



# Career Readiness Report Guide

Pre-Experience Instructions

## Logging In

To log in, visit the [USF Career Readiness Report website](#). On the landing page, select *Login with your USF account* to use Single Sign-On (SSO).



1. After logging in, you will see a menu of options on the top of the page. Select *Profile* and complete the fields to the best of your ability.
  - a. Adding a profile picture is optional.
2. In the *Major Name* field, begin typing and a list will populate for you to select your major.

Major Name:

- GENERAL ENGINEERING
- AEROSPACE ENGINEERING
- BIOLOGICAL ENGINEERING
- ARCHITECTURAL ENGINEERING



## Completing the Pre-Assessment

Once you are logged in, select *Student Assessment* from the menu. The Career Readiness Assessment includes questions regarding each of the eight Career Readiness Competencies. Follow the instructions below to get started.

**i** Note: Ensure you are reading the Canvas assignment instructions associated with this assessment for instructor-specific directions.


1. In the *Experience Name* field, select from the dropdown or type in your experience's unique name per the instructions given by your instructor. *View the Canvas assignment instructions for more details.*
2. Use the drop-down list to respond to each statement.
3. Click *Next* when you are ready to move to the next skill.

**i** **Instructions for Completing the Assessment**

This assessment covers the career readiness competencies. Please follow the steps below:

- You must choose an experience name from the dropdown or type one in.
- Navigate through the form by clicking on the competency names at the top or by using the next and back buttons at the bottom.
- Each question should be answered by choosing 1 – 5

Experience Name:  
Type Experience Name Here or Select from Drop-down **1**

 **Career & Self-Development**

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without (i.e., outside of) one's organization.

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How often do you ask your coworkers or supervisors for feedback to find out what you're good at and what you need to improve?

Select below **2**

How often do you connect with people who can help you with advice or give you opportunities to grow in your career?

Select below

How often do you look for new opportunities to learn, like taking courses or going to workshops and seminars, to get better at your work?

Select below

Next **3**



## Sharing with Raters Pre-Experience

Once you are finished answering the questions in the assessment, you will have the option to share with raters. **For a pre-experience assessment, you do not need to share with anyone.** You can skip this step and move on to view your results.

## Reviewing Your Results

### Student Dashboard

After you have completed the assessment, navigate to the *Student Dashboard* in the menu.

On the dashboard, you can:

1. **Filter for experience:** This is the title you gave the experience in the beginning of the assessment. You can take this assessment multiple times throughout your time as a USF Bull to ensure you are growing on your career development journey.
2. **View your score:** The *My Score* callout includes an at-a-glance view at your overall score. Scroll down the page to view further details and score breakdown by competency.
  - a. If you requested **Rater feedback** on your assessment, the rater's scores will also be displayed on your dashboard next to your overall score.

**Save your results:** You can download your results as a PDF to save or share with those supporting you on your journey.

The screenshot shows the 'Student Dashboard' for the University of South Florida. The header includes the university logo, navigation links (Home, Profile, Student Assessment, Student Dashboard, Logout), and the user's name. The main content area is divided into three sections: 1. Filter your current experience, 2. View your overall score, and 3. Download your PDF results. The 'View your overall score' section shows a 'My Score' bar chart and a 'Rater(s) Scores' section.

**UNIVERSITY of SOUTH FLORIDA**  
Student Success  
Center for Career & Professional Development

Home Profile Student Assessment **Student Dashboard** Logout

### Student Dashboard

**1 Filter your current experience** Pre-Assessment for Course   
Share with Rater(s)

**2 View your overall score**

**My Score**  
This is your personal score. Based on the questions you answered.

1 - Very Rarely 2 - Rarely 3 - Occasionally 4 - Frequently 5 - Very Frequently

**3 Download your PDF results** Download PDF Report

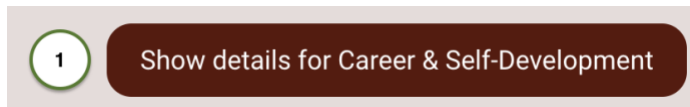
**Rater(s) Scores**  
No raters have scored you yet. Please invite them by [clicking here](#).



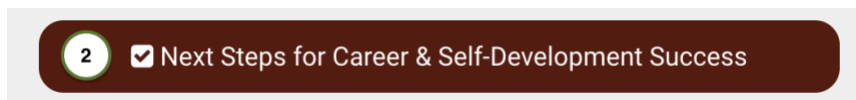
## Detailed Results

Once you have viewed your overall score, scroll down the page for the breakdown of your results within each competency.

1. Select *Show details for [competency]* button. Once the window expands, you can view the overall score and the individual statement response.



2. Next, click the *Next Steps* button.



3. Review your Scores and Actionable Steps and use the Further Learning opportunities using LinkedIn Learning to further develop the competency before you graduate

### Next Steps for Career & Self-Development

Great work, Abbey! Keep it up!

#### Scores

Self-score: 2.67

Rater score: 0

Your self-assessment indicates that you occasionally demonstrate behaviors that propel your career and self-development forward. While this is a good foundation, aiming to frequently incorporate these behaviors can significantly enhance your progress. To improve, it's essential to recognize specific areas such as time management or networking skills where you could invest more effort to lift your scores closer to 'Frequently' or 'Very Frequently'.

#### Actionable Steps

- Set clear, measurable goals for the next month to focus more on key development areas.
- Spend at least 30 minutes daily reading books or articles about your desired industry or skill set.
- Seek feedback from peers or mentors regularly to get different perspectives on your progress.

#### Further Learning

Explore related courses on career and self-development that can provide deeper insights and structured guidance.

Discover Courses on LinkedIn Learning



## Download PDF Results

If you download the PDF results, the PDF will include all the information from your dashboard, including the experience, breakdown scores of each competency, and rater(s) scores and feedback (if requested).

Date: 8/23/2024 Student's Name: Abbey Leier-Murphy

### Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without (i.e., outside of) one's organization.

Very Rarely Rarely Occasionally Frequently Very Frequently

Hide details for Career & Self-Development

### Assessment Scoring

Very Rarely Rarely Occasionally Frequently Very Frequently

How often do you ask your coworkers or supervisors for feedback to find out what you're good at and what you need to improve?

Very Rarely Rarely Occasionally Frequently Very Frequently

How often do you connect with people who can help you with advice or give you opportunities to grow in your career?

Very Rarely Rarely Occasionally Frequently Very Frequently

How often do you look for new opportunities to learn, like taking courses or going to workshops and seminars, to get better at your work?

Very Rarely Rarely Occasionally Frequently Very Frequently

### Rater(s) Feedback

Rater: Stephanie Jones  
Feedback text:

### Insights and Actionable Steps

Click the button below to access detailed information about your scores, including self score and rater(s) score, actionable steps for improvement, and further learning opportunities related to Career & Self-Development.

Next Steps for Career & Self-Development Success