



Portfolio Management

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From Overwhelmed To Organized





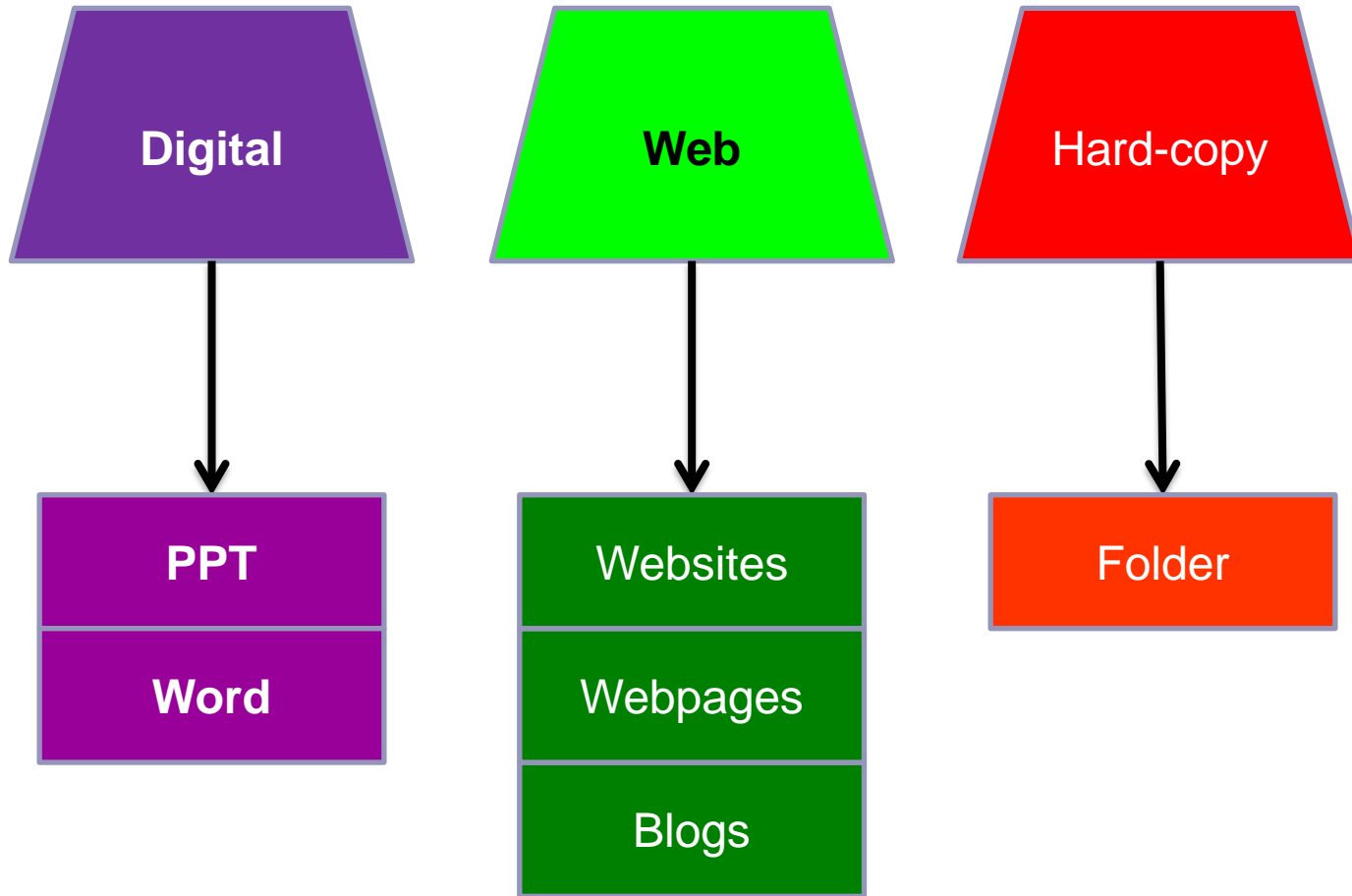
Portfolio should Reflect you



Portfolio

- a presentation of yourself
- organizing yourself
- finding about yourself

Portfolio Formats



Purpose of a Portfolio

- **To draw attention**
- **Provides links to opportunities**
- **Makes key intangibles tangible**
- **Adds to credibility**
- **Builds confidence**

Different types of portfolios

Personal portfolio

Dossier portfolio

Reflective portfolio

Employment portfolio

Assessment portfolio

Dossier Portfolio



What is a dossier Portfolio?

