

User Guide to deliberatecareers



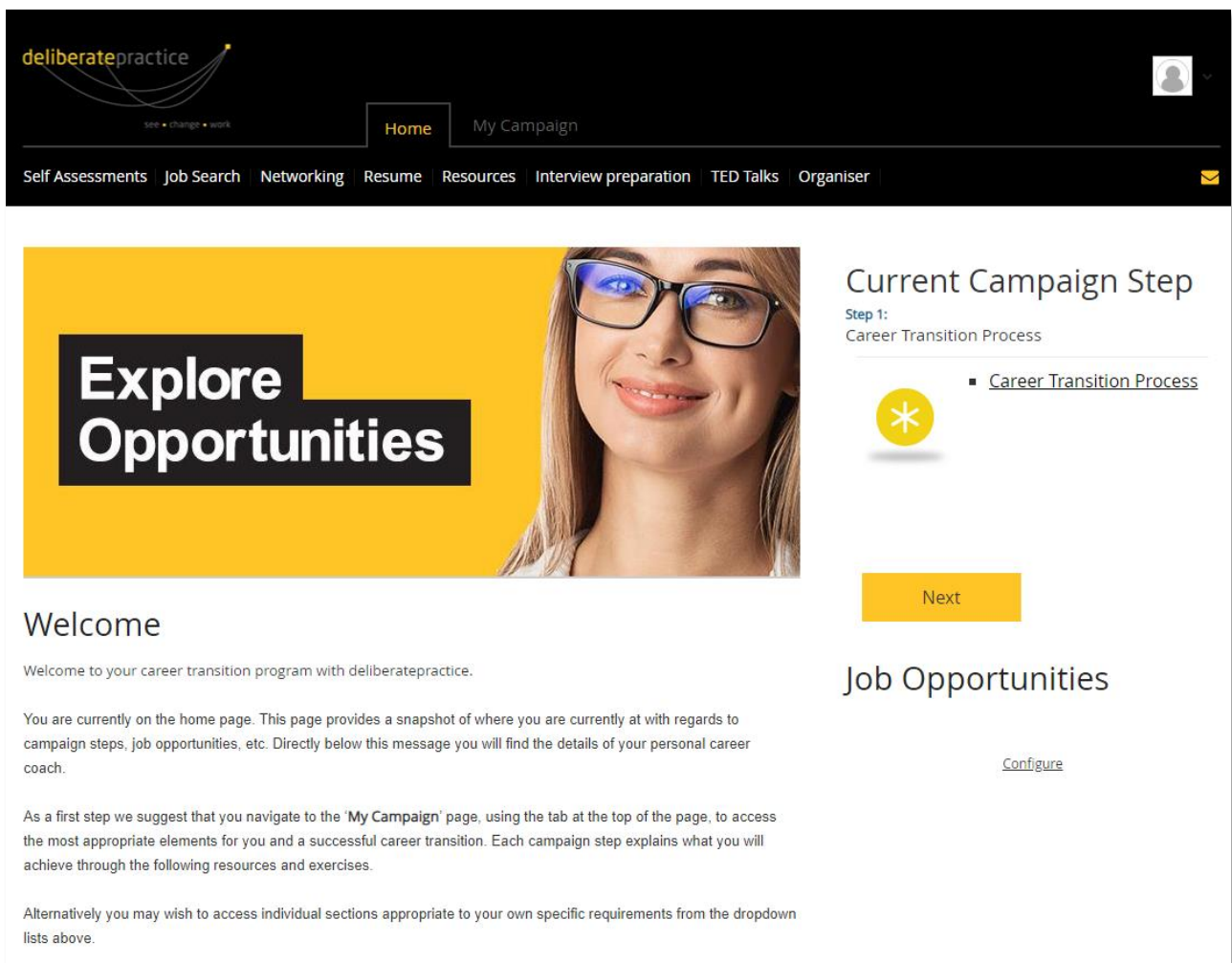
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Overview of deliberatecareers portal

Home Screen

This is the first page that you will see once you log in. It includes a welcome message, which gives a brief overview of what the page contains as well as instructions on how to access the content of the site. Please read through this and familiarise yourself with the instructions to make the most of your time using the portal.



The screenshot shows the 'deliberatepractice' home screen. At the top, there is a navigation bar with the logo on the left and a user profile icon on the right. Below the logo is the tagline 'see • change • work'. The navigation bar has two tabs: 'Home' (which is active) and 'My Campaign'. Below the navigation bar is a horizontal menu with the following items: 'Self Assessments', 'Job Search', 'Networking', 'Resume', 'Resources', 'Interview preparation', 'TED Talks', and 'Organiser'. There is also a mail icon on the far right of this menu.


