



SkillScan Career Assessment Certification Program: Session 2

June 24, 2026

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Overview: SkillScan Career Assessment (SCA) Certification

- Enhance knowledge and skill in administering SkillScan to advance client goals.
- Identify client gaps in self-awareness; select the assessments needed to increase personal clarity and decision-making.
- Gain proficiency in integrating the supplemental exercises; Holland and Values Assessment Exercises to reinforce core career preferences.
- Demonstrate your ability to administer and interpret SkillScan and supplemental assessments in the certification exam/essay



Agenda – Session 2

- Recap last week
- Discuss: Client report review
- Using Holland theory to connect interests with transferable skills and values.
- Through case studies, observe the application of assessment results in career exploration, development and the job search.
- Discuss the AI-powered - Enhanced Career Insight section of the report and the application to your client.
- Preparation for Session 3





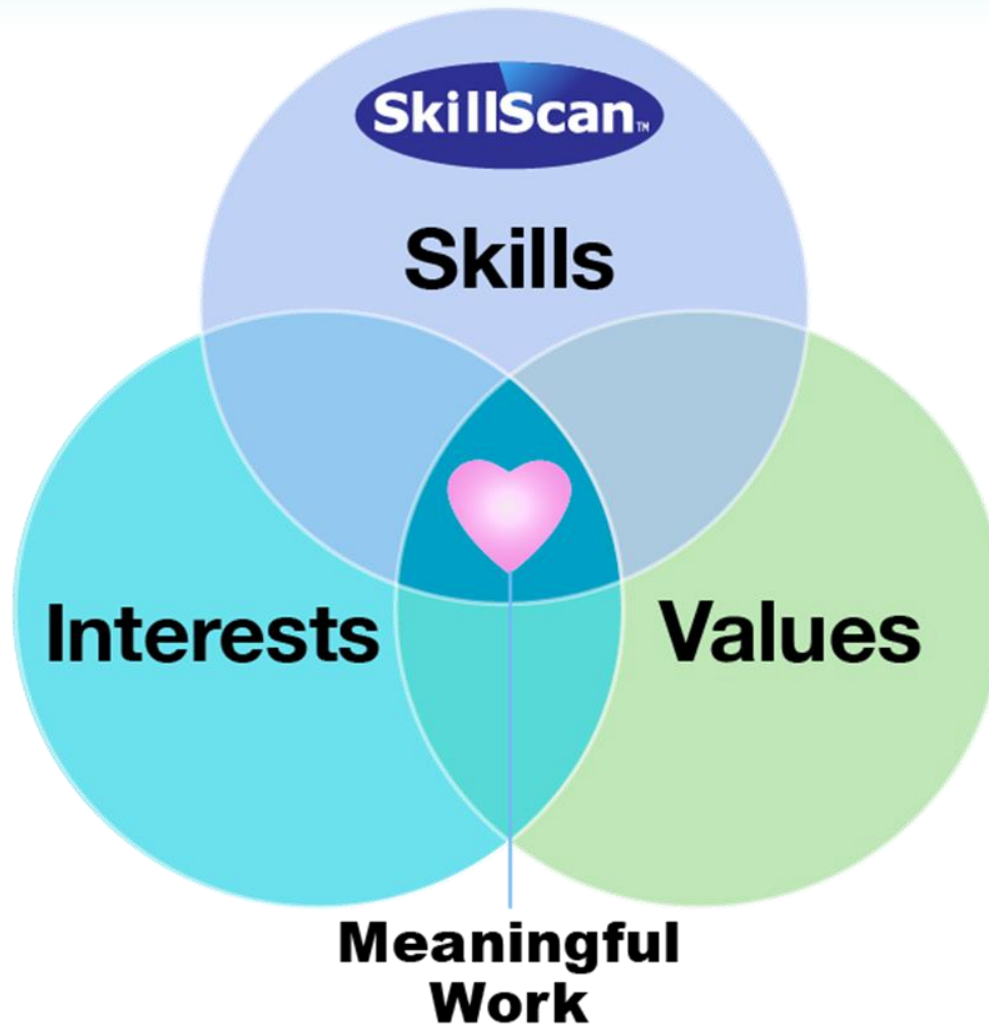
Q & A



Discussion - Client Report Review

How did your client report review go?
Share what worked well and any
challenges you encountered.





Practical Application of Theory: Cross Validate Results

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

- Individuals are born with natural abilities and are drawn to use certain abilities over others.
- Seek out situations and experiences that optimize abilities, e.g., hobbies, classes, work, etc.
- Over time and with practice, abilities become strengths.

