



# Strengthen Client Personal Clarity with Integrated Assessment Themes

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# Agenda

- The SkillScan System and Assessments
- Common Client Challenges
- Career Assessment Framework
- Case Studies – Finding themes by integrating skills with Holland, Values; MBTI and CliftonStrengths
- Scoring & Resources
- Wrap up





# SkillScan System & Assessments

## The System

- A set of supplemental assessment exercises; Interests, Values, Personal Traits, etc., to deliver a comprehensive assessment package
- Resources for exploration, integration, development and self-marketing
- A framework to integrate skills with Holland, Values and Personality type

## Two Online Assessments: Drive and Express

- Reports showcase a hierarchy of skill preferences; proficiency, enjoyment & importance
- Provides a language of strengths
- Bridge for transferring skills to relevant options
- Suggested career options and development activities
- Platform of strengths for self-marketing; resumes and interviews

# Common Career Challenges



## Early Career

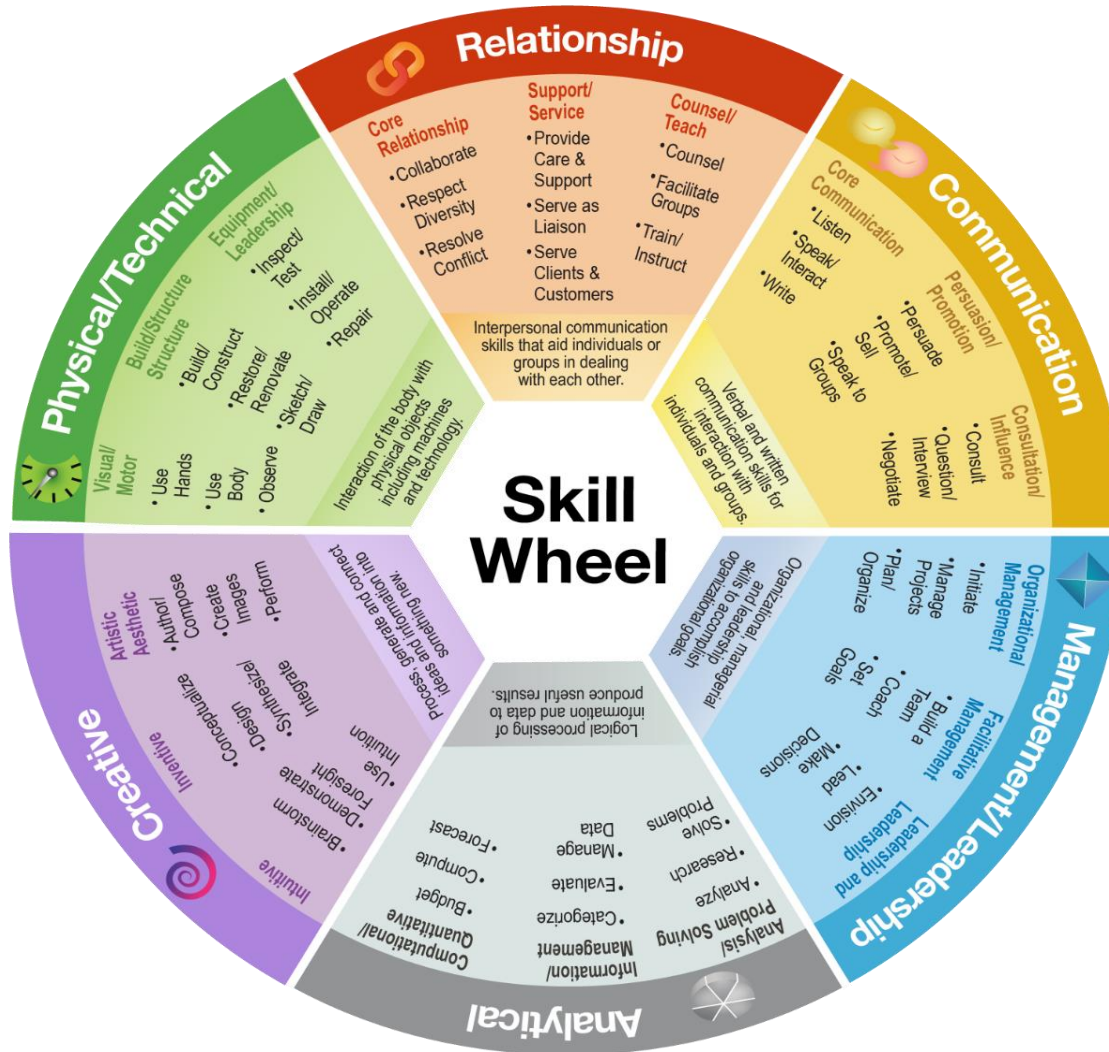
- Evolving career identity
- Limited life & work experiences; internships, volunteer work, class projects, etc.
- Unaware of their strengths / lack a skill language
- Unclear career direction or narrow direction
- Aspirational – seek meaning, purpose and work/life balance
- Expectations; self & others

