



Career Management Portal Overview

This document has a description of all the tools on this site. To get the maximum benefit from these tools utilize them in sequential order. The tools are separated into three different categories:

• Looking Inward

- Build self-awareness.
- Utilize your strengths.
- Build a career that brings you fulfillment.

• Looking Outward

- Explore company and industry trends.
- Learn more about career options.

• Looking Forward

- Define your career goals.
- Determine the next steps in finding a job.



We recommend you take the [Career Planning Needs Assessment](#) first to see which of the three categories you should focus on.

Looking Inward: Assessing Who You Are

1. [Career Assessment Summary](#)

This tool will capture your self-assessment insights. | [Learn More](#)

2. [Career History Timeline](#)

Identify the characteristics necessary for a meaningful career. | [Learn More](#)

3. [DiSC Assessment](#)

Learn about your personality style and what makes a career satisfying. | [Learn More](#)

4. [DiSC Career Index](#)

Look up your DiSC style and learn about your strengths and blind spots. | [Learn More](#)

5. Career Anchors

Discover what inspires you. | [Learn More](#)

6. Career Interests

Shape your career to fit your interests. | [Learn More](#)

7. Career Values

Understand your values and needs. | [Learn More](#)

8. Motivated Skills

Identify both your functional and adaptive skills and areas for development. | [Learn More](#)

9. Internal Barriers

Uncover what blocks you from getting what you want. | [Learn More](#)

10. Focus on Perspective

Learn how to get valuable feedback about your performance. | [Learn More](#)

Looking Outward: Exploring Your Career Options

1. Career Options Gap Analysis

This tool will help you capture information that will influence your career options. | [Learn More](#)

2. Trends and Career Implications

Learn how to leverage organizational needs, priorities, and challenges to generate career opportunities. | [Learn More](#)

3. Up Is Not the Only Way

Discover the career path that best addresses your current needs and future goals. | [Learn More](#)

4. Focus on Possibilities

Learn about the four ways to gather career information. | [Learn More](#)

5. Informational Interviewing

Discover how to gather first-hand career information from personal and professional contacts. | [Learn More](#)

6. Career Decision-Making

Learn how to make more informed career decisions. | [Learn More](#)

7. Developing Your Personal Brand

Build a reputation and brand consistent with your career goals. | [Learn More](#)

- HRUED248 | [Developing Your Personal Brand](#) | Instructor-Led Training | 2 Hours | Free
- HRUED248 | [Developing Your Personal Brand \(Represented\)](#) | Instructor-Led Training | 2 Hours | Free

8. Making Effective Career Transitions

Set yourself up for success by reflecting on the 4 S's: Situation, Self, Support Systems, and Strategies. | [Learn More](#)

Looking Forward: Mapping the Way Forward

1. Establishing Your Career Development Plan

Create a career plan. | [Learn More](#)

2. The Art of Networking

Identify your networking goals, who is in your network, and how they can help you. | [Learn More](#)

- HRUED119 | [The Art of Networking](#) | Instructor-Led Training | 2 Hours | Free
- HRUED119 | [The Art of Networking \(Represented\)](#) | Instructor-Led Training | 2 Hours | Free

3. Elevator Pitch

Create a short, persuasive speech you to introduce yourself. | [Learn More](#)

4. Résumé Writing

Learn how to write a résumé that will land you an interview. | [Learn More](#)

- HRUED117 | [Résumé Writing](#) | Instructor-Led Training | 1.5 Hours | Free
- HRUED117 | [Résumé Writing \(Represented\)](#) | Instructor-Led Training | 1.5 Hours | Free

5. 'My Résumé' Profile

Keep your profile up-to-date in My Info so your leaders know your career experiences and aspirations. | [Learn More](#)

6. Using the 'My Info' Career Search Portal

Set up 'Notify Me' so job postings can be pushed to you. | [Learn More](#)

7. Successful Interviewing Strategies

What to do before, during, and after your interview. | [Learn More](#)

- HRUED118 | [Interviewing Strategies for Success](#) | Instructor-Led Training | 2 Hours | Free
- HRUED118 | [Interviewing Strategies for Success \(Represented\)](#) | Instructor-Led Training | 2 Hours | Free