

PERSONAL AND PROFESSIONAL DEVELOPMENT

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Lesson 7: Building A Career Portfolio

**LO2: Be able to take responsibility for
own personal and professional
development**

PERSONAL AND PROFESSIONAL DEVELOPMENT

- LO2 Be able to take responsibility for own personal and professional development
 - *Portfolio building*: developing and maintaining a personal portfolio

Career Portfolio

- Take time to think about your career and accomplishments.



Career Portfolio

- A portfolio is not a resume
 - A portfolio may contain a resume
 - A portfolio may be large or small, a few pages to 20 or more. (Fewer is better)
 - Most people use their portfolios in interviews. They do not send them out as if they were resumes.
- What is a portfolio?
 - Physically, it's a collection of things-artifacts-tangible materials-that represent work related events in your life. The portfolio provides “evidence” of your potential by demonstrating what you accomplished in the past.

Portfolio Building

- Building a portfolio is a process.
 - Although the process will take time, you will learn the process is just as important as the end product.
- Because your experiences, learning and goals are unique, your portfolio will be unique.
- There are a number of steps to completing a portfolio:
 - identify knowledge, skills, and abilities:
 - What do I know?
 - What can I do?
 - How have I demonstrated the skills and knowledge?
 - gather evidence
 - group evidence into themes
 - organize and assemble evidence

Portfolio Building

Transferrable Skills (Life Experiences)

Work, personal skills, abilities, activities, hobbies, events, education, accomplishments, family, languages, etc.



Identify Knowledge, Skills & Abilities

Step 1



Gather Evidence

Step 2



Group Evidence Into Themes

Step 3



Organise & Assemble

Step 4



PORTFOLIO

Introduction, resumes, Cover letter, essential skills, KSA, writing outcomes, goals, functional list, accomplishments, etc.

Benefits of Building a Portfolio

- It helps you:
 - Prepare for interviews
 - Convince others of your skills, abilities and qualities
 - Communicate clearly (focusing the interview conversation).
 - Showcase your skills
 - Demonstrate the results of your work
 - Establish the habit of documenting your accomplishments and results
 - Create a personal data base
 - Assess your own progress in your career development
 - See and evaluate the patterns in your own work preferences and values

Contents of A Portfolio

- What you include in your portfolio is up to you. Different items will be included, depending on your field and the job for which you are applying. Remember more is not necessarily better.
- Represent yourself and your work in a clear and concise manner.
 - Career Summary and Goals: A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
 - Professional Philosophy/Mission Statement: A short description of the guiding principles that drive you and give you purpose.
 - Résumés: One to two page summary of your education, skills, accomplishments and experience.
 - Skills, Abilities and Marketable Qualities: A detailed examination of your skills and experience. This section should include the name of the skill area; the performance or behavior, knowledge or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.
 - List of Accomplishments: A detailed listing that highlights the major accomplishments in your career to date.

Contents of A Portfolio

- **Samples of Your Work:** A sampling of your best work, including reports, papers, studies, brochures, projects, presentations, etc. In addition to print samples, you can also include CDROMs, videos and other multimedia formats.
- **Testimonials and Letters of Recommendations:** A collection of any kudos you have received from customers, clients, colleagues, past employers, professors, etc. Include copies of favorable employer evaluations and reviews.
- **Awards and Honors:** A collection of any certificates of awards, honors and scholarships.
- **Conference and Workshops:** A list of conferences, seminars and workshops you've participated in and/or attended.
- **Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses and certifications.
- **Professional Development Activities:** A listing of professional associations and conferences attended and any other professional development activities.
- **Military records, awards, and badges:** A listing of your military service, if applicable.

- **Volunteering/Community Service:** A description of any community service and or volunteer work you have completed, especially as it relates to your career.

Format of Portfolio

- **How should my career portfolio look?**
 - Introduction and table of contents.
 - Use tabs or title pages to divide each section.
 - Organize work samples into skill areas.
 - Observe a maximum length of 10-15 artefacts.
 - Do not use original documents.
 - Using the same font style and size for all headings gives order and a consistent look.
 - Make it easier to add and remove items do not use page numbers.
 - Use sheet protectors or plastic sleeves. Do not three-hole punch items.
 - Use quality paper.

References

- Ohio.gov,. 'Creating A Career Portfolio'. N.p., 2015. Web. 2 Mar. 2015.
- University of Delaware,. 'Career Portfolio Basics'. N.p., 2015. Web. 2 Mar. 2015.