

# RHS Career Portfolio Requirements

Student's Name \_\_\_\_\_

**All of the following items must be in your portfolio. Some you may already have completed, others you will need to complete. Some items may need to be redone or updated. Organize your portfolio according to the section headings, with the appropriate items located in each section. When you have completed the items, bring your portfolio to Mrs. Santee in CC Room 5 for review. Watch the announcements for interview schedules.**

**Portfolios are DUE December 18<sup>th</sup> – No Exceptions!**

## **Personal Information**

- Personal Information Sheet (see “Steps...” sheet for access to an electronic copy)
- Transcript (request from guidance)
- Kuder “My Favorites” List\*
- Autobiography**

## **Self-Assessment**

- Kuder One Page Summary Report\*
- What I Know About Myself Paper**

## **Career Awareness**

- Snapshot 2: Influences on My Career Decisions
- Snapshot 11: Your Fantasy Job
- Kuder Career Comparison\*
- Career Report** (write a report on your first choice career)

## **Post-Secondary Plans**

- Kuder College Comparison\*
- Scholarship Finder\*
- Post-Secondary Plan/College Report** (write a report on your first choice option)

## **Employment Package**

- Job Description (Pick a job that you are interested in and could apply for now—see me for help)
- Application Form
- Resume
- Cover Letter
- Interview Questions (see “Steps...” sheet for access to an electronic copy)
- Interview
- Thank You Letter

## **Job Shadowing**

- Job Shadow Site Evaluation
- Job Shadow Report** (based off of questions and evaluation, 2-3 pages)
- Thank You Letter
- Job Shadow Evaluation of Student

## **Budget, Payroll, and Tax Activities**

- First Paycheck
- Wage/Income Inventory
- Reflection** (What did you learn from the budget activities? 1 page)