



myCareer Starts Here

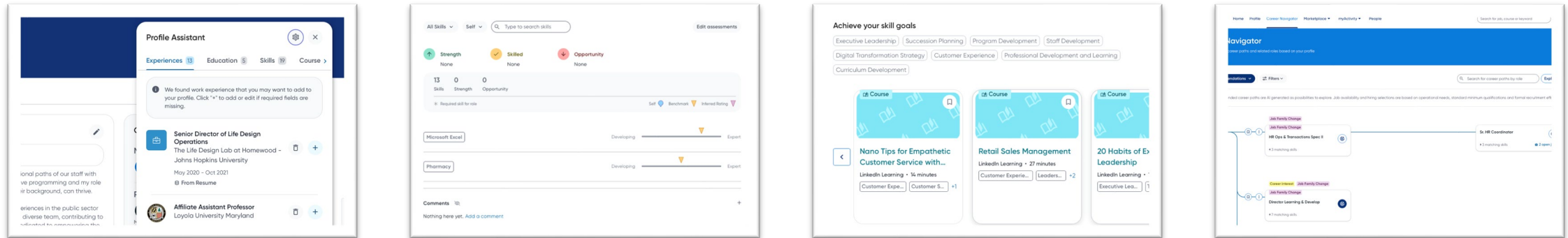
Overview Guide

Career Navigation, Professional Development &
Internal Mobility Platform



JOHNS HOPKINS
UNIVERSITY

myCareer Experience



Profile Creation & Optimization



Mark can import his LinkedIn profile or resume to populate his myCareer profile, and it will recommend ways for him to optimize his profile.

Skills & Assessment



Monica can input her skills and assess skills for herself and her team to enable team management and succession planning.



Mark can input and assess his skills and see his manager's feedback on his skills.

Development Plans & Learning



Monica and Mark collaborate with their managers to leverage recommended development ideas and create a custom development plan or get suggestions on skills to grow or courses to take to achieve career goals.



Career Pathing Tools



Monica and Mark can see the career paths ahead of them and reflect on other parallel paths in different job families or divisions that align to their skills and interests.



How to Create a Profile

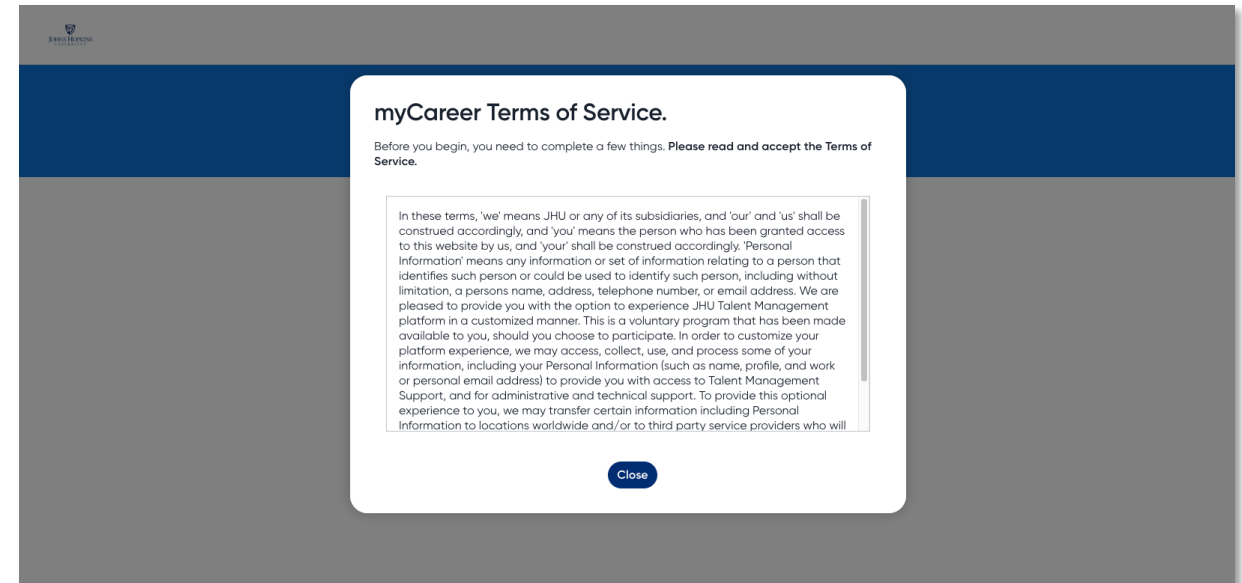


myCareer Onboarding Experience



Accept Terms & Conditions

- All new users must agree to the terms and conditions in order to enter the platform.
- Once you agree to the Terms and Conditions, you can begin building your profile.





Build Your Profile

Onboarding Wizard will take you step by step through the profile building process. This is your new comprehensive talent profile so take time to make sure you tell us all about your skills and experience across all your various roles at JHU and external experience.