Values

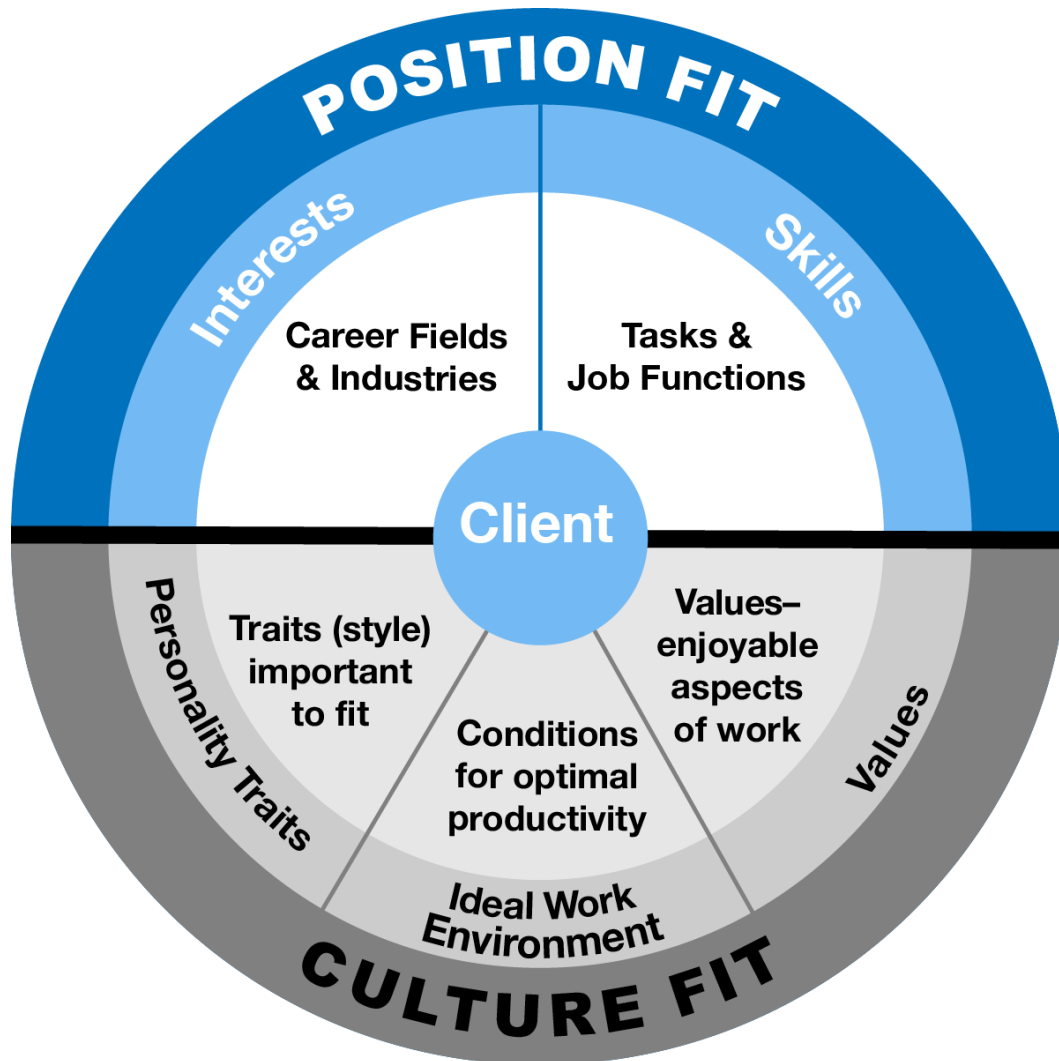
- Individuals seek work that is rewarding and meaningful.

SkillScan's Activity-based values:

- Connects values to rewarding experiences that reflect skill preferences – (intrinsic values)

Work-life Values focus on external rewards that come with the work; salary, benefits, recognition, etc. (extrinsic values)

Career Assessment Framework



Revisit

College Student Case Study

- **Background:** Melanie had an early interest in science - took classes in high school. Planned to become a pharmacist
- **Education:** BS degree in Pharmaceutical Chemistry
- **Experience** – Certified Pharmacy Tech and a restaurant server– helped pay for college expenses
- **Extracurricular:** Leader/PR officer Pre-Pharmacy Club
- **Other:** Team Captain for HS Basketball Team – 3 years, Folk Dancer – 15 years, Owns small business making art pieces
- **Goal:** Has many interests within science – needs to narrow a focus, target her resume and prep for interviews



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

Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

Name Melanie Jones

Date 04/18/2022



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.

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

1. Realistic 2. Social 3. Investigative

Melanie
Holland
Themes
RSI (E)



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 checked="" type="checkbox"/> Competition	<input checked="" type="checkbox"/> Time Flexibility
<input type="checkbox"/> New Ideas/Learning	<input type="checkbox"/> Independence
<input type="checkbox"/> Self-Expression	<input 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 checked="" type="checkbox"/> Advancement
<input type="checkbox"/> Mastery/Expertise	<input checked="" type="checkbox"/> Economic Security
<input type="checkbox"/> Artistic Expression	<input type="checkbox"/> High Income/Wealth
<input type="checkbox"/> Altruism	<input type="checkbox"/> Affiliation
<input checked="" type="checkbox"/> Detailed	<input checked="" type="checkbox"/> Friendships
<input type="checkbox"/> Adventure	<input type="checkbox"/> Family
<input type="checkbox"/> Intellectual Challenge	<input checked="" 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 checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Structure

Melanie

Values
Exercise

Melanie

Values Exercise

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.

