



Monday, November 01, 2021

Skills Health Check – Your full report

Welcome to your Skills Health Check Report. Your report gives you feedback on the different questionnaires, together with some other useful information (including a section with job family suggestions).

Your completed assessments are:

Skill Areas

Interests

Personal Style

Motivation

Working with numbers

Working with written information

Checking information

Solving mechanical problems

Working with shapes

Solving abstract problems

After reading your report you may want some further support or careers and skills advice.

Please telephone 0800 100 900 (8am to 8pm Monday to Friday, and 10am to 5pm Saturday) to speak to an adviser or explore the different ways to [contact an adviser](#).

Your results – Skill Areas

The Skill Areas questionnaire measures nine 'Skill Areas' or types of activities you feel that you are able to do. Each area is related to the world of work.

Your results are listed from the Skill Areas you feel you are **most able** to do, through to the Skill Areas you feel you do **less well**. This means you may find a Skill Area towards the end of the list that you feel you are fairly able to do, because there are many other areas you feel you are **more** able to do.

There are some suggestions for those skills areas that you feel **most** able to do to help you when applying for jobs.

To help you develop the skills that you feel are less strong, there are some activity suggestions if you want to improve them.

Sometimes no extra information will appear. This means that your view of your abilities seems to be evenly balanced.

1	Taking Responsibility Takes responsibility for own actions and for leading others.
2	Handling Change and Pressure Adapts to changes, remains calm and reacts positively to challenges.
3	Creative Thinking Comes up with new ideas and different ways for approaching issues.
4	Planning and Focusing on Detail Plans own tasks and uses time effectively to produce high quality work.
5	Learning and Technology Easily learns new information and quickly learns how to use new technologies.
6	Showing Energy and Drive Shows energy and enthusiasm for meeting difficult goals and taking on new tasks.
7	Convincing and Communicating Convinces others and deals well with conflict. Expresses self clearly when speaking and writing.
8	Working with Others Works well with people by listening, understanding and helping others.
9	Solving Problems Spots problems and gathers information, making judgements based on facts.

Your strengths

Taking Responsibility

Taking Responsibility is a skill area that you feel you are most able to do. This is about being able to take responsibility for your own actions, take control of situations and lead others.

Think of situations when you have organised a special event; led a sports team or a project team; taken control in an emergency situation.

For each situation, have a think about:

- Why did you decide to lead or organise others?
- How did you decide what needed to be done? What information did you use? How quickly did you act?
- What did you do? What did other people do?
- How did you involve others? How did you communicate with them?
- What was the outcome of the situation? What went well? What went less well? What would you do differently in the future?

Your strengths

Handling Change and Pressure

Handling Change and Pressure is a skill area that you feel you are most able to do. This is about being able to adapt to changes, remain calm under pressure and react positively to challenges.

Think of situations where you had to quickly adapt to changing circumstances. Some examples might include how you coped when something unexpected happened; when you had less time to finish something than you expected; when a task turned out to be harder than you thought it would be.

For these situations, think about:

- How did you respond when something unexpected happened? To what extent did you change what you were doing or planning to do? What did you do to stay calm?
- How did you feel when something turned out to be harder than you expected? How did you go about overcoming the obstacles you faced? How did you motivate yourself to keep trying?

Your strengths

Creative Thinking

Creative Thinking is a skill area that you feel you are most able to do. This is about being able to come up with new ideas and different ways for approaching issues.

Think about different types of situations in which you came up with new ideas or different ways of doing something. This could be in your personal life, at school or at work. It could apply to something practical (e.g. a hobby, fixing something mechanical, applying for jobs, doing something at home) or to something artistic (e.g. related to fashion, design or drawing).

Think about:

- When did you come up with a simpler/faster/better way of doing something? What was your idea? Why did you choose to do this? How well did your idea work?
- When did you come up with lots of ideas about how to do something? How did you do this? How did you choose between your ideas?

Your areas for development

Working with Others

Working with Others is a skill area that you feel you can do less well. This is about being able to work well with people, by listening, understanding and helping others.

If you would like to improve this skill, the following development suggestions might be useful.

Development Suggestions

Take time to notice when others have too much to do. Talk to them and offer to help them with some of their tasks.

Think more carefully about those around you. Speak less and listen more. Find out about their lives and issues. Put yourself in their shoes, imagine how they see themselves and how they see you.

Your areas for development

Solving Problems

Solving Problems is a skill area that you feel you can do less well. This is about being able to spot problems, gather information and make judgements based on facts.

If you would like to improve this skill, the following development suggestions might be useful.

