

# CareerTAGC - Career Journal Guide

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## Update User Profile

To update your User Profile, navigate to [Profile](#) > [Profile Details](#) > [Choose File](#) > [Upload](#)  
Then, [Save](#).

The screenshot shows the user profile page for Bernard (bernard@gmail.com). The left sidebar contains navigation options: Dashboard, Career J, Course Catalogue, and Profile. The main content area displays a welcome message and a list of profile management options: Profile Details, Login & Security, and Experience & Certificates. A 'Please enter your profile details' section includes a profile picture upload area with 'Choose File' and 'Upload' buttons. Blue callout boxes provide instructions: 'Navigate to Profile.' points to the Profile link in the sidebar; 'Click to view Profile Details.' points to the Profile Details option; and 'To upload Profile Picture, click to Choose File & Upload it.' points to the 'Choose File' and 'Upload' buttons.

## Edit Password

To update your User Profile, navigate to [Profile](#) > [Login & Security](#) > [Edit Password](#)

Edit Password details.

Then, [Proceed](#).

The image displays two screenshots of the CAREERTAGC user interface, illustrating the steps to reach the 'Edit Password' page.

**Top Screenshot:** Shows the user's profile menu on the left with 'Profile' highlighted. A blue callout box says 'Navigate to Profile.' The main content area shows 'Login & Security' highlighted, with a callout box saying 'Click to view Login & Security.' The right side shows the 'Login & Security' page with 'Edit Password' highlighted, and a callout box saying 'Click to Edit Password.'

**Bottom Screenshot:** Shows the user's profile menu on the left with 'Profile' highlighted. The main content area shows 'Login & Security' highlighted. The right side shows the 'Edit Password' page with the following fields and options:

- Current Password \***: Enter your current password
- New Password \***: Enter your new password
- Confirm New Password \***: Re-enter your new password
- Requirements:**
  - one special character
  - one lowercase character
  - minimum 8 characters
  - one uppercase character
- Buttons:** Proceed, Discard

## Career Journal

### Step 1: Experience

To add Experience, navigate to [Career Journal > Experience](#)

Select [No, I will fill the form manually](#).

Enter information for [My Experience](#).

Select 1 or more reference job roles to add [Key Task / Skills & Competencies](#) relevant to your job position.

Then, [Save](#).

Click to [Add Experience](#) or [Add Certificate](#) to add another profile.

Career Journal > Experiences

## My Experiences and Certificates

Please fill up your profile details and add Experience & Certificates

Let's import your experiences and skills on LinkedIn or copy from another account.

We'll be adding the imported data to your profile.

[Import from LinkedIn](#)
[Copy Experience and Skills](#)
[No, I will fill the form manually](#)

Navigate to Experience.

Select option to fill the form manually.

Career Journal > Experiences

## My Experiences and Certificates

Please fill up your profile details and add Experience & Certificates

**My Experience** ← Enter information.

Job Title \*  
Manager, Talent Management

Company Name \*  
DNA Capitals Pte Ltd

Location \*  
Singapore

Company Logo (square image)  
DNAC logo.png  
JPG, GIF or PNG. Max Size of 800KB  
Select file

I am currently working here.

Start Date \*  
Jan 2022

Check if this is your current position. →

Navigation: Dashboard, Career Journal, Experience, Skills, Career Path, Generate CV, Course Catalogue, Profile, Logout

User: Bernard, bernard@gmail.com

**Add Key Task / Skills & Competencies relevant to your job**

**Key Task / Skills & Competencies**  
You may select 1 or more reference job roles to add key tasks and acquired skills & competencies relevant to your job position.

Reference Job Role  
Manager, Talent Management | Talent Management **Select Reference Job Role.**

Key Tasks

Optional: Click on the dropdown icon to add your own Key Task. **+Add**

Adapt and tailor different styles and preferences when communicating to different audiences or stakeholder groups. ✖

Adopt a service-oriented mindset and people-centricity in dealing with workforce and business stakeholders. ✖ **Key Task added from Suggested Key Task.**

Suggested Key Task(s)

Administer redundancy or individual severance programmes in accordance with labour and employment laws and regulations, and industry practices. + **Click to add relevant pre-populated Key Task.**

Advise on labour policies, employment legislation and their applications to senior business leaders to facilitate their understanding of compliance requirements. +

**Bernard**  
bernard@gmail.com

**Click to add relevant pre-populated Acquired Technical Skills & Competencies (TSC).**

Acquired Technical Skills & Competencies (TSC)

Acquired Critical Core Skills (CCS)

Suggested Skill(s)

Business Acumen (for HR) +

Business Performance Program Management +

Career Coaching + Career Framework Design +

Competency Framework Development + more...

