

#7

EMPLOYABILITY SKILLS PORTFOLIO

SUMMATIVE EVALUATION ASSESSMENT PROJECT

What Is An Employability Skills Portfolio?

It is YOU - it is a personal record of accomplishments. It is your life and learning. The documents and articles are your personal choice, but should reflect your true abilities, skills and accomplishments. It is why you should be hired for the job you want or accepted at the college or university you want to attend.

Why Develop An Employability Skills Portfolio?

- Many employers and post-secondary institutions expect to view an applicant's portfolio at the interview as evidence of achievements and preparedness for acceptance.
- Although similar to other collections of works like an Art Portfolio, Writing Folders or Design & Technology Drawings Tube, the Employability Skills Portfolio provides samples of work-related achievements, and a record of skills to show what kind of worker you are, and how you meet employment criteria.

Employability Skills Portfolio Will Allow You To:

- ✓ Prove that you have certain employability skills
- ✓ Identify what skills you should work on to better prepare yourself for employment
- ✓ Help you develop an effective resume
- ✓ Speak positively and show proof of skills at future job interviews and help you get a job
- ✓ Provide evidence of experiences and learning for further education

What Does It Look Like?

Like your personal appearance, the appearance of a portfolio reflects you. Usually a binder for presentation purposes, but could be an accordion file, file folders, box or attaché (appropriate to content).

What Goes Into it?

Your portfolio will include school records, documents, certificates, co-op documents, etc.

(See Examples of Things to put into Your Portfolio for suggestions.)

Try and emphasize your most recent achievements and be sure to include material that relates to your co-op placement and your part-time job.

Who "Owns" It and Takes Care Of It?

You do! It's your property and you are responsible for its contents and development. A portfolio is never finished—it will continue to grow as you develop and document more skills. You will continually refine it, add evidence of skills you have improved or learned and remove outdated information.

YOU MUST HAVE THE FOLLOWING ITEMS IN YOUR PORTFOLIO

- ✓ Table of Contents (with a rationale for inclusion)
- ✓ Current Resume
- ✓ Cover Letter
- ✓ Transcript
- ✓ Certificates: WHMIS, Passport to Safety, Smart Serve, First Aid/CPR, etc
- ✓ Letter of Reference(s) (former employer, co-op supervisor)
- ✓ Employer Evaluation from co-op
- ✓ Rich Task assignment (#6) to show a sample of work that you did
- ✓ Documentation or photos of THREE tasks performed at co-op placement. A brief written explanation may be necessary if the employer is unlikely to realize the significance of the item without your assistance.

EXAMPLES OF THINGS TO PUT INTO YOUR PORTFOLIO

A) VITAL INFORMATION

- Personal data
- Current Resume

B) FUNDAMENTAL SKILLS

- Letters from past/present co-op supervisors, employers, teachers, coaches
- Performance Appraisal from high school teachers, instructors
- Essays, reports, research and position papers, letters, articles, that you wrote
- Charts and/or graphs you created for a report
- Picture, sample and/or audiotape of a completed project
- Audio or video tape of a speech you have given
- Valid driver's license, or license to operate machinery, equipment or commercial vehicles
- Letters and/or journals
- Computer-generated documents you produced
- Poems and/or scripts you have written
- Web pages you have created
- List of software mastered
- Lab experiments you have done
- Power Point presentations you have done

C) PERSONAL MANAGEMENT SKILLS

Interest, Aptitude and Personality Inventories

Job Performance Appraisal and/or Work Report

Letter of Recommendation from co-op supervisors, teachers, coaches, past/present employers

Recognition Awards (e.g. Employee of the Month, Attendance)

Application Letters - jobs, university, college

Exercise Schedule

Certificates of Achievement and/or Participation (e.g. CPR, school sports)

Annual Education Plan

Personal Career Plan

Job Descriptions that required Personal Management Skills

Evidence of Meeting Deadlines

D) TEAMWORK SKILLS

Letters of Recommendation from co-op supervisors, employers, teachers, coaches

Performance Appraisal from employer, teacher

Job Description that required team work

Description of an Activity that required use of teamwork

Documentation of memberships in various organizations

Documentation of leadership in various organizations

Awards, Certificates, and/or Letters of Appreciation

Training Certificates

Tapes of a speech or discussion

Team certificates or awards

PORTFOLIO ASSIGNMENT

Your portfolio **MUST** include the following:

- ✓ Up-to-date resume (see handout)
- ✓ Most recent co-op evaluation/training plan
- ✓ Most recent report card
- ✓ Letter/s of reference (see handout)
- ✓ Documentation or photos of **THREE** tasks performed at co-op placement. A brief written explanation may be necessary if the employer is unlikely to realize the significance of the item without your assistance.
- ✓ Letter of advice to next co-op student (see handout)
- ✓ Your portfolio **MUST** also include at least **THREE** other documents that highlight achievements in the employability skills categories. Therefore, the minimum number of items you must have is **NINE**.

You will be required to make a presentation to your teacher, which highlights your most significant portfolio items. When you present to your teacher you should be assuming that your teacher is a prospective employer for the job for which you are applying.

(date) at _____

(time) _____

Job you are applying

for. _____

To be successful, and in order to do it in the 10 minutes time allotted, you should prepare your presentation and rehearse it in advance.

PORTFOLIO EVALUATION

(60 marks)

Organization (7 marks)

- /2 Attractive cover page included
- /2 Table of contents included
- /1 Information is logically organized (i.e. similar items are grouped). Items with the greatest impact have been placed first to catch the employer's attention.
- /2 It is easy for the employer to locate information quickly (i.e. labelled tabs are included to mark sections).

Appearance (10 marks)

- /2 Portfolio is professional in appearance (i.e. used acetate page protectors)
- /2 A binder, accordion file, attaché or some other container appropriate to the desired job has been used to contain papers
- /1 All papers are secured so that papers will not accidentally fall out
- /5 Information is displayed in an attractive manner with titles, page borders, etc. used to add visual impact.

Content (38 marks)

- /5 There are no mistakes in spelling or grammar.
- /12 All required items have been included. (Up-date resume, most recent evaluation/training plan, most recent report card, letter(s) of recommendation, documentation and written explanation of three tasks performed at placement, other documents.)
- /5 There is variety in the types of items; i.e. written work, pictures, charts, diagrams, certificates, etc.

- /10 Written explanations have been included with items the employer is unlikely to realize the significance of. The explanations clearly communicate what skills the item provides proof of. Typed information is displayed in an attractive manner with font choices, page borders, etc. used to add visual impact.
- /4 Excellent skills have been shown in selecting and connecting the items to the needs of the employer
- /2 Items included in the portfolio focus on recent accomplishments.

Creativity (5 marks)

- /3 The student has made an attempt to be creative in order to leave a positive, memorable impression with the employer
- /2 The portfolio shows creativity that is appropriate to the job applied for

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General Impression

Oral Presentation of Portfolio (40 marks)

Evidence of Preparation

- /5 The student appears to have a definite plan with regard to the items they wish to discuss and emphasize.
- /10 The explanation of the portfolio items are well thought out, thorough, and clear.

Communication

- /4 Good eye contact is made with the interviewer.
- /4 Body language displays confidence and professionalism
- /4 Applicant speaks enthusiastically and is easily heard.
- /4 The student listened carefully and intently to the instructions and responses provided by the interviewer and reacted appropriately.
- /4 Good pacing - Covered items adequately without rushing or dwelling too long on one or two items.

Impact

- /5 The student has caught and kept the interviewer's attention throughout the presentation.

General Impression
