

Introduction to the Its My Life Online Career Centre

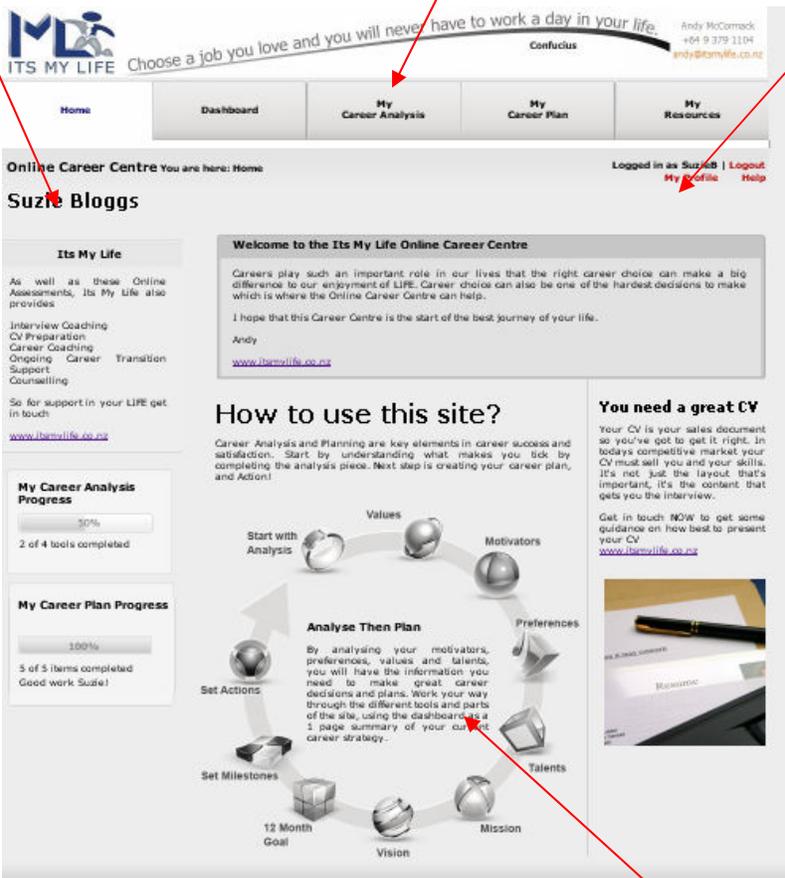
This document contains some screenshots and basic information to give you an overview of the Online Career Centre. It is intended to be a useful guide for when you have purchased access to the Online Career Centre or if you are wanting to find out more about how it works. It is a fairly straight forward assessment to use - decide which assessment or career plan you want to do and follow the prompts. Use the tabs on the navigation bar to access the different pages within the centre.

You can do as much or as little as you wish in the center, whenever you want, but I would encourage you to proceed through all assessments and Career Plans so that you fully utilise what is available to you.

For more information or questions then please email andy@itsmylife.co.nz

1. Home Page

Upon logging into the centre with your personal logon and password this is the first screen you will see. Important areas are noted here. From this page you can see your progress through the assessments and click through to any of the other areas of the Online Center.



The screenshot shows the home page of the Its My Life Online Career Centre. At the top, there is a navigation bar with tabs for Home, Dashboard, My Career Analysis, My Career Plan, and My Resources. Below the navigation bar, the user is logged in as 'Suzie' and can access My Profile, Logout, and Help. The main content area includes a 'Suzie Bloggs' section, a 'Welcome to the Its My Life Online Career Centre' message, and a 'How to use this site?' section. The 'How to use this site?' section features a circular diagram titled 'Analyse Then Plan' with steps: Start with Analysis, Values, Motivators, Preferences, Talents, Mission, Vision, 12 Month Goal, and Set Actions. On the left, there are progress bars for 'My Career Analysis Progress' (30% complete) and 'My Career Plan Progress' (100% complete). On the right, there is a 'You need a great CV' section. Red arrows point to various elements: 'Your name' points to the user name 'Suzie'; 'Navigation Bar' points to the top navigation tabs; 'Details and log out' points to the 'Logout' link; 'Assessment Progress' points to the 'My Career Analysis Progress' bar; and 'Process Circle' points to the circular diagram.