Activity-Based Values	Value Groups (SkillScan's Skill Categories and Holland Themes)	Personal Definition and Experience
<input type="checkbox"/> Adventure <input checked="" type="checkbox"/> Competition <input type="checkbox"/> Physical Challenge	Physical/Technical Holland – Realistic theme	
<input type="checkbox"/> Intellectual Challenge <input type="checkbox"/> Mastery/Expertise <input type="checkbox"/> New Ideas/Learning	Analytical Creative Holland – Investigative theme	
<input type="checkbox"/> Artistic Expression <input type="checkbox"/> Creativity <input type="checkbox"/> Self-Expression	Creative Holland – Artistic theme	
<input type="checkbox"/> Altruism <input checked="" type="checkbox"/> Contributing <input checked="" type="checkbox"/> Help Others	Relationship Communication Holland – Social theme	
<input checked="" type="checkbox"/> Achievement <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Power and Influence	Management/Leadership Communication Holland – Enterprising theme	These values were met when I became the captain of my high school girls basketball team. Achievement - when I saw everyone succeed in their goals as an individual and as a team. Leadership - Being able to be there for the girls when needed and act as a liason between the coaches and the members. Power and Influence - learned a lot through this role and trained
<input checked="" type="checkbox"/> Detailed <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Supervision	Analytical Management Holland – Conventional theme	Taking lab based classes, you must be very detail oriented and organized with your work. For example, keeping a neat and organized lab notebook as well as being able to conduct an experiement without being messy or not having a structure/plan.

Melanie's Profile

Holland	SkillScan Categories & Skill Sets	Values
Realistic – Athletic, mechanical ability, work with tools, objects, animals, etc.	No Skill Sets	- Competition
Social – Inform, help, train, develop, or cure them or skilled with words	Relationship / Communication Skill Sets: Core Relationship, Support/Service, Counsel/Teach – Core Communication	- Helping others - Contributing
Investigative – Observe, learn, investigate, analyze, evaluate or solve problems	Analytical - Analysis/Problem Solving	
(Enterprising) – Influence, persuade, lead or manage for organizational goals/economic gain (Conventional)	Management / Leadership – Facilitative Management, Leadership	- Power/Influence - Achievement - Leadership - <i>(Detailed)</i> - <i>(Organization)</i>



Integrate Themes

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



Q & A



Breakout in Pairs – Integrating Themes – Total Time - 10 Minutes (5 min each)

Discuss at a high level:

What were your top Holland and Values themes?

How well do your skills and values align with your top Holland themes?

Notice any disconnects?

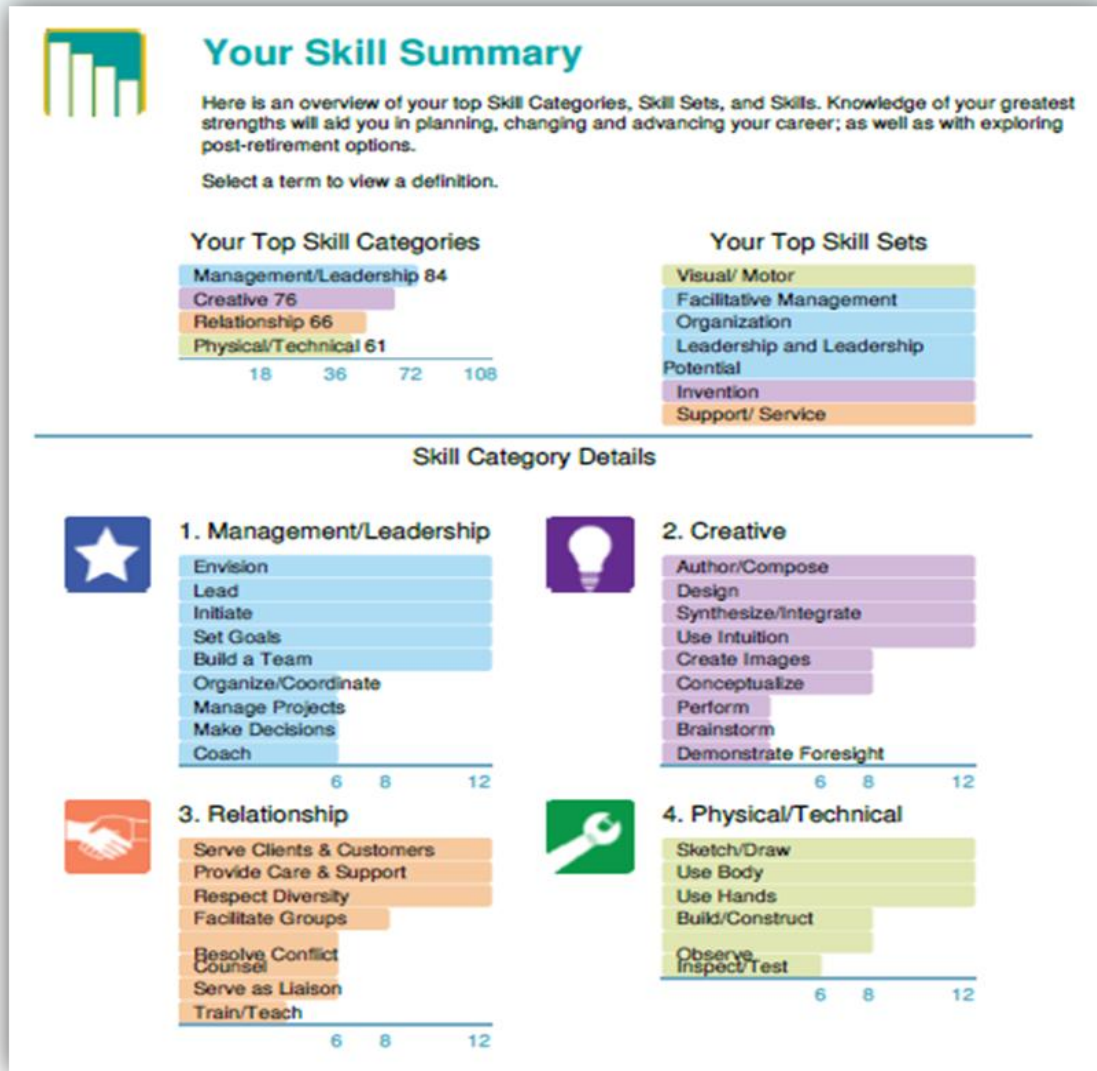
Case Study - Community College – Using Express

