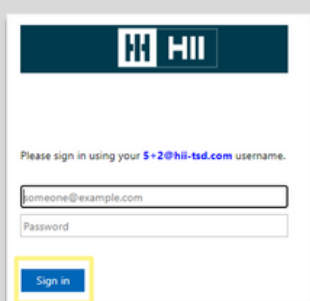
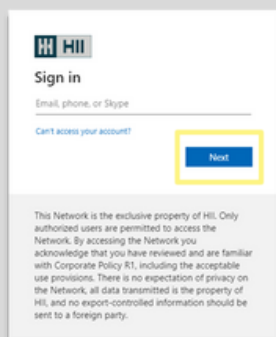


MyCareerCompass

FEEDBACK & NAVIGATION GUIDE

1) LOGGING IN



Go to the MyCareerCompass login page [here](#). Bookmark this page **before** signing in. Bookmark this page **before** signing in.

You will be prompted to input your HII email address. Select **Next**.

Input your **5+2** email address and password. Select **Sign In**. You will now be able to view the MyCareerCompass Home Page.

- **Feedback Prompt:** Were you able to successfully log in?
- **Feedback Prompt:** Was the login process smooth or is there a way we could simplify it?

*If prompted to include a domain, use "**hii-tds.com**"

2) UPDATING YOUR PROFILE

On the navigation bar at the top, select **Profile**. Your employee profile should not be visible. **Skills** will be the defaulted section.

Review your **Recommended skills**. Select **I have it** or **I want it** to add the skills to either section.

- **Feedback Prompt:** Do these recommended skills relate to your current role?

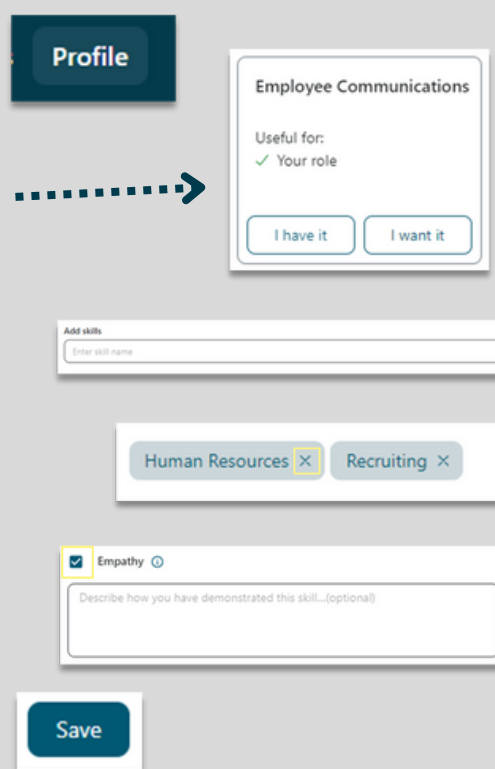
To update your current skills, navigate to the **Skills I have** section. Search utilizing the **Add Skills** search bar.

- **Feedback Prompt:** Do the prepopulated skills match your current expertise?
- **Feedback Prompt:** Did the platform offer your skills to add? Were there any skills you have that did not populate?

To remove a skill from your profile, select the **pencil icon**. Select the **X** next to a skill to remove.

To update your **Power skills**, select the plus sign. You will be given prepopulated skills to select from. To choose a skill, click on the box next to the skill. You will be given the option to describe how you have demonstrated that skill. Select **Save**.

- **Feedback Prompt:** Were there enough power skills to choose from?
- **Feedback Prompt:** How would you describe the ease of updating your profile?



3) UPDATING YOUR CAREER INTERESTS

Skills Career interests Experience

While still in your profile, select **Career Interests** under your profile card. You will now see items such as: Goals, Your Next Step, On-Site/Remote, Location, etc.

Select the drop-down arrow on **Roles**.

To update the roles you may be interested in for your next move, utilize the search bar. After selecting a role, hit **Save**.

Navigate to the other areas to continue updating your Career Interests.

- **Feedback Prompt:** Are there a variety of roles to select from?
- **Feedback Prompt:** How would you describe the ease of updating your career interests?
- **Feedback Prompt:** Was there any information you wanted to include but were unable to?

4) UPDATING YOUR EXPERIENCE

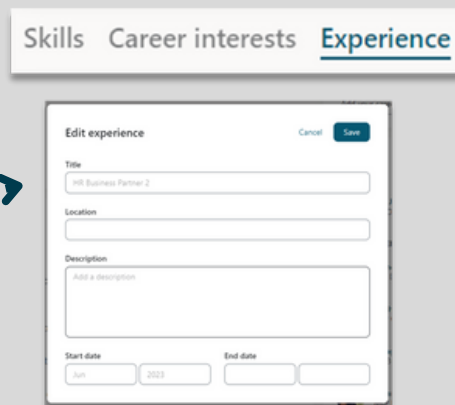
While still in your profile, select **Experience** under your profile card.

Review the following items: **Experience @ HII, Other experience, Certifications, Education**.

- **Feedback Prompt:** Was your career experience information generally accurate?

To update your **Other experience**, navigate to that section and select the **pencil icon**. Add your desired information and select **Save**.

*Please note that not all fields are editable in MyCareerCompass. You will be alerted if the field is not able to be edited. Those items must be updated in MyHR. All changes will be reflected in MyCareerCompass the following day.



5) ACCESS MYPERCIPIO LEARNING

On the navigation bar at the top, go to **Learning**. Recommended MyPercipio content is now visible.

- **Feedback Prompt:** Does the recommended content match your roles, skill interests, career aspirations, etc.?
- **Feedback Prompt:** Will this drive you to visit MyPercipio more often than previously?

Select the **View all learning content** tile. Click on any desired course.

Select **Save course**.

Now select **View on Percipio**. This will take you directly to the external platform. Close out this page to get back to MyCareerCompass.

Navigate through the other following tiles: **My learning progress** and **Saved items**.

- **Feedback Prompt:** After saving a course, did it show up on your Saved items tab?

6) CAREER PATHS

On the navigation bar, go to **Career Paths**. You will see a Career Path Map that displays the following: **Your path today, Career transitions, and Related roles**.

Select one of the roles. On the right-hand side you will see additional information such as: **role overview, skills for the role, job opportunities, recommended learning**, etc. Review each item.

- **Feedback Prompt:** Do you feel that the careers surfaced are relevant to you?
- **Feedback Prompt:** Does the additional information on each role provide enough details?

To submit feedback on MyCareerCompass, please fill out this survey or email mycareercompass@hii-tds.com

Career Paths

