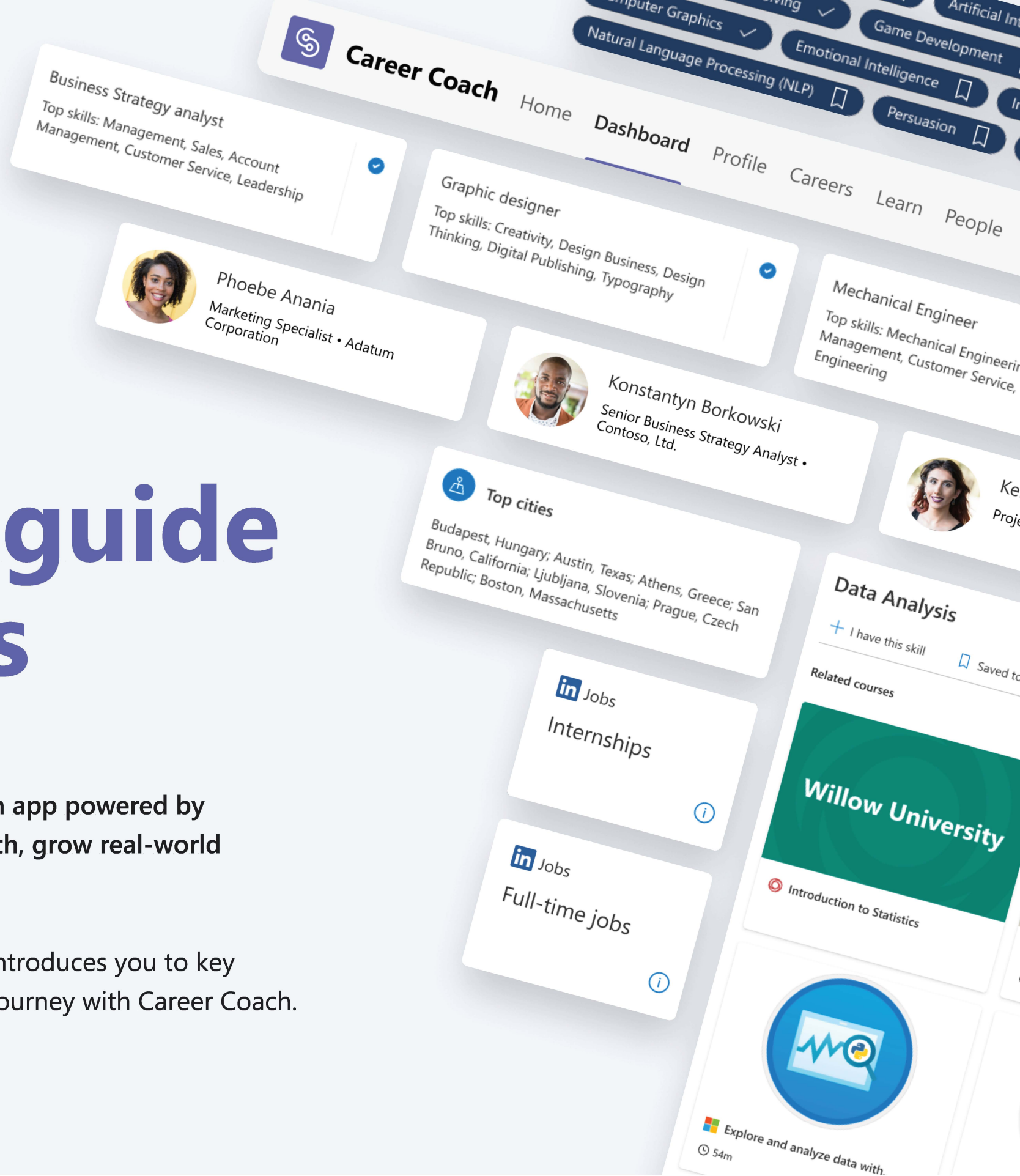


# Career Coach Quick start guide for students

Career Coach is a Microsoft Teams for Education app powered by LinkedIn that helps you discover your career path, grow real-world skills, and build your network.

This guide has best practices to get started and introduces you to key features so you can start navigating your career journey with Career Coach.