Janet is in her mid-20's, completing general education at a community college, applying to UC schools for Fall

- **Work experience** - Cashier/Barista/Catering for Campus Coffee Shops, Youth Sports Camp Instructor, Student Services Facilitator at her college
- **Volunteer work** – Officer and co-founder of Women's Empowerment Club, Secretary for Alpha Gamma Sigma Club, Volunteer at campus events, and Peer Leader at her church
- **Interests** – Publishing, Literature, Sustainability & Conservation
- **Counseling goal** – Work on her long-term goal of identifying a career direction. Short-term goal – gain experience in using her preferred skills to increase her marketability.

SkillsScan Express

Janet Skill Summary





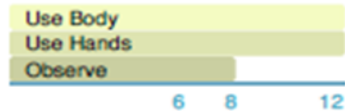
Your Skill Set Profile

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

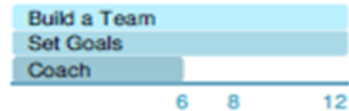
Select a Skill Category, Skill Set, or Skill to view a definition.



Visual/ Motor



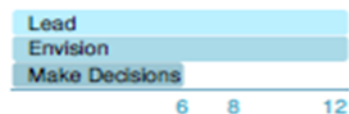
Facilitative Management



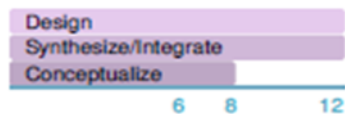
Organization



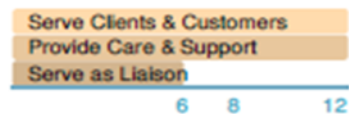
Leadership and Leadership Potential



Invention



Support/ Service

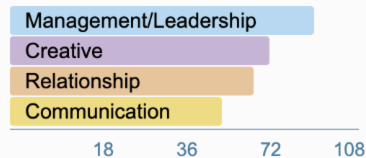




Your Top Career Matches

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

Education, Training & Library

Government, Law & Public Safety

Health & Science

Human Services

Sales & Marketing Management

Technology & Engineering

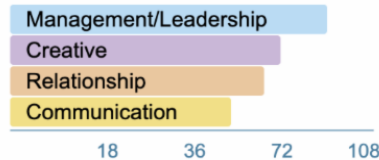
Top Career Matches



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

- Administrative & Office Support
- Customer Service
- Editors & Writers
- Food & Lodging Management
- Human Resources
- Industrial & Organizational Psychologists
- Meeting, Convention & Event Planning
- Real Estate
- Retail Management & Merchandising
- Sustainability Specialists
- Training & Development
- Transportation Attendants

Educational Options

- Business Administration
- Communications
- Hospitality Management
- Hotel & Restaurant Management
- Human Resources Management
- Organizational Behavior & Development
- Retail Management










Skill Development

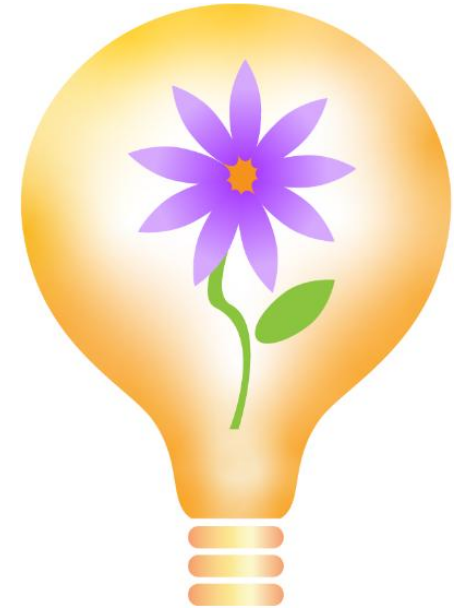


Your High Potential Skills

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.

