



My career portfolio



A career portfolio...

demonstrates your skills and knowledge
that you have acquired



Photo credit: scottkellum



Why a career portfolio?

To show employers (or investors) who you are and what you could contribute

To help you manage your career

Compile more effective CVs and prepare for interviews





For students...

Use to make more effective applications for work experience (eg. internships, practical work placements, work-integrated learning modules)

Final year students: use it to help you enhance your graduate job applications or applications for further study





For the more experienced...

Make a career change

Receive higher levels of recognition for your work (performance management)





When and where can you use it?

During job interviews

During interviews for postgraduate studies





Using within the workplace

During performance reviews

Competing for an internal job

Asking for additional responsibility

Negotiating remuneration

Inform a new boss or colleagues of your talents and experiences





What type of experiences?

Full- and part-time work

Contract work

Vacation work

Internships

Work-integrated learning

Voluntary work





Before you start...

Decide how you would want to organise your portfolio

On-line/ printed/ both?





3 sections

Skills record

Reflections

Evidence

Skills record

Reflections

Evidence



Skills record

Summary of your skills development:

What happened?

Where did it happen?

When did it happen?

Which skill(s) did I develop?

What specific examples demonstrate this skill in action?

Example of a skills record sheet

Name of organisation	Northern Wildlife Trust
Date	June-September 2011
Description	Voluntary assistant: worked in a group of four volunteers to design and carry out a survey

Skills developed	Examples	Evidence
Teamwork	I worked as part of a team to design and execute a research survey. I had to organise myself to make sure that I did not let my team members down. I also had to negotiate and sometimes compromise with other team members so that we could complete specific tasks	Recommendations from my team members
Time management	I was able to learn more about the organisation and how it works. I could see how the information collected by the survey would be used to increase visitor numbers	
SPSS (Statistics Package for the Social Sciences)	I was responsible for the analysis of the data with SPSS. I produced the report that was presented to the marketing committee.	Completed report and presentation



Basic workplace skills

Computer skills (software packages and on-line tools)

Language (compile, understand and interpret reports, e-mails, manuals)

Communicating effectively in English (individual and groups)

Numerical skills (charts, tables, budgets)





Basic workplace skills

Solving problems and making decisions

Ability to work effectively with others in teams

Positive attitude toward change

Willingness and ability to learn continuously





My reflections

Action plans

Work logs

Journals

Any other tools you have used to help you with your development during your work experience





Reflection questions

What did I do?

What did I like?

What did I dislike?

What did I learn?

What skills did I develop?

Did I have any challenges?

How did I manage these challenges?





My evidence

Progress reports

Feedback from colleagues, clients,
supervisors

Certificates, awards, prizes

Photographs

Reports





My evidence

Think about ethics:

Is this document confidential?

Do I need permission from X to include this document?

Do I need to mask some of the information as to not identify specific persons (for example clients)?





What else?

Professional photo

Your mission statement and vision

Your future career goals

Your CV





Get feedback

Ask a mentor

Refine and adapt



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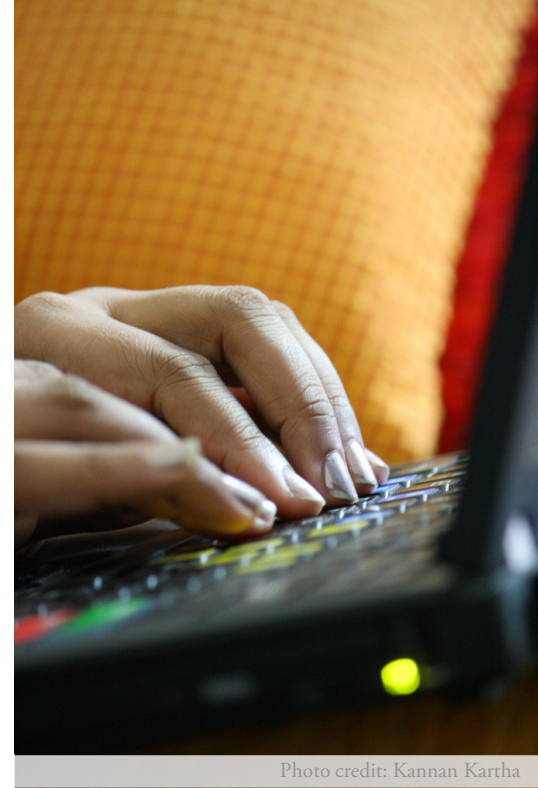


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