

MY UC CAREER



UC employees have identified career exploration, growth, and development opportunities as critical to their engagement and retention. A gift has arrived from UC Office of the President – a new online, self-directed career development portal, [My UC Career](#), available to all UC employees seeking to advance their career.

The portal consists of the following six, easy to use modules:

1. *Begin Career Discovery*: Use personal assessments to help identify values, personality, skills, and talents.
2. *Job Search*: Leveraging the existing Systemwide Job Board, in one search, view all UC opportunities by job type, location, or career level. Create multiple alerts for new postings that are most interesting.
3. *Resume*: Build a new resume or revise an existing resume using the step by step online resume workshop that uses answers to automatically build an accomplishment-based resume tailored to the identified career path. View resume building guides and resume samples by position or type.
4. *Tell Your Story*: Create a pitch statement, cover letter, and references to tell what the employee has to offer and how they can help the organization succeed. Use the step by step online workshop to automatically build each document. View samples of each type of document.
5. *Network and Research*: Optimize social media presence and use research tools to help leverage employee networks that uncover additional career opportunities.
6. *Pre and Post Interview*: Practice interview skills by recording video interviews using pre-recorded portal interviewers that ask the employee questions review interview type guides, create a post-interview thank you note, and review the offer negotiation guide and decision-making tools.

You will be seeing a lot of information in the coming months about [My UC Career](#), and you have the opportunity to jump in right now and be an early adopter.