	Build/Construct
	<ul style="list-style-type: none">• Initiate and manage repairs or construction projects at home. Volunteer to help out friends and family.• Shadow a general contractor for a day to learn what is involved in a remodel or construction process.• Volunteer with an organization like Habitat for Humanity or Rebuilding Together where you can assist with home repair and building projects.• Take classes in construction or seek out apprenticeship programs (US Department of Labor -- http://www.doleta.gov/OA/occupations.cfm) in your interest area. Study for your Contractor's License.
	Conceptualize
	Observe
	Facilitate Groups
	Solve Problems
	Create Images
	Persuade
	Consult
	Negotiate



Given Janet's high category scores in Mgt/Leadership, Creative and Relationship, what are likely to be her top Holland themes?

Type your responses into chat.

Janet's Profile

Holland Interests-RAE/S	Skill Categories and Skill Sets	Values (Activity-based)
Realistic	<p>Physical/Technical Skill Category:</p> <p>Visual/Motor Skill Set: Enjoy working out, building, and putting things together. <i>Examples:</i></p> <ul style="list-style-type: none"> • Created a model of a pond bank with a 3-D program. • Goal keeping - incorporate body positioning and muscle extension. 	<p>Physical Challenge: Keep myself in shape – doing athletic activities. <i>Examples:</i> Competed on cross country team; improved 2-mile time.</p> <p>Adventure: Getting out of my comfort zone - doing something challenging, exciting & unexpected. <i>Examples:</i> night hiking</p>
Artistic/ Creative	<p>Creative Skill Category:</p> <p>Invention Skill Set: Contributed fundraising ideas for clubs and for small businesses.</p> <p>Author/Compose Skill Set: Writing my own poetry in which themes often center on structure and sound play.</p>	<p>Creativity: Coming up with a concept or physical form – make something from nothing. <i>Example:</i> Created an impromptu competition on when had too many kids for planned activity.</p>
Enterprising/ Social	<p>Management/Leadership Skill Category:</p> <p>Facilitative Management Skill Set: Coached officers on their community service projects, brainstormed ideas, encouraged them to meet goal.</p> <p>Organizational Skill Set: Breakdown large projects into step-by-step tasks; fundraising events.</p> <p>Relationship Skill Set: Identified ability level of players at Camp and adapted curriculum.</p>	<p>Leadership: Taking command - see the general outline of a situation and put forth a plan. <i>Example:</i> Clarified the roles and responsibilities of club officers to accomplish our goals.</p> <p>Contribute/ Help Others: Working with a team to reach a goal. <i>Examples:</i> New Orleans Mission Trip - helped build a house for a family</p>

Janet's Research & Next Steps

To make next steps more tangible, Janet researched and identified two internships of interest. We evaluated their alignment with her skills and interests.

- Two roles – volunteer leadership coordinator with the Sierra Club and administrative assistant with a SF publishing company.
- Realized she was not qualified for either role, her experience and skill gaps became apparent.
- This insight motivated her to focus on developing her management and leadership skills by intentionally creating and executing events and programs in the new Women's Empowerment Club.

Won the club-of the year award!

Janet – Master Resume – Page 1

Janet A. Smith

janetsmith@yahoo.com

925-768-9999

Summary of Qualifications

- Strong communication skills evidenced through teaching, facilitating and club leadership
- Strengths in problem solving and generating creative solutions
- Skilled in coordinating and implementing projects and events
- Enthusiastic, dependable and resourceful; can be counted on to get the job done

Experience

Communication & Leadership

- As a Student Service Facilitator, served as the liaison between the school and students to provide information and answer questions on student life and, academic and administrative requirements.
- As an executive board member of Alpha Gamma Sigma Club (AGS), prepared minutes, made announcements and provided timely information on marketing and community service events.
- Supervised AGA club officers to ensure duties were carried out to achieve club goals; actively promoted the club through fliers and at fairs and other events.
- Developed an advertising campaign and promotional materials to recruit new club members for Women's Empowerment Club.
- As a Peer Youth Group Leader, organized weekly planning meetings and small group sessions for a group of 15 – 20 participants. Created ice breakers and led groups to enhance spiritual growth.
- Taught softball and soccer to kids (ages 6 – 13). Demonstrated game techniques; observed and coached players to enhance their physical development.

Design, Problem Solving and Creativity

- Developed and implemented three innovative fundraising events. Coordinated with administration to get necessary permits. Collaborated with club members to implement and staff the events. Promoted the events through campus, social media and print channels.
- Used Sketch-up to design and build a cyber-nomad work space. Used a 3-D modeling program to create a model of a pond embankment for a class project.
- Created an on-the-spot competitive sports activity for over 20 kids when the planned activity was not feasible.
- Designed interactive, fun and structured learning activities and play environments at sports camp and childcare.

Community Service & Physical Skills

- Participated in a house construction project in aftermath of Hurricane Katrina. Painted interiors and exteriors.
- Observed and assisted journeyman tile setter to set tile for bathrooms, kitchens and home projects.
- Prepared, plated and served food for the homeless; evaluated and organized new and used clothing donations for St. Anthony's Foundation in San Francisco.
- Participated in community gardening; weeding, planting and tending.