To help you, myCareer offers 3 options to build your profile:

1. Upload Your Resume
2. Upload your LinkedIn Profile
3. Manually fill enter all your profile information

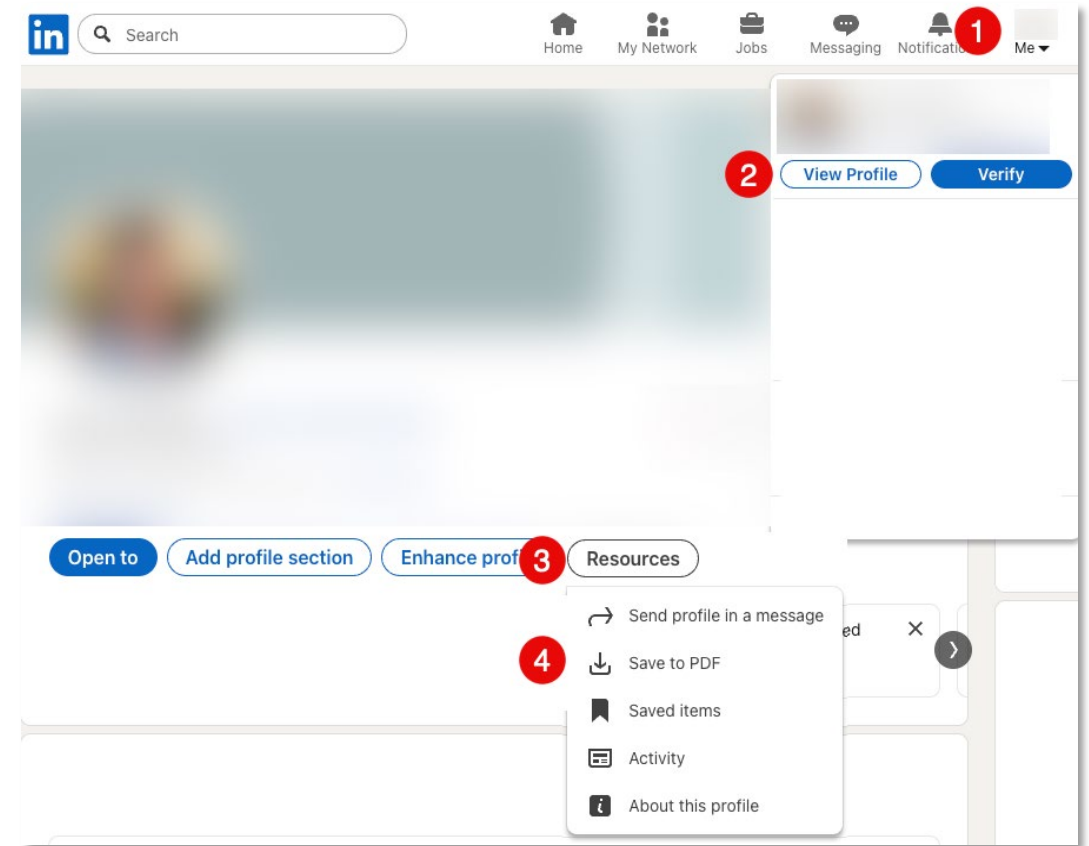


Upload your LinkedIn Profile



To build a resume from your LinkedIn profile, follow these steps below:

1. Click the **Me** icon at the top of your LinkedIn homepage.
2. Click **View profile**.
3. Click the **More** or **Resources** button in the introduction section.
4. Select **Save to PDF** from the dropdown.

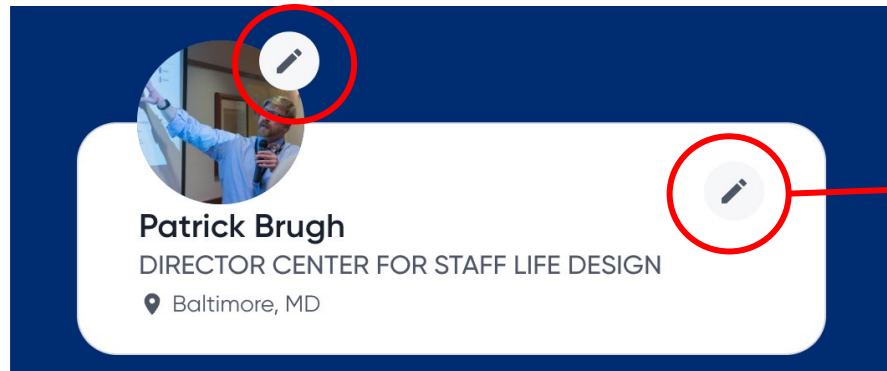




Build Your Profile

Edit Your Profile Header

- Click either pencil icon to edit your name, location, or upload a profile picture.
- Employee details synced from SAP will display below your name and profile image. This section is read-only.



Edit Personal Information

×

First name * :

Patrick

×

Last name * :

Brugh

×

Location :

Baltimore, MD

×

Cancel

Save





Build Your Profile

- Update your Personal Information
 - Use the pencil icon in the Edit Contact & Links box to update and add additional links such as LinkedIn, GitHub, or portfolio links.
 - Replace your resume or upload a new resume in the Edit Resumes/Attachments box.

