**Employability Skills Portfolio Assignment**

**What Is An Employability Skills Portfolio?**

* It is YOU - it is a personal record of your accomplishments. It is a record of 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, 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, detailed and accurate resumé
* Speak positively and show proof of skills at future job interviews and help you get a job
* Provide evidence of learning experiences and help set goals for further education

**What Goes Into it?**

* Your portfolio will include any and all documentation that indicates school records, documents, certificates, etc. (See Examples of Things to put into Your Portfolio for suggestions.) Try and emphasize your most recent achievements.

**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 You will continually refine it, add evidence of skills you have improved or learned and remove outdated information.

**How should it look? What format should it be presented in? What’s must be included?**

* You may pass it in using the format provided which is a more traditional print format. Make sure you cover each section and provide at least the minimum required content.
* Considering we live in a digital age you may produce this portfolio digitally. It may be presented as a slide presentation (eg. PowerPoint, Prezi, SoftMaker etc.) or as a website.
* Either way it should include:
  + Section about you – who you are (name, address, contact information) information related to your learning style, intelligence, interests, personality type, preferences, aptitudes, strengths.
  + Fundamental Skills – **At least three (3)** documents that demonstrate proof of Fundamental skills. These are primarily hard skills which can be easily measured and demonstrated on job situations and include skills related to: communication, managing information, numeracy, critical thinking, and problem solving.
  + Personal Management Skills – **At least three (3)** documents that demonstrate proof of Personal Management Skills. Sometimes known as soft skills these include skills related to: positive attitude, positive behaviours, handling responsibility, ability to adapt, being a continuous learner, working safely.
  + Teamwork Skills - **At least three (3)** documents that demonstrate proof of Teamwork Skills. These relate to some soft skills working within larger groups: understanding the dynamics, purpose and objectives of the group; recognizing the differences; accepting and providing feedback; contributing, leading, supporting or motivating; dealing with group conflict. As well as more hard skills such as: planning, design, identifying resources, project completion, quality control, adaptation and improvement.
  + Goal Setting Section – This is where you would set short-term, medium-term, and long-term goals related to pursuing your career. Review information provided in class re: well-defined goals. Goals should be both work related and academic. Goals can be personal development goals as well.
  + Resources Section – This is where you would list any agencies, unions, professional associations, learning institutions, job-finding organizations that would help you in your career development process. You should provide working up to date website links or specific contact information to access these resources.
  + Appendix – Include a resumé, sample cover letter, reference list

**Table of Contents**

***(italicized text is just for advice. Don’t place in your final version)***

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| **Personal Information** *who you are (name, address, contact information) information related to your learning style, intelligence, interests, personality type, preferences, aptitudes, strengths.* |  |
| **Fundamental Skills**  Document 1 – *label*  Document 2 – *label*  Document 3 – *label* |  |
| **Personal Management Skills**  Document 1 – *label*  Document 2 – *label*  Document 3 – *label* |  |
| **Teamwork Skills**  Document 1 – *label*  Document 2 - *label*  Document 3 – *label* |  |
| G**oal Setting** *(Review information provided in class re: well-defined goals. Long-term goals are ~5-10 years from now, medium term - ~1-5 years, short-term goals – next week up ~ 1 or 2 years. The shorter the term, the more specific you should be.)*  Long-term  Career Goal  Academic Goal  Personal Development Goal  Medium-term  Career Goal  Academic Goal  Personal Development Goal  Short-term  Career Goal  Academic Goal  Personal Development Goal |  |
| **Resources** *try to find 10 resources that you will reference in the next few years. List these resource with working up to date website links or specific contact information.* |  |
| **Appendix**  Resumé Sample Cover Letter Reference List  *Your assignment should, as always, include a* **Cover Page** *(course name, assignment name, your name, date) but this obviously wouldn’t be in the Table of Contents* |  |

SOME EXAMPLES OF THINGS TO PUT INTO YOUR PORTFOLIO

1. **Personal Information**
   * Up to date contact information: name, address, telephone #s, website
   * Results of inventories or surveys
   * Do not include SIN #. You will need one, but only ever reveal it to reputable agencies such as the government or your employer for tax or payroll purposes
2. **Fundamental Skills** *\*more related to hard skills*
   * Job Performance Appraisal and/or Work Report\*
   * Essays, reports, research, position papers, letters, articles that you wrote
   * Rubrics or feedback on assessments on which you’ve performed well
   * Charts and/or graphs you created for a report
   * Picture, sample and/or audiotape of a completed project
   * Audio or video recording of a speech you have given, or working link to same
   * Valid driver’s license, or license to operate machinery, equipment or commercial vehicles
   * Math assessments in which you’ve demonstrated proficiency in numeracy
   * Letters and/or journals related to skill development
   * 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 completed well
   * Power Point presentations you have completed well
3. **Personal Management Skills** \*related to soft skills and aptitudes
   * 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
   * Scholarship Applications
   * Exercise Schedule
   * Evidence of managing personal finances such as bank statement or budget sheet
   * Certificates of Achievement and/or Participation (e.g. CPR, school sports)
   * 3 year Education Plan
   * Job Descriptions that required Personal Management Skills
   * Evidence of Meeting Deadlines
   * Copy of academic transcript
   * Risk Assessment
   * Household Emergency Escape plan
   * Work Place Safety Assessment
4. **TEAMWORK SKILLS** \*related to working in a team or group
   * 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
   * Newspaper article / clipping on a team of which you were a member / participant