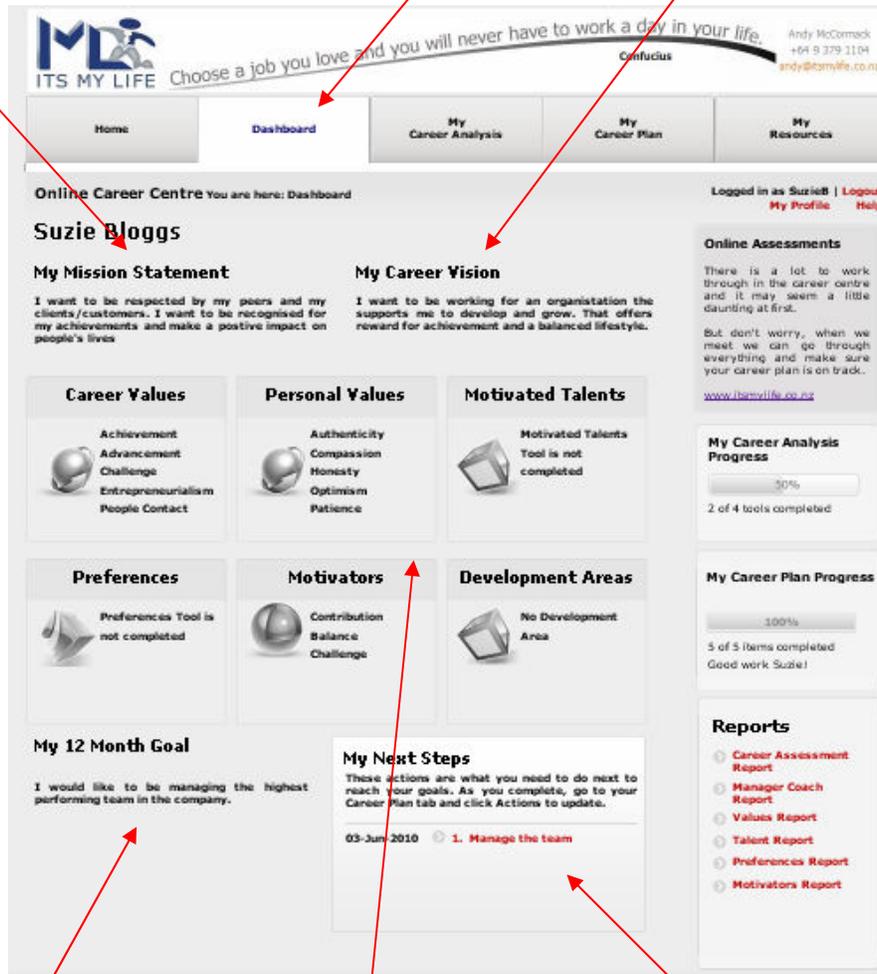
2. Dashboard

This is the summary area, where you can see the results of the Career Planning exercises you have already completed as well as some of the career assessment results.

Career Mission Statement

Dashboard Tab

Career Vision



The screenshot shows the ITS MY LIFE Career Dashboard. At the top, there is a navigation menu with tabs for Home, Dashboard (selected), My Career Analysis, My Career Plan, and My Resources. Below the navigation, the user is logged in as Suzie. The main content area is divided into several sections:

- My Mission Statement:** "I want to be respected by my peers and my clients/customers. I want to be recognised for my achievements and make a positive impact on people's lives."
- My Career Vision:** "I want to be working for an organisation that supports me to develop and grow. That offers reward for achievement and a balanced lifestyle."
- Assessment Summary Grid:** A grid of six assessment tools:
 - Career Values:** Achievement, Advancement, Challenge, Entrepreneurialism, People Contact.
 - Personal Values:** Authenticity, Compassion, Honesty, Optimism, Patience.
 - Motivated Talents:** Motivated Talents (Tool is not completed).
 - Preferences:** Preferences Tool is not completed.
 - Motivators:** Contribution, Balance, Challenge.
 - Development Areas:** No Development Area.
- My 12 Month Goal:** "I would like to be managing the highest performing team in the company."
- My Next Steps:** A list of tasks to be completed, including "1. Manage the team" due on 03-Jun-2010.
- Progress Indicators:** "My Career Analysis Progress" is at 50% (2 of 4 tools completed), and "My Career Plan Progress" is at 100% (5 of 5 items completed).
- Reports:** A list of reports including Career Assessment Report, Manager Coach Report, Values Report, Talent Report, Preferences Report, and Motivators Report.

