

# Copilot Career Coach User Guide

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The Copilot Career Coach Agent is designed to help you explore career opportunities, identify skill development resources, and discover available positions at the university and beyond. Please review the following guidance before using the agent.

## General Guidance

- ✓ Do not share personal or sensitive information such as Social Security numbers, IDs, or financial data. The agent does not store or protect personal data and cannot verify your identity. Your data will not be used to train the models powering the agent.
- ✓ Always verify important details like job listings, degree requirements, or policies using official university sources. If you see something incorrect, outdated, or unclear, confirm it with official resources or the appropriate university office.
- ✓ Use the agent to spark ideas, explore new career paths, or locate university and external resources, not treat the responses as final instructions or professional advice. Apply your own and combine the information it provides with input from supervisors, career advisors, or mentors.

## Guided Prompts & Best Practices

Use the example questions and guidance to help you navigate common career topics and start your conversations with the Agent.

### Getting Started

**Goal:** Understand how Copilot Career Coach can support your career journey.

- **What You Could Ask:**
  - “Help me explore career paths based on my skills and interests.”
  - “Can you help me assess my strengths and weaknesses?”
- **Tips:**
  - Be specific about your background, interests, and goals.
  - Share your resume or LinkedIn profile for personalized insights.

### Career Exploration

**Goal:** Discover roles or paths that align with your values and skills.

- **What You Could Ask:**
  - “What careers align with a background in [your field]?”
  - “Compare the roles of [Job A] vs. [Job B].”
  - “What are alternative careers for [your current role]?”
- **Tools Copilot Can Use to Help:**
  - Skills mapping (the process of identifying, assessing, and matching your skills and competencies to the requirements of current or future job roles).
  - Job market trends
  - Transferable skills analysis

### Resume & LinkedIn Optimization

**Goal:** Create or refine your professional documents to stand out.

- **What You Could Ask:**
  - “Can you review my resume for a [job title] role?”
  - “Help me write a LinkedIn summary that highlights my skills and experience in [your field].”
  - “What keywords should I include in my resume for a [job title] role?”
- **Tips:**
  - Upload your resume or LinkedIn content for tailored feedback.
  - Ask for role-specific resume templates or bullet point examples.

## Job Search Strategy

**Goal:** Build a focused and efficient job search plan.

- **What You Could Ask:**
  - “What jobs can I apply for with the University of Iowa?”
  - “Can you help me write an outreach message to a recruiter?”
  - “What key words should I use to search for a role that matches my profile?”
- **Tips:**
  - Set job search goals.
  - Ask for role-specific skills/experience in demand.

## Interview Preparation

**Goal:** Build confidence and readiness for interviews.

- **What You Could Ask:**
  - “Can you do a mock interview with me for a [job title] role?”
  - “What are common behavioral questions for a [job title] role?”
  - “Help me craft a STAR (Situation, Task, Action, and Result) response for a conflict resolution interview question.”
- **Tools Copilot Can Use:**
  - Role-specific question banks.
  - Use certain framework to guide the discussion, such as STAR (Situation, Task, Action, and Result).
  - Give feedback on your answers.

## Career Advancement/Promotion

**Goal:** Grow in your current role or prepare for a promotion.

- **What You Could Ask:**
  - “How do I ask for a raise?”
  - “What skills should I develop to become a team lead?”
  - “Can you help me create a 30-60-90-day plan for a new role?”
- **Tips:**
  - Share your performance goals or feedback for tailored advice.
  - Ask for learning resources or certification suggestions.

## Career Transitions

**Goal:** Navigate a pivot or major change in your career.

- **What You Could Ask:**
  - “How do I transition from a [current job title] to a [job title of interest]?”
  - “What’s the best way to explain a career gap?”
  - “Can you help me write a career change cover letter?”
- **Tips:**
  - Be open about your motivations and concerns.
  - Ask for success stories or case studies for inspiration.

## Learning & Development Support

**Goal:** Stay accountable and continue growing.

- **What You Could Ask:**
  - “What skills are useful for a [job title] role?”
  - “What professional development programs are offered at the University of Iowa?”
  - “Suggest weekly career development goals.”
- **Tips:**
  - Ask for help building a personalized development plan based on your career goals, O\*NET evaluation result, or CliftonStrengths/DISC profile.
  - Set goals using structured frameworks such as SMART (Specific, Measurable, Achievable, Relevant, Time-bound) or HARD (Heartfelt, Animated, Required, Difficult) to drive focus and continuous growth.
  - Ask for recommendations on books, podcasts, or microlearning resources to fit your schedule.