
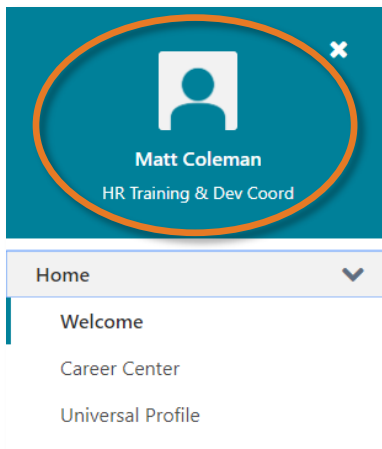


Updating Your MyCareer@PCC Profile and Resume

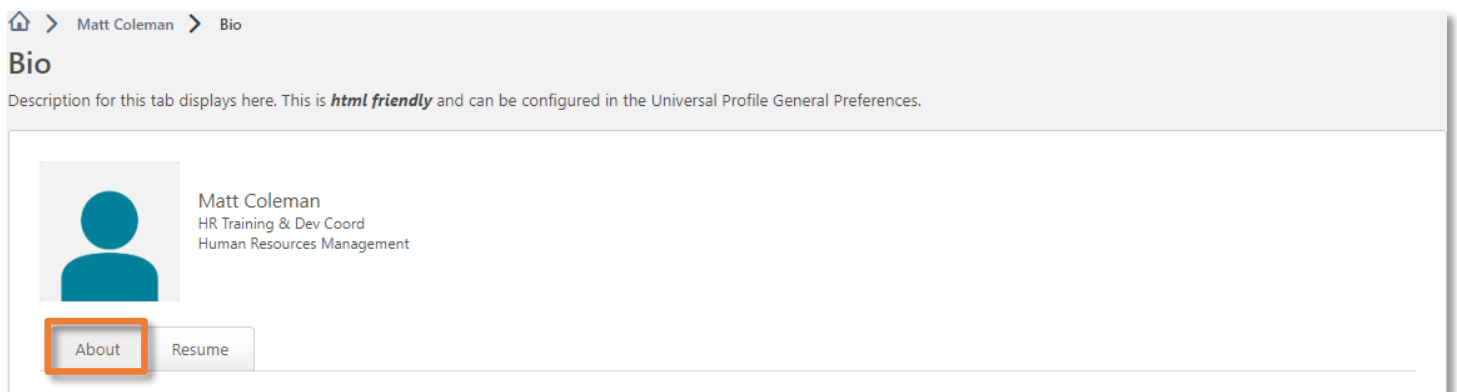
Note: It is important to know when you apply to a position as an internal candidate through the Career Center that updating your resume during the application process (adding/deleting entries) will update the information on your “Bio”.

Step 1 – Navigate to your Profile

From any screen within MyCareer@PCC, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu and then click on **your name/job title**.



This will take you to the **About** tab of your **Profile**.