Development Suggestions

Think of a problem you have come across. Write down everything you know about the problem. Now look at what you have written down. Look for similarities. Can you group what you have written down? Are there any areas where you would benefit from having more information? Share this list with someone you trust.

Look back at some information that you collected to support a decision. Review this information, trying to pick it apart. Is the source trustworthy? Are there any gaps in this information? Is there anything in this information that you think could be wrong? Does this information cover different points of view?

Your results – Interest

Doing what you are interested in can be very important for job satisfaction.

The Interest questionnaire measures eleven Interest Areas to help you find out which types of work activity appeal to you most.

The profile below shows how appealing you find each of the eleven Interest Areas. You will also see 'related job families' which you can explore to find jobs that appeal to you.

Remember that interests can and do change with time.

Strength of Interest	Interest Area	Interest Area Definition	Related Job Families
A little interested in:	Caring	Using social skills to teach, support, care for and help others.	Alternative Therapies Education and Training Medicine and Nursing Social Services
	Creative	Using art skills, having new ideas and producing imaginative and original work.	Arts, Crafts and Design Performing Arts, Broadcast and Media
	Organising	Planning activities, keeping records, checking detail and following set ways of doing things.	Administrative and Clerical Legal Services Management and Planning
	Reading and writing focused	Researching information, editing, and writing.	Performing Arts, Broadcast and Media Publishing and Journalism
Not at all interested in:	Leisure	Providing a service to people in restaurants, bars, hotels, when they are learning new sports or when on holiday.	Catering Services Sport, Leisure and Tourism
	Influencing	Working with people and helping change their views and	Marketing, Selling and Advertising Retail Sales and

		choices.	Customer Service
	Storage and Transport	Being involved with the movement of goods and people.	Storage, Dispatching and Delivery Transport
	Taking Charge	Working in difficult situations or tough environments, giving clear orders and following commands.	Security and Uniformed Services
	Scientific	Doing scientific activities to find out facts about the world.	Animals, Plants and Land Environmental Sciences Medical Technology* Science and Research*
	Engineering	Working step by step to design, build, maintain or repair structures or equipment.	Construction Maintenance, Service and Repair Manufacturing and Engineering
	Number-focused	Working with figures, numbers and data.	Financial Services Information Technology and Information Management

*These areas in particular normally require further qualifications

Think about how you could combine your interests to find work areas that you would be interested in.

To find out more about the job families that appear above, please click [here](#).

Your results - Personal style and your approach to looking for a job

Your personal style may affect the way that you look for work and how you explore your job options.

Some aspects of looking for a job may be well matched to your personal style.

Other aspects of looking for a job may not be such a good match, and you may tend to avoid or put them off.

What comes most naturally to you when looking for a job

You are more likely to do the things that come most naturally. Make the most of this and focus on using these qualities when you are looking for a job.

- You are likely to enjoy spending time with other people. This may help you to come across as friendly and sociable in assessment situations.
- Your tendency to try to understand other people's behaviour may help you relate well to others in interviews.
- You are likely to take a well organised approach looking for work. This can be especially helpful when filling in application forms or keeping track of applications.
- You are likely to enjoy keeping busy. This is likely to help you be energetic and maintain motivation when looking for work.

What comes less naturally to you when looking for a job

Some of these things may not come so naturally to you. However, you can work around these and make sure that they do not hold you back when you are looking for a job. Some ideas for how to do this are shown below.

- You tend to enjoy being around other people and may miss the company of others when looking for work.

TIP: Think about what you can do to find other people also looking for work, for example by going along to your local job centre. Try to find other sociable activities to be involved, for example, volunteering for a local community project.

- You are likely to feel tense and worried when under pressure. Being aware of this and doing things to help you relax can make it easier for you to appear more confident in interviews or selection events.

TIP: Find an approach that will help relax before a selection event. Relaxation techniques (for example breathing exercises), physical exercise or thinking positive thoughts can all be useful.

- You may not enjoy persuading others. This means you may have to make an effort to convince potential employers that you have the skills needed to do the job.

TIP: Practice talking about your key strengths to a person you know. Ask them to question what you are saying and try to answer their questions.

Your results - Motivations

This section looks at seven areas of 'Motivation'. These describe the kinds of work environment that are most important to you. The more you are motivated by your work environment the more job satisfaction you are likely to have.

Your motivations are listed in the chart below. Number one in the chart is the most important to you, then number two and so on. A satisfying environment for you might require a combination of characteristics rather than just one.

Remember that motivations do sometimes change with time.

