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AchieveWorks® Skills

Criteria Checklist

AchieveWorks Skills

If you haven't already read it, please begin with the Introduction.

The following guidelines will assist you in helping individuals understand the results of their AchieveWorks Skills report. By the end of this process the individual will have a criteria checklist that summarizes the information that will help them define their personal requirements for an ideal career experience.

The AchieveWorks Skills assessment is a valuable resource for career exploration. It can be especially helpful for individuals who are uncertain about their career direction or find the decision-making process challenging. Because skills often encompass areas of high interest, it is particularly helpful for individuals starting or broadening their search for an ideal career. For those who also have access to AchieveWorks Personality, it can provide an additional dimension to their career exploration and the list of career ideas generated.

The insights outlined in AchieveWorks Skills are based on capabilities identified by employers and educators as crucial for academic and employment success. In the past, skills have been narrowly defined and categorized under such labels as "soft," "employability," "21st century" and "transferable." AchieveWorks Skills aims to take a broader approach to characterizing skills so they can be applied effectively in a variety of circumstances.

The assessment report is intended to inform and empower individuals by highlighting their unique talents and interests. It is most valuable in defining areas of focus for vocational prospects that pull from the individual's passions and capabilities. The report also offers suggestions for confirming and further developing one's skills. These recommendations can inspire new ideas and encourage individuals to gain practical experience through leadership roles, volunteerism, job shadowing and similar opportunities. Once they find something they enjoy and are good at, their performance should be increasingly successful the more they embrace it.

AchieveWorks Skills can provide a foundation for an action plan that encourages individuals to put their career ideas into practice. As such, it is suggested that the assessment be retaken after an appropriate period of time once the activities have been completed.

How to Use the AchieveWorks Skills Criteria Checklist

The AchieveWorks Skills Criteria Checklist helps individuals identify two or three of the five skill areas they would like to develop further. A professional can help individuals select skill areas that align with clearly defined career, academic or personal goals. The selected skill areas can be at any level of development, as indicated by the assessment results. For example, an individual may choose to build on a strength they can leverage in their intended career or develop a skill area that presents a current challenge in their academic pursuits.

Checklist Elements

Skills	Name skills from the assessment report that are important to the individual's goals.
Examples	Provide an example of how each skill might be applied toward its related goal, and describe that goal.
Expertise	Refer to the assessment report and discussions with mentors or professionals to arrive at an honest, balanced evaluation. *Note:* Even if the current expertise level is three, there may still be opportunities to develop the skill further as it is applied toward the individual's goal.
Desired Enhancement	Describe how the skill would be demonstrated once it has reached the desired level of development and is being applied toward the individual's goal. What does future success look like?
Opportunities	What opportunities are available to develop each skill? These could be courses, mentorships, apprenticeships, hobbies, volunteer positions, etc. Opportunities listed should be realistic and possible in the near future, e.g. within the current academic year.
Evidence	This area of the checklist should be completed after the individual has spent significant time in a development opportunity. Describe accomplishments that demonstrate the individual's progress in developing the skill. *Note:* The skill may need further development to reach the final desired enhancement for the goal, so it is OK if the evidence reflects just a step in that development.

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Note your most enjoyable skill areas and describe them under each heading.

Skills	Examples	Expertise 1 (high) - 3 (low)	Desire Enhancement	Opportunities	Evidence

Note your most enjoyable facet areas and describe them under each heading.

Facets	Examples	Expertise 1 (high) - 3 (low)	Desire Enhancement	Opportunities	Evidence

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