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**ID# 0000000 for Sample Person on March 25, 2004**

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**SELFMANAGEMENT**  
**GROUP**  
SELECT | DEVELOP | RETAIN | TOP PERFORMERS



## Introduction

### SurvivabilityPro™

The Survivability Profile Feedback Report is a confidential document detailing your current perspective on your abilities as they relate to ten different Factors to Success:

- 1) Technical Literacy
- 2) Positive thinking and attitude
- 3) Self-Marketing
- 4) Communication
- 5) Active Learning
- 6) Information Gathering
- 7) Consultative Problem Solving
- 8) Creativity/Applied Resourcefulness
- 9) Entrepreneurial Initiative
- 10) Self-Management

As you review the following report, you'll find detailed explanations for each of these skills. Most of these are "transferable" skills that you apply everywhere in your day-to-day life.

From an employer's perspective they are "employability" skills and highly valued. To learn how employers describe the skills they look for when hiring, review the Employability Skills Profile. [▶ click here for additional information](#)

The Survivability Profile offered in this report examines "employability" but from your own perspective, detailing the blend of skills attitudes and learning that you need to survive and thrive in a competitive world.

As you review the suggestions and recommendations in this report, you'll note that from time to time a link is offered to additional information about a specific issue. Some of these links will take you to other products and services offered on-line. We have tried to assure that in each case enough information is offered to further your understanding of the topic under discussion whether or not you purchase the product or service.

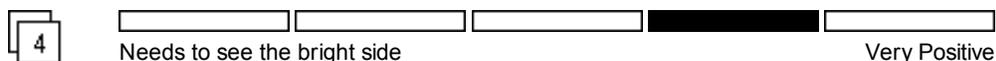
This assessment examines your current skill levels only, not your capacity to grow and develop. It also reflects your confidence level at the time you completed the assessment. As you take action and implement some of the suggestions offered, your confidence will grow and your overall Survivability will be enhanced.

**Survivability® Profile Overview**

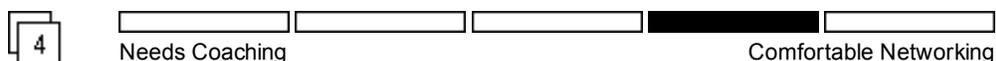
**1. Technical Literacy: Make Technology Work for You.** Technical Literacy in today's workplace is almost as important as knowing how to read and write. This is an assessment of your interest in technology, your comfort level when using it and your ability to anticipate the impact of technology on you and your career.



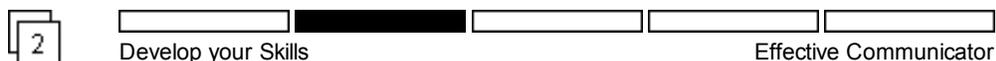
**2. Positive Thinking and Attitude: What They Respect is What You Project.** Your attitude has been called "your walking resume". This is an assessment of your self-awareness, your ability to bounce back from adversity, your approach to life, people and success.



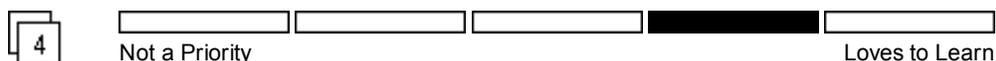
**3. Self Marketing: Hornblowing for Fun and Profit.** Marketing and promoting yourself is an essential skill in today's world of work. This is an evaluation of your comfort level when selling yourself and your skills to others. It examines how you feel about networking in your industry, occupation or community.



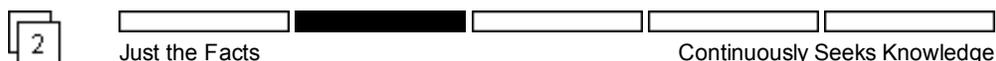
**4. Communication Skills: Speak Your Mind but Mind How You Speak.** Communicating effectively is one of the hardest things we have to do in life. This assessment indicates your perception of your communication skills, your ability to listen, to state your case clearly, to send positive non-verbal signals.