	Less Motivating				Very Motivating				
1									People Focused Environment This is a social and caring environment, where people get on well together. They co-operate and help each other. It is found in caring professions, charities and public services. It can also be present in some companies, for example in customer service departments.

2											<p>Creative Environment This type of environment is creative and open to new ways of doing things. People who value this type of environment are likely to enjoy roles which are free of much of the conventions to do with work, e.g. how you look, how you behave etc.</p>
3											<p>Ordered Environment This type of environment is structured, predictable and with very clear requirements. It can be found in areas like administration and book-keeping where the emphasis is on order and high standards.</p>
4											<p>Productive Environment This environment values “doers”: people who work hard and who enjoy having something to show for their efforts. These values tend to be reflected in work that is practical.</p>
5											<p>Lively Environment This type of environment is competitive and lively, with an element of risk taking. People are valued for their ability to press for results and to achieve. It can often be found in sales roles.</p>
6											<p>Money Focused Environment This is an environment where the focus is on making money. Money is also given as a reward for doing well. It is typically found in commercial businesses rather than public sector or charity work.</p>

7										<p>Specialist Environment This environment is focused on specialist expertise. It suggests a role in a technical environment where people gain respect and reward on the basis of their expertise.</p>

Your results - Working with numbers

Numerical assessments can be used to measure how well you might perform in a job where working with numbers is important. There are often time limits with these sorts of assessments.

How you approached the questions	
Timing The working with numbers activity typically takes 15 minutes – as long as there were no distractions or interruptions.	You felt that it took you between 18 and 25 minutes to complete. This suggests that you would find completing a numerical assessment against a time limit a challenging experience where you may have to push yourself to work more quickly.
Number of questions attempted	You answered 10 of the possible 10 questions. This means that you were very willing to try answering questions.
Number of correct answers	Out of the 10 questions answered, you got 5 correct. This means you had a moderate level of accuracy.
How you found the activity	You felt that this activity was harder than you expected. Remember how you found this assessment when it comes to applying for a job that involves working with numbers.

Your potential
<p>In order to give you the best idea of how you did, we have compared your results to the results of other people who have completed this assessment. Please note all results are anonymous and no one can identify you.</p> <p>This comparison shows that you have a reasonable capability in working with numbers.</p> <p>However, you should also remember that you felt the task took you longer to complete than the suggested 15 minutes. Consider how you might do if you had to complete a similar assessment within an exact time limit.</p>

Job families linked to working with numbers

- **Environmental Sciences**
- **Financial Services**
- **Management and Planning**
- **Medical Technology**
- **Science and Research**

Some jobs might require you to do a 'numbers test' so bear in mind you want to find a good balance between working quickly on the one hand and accurately on the other.

Remember that jobs can be different from employer to employer, and you may want to discuss this with a careers adviser.

Development Tips

If the report showed that working with numbers is not currently a strong skill, it's always possible to improve. Here are some ways to practice:

- Work out your household budget
- Compare transport options for a trip
- Number puzzles
- Read the money pages in newspapers
- Look at some survey results in newspapers

Your results - Working with written information

'Verbal' assessments can be used to measure how well you might perform in a job where working with written information is important. There are often time limits with these sorts of assessments.

How you approached the questions

Timing

The working with written information activity typically takes **15 minutes** – as long as there were no distractions or interruptions.

You felt that it took you between 18 and 25 minutes to complete. This suggests that you would find completing a verbal assessment against a time limit a challenging experience where you may have to push yourself to work more quickly.

Number of questions attempted

You answered **20** of the possible **20** questions. This means that you were very willing to try answering questions.

Number of correct answers	Out of the 20 questions answered, you got 16 correct. This means you had a high level of accuracy.
How you found the activity	You felt that this activity was as easy or as hard as you expected. Remember how you found this assessment when it comes to applying for a job that involves working with written information.

Your potential

In order to give you the best idea of how you did, we have compared your results to the results of other people who have completed this assessment. Please note all results are anonymous and no one can identify you.

This comparison shows that working with written information is **an area of particular strength for you.**

However, you should also remember that you felt the task took you longer to complete than the suggested 15 minutes. Consider how you might do if you had to complete a similar assessment within an exact time limit.

Job families linked to working with written information

- **Legal Services**
- **Marketing, Selling & Advertising**
- **Publishing & Journalism**
- **Education and Training**
- **Performing Arts, Broadcast and Media**
- **Social Services**

Some jobs might require you to do a 'verbal test' so bear in mind you want to find a good balance between working quickly on the one hand and accurately on the other.

