The Importance of a Career Portfolio
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Education and Training, Hospitality and Tourism, Human Services

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Begin with the End in Mind
Why are there reportedly 2.6 million + unfilled jobs in the U.S.?
Often Due to a Mismatch

- Workers don’t have the skills needed by the employers
- Workers are overqualified - employers fear they’ll bolt as soon as the economy gets better
- Geographic mismatch – individuals can’t afford to move to where the jobs are
Top US College Majors

1. Business Administration and Management/Commerce
2. Psychology
3. Nursing
4. Biology/Biological Sciences
5. Education
6. English Language and Literature
7. Economics
8. Communications Studies/Speech Communication and Rhetoric
9. Political Science and Government
10. Computer and Information Sciences

Source: The Princeton Review 2013
15 Most Valuable College Majors

1. Biomedical Engineering
2. Biochemistry
3. Computer Science
4. Software Engineering
5. Environmental Engineering
6. Civil Engineering
7. Geology
8. Management Information System
9. Petroleum Engineering
10. Applied Mathematics
11. Mathematics
12. Construction Management
13. Finance
14. Physics
15. Statistics

Source: Forbes 2013
10 Least Valuable College Majors

1. Anthropology and Archeology
2. Film, Video and Photographic Arts
3. Fine Arts
4. Philosophy and Religious Studies
5. Liberal Arts
6. Music
7. Physical Fitness and Parks Recreation
8. Commercial Arts and Graphic Design
9. History
10. English Language and Literature

Source: Forbes 2012
Social Security and Medicare together accounted for 38 percent of federal expenditures in fiscal year 2012. Both programs will experience cost growth substantially in excess of GDP growth through the mid-2030s due to rapid population aging caused by the large baby-boom generation entering retirement and lower-birth-rate generations entering employment and, in the case of Medicare, to growth in expenditures per beneficiary exceeding growth in per capita GDP.
Neither Medicare nor Social Security can sustain projected long-run programs in full under currently scheduled financing, and legislative changes are necessary to avoid disruptive consequences for beneficiaries and taxpayers.
The Department of Defense estimates that 75 percent of young Americans are not eligible to serve in the military because:

- they didn't graduate from high school
- are obese
- have criminal records
- "Among recent high school graduates who are eligible to apply, 30 percent score too low on the Armed Services Vocational Aptitude Battery (ASVAB) to be recruited."
Figure 1.
Percentage Receiving Public Assistance for Households by State and Puerto Rico: 2010


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In 2005, the Census of Juveniles in Residential Placement Databook found that black and Latino inmates comprised 58 percent of the entire male population of detained juveniles in the United States.

A 2005 national survey that found that as many as 70 percent of all incarcerated juveniles had some type of learning disability -- diagnosed or not.
### Table 2
Percentage of Male Civilian Incarceration, by Race and Education, Ages 20-34

<table>
<thead>
<tr>
<th></th>
<th>1990</th>
<th>2000</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White Men</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Than High School</td>
<td>3.8</td>
<td>7.7</td>
<td>12.0</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>1.4</td>
<td>2.3</td>
<td>2.0</td>
</tr>
<tr>
<td>Some College</td>
<td>0.4</td>
<td>0.3</td>
<td>0.3</td>
</tr>
<tr>
<td><strong>Black Men</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Than High School</td>
<td>19.6</td>
<td>30.2</td>
<td>37.2</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>7.1</td>
<td>11.7</td>
<td>9.1</td>
</tr>
<tr>
<td>Some College</td>
<td>2.9</td>
<td>2.1</td>
<td>2.1</td>
</tr>
</tbody>
</table>

Implications for Educators???
Home > Job Seekers & Employees

Job Search

Browse job openings, create a résumé and apply for jobs. Find job search tips and assistance with writing résumé and cover letters, interviewing, negotiating salaries and evaluating job offers.

Post Your Résumé & Find Jobs
Use our online job matching system, WorkInTexas.com, to search for jobs, create a résumé and submit applications for employment.