About

Give a personalized description of yourself as a professional in this section.

As the Director of the Center for Staff Life Design at The Johns Hopkins University, my mission is to align the professional paths of our staff with their personal aspirations, leveraging my expertise in life design and human-centered design. The center's expansive programming and my role in scaling these efforts reflect a commitment to fostering an environment where every employee, irrespective of their background, can thrive.

Previously, as a Specialist Master in Design Strategy at Deloitte, I led interdisciplinary teams to transform client experiences in the public sector through design thinking. My achievements include overseeing a significant modernization project and managing a diverse team, contributing to a culture of innovation and customer-centric solutions. These experiences underpin my current work, where I am dedicated to empowering the Johns Hopkins community with the tools and mindsets to design meaningful careers.

Skills

★ Figma ★ Customer Experience ★ Service Design ★ Human-Centered Design ★ Strategic Planning

★ Professional Development ★ Product Management ★ Learning and Development

Design Thinking Financial Management Data Management Jira Team Building Budgeting Management Development

LinkedIn CSS HTML Programming Social Media Microsoft Excel Training Leadership Project Management

User Experience Design Powerpoint Artificial Intelligence (AI) Prototyping

See More

Organization

Manager

April Floyd
EXECUTIVE DIRECTOR STRATEGIC INITIATIVE

Peers

Meghan and Laura

Employee Information

Personnel Area
University Administration

Chosen Name
Patrick Brugh

Hire Date
2024-08-06

Contact & Links

<https://www.linkedin.com/in/patrick-brugh-ghd>

pbrugh1@jhu-sandbox.edu

Resumes

Profile-2.pdf
May 15, 2025

Edit Contact & Links

Email Addresses

pbrugh1@jhu-sandbox.edu

Additional links

<https://www.linkedin.com/in/patrick-brugh-ghd>

+
Press enter after adding the URL

Edit Resumes/Attachments

Upload New

Resume

Profile-2.pdf
May 15, 2025

Done





Build Your Profile

Complete Your Profile

- Use the pencil icon or the plus icon to edit the sections of your profile
- **About** – a personal summary of your experience and education
- **Skills** - select skills to highlight and match with position postings
- **Work Experience** - Enter your current and previous work experience
- **Education** - Enter your educational history including school, major, and degree earned
- **Internal Group Affiliations** – Enter any internal groups you participate in, including your title/position held
- **Volunteering** – Enter any volunteering experience you have, including organization information
- **Languages** – Enter any languages, including your proficiency level
- **Courses** – Course information will be brought in from Cornerstone, but additional course information can be added here
- **Location Preference** – add any information related to relocation or travel preferences
- **Awards** - Enter awards and recognitions
- **Certifications** - Enter certifications you have obtained and related details
- **Publications** – Enter publications you have authored (details such as co-authors can be entered into the description field)

The screenshot displays a user profile interface. The 'About' section at the top contains a text field with the placeholder text 'Passionate about being a strategic partner to sales, story-telling, best demo practices, and my dogs.' and a red pencil icon in the top right corner. Below this is the 'Skills & Endorsements' section, which has a title and a red pencil icon. Under the title, it says 'All Skills' and lists various skills in a grid of buttons: Account Executive, Account Management, Agile Methodologies, Artificial Intelligence, Brand Advertising, Budget, Business Sales, CSC, Catering, Clients, Cloud Computing, Coaching, Cold Calling, Communication, Compliance, Corrective Action, Cross-Functional Team Leadership, Customer Insight, Cyber Security, Data Center, Dining, E Commerce, Employee Records, Enterprise Architecture, Excel, Financials, Food Production, Integration, Inventory, and Kitchen. At the bottom of the skills list is a link that says 'See More (48)' with a downward arrow.

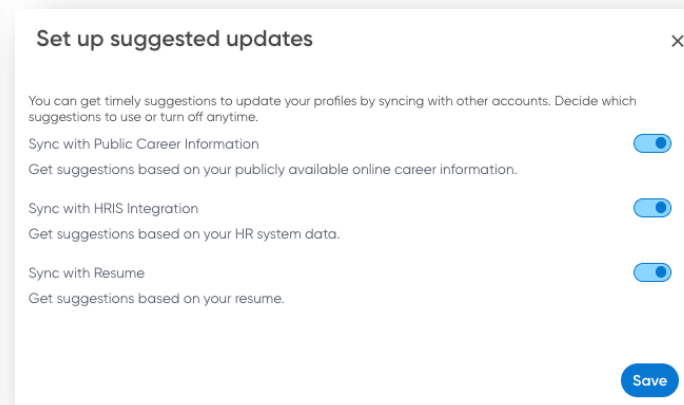
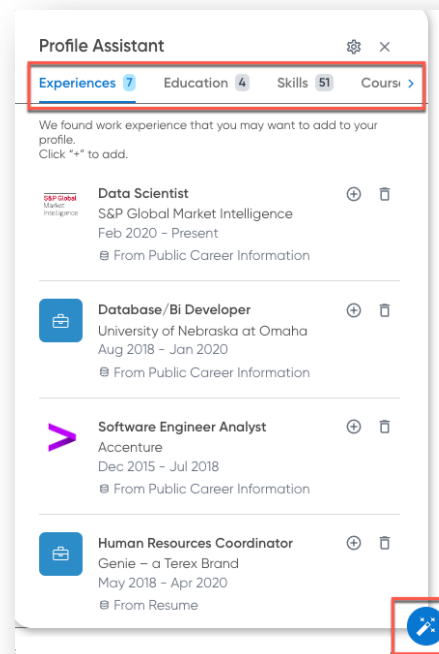




Profile Assistant

You can build your profile using Profile Assistant.