A collection of documents and other artifacts that people use to validate claims in an interview

This document is designed to make it easy for you to display your best work and accomplishments in a carrer interview.

What does it contain

You will include in your portfolio all of your **accomplishments**

Most recent ones are the best

**But anything you think is still relevant
is appropriate**

PEAKS

- **P**ersonal Characteristics
- **E**xperience
- **A**ccomplishments
- **K**nowledge
- **S**kills



Keep PEAKS in mind
when collecting
documents

Two Types of Portfolios

Master Portfolio

- Collection of useful documents
- Personal arsenal of targeted artifacts
- Can be as neat as you want it
- **P E A K S**

Targeted Portfolio

- Documents specific to position
- Well organized
- **P E A K S**

Master Portfolio

- Keep **PEAKS** in mind!
- Too much is not enough
- Make a note on missing key documents
- **Recent documents = More Powerful**



Master Portfolio

- **Kinds of documents**
 - **Bio statistics**
 - **Targeted task skills**
 - **People skills**
 - **Learning skills**
 - **Self-Management Skills**
 - **Task accomplishments**
 - **Community Service**

**Make a list of
documents to
keep track!**

Targeted Portfolio

Document Selection

1. Describe the opportunity you are pursuing in *realistic* terms.
2. Identify the P.E.A.K.S. that the interviewer will consider desirable.
3. Select the items which demonstrate best to convince how you have the desired P.E.A.K.S.



