

Steps for Completing RHS Career Portfolio

<u>TASK</u>	<u>RECOMMENDED DATE TO COMPLETE BY</u>
1. Complete the Personal Information Sheet*	Sept. 18
2. Request Transcripts from Guidance	Any, no later than Dec. 1
3. Autobiography	Sept. 18
4. Kuder Self-Assessment Activities (see instruction sheet)	Sept. 25
5. What I Know About Myself Paper	Sept. 25
6. Read Module 1 Resource Material (steps for accessing below)	Oct. 2
7. Complete Snapshot 2: Influences on My Career Decisions	Oct. 2
8. Read Module 7 Resource Material (steps for accessing below)	Oct. 9
9. Complete Snapshot 11: Your Fantasy Job	Oct. 9
10. Kuder Career Awareness Activities (see instruction sheet)	Oct. 9
11. Career Report	Oct. 16
12. Complete Kuder Post-Secondary Activities (see instruction sheet)	Oct. 23
13. Post-Secondary/College Report	Oct. 30
14. Read Module 11 Resource Material	Prior to interview
15. Access www.kuder.com , read “Job Interview Planning” under “Plan for your Future”	Prior to interview
16. Complete Application, Cover Letter, and Resume for any job that you are qualified for <i>right now</i>	Prior to interview
17. Schedule and complete your mock interview	Watch announcements for dates
18. Complete mock thank you letter	After interview
19. Schedule Job Shadow experience (4-8 hours, school excused)	Any, no later than Dec. 1
20. Complete Job Shadow experience	Any, no later than Dec. 1
21. Job Shadow Thank You Letter	After job shadow
22. Job Shadow Report	Dec. 4
23. Complete “First Paycheck” (in packet)	Dec. 11
24. Complete “Wage and Income Inventory” (in packet)	Dec. 11
25. Tax Report	Dec. 11
26. Finalize Portfolio pieces, double check all items	Week of Dec. 14-18
27. Turn in portfolio	NO LATER THAN December 18!

To access Resource Material for reading, as well as other items*, go to the following website and click on the links in the “Career Portfolio” box:

<http://www.rhswolverines.com/Careers/CareerPlanning.html>