- Click the magic wand to the lower right of your profile. The Profile Assistant will open and display information from SAP, newly uploaded resume and public career information for you to click the + to add to your profile.



Note: Employees can manage what information they would like to show using the cog icon to the upper right of the Profile Assistant.





Profile Visibility

You can control what information is viewable by others.

- Click the gear icon to hide any sections you don't want to be publicly available to other employees viewing your profile. Some items, like your name and work email, will always be visible.

The screenshot shows the Johns Hopkins University profile page. The top navigation bar includes links for Home, Profile, Career Navigator, Marketplace, myActivity, and People. A search bar is present on the right. The profile card for Patrick Brugh, Director Center for Staff Life Design, is visible. A gear icon (settings) is highlighted with a red box next to the 'Own View' dropdown menu. The 'Profile visibility settings' modal is open, showing a list of profile sections with toggle switches to control their visibility.

Section	Visibility
Awards	On
Certifications	On
Courses	On
Education	On
Work experience	On
Languages	On
Patents	Off
Publications	On
Skills	On
URLs	On

Note: Some information, such as name, title, and work email will always be visible to others.





Career Interests

Roles you want and Suggested roles for you:

- Roles you are interested in can be added here and other roles related to your current job will be displayed as suggestions. If you click on a role, it takes you to the details page for that role. The Career Navigator assists in generating role recommendations based on the user's current role.

Skills in Your Next Job:

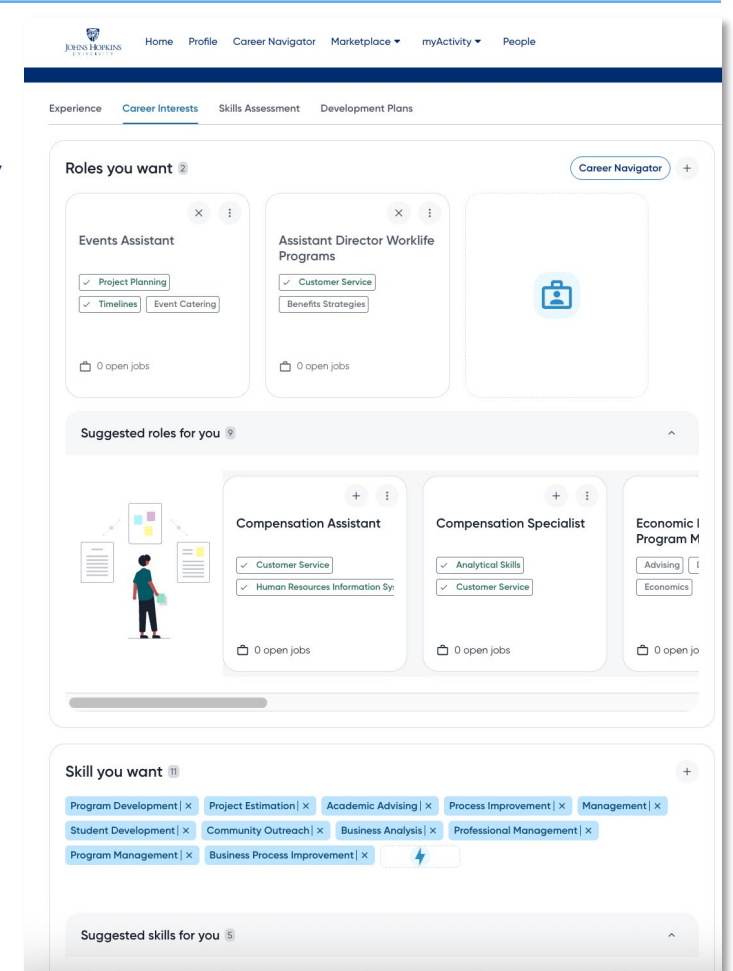
- Choose the 'Career Interests' tab to indicate skills you are looking to learn in your next role. This is a shorter-term goal and should include skills in the next role you would like to transition to

Skills You Want to Learn:

- Indicate skills you are looking to learn in your next role. This is a shorter-term goal and should include skills in the next role you would like to transition to.
- Entering your skill goals will allow the Eightfold to identify skill development opportunities to help you reach your career goals.