## Transitioners

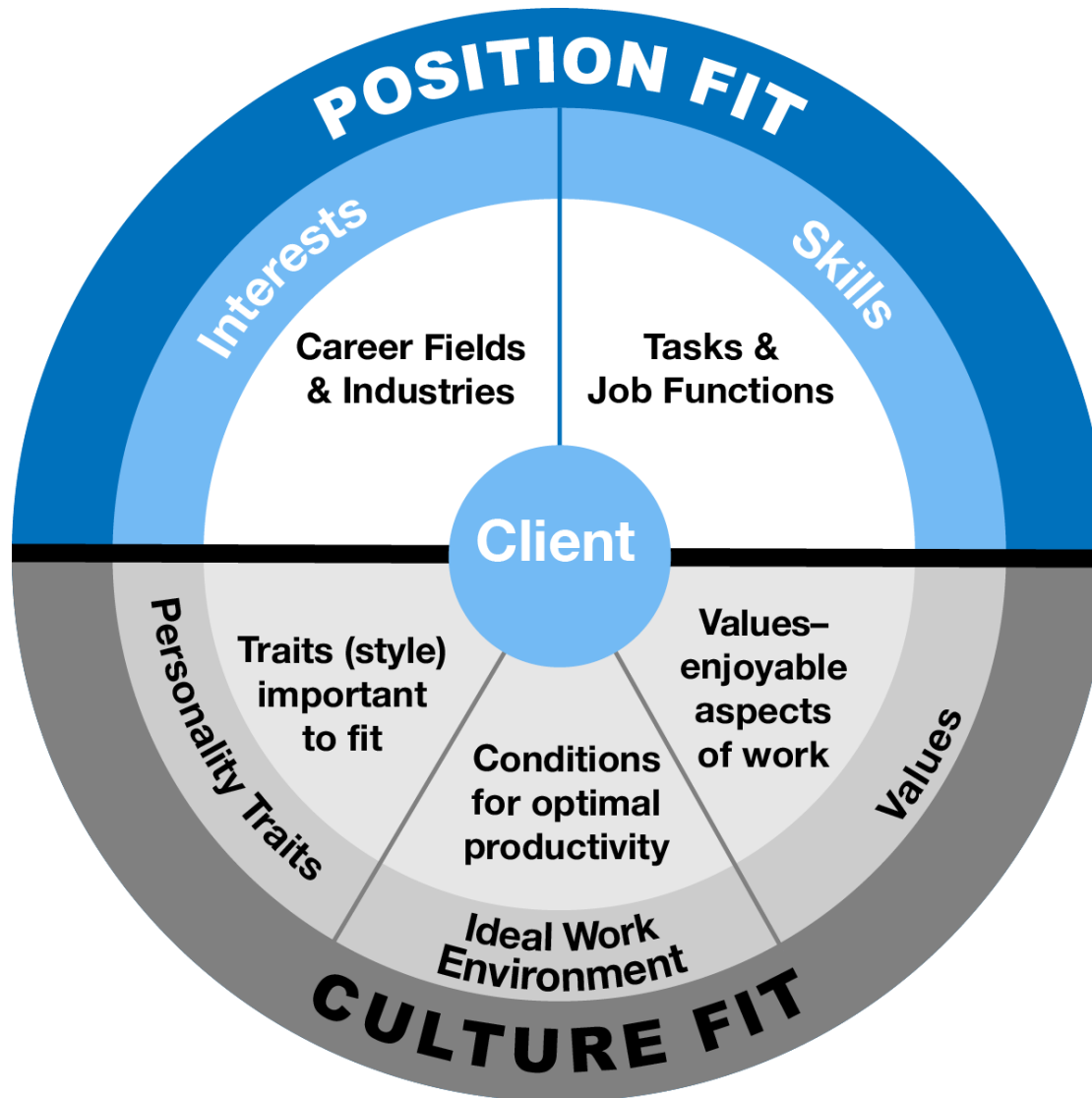
- A developed identity from life/work experiences
- Acquired skills/expertise - rooted in knowledge / job-content
- Unaware of transferable skills and lack a skill language
- Uncertain about the type of change needed
- Marketability concerns (age, starting over)
- Time, money and motivation constraints

# Drive Categories, Skill Sets and Skills

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



# Career Assessment Framework

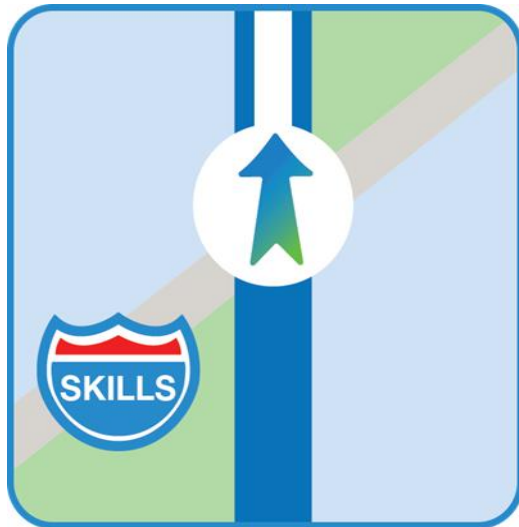




# Q & A



## Poll



What assessments do you use most often?

- Strong Interest Inventory
- Myers/Briggs or Personality/ Type assessment
- CliftonStrengths
- VIA Character Strengths
- Other



# Theory: Explains What We Observe

## **Holland Theory**

Individuals search for environments that allow them to:

- Express their interests, skills, values and attitudes.
- Take on interesting problems and agreeable roles.
- Work in an occupational area with similar types of people.

## **Transferable skills enables:**

- Transferability of skills from one job/industry to different job/ industry.
- The ability to perform tasks effectively.
- Exploration of careers based on client skill preferences.
- Communication of strengths in self-marketing.

**Values** – meaningful aspects of work.

SkillScan’s framework of “Activity-based values” reinforces:

- Connection between client’s skill preferences used to fulfill intrinsic needs/values



# Case Study

## Master's Degree College Graduate

- Steven (late 20's) completed a Master's Degree in International Studies. Speaks fluent Chinese.