Targeted Portfolio

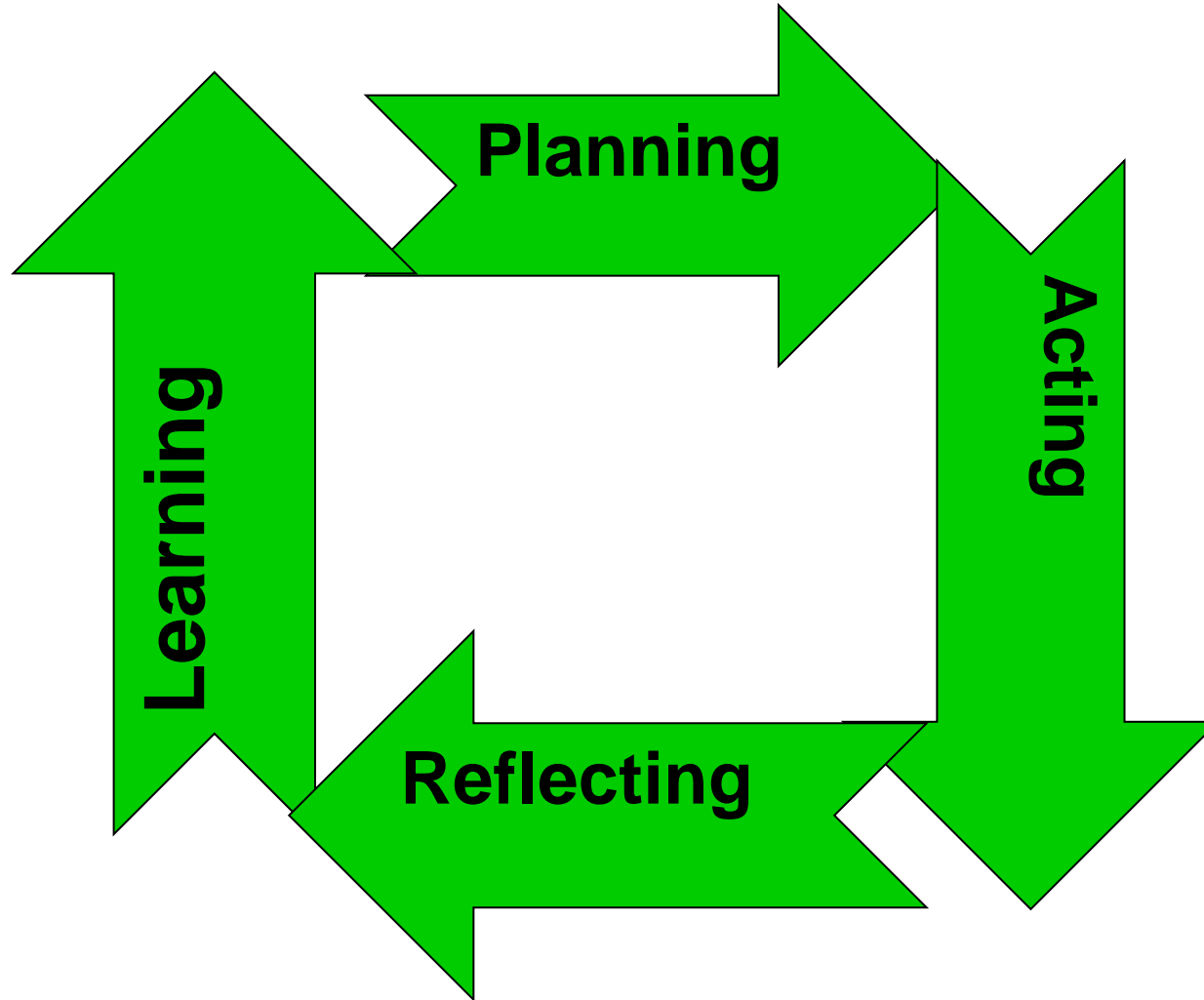
Organization

- Resume**
- Personal Characteristics**
- Experience**
- Accomplishments**
- Knowledge**
- Skills**

