

Quick Start Guide for Advance Pack 2.0

This guide will provide you with tools to help you optimize the use of Advance Pack based on your client's need. The Quick Start Guide is organized into 4 sections:

- Administering the Assessment
- Recording Client Results
- Applying the Results to Career Development
- Additional Resources

Throughout this guide, links are provided for you to access supplemental materials. Be sure to **create and log in to your SkillScan account** to view these special resources that are visible **only after you log in** to your account.

Tip: For in-depth instructions, adaptations, and resources see the *Facilitator's User Guide* available on CD Rom.

Administering the Assessment

Select one of these 3 options.

Option 1: Two-Level "Proficiency" Matrix. Use for clients who have less than 2 years of professional or volunteer experience. [Click here to access.](#)

Option 2: Three-Level "Proficiency" Matrix. Use for clients who have a minimum of 2+ years of professional or volunteer experience. [Click here to access.](#)

Option 3: Fast Sort (20-30 minutes). Use when there is a limited amount of time.

A recommended format is provided here.

Yes Some proficiency/experience and want to use it in my future job/career	No No or low proficiency/ experience and don't want to use in the future
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1. Ask your client to select the skill cards from the deck in which they have some proficiency and enjoy using, and place these cards in one pile. Or, create a discard pile for those skill cards with No/Low Experience.
2. Then have your client organize the pile of "Yes" skills into the color categories. Ask your client to select the top 4 preferred categories.
3. Communicate the color category titles (e.g. Communication, Analytical, Creative).
4. Have the client write down his or her skills under the category titles (see sample table below).
5. Your client now has a summary of their top 4 preferred skills in priority order.

Recording Client 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 client skill results ([click here to view sample](#); available for purchase at www.skillskan.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 client skill results ([click here to view sample](#); for purchase at www.skillskan.com/products).

Option 3: Fast Sort.

Note: In order to capture your client's results, you will need to either write the information down for your client or develop your own form. A recommended format is provided here.

1.	2.
3.	4.

Applying the Results to Career Development

There are 5 strategies to choose from based on client need.

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

- a. Once your client has completed the Skill Wheel on the *Advance Pack Report Form (2005 or 2015)* or a written summary of their top 4 skill categories and skills (Fast Sort), have your client check off the individual skills on the [Chart of Skill Categories, Skill Sets and Sample Career Options](#). In general, your client will likely see that their preferred skills tend to fall into 4-6 Skill Sets.
- b. Have your client read the definitions of their preferred Skill Sets to validate their preferred strengths.
- c. Then, have your client highlight a few career options of interest to begin career exploration or identify strengths they want to showcase in a resume or interview.

2. Connect Client Skills to Preferred Activities

Validate your client's 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

Help clients generate career ideas using their skill results and interests with this exercise. Use it in small groups or have clients email the form to peers or colleagues to collect even more [ideas](#).

4. Position Analysis Exercise

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

5. Resume Development Exercise

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

Additional Resources*

Find additional free supplementary exercises and resources at www.skillscan.com/resources. You'll also find these comprehensive resources available for purchase.

- [Advance Pack PowerPoint Presentation](#): A customizable presentation on CD Rom for Advance Pack administration, workshops, and client use.
- [Facilitator's User Guide on CD Rom](#): A full 168-page guide including 90 reproducible handouts for administering Advance Pack.

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