

### What is a Career Coach?

A Career Coach is a person from the community who is volunteering to provide general career guidance in career areas where they have expertise. Students will be given the opportunity to access discussion boards where Career Coaches can offer their experience, insights and ideas.

### Answering questions

Career Coaches will be **notified nightly by email** when a student has posted a new question on discussion boards in which they are participating. To access the discussion boards, a career coach can either click the links in the notification email **Or** by logging into their account at: <http://www.careercruising.com/partner>.

A Career Coach can update the Discussion Boards they are participating in by updating the list of careers in their profile.

The Message Boards area allows Career Coaches to view New Posts (questions), see other Career Coaches and manage board FAQ's.

Please review the Career Coach Guidelines

When answering a new question, a Career Coach will be presented with 3 options.

Option 1: Answer the students' question by either typing your answer or by selecting an FAQ from the drop down menu.\*

Option 2: Delete the question by selecting the delete option

Option 3: Flag the question as inappropriate. An educator and systems administrator will be notified of flagged posts.

\*As a career coach, you may create your own set of answers to commonly asked questions. Click on message board, then frequently asked questions, to create a new post.