Search for State of Texas Jobs
Find and apply for jobs with Texas state agencies or universities. Complete your State of Texas Application for Employment.
- Browse State of Texas jobs
- Complete your State of Texas Application for Employment
- Explore state agency/university employment websites
- View Texas Workforce Commission jobs

Search for Federal Jobs
Search for jobs at USAJOBS, the official job site of the federal government.
- Explore federal jobs using USAJOBS

Explore Military Service
Research the opportunities and benefits that military service can offer.
- Learn about military service at Today's Military

Plan Your Career
Learn about new career opportunities, find wage and occupation information, take online courses on job hunting, and use many other resources.
- Explore careers & job trends

Local Job Search Assistance
- Workforce Solutions offices

Related Topics
- Unemployment benefits
- Employment support resources
- Career exploration & trends
- Training & education
- Just for veterans
Browse Bright Outlook Occupations

Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

Rapid Growth

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Assist and Prepare our Students:

- Realizing the importance of education
- Making the connection between education and career readiness
- Learning to solve real-world current problems
- Preparing them for a future of unknowns
- Providing instruction that gives direction
Why is a Career Portfolio Important?
A portfolio is meant to stay with you for your entire career.
Which of our Courses Require a Portfolio?
Practicum in Education and Training

(11) The student documents technical knowledge and skills. The student is expected to:

(A) update a professional portfolio to include:

• (i) attainment of technical skill competencies
• (ii) licensures or certifications
• (iii) recognitions, awards, and scholarships
• (iv) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations
• (v) abstract of key points of the practicum
• (vi) résumé
• (vii) samples of work
• (viii) evaluation from the practicum supervisor

(B) present the portfolio to all interested stakeholders such as in a slide or poster presentation
Which of our Courses Require a Portfolio?

**Practicum in Human Services**

(1) The student analyzes career paths within the human services industries. The student is expected to:
   - (B) complete a résumé
   - (C) create an employment portfolio for use when applying for internships and work-based learning opportunities in human services careers

(9) The student documents technical knowledge and skills. The student is expected to:
   - (A) update a professional portfolio to include:
     - (i) attainment of technical skill competencies
     - (ii) licensures or certifications
     - (iii) recognitions, awards, and scholarships
     - (iv) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations
     - (v) abstract of key points of the practicum
     - (vi) résumé
     - (vii) samples of work
     - (viii) evaluation from the practicum supervisor
   - (B) present the portfolio to all interested stakeholders such as in a slide or poster presentation
Practicum in Culinary Arts

(11) The student documents technical knowledge and skills. The student is expected to:

(A) complete a professional career portfolio to include:
  • (i) an updated résumé
  • (ii) official documentation of attainment of technical skill competencies
  • (iii) licensures or certifications
  • (iv) recognitions, awards, and scholarships
  • (v) community service hours
  • (vi) participation in student and professional organizations
  • (vii) abstract of key points of the practicum
  • (viii) practicum supervisor evaluations

(B) present the professional career portfolio to interested stakeholders
Which of our Courses Require a Portfolio?

Practicum in Hospitality Services
(12) The student documents technical knowledge and skills. The student is expected to:
   (A) complete a professional portfolio to include:
      • (i) an updated résumé
      • (ii) official documentation of attainment of technical skill competencies, licensures, or certifications
      • (iii) recognitions, awards, and scholarships
      • (iv) community service hours
      • (v) student organization participation
      • (vi) practicum supervisor evaluations
   (B) present the professional career portfolio to interested stakeholders

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Does this mean they should start preparing a portfolio their senior year?
PURPOSE?
ESTABLISH PURPOSE

• Audience
• Content
• Process

• Management
• Communication
• Evaluation
Portfolio Content

Allows students to:

• back up their résumé claims - what they are saying about their education, skills and experience
  ▪ allows students to showcase and display their best work and accomplishments
Basic Components of a Portfolio

