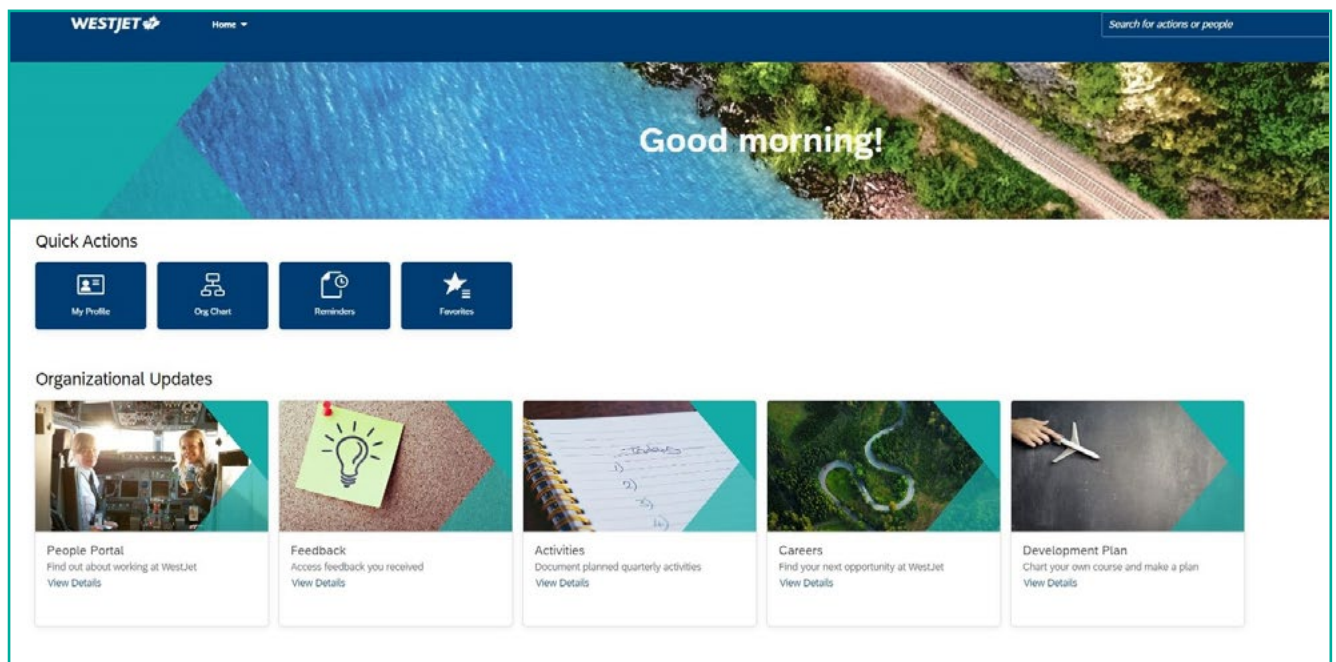


Navigating within Career Central

There are a few different ways to navigate through Career Central. One is clicking on the Quick actions or Organizational updates on the main screen, or through the Home dropdown at the top of your screen.

Every WestJetter's main screen and drop down can be slightly different depending on your role. You may have more or less access than other WestJetters.



My Profile

Within the “My Profile” section, you will find all your personal information about your role; Your Title, leader’s name, department, start date, retirement date. We encourage all Westjetters to fill out the remaining personal information of their LinkedIn account and their language skills.

The screenshot shows two sections of the 'My Profile' form. The 'Social Media Profile' section has a 'LinkedIn' field with a plus sign and a 'No data' placeholder. The 'Language Skills' section has a 'Language Skills' header and a table with the following content:

English	
Speaking Proficiency	Fluent
Reading Proficiency	Fluent
Writing Proficiency	Fluent

Within the “Capability” section, you can enter your past work experience (both internal and external, your airline experience, education, memberships and awards.

The screenshot shows the 'Capability' section with four rows of experience fields. Each row has two input fields, all currently showing 'No data':

- Work Experience:** Internal Work Experience and External Work Experience.
- Airline Experience:** Work at Special Assignments and Regulatory Experience.
- Education:** Normal Education and External Courses.
- Professional Memberships, Certifications/Licenses:** Professional Memberships and Certifications/Licenses.

When seeking talent internally with specific skills, having this section filled out will help our recruitment team source you, for potentially your dream role!

Tell us where you want your career to go! In the "Aspirations" section, you can tell us your career statement, goals over the next 3+ years. This will help your leader understand how you see your career path within Westjet.

The screenshot shows the 'Aspirations' section with three rows of input fields, all currently showing 'No data':

- Career Statement:** A single text input field.
- Career Goals:** A single text input field.
- Mobility:** Willingness to Relocate and Global Mobility Eligibility (Immigration Eligibility).

WestJet Organizational Chart

This area gives you insight to who is on your team, your leader and the general structure throughout WestJet.