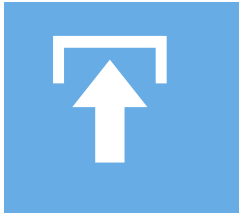
Career Goals:

- Use Career Navigator to plan next steps for your career.





Hands-On Exercises: Profile



Onboard to myCareer

Upload your Resume, your LinkedIn Profile PDF, or skip and enter manually



Edit Your Profile

Using the “+” or pencil icon, add skills, work experience, education, or other categories to your profile.

Review the Profile Assistant.



Set your Career Interests

Identify skills and roles that you are interested in learning and developing



How to add Skills & Complete a Assessment





Skills Assessment

Skills Assessment – Self Assessment

- Skills required by your role will be pre-populated for you
- View details about your role by selecting **View Role Details**
- Select **Edit assessments** to self-assess your skills
- Other Skills will be pre-populated based on skills from your profile
- Rate your skills on a 5-point scale, from Awareness to Authority

Skills Assessment – Manager Assessment

- Managers will have the opportunity to complete an assessment of each member of their team's skills

The screenshot shows the 'Skills Assessment' page for a 'Lead Compensation Analyst' role. The page is part of a system with a top navigation bar including 'Home', 'Profile', 'Career Navigator', 'Marketplace', 'myActivity', and 'People'. Below this, a sub-navigation bar shows 'Experience', 'Career Interests', 'Skills Assessment' (selected), and 'Development Plans'.

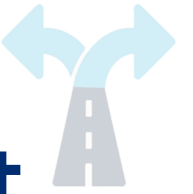
The main content area is titled 'Skill Assessments' and includes a description: 'Skill Assessments supports employee skill development, planning, and training by capturing and presenting skill proficiency data points. Self and manager assessment tools are provided for required skills associated with an employee's current role and any other skill identified by an employee or their direct manager. They can be used to help staff and managers have meaningful conversations about the staff member's development.'

Below the description, there's a section for 'Required By Role' (10) and 'Other Skills' (37). The 'Required By Role' section is active, showing a list of skills for the 'Lead Compensation Analyst' role. The skills are categorized into three groups: 'Strength' (10 skills), 'Skilled' (4 skills), and 'Opportunity' (3 skills). The 'Strength' group includes 'Analytical Skills', 'Customer Service', and 'Human Resources Information System'. The 'Skilled' group includes 'Job Evaluation'. The 'Opportunity' group includes 'Compensation Strategy', 'Market Pricing', and 'Business Acumen'.

At the bottom, there's a table showing the assessment progress for each skill. The table has columns for 'Skills', 'Strength', and 'Opportunity'. The 'Strength' column shows a progress bar from 'Awareness' to 'Authority'. The 'Opportunity' column shows a progress bar from 'Awareness' to 'Authority'. The 'Business Acumen' skill is highlighted with a red arrow pointing down, indicating a low score.



Hands-On Exercises: Skills Assessment



Complete your Required by Role Skills Assessment



Complete Other Skills Assessment



Create a Development Plans & Discover Learning





Development Plans

Development Plans

- Development plans are curated with a wide range of learning opportunities tailored to your specific skill requirements for your desired roles. These plans enable you to proactively prepare for various roles within the organization, fostering continuous growth and career advancement.
- These plans can be created by you, your manager, or found on the Marketplace.
- Courses and tasks can be added by section.
- Once a plan is created, you can track your progress from the **Development Plans** tab where all your plans are listed. You can also edit or delete a plan once it has been created.

The screenshot displays the 'Development Plans' interface. On the left, the 'Plan info' section shows the description 'I want to design software interfaces.', the relevant role 'Web Designer III', and a plan duration of 10 weeks. Below this, a list of skills in the plan includes Animation, Art Direction, Branding, Concept Art, Creative Tool Proficiency, Editing, Graphic Design, HTML, JavaScript (Programming Language), and Web Design (which is checked). The main area shows a section titled 'UX Design Development...' with a list of items. The first item is a task 'Talk to a Designer' by Call Adam Niederpruem, with a 'Web Design' tag. The second item is a task 'Talk to a Visual Designer' by Call Kerry Johnson at Carey Business School to discuss his career. The third item is a course 'JHU | HTML 5 & CSS Introduction to CSS' by JHU | Learning Solutions. The fourth item is a course 'Learning Graphic Design History (2014)' by LinkedIn Learning. Each item has a 'Remove from section' button. A 'Hold and drag cards to reorder content' instruction is visible at the top of the section. A 'Task' card is also visible at the bottom, with the text 'Courses are perfect to kickoff the Development plan for anyone at any point in their career paths.' and a 'Use this to build anything you want to be a part of the plan.' button.

Development Plans Marketplace



Development Plans Marketplace

- You can also find Development Plans from the **Marketplace** dropdown available within the Career Hub home page. This **Development Plans** page displays a list of available development plans built by TM Administrators. You can search for a plan and click on **Start plan** to begin or click on **Build Personal Plan** to create a template from scratch.

