

DIRECTIONS TO UPLOAD JOB SHADOWING STUDENT EVALUATION

- Log into your portfolio
- Click on Career Preparation in the left column
- Click on Career Planning Activities
- Under Career Planning Activities, select Job Shadowing Program
- Enter Title/Organization of the job
- Under dates, enter the start and end date (month/year). The start and end date will be the same.
- Under Description, enter a brief description of your experience
- Click on attach file
- Attach the completed student reflection sheet
- Click on save