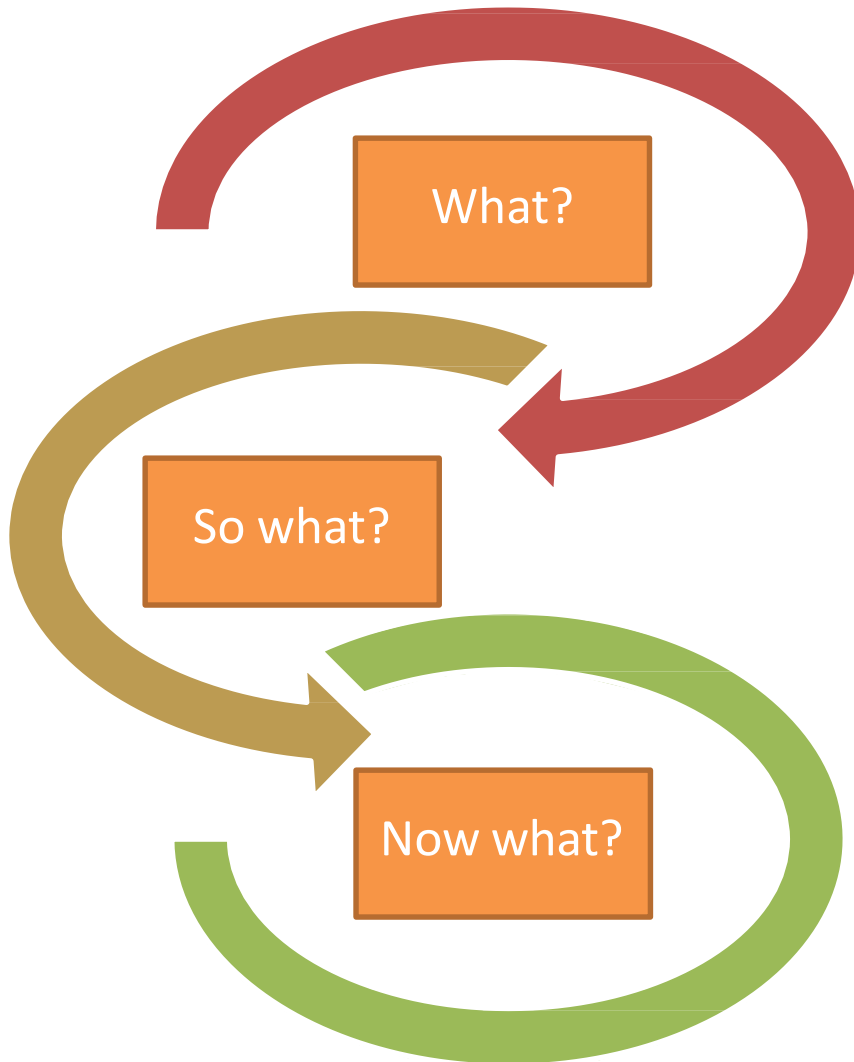
Reflective Portfolio



Learning from Experience



The Process of Reflection



- What happened?
 - Description, facts
-
- What did the experience mean?
 - Interpretation
 - The feelings involved
 - What was learned
-
- What are the next steps?
 - Seeing the bigger picture
 - Applying the lessons learned
 - Planning future action

On Reflective Practice

Reflective practice is the application of the skill of reflection to your practice in order to improve performance.

It involves creating a habit, structure, or routine around reflecting on experiences.

Assessment Portfolio

- Reflect students' real performances
- Identify their weak and strong domain
- Observe students' continuous progress
- Student take responsibilities

Organizational Methods

- The key to maximizing the quality of a portfolio is *organization*
- Always best to have some form of *cover or Introduction page*
- Generate some type of *Table of Contents*
- Construct a form of *content division*
- *Colour coding* can be an asset

Time to Decorate!

Some people might think that the first step is the artistic design

Adding color and unique aspects are best left till after organization is accomplished

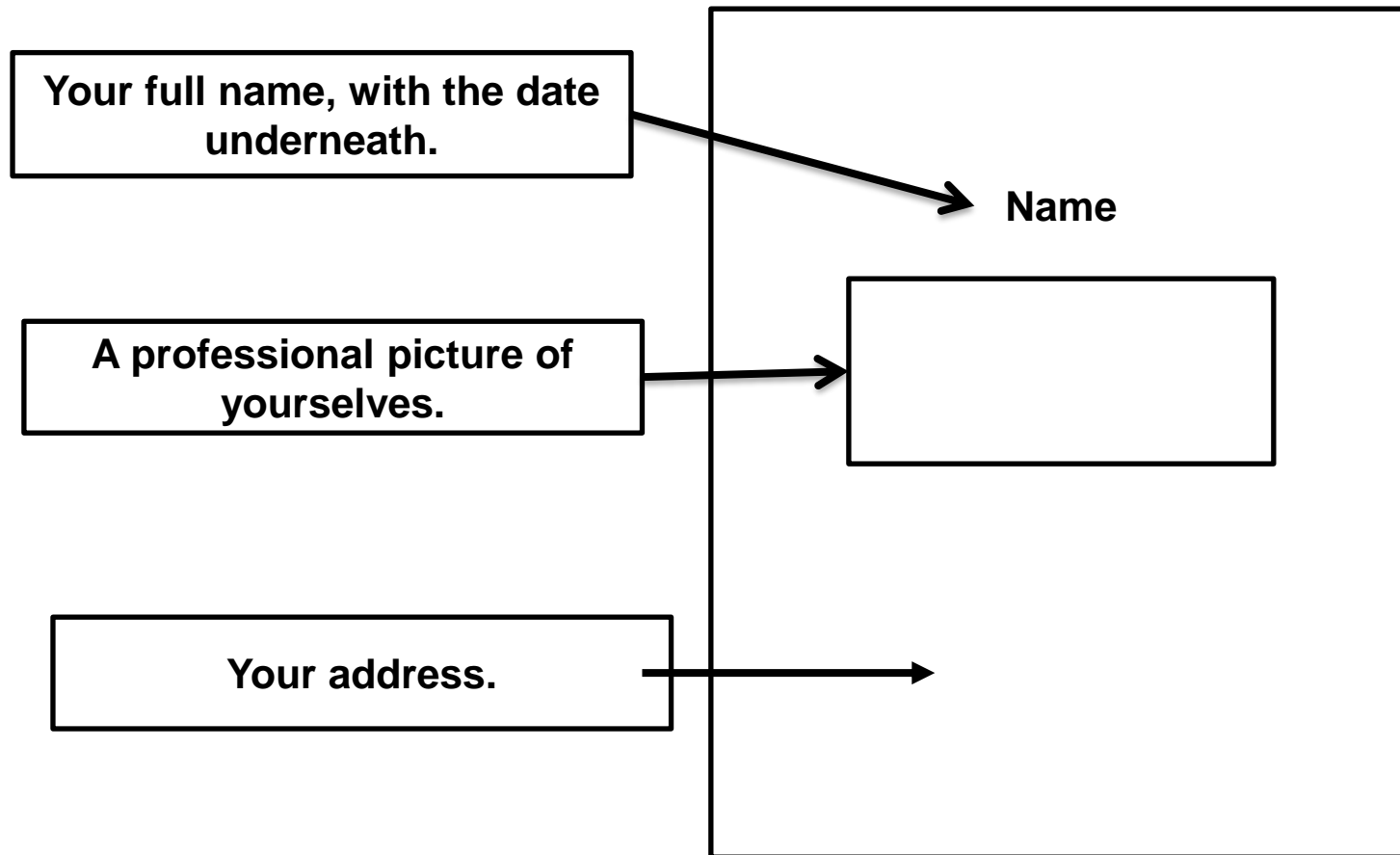
Remember that this is supposed to be either a professional display