Q & A

Career Changer Case Study Using AI

Background – With the changes in the Department of Gov't Efficiency and shifts in the political environment, Kate may face a layoff. She no longer feels aligned with the organization's mission.

Education

J.D. and M.A. in Latin American Studies. Lived and worked for 1.5 years in Spain, Mexico, and Argentina

Experience

12+ years in immigration law (Senior Attorney, Managing Attorney, Staff Attorney), 1.5 years in civil rights and criminal justice (non-practicing roles). Extensive volunteer experience for a variety of initiatives

Career Goals - Unsure of next career move; open to exploring new paths beyond legal practice. Key priorities: Flexibility (parent of 2 young children), mission-driven work, high income potential

Coaching Plan

3 sessions to identify transferable skills, interests and values to generate career possibilities and outline next steps



Name: Kate Keller

Date: 4/14/2025

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.

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C	Conventional – 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. Enterprising 3. Social

Based on John Holland's vocational personalities from Making Vocational Choices: A Theory of Careers, 3rd Edition, Psychological Assessments Resources, 1997.

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Page 1

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Kate's Holland Themes

Kate'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 enjoyment/importance levels.

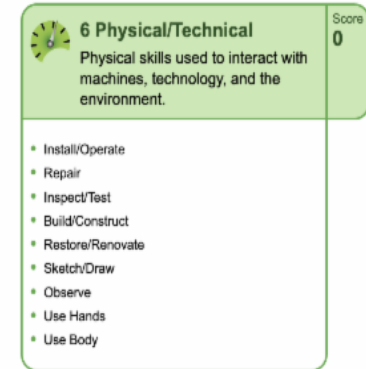
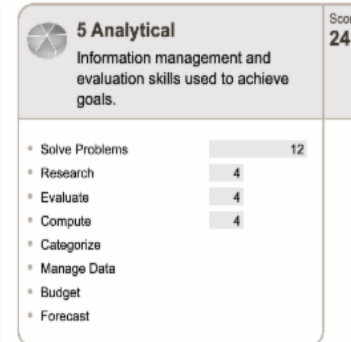


*Scoring key below

Detail for Top 4 Skill Categories and Individual Skills



Detail for Lowest 2 Skill Categories and Individual Skills



Score Key	12 = High Proficiency High Importance	9 = High Proficiency Moderate Importance	8 = Moderate Proficiency High Importance	6 = Moderate Proficiency Moderate Importance	4 = Moderate Proficiency Low Importance
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Note: Scores of 2 or lower are not included

DRIVE™

Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into the top “Skill Sets” within one or more of 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.



Kate's Skill Set Portfolio

Skill Set Themes	Your Skill Sets	Skill Category
Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	12 12 12	Relationship Interpersonal skills to work effectively with individuals and groups.
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	12 12 6	
Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.	12 9 6	
Organization Like initiating, structuring and carrying out steps to accomplish objectives.	12 12 6	Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.
Leadership Like setting a direction and motivating others to achieve high performance.	12 9 6	
Consultation Value collaborating with others to identify problems and develop effective solutions.	12 12 6	Communication Verbal and written communication skills used for interaction.
Core Communication Like interacting and exchanging information with people to enhance understanding.	12 12 4	



Burn-out Skills

These are the skills you rated as High Proficiency but of Low Importance. You may have over-used these skills or lack motivation for using them in your next career move. Depending on your work, it may be important to use as a part of a Skill Set or competency.



Burn-out Skills

Analyze : Study data, ideas or problems and form conclusions.

[back to Next Steps](#)



Low Interest Skills

Below are the skills you selected as Moderate Proficiency and have low interest in using or developing at this point in your career. Avoid career options that use these skills in a dominant way. Depending on your career goals it may be important for you to develop specific skills to strengthen an overall Skill Set or competency.



Low Interest Skills

Evaluate : Assess the value of a service, product, or an idea.

Promote/Sell : Persuade others to value or endorse a concept, product, or service.

Research : Collect information from a range of sources.

Create Images : Use many types of media or technology to convey concepts.

Write : Apply rules of good writing to properly and clearly express ideas.

Brainstorm : Produce many ideas or options without judging them.

Compute : Use numbers to calculate and measure data.

Persuade : Influence others to change a belief or attitude and take action.

[back to Next Steps](#)

Kate's Profile

Holland	SkillScan Categories & Skill Sets	Values
<p>Investigative – Solve problems</p>	<p>Analytical - Analysis/Problem Solving Examples: Identified legal and compliance issues to minimize risk and liability - Worked across various groups to ensure legal and financial compliance were met</p>	<p>None selected</p>
<p>Social – Inform, help, train</p>	<p>Relationship - Skill Sets: Core Relationship, Support/Service, Counsel/Teach Examples: As case manager, served over 40 clients. Established trust and rapport and connected clients to resources - Trainer to national and international law enforcement on best practices</p>	<ul style="list-style-type: none"> - Helping others - Contributing
<p>Enterprising – Influence, persuade and manage</p>	<p>Management/Leadership - Skill Sets: Organization and Leadership Examples: Brought people together to show the importance of a program. - Founder of the state's first law clinical program and Point of Contact Program</p>	<ul style="list-style-type: none"> - Achievement - Leadership - (Detailed) - (Organization)

Kate - Enhanced Career Insights

DRIVE

Enhanced Career Insights

Personalized, AI-generated guidance based on your responses.

