

Complete an Employability Journal Entry

Last Modified on 10/22/2024 10:24 am EDT

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**.

The screenshot shows the Pathful user interface. At the top, there is a navigation bar with the Pathful logo and several menu items: My Path, Career, Postsecondary, Work-based Learning, Employability (which is expanded), and My Tracker. The 'Employability' dropdown menu is open, and the 'Videos' option is highlighted with a red box. Below the navigation bar, there are several user-specific sections: 'Welcome, Susan' with a 'Keep up the good work!' message; 'Your Assessments' with a 'Take assessment' button; 'Your Goals' with a 'Write Goals' button; and 'Postsecondary Plan' with a 'Create plan' button. On the right side, there are sections for 'Lessons', 'Courses', 'Cover letter builder', and 'Opportunity board'. At the bottom right, there is a progress indicator showing '0/3 Completed' and a 'Start Completing Your Plan!' button. Below this, there is a section titled 'Stay on the path to achieving your dreams by tracking your progress.' with a list of tasks: 'Assessments' (Take 2 or more assessments to complete this task.), 'Goals' (Set 1 long-term and 1 short-term goal to complete this task.), and 'Postsecondary Plan' (Complete all three elements of the Postsecondary plan to complete this task.).

2. Locate and select the desired video using the Search box or filters.

Employability

Videos Lessons Courses Resume Builder Cover Letter Builder Opportunity Board

Filters


Clear Filters...

Topics

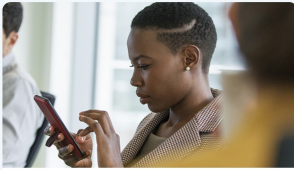
- Academics/Majors
- Career Cluster
- Disability Spotlight
- Diversity & Inclusion
- Extracurriculars
- Financial Literacy
- First Jobs
- Futuristic Finance
- Health and Fitness
- Individual Career and Academic Plan
- Job Preparation
- Leadership
- Networking
- Other Ways to Learn
- Overcoming Obstacles
- Skills for Academic Success
- Social Emotional Skills
- Soft Skills
- When Would I Use This
- Workplace Intelligence
- Workplace Prep for Youth
- Workplace Readiness

Search for Employability Videos


Showing 15 of 25 Results




Successful Interviews Take Practice
Featuring: [JANET COLE](#)




"First Job" Interview No No's
Featuring: [RANDY BURGEES](#), [NIKKI BOYER](#), [MELISSA TATE](#)




What To Put On Your Resume If You Don't Have Any Prior Work Experience
Featuring: [DIANA JORDAN-NEW](#), [MICHAEL LEWIS](#)



How To Dress Professionally On A Budget
Featuring: [JEFFERSON ELLISON](#)



Entry-Level Jobs Give You Valuable Experience
Featuring: [ROBERT FOSTER](#), [RAYNA LINTIN](#)



Skills To Highlight With No Previous Work Experience
Featuring: [ROBERT FOSTER](#)

3. Select the **Journal** button below the video.

← BACK TO EMPLOYABILITY



What To Put On Your Resume If You Don't Have Any Prior Work Experience



Professionals give advice on what to put on your resume if you have no formal work experience yet.

4. Complete the desired portion or the entire journal page.

5. Select **Submit** when you are finished.

- Journal ×

Rate Your Interest:

1 2 3 4 5 6 7 8 9 10

Summarize the video you just watched in three complete sentences.

Is this a skill you possess or need to improve on?

How might this skill help move you toward your goals? Provide a specific example.

How might you grow this skill? Think of a particular plan of action(s).

6. You can return to this entry anytime to edit it.