

# 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

- good written communication skills
- organizational skills
- creativity
- career development
- technology skills—Internet, computer programs
- multimedia
- 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 to be **received** in the state office by March 5 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.
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 must be entered for competition by registering the URL by March 5.
5. A Statement of Assurance form must be completed and mailed to the state office for receipt by March 5.
6. The portfolio must be available for viewing on the Internet at the time of judging. No changes can be made to the site after the state registration deadline of March 5.
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: a resume, a data sheet, and a 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. The top five (5) winners will be announced at the State Business Leadership Conference.

13. This event is prejudged prior to SBLC.

**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.



# ELECTRONIC CAREER PORTFOLIO

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Portfolio Usability</b>					
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	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct two (2) points for each spelling error (maximum of ten [10] points).					_____
Deduct five (5) points for not adhering to Guidelines (maximum of ten [10] points).					_____
<input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> over thirty [30] pages/links					_____
<b>Total Points</b>					<b>/100 max.</b>

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

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator