

Ready...Set...Go!

coaching you toward your best future

Portfolio Basics



George Fox University
Career Services

Career Services: Vocation & Calling Fitness

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What is a portfolio?

- A portfolio is a visual representation of your abilities, skills, capabilities, knowledge, qualities - and it represents your potential.



What is a portfolio?

- *"The professional portfolio: think of it as **a collection in progress**, a place where you store those things related to your training, work experience, contributions, and special accomplishments. It is the **place to document all your work-related talents and accomplishments** so that you have a good sense of your 'assets.'*
- ***As you gain a clear understanding of your lifework story, you'll increase your ability to see your potential and communicate it to others.** This newly gained insight can assist you in assessing where you are on your career track."*

-from **Portfolio Power**, by Martin Kimeldorf

What is a portfolio?

- Physically, it's a collection of things - artifacts - tangible materials - that represent work-related events in your life.
 - But, always remember that you may have developed skills that are now work-related while you were playing team sports, while pursuing hobbies or volunteer activities, or simply pursuing your interests.
- The portfolio provides "evidence" of your potential by demonstrating what you accomplished in the past.



Why Professionals Use Portfolios Now

- For decades, artists, photographers, architects, designers and writers in search of work have used portfolios to showcase their abilities and their qualities. Finally, others are now discovering how portfolios can help them in their careers, too.

Why Professionals Use Portfolios Now

- Portfolios can help people in business and industry move more freely in the current work environment, in which more individuals are acting as if they were independent contractors, selling their skills and capabilities whenever they can fill an employer's needs.
- Portfolios can help the already-employed with career transitions, because few can expect to work for one employer for an entire career.

Why Professionals Use Portfolios Now

- ❑ College professors and career advisors are realizing that the process of developing a portfolio can be an important learning tool for students to help them assess their learning and to compare it to the employer's need for skilled, capable employees.
- ❑ Students are discovering that portfolios offer a better way to demonstrate their learning experience that adds value to their potential for specific kinds of work.

Why a Portfolio is Worth the Work

It helps you:

- Prepare for interviews.
- Convince others of your skills, abilities and qualities.
- Communicate clearly (finding your focus, 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.



Possible Portfolio Content

- ❑ Academic honors
- ❑ Flow charts
- ❑ Autobiography
- ❑ Awards
- ❑ Leadership experience
- ❑ Writing samples
- ❑ Resume
- ❑ Evaluations
- ❑ Work samples....



Contact Us

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