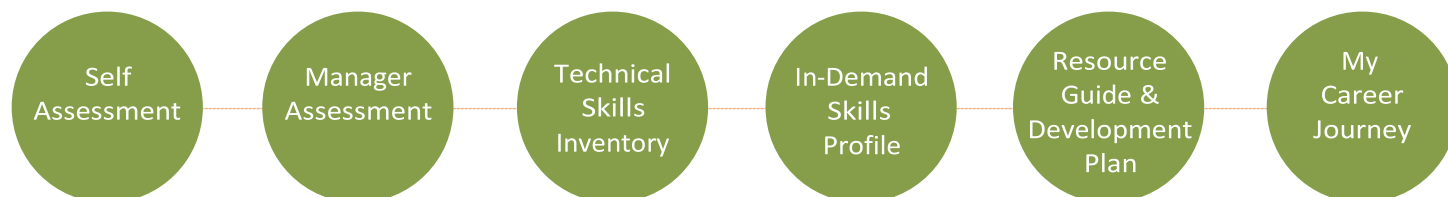


Participant Quick Guide: Developing Your Core Skills



Build your personal talent brand, raise your self-awareness, and grow your digital fluency.

IT Skill Builder is a cloud-based assessment and personal development solution that incorporates workforce analytics for a full picture of the organization's skills, strengths, and areas of opportunity. Clarify current technical skills and behavioral competencies and gaps, and then develop and coach for success. IT Skill Builder allows people managers and staff to explore career development in new ways, increasing engagement, individual growth, and internal mobility.

1. Get Started

- Go to www.itskillbuilderassessment.com
- Click on the **Create an Account** link, enter your email and pin, your first and last name, then select **Register Account**.
- Complete the fields on the preferences page and save.
- Explore the IT Skill Builder landing Page. From here you can complete a *Self-Assessment*, view your personal *Development Plan*, and access the *Resource Guide*.

2. Evaluate Skills

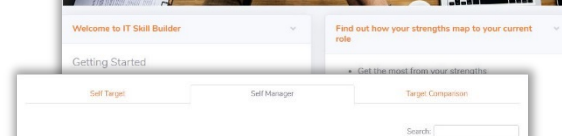
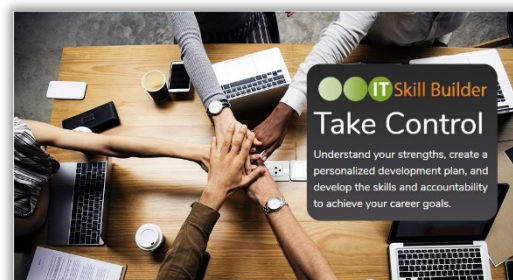
- Select **My Competencies > Take Assessment**.
- Evaluate yourself on four ability levels ranging from Novice to Expert in each of the 15 competencies.

3. Align on Next Steps

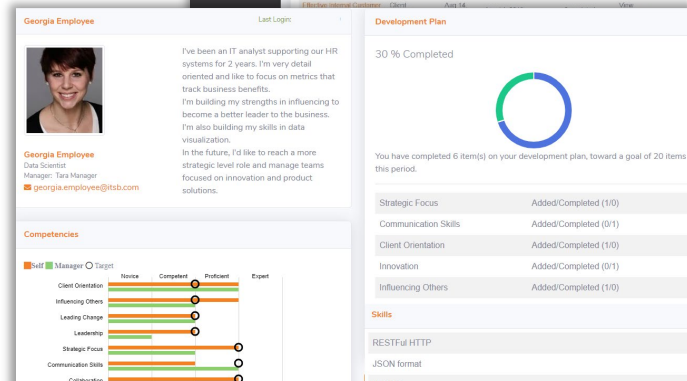
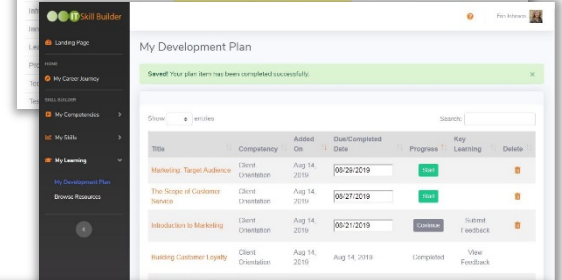
- Under **My Competencies**, click on **View Results** to access the reports: the Self / Target Report, the Self / Manager Report, and the Target Comparison Report.
- Discuss results with your direct manager, identifying areas of growth and opportunity and next steps to be taken.

4. Stay Connected

- Under **My Learning**, click on **Browse Resource** to view thousands of microlearning materials within the Resource Guide.
- Under **My Learning**, click on **My Development Plan** to see the resources you have added, the due dates, your progress, and completed items.
- Under **My Skills**, view the most in-demand skills for your current job role and update your personal skills profile.
- Under **My Career Journey**, share your career narrative, showcase individual core competencies, skills, background, and aspirations.




