

Career Readiness Competencies Step-by-Step Instructions

Step 1:

- Download this document
- Read document in its entirety
- Acknowledge you have read and understand the document
- Sign and date electronically
- Save as a pdf
- Upload the signed and dated pdf to Cougar Jobline in respective drop box

Step 2 Activity:

- Download this document
- Read document in its entirety
- Acknowledge you have read and understand the document
- Sign and date electronically
- Save as a pdf
- Upload the signed and dated pdf to Cougar Jobline in respective drop box

THEN

- Scroll to the bottom portion of the page and you will find all the “Forms”
- Forms that have not be completed will illustrate a “Status” of “Not Completed” **NOT COMPLETED**
- Locate the Module Activity (Ex: Module X: Competency Name Activity)
- To begin completing the form, click the ellipses to the right of the “Form” name



- Then click “Complete Form”
- Click “Save” at the end of the completed form
- Forms that have been completed will illustrate a “Status” of “Completed” **COMPLETED**

Step 3 Reflection:

- Read the document; you should have already uploaded your signed and dated document in step 2 of this module
- Locate the Module Reflection (Ex: Module X: Competency Name Reflection)
- Complete and save this form utilizing the same steps that you completed for Step 2

Step 4

Once your Career Counselor has verified completion of the module, they will upload the verification document