

CareerCore
PROFESSIONAL DEVELOPMENT PROGRAM

DISCOVER YOUR **SUPERPOWERS**
Develop the 10 Core Career Competencies



How to Use Your CareerCore Portfolio Tracker

Your CareerCore Portfolio Tracker is a personal Excel workbook where you'll document your progress across all 10 Core Career Competencies. You'll receive your own copy by email after joining the program. It's a live, working file you'll return to throughout the program — not a form you fill out once.

Accessing Your Tracker

- Your tracker is shared with you individually and lives in Microsoft OneDrive/SharePoint, not on your computer.
- Always open it using the link from your email. Do not download a copy — a downloaded file won't sync back to the version CDO can see, and you risk losing track of your real progress.
- Changes save automatically as you type. There is no “Save” button to click and nothing to submit.
- Some cells are locked to protect the tracker's design. You can only type into the fields meant for your input — labeled boxes, dropdowns, and text areas. This is intentional and won't affect your ability to complete the tracker.

Tracker Structure

Your tracker has 11 tabs along the bottom:

- My Progress — an overview of all 10 competencies and your status on each
- 10 competency tabs (one per Core Career Competency) — where you'll complete the actual work for each competency

The My Progress Tab

This tab tracks your completion status across all 10 competencies at a glance. For each competency, you'll see three status columns — Learn, Apply, and Communicate — plus an overall Status column that updates automatically based on the other three. Use the dropdown in each column to mark your progress as Not Started, In Progress, or Complete as you work through each competency.

Once all 10 competencies show Complete, you've finished the program and are eligible for your CareerCore Professional Development Certificate and Credly digital badge.

Completing Each Competency: The 4-Step Framework

Each of the 10 competency tabs follows the same four steps.

Step 1 — Learn It (Competency Training)

Complete this step by attending the CareerCore Workshop for this competency, or by completing an approved equivalent training. Use the Training Type dropdown to indicate which path you took, and record the specific training name and the date you completed it.

Step 2 — Apply It (Applied Practice)

Connect the competency to something you're already doing — coursework, a job or internship, a student organization, a campus leadership program, volunteer work, athletics, or another relevant experience. Note where this happened, the date or timeframe, and briefly describe (2–3 sentences) how you applied the competency.

Step 3 — Reflect (RATE Reflection)

Complete a Full RATE (not a Quick RATE) at rate.soka.edu, based on the same experience you described in Step 2. Each competency tab tells you exactly which competency to select on RATE — this matters, since RATE covers all 10 competencies and it's easy to select the wrong one if you're moving quickly.

After you finish your RATE, go to the “View Result” page for that RATE. Scroll to the bottom, where you'll see “Use the link below to share this RATE with an instructor, advisor, friend, etc.” and, below that, “Share URL for this RATE.” Copy that link and paste it into the Link to Submission field in your tracker. This is how CDO verifies your RATE is actually complete, so this step is required, not optional — record the date you completed it as well.

Step 4 — Communicate It (Professional Communication)

This is the centerpiece of your portfolio for this competency — the piece you'll actually reuse in resumes, interviews, and LinkedIn. Choose ONE format (resume bullet, interview response, LinkedIn post, professional bio, or cover letter excerpt) and write a single piece in your own words, based on your own experience. Each tab includes real examples for every format — these are references to help you understand what a strong response looks like, not templates to copy.

Pacing

You can complete the 10 competencies in any order, and there is no deadline to finish all of them in a single semester. Many students complete CareerCore over the course of more than one academic year. Progress at whatever pace fits your schedule.

Getting Help

If you have questions about the tracker itself, a specific competency, or the program in general, contact the SUA Career Development Office, or email aproctor@soka.edu.