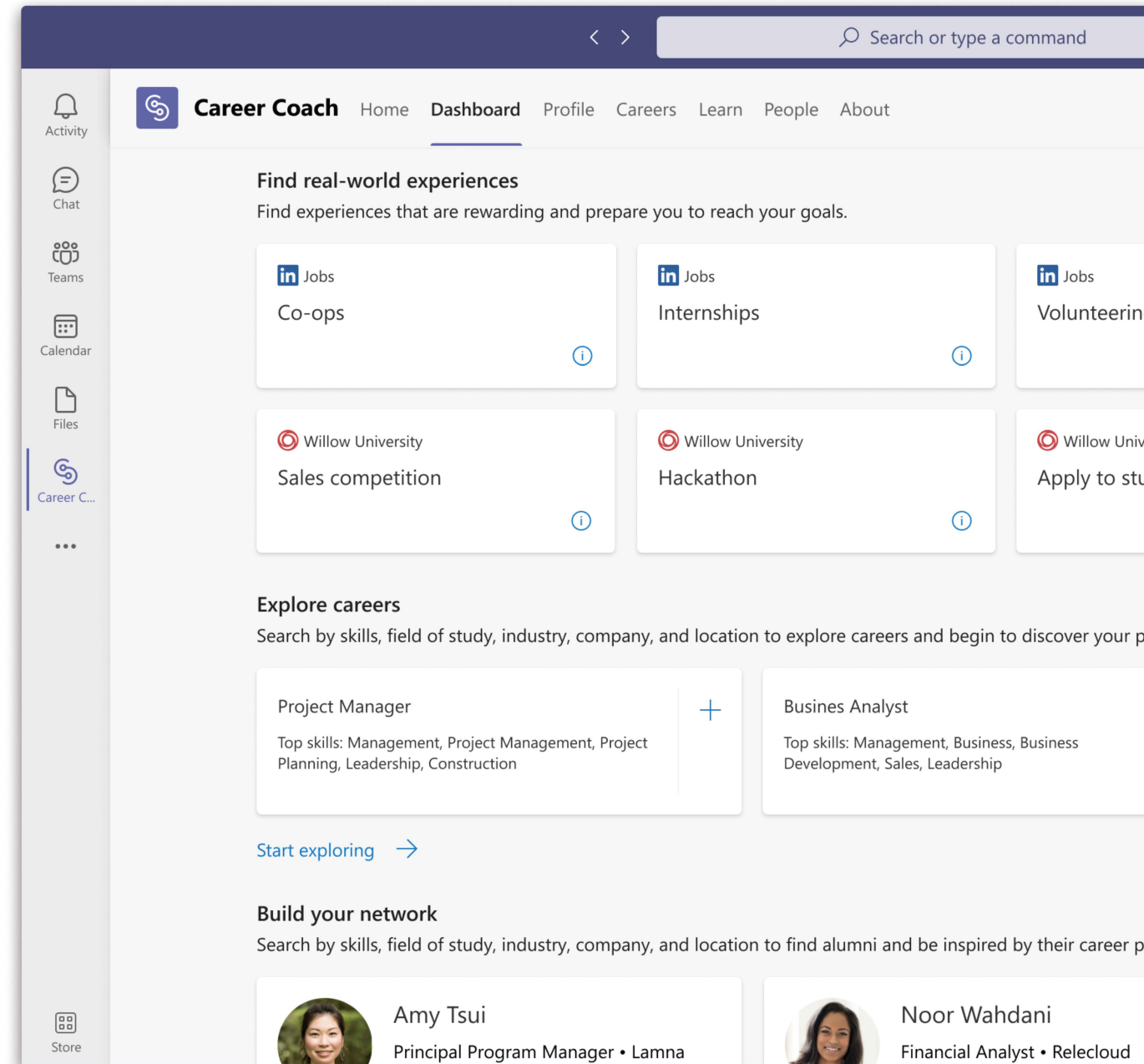
## Career Coach

# What you'll need to get started

In this guide, you'll get step-by-step instructions to set up your profile. This personalizes the guidance you get to align with your unique skills, experiences, and interests. Here's what you'll need:

- A copy of your resume or transcript you can upload.
- LinkedIn account.

If you don't have these, it's not a problem. You can add them any time. Career Coach can even help you create or refine your resume and LinkedIn profile.