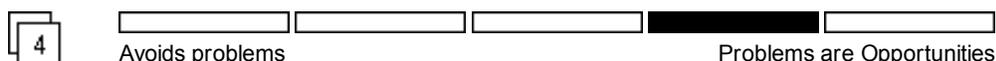
**5. Learning: Learn to Learn.** Knowledge workers are in high demand now and an eagerness to learn has become an essential skill. This assessment examines your appetite for learning and your understanding of the need to learn to further your own goals.



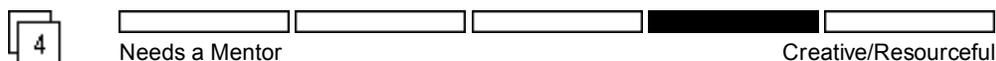
**6. Information Gathering: Become an Information Sponge.** In the Information Age, information is the commodity of exchange. This evaluation assesses your interest in information gathering and your ability to manage information and use it strategically.



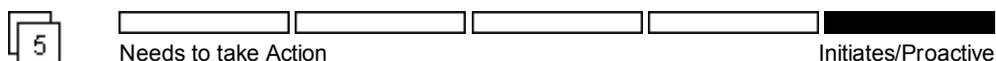
**7. Consultative Problem Solving: If You're the Solution, Where's the Problem?** You'll find big and small problems in every corner of today's world of work. This is an assessment of your approach to problems, how you view them, how you resolve them.



**8. Creativity/Applied Resourcefulness: Creativity Steals the Show.** This is not creativity in the usual sense, but rather "applied resourcefulness". This is an assessment of your ability to think beyond the obvious, to overcome obstacles, to innovate.



**9. Entrepreneurial Initiative: Initiative Begins with I.** This examines your entrepreneurial initiative, though not necessarily for self-employment. Initiative of this kind is founded on determination, personal motivation and the desire to get the job done.



**10. Self Management: Who's in Charge Here Anyway?** The truth is, you're in charge. All aspects of your life come under your own self-management. This assesses your ability to manage your life and your career in a conscious and deliberate way.

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## Ten Factors to Success

### 1. Technical Literacy: Make Technology Work for You.

Technical Literacy in today's workplace is almost as important as knowing how to read and write. This is an assessment of your interest in technology, your comfort level when using it and your ability to anticipate the impact of technology on you and your career.



### Develop your Technical Literacy: Look to the future and try to anticipate how technology will affect you.

You have some facility with today's technology and by developing your skills further, you will increase your effectiveness in the workplace. Here are some suggestions:

- Talk to your manager/supervisor about available training.
- Look in your community for evening/weekend/part-time courses.
- Once you know the basics about the technology, start using it and become familiar with it.
- Set aside a specific time each day to learn about workplace technology, even if you have to use your lunch hour.
- Read articles on emerging technologies wherever you find them. Learn the basics about these technologies and focus more energy on those which are essential in your field. Technical magazines are available that can help you develop deeper understanding where suitable.
- Use the facilities of a library or community career centre. Most have computers to help you research and find material. Familiarity with those systems is an asset.
- Seek a mentor or coach who can help you as you learn.
- Discuss what you are learning with friends or colleagues who are learning the same things. Focus on what you have learned and reinforce it.
- Become aware of the common technologies that we all use, things like bank machines, automated parking attendants, debit card transactions. Consider how these have changed jobs and work.
- Make use of the Internet to get source material on almost any technology.

### Sell yourself as technically literate: People recognize technical literacy in those who are genuinely interested in technology and eager to learn more about it.