Development Tips

If the report showed that working with written information is not currently a strong skill, it's always possible to improve. Here are some ways to practice:

- Read more – of anything
- Explain to others what you have read
- Try problem solving word puzzles such as crosswords

Your results – Checking information activity

Typical tasks involving this ability include sending out communications (letters or emails), inputting into information systems, checking addresses or signatures as part of a transaction, and proof-reading documents.

How you approached the questions

Timing

The checking information activity typically takes **8 minutes** – as long as there were no distractions or interruptions.

You felt that it took you between 6 and 9 minutes to complete. This suggests that you would find checking information quickly a comfortable experience.

Number of questions correct

Overall you checked **34** rows correctly. This means you spotted almost all of the mistakes. The more mistakes you spotted the more likely it is that checking information is something you are comfortable with handling.

The material to be checked included abstract codes, some simple numbers, financial figures, and some information given in two different formats.

You spotted mistakes most accurately when they happened to simple numbers. This means that you may be more comfortable with checking this kind of information.

One thing to know is that you missed a few more mistakes when they happened in abstract codes. This might just be by chance but it's

	worth thinking about whether you felt these were harder work to check.
How you found the activity	<p>You felt that this activity was as easy or as hard as you expected. Bear in mind how you found this activity when considering a job that involves these types of tasks.</p> <p>You felt that this activity was very enjoyable . How much you enjoyed this activity can suggest how much you may enjoy a job that involves these types of tasks.</p>

Job families linked to checking information

- **Sport, Leisure and Tourism**
- **Storage, Dispatching and Delivery**
- **Administrative and Clerical**
- **Catering Services**
- **Retail Sales and Customer Service**

Remember that jobs can be different from employer to employer, and you may want to discuss this with a careers adviser.

Your results – Solving mechanical problems

This activity looked at the ability to understand and use the principles of basic mechanics. Typical tasks involving this ability include assembly, maintenance and repair of different types of equipment.

How you approached the questions

Timing

The solving mechanical problems activity typically takes **6 minutes** – as long as there were no distractions or interruptions.

You chose to explore this activity without timing yourself. Think about whether you would feel comfortable completing activities requiring mechanical reasoning under time pressure.

Number of questions attempted

You answered **11** of the possible **11**

	<p>questions. This means that you were very willing to try answering questions.</p>
Number of questions correct	<p>Overall you answered 2 questions correctly. This means you got few questions right. The more questions you got right the more likely it is that mechanical reasoning will be a strength for you.</p> <p>Just looking at the questions you did complete, you had a low level of accuracy in answering mechanical questions.</p>
How you found the activity	<p>You felt that this activity was harder than you expected. Remember how you found this activity when considering a job that involves these types of tasks.</p> <p>You felt that this activity was not at all enjoyable. Enjoying this activity can suggest how much you may enjoy a job that involves these types of tasks.</p>

Job families linked to solving mechanical problems

- **Construction**
- **Maintenance, Service and Repair**
- **Manufacturing and Engineering**
- **Transport**

Remember that jobs can be different from employer to employer, and you may want to discuss this with a careers adviser.

Your results – Working with shapes

Typical tasks involving working with shapes include understanding site plans or maps, manufacturing, design and assembly work, from bricklaying and pattern cutting to architecture and fashion design.

How you approached the questions	
Timing The working with shapes activity typically takes 6 minutes – as long as there were no distractions or interruptions.	You felt that it took you between 5 and 7 minutes to complete. This suggests that you would find working with shapes quickly a comfortable experience.
Number of questions attempted	You answered 14 of the possible 14 questions. This means that you were very willing to try answering questions.
Number of questions correct	Overall you answered 12 questions correctly. This means you got most questions right. The more questions you got right the more likely it is that working with shapes will be a strength for you. Just looking at the questions you did complete, you had a high level of accuracy.
How you found the activity	You felt that this activity was as easy or as hard as you expected. Remember how you found this activity when considering a job that involves these types of tasks. You felt that this activity was slightly enjoyable. Enjoying this activity can suggest how much you may enjoy a job that involves these types of tasks.

Job families linked to working with shapes

- **Construction**
- **Arts, Crafts and Design**
- **Animals Plants and Land**

Remember that jobs can be different from employer to employer, and you may want to discuss this with a careers adviser.

Your results – Solving abstract problems

Solving abstract problems is particularly useful for jobs which require flexible thinking, problem solving and developing solutions from new information.