Suggested Skill(s)

Collaboration + Communication + Decision Making +

Developing People + Problem Solving + **Click to add relevant pre-populated Acquired Critical Core Skills (CCS).**

**Optional: Add Key Accomplishment.**

General

Course Catalogue

Profile

Logout

### Key Accomplishment(s)

Save

**Click to Save.**

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Dashboard

Career Journal

**Experience**

Skills

Career Path

Generate CV

Course Catalogue

Profile

## My Experiences and Certificates

**To add another Experience or Certificate.**

Add Exp Add Cert Import

**Please fill up your profile details and add Experience & Certificates**

### Experiences

**Manager, Talent Management**  
January 2022 - Present

**Executive, Employee Experience and Relations**  
January 2019 - December 2021

1 to 2 of 2 items

### Certificates

**IHRP Certified Professional (IHRP-CP)**  
May 2021 - August 2021

**To edit or delete Experience.**

**My Certificate** ← Enter information.

Certificate Type \*  
 Educational Certification  Professional / Training Certification

Certification/Course Title \*  
IHRP Certified Professional (IHRP-CP)

Organisation / Issued by \*  
Institute for Human Resource Professionals

Location \*  
Select...

Start Date \*  
May 2021

End Date \*  
Aug 2021

Level  
Intermediate

Major / Specialisation  
Human Resource

Click to add relevant pre-populated Technical Skills & Competencies (TSC).

Technical Skills & Competencies (TSC) *where applicable*

Human Resource Policies and Legislation Framework Management | Human Resource ✕ Human Resource Practices Implementation | Human Resource ✕

Click to add relevant pre-populated Critical Core Skills (CCS).

Critical Core Skills (CCS) *where applicable*

Problem Solving ✕ Transdisciplinary Thinking ✕ Developing People ✕

**Save** ← Click to Save.

## Step 2: Skills

To add Technical Skills & Competencies, navigate to [Skills > Technical Competency](#)  
 Save after tagging each Technical Skills & Competencies (TSC) to Experience and/or Certificate.  
 Click on [Critical Core Skills](#) to add relevant skills.

The screenshot displays the 'Technical Skills & Competencies' page for a user named Bernard. The interface includes a sidebar with navigation options: Dashboard, Career Journal, Experience, Skills, Technical Competency, Critical Core Skills, Career Path, and Generate CV. The main content area features a list of skills with proficiency levels, a section for selecting a relevant proficiency level, and dropdown menus for tagging skills to Experiences and Certificates.

**Optional: To add another Skill.** → **Add Skill**

**Please select the proficiency description for newly added skill/s**

Business Acumen (for HR) | Human Resource **New** ×

Business Performance Program Management | Human Resource **New** ×

Conduct and Behaviour Management | Human Resource **New** ×

Diversity and Inclusion Management | Human Resource **New** ×

Human Resource Policies and Legislation Framework Management | Human Resource **New** ×

Integrate business priorities, perspectives and desired outcomes with human resource (HR) decisions, operations and activities to drive HR initiatives from a business angle

**Click to select relevant proficiency level.** → Drive business agenda for human resource (HR) plans and programmes

Design human resource (HR) plans and initiatives in alignment with organisation's strategic direction

Influence business strategies by providing inputs related to workforce agenda

**Tagged acquired Technical Skills & Competencies (TSC) to Experience and/or Certificate. Then, Save.** →

**Experiences** Select... ▾

**Certificates** Select... ▾

Manager, Talent

IHRP Certified Professional (IHRP-...)

**Navigate to Career Journal > Skills > Technical Competency.**

**Click on the Technical Skills & Competencies (TSC) to view pre-selected proficiency level.**

Career Journal > Skills > Critical Core Skills

## Critical Core Skills

Optional: To add another Skill. **Add Skill**

**Please select the proficiency description for newly added skill/s**

Collaboration **New** ×

Problem Solving **New** ×

Transdisciplinary Thinking **New** ×

Developing People **New** ×

### Collaboration

Manage relationships and work collaboratively and effectively with others to achieve goals

Contribute to environment managing in support to others to achieve goals

Build relationships and work effectively with internal and external stakeholders to create synergies in working towards shared goals

Establish team effectiveness and manage partnerships to create a cooperative working environment which enables the achievement of goals

**Experiences** **Certificates**

Select... Select...