- Before interviews or sales meetings, seek to understand the technology used by an employer or client. Try to understand why they chose it. Ask about its strengths and limitations.
- Offer your technical assistance to help people become more aware of what technology can do for them. If you have skills in demand, offer to help people who could benefit from them. This will showcase your own expertise.
- Volunteer for special projects requiring the technical expertise that you have or are developing.
- Make people aware of courses you have taken or are taking that involve technology. Some of these could be just for fun, such as working with digital cameras or creating web pages, but they also demonstrate your interest in developing your technical literacy.
- During interviews or sales meetings, prepare to discuss a particular technical task or challenge that you took on and resolved. Use the Situation/Action/Benefit format.
- Talk to your supervisor about technical courses you have taken or skills that you have that are not being used in your day to day work. Ask for help finding opportunities to use these skills.

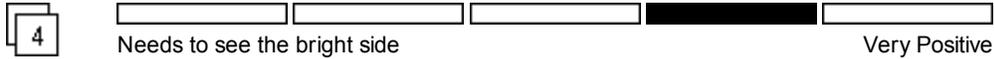
### Technical Literacy Action Plan

I will:

## Ten Factors to Success

### 2. Positive Thinking and Attitude: What They Respect is What You Project.

Your attitude has been called "your walking resume". This is an assessment of your self-awareness, your ability to bounce back from adversity, your approach to life, people and success.



#### Develop your Attitude:

Your current perspective on your life and circumstances is strong - congratulations! This is a considerable career self-management advantage and others will notice it. Let your positive attitude shine through.

- Continue to focus on your strengths. Doing what you do well leads to success.
- Feel good about your successes and remember what you did to make them happen.
- Develop an inventory of your strengths and use them as often as possible.
- Help other people be aware of their strengths.
- Spread your positive attitude and enjoy the rewards.
- Be a good listener and focus for the positive aspects of other people's conversation.
- Keep turning your setbacks into growth opportunities. Spending 10% of your time on growth while focusing on your strengths will make you even better.
- Make use of positive self-talk to maintain your positive attitude. [▶ click here for additional information](#)
- Build your reputation as a positive, courteous person whom others enjoy.

**Sell your Attitude: Present your positive outlook. Most people prefer to surround themselves with people who look for the 'up side' of any situation.**

- Describe your successes and how you have contributed to the success of others.
- Demonstrate your interest in helping others.
- Show your understanding of the needs of other people before expressing your own.
- Be pleasant and courteous to everyone you meet.
- In interviews or performance reviews, report your accomplishments proudly and share the glory.
- Tell potential employers about all the things you enjoyed and liked about your previous employer(s) or people with whom you have worked.
- Empathize with others, put yourself in their shoes.
- Maintain your cheerful demeanor.

#### Action Plan to Develop Attitude

I will:

## Ten Factors to Success

### 3. Self Marketing: Hornblowing for Fun and Profit.

Marketing and promoting yourself is an essential skill in today's world of work. This is an evaluation of your comfort level when selling yourself and your skills to others. It examines how you feel about networking in your industry, occupation or community.



#### Develop your Ability to Market Yourself:

Your self-marketing skills are strong and this will take you far in today's world of work. Here are some suggested ways to use this strength to your advantage.

- Stay in touch with people in your network regularly rather than contacting them only when you need something.
- Develop relationships with key people in associations in your business or professional community.
- Search out experts in your field and ask for their opinion. [▶ click here for additional information](#)
- Opportunities to market yourself may occur at any time. Develop a short bio that you can present in less than half a minute and practise it. Use it to introduce yourself when you meet someone who might provide an opportunity in the future. [▶ click here for additional information](#)
- Mentor others in the art of marketing themselves and you will refine your own skills.