The main content area is divided into two columns. The left column features a large yellow banner with the text 'Explore Opportunities' in white. Below the banner is a 'Welcome' section with a sub-heading 'Welcome' and a paragraph: 'Welcome to your career transition program with deliberatepractice. You are currently on the home page. This page provides a snapshot of where you are currently at with regards to campaign steps, job opportunities, etc. Directly below this message you will find the details of your personal career coach. As a first step we suggest that you navigate to the 'My Campaign' page, using the tab at the top of the page, to access the most appropriate elements for you and a successful career transition. Each campaign step explains what you will achieve through the following resources and exercises. Alternatively you may wish to access individual sections appropriate to your own specific requirements from the dropdown lists above.'

The right column features a 'Current Campaign Step' section. It shows 'Step 1: Career Transition Process' with a sub-item 'Career Transition Process' marked with a yellow asterisk icon. Below this is a yellow 'Next' button. Underneath is a 'Job Opportunities' section with a 'Configure' link.

Directly below the Welcome message is a section named “My Connections”. Here you will find your career coach’s details, as well as a shortcut to the in-system messaging system that you can use to contact your coach. You can also contact your coach directly using their direct phone number or email address.


My Connections

My Coach




Name: Kerry Dawes
Program: none
New Messages: 0

[View Messages](#)



VIEW PROFILE



SEND MESSAGE

My Campaign

As a first step we suggest that you navigate to the 'My Campaign' page, using the tab at the top of the page.

The My Campaign section is split into 6 sections and is designed to follow a typical career transition journey. However, your career coach will work closely with you to assist in leveraging the most appropriate elements for you and your specific requirements. It is not essential that you work through these steps in chronological order and your coach will help to identify the career options and strategies that will be most beneficial to you from within these steps.

Each campaign step explains what you will achieve through the resources and exercises within that particular step. As you work through the resources, they will change from "Not Accessed" to "Accessed" as shown below:

deliberatepractice™
see • change • work

Home **My Campaign**

Self Assessments | Job Search | Networking | Resume | Resources | Interview preparation | TED Talks | Organiser

Step 1: Career Transition Process | Step 2: Managing change | Step 3: Career review | **Step 4: Self marketing** | Step 5: Job search skills | Step 6: Interviewing for success

STEP 4: Self marketing

Developing a Marketing campaign will help you assess your strengths, strengthen your performance throughout the application process and develop a strong brand that will make you stand out from the sea of applicants. This section explores the many strategies that you can use to differentiate yourself.

