

1. Review the list of the 21 applied skills, referring to the definitions ⓘ if required for more information about any item. When you have looked through all the skills, press the green 'All items reviewed' button at the bottom of the chart. Following this review, please select one item to exclude from your assessment, by clicking the cross in the box on the left-hand side of this one skill. This deleted item may be less relevant to your role, or something that you currently have the least preference for.



*click the red cross to exclude one item*

2. Next, identify your own personal 10 **Higher Preferences** from the remaining 20 items. Each of these Higher Preferences should be highlighted by ticking the relevant boxes on the right-hand side of the chart. Note: a Higher Preference simply means that you have a stronger orientation towards using these applied skills at work (not necessarily to do with your ability levels).



*identify your higher preferences*

Once you have confirmed your final 10 higher preferences, the remaining 10 items will automatically be classified as your **Lower Preferences** – or press cancel to revise your choices.

3. Now, use the Colour Ratings Key to gauge your level of preference for each of the applied skills. Working through your Lower Preferences first, estimate to what extent you have a preference/not have a preference for each item. For example, do you 'strongly agree' (blue) this item is a Lower Preference or only 'mildly agree' (yellow)? Confirm choices by clicking the button below the appropriate colour panel.

To what extent would you say that each item is either one of your higher preferences, or one of your lower preferences?



*gauge your level of preference*

**NOTE:** each colour option must be selected **at least once** on both sides of the chart. Totals are provided at the bottom of the form.



*all colour options selected at least once*

4. Now estimate your level of preference for each of your Higher Preference items, using the same Colour Ratings Key. **Remember:** each of the colour ratings must be used at least once AND whatever combination of colours you have previously used on the Lower Preferences side of the chart, must now be applied to your Higher Preferences – to ensure a balanced approach. For example - if you used two purple ratings (unconditionally agree) in the Lower Preferences section, then you must also use two purple ratings in the Higher Preferences section.

5. Feel free to swap and change your responses around until you feel that they best represent your overall preferences before submitting your responses. Finally, check the totals at the bottom of the chart to make sure that you have used each colour at least once and that **whatever combination of colours you have used on one side, is replicated on the other**. Press the Continue button at the bottom of the form to finish your profile.



*colour combinations match on both sides*

6. Congratulations you have now completed your assessment. To send your responses, simply provide your details and press submit.