#### Sell your Self Marketing:

- You have expertise in self marketing. Refine it and use it to improve your Survivability.
- Prepare to talk about the industry in general and your relevant experience. Note associations to which you belong and events you have attended. Discuss what you learned from these.
- If you hear about a position through networking, ask your contact for advice on how to proceed if you wish to follow up.
- Practise discussing your achievements comfortably and describe the strengths you feel they illustrate.
- Develop relationships with people throughout the organization by demonstrating your interest in their work and its importance to the overall enterprise.
- Maintain an accomplishment list at work and keep it updated. Memorize it and be ready to provide an overview at performance reviews or when meeting a potential employer or client.
- Become involved in activities and special projects initiated by your employer.
- Attend conferences relevant to your goals and interests. Engage others in conversation and learn what they are thinking. Discuss what you have learned with other interested people.
- An excellent approach to selling yourself is by gently probing the needs of potential clients or employers and responding to them with your relevant strengths.

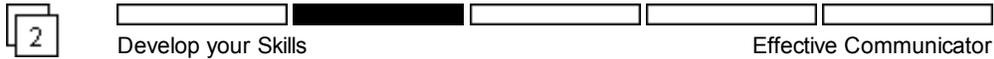
#### Self Marketing Action Plan

I will:

## Ten Factors to Success

### 4. Communication Skills: Speak Your Mind but Mind How You Speak.

Communicating effectively is one of the hardest things we have to do in life. This assessment indicates your perception of your communication skills, your ability to listen, to state your case clearly, to send positive non-verbal signals.



#### Develop your Communication Skills:

You have fairly good communication abilities and it would benefit you to build on these.

- Prepare for meetings by organizing your thoughts in advance and writing them down.
- Commit to listening more often than you speak.
- Practice your Situation/Action/Benefit storytelling skills.
- Read articles and books on subjects that interest you. Use a dictionary to build your vocabulary.
- When someone's viewpoint does not make sense, ask them to state it again so that you have had every opportunity to understand them.
- Practise your writing skills by keeping a journal.
- Listen to yourself on voice mail or tape a conversation between you and a friend. Critique your pronunciation, use of language, diction.
- Consider joining a public speaking group to develop your confidence and speaking ability.
- If you have trouble speaking your mind, take assertiveness training.
- Ask people for honest feedback about your communication style. ▶ [click here for additional information](#)

#### Sell your Communications Skills:

- Use body language that demonstrates openness. Make eye contact, shake hands firmly and smile.
- Encourage the other person to answer your questions in detail.
- When you are asked questions, provide complete answers without too much detail.
- Check your spelling and grammar in all your written communications and make sure that they are correct, attractive and easy to read.
- Demonstrate your good communications skills by listening and responding to what was said.
- Relax and consider your answer when replying to questions.
- When asked about your ability to communicate, describe successful presentations or proposals that you have made. Be prepared to explain why they were successful.
- Prepare for meetings by outlining your ideas in writing beforehand.
- At the end of the interview or meeting, summarize the next steps to be sure that you are all in agreement.
- In meetings, or when receiving instructions or directions, listen carefully. Ask for clarification when you don't understand.

#### Action Plan to Develop Communications Skills

**I will:**

## Ten Factors to Success

### 5. Learning: Learn to Learn.

Knowledge workers are in high demand now and an eagerness to learn has become an essential skill. This assessment examines your appetite for learning and your understanding of the need to learn to further your own goals.



#### Develop Your Learning:

Your learning skills are strong and this will help you survive in today's workplace with its increasing emphasis on technology.

- As you learn new information about your industry, evaluate its impact on the industry and the workforce.
- Evaluate the potential impact any new information on yourself, your company and your industry. Discuss this issue with other interested people.
- Think about a recent experience where you had to learn something in order to complete a task. Analyze the process by which you learned.
- Establish suitable learning goals and develop a plan to achieve them.
- If you haven't studied for some time, start by learning or taking courses on topics of special interest to you.
- Develop your expertise on a subject that interests you. Read about it, write about it and use what you have learned to lead to more information on the topic. Discuss your interest with others who share it.
- An interesting source of learning new technologies can be found in books that describe how things work.