PREVIOUS NEXT

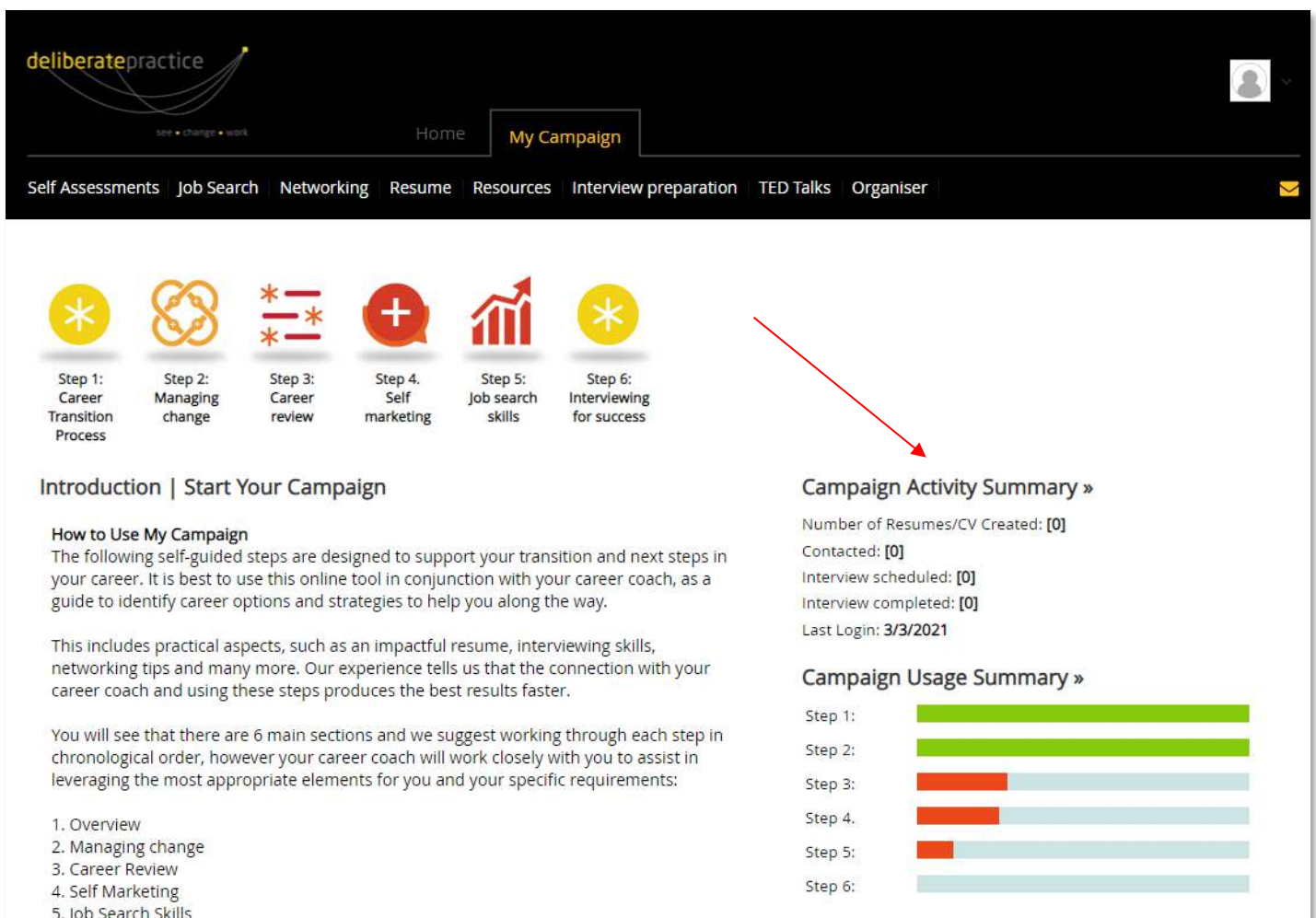
Resources Available

Resource	Usage Statistics
Self Marketing	✓ Accessed
Your Professional Profile	✓ Accessed
Writing Your Achievements	Not Accessed
Creating a LinkedIn Account	Not Accessed
Resume Writing Tips	Not Accessed
Correspondence	Not Accessed
Reference Resources	Not Accessed

Usage Statistics 25%

As you move through the “My Campaign” steps, you will see a “Campaign Usage Summary” at the bottom right of the overview screen. This tracks how much of the content you have accessed so far and can be a useful indicator on which sections you are yet to explore.

It also gives you a snapshot of any resumes created within the system, as well as any interviews scheduled/completed that you have added through the “Jobs I’m Tracking” tool that can be found in the “Job Search” drop-down list.



Step 1: Career Transition Process

Step 2: Managing change

Step 3: Career review

Step 4: Self marketing

Step 5: Job search skills

Step 6: Interviewing for success

Introduction | Start Your Campaign

How to Use My Campaign
The following self-guided steps are designed to support your transition and next steps in your career. It is best to use this online tool in conjunction with your career coach, as a guide to identify career options and strategies to help you along the way.

This includes practical aspects, such as an impactful resume, interviewing skills, networking tips and many more. Our experience tells us that the connection with your career coach and using these steps produces the best results faster.

You will see that there are 6 main sections and we suggest working through each step in chronological order, however your career coach will work closely with you to assist in leveraging the most appropriate elements for you and your specific requirements:

1. Overview
2. Managing change
3. Career Review
4. Self Marketing
5. Job Search Skills

Campaign Activity Summary »
Number of Resumes/CV Created: [0]
Contacted: [0]
Interview scheduled: [0]
Interview completed: [0]
Last Login: 3/3/2021

Campaign Usage Summary »

Step	Usage
Step 1:	100% (Green)
Step 2:	100% (Green)
Step 3:	~25% (Red)
Step 4:	~25% (Red)
Step 5:	~10% (Red)
Step 6:	0% (Red)

Please take some time to explore the different steps in the “My Campaign” section to familiarise yourself with the content. If you have any questions about the content, please reach out to your coach who will be happy to help.

Drop Down Lists

Whenever you are logged in to the system, you will see a number of drop-down lists at the top of the page. Headings for these drop-down lists include “Self-Assessments”, “Job Search”, “Networking”, “TED Talks”, etc. Under each one of these headings is a collection of resources relevant to the title. For example, under “Interview preparation” you will find subjects such as “Interview tips” and deliberatepractice’s “Virtual Interview Model”. This is a convenient way for you to access the most relevant content to your specific requirements in just a couple of clicks. All of the resources contained in these drop-down lists are incorporated in the “My campaign” steps at the relevant points but are also accessible here.



Troubleshooting

If you have any questions about any of the elements of the deliberatecareers online portal, your first port of call should always be your coach. You can reach your coach through their direct phone number or email address, or use the in-system messaging function that can be accessed through the envelope at the top right of the screen when logged in.

There are also helpful how-to guides and videos within much of the content on the system that can be accessed by clicking on the Video or Question Mark button at the top right of the content:

Jobs I'm Tracking

The Opportunity Tracker is your command central for job opportunities you are considering. Use this tool to send your resume, manage follow-up actions, associate networking contacts, and more.



Display All Opportunities

Add New Opportunity

If you have any questions about the system itself, or if you need any further assistance, please reach out to the careers team at careers@deliberatepractice.com.au, or call 1300 335 423.