

Participant Quick Guide

Raise your self-awareness, strengthen your leadership skills, build your personal talent brand, 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 an individual's skills, strengths, and areas of opportunity.

Technology professionals and their direct managers can align on skills at a behavioral level in 15 core competencies and then develop and coach for success.

IT Skill Builder allows individuals to explore leadership development in new ways, increasing engagement, individual growth, and internal mobility.

1. Get Started

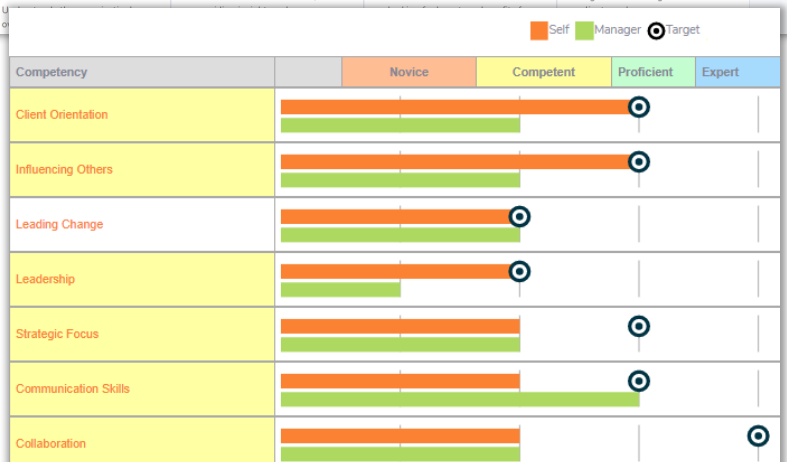
- Go to www.itskillbuilderassessment.com
- Click on the **Create an Account!** link (below the Login button), enter your email and PIN, first and last name, then select **Register Account**.
- Complete the fields on the preferences page; you will be directed to the landing page.

2. Take Self-Assessment

- From the left-hand menu bar, select **My Competencies > Take Assessment**.
- Evaluate yourself on four behavioral levels ranging from Novice to Expert in each of the 15 Core Competencies.
- The assessment will take ~30 minutes to complete.

3. Review the Results

- Under **My Competencies**, click on **View Results** to access the reports: the Self/Target Report, the Self/Manager Report, and the Target Comparison Report.
- Use **Compare Job Roles** to change the lens of your report depending on your desired future role.



- Discuss results with your direct manager, aligning on skill levels, identifying areas of growth/opportunity, and collaborating on next steps to be taken.

4. Build Your Career Journey

- Under **My Skills**, view the most in-demand skills for your current job role and update your personal skills profile.
- In **My Career Journey**, share your career narrative: showcase your individual skills, professional experience, and aspirations.

Georgia Employee
Data Scientist
Manager: Tara Manager
georgia.employee@tsb.com

I've been an IT analyst supporting our HR systems for 2 years. I'm very detail oriented and like to focus on metrics that track business benefits. I'm building my strengths in influencing to become a better leader to the business. I'm also building my skills in data visualization. In the future, I'd like to reach a more strategic level role and manage teams focused on innovation and product solutions.

Development Plan
30 % Completed

You have completed 6 item(s) on your development plan, toward a goal of 20 items this period.

Strategic Focus	Added/Completed (1/0)
Communication Skills	Added/Completed (0/1)
Client Orientation	Added/Completed (1/0)
Innovation	Added/Completed (0/1)
Influencing Others	Added/Completed (1/0)

Competencies

Legend: Self (orange), Manager (green), Target (circle)

Competency	Self	Manager	Target
Client Orientation	Novice	Competent	Proficient
Influencing Others	Novice	Competent	Proficient
Leading Change	Novice	Competent	Proficient
Leadership	Novice	Competent	Proficient

FAQs



How do I find my PIN for creating an account?

- Your particular PIN will be emailed to you with your invitation to IT Skill Builder. If you cannot locate it, please contact Bethany or Laurel (info below).

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 in your account preferences at any time.

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

- As you go through your self-assessment, your answers are automatically saved. When you return to the site and select the "Take Assessment" button, you will be directed back to complete your self-assessment where you left off.

Who will have access to my self-assessment results?

- Your results is shared with your direct 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 and videos on guiding the conversation, identifying opportunities together, and building a plan of growth.

I have created an IT Skill Builder account, but I can't remember my password?

- Please use the "Forgot Password" option located below the orange log-in button on the log-in page. A member of the IT Skill Builder Support team will shortly be in touch with a temporary password.



Bethany Dustin

bdustin@ouellette-online.com

Laurel Glidewell

lglidewell@ouellette-online.com

