

Bronze Level Certificate Hyperdoc

1. Complete Handshake Account
 - a. Make sure your account is complete and you have filled out all applicable Sections.
 - b. Make sure you Upload your Resume to your profile once your resume has been approved by one of our Career Counselors.
 - c. Do not forget to include a professional style profile picture.

2. Create a [Skills First Account](#)
 - a. *Helpful tip* This will be a great place for you to create your Career Counselor Approved Resume

3. Create a Career Counselor Approved Resume and Upload to HandShake once approved.
 - a. To get started either email your resume to careerservices@nsuok.edu or [Schedule an appointment](#) with a career counselor to begin the review process.
 - b. Keep in mind your document might not be approved on the first or second draft, this is an approval process.

4. Take the [FOCUS2](#) Career Assessments
 - a. There is a set of 5 assessments to complete based on your Work Interests, Values, Personality, Skills, and Leisure.
 - b. Once you have completed these assessments you can [download a report](#) to include in your Bronze Level Certificate portfolio.

5. Complete a [Mock Interview](#) with Career Services (In-Person or Virtual on Handshake)
 - a. Upon completion of your mock interview, make sure that you complete the self reflection found in your portfolio.

6. Join a Student Organization for at least 1 semester.
 - a. Get involved in the organization, attend meetings and events.
 - b. Create a short presentation or reflection of your experience within that organization.
 - c. Upload your presentation/reflection to your portfolio.

****Webinars****

- a. Each webinar counts as one task toward your required 7 of 10 tasks
- b. You can watch up to 2 webinars to count towards your goal
- c. Access each webinar you choose to watch through the portfolio for tracking purposes.