


# Career Passport Portfolio

The  
**SCANS**  
Essay



# What is SCANS?

- **The “Secretary’s Commission on Achieving Necessary Skills” released a report, now known as the SCANS Report.**
- **The SCANS Report basically identified FIVE competency areas all businesses expect from their employees.**

# Five Competencies:

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- **Resources**
- **Interpersonal**
- **Information**
- **Systems**
- **Technology**

# A Closer Look at RESOURCES

- Resources identifies, organizes, plans and allocates resources.
- People with strong RESOURCES are good with:
  - TIME...they select goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.

# A Closer Look at RESOURCES

- People with strong RESOURCES are good at:
  - MONEY...Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
  - MATERIALS and FACILITIES...Acquires, stores, allocates and uses materials or space efficiently.

# A Closer Look at RESOURCES

- People with strong sense of RESOURCES are good at:

**HUMAN RESOURCES...Assesses skills and distributes work accordingly, evaluates performance and provides feedback.**

# A Closer Look at INTERPERSONAL

- People good at INTERPERSONAL are good at:
  - PARTICIPATING AS A MEMBER OF A TEAM...contributing to the group effort
  - TEACHES OTHERS NEW SKILLS
  - SERVES CLIENTS/CUSTOMERS...works to satisfy customer's expectations.

# A Closer Look at INTERPERSONAL

- A person with strong INTERPERSONAL skills is good at:
  - EXERCISING LEADERSHIP...communicating ideas to justify position persuading and convincing others, responsibly challenging existing procedures and policies

# A Closer Look at INTERPERSONAL

- People with strong INTERPERSONAL skills is good at:
  - **NEGOTIATING....working toward agreements involving exchange of resources, resolves divergent interests**
  - **WORKS WITH DIVERSITY...works well with men and women from diverse backgrounds.**

# A Closer Look at INFORMATION

- A person with strong INFORMATION skills is good at:
  - **AQUIRING AND EVALUATING INFORMATION**
  - **ORGANIZING AND MAINTAINING INFORMATION**
  - **INTERPRETING AND COMMUNICATING INFORMATION**
  - **USING COMPUTERS TO PROCESS INFORMATION**

# A Closer Look at SYSTEMS

- A person with strong SYSTEMS skills is good at:
  - UNDERSTANDING SYSTEMS...Knows how social, organizational, and technological systems work and operates effectively with them

# A Closer Look at SYSTEMS

A person with strong SYSTEMS skills is good at:

- **MONITORING AND CORRECTING PERFORMANCE...distinguishing trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions**

# A Closer Look at SYSTEMS

- A person with strong SYSTEMS skills is good at:
  - **IMPROVING OR DESIGNING PROGRAMS...suggests modifications to existing systems and develops new or alternative systems to improve performance.**

# A Closer Look at TECHNOLOGY

- A person with strong TECHNOLOGY skills is good at:
  - **SELECTING TECHNOLOGY—** choosing procedures, tools, or equipment including computers and related technologies.

# A Closer Look at TECHNOLOGY

- A person with strong TECHNOLOGY skills is good at:

**APPLYING TECHNOLOGY TO TASK—  
understanding overall intent and  
proper procedures for setup and  
operation of equipment.**

# A Closer Look at TECHNOLOGY

- A person with strong TECHNOLOGY skills is good at:  
**MAINTAINING AND TROUBLESHOOTING EQUIPMENT—prevents, identifies, or solves problems with equipment, including computers and other technology.**

# Writing the Essay

- **Students should first analyze their competency strengths by reviewing each of the five competency strengths and skills.**
- **Students should rank order their competency areas from strongest to weakest**

# Writing the Essay

- **Once students have identified their rank order of competencies, it is time to set up the essay.**
- **Plan to write a five paragraph essay.**
  - **Introduction**
  - **3 Body paragraphs**
  - **Conclusion**

# Writing the Essay

- **Introductory Paragraph**
  - **Identify self, school, age,**
  - **Identify importance of the SCANS report and the five competencies identified in the SCANS report**
  - **Identify the two strong competency areas and the weakest competency area you possess.**

# Sample Introduction

## SCANS Competencies by John Doe

The SCANS report was intended by the Department of Labor to identify the five competency levels employers evaluate in potential employees. The five competencies include resources, interpersonal, information, systems, and technology. As a senior at Ellet High School, I have determined that my SCANS competency strengths are \_\_\_\_\_ and \_\_\_\_\_, while my weakest competency area is \_\_\_\_\_.

# Writing the Essay

- **Body Paragraph One:**
  - **State your strongest competency area**
  - **Identify specific examples of how you have succeeded in this area.**

# Writing the Essay

- **Body Paragraph Two:**
  - **State your second strongest competency area**
  - **Identify specific examples of how you have succeeded in this area.**

# Writing the Essay

- **Body Paragraph Three:**
  - **State your weakest competency area**
  - **Identify specific examples of why you feel you are weak in this area.**

# Writing the Essay

- **Conclusion**
  - Review the importance of the SCANS Report
  - Review the importance of knowing both your strengths and weaknesses in the five competency areas
  - Close with a statement as to why it is important for you to know this information about yourself when considering a career.

# Proofread and Finalize your Essay

- Once you have completed the draft of your essay, be certain you have a title and your name at the top. i.e.

SCANS Competencies

by John Doe

Check your writing conventions (spelling, punctuation, sentence structure, etc.) to be certain your are giving your BEST work!