Competencies	Self Score	Manager Score	Gap	Build Your Plan
Development	Novice	Proficient	Opportunity	Resource Guide
Networking	Novice	Proficient	Opportunity	Resource Guide
Analysis	Competent	Expert	Opportunity	Resource Guide
Leading Change	Competent	Expert	Opportunity	Resource Guide
Security	Competent	Expert	Opportunity	Resource Guide
Architecture	Novice	Competent	Opportunity	Resource Guide
Problem Solving	Novice	Competent	Opportunity	Resource Guide
Communication Skills	Competent	Proficient	Opportunity	Resource Guide
Design	Competent	Proficient	Opportunity	Resource Guide
Influencing Others	Competent	Proficient	Opportunity	Resource Guide
Organizational Understanding	Competent	Proficient	Opportunity	Resource Guide
Client Orientation	Competent	Competent	Refined	Resource Guide



FAQs

How do I find my pin code?

> Your pin code will be emailed to you with your invitation to IT Skill Builder.

What if my job role does not appear in the list of options?

> Chose a role that best fits your current job function. You can update your role at any time.

If I log out without fully completing my self-assessment, will the work I have completed be saved?

> As you navigate through your self-assessment, your answers are automatically saved. If you log out of IT Skill Builder and select the "Assessment" button you will be directed back to complete your self-assessment.

Who will have access to self-assessment results?

> Assessment information is shared with your manager once you have completed your self-assessment and he or she has completed the Manager assessment.

How do I discuss results with my manager?

> Visit the Help Page for resources on guiding the conversation, identifying opportunities together, and building a plan of growth.

How do I mark items completed on my Development Plan?

> Click on "Mark Complete?" in the Key Learning table column on your Development Plan. Enter a comment and rating and Save. Your item status will change to Complete.



"It's important for each one of us to learn new tools, adapt our skills, and become more multidisciplinary in our expertise." – Josh Bersin

IT Skill Builder

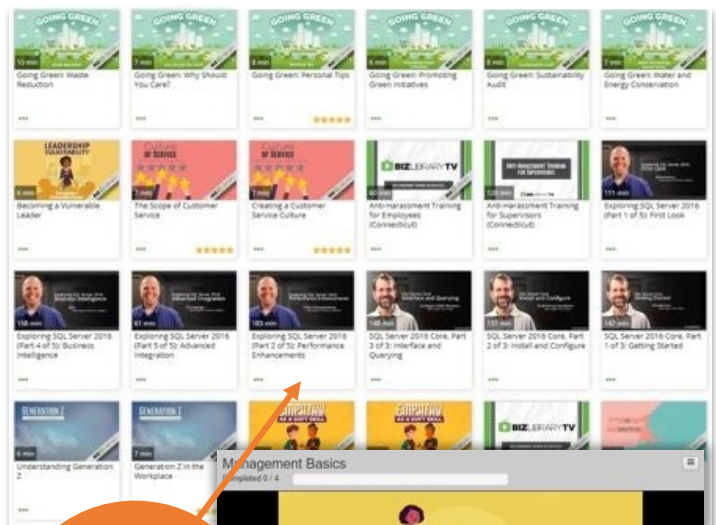
FOR MORE INFORMATION, CONTACT:



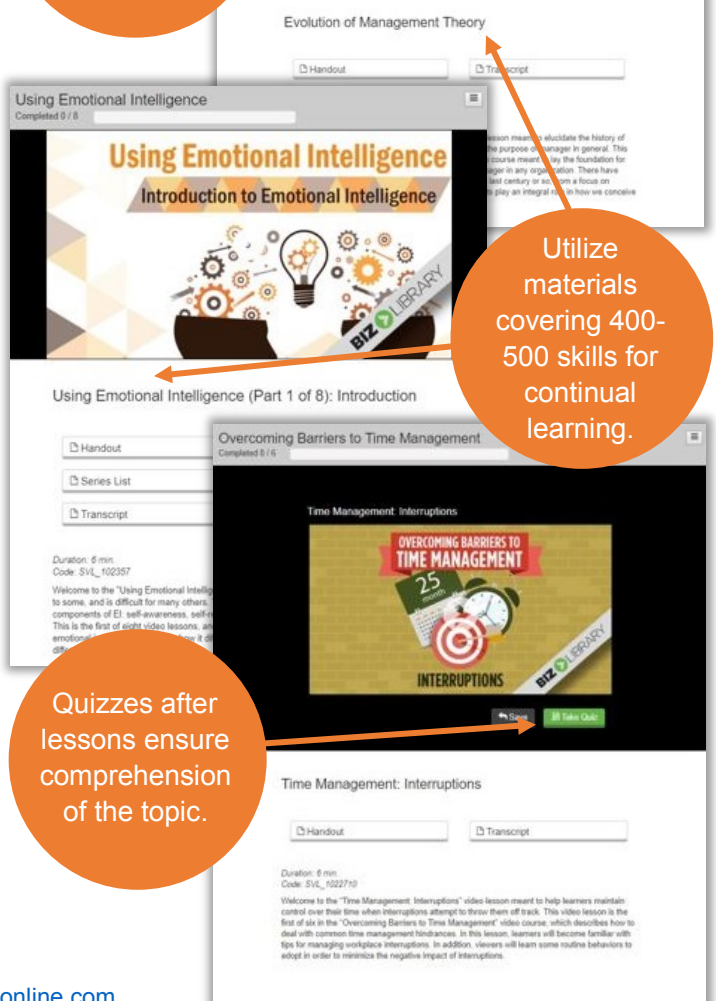
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Quizzes after lessons ensure comprehension of the topic.