#### Sell your Love of Learning

- Make your training profile available when interviewing for employment or having a performance review.
- Find others who are interested in the new technologies that you have studied, including those you have learned just because they are fun. Look for opportunities to work with them.
- Learn about the technologies used in your enterprise and evaluate them with regard to strengths and limitations.
- Prepare a short synopsis of the strengths and how they could be used to the organization's advantage. Provide ways to deal with perceived limitations.
- Outline how your commitment to learning has helped you in your work. Use the Situation/Action/Benefit format. [▶ click here for additional information](#)
- Evaluate different ways to increase the efficiency of established procedures and systems. Prepare to discuss them as part of your performance review or during an employment interview.
- Learn about the history of your organization (or a potential employer) and share what you have learned when it is appropriate.
- Offer to co-ordinate or assist with special projects that would use some of your skills.

*Personal development is a continuous process rather than a single event. You are already committed to learning so keep on refining the way that you learn.*

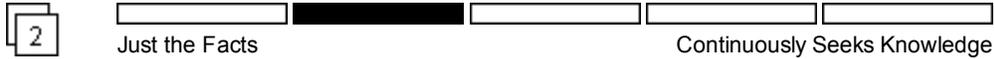
#### Learning Action Plan

**I will:**

## Ten Factors to Success

### 6. Information Gathering: Become an Information Sponge.

In the Information Age, information is the commodity of exchange. This evaluation assesses your interest in information gathering and your ability to manage information and use it strategically.



#### Develop your Information Gathering:

Take confidence in your abilities to gather and use information. At the same time, commit to building this skill.

- Investigate the people, products and processes around you.
- Make an effort to look at things you may have taken for granted and try to understand how they work.
- Make a list of the various information sources such as directories, newspapers, books, Internet, employment resource centres, chambers of commerce, friends, annual reports, magazines, journals, databases etc. Evaluate the type of information available and its use to you.
- Research a topic of general interest to you. Use the Internet and the resources of the library to discover what books are available, who the experts are, any current news and whether the topic can or does have impact on your Survivability.
- Find out something new about one or more of these topics each week. Follow where the new information takes you.
- Develop and use a new strategy to gather information.
- Conduct informational interviews with experts in fields that interest you. [▶ click here for additional information](#)
- When researching a topic, have a working definition of what you want to know.
- When you learn new information about your industry, evaluate its impact on the industry.
- Research the management of companies that are important to you. Becoming aware of personal or organizational awards they have received will show your thoroughness. Having knowledge of a company's mission statement and its environmental and/or charitable causes will also help.

#### Sell Your Ability to Gather Information and Use It:

- Share useful information with people who are also interested.
- When going for an employment interview, it is a powerful selling feature to show that you have taken the time to research and become informed before you arrive.
- Be willing to tell people how you researched an organization.
- In an interview or a meeting, take notes to demonstrate your interest.
- Build a reputation for being a thorough researcher who is willing to share information.
- Offer to assist in gathering information for colleagues or special projects.
- Organize information as you gather it. Use an effective filing system whether it is electronic or hard copy.

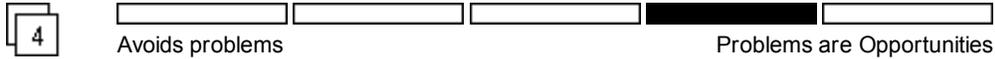
#### Information Gathering Action Plan

**I will:**

## Ten Factors to Success

### 7. Consultative Problem Solving: If You're the Solution, Where's the Problem?

You'll find big and small problems in every corner of today's world of work. This is an assessment of your approach to problems, how you view them, how you resolve them.



#### Develop your Consultative Problem Solving:

Your Problem Solving skills are strong. When problems arise, you have what it takes to recognize and resolve them. You can use this skill to your advantage as you deal with others.

- Challenge yourself with word games, puzzles and other mental activity.
- When you are seeking new opportunities, find a problem in need of a solution. Suggesting a solution can be a great way of creating a positive impression.
- Problem resolution requires perseverance. Your ability to persevere is something that can give you a competitive edge.