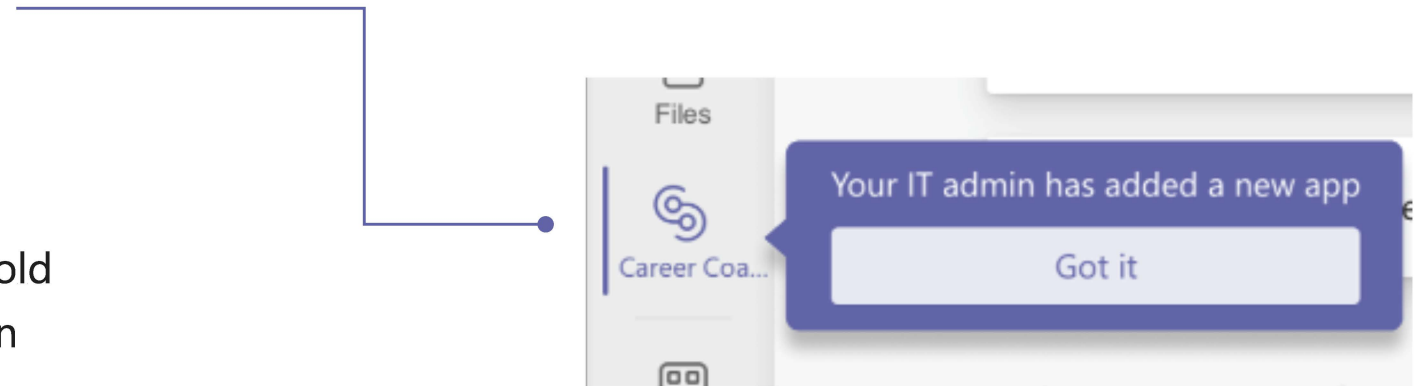
## Start your journey

# Open Career Coach

1. Go to **Teams** and select **Career Coach**.
2. Your **Office 365** account is used to sign in.

**Tip:** If the app doesn't appear in your **Teams** navigation, select ... > **Search Career Coach**. Right-click or press and hold on the app icon and select **Pin** to add it to Teams so you can access it whenever you need.

**Note:** Availability of app pinning is determined by your educational institution's IT department and may not be available.



## Start your journey

# Complete your profile

Follow each step below to complete your profile.

### 1. Begin setting up your profile

- On the Home page, select Get started.
- Answer a few simple questions about your education and skills.

#### Personalized guidance to navigate your career journey

With Career Coach, you can discover your career path, grow real-world skills, and build your network as you navigate your career journey.

Get started

### 2. Add your resume or transcript

- Select **Profile** and choose **Skills Explorer**.
- Select **Import file** and upload your resume or transcript.
- Add the **Document name** and **Document type**.
- Select **Upload and continue**. Career Coach identifies the skills you have from your experience or courses you've taken and adds them to your profile.

#### Let's set up your profile

##### Upload a resume or transcript to identify your skills.

Skills Explorer uses AI to analyze your document based on thousands of resumes and job descriptions. The skills you add personalize the career options, learning opportunities, and network recommendations you get from Career Coach.



Import File

Attach a document (PDF or DOCX) and define its type (resume or transcript).  
File size limit is 2MB.

By uploading your information or connecting your account, you will be sharing with your school your skills and information you choose to upload. Skills Explorer supports English only. To improve the accuracy, please check spelling and grammar for better quality results.

Back

Next

**Tip:** To get resume help from Career Coach, select **Dashboard** > **Goals** > **Prepare to apply** and select the activity you need.

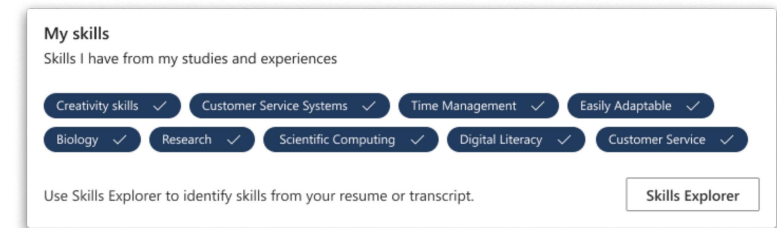


## Start your journey

# Complete your profile *continued*

### 3. Review your skills

- Go to the **Skills** section on the **Profile** page.
- Remove skills you don't want to refine your list.

