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(HOME PAGE) Career Fitness Center

The Human Resources Website from Unisys Corporate Communications

- Welcome!** Thanks for visiting **Career Fitness Center**, the human resources Website for Unisys employees. This invaluable resource will help you shape up your career, from warm-up assessment exercises to high-intensity work workouts to cool-down survival strategies. **Career Fitness Center** serves as a stepping-stone to your quest for information about all aspects of your job – including where you stand now and where you want to go. The site features lots of high-energy tips, resources and ideas to help you jump-start your career and keep it on track. Plus, it also includes job-healthy links to other internal and external resources. Get ready to explore!
- What's In It For You?** **Career Fitness Center** is jam-packed with information you can use to design a career fitness program tailored to your individual needs and current fitness level. Schedule regular fitness workouts to assess and tone your job skills, build your career, discover educational materials and training opportunities, dig for internal job openings, develop and reach your career goals, sculpt your interviewing muscles, learn about Unisys business units, beef up your knowledge of industry trends, get and give feedback, flex and market your skills, pump up your resume and much more. Whether you're a new employee or a seasoned Unisys veteran, explore every nook and cranny in **Career Fitness Center** to discover how to shape-up your career . . . today and tomorrow. We'll update the site frequently, so schedule regular workout sessions!
- How to Join** We charge no membership fees to join the **Career Fitness Center**. Simply point, click and you're there! All you need to do is make a commitment to *yourself* to improve your career with a regular workout schedule. Think of the fitness center as your personal career trainer ready to whip you into tip-top shape. To help you get started, your free fitness center membership includes access to all workout stations, equipment, tools and resources. **Career Fitness Center** provides you with everything you need to achieve your fitness goals, whether you want to build skill strength, tone your professional muscles, increase your career endurance or achieve overall job conditioning.
- Coming Soon** Here's a sneak preview of what's on tap for future updates to **Career Fitness Center** Website:
- (Update this section often, perhaps daily, to encourage frequent repeat visits by employees. Whet their appetites with exciting news, hot job opportunities, contests or other interactive features, etc.)
- Ready to Explore?** To help you navigate through **Career Fitness Center**, we mapped out the Website into six circuit-training stations, highlighted below. When you're ready to begin your journey in a particular area, just point, click and go! You'll be off and running in no time.

Career Fitness Center: Reach into this powerful fitness toolbox to help shape-up your current career and maintain a healthy career future.

Newsstand: Get connected to sideline career expertise – news sources and magazine articles written by industry experts to help you develop your career. Plus, pump up your knowledge of industry trends and Unisys trends to help you make informed career decisions.

Job Performance: Explore how and where to receive feedback and coaching on your job performance. Rate your fitness level and find out how you're doing on the job!

The Learning Channel: Exercise your education options with these strength-building study aids! Unearth career-boosting training opportunities, educational products and Unisys policies that will help you achieve professional growth in your career.

Internal Selection: Get on the fast track to success by capitalizing on internal job opportunities, career trends, skills needed for current and future jobs, and tips and pointers on how to get a different job.

Feedback & Coaching: Beef up your basic training skills with this communications survival guide that tells you how to give, get and use feedback, how to improve your relationship with your boss, where to find a coach and how to be a good one.

A Word From Our Sponsors Corporate Communications teamed up with Human Resources to bring you practical ideas to help you boost your career potential. We want to help you energize your career and maintain a healthy future at Unisys by providing useful career management tools and resources. We encourage you to rise to the challenge! If you have questions or would like more information about either business unit, please call (phone #).

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What's Here? The **Career Fitness Center** guides you to the tools you need to help shape-up your current career and maintain a healthy career future.

What's In It For You? You need to effectively manage your career and make the right career decisions that can improve your "marketability" in the future. To tackle these important responsibilities, you need the right tools. The **Career Fitness Center** helps you locate tools that will:

- Assess your strengths and weaknesses.
- Develop your career workout plan.
- Exercise and maintain your career options.