### Work experience

- **Recent:** Education Specialist in the Peace Corp (China 2 years) and part-time Census job in SF while job seeking.
- **Prior:** Research Assistant in College, Internship in Ghana US Embassy & Mayor's office in San Jose, PT work in PR firm
- Upon return to the U.S – a one-year unsuccessful job search (applied to 50 jobs / 1 interview). Very low confidence, discouraged & imposter syndrome
- Goal – Find his first professional role in the SF Bay Area

# Steven's Personal Skill Chart

**DRIVE™**

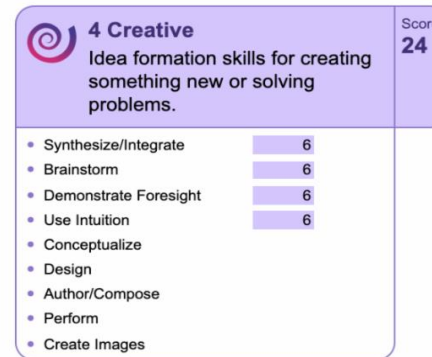
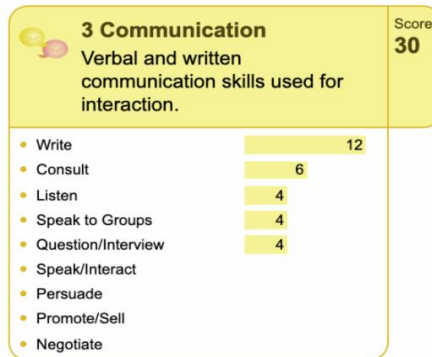
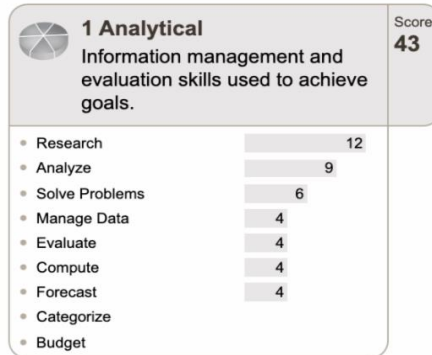
## Personal Skill Chart

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 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

## Lower two 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**

- Install/Operate **4**
- Restore/Renovate **4**
- Repair
- Inspect/Test
- Build/Construct
- Sketch/Draw
- Observe
- Use Hands
- Use Body



#### 6 Management/Leadership

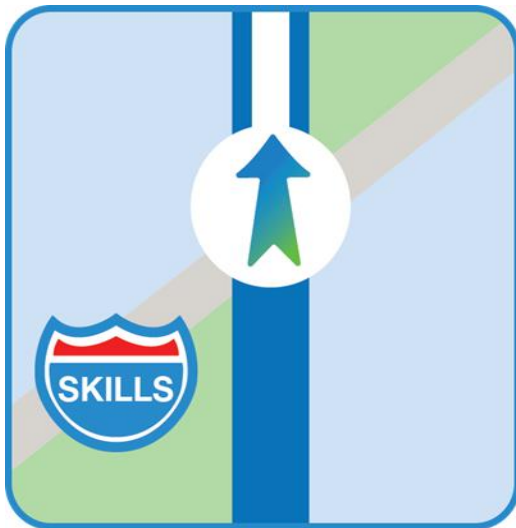
Organizational, facilitative, and leadership skills used to accomplish goals.

Score  
**6**

- Coach **6**
- Initiate
- Plan/Organize
- Manage Projects
- Build a Team
- Set Goals
- Envision
- Lead
- Make Decisions



## Type in Chat



What are possible reasons for Steven's small number of high scores?

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

# Steven's Career Guide Snapshot

## 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

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


Core Relationship Skill Set	Career Options	Educational Options
 Enjoy developing and maintaining positive working relationships with individuals and groups. 9    <ul style="list-style-type: none"> <li>• Respect Diversity</li> <li>• Collaborate</li> <li>• Resolve Conflict</li> </ul>	<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>
<a href="#">Expanded Guide &gt;</a>		

Counsel/ Teach Skill Set	Career Options	Educational Options
 Value educating, developing and guiding people to reach personal and professional goals. 4    <ul style="list-style-type: none"> <li>• Counsel</li> <li>• Train/Instruct</li> <li>• Facilitate Groups</li> </ul>	<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>
<a href="#">Expanded Guide &gt;</a>		

## 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 ☞





## 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.



## Steven's Strategic Skill Profile

Your Top Skills		Strategies
<p><b>Dominant</b> Skills you rated as high proficiency and high importance</p> <p><b>Score 12</b></p>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Write</li> </ul> <p><b>Analytical</b></p> <ul style="list-style-type: none"> <li>Research</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><b>Score 9</b></p>	<p><b>Relationship</b></p> <ul style="list-style-type: none"> <li>Respect Diversity</li> </ul> <p><b>Analytical</b></p> <ul style="list-style-type: none"> <li>Analyze</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><b>Score 8</b></p>		<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>



## Holland Interest Themes Exercise

Read each of the six theme descriptions of people, interests, and skills. In the spaces at the bottom, write the names of the three themes that describe you the best, second best, and third best. Then highlight the words that best describe you within each of the three themes using the highlighting tool in the toolbar above.

<b>R</b>	<b>Realistic</b> – People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.
<b>I</b>	<b>Investigative</b> – People who like to observe, learn, investigate, analyze, evaluate, or solve problems.
<b>A</b>	<b>Artistic</b> – People who have artistic, innovating or intuitional abilities, and like to work in unstructured situations, using their imagination or creativity.
<b>S</b>	<b>Social</b> – People who like to work with people – to inform, enlighten, help, train, develop, or cure them, or are skilled with words.
<b>E</b>	<b>Enterprising</b> – People who like to work with people – influencing, persuading, leading or managing for organizational goals or for economic gain.
<b>C</b>	<b>Conventional</b> – People who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on others instructions.