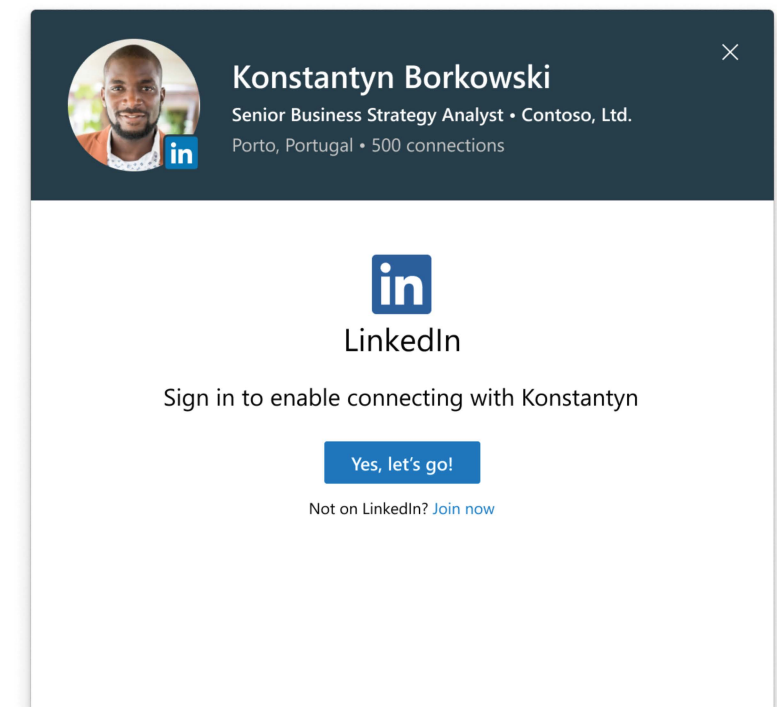


**Tip:** Add skills you're interested in when you explore **Careers** and **People**.

### 4. Connect your LinkedIn account

- At the bottom of the Profile page choose Connect with LinkedIn.
- Enter your LinkedIn username and password.
- Select **Yes. Let's go.**

**Tip:** Select Dashboard > Goals > Build my LinkedIn presence and choose activities to work on your LinkedIn profile.



**And that's it. You'll get guidance that's just for you!**

## Get to know key features

# Dashboard

### Set goals and make progress


Choose career-related goals and activities and view your progress. Get an overview of real-world experiences, career and student services, and more as you move ahead on your journey.

### Set a goal for today

Track progress towards your career goals

My goals:

1 / 10 activities completed



#### Open activities

- Get career tips and insights from world leaders ⓘ ×
- Connect with alumni who share my field of study ⓘ ×
- Learn how to tell my story ⓘ ×
- Choose a field of study to help reach my career goals ⓘ ×
- Add in-demand skills I want to learn ⓘ ×

## Get to know key features

# Careers

### Discover your career path

Learn about careers that match your field of study and skills. Use filters to search by company, location, and more. Save careers and skills that interest you to find a path that is meaningful to you.

### Explore careers

Filter

#### Careers alumni have

<b>Financial Analyst</b> Top skills: Finance, Financial Analysis, Management, Microsoft Excel, Customer Service	+	<b>Head of Sales</b> Top skills: Sales, Management, Account Management, Leadership, Sales Management	+
<b>Founder</b> Top skills: Business Strategy, Management, Strategic Planning, Leadership, Business	+	<b>Marketing Assistant</b> Top skills: Marketing, Management, Leadership, Customer Service, Social Media	+

#### Filters for careers

**Industry**  
Search careers based on industries alumni list on their LinkedIn profile.

- Retail
- Environmental Services
- Construction
- Information Technology & Services
- Hospital & Health Care

**Company**  
Search careers based on companies alumni list on their LinkedIn profile.

## Get to know key features

# Learn

### Grow real-world skills

Find courses from your educational institution, LinkedIn Learning, and Microsoft Learn to grow real-world skills and focus on your career aspirations.