FAQ:
Frequently Asked Questions About Career Management in Unisys



Skills Development:
Assess the Current Shape of Your Skills and Attributes



Career Planning:
Find Your Skill Pulse Rate Target and Develop a Career Workout Plan



Career Maintenance:
Reach Your Career Goals & Maintain a Healthy Career Plan

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FAQ: Frequently Asked Questions About Career Management in Unisys

Development

Q: How can I keep my skills up-to-date and build my portfolio of skills?

A: Assess your skills, identify gaps and develop a skill development plan which supports your overall career plan. Refer back to the [Career Fitness Center home page](#) for details.

Q: What skills do I need today and tomorrow?

A: For today's and tomorrow's skill requirements for your current position, refer to your current job profile or work with your manager to define current and future required skills. For the skills required for tomorrow's careers, refer to the [Hot Career Trends](#) of Career Fitness Center.

Q: What is the best way to quickly develop my skills?

A: Identify the skills you need or desire, identify internal or external educational courses or experiential offerings and then create a development plan. Refer back to the [Career Fitness Center home page](#) for details.

Q: How does UDP relate to skill development?

A: Refer to the Unisys Development Planning brochures identified in the [Career Fitness Center home page](#).

Q: What is a development plan?

A: Refer to the Unisys Development Planning brochures identified in the [Career Fitness Center home page](#)

Q: Who can help me in my career development?

A: Your manager, a peer, or outside professional organizations can provide assistance utilizing the techniques identified in [Career Fitness Center](#).

Q: How do I put together a development plan?

A: Refer to the Unisys Development Planning brochures identified in the [Career Fitness Center home page](#).

Q: How do I determine my learning style? How do I learn best?

A: Use the Learning Style indicator identified in [Career Fitness Center](#).

Q: How do I develop a specific skill?

A: Assess your skills, identify gaps, and then develop a skill development plan which supports your overall career plan. Refer back to the [Career Fitness Center home page](#) for details. Also, use business unit training organization, outside courses/universities, videotapes, reading materials and experiential learning.

Q: What skills does my job need?

A: Check your job profile as a starting point. From there, speak to your manager or a respected peer in determining current and future skill trends in your career area.

Q: What available external resources can help me develop my career?

A: Sources of skill development may be internal training, vocational technical schools, community colleges, seminars and books. The [Career Fitness Center](#) will point you to external tools and techniques to use in your development efforts.

Q: What skills should I develop?

A: You can identify emerging skill needs in the [Hot Career Trends](#) area of the Career Fitness Center. The UDP process will help you identify needed skills and create a plan for developing these skills. Refer to the [Career Fitness Center](#) for tools and approaches.

Q: How can I develop leadership skills?

A: Complete an analysis of your current skill portfolio and compare this to the necessary leadership skill set. Then use UDP to develop a plan to acquire these skills. Development activities could include experiential opportunities inside and outside of the company.

Q: What is a key resource?

A: Refer to the KRDP guide found in the UDP area of the [Career Fitness Center](#) for details.

Career Planning

Q: Why should I be concerned with my career development?

A: You have primary responsibility for your career development and this directly relates to future employability.

Q: What is the future of my career?

A: To determine this, first talk to your immediate manager. You can also review the [Hot Career Trends](#) area of the Career Fitness Center to determine if your skill set matches that of the emerging areas.

Q: How can I plan a career in a downsizing company?

A: A downsizing company implies the need to retain highly skilled people. Review your current skills and compare to those identified in the [Hot Career Trends](#) area of the Career Fitness Center or your current profile. From there, use the UDP process to develop needed skills as identified in the Career Fitness Center. You might also want to visit the [Unisys Job Posting](#) database identified in the Career Fitness Center.

Q: How do I determine my career interests?

A: Use the assessment tools identified in the [Career Fitness Center](#) to define interests. Then use the development approaches to develop the skills required.

Q: How do I go about planning my career?

A: Follow the UDP materials identified in the [Career Fitness Center](#).

Q: What jobs are developmental given my position?

A: Any job that uses critical skills which exceed the requirements in your current position, as identified in your job profile, or those that have been identified as a requirement for moving to another job position.