



Complete an Employability Journal Entry

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The Employability Journal is where users can take notes on skills, tips, and professional goals.

Users can record any of the following information:

- Sliding scale to Rate Your Interest (1-10)
- Skills required
- My Goals
- My Future
- Summary

Employability Journal entries can be edited at any time.

1. From the **Employability** drop-down menu, select **Videos**.
2. Locate the *desired* video using the Search box or filters.
3. Select the **Journal** button below the video.
4. Complete the *desired* portion or the entire journal page.
5. Select **Submit** when you are finished.
6. You can return to this entry anytime to edit it.