Manager, Talent Management

Executive, Employee Experience and Relations

**Navigation:** Bernard, bernard@gmail.com  
Dashboard  
Experience  
Skills  
Technical Competency  
Critical Core Skills  
Career Path  
Generate CV

**Annotations:**  
- Navigate to Career Journal > Skills > Critical Core Skills.  
- Click on the Critical Core Skills (CCS) to view pre-selected proficiency level.  
- Click to select relevant proficiency level.  
- Tagged acquired Critical Core Skills (CCS) to Experience and/or Certificate. Then, Save.

## Step 3: Career Path

Navigate to [Career Journal](#) > [Career Path](#)

Select a Profile (Job Role created by Organisation)

Click to [View Profile](#).

Click [Compare](#) to view Skills to attain and Skills acquired.

The screenshot shows the user interface for the 'Career Path' section. On the left is a dark blue sidebar with a user profile for 'Bernard' (bernard@gmail.com) and navigation options: Dashboard, Career Journal, Experience, Skills, Career Path (highlighted), Career Journal, Experience, Skills, Technical Competency, Critical Core Skills, and Generate CV. The main content area is titled 'Career Path' and includes a breadcrumb 'Career Journal > Career Path'. Below the title is a 'Select a Profile' section with a dropdown menu showing 'Select...' and a search bar. A callout box points to the dropdown menu with the text 'Select Profile from dropdown menu'. Below the search bar, a job role is listed: 'Manager, Talent Management & Employee Engagement | Human Resource | People Development'. A callout box points to this job role with the text 'Job Role created by Organisation.'. To the right of the job role are two buttons: 'View Profile' and 'Compare'. A callout box points to these buttons with the text 'Click to View Profile & then click on Compare to view Skills to attain and Skills acquired.'. At the bottom of the main content area, there is a section titled 'Manager, Talent Management & Employee Engagement' with a description of the role's responsibilities. Below this is a section titled 'Critical Work Functions & Key tasks' with a sub-section 'Analytics and Insights, CP'. A callout box points to the 'Career Path' menu item in the sidebar with the text 'Navigate to Career Journal > Career Path.'

Click to view tab: Technical Skills & Competencies (TSC) to attain

The screenshot displays the 'Career Path' section for a 'Manager, Talent Management & Employee Engagement' role. A sidebar on the left contains navigation options: Dashboard, Experience, Skills, Technical Competency, Critical Core Skills, Career Path (highlighted), Generate CV, Course Catalogue, and Logout. The main content area shows a grid of skill cards with progress indicators. A callout box points to the 'TSC to attain 21' button, stating 'No. of Technical Skills & Competencies (TSC) to be attained.' Another callout points to the 'Employee Communication Management' card, stating 'Click to view the skill gap(s) between current level & required level.' A third callout points to the proficiency level indicator for 'Employee Communication Management', stating 'Proficiency Level required.' The interface also shows 'CCS to attain 7', 'TSC Achieved 5', and 'CCS achieved 0'. The industry is listed as 'Human Resource'.

## Career Path

Select Job Profile

### Manager, Talent Management & Employee Engagement (, 0)

TSC to attain 21    CCS to attain 7    TSC Achieved 5    CCS achieved 0

- Data Collection and Preparation
- Business Performance Program Management
- Employee Relationship Management
- Employee Communication Management
- Operational Excellence
- Health and Wellness Programme Management
- Stakeholder Engagement and Management
- Human Resource Analytics and Insights
- Organisational Change Management
- Technology Integration
- Data Governance
- Project Management
- Human Resource Strategy Formulation
- Human Resource Service Quality Management
- Human Resource Digitalisation
- Organisational Culture Development
- Organisational Diagnosis
- HR Risk Management
- Leadership Development
- Human Resource Advisory
- Financial Acumen

**Employee Communication Management**    Required Level    Your Current Level    Proficiency Level required.

Industry: Human Resource

Formulate overall employee communication strategies and facilitate conversations to ensure effective and timely dissemination of pertinent information to employees

- Disseminate information to employees
- Develop employee communication plans, facilitating conversations with and among employees
- Formulate employee communication strategies for the organisation