1. Investigative      2. Social      3. N/A



## Values Assessment Exercise

Understanding your values — what gives you meaning and motivates you—will help you make career decisions that align with your true needs.

### Step 1: Values Checklist

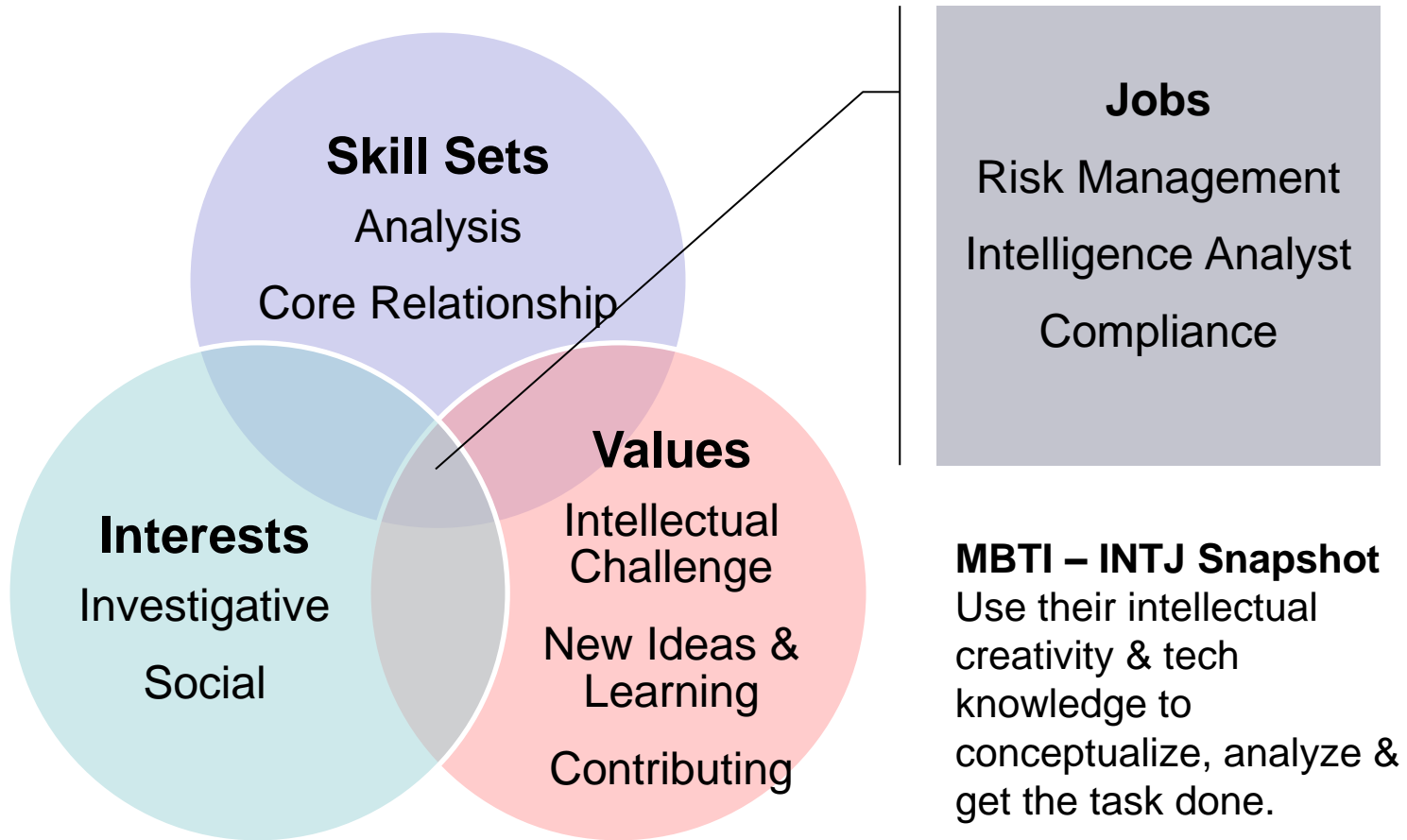
Review and place a check mark next to your top six to eight Activity-Based Values column below. These values are critical to identifying the work activities that will be most satisfying to you. Then identify six to eight Worklife and Environment Values in the right column. These values will help you clarify elements in the work setting and organizational culture that are essential to your satisfaction.

Activity-Based Values	Worklife and Environment Values
<input type="checkbox"/> Competition	<input type="checkbox"/> Time Flexibility
<input checked="" type="checkbox"/> New Ideas/Learning	<input type="checkbox"/> Independence
<input checked="" type="checkbox"/> Self-Expression	<input type="checkbox"/> Recognition
<input type="checkbox"/> Help Others	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Power and Influence	<input checked="" type="checkbox"/> Variety
<input type="checkbox"/> Supervision	<input checked="" type="checkbox"/> Balanced Lifestyle
<input type="checkbox"/> Physical Challenge	<input checked="" type="checkbox"/> Advancement
<input type="checkbox"/> Mastery/Expertise	<input type="checkbox"/> Economic Security
<input type="checkbox"/> Artistic Expression	<input type="checkbox"/> High Income/Wealth
<input type="checkbox"/> Altruism	<input checked="" type="checkbox"/> Affiliation
<input type="checkbox"/> Detailed	<input type="checkbox"/> Friendships
<input checked="" type="checkbox"/> Adventure	<input type="checkbox"/> Family
<input checked="" type="checkbox"/> Intellectual Challenge	<input type="checkbox"/> Stability
<input type="checkbox"/> Creativity	<input checked="" type="checkbox"/> Sense of Community
<input checked="" type="checkbox"/> Contributing	<input type="checkbox"/> Location
<input checked="" type="checkbox"/> Achievement	<input type="checkbox"/> Health/Fitness
<input checked="" type="checkbox"/> Organization	<input type="checkbox"/> Spirituality
<input type="checkbox"/> Leadership	<input type="checkbox"/> Structure

Review the checkmarks from the top six to eight activity-based values you selected on the previous page in the Activity-Based Values column below. Your values will most likely correspond to two or three Value Groups in the middle column. If your top values fall into more than three Value Groups, decide which three Value Groups best describe your strongest values. Then in the right column write a personal definition for each checked Activity-Based Value and identify an experience in which these values were met.

Activity-Based Values	Value Groups (SkillScan's Skill Categories and Holland Themes)	Personal Definition and Experience
<input checked="" type="checkbox"/> Adventure <input type="checkbox"/> Competition <input type="checkbox"/> Physical Challenge	<b>Physical/Technical</b> Holland – Realistic theme	Adventure: work is not routine and contains new experiences (even if revolving around core competencies/tasks.) Peace Corps volunteer - though I was teaching English, the cultural environment brought constant challenges and a sense of 'adventure'.
<input checked="" type="checkbox"/> Intellectual Challenge <input type="checkbox"/> Mastery/Expertise <input checked="" type="checkbox"/> New Ideas/Learning	<b>Analytical Creative</b> Holland – Investigative theme	Intellectual Challenge: applying critical thinking to complex tasks and questions. New Ideas: opportunity to learn & engage with new spheres of knowledge. Example: graduate student at Hopkins - constant intellectual challenge and learning.
<input type="checkbox"/> Artistic Expression <input type="checkbox"/> Creativity <input checked="" type="checkbox"/> Self-Expression	<b>Creative</b> Holland – Artistic theme	
<input type="checkbox"/> Altruism <input checked="" type="checkbox"/> Contributing <input type="checkbox"/> Help Others	<b>Relationship Communication</b> Holland – Social theme	Sense that both the tasks I do and the mission of the work/organization is contributing to some greater goal. Examples: intern at US Embassy Ghana - contributing to US interests and being part of the team that does this.
<input checked="" type="checkbox"/> Achievement <input type="checkbox"/> Leadership <input type="checkbox"/> Power and Influence	<b>Management/Leadership Communication</b> Holland – Enterprising theme	
<input type="checkbox"/> Detailed <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Supervision	<b>Analytical Management</b> Holland – Conventional theme	

# Steven's Integrated Results



## STEVEN WHITE

[StevenWhite@pm.me](mailto: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** **Lanzhou, Gansu Province, China**

**Education Specialist**

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.



# Q & A



# Case Study: Elise Recent Lay-off

**Current Situation:** Young woman (age 25) laid-off after one year from her first professional job

**Education:** BA Degree in Strategic and Corporate Communication - 2021

**Work Experience:** Marketing advisor for large luxury real estate firm. Helped agents to grow their businesses through social media.

- Prior: event coordinator (4 months with a church) and marketing manager (1+ year – part-time) for a catering company

**Counseling Goal:** Unsure of a career direction and what she wants to do. Wants out of real estate.





## Holland Interest Themes Exercise

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Elise

Holland  
Themes

<b>R</b>	<b>Realistic</b> – People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.
<b>I</b>	<b>Investigative</b> – People who like to observe, learn, <b>investigate</b> , analyze, evaluate, or <b>solve problems</b> .
<b>A</b>	<b>Artistic</b> – People who have artistic, innovating or <b>intuitional abilities</b> , and like to work in unstructured situations, using their <b>imagination or creativity</b> .
<b>S</b>	<b>Social</b> – People who like to <b>work with people</b> – to <b>inform</b> , enlighten, help, train, develop, or cure them, or are <b>skilled with words</b> .
<b>E</b>	<b>Enterprising</b> – People who like to work with <b>people – influencing, persuading, leading or managing for organizational goals</b> or for economic gain.
<b>C</b>	<b>Conventional</b> – People who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on others' instructions.

1. Social                      2. Artistic                      3. Investigative

## 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

Elise


## Personal Skill Chart




Note: Scores of 2 or lower are not included

## Detail for Lowest 2 Skill Categories and Individual Skills

Lower two categories

 <b>5 Analytical</b> Information management and evaluation skills used to achieve goals.	Score <b>16</b>
<ul style="list-style-type: none"><li>• Solve Problems <span style="float: right;">12</span></li><li>• Analyze <span style="float: right;">4</span></li><li>• Research</li><li>• Categorize</li><li>• Manage Data</li><li>• Compute</li><li>• Budget</li><li>• Forecast</li></ul>	

 <b>6 Physical/Technical</b> Physical skills used to interact with machines, technology, and the environment.	Score <b>6</b>
<ul style="list-style-type: none"><li>• Sketch/Draw <span style="float: right;">6</span></li><li>• Install/Operate</li><li>• Repair</li><li>• Inspect/Test</li><li>• Build/Construct</li><li>• Restore/Renovate</li><li>• Use Hands</li><li>• Use Body</li></ul>	



## 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.



Elise

## Skill Set Portfolio

Skill Set Themes	Your Skill Sets	Skill Category
<b>Leadership</b> Like setting a direction and motivating others to achieve high performance.	12  • Lead 9  • Envision 8  • Make Decisions	 <b>Management/Leadership</b> Organizational, facilitative, and leadership skills used to accomplish goals.
<b>Organization</b> Like initiating, structuring and carrying out steps to accomplish objectives.	12  • Manage Projects 9  • Plan/Organize 6  • Initiate	
<b>Core Relationship</b> Enjoy developing and maintaining positive working relationships with individuals and groups.	12  • Collaborate 12  • Respect Diversity 8  • Resolve Conflict	 <b>Relationship</b> Interpersonal skills to work effectively with individuals and groups.
<b>Core Communication</b> Like interacting and exchanging information with people to enhance understanding.	12  • Write 12  • Speak/Interact 8  • Listen	 <b>Communication</b> Verbal and written communication skills used for interaction.
<b>Consultation</b> Value collaborating with others to identify problems and develop effective solutions.	12  • Consult 9  • Question/Interview 6  • Negotiate	
<b>Intuition</b> Value relying on feelings and perceptions to form insights.	12  • Use Intuition 8  • Brainstorm 8  • Demonstrate Foresight	 <b>Creative</b> Idea formation skills for creating something new or solving problems.

# Elise - Career Options Snapshot

## DRIVE<sup>SM</sup> 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

Leadership Skill Set	Career Options	Educational Options
<p>◆ Like setting a direction and motivating others to achieve high performance.</p> <p>12 <span style="color: blue;">■</span> Lead</p> <p>9 <span style="color: blue;">■</span> Envision</p> <p>8 <span style="color: blue;">■</span> Make Decisions</p>	<ul style="list-style-type: none"> <li>• Business Development</li> <li>• Hospital Administration</li> <li>• Program Management</li> <li>• Sustainability Management</li> <li>• Teaching</li> <li>• Urban Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Government</li> <li>• Human Resources Management</li> <li>• Public Administration</li> <li>• Educational Administration</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

Organization Skill Set	Career Options	Educational Options
<p>◆ Like initiating, structuring and carrying out steps to accomplish objectives.</p> <p>12 <span style="color: blue;">■</span> Manage Projects</p> <p>9 <span style="color: blue;">■</span> Plan/Organize</p> <p>6 <span style="color: blue;">■</span> Initiate</p>	<ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Event Management</li> <li>• Facilities Management</li> <li>• Student Services</li> <li>• Volunteer Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Construction Management</li> <li>• Operations Management</li> <li>• Health Education</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

Core Relationship Skill Set	Career Options	Educational Options
<p>◆ Enjoy developing and maintaining positive working relationships with individuals and groups.</p> <p>12 <span style="color: orange;">■</span> Collaborate</p> <p>12 <span style="color: orange;">■</span> Respect Diversity</p> <p>8 <span style="color: orange;">■</span> 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>
<a href="#">Expanded Guide &gt;</a>		

Core Communication Skill Set	Career Options	Educational Options
<p>◆ Like interacting and exchanging information with people to enhance understanding.</p> <p>12 <span style="color: yellow;">■</span> Write</p> <p>12 <span style="color: yellow;">■</span> Speak/Interact</p> <p>8 <span style="color: yellow;">■</span> 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>
<a href="#">Expanded Guide &gt;</a>		

Consultation Skill Set	Career Options	Educational Options
<p>◆ Value collaborating with others to identify problems and develop effective solutions.</p> <p>12 <span style="color: yellow;">■</span> Consult</p> <p>9 <span style="color: yellow;">■</span> Question/Interview</p> <p>6 <span style="color: yellow;">■</span> Negotiate</p>	<ul style="list-style-type: none"> <li>• Brand Consulting</li> <li>• Counseling &amp; Guidance</li> <li>• Investment Management</li> <li>• Lawyer</li> <li>• Media Buying</li> <li>• Political Consulting</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Communications</li> <li>• English/Rhetoric</li> <li>• Marketing Management</li> <li>• Pre-Law</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		

Intuition Skill Set	Career Options	Educational Options
<p>◆ Value relying on feelings and perceptions to form insights.</p> <p>12 <span style="color: purple;">■</span> Use Intuition</p> <p>8 <span style="color: purple;">■</span> Brainstorm</p> <p>8 <span style="color: purple;">■</span> 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 and Animation</li> <li>• Psychology</li> </ul>
<a href="#">Expanded Guide &gt;</a>		



## 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](#)



### Intuition

Value relying on feelings and perceptions to form insights.

12	• Use Intuition
8	• Brainstorm
8	• Demonstrate Foresight

Elise












Expanded Guide

## Intuition – Sampling of Career Options

### Business & Finance

- Advertising & Promotions 
- Business Development 
- Brand Management 
- Corporate Communications 
- Customer Service & Support 
- Human Resources; Employee Relations, Recruiting 
- Marketing 
- Public Relations 
- Publishing 
- Strategic Planning 

### Arts, Design & Entertainment

- Art Direction; Film, Music, etc. 
- Copywriting 
- Fashion Design 
- Fine Arts: Visual, Performing, Music, Literary, etc. 
- Graphic Design 
- Industrial Design 
- Multimedia Artists & Animators 
- Photographers 
- Product and Package Design 
- Video Game Development 
- Web Design & Development 

### Architecture, Construction & Real Estate

- Architects 
- Interior & Office Space Design 
- Landscape Architects 

### Education, Training & Library

- Curators (Museums and Galleries) 
- Distance Learning 
- Counseling & Guidance 
- Program Development 
- Special Education 
- Teaching 

### Human & Community Services & Non-profits

- Art & Music Therapists 
- Career & Personal Counseling 
- Clergy/Ministry 
- Clinical Psychologists 
- Program Development & Management 
- Social Workers 
- Volunteer Management 



## Values Assessment Exercise

Understanding your values — what gives you meaning and motivates you—will help you make career decisions that align with your true needs.

### Step 1: Values Checklist

Review and place a check mark next to your top six to eight Activity-Based Values column below. These values are critical to identifying the work activities that will be most satisfying to you. Then identify six to eight Worklife and Environment Values in the right column. These values will help you clarify elements in the work setting and organizational culture that are essential to your satisfaction.

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Values

Activity-Based Values	Worklife and Environment Values
<input type="checkbox"/> Competition	<input type="checkbox"/> Time Flexibility
<input checked="" type="checkbox"/> New Ideas/Learning	<input checked="" type="checkbox"/> Independence
<input type="checkbox"/> Self-Expression	<input checked="" type="checkbox"/> Recognition
<input checked="" type="checkbox"/> Help Others	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Power and Influence	<input type="checkbox"/> Variety
<input type="checkbox"/> Supervision	<input checked="" type="checkbox"/> Balanced Lifestyle
<input type="checkbox"/> Physical Challenge	<input type="checkbox"/> Advancement
<input type="checkbox"/> Mastery/Expertise	<input type="checkbox"/> Economic Security
<input type="checkbox"/> Artistic Expression	<input checked="" type="checkbox"/> High Income/Wealth
<input type="checkbox"/> Altruism	<input type="checkbox"/> Affiliation
<input type="checkbox"/> Detailed	<input type="checkbox"/> Friendships
<input type="checkbox"/> Adventure	<input type="checkbox"/> Family
<input type="checkbox"/> Intellectual Challenge	<input type="checkbox"/> Stability
<input checked="" type="checkbox"/> Creativity	<input checked="" type="checkbox"/> Sense of Community
<input checked="" type="checkbox"/> Contributing	<input type="checkbox"/> Location
<input checked="" type="checkbox"/> Achievement	<input type="checkbox"/> Health/Fitness
<input checked="" type="checkbox"/> Organization	<input type="checkbox"/> Spirituality
<input type="checkbox"/> Leadership	<input type="checkbox"/> Structure

## Step 2: Activity-Based Values

Review the checkmarks from the top six to eight activity-based values you selected on the previous page in the Activity-Based Values column below. Your values will most likely correspond to two or three Value Groups in the middle column. If your top values fall into more than three Value Groups, decide which three Value Groups best describe your strongest values. Then in the right column write a personal definition for each checked Activity-Based Value and identify an experience in which these values were met.

Elise -  
Values

Activity-Based Values	Value Groups (SkillScan's Skill Categories and Holland Themes)	Personal Definition and Experience
<input type="checkbox"/> Adventure <input type="checkbox"/> Competition <input type="checkbox"/> Physical Challenge	<b>Physical/Technical</b> Holland – Realistic theme	
<input type="checkbox"/> Intellectual Challenge <input type="checkbox"/> Mastery/Expertise <input checked="" type="checkbox"/> New Ideas/Learning	<b>Analytical Creative</b> Holland – Investigative theme	I like having the challenge of learning new things, I am always searching for new knowledge, curious
<input type="checkbox"/> Artistic Expression <input checked="" type="checkbox"/> Creativity <input type="checkbox"/> Self-Expression	<b>Creative</b> Holland – Artistic theme	Using strategic thinking and creativity to find solutions to problems
<input type="checkbox"/> Altruism <input checked="" type="checkbox"/> Contributing <input checked="" type="checkbox"/> Help Others	<b>Relationship Communication</b> Holland – Social theme	Relationships and helping others is my top value, what makes me happiest
<input checked="" type="checkbox"/> Achievement <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Power and Influence	<b>Management/Leadership Communication</b> Holland – Enterprising theme	
<input type="checkbox"/> Detailed <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Supervision	<b>Analytical Management</b> Holland – Conventional theme	



# Elise's Assessment Themes

Holland Interests	SkillScan	Values	CliftonStrengths
<p><b>Social / Artistic / Investigative / (E)</b></p> <p>Themes from:  <b><i>Discovering Your Interests exercise:</i></b>            Marketing, Digital Media and Mental Health</p> <p>Summary: Focus on people, using her creative and analytical skills to accomplish strategic goals.</p>	<p><b>- Management / Leadership</b> - manage projects, lead the team</p> <p><b>- Relationship</b> - collaborate/liaison</p> <p><b>- Creative/Analytical</b> – creative problem solving</p>	<p><b>Relationships</b> – helping others</p> <p><b>Creativity</b> – innovative approaches</p> <p><b>New Ideas/Learning</b> – curious, constant growth</p>	<p><b>Strategic</b></p> <p>Executing – make things happen.</p> <p>Influencing – take charge, speak up, listen.</p> <p>Relationship Building – build relationships to hold team together.</p> <p>Strategic Thinking – analyze information to make better decisions.</p>



