My career portfolio
A career portfolio... demonstrates your skills and knowledge that you have acquired.
Why a career portfolio?

To show employers (or investors) who you are and what you could contribute

To help you manage your career

Compile more effective CVs and prepare for interviews
For students...

Use to make more effective applications for work experience (eg. internships, practical work placements, work-integrated learning modules)

Final year students: use it to help you enhance your graduate job applications or applications for further study
For the more experienced...

Make a career change

Receive higher levels of recognition for your work (performance management)
When and where can you use it?

During job interviews
During interviews for postgraduate studies

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Photo credit: magnusfranklin
Using within the workplace

During performance reviews
Competing for an internal job
Asking for additional responsibility
Negotiating remuneration
Inform a new boss or colleagues of your talents and experiences
What type of experiences?

- Full- and part-time work
- Contract work
- Vacation work
- Internships
- Work-integrated learning
- Voluntary work
Before you start...

Decide how you would want to organise your portfolio

On-line/ printed/ both?
3 sections

Skills record
Reflections
Evidence

Skills record
Reflections
Evidence
Skills record

Summary of your skills development:

What happened?
Where did it happen?
When did it happen?
Which skill(s) did I develop?
What specific examples demonstrate this skill in action?

Example of a skills record sheet

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>Northern Wildlife Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>June-September 2011</td>
</tr>
<tr>
<td>Description</td>
<td>Voluntary assistant: worked in a group of four volunteers to design and carry out a survey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills developed</th>
<th>Examples</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>I worked as part of a team to design and execute a research survey. I had to organise myself to make sure that I did not let my team members down. I also had to negotiate and sometimes compromise with other team members so that we could complete specific tasks</td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td>I was able to learn more about the organisation and how it works. I could see how the information collected by the survey would be used to increase visitor numbers</td>
<td></td>
</tr>
<tr>
<td>SPSS</td>
<td>I was responsible for the analysis of the data with SPSS. I produced the report that was presented to the marketing committee.</td>
<td></td>
</tr>
</tbody>
</table>

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Basic workplace skills

Computer skills (software packages and on-line tools)

Language (compile, understand and interpret reports, e-mails, manuals)

Communicating effectively in English (individual and groups)

Numerical skills (charts, tables, budgets)
Basic workplace skills

Solving problems and making decisions

Ability to work effectively with others in teams

Positive attitude toward change

Willingness and ability to learn continuously
My reflections

Action plans
Work logs
Journals
Any other tools you have used to help you with your development during your work experience
Reflection questions

What did I do?
What did I like?
What did I dislike?
What did I learn?
What skills did I develop?
Did I have any challenges?
How did I manage these challenges?
My evidence

Progress reports
Feedback from colleagues, clients, supervisors
Certificates, awards, prizes
Photographs
Reports
My evidence

Think about ethics:

Is this document confidential?

Do I need permission from X to include this document?

Do I need to mask some of the information as to not identify specific persons (for example clients)?
What else?

Professional photo

Your mission statement and vision

Your future career goals

Your CV
Get feedback

Ask a mentor

Refine and adapt
Explore more...

Visit our website at http://www.unisa.ac.za/counselling for more career- and study related resources

Talk to us...

E-mail: counselling@unisa.ac.za
Ask a counsellor: bit.ly/askcounsellor
Skype: unisacareers

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