The screenshot shows the Johns Hopkins University Career Hub interface. At the top, the navigation bar includes the university logo, links for Home, Profile, Career Navigator, Marketplace (highlighted with a red box), myActivity, and People. A search bar on the right prompts 'Search for job, course or keyword'. Below the navigation bar, a blue banner features the text 'Development Plans' on the left and a 'Build Personal Plan' button on the right. A dropdown menu is open from the 'Marketplace' link, showing options for 'Jobs', 'Courses', and 'Development Plans', with a red arrow pointing to the 'Development Plans' option. Below the banner, there is a search bar for 'Search for development plan' with a 'Go' button. At the bottom, a row of filter categories is displayed: Plan Type, Skills, Duration, Role, Personnel Area, Job Function, and Location, followed by a 'Show Filters' button with a dropdown arrow.





Courses Marketplace

Recommended

- Use the Marketplace top navigation tab to navigate to Courses, which shows continued learned opportunities. Selecting "click here" will show courses matched to your skills and career aspirations. Click on a course card to see the courses details including the course provider, courses hours, and skills you could acquire through the course.

Search

- Use the skills filter to search for courses or the global search bar to search for a specific course or by keyword.

Enroll

- The enroll button takes you to your LMS where you can enroll and access the course.



Career Pathing Tools

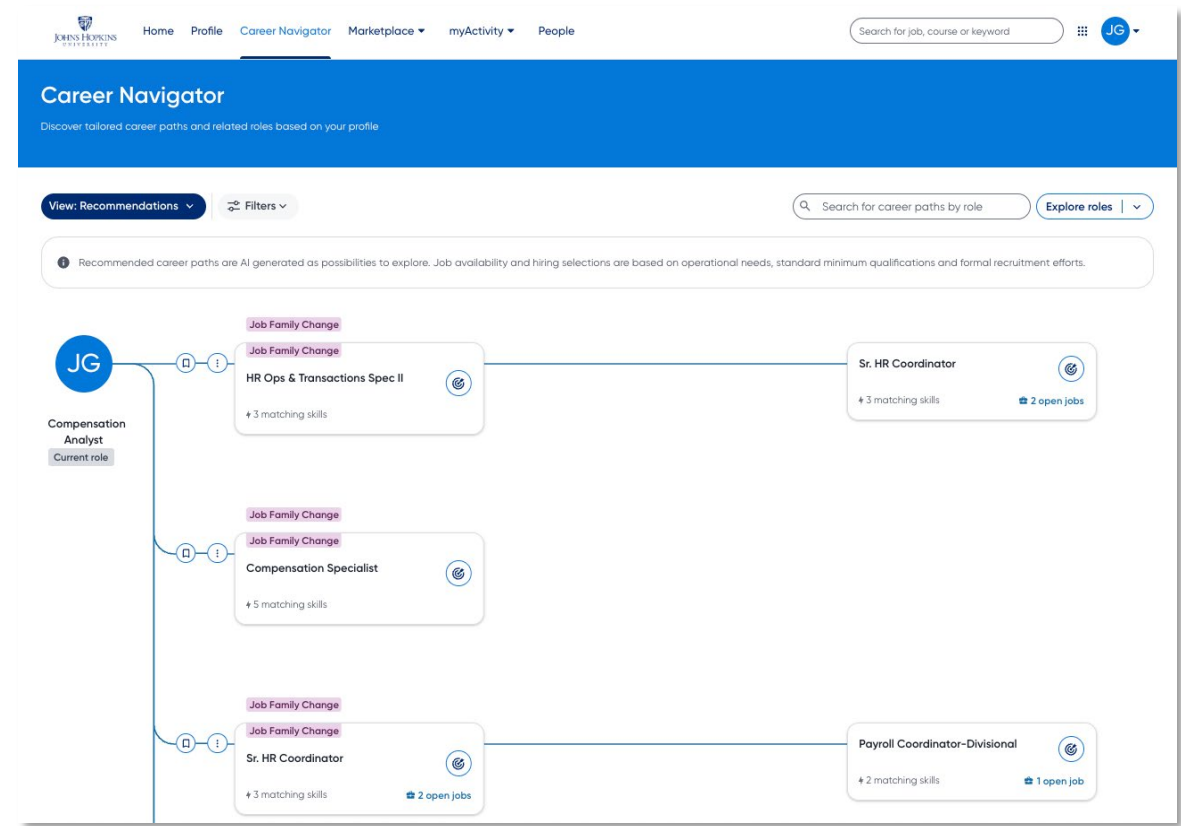


Career Navigator



Plan your Career

- Career Navigator provides insights on common career paths based on an employee's current role. Users can search roles and review career steps to get to those roles, as well as update their career interests.

