

# MYCAREERPLACE



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## WHAT IS MYCAREERPLACE?

**M**yCareerPlace is a virtual campus that links you with learning, career, performance and knowledge resources via the Internet, telephone and in-person events. It is your professional development “coach,” designed to organize and assist you as you manage your own career at your company.

MyCareerPlace has an **event-driven coaching application that is linked to employee development processes at your company.** This “Virtual Coach” will guide you to learning and development tools, as well as providing beneficial forms and resources forms prior to, or during, pre-determined employee development processes (e.g., Performance Appraisals, Individual Development plans, 360° Feedback, new employee orientation, new manager assimilation).

**Most empowering, however, is the application of continuous career performance and learning habits for professional development and growth.** MyCareerPlace walks you systematically through each step of the career and performance development process whether you are a manager coaching employees or an employee learning self-reliant career management skills. Online courses provide an Achievement Portfolio recording course completion, assessment results and exercises. You also have information on industry-specific trends and access to electronic bulletin boards to share knowledge and best practices with colleagues and experts. MyCareerPlace is a self-directed development and learning tool that is accessible whenever you need it.

## HOW DO I GET TO MYCAREERPLACE?

### 1. Intranet /Internet Site

MyCareerPlace’s virtual campus provides development solutions throughout your career. Some specific types of applications include:

**Self-Assessment** – A variety of assessments are available to analyze and prioritize your individual strengths, development opportunities, accomplishments and values.

**Planning** – MyCareerPlace provides a collection of tools to help you develop objectives for your performance and career growth at your company.

**Feedback** – A combination of instruments provide personal coaching to improve goals and develop new skills.

**Training** – Internal, external and online training and skill development opportunities are included.

**Leadership** – There is an abundance of leadership resources, assessments, planning worksheets and checklists for current and emerging leaders.

**Knowledge Resources** – MyCareerPlace has many resources to help you put your career plan into action, including links to other sites, an online bookstore, bulletin boards and chat rooms.

**Coach-on-Call** – Your online coach can help you navigate the site, complete an action plan, interpret assessments, prepare for your performance management meeting or provide general career counseling. Coach-on-Call is available 24 hours a day at 877-60-COACH or online at [coach@mycareerplace.com](mailto:coach@mycareerplace.com).

**Additional tools** are also available to help you develop life-long career fitness habits.

To register on your company’s site, proceed to [www.xxxxxxxxxx.com](http://www.xxxxxxxxxx.com) and register as a new user. Your company ID number is xxx.

### 2. Telephone

Telephone services provide employees and managers with access to professional consultants. These professionals are available for questions, discussions and coaching; to review assessment results; and to provide resources for hard-to-find employee development-related information. Contact consultants by telephone at 877-60-COACH.

### 3. In Person

A variety of learning events aligned with your company’s human capital

development and business goals will be scheduled throughout the year. These events include:

**Roadshows** – Live demonstrations of the MyCareerPlace interactive site will be conducted at various locations and during NEO. Watch for flyers and announcements publicizing these events at your site.

**Workshops and Programs** – Presentations by professional career, human resource and performance consultants are conducted at varying locations and will cover a variety of development topics. Review the learning catalog in **LearningPlace** or complete a Training Request form to receive additional information. Watch for invitations to attend training/coaching sessions at a convenient location.

**One-on-One Sessions** – In certain situations, personal one-on-one consultations with professional career consultants may be requested. For a one-on-one consultation, you must obtain and complete the *Consultation Request Form* from your Coach-on-Call. Although information discussed with the counselor is highly confidential, manager pre-approval may be

