for research and analysis (i.e., running python scripts or using Google). 	<p>Proactive</p> <p>Results-oriented</p> <p>Willingness to learn</p> <p>Trustworthy</p> <p>Work Independently</p>

Steven's Hybrid Resume

STEVEN WHITE

StevenWhite@pm.me • +1-415-319-4141 • San Jose, USA

Provide organizations with intelligence to navigate risk and make informed decisions. Excellent Chinese verbal, reading and writing skills; excel in researching and analyzing complex information to provide context and actionable recommendations within tight deadlines. Ready to manage and support projects with strong creative, problem-solving and organizational skills; highly collaborative with strengths in working in multicultural teams.

EDUCATION

- George Mason University, International Studies** **Nanjing, China**
Master of Arts, International Studies (3.96 GPA) 2017 – 2019
- Wrote Master's in Chinese, revealing the Chinese regime's methods to build political action coalitions with Chinese elites, domestically and abroad
 - Researched in-language Chinese government policy documents at provincial and national levels
 - Courses on Chinese politics, international law, economics, statistics, public policy
 - Awarded several scholarships, including US-China Exchange Scholarship
- Harbin Normal University** **Harbin, China**
- Three semesters of Chinese language studies on full scholarship
 - Won essay contest written in Chinese; courses on speaking, listening, writing, grammar etc.
- Sacramento State University** **Sacramento, CA**
B.A, History (magna cum laude)
- Study abroad: University of Ghana, Accra: African colonial/post-colonial politics
 - Paid research assistant; Debate Team; Co-Founder of Chinese Language & Culture Club

ANALYSIS AND RESEARCH EXPERIENCE

Master's Thesis: Conducted primary research from Chinese Government sources. Upon encountering roadblocks, utilized archives and identified sources outside of China. Successfully wrote and defended the topic in Chinese. The thesis advanced new information and insight on a previously unexplored academic topic.

U.S. Department of State, Visa Fraud Investigation: Analyzed statistical data to identify demographic makeup of Visa fraud. Supplemented the findings with anecdotal information to provide a balanced report. Conducted research and wrote reports on four fraud investigations.

ChinaSV, Intern - Drafted memos for the Office of the Mayor of San Jose that provided intelligence on visiting business delegations from China, including background information from Chinese sources. Memos used by Mayor's Office to prepare for meetings to further commercial ties between San Francisco and China.

EXPERIENCE

- Supervisor, US Census Bureau, 2020** **San Jose, CA**
- Managed field teams of 50+, conducted training classes, managed payroll and resolved personnel issues.
- U.S. Peace Corps Education Specialist** **Lanzhou, Gansu Province, China**
2015 - 2017
- Introduced new curriculum to enhance critical thinking and extracurricular projects which enhanced motivation and increased proficiency on language exams.
 - Taught over 1,000 university students: including speech, writing, debate and culture courses.
 - Gave Peace Corps commencement speech in Chinese.
- World Communications (Advertising and PR Agency)** **San Jose, CA**
Account Services Associate 2014 – 2015
- Researched and wrote marketing proposals. Developed content and acted in Chinese-language marketing videos.
 - Maintained certifications and licenses for local, state and federal government agencies.

Scoring Key

SkillScan Scoring Key	Proficiency (1-3 range)	x	Importance (2-4 range)	=	Scores
Dominant	High (3)	x	High (4)	=	12
Support	High (3)	x	Moderate (3)	=	9
High Potential	Moderate (2)	x	High (4)	=	8
Indifferent	Moderate (2)	X	Moderate (3)	=	6
Burn-out	High (3)	x	Low (2)	=	6
Low Interest	Moderate (2)	x	Low (2)	=	4

*Scores of 2's and lower not reflected in report



Report Review Tips

Consider the client's career stage, needs, goals, and number of coaching hours available.

1. Personal Skill Chart (PSC)

- Validate top categories and preferred skills
- Focus on the scores of 12 – ask for examples of how these skills were used

2. Skill Set Portfolio

- Discuss client's specific strengths to increase awareness
- Draw out enjoyable examples, note client's energy level
- Apply the results to personal branding; resumes, LinkedIn Profile

3. Career Guides

- Discuss at a high-level and suggest research as homework
- Suggest creating a list of appealing options, conduct research, and check for alignment with preferences
- Direct client to Expanded Guides and show how O*Net works; resumes, LinkedIn Profile

Report Review Tips



4. Skill Development (high-potential scores of 8)

- Useful for clients at different career stages
- Early career clients - skill building in school, volunteer & extracurricular opportunities
- Transitioners - identify high priority development skills for enhanced marketability

5. Strategic Skill Profile

- Summarize the information
- Use in LinkedIn profile, resume, etc.

Report Review Time

Average - 15 – 25 minutes

Maximum - 50 minutes

In a full session review:

- Review scoring and each section in depth.
- Connect to work and life experiences.



Share your ideas in the Chat

How will you apply this webinar content to your coaching?

SkillScan Deliverables



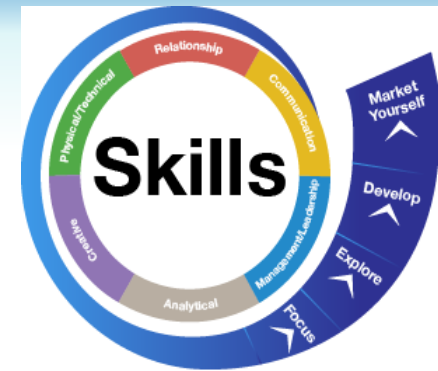
Comments from Coaches

- Makes skills tangible - quantifies a client's gut reaction with numbers, graphs and a color-coded report. Reinforces client's perception of skills and can reveal skills client is unaware of.
- Provides descriptive language for self-understanding and communicating strengths in the job search.
- Helps the client to connect volunteer and other experience to job options.
- Enables early career clients to evaluate roles that better align with their greatest skills.
- Provides the client with career ideas that match their Skill Sets
- Helps to identify transferable skills within a client's work domain or area of expertise.

Boosts confidence!



Coming In 2024



Thanks for Attending Today – Enjoy 10% off your purchase of online assessments – good till Dec. 15, 2023 – Use Coupon Code: **Fall2023**

SkillScan Connect:

- **January 17 - *A Mission-Driven Job Search: Polly's Career Pivot* - Erica Mattison**
- **March 14 – *The Therapeutic Impact of Using Career Assessments in Career Coaching* - Anne Chan and Wendy McWilliams**

Tentative Introductory Webinars

- **February** - Blending Reflection Questions and Dialogue with SkillScan to Reinforce Strengths and Motivations
- **April** - Strengthening Personal Clarity Through Multiple Assessments to Uncover Core Themes