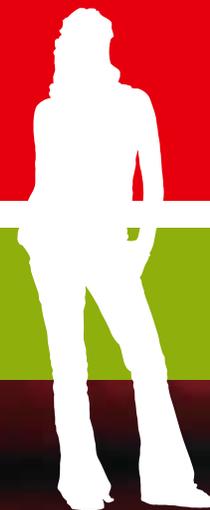


part 3 **Using your portfolio**



You have identified your knowledge and skills and have documented these in a carefully prepared portfolio... it is time to show the world. You are responsible for your own success and cannot rely on others to promote your abilities.

Be confident and begin.

using your portfolio

for personal development



Now you have created and gathered your portfolio pages into a binder, use this information for your own personal development. Answering the reflection questions on this page will help you plan changes to make now and in the future. (Add detail, not just one-word answers.)

reflection

From the qualities listed in:

My Personality (add examples)

I am most proud of...

I would like to be better at...

My Interests

I would like to try the following new activities or experiences...

My Skills

I am proud of my skills in...

I need to develop skills in...

My Strengths

I knew I was good at...

I was surprised to find that I am naturally good at...

I need to work a little harder to learn...

During the next six months, I am going to make the following two changes:

(Provide specific examples.)

1. _____

2. _____



using your portfolio

for a job search

skills & tools

In almost all job searches, you will meet a potential employer in an interview. There are **two key purposes** of the job interview:

1. to convince the employer you have the skills, attitudes and interests needed to do the job



2. to ensure that this is the job you want to do each day



Your portfolio:

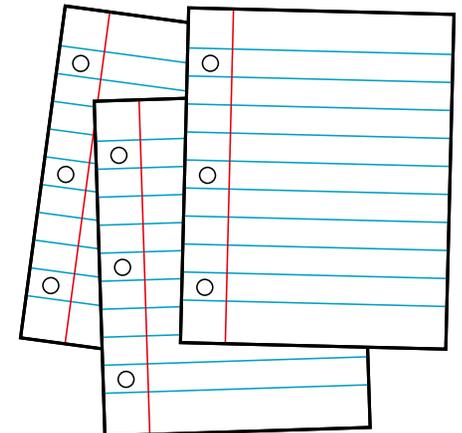
- allows you to review your skills and information you wish to share **before** the interview
- gives the employer **visual proof** of your skills and experience

Your portfolio is a collection of what you are about. Every piece will not be appropriate for every interview. Just as you tailor a resume and cover letter for a specific job, you select pieces from your portfolio that best present the information the employer needs in order to make a decision.

- You may need to rework a few pieces to provide specific information.

- At the interview, explain that you brought your portfolio for the employer to view. Allow the employer to conduct the interview, but also bring the portfolio pages supporting your answers to his/her attention.

- At the end of the interview, when asked if there is anything else you wish to add or explain, use your portfolio to discuss any other qualifications the employer may not have asked about in the interview.



using your portfolio

for

career exploration

When you decide on an occupation, you are choosing the work you will do each day.

It is important to choose an occupation that suits your personality and interests and uses your skills and strengths.

Use the information you have gathered in your portfolio to help you make your decision.

- **Review your personality, interests, skills and strengths.**
- Consider your many options.
- **Weigh the pros and cons of each occupation possibility.**
- Make your choice.
- **Create a plan mapping out what you have to do to get a job in your chosen occupation.**

for

further studies and training

It is becoming more common for portfolios of your work to be part of admissions to further studies and training. In these instances, you submit it with your application or at the time of your interview. (See Job Search.)

If you submit your portfolio with your application, be sure you have also met all the requirements requested on the application form.

Send only a copy of the relevant portfolio pages. Rarely are you required to submit your original portfolio. Some employers or admission officers may wish to have your portfolio on a computer disk.

Consider what other pieces from your portfolio could be added to supplement your reasons for applying to the apprenticeship or on-the-job training program, the vocational or technical program, college or university courses of study.



resources

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