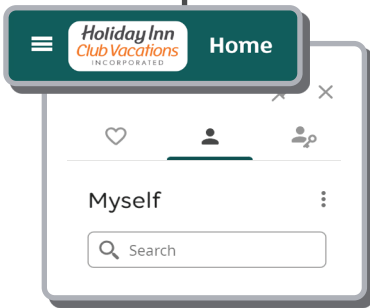


Talent Factors

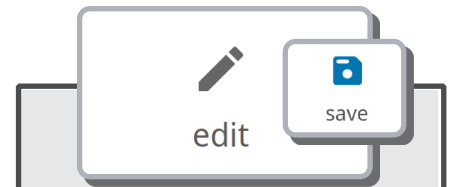
Team members are responsible for their career planning, development and mobility. See below on how to update your career profile.



Accessing Career Profile Information

Your Career Profile includes: *career preferences, international experience, relocation preferences, skills, licenses, awards, previous employment, and education.* To get started:

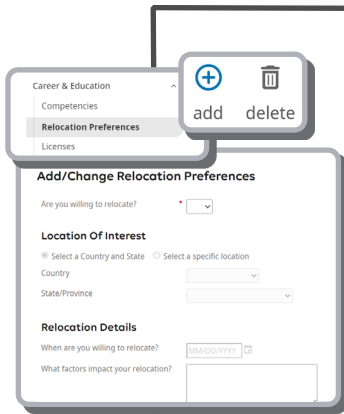
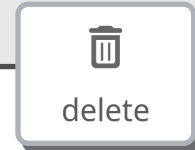
1. Log into UKG
2. Under **Menu**, Select the **Myself** tab.



Edit and Saving

Remember to make any updates to the career profile, you should select **Edit** in the top right corner and select **Save** to complete the updates.

If you wish to delete information, select **Delete**.



Update Relocation Preferences

Indicate your preferences for moving to a new work location in consideration of a job promotion or transfer.

1. Go to "Career & Education" section and select **Relocation Preferences**.
2. Review any existing preferences. If applicable.
3. Add new locations by selecting the Add Button.
4. Select "yes" or "no" based on whether you are able/willing to relocate.
 - a. If yes, fill out the "Location of Interest" section.
 - b. If no, select **Save**.

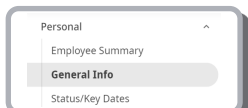
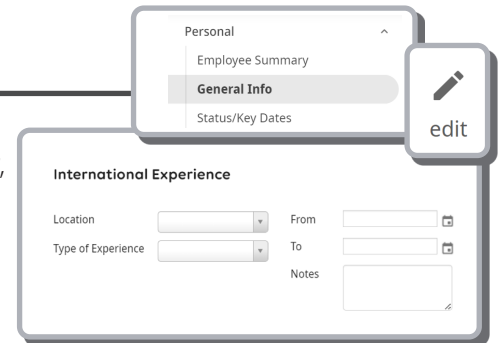


If you wish to delete a relocation preference, check the box under "Delete" and select **Delete**.

Update International Experience

Enter any global work experience that may be relatable for your role, our company, or the industry as it pertains to work experience, culture, diversity, and advanced social/communication skills.

1. Go to the "Personal" section and select **General Info**.
2. To Add or update existing information, select **Edit**.
3. Scroll down to "International Experience"
4. Enter the location, type of experience, when the experience occurred and any additional notes.



Set Career Preferences

Enter your personal career choices for the next stages of your work life.

1. Go to the "Personal" section and select **General Info**.
2. To add or update any existing information, select **Edit**.
3. Select up to 3 departments you would be interested in.
4. Select up to 3 positions you would be interested in.
5. Use the "Notes" section to provide additional information about your career goals.

Use notes section to describe the job, if not seen in the dropdown.

Important Note!

Team Members should update their career information in UKG at least once a year or when there is a change in role or significant achievement.

Talent Factors

It is important that you know what interests you, what your abilities and skills are, what you really want to do and your potential career options.

Update Licenses

add delete

Career & Education
Competencies
Talent Profile
Licenses

Add/Change License or Certification

License / Certification Number

Received MM/DD/YYYY

Renewal MM/DD/YYYY

Provider

Notes

Enter any licenses or certifications that are relevant to your position or career field that you are interested in.

1. Go to the "Career & Education" section and select **Licenses**.
2. Review any existing licenses and certifications, If applicable.
3. Add any new licenses and certifications by selecting the **Add** button.

Update Skills

add delete

Career & Education
Competencies
Skills
Licenses

Add/Change Skill

Skill

Proficiency

Assessed on MM/DD/YYYY

Assessed by

Notes

Enter your abilities and skills that are important to your current and future positions.

1. Go to the "Career & Education" section and select **Skills**.
2. Review any existing skills, If applicable.
3. Add any new skills by selecting the **Add** button.

Update Awards

add delete

Career & Education
Competencies
Awards
Licenses

Add/Change Award or Recognition

Award/Recognition

Date MM/DD/YYYY

Provider

Notes

Enter any awards that you have earned for exceeding standards or for exceptional performance or recognition in your position, field of work, or industry.

1. Go to the "Career & Education" section and select **Awards**.
2. Review any existing awards, If applicable.
3. Add any new awards by selecting the **Add** button.

Update Previous Employment

List only the companies you have worked for prior to Orange Lake Resorts.

1. Go to the "Career & Education" section and select **Previous Employment**.
2. Review any existing employment history, If applicable.
3. Add any missing employers by selecting the **Add** button.

add delete

Career & Education
Competencies
Previous Employment
Licenses

Add/Change Previous Employment

Employer

From MM/DD/YYYY

To MM/DD/YYYY

Position

Location

Salary per

Reason for leaving

Notes

Update Education

Enter your education history. It can include high school education.

1. Go to the "Career & Education" section and select **Education**.
2. Review any existing school information, If applicable.
3. Add any new education degrees by selecting the **Add** button.

Summary

Completing your career profile is a continuous process of fine-tuning to ensure that your abilities, values and priorities are reflective of your career objectives, job passions and long-term goals so you can achieve a rewarding career.

add delete

Career & Education
Talent Profile
Education
Skills

Add/Change Education

School

From MM/DD/YYYY

To MM/DD/YYYY

Graduated

Years

Major

Minor

Location

Level

Highest level

GPA

Rank

Notes