

# ELECTRONIC CAREER PORTFOLIO—*MODIFIED*

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

## PROJECT COMPETENCIES

- demonstrate an understanding of the event
- demonstrate good verbal communication skills
- demonstrate ability to make a professional presentation
- explanation is logical and systematic
- develop a career plan
- communicate design process effectively
- demonstrate 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*

## ELIGIBILITY

Each chapter may enter one participant in this event.

1. Participants must be members of the active local chapter and on record in the FBLA 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 must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## OVERVIEW

This event consists of a presentation given at the State Business Leadership Conference focusing on career research and student readiness. The electronic career portfolio will be presented to a panel of judges.

## GUIDELINES

1. Student members, not advisers, must prepare electronic career portfolios.
2. A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
3. The presentation is an explanation of the chosen career search and supporting materials
4. The students may present their portfolio using a DVD, USB flash drive, or by accessing it via the Internet.
5. Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
6. The participant must provide the computer and a LCD projector for the presentation. Internet access will be provided. Five (5) minutes will be allowed to set up and remove the equipment.
7. All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.
8. The portfolio must include: a resume or a data sheet and a career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
9. Sample materials must be included in the portfolio. These samples must include, but are not limited to, the following:  
Career-Related Education: Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to job.

Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.

Examples of Special Skills: Includes up to five (5) examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.

10. The individual has seven (7) minutes to present.
11. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will announce the time used. Judges will note a deduction of five (5) points for any time over seven (7) minutes.
12. Following each presentation, judges will conduct a three (3) minute question/answer period.
13. Preliminary performances are not open to conference attendees.
14. Final performances are open to conference attendees except performing participants of this event.

#### **Final Performance**

The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees who are not performing participants of this event.

#### **JUDGING**

Performances 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.



# ELECTRONIC CAREER PORTFOLIO

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Resume	0	1-3	4-7	8-10	
Career summary: • Career description • Skills and education needed for the career • Money/salary and outlook for the career	0	1-5	6-10	11-15	
Evidence of research in career summary; sources of information cited in proper copyright format	0	1-2	3-4	5	
<b>Samples</b>					
Career-Related Education: • Describes career-related education that enhances employability. Includes a summary of school activities; career research projects, application of Business Education and/or related occupational skills and their relationship to job.	0	1-5	6-10	11-15	
Educational Enhancement: • Describes educational enhancement opportunities that enhance employability. Includes career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or community service projects, and products developed during these experiences.	0	1-5	6-10	11-15	
Examples of Special Skills: • Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.	0	1-5	6-10	11-15	
<b>Delivery</b>					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>	<b>/100 max.</b>				

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

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator