

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.

Personal Information

- All About You*
 - Personal Information
 - Interests and Values
 - Skills and Aptitudes
 - Your Network
 - Your Experiences
 - Courses You've Taken (Transcript)
- Autobiography**

Self-Assessment

- Interest Profiler*
- Work Value Sorter*
- Basic Skills Survey*
- Workplace Skills Checklist* (print results from All About You page)
- Transferable Skills Checklist* (print results from All About You page)
- What I Know About Myself Paper**

Career Awareness

- Career Finder/Report*
- Career Comparison*
- Career Plan Builder* (3-5 careers)
- Career Report** (write a report on your first choice career)

Post-Secondary Plans

- School Finder/College Report*
- Compare Schools/Colleges*
- 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)
- Application Form
- Resume
- Cover Letter
- Interview Questions*
- 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 these activities? 1 page)