12 month Plan

Assessment Summary grid

Next steps in your plan along with dates

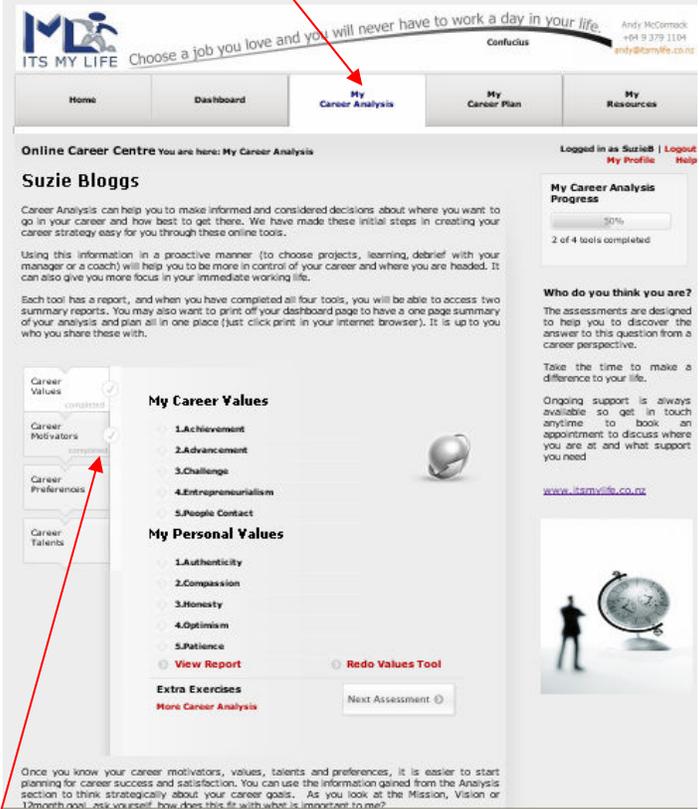
3. Career Analysis

This is where you access the various online career assessments, there are 4 main categories to work through at your own pace and in your own time.

The Categories are Career Values, Career Preferences, Career Motivators and Career Talents.

A report is available for each section which details your results. It is strongly recommend that you arrange a session with an Its My Life coach to discuss/analyse the results in more detail.

Career Analysis Tab



The screenshot shows the ITS MY LIFE website interface. At the top, there is a navigation bar with tabs: Home, Dashboard, My Career Analysis (highlighted), My Career Plan, and My Resources. Below the navigation bar, the page title is 'Online Career Centre You are here: My Career Analysis'. The main content area is divided into several sections: 'Suzie Bloggs' with introductory text, 'My Career Analysis Progress' showing 50% completion, 'Who do you think you are?' with assessment details, and two main assessment panels: 'My Career Values' (listing 5 values: Achievement, Advancement, Challenge, Entrepreneurialism, People Contact) and 'My Personal Values' (listing 5 values: Authenticity, Compassion, Honesty, Optimism, Patience). A sidebar on the left contains assessment selection options: Career Values, Career Motivators, Career Preferences, and Career Talents. A red arrow points to the 'Career Values' option. At the bottom of the screenshot, there is a footer with a quote: 'Once you know your career motivators, values, talents and preferences, it is easier to start planning for career success and satisfaction. You can use the information gained from the Analysis section to think strategically about your career goals. As you look at the Mission, Vision or 12month goal, ask yourself, how does this fit with what is important to me?'.