 Willow University  
Courses available for Willow University students




**Willow University**

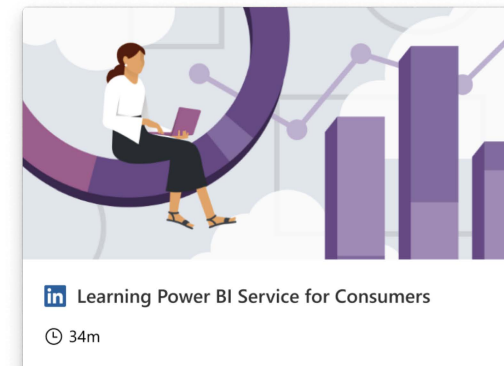
 Teamwork in organizations

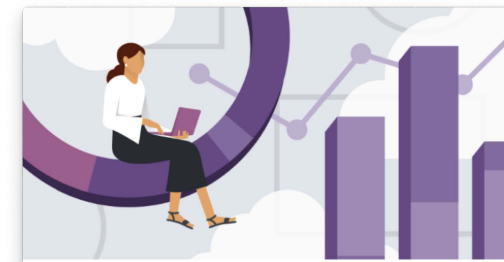



**Willow University**


 Leadership and Teamwork

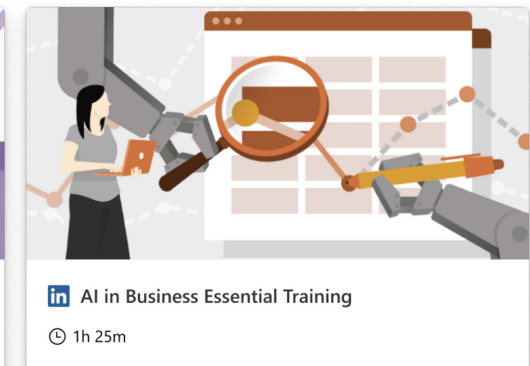
 LinkedIn Learning  
Because you have 'Business Intelligence' in your profile

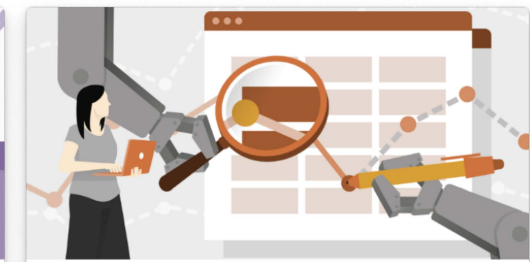






 Learning Power BI Service for Consumers


 34m

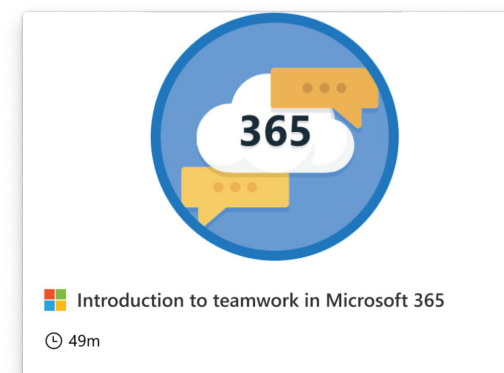


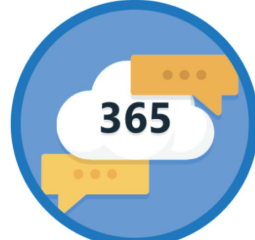



 AI in Business Essential Training


 1h 25m

 LinkedIn Learning  
Free learning resources offered by Microsoft





 Introduction to teamwork in Microsoft 365

 49m





 Microsoft 365 productivity and teamwork solutions

 25m



## Get to know key features

# People

### Build your network

Be inspired by the career journeys and experiences of alumni and peers. Use filters to search people by company, location, and more. Save skills you want to learn. Connect on LinkedIn and Microsoft Teams to begin networking whenever you're ready.

### Build your network

#### My alumni with LinkedIn profiles



Lydia Dimitriou  
Supply Chain Manager • Proseware, Inc.



Konstantyn Borkowski  
Senior Business Strategy Analyst • Contoso, Ltd.



Phoebe Anania  
Marketing Specialist • Adatum Corporation



Jasen Kritikos  
Business Strategy Analyst • First Up Consultants

#### Alumni with 'Business Analysis' in their LinkedIn profile ⓘ



Amy Tsui  
Principal Program Manager • Lamna Healthcare Company



Ajlal Nueimat  
Teacher • Bellows College



Noor Wahdani  
Financial Analyst • Relecloud



Rowan Murphy  
Human Resources Specialist • Lucerne Publishing

#### Alumni with 'Customer Service Systems' in their LinkedIn profile ⓘ



Kendall Collins  
Project Manager • Fincher Architects



Monica Thompson  
Nurse • Bellows College



Anika Markunaite  
Mechanical Engineer • Tailwind Traders



Emil Antonescu  
Founder • Tailspin Toys

## Career Coach

# Learn more

Have a question or need help with the app? There are three ways to get what you need:

1. In the app, select **Support** at the bottom of any page and send a message.
2. Visit the Career Coach FAQ .
3. Ask a faculty or staff member at your educational institution.