#### Sell your Consultative Problem Solving:

- Before approaching employers or clients, look into their key needs and problems, identify where the opportunities lie and let them know what you have learned.
- Once problems have been identified, discuss how you solved similar problems and outline your proposed solution
- Provide an overview of a significant problem turned into an outstanding opportunity.
- Ask others how they would address the problem(s) that you have identified.
- When a problem has been described, review the approaches which have been attempted and look for the positive aspects of each one.
- Provide your employers and/or clients with solutions or show them the work that you are doing to provide a solution.
- Persevere when others show signs of giving up on a problem. ▶ [click here for additional information](#)

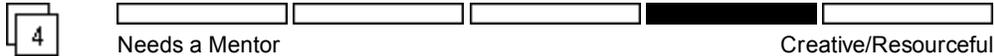
#### Consultative Problem Solving Action Plan

**I will:**

### Ten Factors to Success

#### 8. Creativity/Applied Resourcefulness: Creativity Steals the Show.

This is not creativity in the usual sense, but rather "applied resourcefulness". This is an assessment of your ability to think beyond the obvious, to overcome obstacles, to innovate.



#### Develop your Creativity/Applied Resourcefulness:

You have strong skills in this area which can work to your advantage in both your working and personal life. The more complex the world becomes, the more necessary applied resourcefulness is.

- Explore lateral or creative thinking in magazines or web-base articles.
- Develop a list of businesses that should not be successful but are. Some examples might be eBay, Amazon and even pet rocks, if you remember them. Determine if you can, the creative idea that made them (or others) successful.
- Explore the concept of creativity. Writers such as Edward deBono and others have valuable insights.
- Reflect on a situation where you had to use something in a way that it was not designed to be used. What was the outcome?

#### Sell your Creativity/Applied Resourcefulness:

- Market your ability to adapt and improve things by preparing examples of how you have done it in the past.
- In an employment interview, differentiate yourself from the competition by asking questions that relate to the position but expand the scope slightly. This requires the skill to engage the interviewer but not go to far afield.
- Prepare accurate accounts of how you were able to enhance a product or process. If none come to mind, focus on your interest in unusual solutions.
- Market your persistence, adaptability and tenacity.
- Ask colleagues what they think about your ideas. Be prepared to explore, defend or adapt them.

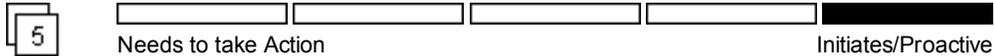
#### Creativity/Applied Resourcefulness Action Plan

I will:

## Ten Factors to Success

### 9. Entrepreneurial Initiative: Initiative Begins with I.

This examines your entrepreneurial initiative, though not necessarily for self-employment. Initiative of this kind is founded on determination, personal motivation and the desire to get the job done.



#### Develop your Entrepreneurial Initiative:

This is one of your strong points and it will open doors for you in a competitive world of work. Use this to your advantage.

- Develop a one year, two year and five year plan with your goals for each period of time.
- Write down your short term goals and be sure that they are both achievable and will lead to your longer term goals.
- Develop an action plan and start working toward your immediate goals. ▶ [click here for additional information](#)
- Make sure that your daily action plan includes a way of measuring your progress. Re-write your daily goals each day and cross off each achievement that is made.
- Record your successes.
- Talk to entrepreneurs or people who run their own businesses. Determine what sells and what people are looking for. Determine ways that you can meet those needs.
- Sell whatever expertise you have already. Look for a people who need your expertise and offer it to them.
- Develop a small business that you can run in your spare time. Base it on a current area of expertise. Look for opportunities to meet the needs of the market with your current skills.
- Use your personal interests as possible business ideas and develop a list of people you know who may be willing to pay for what you have to offer.

