

Career Readiness Portfolio

SECTION 1 · COLLECT YOUR EVIDENCE

CAREER READINESS PORTFOLIO

TRACKER **Work Experience Log**

One row per job, added the week it starts. This is the page a case manager or a post-secondary program reads first to see the whole work history.

STUDENT _____ SCHOOL YEAR _____ KEPT BY _____

#	EMPLOYER / SITE	JOB TITLE	DATES	HOURS	MAIN TASK	REFERENCE COLLECTED?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

READING THIS PAGE
Add a row the week a job starts, not from memory later. A detailed record for any one job (page 7) can be printed alongside this log whenever a job is worth writing up in full.

Student Transition and Career Readiness Portfolio

Page 8 of 24

+ BRIGHT PATH SPED

SECTION 1 · COLLECT YOUR EVIDENCE

CAREER READINESS PORTFOLIO

Demonstration Log

seen, on any job or task. The summary on page 15 counts these rows; it does not judge

SCHOOL YEAR _____ KEPT BY _____

WHERE IT WAS SHOWN (JOB / SETTING)	DATE	SUPPORT LEVEL
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH
		☐ IND ☐ CUE ☐ DH

WHAT THE SUPPORT-LEVEL MARK MEANS
IND — completed with no prompt or model. CUE — needed a verbal or visual reminder. DH — needed hand-over-hand or step-by-step help from an adult. Mark what was seen on this one entry; a later entry for the same skill can show a different mark.

Page 10 of 24

+ BRIGHT PATH SPED

+ BRIGHT PATH SPED



What Is Inside, and Where

24 pages: three sections, a worked example, and this map. Every page records a piece of work and what it shows; no page scores it, grades it, or sets a passing rule.

Before you begin

PAGE 4



**Start Here —
Three Steps**
START HERE **4**

01 Collect Your Evidence

PAGES 6–10



**My Career
Portfolio — Cover
Sheet**
COVER **6**



**Work Experience
Record**
LOG **7**



**Work Experience
Log**
TRACKER **8**



**Work Sample
Record**
LOG **9**



**Skill-
Demonstration
Log**
CHECKLIST **10**

02 Know Your Strengths

PAGES 12–15



My Strength Card
STUDENT **12**



**My Post-
Secondary Goal
Statement**
STUDENT **13**



**Student Reflection
Prompts**
STUDENT **14**



**Portfolio
Summary and
Skills Roll-Up**
SUMMARY **15**

03 Organize, Present and Share

PAGES 17–23



**Portfolio Binder
Cover and Spine
Labels**
ORGANIZER **17**



Divider Tab Set
ORGANIZER **18**



**Employer and
Reference-Letter
Organizer**
TEAM INPUT **19**



**Meeting-
Presentation
Outline**
NOTES **20**



**Family and Team
Portfolio Update**
FAMILY UPDATE **21**



**Reflection and
Goal-Writing
Phrase Bank**
PHRASE BANK **22**



**A Filled Portfolio:
Log, Skills and
Summary**
EXAMPLE **23**



START HERE

Start Here — Three Steps

Two minutes of reading. Set up the binder once; the log rows are faster with a pen.



1

Collect the Evidence

Print the portfolio cover sheet (page 6) once per student, then log every job (page 8) and work sample (page 9) as it happens.

Mark a career-readiness skill on the skill log (page 10) any time one is seen — on the job, in class, or on a community outing.



2

Reflect and Set a Goal

The student fills the strength card (page 12) and the goal statement (page 13) in their own words, with an adult writing for them if asked.

Roll the collection up on page 15 to see what is well documented and what still needs an entry.



3

Organize, Present and Share

Build the binder (page 17), request an employer note (page 19), and plan the meeting talk-through (page 20).

Send the family update (page 21) and bring the finished portfolio to the meeting it was built for.

WHAT THIS FILE IS

A fillable PDF: type into the tables and prompts, or print and use a pen. The binder cover, spine labels and divider tabs print like any other page and are meant to be cut out.

WHAT THIS FILE IS NOT

It is not an editable online slideshow or word-processor document, and it does not grade, score, or set a mastery or eligibility rule for any student. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE IN THIS FILE FOLLOWS

A support-level mark describes what was seen on ONE job or task — independent, with a cue, or with direct help — and nothing else. No page here sets a threshold, a passing score, or a rule for when a student is ready for something; those calls belong to the team, using its own wording, in the blanks this file leaves for it. Your district's own rule for when this portfolio is reviewed:

.....

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

I need more rows than a table holds. Print the sheet again and keep the pages together behind the matching tab; the log (page 8) only needs the dates and hours.

A tab won't label right. The divider tab set (page 18) has two blank tabs for exactly this.

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

Every page here works fully typed, fully printed, or a mix of both — nothing on this file requires a subscription, an account, or an internet connection to fill in.

01

Collect Your Evidence

A cover sheet for the whole portfolio, a detailed record for each job, a running log of every job at a glance, a place to describe a real piece of work, and a log of the career-readiness skills a job or task actually showed.

IN THIS SECTION

My Career Portfolio — Cover Sheet	6
Work Experience Record	7
Work Experience Log	8
Work Sample Record	9
Skill-Demonstration Log	10



 TRACKER

Work Experience Log

One row per job, added the week it starts. This is the page a case manager or a post-secondary program reads first to see the whole work history.

STUDENT

SCHOOL YEAR

KEPT BY

#	EMPLOYER / SITE	JOB TITLE	DATES	HOURS	MAIN TASK	REFERENCE COLLECTED?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

READING THIS PAGE

Add a row the week a job starts, not from memory later. A detailed record for any one job (page 7) can be printed alongside this log whenever a job is worth writing up in full.