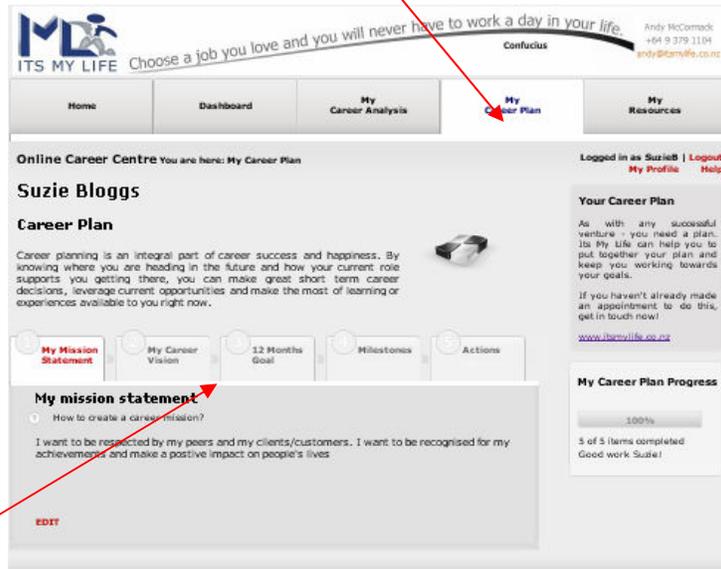
Assessment Selection

(click each individual assessment panel to access that assessment)

4. Career Plan

Here you can make a long-term plan for your career, make some career goals and develop ways to achieve them.

My Career Plan Tab



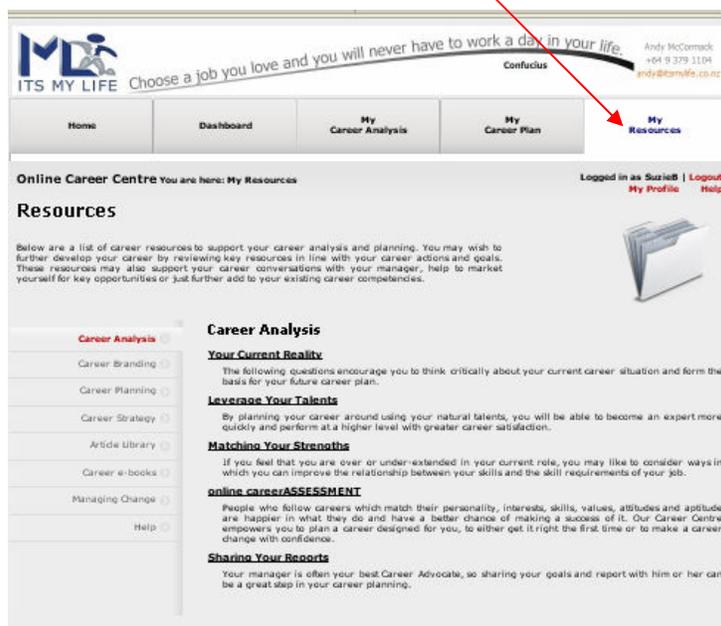
The screenshot shows the 'My Career Plan' interface. At the top, there's a navigation bar with 'Home', 'Dashboard', 'My Career Analysis', 'My Career Plan' (selected), and 'My Resources'. Below this, the page title is 'Online Career Centre you are here: My Career Plan'. The main content area is titled 'Suzie Blogs' and 'Career Plan'. It features a 'My mission statement' section with a text input field containing: 'I want to be respected by my peers and my clients/customers. I want to be recognised for my achievements and make a positive impact on people's lives.' Below the text is an 'EDIT' button. To the right, there's a 'Your Career Plan' section with a progress bar showing '100%' and '5 of 5 items completed'. A red arrow points from the 'My Career Plan' tab in the navigation bar to the 'My Career Plan' section on the page.

Click the tab for each zone of your Career Plan

5. Career Resources

This Resource page has some interesting articles and useful information.

My Resources Tab



The screenshot shows the 'My Resources' interface. At the top, there's a navigation bar with 'Home', 'Dashboard', 'My Career Analysis', 'My Career Plan', and 'My Resources' (selected). Below this, the page title is 'Online Career Centre you are here: My Resources'. The main content area is titled 'Resources'. It features a 'Career Analysis' section with sub-sections: 'Your Current Reality', 'Leverage Your Talents', 'Matching Your Strengths', and 'Sharing Your Reports'. A red arrow points from the 'My Resources' tab in the navigation bar to the 'My Resources' section on the page.

6. The Reports

Once you have completed the Online Assessments a report for each category is generated. These reports are quite detailed and are a great starting point for working out what to do next. These reports can be printed off and are for you to share with whoever you wish.

I strongly encourage all users of the Online Centre to book at least one face to face Coaching session to analyse your report and discuss the next steps forward.

See Appendix A for the first couple of pages for a Career Motivators report.

The model used for the Online Assessment tools is known as the Holland codes as they were formulated by psychologist John L Holland. It is based on the idea that choice of vocation is based upon personality which is why the assessments focus on not just your skills, but your motivators and your values. This model has been adopted by the US Department of Labor for categorizing jobs relative to interest.

