

## DEVELOPING A JOB SEARCH PORTFOLIO

A portfolio is a portable and purposeful collection of work, selected to provide information about attitude, level of development and growth during a given period of time. It is a powerful visual tool that provides evidence of personal reflections, learning, growth and development and a comprehensive and complex overview of skills.

### PURPOSE

Referring to your portfolio during a job interview can be useful in illustrating your answers to questions such as:

Tell me about yourself? Why do you think you are qualified for this job?

A portfolio therefore serves various purposes: it can provide concrete evidence of achievements, efforts and growth; it is a tool for self-monitoring and self-evaluation and it is useful as a 'marketing tool' in the job search process.

Portfolios provide the opportunity to:

- make experience an integral part of your learning
- reflect on your prior learning
- reflect on the development of your strengths and weaknesses as learners
- keep track of your progress
- develop your ability to integrate learning material with other knowledge
- provide a platform to include evidence of learning, not otherwise assessed or accredited
- demonstrate concrete proof of skills and learning
- develop a marketing and self-promotion tool for you to use in job interviews or for the self-employed to present to a prospective client
- track and record learning experiences, and identify transferable skills

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### Enquiries

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## PORTFOLIO

## STEPS IN DEVELOPING A WORKING PORTFOLIO

### Step 1: Collect

Collect all the samples you would like to put in your portfolio.

Decide how information will be stored.

A working portfolio would require a box file, while a showcase portfolio would require a two-ring binder file.

Another option is to store the information in an electronic format. This electronic format can be saved onto a CD, mobile hard disk or hard drive.

### Step 2: Analyse

Group the samples and note the skills and personal qualities they reflect.

Analyse the samples you have collected.

What do I want my portfolio to show about me and how can this best be demonstrated?

What do I want my portfolio to demonstrate about me as a learner?

What progress have I made?

What have I learnt?

What directions for my future growth and development does my self-reflection suggest?

What points have been made about me by others?

### Step 3: Reflect

Organize samples chronologically by date, function, skill or even by theme.

Write brief descriptions for each work sample.

Use titles at the top or bottom of the page.

### Step 4: Suggested Contents

A cover page, which states your name, telephone numbers, address and qualifications

A page about your values and mission

Curriculum Vitae

References

Letters of recommendation/ any documentation that refers to you

Relevant worksheets and assignments in which you excelled

Photographs

Career and professional development goals

Work and learning samples

Work history

Certificates, diplomas, degrees and awards

Evidence of community service/volunteer work such as brochures, letters of recognition.

Academic record

Newspaper clippings featuring you

Letters of appreciation or thanks

Experiential learning employer/ supervisor reports

Mission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TYPES OF PORTFOLIOS

### The Working Portfolio

This includes everything you want to record and keep, related to your studies, work and life.

### The Showcase Portfolio

This is a selection of material from your working portfolio geared to provide concrete evidence of the skills you have acquired. The material selected is specifically related to the requirements of the job for which you have applied or for the type of assessment you are undergoing.

## CREATING A SHOWCASE PORTFOLIO

Review your working portfolio and select only material that is relevant to the showcase portfolio. Tailor your showcase portfolio to the position for which you are applying.



## HINTS AND TIPS

- Keep it simple. Don't repeat things in your portfolio.
- Make copies of your originals.
- Use a font that is easy to read.
- Group similar things together.
- Organize your portfolio so that your strongest skills are clearly highlighted.

## WHEN TO PRESENT YOUR SHOWCASE PORTFOLIO

### In an interview

To illustrate skills you are asked to describe.

As concrete proof of your accomplishments as they relate to the opportunity at hand.

Should you be requested to leave your showcase portfolio with the company to which you are applying, make sure you also make arrangements as to when you may pick it up again.

### In a job performance evaluation

To remind the employer of your contributions and accomplishments.