This does not mean that you can't get a little creative with your Portfolio

Try to keep it within acceptable boundaries

The Cover of your Life

Your Portfolio should always have some sort of a cover page.



Portfolios

Show Them What You Can Do

M. Reber
© 03/11/13

PORTFOLIO

KANGSEOHYUN
SMU Visual&Motion Design

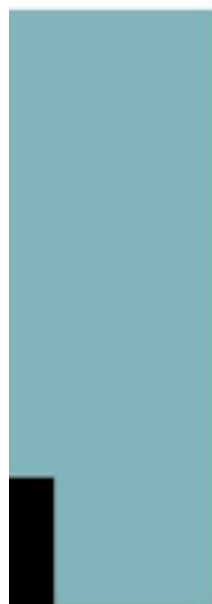


PROFESSIONAL
INNOVATIVE
CREATIVE
ANALYTICAL
"All In Here"



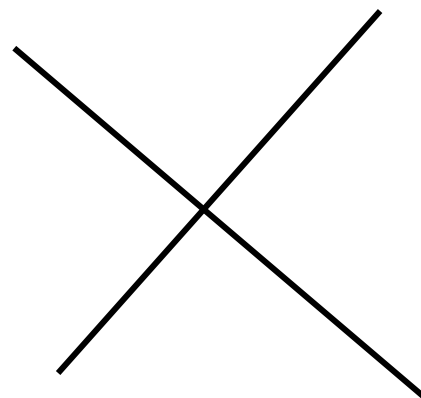
Welcome to
Kantva Chernietskii's
Portfolio 2012

Portfolio



JHONATHAN DOE
**POR
TFO
LIO**
GRAPHIC DESIGN

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Getting the Right Look

- **Carrying Case**

- Three-ring binder that can be zippered shut.
- Color and material should reflect the image you want to portray.

- **Portfolio Items**

- Photocopy your documents
- Size documents consistently
- Color sells
- Use sheet protectors
- Store extra items behind displayed documents

Portfolio cover

Attractive but professional

High quality binder

Colour



Carrying Case

Three-ring binder that can be zippered shut.

Colour and material should reflect the image you want to portray.





Thank you