

ELECTRONIC CAREER PORTFOLIO

An electronic career portfolio is a purposeful collection of work that tells the story of an applicant including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. It is a tool that gives employers a complete picture of who you are—your experience, your education, your accomplishments—and what you have the potential to become—much more than just a letter of application and resume can provide.

PROJECT COMPETENCIES

- written communication skills
- organizational skills
- creativity
- career development
- technology skills—Internet, computer programs
- multimedia
- use of scanners
- self-assessment
- knowledge of employability skills and trends

NBEA STANDARDS REINFORCED BY EVENT

Career Development: workplace expectations

Communication: foundations, employment

Information Technology: information retrieval, privacy and ethics, application software

CAREER CLUSTER(S): Business, Management & Administration; Information Technology; Marketing, Sales, & Service

ELIGIBILITY

Each chapter may enter one participant in this event.

1. Participants must be on record in the state and national offices as having paid dues by February 15.
2. Participants must be selected in accordance with the regulations of the local chapter and state association.
3. Participants failing to submit materials **received** in the state office by March 10 will be disqualified.

OVERVIEW

This event consists of a prejudged project. The portfolio should display samples of your work, achievements, and accomplishments you would refer to in an interview. Electronic portfolios use interactive multimedia to increase the range and type of materials that can be included as evidence of learning.

GUIDELINES

1. Student members, not advisers, must prepare the portfolios. State and local advisers should serve as consultants to ensure that portfolios are well organized, contain substantiated statements, and are written in an acceptable business style.
2. Participants must be registered and in attendance at the State Business Leadership Conference to receive awards in this event.
3. The portfolio should have no more than thirty (30) pages (i.e., slides, links, and text files).
4. The Electronic Career Portfolio may be submitted on CD or DVD or by submitting a URL.
5. Entries must be accompanied by a Readme file (300 words or less) noting software used, source of information, and instructions on running the electronic portfolio. This must be included on CD, DVD, or hard copy.
6. Two (2) copies of the electronic portfolio must be **received** by the State Office for judging by March 10 along with a Statement of Assurance form. Media and jewel case should be clearly labeled with the name of the event, participants' name, school, and year (200x-200x).
7. All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.
8. Navigation through portfolio should be easy and consistent in appearance and format.
9. The portfolio must include: table of contents, a resume, and career summary. The career summary page should include career choice, description of career, education required, and future job outlook (e.g., monetary, advancement).

10. Additional sample materials may include: awards and honors, certifications, community and volunteer activities, conferences or workshops, examples of projects or presentations, letters of recognition and recommendation, list of accomplishments, leadership development activities, recognitions, self-assessments, evidence of specific skills, a page from a Web site created, writing samples, and so forth.
11. When contemplating these items, you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments. For example, only include 1–2 pages from a Web site or 1–2 pages of a report.
12. All files must be viewable on a Windows platform.
13. The portfolio may be submitted in any program, but it must include a player/viewer for the program.

JUDGING

Electronic portfolios will be judged according to the rating sheet. Decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) portfolios for national competition.



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Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Required items included: • Table of contents • Resume • Career summary	0	1–5	6–10	11–15	
Samples of work, achievements, and accomplishments (minimum of 4 samples)	0	1–7	8–14	15–20	
Items included appropriate for career choice	0	1–5	6–10	11–15	
Evidence of research in career summary; sources of information cited in proper copyright format	0	1–7	8–14	15–20	
Portfolio Usability					
Navigation is easy and effective	0	1–3	4–7	8–10	
Clear presentation with logical arrangement of information	0	1–3	4–7	8–10	
Correct English skills demonstrated	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct two (2) points for each spelling error (10 points maximum).					_____
Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					_____
Total Points					/100 max.

Student Name:			
School:		State:	
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator