



Advance Pack 2.0 Quick Start Guide for Individuals

How to Use Advance Pack 2.0 in Your Career Search

This Quick Start Guide will provide you with tools to help you optimize the use of Advance Pack for your career goals.

The guide is organized into 4 sections:

- Taking the Assessment
- Recording Your Results
- Applying the Results to your Career Development
- Additional Resources

Taking the Assessment

Select one of these 2 options.

- **Option 1: Three-Level “Proficiency” Matrix.** Use this instructional guide if you have 2+ years of professional or volunteer experience. [Click here to access.](#)
- **Option 2: Fast Sort** (20-30 minutes). Use [Fast Sort](#), an abbreviated card sort process to get to the heart of your greatest strengths, when you have only 30 minutes of time.

Recording Your Results

Select one of these 2 options.

- **Option 1: Advance Pack (2015) Report Form.** This is a full-color graphical, non-reproducible 11 X 17 form for recording your skill results available for purchase at <https://www.skillscan.com/products-services/individual-user-products>.
- **Option 2: Fast Sort.** Use the recommended format [provided here](#).

Applying the Results to Your Career Development Goals

There are 5 strategies to choose from based on your needs.

1. Connect Client Skill Sets to a Sampling of Career Options

- a. Once you have completed the Skill Wheel on the *Advance Pack Report Form (2015)* or a written summary of your top 4 skill categories and skills (Fast Sort), check off the individual skills on the [Chart of Skill Categories, Skill Sets and Sample Career Options](#). In general, you will likely see that your preferred skills tend to fall into 4-6 Skill Sets.
- b. Read the definitions of your preferred Skill Sets to validate your preferred strengths.
- c. Highlight a few career options of interest to begin your career exploration or identify strengths you want to showcase in a resume or interview.

2. Connect Your Skills to Preferred Activities

Validate your skills by linking them to work, hobbies, and extracurricular activities. Refer to Section 6 in the *Advance Pack Report Form (2015)* or use the [Expansion Exercise](#).

3. Brainstorm Career Options

Use this [brainstorming exercise](#) to generate career ideas from your skill results and interests. Email the form to your peers or colleagues to collect career ideas and use as a platform for researching them.

4. Position Analysis Exercise

Clarify the alignment of your skills with the skills and qualifications of a career/job of interest using the [Position Analysis Exercise](#).

5. Resume Development Exercise

Help your client develop accomplishment statements for creating a resume using the [Accomplishment Exercise for Resume Development](#).

Additional Resources*

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Find additional free supplementary exercises and resources including assessment exercises, links to research careers, and other job search tools at <https://www.skillscan.com/learning-center/resources>.