Career Recommendations

Thank you for sharing this personal information about yourself - we are delighted at the opportunity to provide you with additional insights and recommendations. Based on your interests and skills, here are some exciting career options that align with your aspirations:

Development and Fundraising Manager: Lead initiatives to secure funding for mission-driven organizations, focusing on programs that support the less fortunate.

Program Manager: Oversee and coordinate projects that align with your passion for aiding others, ensuring effective execution and impact.

Foundation Officer: Work with philanthropic organizations to manage grant-making processes and develop strategies that align with social impact goals.

Non-Profit Director: Lead a non-profit organization, shaping its vision and executing strategies to achieve its mission of helping those in need.

Corporate Social Responsibility (CSR) Manager: Develop and manage initiatives that align a company's business goals with social and environmental responsibilities.

Community Development Officer: Work with local communities to implement programs that improve quality of life and support economic development.

Public Policy Analyst: Analyze and develop policies that address social issues, working with government or NGOs to drive positive change.

Advocacy Director: Lead campaigns to influence public policy and mobilize support for social causes that matter to you.



Social Enterprise Consultant: Advise businesses on integrating social and environmental objectives into their operations and strategies.

Grant Writer: Utilize your skills in writing and persuasion to secure funding for organizations that align with your values and mission.

Your strong relationship, leadership, and communication skills, combined with your desire to work in a hybrid setting for a mission-driven organization, make these roles particularly suitable for you. Remember, each of these options offers the opportunity to make a significant impact while utilizing your top skills in leadership, project management, and collaboration.

We encourage you to explore these paths further, considering how each aligns with your personal priorities and professional goals. Best of luck on your new career journey!

Moving Forward

To build on the insights from your Enhanced Career Insights (ECI) report, we recommend leveraging the AI tool of your choice (such as ChatGPT, Gemini, or CoPilot) to gather deeper information and resources.

1. **Choose a career option** from your ECI report that excites you.
2. **Use the suggested prompts below** to explore new career possibilities and find your next direction.

Suggested Prompts

Deep Dive - "Describe [insert ECI career option] in detail and outline a path for pursuing it."

Skills Alignment - "Analyze the match between skills from my current/past roles [insert roles] and the job [insert ECI career option] I'm interested in."

Fill Knowledge Gaps - "Identify specific free or low-cost certification or training programs (including duration) for [insert ECI career option]."

Disclaimer

This report was generated using an AI framework and may not reflect information with complete accuracy. We recommend that you verify the information using a variety of sources.

Version: 1.3



Questions on the Questionnaire

- **Experience:** List past experience(s) including job title(s) and number of years of experience **if it is relevant to your career goal**; or type in, "N/A."
- **College degrees:** List college degree(s) you have completed or are currently working on that **is relevant to your career choice** or type in "N/A."
- **Career areas of interest:** List careers, jobs, or fields you are interested in.
- **Personal priorities:** List your work-life fit preferences such as values, desired compensation, and other criteria that reflect what matters most to you.



Report for Kate: SkillScan Enhanced Career Insights Questions

Experience: List past experience(s) including job title(s) and number of years of experience if it is relevant to your career goal; or type in, "N/A." *

Numerous years as an attorney, Grantwriting, volunteer for multiple causes

126 characters left.

College degrees: List college degree(s) you have completed or are currently working on that is relevant to your career choice; or type in, "N/A." *

JD
BA

195 characters left.

Career areas of interest: List careers, jobs, or fields you are interested in. *

Development and Fundraising
Program Management
Foundation Officer

234 characters left.

Top transferable skills: List up to 7 top skills from your [SkillScan Drive Skill Set Portfolio](#) that you want to use in your next job.

Leadership – shape the vision and execute it
Project management
Collaborate – bring people together to achieve a vision
Creative Problem Solving
Influence and persuade

33 characters left.

Personal priorities: List your work-life fit preferences such as values, desired compensation, remote or hybrid work options, and other criteria that reflect what matters most to you.

Work for a mission driven organization that helps less fortunate people, hybrid work option. Need high income to raise a family and live in the Washington D.C. area.

35 characters left.

Submit

Cancel



Kate's comments

***Made me think in a different way,
has given me hope – I can use my transferable skills in
other areas - I'm not stuck in law!***



Discussion

Share your observations in using the Enhanced Career Insights report with a client.