#### Sell your Entrepreneurial Initiative

- When interviewing a potential employer or client, ask about possible opportunities to develop shared revenues (in other words, look for opportunities to complement what they are doing on an 'as needed' basis). By showing your willingness to be compensated for results, you will have them looking at you in a different manner.
- Look for business opportunities while volunteering or performing community service.
- Focus on your successes when speaking with potential clients.
- Share your insights into gaining a competitive edge.
- Refer to some of entrepreneurial activities.
- Outline your goals and how you plan to achieve them.
- Look for ways to save money and improve customer service. Propose a method of implementing them that would generate more revenue.

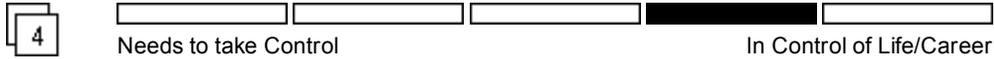
#### Entrepreneurial Initiative Action Plan

**I will:**

## Ten Factors to Success

### 10. Self Management: Who's in Charge Here Anyway?

The truth is, you're in charge. All aspects of your life come under your own self-management. This assesses your ability to manage your life and your career in a conscious and deliberate way.



#### Develop your Self Management

Strong self-management skills give you a head start today. Here are some ways to use this strength to benefit yourself and others.

- Assess the areas of stress in your life and decide to take action on those things over which you have some control.
- Investigate stress management and relaxation techniques. Integrate them into your lifestyle.
- Evaluate your Entrepreneurial Initiative advice in conjunction with this advice.
- Prioritize your goals every day. Focus on your most important tasks and deal with them first before dealing with less important ones.
- Be prepared to develop alternative plans in case circumstances change.

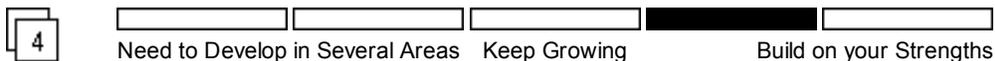
#### Sell your Self Management:

- In employment interviews or meetings, demonstrate how you manage time and deadlines.
- Develop your reputation for organization and thoroughness when interacting with others.
- Help others who are having difficulty in prioritizing their work.
- Maintain your healthy lifestyle by staying active and eating properly.
- Demonstrate your willingness to take responsibility for your own actions whether successful or unsuccessful.
- Market your ability to focus on your work while being able to enjoy and manage stress as it occurs.

#### Self Management Action Plan

**I will:**

### Your Overall Survivability Score



**Below Average 1** Development and skill building needed.

**Average 2-3** Take control and redouble your efforts.

**Above Average 4-5** Strong abilities. Continue to build your skills

- As valuable as it is to assess your abilities and the inner workings of your nature it is only the first step in a longer process. Further work is needed to build personal resilience and a strategic mindset. [▶ click here for additional information](#)
- Skill development, it's been said, occurs in four different stages. First there's awareness of the need for a new skill. Then, there's awkwardness as you use the skill for the first time. Slowly, as it becomes integrated into your daily life, it becomes part of your general skill set. And eventually, with continued use, the skill becomes a habit.
- The progression from "awareness" to "habit" doesn't happen overnight. But you have taken the important first step. You have increased your awareness of the skills you have and those you need. This awareness is a galvanizing force, and you can now move ahead and take steps to develop your skills and abilities.
- Taking control of your life means planning. It means looking objectively at your current situation and skill levels and deciding which skills to improve in the short term and which ones to work on over the long term. It is very important to build on strengths that you already have so that you are focusing on success. When you do things well, you will feel good about yourself and when you are feeling competent and effective, you will be ready to address a weakness. An effective approach is to list at least 5 of your strengths and work on them before addressing a weakness.
- The Survivability scores you have received in this assessment are not carved in stone. You will enhance and build them as you put your plans for improvement into action.
- The truly good news about your Survivability Score is that it's dynamic. As you put your plans into action and begin to build even a couple of the skills detailed in this assessment, it will automatically rise.
- Good Luck!

#### Notes

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