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## ***Program Support Notes***

Senior **S**econdary

**28** mins

# **Developing a Career Portfolio – Student Version**

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# Developing a Career Portfolio

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## For Teachers:

### Introduction

The creation of a portable career portfolio is an important innovation for career development. The purpose of this portfolio is to provide employers with an instant snapshot, either in printed form or digitally, of relevant information about the job applicant. Information that would be included in the portfolio would consist of the applicant's qualifications, created tasks, supporting material, and other information about the job applicant. This program looks at the continued development of this living document that improves and evolves as the individual gains more experience, training, evidence and other material related to their career pathways and career interests. After viewing the program you will be better able to further develop your own career portfolio.

### Program Timeline

00:00:00	Introduction
00:00:55	Interview Skills: Preparation
00:05:27	Anticipating Interview Questions
00:10:27	At the Interview
00:16:45	The Advantage of Mock Interviews
00:22:01	Putting It Together
00:25:57	Conclusion
00:26:56	Credits
00:28:03	End Program

### Website References

- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.hotjobs.com](http://www.hotjobs.com)
- [www.monster.com](http://www.monster.com)

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### **Student Worksheet:**

#### **Before Viewing the Program**

1. Ask careers advisers and employers what they know about a career portfolio.
2. Explain what you would expect a career portfolio to contain?
3. Ask your friends how they keep a record of their work experience, qualifications, and other career related material. Explain how you keep this information?
4. Google 'career portfolio' and find out how this concept is developing around the world.

## Developing a Career Portfolio

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### While Viewing the Program

1. How does the program explain 'career portfolio'? How, and why, has this concept developed?

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2. How did people get jobs before the development of the career portfolio?

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3. List and describe the key elements contained in a career portfolio. Why can it be available in either printed or digital format?

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4. How does the career portfolio assist in gaining a job?

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5. Describe what is typically found in a career portfolio. List all the possibilities as presented by the program.

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6. How would a career portfolio demonstrate to an employer 'who you are'?

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## Developing a Career Portfolio

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7. Define 'specific skills' and 'generic/transferable skills'.

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8. What is the difference between specific and generic skills; provide some examples for each type.

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9. List the types of things you can include in your career portfolio that relate to specific skills and generic skills.

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10. Why is it important to include qualifications in the career portfolio?

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11. Why, as the program suggests, do you, need to take care in displaying information in your career portfolio.

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12. List all the generic skills presented in this program. Provide an example from the program for each one. Provide a personal example for each one.

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13. In what ways can you develop your experience of the generic skills?

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14. A career portfolio requires careful selection of material. Why?

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15. What advice is given about the presentation of a career portfolio? Why is that important?

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16. Why is a career portfolio referred to as a living document?

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17. How should a career portfolio relate to a specific job you are applying for?

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18. What advice is given about the use of print, photos, documents and other material?

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19. What would be the advantages of a digital version of a career portfolio?

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20. How could a digital version of a career portfolio differ from a printed version?

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21. What does 'less is best' mean?

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22. How could a career portfolio enhance your job interview?

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23. Why would employers benefit from having access to your career portfolio?

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## Developing a Career Portfolio

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24. In what other contexts or circumstances would a career portfolio be useful? Why?

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25. What would be the purpose of continually revisiting and updating your career portfolio?

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26. What final advice does the program give about a career portfolio in action?

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## Developing a Career Portfolio

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### *After Viewing the Program*

1. If you don't already have a career portfolio begin developing one for the next job you wish to apply for.
2. Discuss with local employers what they would be looking for in a career portfolio. If they don't know about a career portfolio, here is your chance to explain it.
3. Develop a brochure that provides people with a snapshot of what a career portfolio is and how they can develop one.
4. Ask a career advisor to assist you in developing a career portfolio.
5. Compare career portfolios your friends have developed. How do they differ, or are similar, and what you would regard as important features of their portfolios?