



Frequently Asked Questions

What is “My UC Career”?

My UC Career is an on-line career development tools that provides employees with instant access to the following six self-paced 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.

Why would I use My UC Career?

My UC Career is designed to help employees prepare for the next step in their UC career. The resources and tools provide opportunities to create and refine your resume, identify your strengths, practice interviewing and find professional networking opportunities.

How do I access My UC Career?

All UC employees can use their UC email address to register for an account at <https://uc.yournextstep.com/GetStarted>. You can also access *My UC Career* from the Career Development page of the UC Berkeley HR website. (<https://hr.berkeley.edu/development/career-development>)

What tools and resources are available in My UC Career?

A variety of online resume, cover letter and interview practice workshops and sample documents. In addition, there are several assessments that help you identify your strengths, your work preferences and what you value in a career. Workshops and assessments take from 10-90 minutes to complete.

Can I search for jobs outside of UC?

No, you cannot search for non-UC jobs within the My UC Career portal. The My UC Career job search function is linked to the Systemwide Job Board (<https://jobs.universityofcalifornia.edu/>). From there, you can search for jobs at all UC locations.

Who will know if I'm using My UC Career?

All of the work you complete within My UC Career is for your use and is not shared with anyone other than you. You are encouraged to share resumes and cover letters with others for additional input and you may want to share the results of your assessments with others for feedback as well.