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.

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.

ⓘ 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.

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.
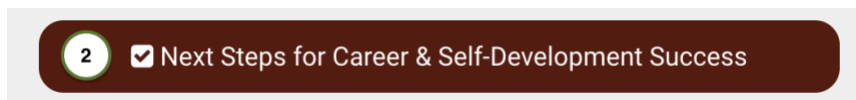
Detailed Results

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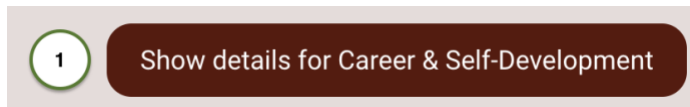
2. Next, click the *Next Steps* button*.*

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

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).