**Professional Life – Term 4**

**Portfolio**

A portfolio is a collection of documents and reflections highlighting your journey in applying job search skills learned in the Professional Life course. The portfolio serves as a tangible representation of your readiness and competency in pursuing employment opportunities in the IT sector.

**The portfolio will include:**

1. An engaging CV and cover letter tailored for a job description (already assessed)
2. A progress and challenges report detailing your job search efforts (1 page)
3. Practical advice for job interviews within the IT field (half page)
4. A reflection on what you have learnt and how you have improved your skills after performing internal mock- interviews (half page)

**Submission Guidelines:**

* Each component of the portfolio should be well organised and presented in a professional manner.
* The challenges’ report and reflection should be well explained with examples
* Both the challenges’ report and the reflection should focus on technical and soft skills

**Evaluation grid:**

1. CV and CL= evaluation grid already shared (25%)
2. Progress and challenges report (25%)

|  |  |
| --- | --- |
| Depth of reflection on job search experiences | 10 |
| Effective documentation of progress made | 10 |
| Insightfulness in addressing challenges encountered | 5 |

3. Advice for job interviews (20%)

|  |  |
| --- | --- |
| Practicality and relevance of the advice provided | 7 |
| Applicability to real-world interview situations in the IT industry | 7 |
| Insight into strategies for success based on course and workshop learnings | 6 |

4. Reflection (25%)

|  |  |
| --- | --- |
| The preparation for the internal mock interview is explained clearly | 5 |
| The student explains what he/she did well during the interview | 5 |
| The student explains what he/she could improve for the next interview | 5 |
| The student explains what he/she learnt when practising the mock interview | 10 |

5. Overall (5%)

|  |  |
| --- | --- |
| The format is respected (Verdana, Font 12) | 3 |
| The text doesn’t have typo mistakes | 2 |

1. A progress and challenges report detailing your job search efforts

* information about the company I want to know, I search on Google and LinkedIn. A search on Google reveals the website where the company sells the product and we can link when we want to buy the product, but for the information on the website, I know less IT skills. On LinkedIn, search for company names, but no company-related information. My teacher dropped an HR IT Solution email, I got that email and searched for it.
* The address is difficult because I do not know where the company is. I find time to find out and then I go with my friends. And we got lost for the first time.
* Teachers send fewer job descriptions. I did not know what I could do in the company for IT skills.
* I asked the team via Telegram, they answered no. I searched for job descriptions on CAMHR, LinkedIn, and Google but could not find the job description.
* To visit the company, I borrowed a friend's bicycle, but it had brake issues. Despite these obstacles, I approached each challenge methodically and persistently, learning valuable lessons along the way and steadily making progress toward my goals.
* Preparation of CV and Cover Letter related to company policy required​.
* Before the interview with the company, my friend and I went to print a CV and cover letter. But I do not know where the printing shop is.

1. Practical advice for job interviews within the IT field

* He gave practical advice for IT work.
* We can learn this new language that the company uses and research about the company before the interview. And how many languages does that company work in the program? if I am slow to learn a new language I can try again and again. Old language, I reviewed it before the interview to be sure about the language that I learned.
* Communicate with the teacher because when he sees me he does not see me talking to him. He shares for experiences when he worked in a company where he saw that we cannot work alone. When we have big projects, problems, joining a party, and everything that.
* A brief description of the subjects and study plans in the school when I introduced myself, I shared my experience of learning in school, but it was not enough.
* sharing experiences that he works in a company. he has many projects and meets with many people. Tell how to set up time and how to work.

1. A reflection on what you have learnt and how you have improved your skills after performing internal mock- interviews

* Learn to be more confident​ in myself to do something
* Ready before the interview and I knew what I did and how I understood the language.
* The problem-solving Approach helped me refine my approach to problem-solving questions.
* Repeated practice in a simulated interview environment significantly reduced my anxiety.
* I learned to avoid rambling and to structure my answers more logically.
* I became better at responding appropriately and tailoring my answers to what was being asked.
* I worked on my posture, eye contact, and vocal tone to convey assurance and professionalism.
* Receiving and integrating feedback from mock interviews was invaluable.
* I became more adept at identifying areas of improvement and applying suggestions to refine my performance.
* The process encouraged me to self-evaluate critically, recognize my strengths and weaknesses, and work diligently to enhance my skills continually.