How you approached the questions

Timing The solving abstract problems activity typically takes 15 minutes – as long as there were no distractions or interruptions.	You felt that it took you between 18 and 25 minutes to complete. This suggests that you would find solving abstract problems quickly a challenging experience where you may have to push yourself to work faster.
Number of questions attempted	You answered 16 of the possible 16 questions. This means that you were very willing to try answering questions.
Number of questions correct	<p>Overall you answered 9 questions correctly. This means you got some questions right. The more questions you got right the more likely it is that solving abstract problems will be a strength for you.</p> <p>Just looking at the questions you did complete, you had a moderate level of accuracy in solving abstract problems.</p> <p>There were four types of rules behind the problems. They were to do with how the different parts of a picture changed from one box to the next. They were:</p> <ul style="list-style-type: none">• Reflections, where parts “flipped” as if seen through a mirror

	<ul style="list-style-type: none"> • Rotations, where the parts revolved together • Movements, where parts moved around the picture • Repetitions. <p>You did best at identifying the sequences when the rules were around rotation.</p>
How you found the activity	<p>You felt that this activity was harder than you expected. Remember how you found this activity when considering a job that involves these types of tasks.</p> <p>You felt that this activity was slightly enjoyable. Enjoying this activity can suggest how much you may enjoy a job that involves these types of tasks.</p>

Job families linked to solving abstract problems

- **Information Technology and Information Management**
- **Medicine and Nursing**
- **Science and Research**

Remember that jobs can be different from employer to employer, and you may want to discuss this with a careers adviser.

Job Suggestions

Based on how you answered the skills areas questionnaire, we can suggest some job families that may be a good match for you. As your responses to the Interests questionnaire did not reveal any specific interests at the moment, this section will just focus on your skills areas.

This section is broken down into three areas. Each section presents a **job family** that may be a good match for you.

Job family suggestions

Animals, Plants and Land

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Animals, Plants and Land jobs typically involve working well with others, showing energy and drive, and being clear in communication and convincing others.

One activity that is sometimes part of this kind of job is making judgements about space. Refer to the working with shapes activity skills area of this report to remind yourself how you found this.

Construction

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Construction jobs typically involve working well with others, being clear in communication and convincing others, and gathering information and spotting problems.

Activities often seen in this job include working with mechanical problems and making judgements about space. Refer to the solving mechanical problems and working with shapes activity skills areas of this report to remind yourself how you found these.

Arts, Crafts and Design

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Arts, Crafts and Design jobs typically involve working well with others, being clear in communication and convincing others, and learning new information and using technology.

One activity that is sometimes part of this kind of job is making judgements about space. Refer to the working with shapes activity skills area of this report to remind yourself how you found this.

Your next steps

The job families listed above are just a starting point.

To explore the jobs that you would find within the job families go to the National Careers Service website which is a good place to start for more information and for the full job catalogue.

<https://nationalcareersservice.direct.gov.uk/job-profiles/home/>

You can also find out more from:

- Reference materials in libraries or your careers service
- Looking at other information on the internet
- Talking to someone who works in the area that interests you
- Professional bodies and associations
- Job shadowing to see how the job is done in a real workplace.

After seeing which jobs interest you the most, think about any specific issues which could make a job more or less suitable for you (e.g. any health issues you may have, the hours you would be required to work, the location of work).

Next, look at possible employers, possibilities for further training and job opportunities in your area.

We hope you are finding the Skills Health Check Tools useful!

What next?

The feedback in this report covers all the assessments you have finished so far. These are shown in the table below.

Skill areas	✓
Interests	✓
Personal style	✓
Motivation	✓
Working with numbers	✓
Working with written information	✓
Checking information activity	✓
Solving mechanical problems	✓
Working with shapes	✓
Solving abstract problems	✓

If you have created an account, you can save your progress and return to complete or download your assessments at any time. Whenever you log in

to your account you can find your report, and if you complete more question sets they will be added to this report.

Next steps after your Skills Health Check

Now you've completed your Skills Health Check we hope you have clearer idea of what your strengths are. This can help you to choose jobs in which you can make the most of these strengths.

You might also have identified skills you need to work on. This is especially relevant if the jobs you want to get into need these skills.

For further support with planning your next steps or advice on careers and skills, call 0800 100 900 (8am to 8pm Monday to Friday, and 10am to 5pm Saturday) to speak to an adviser. Visit our website to explore the different ways to [contact an adviser](#).

More advice from the National Careers Service

Visit the [National Careers Service website](#) for more information and advice on which skills and qualifications you need to get into over 800 different jobs, search for courses and find out more about how to contact an adviser.