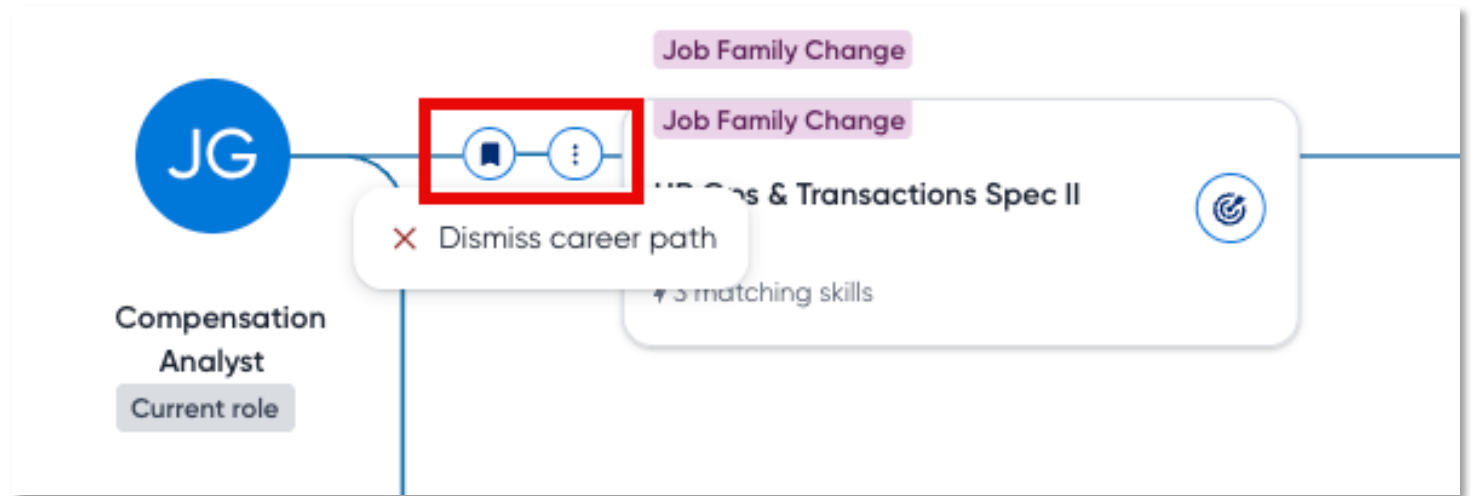




Career Navigator

Plan your Career

- Click the kebab menu to mark a role as a favorite by clicking the bookmark icon. Remove career path as a favorite by clicking the bookmark icon.



Career Navigator



Plan your Career

- Dismiss a common career path to remove it from Career Navigator. Choose a reason to dismiss the career path or type a response before clicking submit.

The screenshot shows the 'Career Navigator' interface. At the top, it says 'Discover tailored career paths and related roles based on your profile'. Below this, there are tabs for 'View: Recommendations' and 'Filters'. A message states: 'Recommended career paths are AI generated as possibilities to explore'. The main area displays a career path starting from 'JG BCC Lead Compensation Analyst' (Current role) and branching into 'Job Family Change' paths leading to 'Compensation Specialist' and 'Compensation Specialist II'. A red box highlights the 'Dismiss career path' button. A dialog box is open with the title 'Dismiss career path' and the text 'Let us know why this career path is not relevant for you?'. It contains two radio button options: 'Not aligned to personal goals' and 'Incorrect / improbable organisational transition'. Below these is a text input field labeled 'Other reasons / suggestions' with the placeholder 'Please provide your response here...'. At the bottom of the dialog are 'Cancel' and 'Dismiss' buttons, with the 'Dismiss' button highlighted by a red box.