Q & A

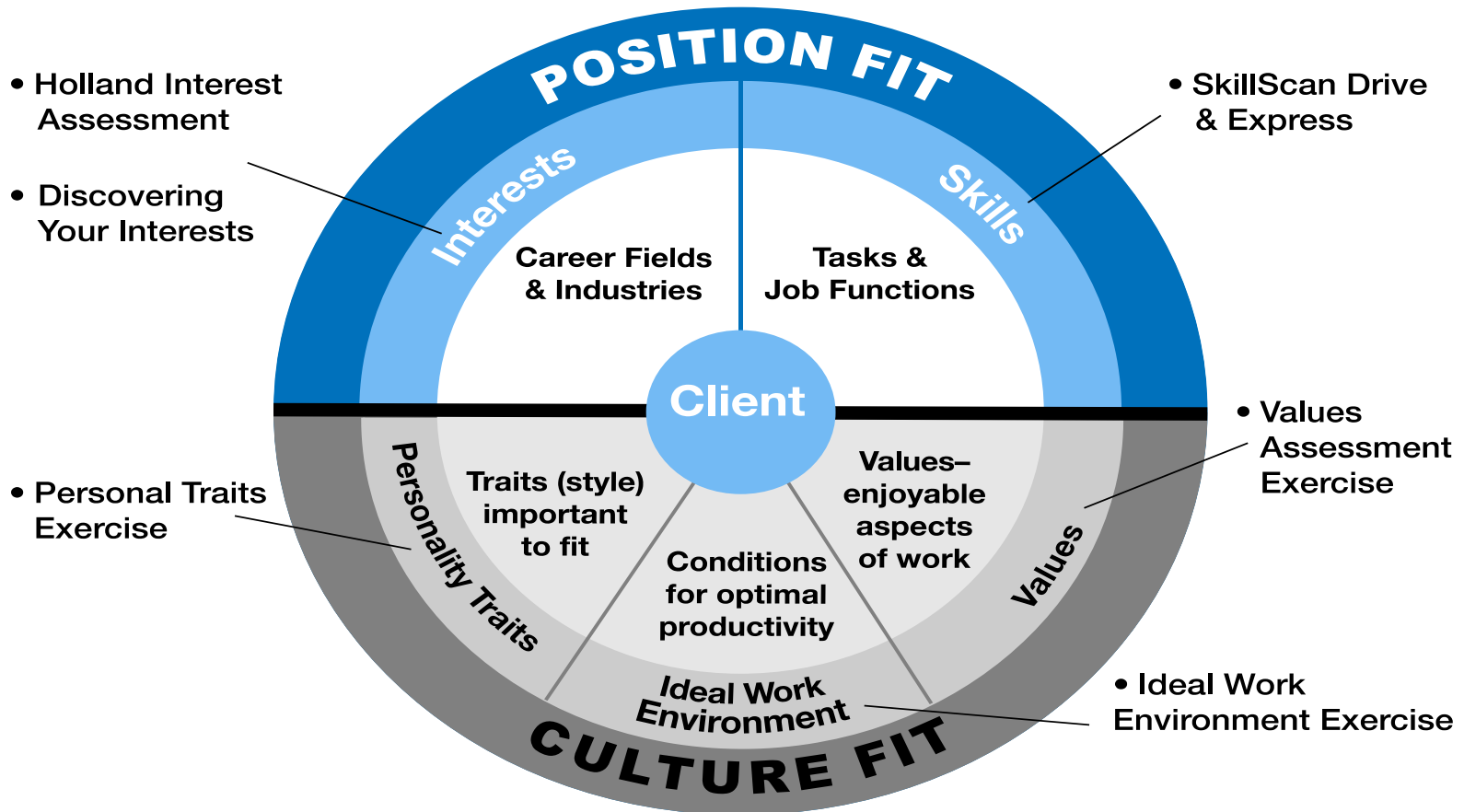
Benefits of Integrating Assessment Results



For Clients

- Repeating themes enhance personal clarity.
- Reflecting, writing & discussing experiences validates preferences and fosters new insights.
- Increases confidence -“this is my true nature.”
- Clear criteria facilitates targeting of options.
- Facilitates targeting strengths & preferences in personal branding.

Career Assessment Framework with Relevant Exercises



Coaching Exercises & Guides

<https://www.skillscan.com/learning-center/resources>

Assessing Your Pattern of Skills and Motivations — an autobiographical exercise to identify a client's unique pattern of skills and motivations from past life and work experiences.

Holland Interest Assessment — A quick exercise based on Holland's general occupational themes to identify top areas of interest.

Discovering your Interests — A list of reflection questions to help identify specific interest themes. ***Includes suggested prompts for use with AI tools.***

Values Assessment for SkillScan Online — An exercise for clarifying Activity-based and Worklife and Environment values and integrating with SkillScan results.

Ideal Work Environment — An exercise to generate and prioritize ideal work conditions.

Personal Traits — An exercise to evaluate personal qualities and strengths. Includes a 360 degree option.

Homework & Preparation for Session 3

During the two-week break:

Administer a SkillScan assessment, Holland Interest Assessment and Values Assessment Exercise with a client/colleague to apply what you have learned in sessions 1 and 2 . *Use the other Learning Center resources that are applicable to your client.*

- Refer to the Career Assessment Framework; what were your client's main gaps in self-knowledge?
- How well did the Holland, Values and SkillScan fill in the gaps?
- What went well?
- What challenges did you experience?

Session 3 – This will be an interactive session with break outs. You will receive a calendar invite with a Zoom meeting link for July 8.

Note: we meet 1 hour earlier (10:00 a.m. PT)



What is one thing you have learned today that you will apply with your next client?



Type your response in chat