# Q & A

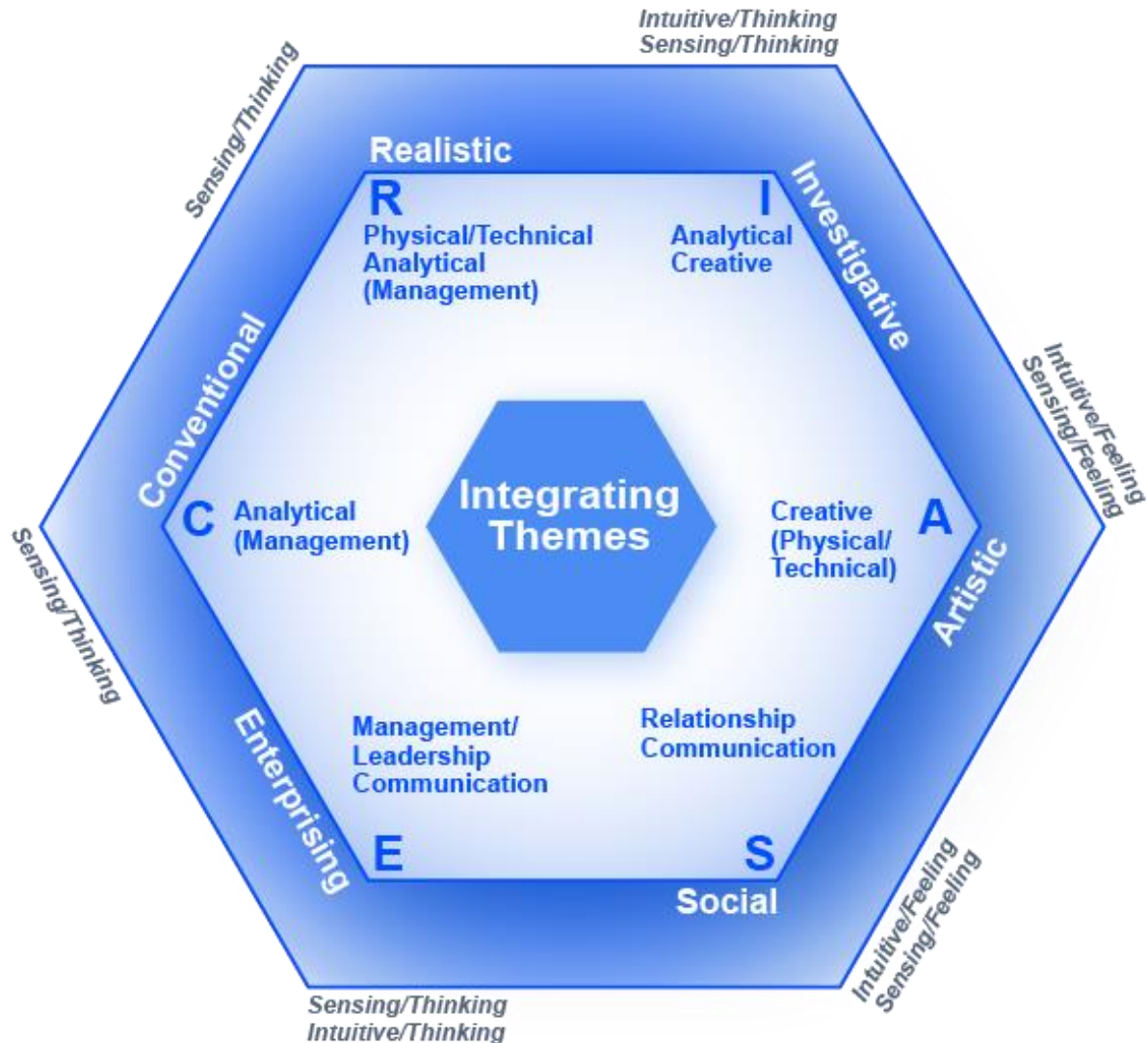
# Integrate Themes



Integrating  
Assessment  
Themes

Holland Interest Themes	SkillScan Skill Categories	Activity-Based Values
<b>R - Realistic</b>	Physical/Technical	Adventure Competition Physical Challenge
<b>I - Investigative</b>	Analytical Creative	Intellectual Challenge Mastery/Expertise New Ideas/Learning
<b>A – Artistic/ Creative</b>	Creative	Artistic Expression Creativity Self-Expression
<b>S - Social</b>	Relationship Communication	Altruism Contributing Help Others
<b>E - Enterprising</b>	Management/Leadership Communication	Achievement Leadership Power and Influence
<b>C - Conventional</b>	Management/Leadership	Detailed Organization Supervision

# SkillScan Categories with Holland and Personality Themes



# Indirect Theme

## High School Teacher Mini-Case

Holland	SkillScan	Values
<b>Enterprising</b> – Managing/influencing people	1 - Management/Leadership – Lead & Make Decisions	Leadership, Power & Influence
<b>Social</b> – Education is important to help children be productive in society	3 - Communication – Persuade, Consult, Write	Help others, Contributing
<b>Investigative</b> – Analyze ways to improve the delivery of education	2 - Analytical – Analyze, Research & Solve Problems	Intellectual Challenge, New Ideas/Learning

**Ideas Generated:** Testing Administrator, Director of Educational Research, Program Director (non-profit), High School Administration, Educational Consultant



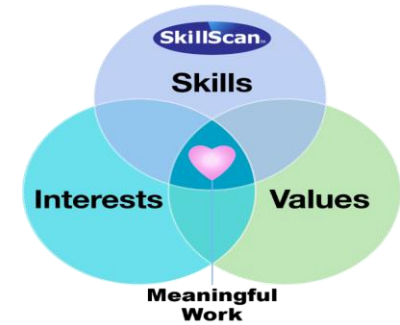
# Q & A

# Scoring Key

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

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

# Integrating Assessment Results



## Counselors

- Organizing preferences creates a holistic picture.
- Using multiple assessments cross-validates results.
- Facilitates a focus on relevant career ideas.
- Provides core content for self-marketing.

**Boosts personal clarity & confidence!**

## Clients

- Reinforcing themes enhance personal clarity
- Reflecting, writing & discussing experiences to validate preferences
- Increases confidence -“this is my nature”
- Clear criteria facilitates targeting of options
- Enhances positioning in the job search





# Resources

## [SkillScan Learning Center](#) – Assess & Focus Section

- Interests: Holland Interest Themes, Discovering your Interests
- Values: Values Assessment Exercise
- Other Exercises: Personal Traits Exercise and Ideal Work Environment

## Integrating Themes [Chart](#)

## Free Personality Assessments

## [Type Finder Personality Test](#)

## [16 Personalities Test](#)

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