7. What to do Next

Already have a logon ID and password, then get started on your assessments. Remember each assessment can take around 20 minutes. Once you have completed your assessments, proceed through to the career plan area where you can start using the information from the assessments to build your career plan and goals for the future.

You should also be making sure that you have an appointment booked with your Its My Life coach to help you through this process.

If you don't have a logon ID and password then you can order the assessments and access to the career center by going to the online payments section of the Its My Life website www.itsmylife.co.nz.

NB: Access to the Centre is only available once funds have cleared and this can take 24hrs. You will receive an email with all your logon details once payment has cleared.

Appendix A

This is an example of the first couple of pages of an in-depth report on Career Motivators – A Contributor profile



Choose a job you love and you will never have to work a day in your life.

Confucius

Andy McCormack
064 9 379 1104
andy@itsmylife.co.nz

Your careerMOTIVATORS

A Career Motivator is an inner force which determines what you want and need from your working life. Your Career Motivators are derived from your drives, attitudes and values, and the talents and abilities that you personally hold or perceive yourself to hold. This force is a source of energy and direction which can focus your future career path. Identifying your career motivator means that you have a clearer understanding of what really motivates or drives you at work.

From analysis of your responses to the questionnaire, your career motivators were as follows:

Expertise	3	
<i>Motivated to attain a high level of accomplishment in a specialized field</i>		
Influence	3	
<i>Motivated by managerial influence and accountability</i>		
Independence	3	
<i>Motivated by freedom and autonomy to make own decisions</i>		
Security	3	
<i>Motivated by a solid and predictable future</i>		
Business Creation	3	
<i>Motivated by innovation and business success</i>		
Contribution	3.8	
<i>Motivated to make a contribution or make a difference to others</i>		
Challenge	3.8	
<i>Motivated by the intellectual, physical or personal challenge from their work</i>		
Balance	3.8	
<i>Motivated by a balanced work and lifestyle</i>		

Your primary career motivator is:

Motivated to make a difference to others or the world around us.

The career motivator Contribution is defined as being motivated to do things considered to be of service to something bigger or more important according to religious, ethical, moral, social or intellectual reasons.

People with Contribution as a primary career motivator will make decisions which are meaningful only in the context of their personal beliefs and values. This may take the form of helping others rather than helping themselves. Personal fulfillment is the ultimate payoff, and they may make considerable sacrifices in order to follow their inner beliefs.

If your primary motivator is contribution and service/dedication to a cause, what you would not give up is the opportunity to pursue work that achieves something of value, such as making the world a better place to live, solving environmental problems, improving harmony among people, helping others, improving peoples safety, finding cures etc. You pursue such opportunities even if it means changing organisations, and you would not take up opportunities that do not allow you to fulfill those values.

People motivated by Contribution...

- Are oriented more toward core values than towards the talents or areas of competence involved in occupation.
- Base career decisions on the desire to improve the world - careers such as medicine, nursing, social work, teaching, and charitable work are typical.
- Hold values such as working with people, serving the community and helping the nation.
- Want work that permits the exercise of influence over the employing organisation and its social policies in the direction of own values.

The Contributors' Career Needs...

- Need to work for organisations' whose mission and philosophies are in alignment with their own personal values.
- Are most comfortable working in roles where they are actively of 'service' to others.
- Get personal satisfaction from making a difference to others
- May like to explore volunteer opportunities outside of paid work if this need is not fulfilled with regular employment.

An important next step for those motivated by Contribution is to carefully examine their personal values. Identifying how you most want to be of service to others and the wider community will be important to your fulfillment and career satisfaction.

Evaluating what skills and talents you have that could make a difference to others is also a necessary initial step. It may be that you have skills in a technical or practical area that you can contribute to make a difference to others. Just because your training is in a traditional area, say accounts or as an electrician, does not mean that you are limited in making a Contribution to others. While some may derive satisfaction from providing a valued service to their employers, others are motivated to take the next step and contribute their skills to organisations that are more aligned with their values. For example, Tony was an electrician who has taken his skills to the third world under World Vision, while Cathy is an Accounts Administrator who is now using her skills teaching a Pre-employment Programme for at-risk young people.

The key concern of those motivated by contribution is making a difference to others.