Click to view tab: Critical Core Skills (CCS) to attain

The screenshot displays the CAREERTAGC Career Path interface. On the left is a dark blue sidebar with a user profile for 'Bernard' (bernard@gmail.com) and navigation options: Dashboard, Skills, Technical Competency, Critical Core Skills, Career Path (highlighted), and Generate CV. The main content area shows the 'Career Path' for 'Manager, Talent Management & Employee Engagement'. It includes a 'Select Job Profile' button and a progress summary: 'TSC to attain 21', 'CCS to attain 7' (highlighted), 'TSC Achieved 5', and 'CCS achieved 0'. A row of skill progress bars includes Building Inclusivity, Creative Thinking, Decision Making, Developing People, and Collaboration. A detailed view for 'Building Inclusivity' shows a proficiency level indicator with 'Required Level' and 'Your Current Level' markers. Below this, a description states: 'Collaborate with stakeholders from different backgrounds or with different attributes such as race, ethnicity, religion, gender orientation, age, physical and learning ability, education, socio-economic status and political belief, to understand the interests of diverse groups and build an inclusive work environment'. Three specific skill requirements are listed in boxes: 'Demonstrate sensitivity to the differences in diversity dimensions and perspectives', 'Manage relationships across diverse groups within the organisation', and 'Oversee the develop and implement processes and practices which build an inclusive work environment and enable diverse groups to work effectively together'. Blue callout boxes with arrows point to the 'CCS to attain 7' button, the 'Building Inclusivity' skill bar, the proficiency level indicator, and the 'Manage relationships...' skill requirement box.

Click to view tab: Technical Skills & Competencies (TSC) achieved

The screenshot displays the CAREERTAGC Career Path interface for a user named Bernard (bernard@gmail.com). The main heading is "Career Path" with a sub-heading "Manager, Talent Management & Employee Management (, 0)". A navigation bar shows "TSC to attain 21", "CCS to attain 7", "TSC Achieved 5", and "CCS achieved 0". A "Select Job Profile" button is in the top right. The left sidebar contains navigation options: Dashboard, Skills, Technical Competency, Critical Core Skills, Career Path (highlighted), Generate CV, and Course Catalogue. The main content area lists several skills with progress indicators: "Diversity and Inclusion Management", "Conduct and Behaviour Management", "Human Resource Policies and Legislation Framework Management", "Human Resource Practices Implementation", and "Business Acumen (for HR)". A detailed view for "Diversity and Inclusion Management" shows a proficiency level comparison between "Required Level" and "Your Current Level", with a callout indicating "Proficiency Level required.". Below this, the industry is listed as "Human Resource" and a description is provided: "Develop strategies and programmes to create an diverse and inclusive workplace where individual differences are accepted and respected". Three specific tasks are listed in boxes: "Implement diversity and inclusion programmes to enhance workplace diversity and promote an inclusive workplace", "Translate diversity strategies into diversity and inclusion programmes at the workplace", and "Develop diversity strategies that promote a diverse and inclusive environment and are aligned to organisational objectives, vision, mission and values".

Me Talent > Career Path > Compare

## Career Path

No. of Technical Skills & Competencies (TSC) achieved.

Select Job Profile

### Manager, Talent Management & Employee Management (, 0)

TSC to attain 21    CCS to attain 7    **TSC Achieved 5**    CCS achieved 0

Click to view the skill gap(s) between current level & required level.

- Diversity and Inclusion Management
- Conduct and Behaviour Management
- Human Resource Policies and Legislation Framework Management
- Human Resource Practices Implementation
- Business Acumen (for HR)

**Diversity and Inclusion Management**    Required Level    Your Current Level    Proficiency Level required.

Industry: Human Resource

Develop strategies and programmes to create an diverse and inclusive workplace where individual differences are accepted and respected

- Implement diversity and inclusion programmes to enhance workplace diversity and promote an inclusive workplace
- Translate diversity strategies into diversity and inclusion programmes at the workplace
- Develop diversity strategies that promote a diverse and inclusive environment and are aligned to organisational objectives, vision, mission and values

Click to view tab: Critical Core Skills (CCS) achieved

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Click to view the skill gap(s) between current level & required level.

Click to view tab: Critical Core Skills (CCS) achieved

**Career Path** Select Job Profile

**Manager, Talent Management & Employee Engagement**

No. of Critical Core Skills (CCS) to be achieved.

TSC to attain 21    CCS to attain 6    TSC Achieved 5    **CCS achieved 1**

Problem Solving

Problem Solving    Required Level    Your Current Level

Proficiency Level required.

Generate effective and efficient solutions to solve problems and capitalise on new opportunities

- Identify problems and implement guidelines and procedures to solve problems and test solutions
- Determine underlying causes of problems and collaborate with other stakeholders to implement and evaluate solutions
- Anticipate potential problems to drive a culture of continuous improvement which seeks to turn problems into opportunities across the organisation