Advance Pack Quick Start Guide
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 3 options.

Option 1: Two-Level “Proficiency” Matrix. Use this instructional guide if you have less than 2 years of professional or volunteer experience. Click here to access.

Option 2: Three-Level “Proficiency” Matrix. Use this instructional guide if you have 2+ years of professional or volunteer experience. Click here to access.

Option 3: 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 3 options.

Option 1: Advance Pack (2015) Report Form—Two-Level Proficiency. This is a full-color graphical, non-reproducible 11 X 17 form for recording skill results (click here to view sample; available for purchase at www.skillscan.com/products).

Option 2: Advance Pack (2015) Report Form—Three-Level Proficiency. This is a full-color graphical, non-reproducible 11 X 17 form for recording skill results (click here to view sample; for purchase at www.skillscan.com/products).

Option 3: Fast Sort. Use the recommended format provided here.
Applying the Results to Your Career Development

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

1. Connect Skill Sets to a Sampling of Career Options
   a. Once you have completed the Skill Wheel on the Advance Pack Report Form (2005 or 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 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 Skill 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
   Clarify the alignment of your skills with the qualifications of a career or job of interest using the Position Analysis Exercise.

5. Resume Development
   Develop accomplishment statements for creating a resume using the Accomplishment Exercise for Resume Development.

Additional Resources*
Find additional free supplementary exercises and resources including assessment exercises, links to research careers, and other job search tools at www.skillscan.com/resources.

*Note: You must create and log in to your SkillScan account to view these special resources that are visible only after you log in to your account.