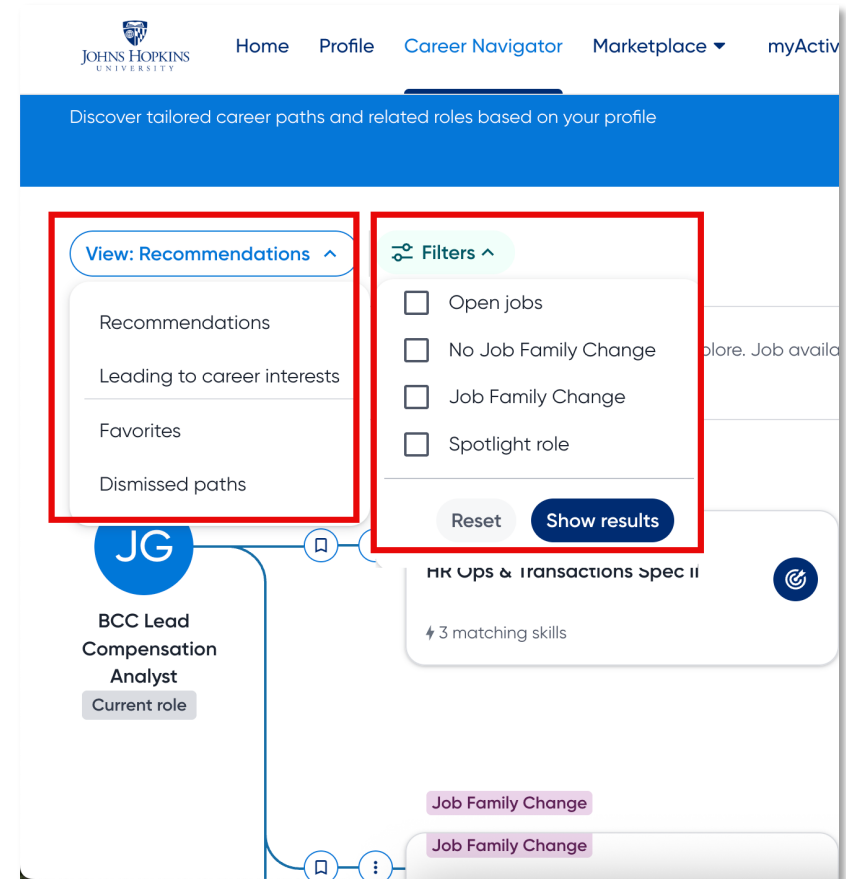


Career Navigator



Plan your Career

- Add a role as a career interests by clicking the target icon. Navigate back to Career Navigator from the career interests tab to keep data in one centralized area when planning your career.
- Toggle between different views and filters to view Spotlight roles to view priority jobs your company has indicated as important, open jobs, jobs with job family/no job family changes, or resurfacing paths you have already dismissed.



Career Navigator



Plan your Career

- Click into a role to view Top career paths and Top skills. User can view number of jobs and how many people are in a role. Top skills indicate how many relevant skills you have to identify skill gaps and discover opportunities.
- Save a role as a career interests to view in map after navigating back to Career Navigator.

The screenshot displays the 'HR Ops & Transactions Spec II' role page. At the top right, there are buttons for 'Saved as career interest' and 'Add to development plan'. Below the role title, there are tabs for 'Overview', 'Top career paths', and 'Top skills'. The 'Overview' tab is active, showing a table with columns: Job Subfamily (HR Shared Services), Job Family (Human Resources), Career Stream/Level (O3), and FLSA Status (non-exempt). Below the table is a 'General summary' section with a 'See more' button. To the right, a green box indicates 'Total open jobs: 0'. Below this, a section titled 'Top career paths for HR Ops & Transactions Spec II' features a 'Roles to get you here' button and a map area. The map shows a path from 'BCC Lead Compen...' (Current role) to 'HR Ops & Transactions Spec II', with a bracket indicating '+ 3 matching skills'.



Tracking Progress & Getting Support



myActivity



myJobs

- From top navigation bar, select My Activity then My Jobs from the drop-down menu.
- Jobs you have applied to are listed in the Applications tab.
- Jobs you have favorited are listed in the Saved tab.
- From there you can view the jobs or apply using the apply button.

JOHNS HOPKINS UNIVERSITY

Home Profile Career Navigator Marketplace myActivity People

Search for job, course or keyword

myJobs

Applications Saved

Filter jobs

Showing 1 Jobs

Job Title	Req ID	Location	Save Date	Status	
Laboratory Technician	118419	Baltimore, MD, United States	Jul 3, 2025	Open	Apply



myActivity



myCourses

- From the top navigation bar, select myActivity then myCourses from the drop-down menu.
- Courses you have favorited are listed in the Saved tab. From there you can view the details of the course and select the Enroll button. This will take you to Cornerstone where you can complete course enrollment.

The screenshot shows the 'myCourses' interface. At the top, there's a navigation bar with links: Home, Profile, Career Navigator, Marketplace, myActivity (selected), and People. A search bar is on the right. Below the navigation bar is a blue header with 'myCourses'. Underneath is a 'Saved' tab. A 'Filter courses' input field is present. To the right, it says 'Showing 7 Courses'. The main content is a table with the following data:

Course	Provider	Course Length	Save Date		
JHU SharePoint Modern Experience: Site Owner with Power Platform and Advanced Features	JHU Learning Solutions	14 hours	May 27, 2025	Enroll	×
Human Resources: Strategic Workforce Planning	LinkedIn Learning	57 minutes	May 27, 2025	Enroll	×
Curating Your Instructional Design Portfolio	LinkedIn Learning	1 hour 23 minutes	May 27, 2025	Enroll	×



myActivity



My Referrals

- From the top navigation bar, select myActivity then myReferrals from the drop-down menu.
- People you have referred to jobs are listed and you can view their application status.
- Use the **Refer A Friend** button to start a new referral.

The screenshot shows the 'myReferrals' page. At the top is a navigation bar with links: Home, Profile, Career Navigator, Marketplace, myActivity, and People. A search bar is on the right. Below the navigation bar is a blue header with 'myReferrals' and a 'Refer A Friend' button. The main content area has a 'Filter referrals' input field and a table with the following data:

Referral	Job	Referral Date	Status	Last Update
John Carpenter	Electrician II (116741)	Jul 3, 2025	Submitting	Jul 3, 2025





Homepage Overview

Feeds

- Once you have completed your profile, your homepage is populated with feeds curated for you. These include your favorited items and courses to further your career planner interests, and other recommendations for growth.

Top Navigation

- Use the top navigation to quickly access myCareer tabs

Left Navigation

- The left navigation bar displays completeness percentages on tasks and quick stats on your activity. Use the arrows to navigate to the task center listed.