CHECKLIST

Skill-Demonstration Log

Log a skill the moment it is seen, on any job or task. The summary on page 15 counts these rows; it does not judge them.

STUDENT

SCHOOL YEAR

KEPT BY

#	CAREER-READINESS SKILL	WHERE IT WAS SHOWN (JOB / SETTING)	DATE	SUPPORT LEVEL
1				☐ IND ☐ CUE ☐ DH
2				☐ IND ☐ CUE ☐ DH
3				☐ IND ☐ CUE ☐ DH
4				☐ IND ☐ CUE ☐ DH
5				☐ IND ☐ CUE ☐ DH
6				☐ IND ☐ CUE ☐ DH
7				☐ IND ☐ CUE ☐ DH
8				☐ IND ☐ CUE ☐ DH
9				☐ IND ☐ CUE ☐ DH

SKILLS THIS FILE TRACKS (USE YOUR OWN WORDS FOR ANYTHING NOT ON THIS LIST)

- ☐ Arriving on time
- ☐ Following multi-step directions
- ☐ Asking for help when needed
- ☐ Staying on task without reminders
- ☐ Working with coworkers
- ☐ Following safety rules
- ☐ Accepting feedback
- ☐ Communicating with a supervisor
- ☐ Completing a task independently
- ☐ Adapting to a new task or routine

WHAT THE SUPPORT-LEVEL MARK MEANS

IND — completed with no prompt or model. **CUE** — needed a verbal or visual reminder. **DH** — needed hand-over-hand or step-by-step help from an adult. Mark what was seen on this one entry; a later entry for the same skill can show a different mark.

SUMMARY

Portfolio Summary and Skills Roll-Up

Count the rows on the skill-demonstration log (page 10) by category to fill the second column. A category with no entries yet is the one to plan for next.

STUDENT

DATE RANGE

COMPLETED BY

JOBS LOGGED THIS PERIOD

TOTAL HOURS LOGGED

WORK SAMPLES COLLECTED

SKILL ENTRIES LOGGED

#	SKILL CATEGORY	ENTRIES LOGGED	MOST RECENT SUPPORT LEVEL	GROWTH NOTED? (Y / N)	NEEDS MORE EVIDENCE?
1	Punctuality & Reliability				
2	Following Directions				
3	Communication				
4	Teamwork				
5	Task Completion				
6	Safety & Rules				

READING THE PAGE

Count rows on the skill-demonstration log (page 10) by category to fill the second column. A category with no entries yet is the one to plan for next — this page only counts; it does not decide what the count means.

CATEGORY WITH THE MOST ENTRIES

CATEGORY NEEDING MORE EVIDENCE

REVIEWED WITH FAMILY / TEAM ON

NEXT REVIEW SCHEDULED

WHERE THESE NUMBERS COME FROM

Jobs and hours: the work experience log (page 8). Work samples: page 9. Skill entries and support levels: page 10. Nothing on this page is counted from memory.

EXAMPLE

A Filled Portfolio: Log, Skills and Summary

SAMPLE · INVENTED STUDENT

Jasmine is invented, and so is every mark on this page. Every count in the summary can be re-counted from the rows above it.

JASMINE — INVENTED STUDENT, WORK EXPERIENCE LOG (TWO JOBS, 42 HOURS TOTAL)

EMPLOYER / SITE	JOB TITLE	DATES	HOURS	MAIN TASK	REFERENCE COLLECTED?
Riverside Public Library	Front Desk Helper	9/8–10/17	24	Checked in returned books, greeted visitors	Y
Miller's Hardware	Stock Clerk	10/20–11/21	18	Stocked shelves, priced items	N

SKILL-DEMONSTRATION LOG (ALL SIX ENTRIES)

SKILL	WHERE SHOWN	DATE	SUPPORT
Arriving on time	Miller's Hardware	11/2	IND
Following multi-step directions	Riverside Public Library	9/15	CUE
Asking for help when needed	Riverside Public Library	9/22	DH
Working with coworkers	Miller's Hardware	10/28	CUE
Communicating with a supervisor	Miller's Hardware	11/9	IND
Completing a task independently	Riverside Public Library	10/10	IND

PORTFOLIO SUMMARY ROLL-UP, COUNTED FROM THE ROWS ABOVE

CATEGORY	ENTRIES	MOST RECENT SUPPORT	GROWTH?	NEEDS MORE?
Punctuality & Reliability	1	IND	N	–
Following Directions	1	CUE	N	–
Communication	2	IND	Y	–
Teamwork	1	CUE	N	–
Task Completion	1	IND	N	–
Safety & Rules	0	–	–	Yes

READING JASMINE'S EXAMPLE

Two jobs (24 + 18 hours = 42 hours) and six skill entries above sum to six in the roll-up (1 Punctuality & Reliability + 1 Following Directions + 2 Communication + 1 Teamwork + 1 Task Completion + 0 Safety & Rules = 6). Safety and Rules shows zero entries, so it is the only category flagged “needs more evidence” — that flag comes straight from the count, not a separate judgment. Communication is the only category with more than one entry, and it moved from DH on 9/22 to IND on 11/9, so it is the only one marked “growth noted.”

JASMINE'S REFLECTION ON THE 11/2 SHIFT (PAGE 14, PROMPTS 2 AND 3)

“It was hard because I had to remember the shelf codes without looking them up every time. It is getting easier because I only need to check the list once now instead of every item.”