

# 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](http://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](http://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](http://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.