Step 2 – Review/Update your Profile

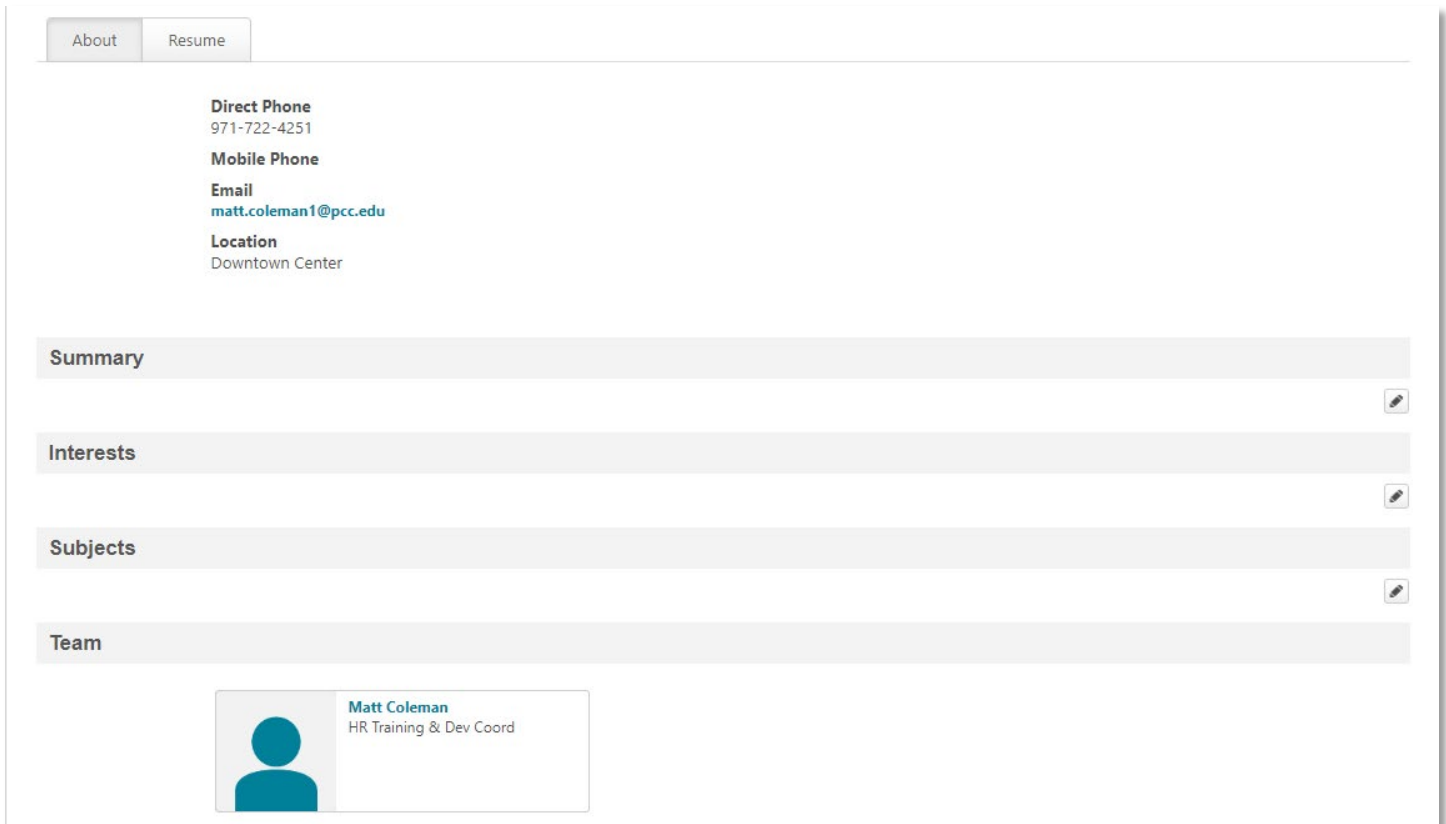
About Tab

Note: The **About** tab of your profile is visible to other employees within the organization. Keep that in mind as you decide what information to include here.

The **Resume** tab is limited to the Recruiting team and your manager.

On the **About** tab of your profile, you will see your PCC contact information. You can also add a **Summary** and share your **Interests** by clicking on the Edit Icon () in each section.

Note: The **Subjects** section is specific to the Learning Suite functionality which has not been implemented yet. Eventually you will be able to share applicable training **Subjects** here as well.



The screenshot displays a user profile interface. At the top, there are two tabs: 'About' (selected) and 'Resume'. Below the tabs, the contact information is listed:

- Direct Phone:** 971-722-4251
- Mobile Phone:**
- Email:** matt.coleman1@pcc.edu
- Location:** Downtown Center

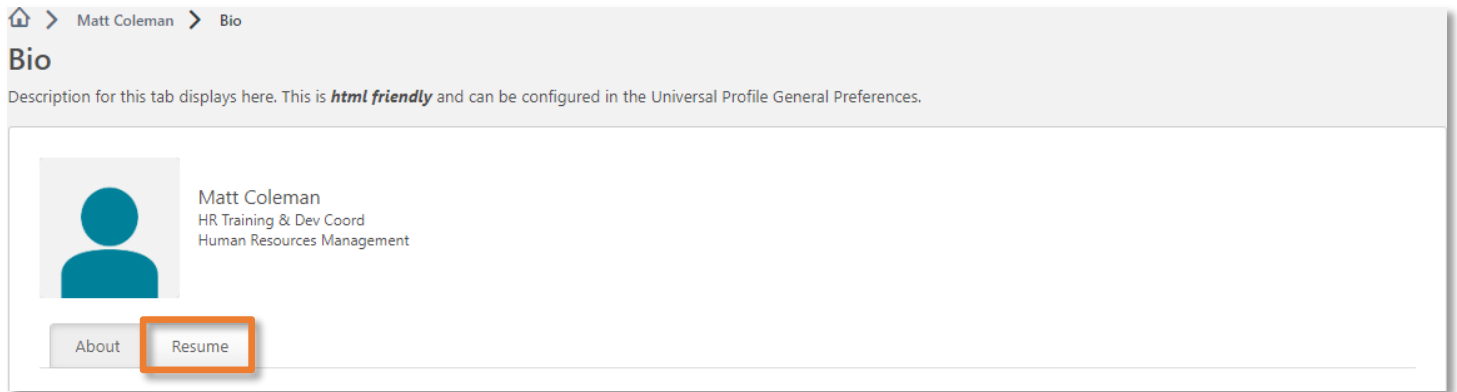
Below the contact information, there are four sections, each with an edit icon (pencil) on the right:

- Summary**
- Interests**
- Subjects**
- Team**

At the bottom of the page, there is a profile card for **Matt Coleman**, HR Training & Dev Coord, featuring a blue silhouette icon.

Resume Tab

Click on the **Resume** tab to view the **Current Position**, **Previous Internal Positions**, **Professional Experience** and **Education** sections



The **Current Position** and **Previous Internal Positions** sections are not editable and will be populated with information from Banner once it becomes available.

You are strongly encouraged to update the **Professional Experience** and **Education** sections as this information can be pulled over to an application making it much easier to apply for internal positions.

To do so, click the teal + icon (+) next the section you'd like to update and fill out the resulting web forms.