An appropriate three-ring notebook/binder
• Typed letter of introduction
• Typed résumé
• Letters of recommendation
• Samples of work
• Official high school transcript
• Copies of your personal interests and achievements
Provide students with a checklist
Maximize Your Job Search with a Career Portfolio
Develop and provide students with a portfolio rubric

Click on link
## Rubric for Portfolio

**Task Description:** (Teacher may explain specific assignment in this space.)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>weight</th>
<th>4 - Professional</th>
<th>3 - Apprentice</th>
<th>2 - Novice</th>
<th>1 - Beginner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning Process</strong></td>
<td>-%</td>
<td>□ Clearly defined goals                                                          □ Defined goals                                                              □ Limited goals                                                           □ No clearly defined goals</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>□ Detailed plan consistent with goals                                            □ Plan of action loosely based on goals                                    □ Undefined plan of action                                                □ No plan of action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Content/ Organization</strong></td>
<td>-%</td>
<td>□ Includes required content                                                       □ Includes most required content                                            □ Fewer than half of the required components                               □ Lack of required components</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>□ Content presented in a concise, well-organized manner                         □ Organization is adequate                                                  □ Some organization; difficult to follow                                   □ Lack of organization</td>
<td></td>
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</tr>
<tr>
<td><strong>Innovative Components</strong></td>
<td>-%</td>
<td>□ Demonstrates a high degree of insight, originality, and creativity             □ Demonstrates some originality or creativity                                □ Demonstrates a low level of creativity                                  □ Demonstrates no originality or creativity</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>□ Neat and presentable General knowledge base of career concepts                 □ Neat and presentable Gaps in knowledge base of career concepts             □ Reasonably neat and presentable                                            □ Poorly presented</td>
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<tr>
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<td></td>
<td>□ Product would serve as a strong asset in employment search                     □ Product would be an acceptable tool in employment search                   □ Gaps in knowledge base of career concepts                                 □ No evidence of knowledge base of career concepts</td>
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<tr>
<td><strong>Product</strong></td>
<td>-%</td>
<td>□ Polished and well presented High level understanding of career concepts         □ Neat and presentable Gaps in knowledge base of career concepts             □ Reasonably neat and presentable                                            □ Poorly presented</td>
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<tr>
<td></td>
<td></td>
<td>□ Product would serve as a strong asset in employment search                     □ General knowledge base of career concepts                                    □ Gaps in knowledge base of career concepts                                 □ No evidence of knowledge base of career concepts</td>
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Assignment Score: ___________ + Beyonder/Bonus: ___________ = Final Score: ___________
Portfolio = Collection
Letter of Introduction
Letter of Introduction

• introduces your portfolio to prospective evaluators, employers or colleges

• “Dear evaluators:

   Enclosed you will find…”

• should be both personal and informative

• spotlight your best work

• serves as a first impression

• should be no longer than one (1) single-spaced, typewritten page
Importance of a RÉSUMÉ
Show Yourself Off: Write a RÉSUMÉ!
Request Letters of Reference/Recommendation
For Educational Purposes: Include Samples of Letters

- Cover letter
- Letter of Resignation
- Thank You Letter
- Request for Consideration letter for …
- Letter of Complaint
For Educational Purposes:
Other Documentation

• Job Application filled out correctly
• Business Cards – Proof of Networking
• Skills Assessment Results
Samples of Work/Artifacts
Samples of Work Products/Artifacts

Awards
Evaluations
Mission statement
Collage of images
Photos
Articles
Service Learning Log

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Service Learning Log

Student Name

School Name

School Year

Grade Level

All service learning/volunteer hours are subject to verification. It is your responsibility to keep track of your hours. Keep a copy of this log sheet in your portfolio and remember to regularly update the information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity or Task Performed</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours Worked</th>
<th>Contact Person</th>
<th>Telephone number</th>
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</table>

Total hours for this sheet: ________________
An electronic collection of evidence that:

- stores examples of achievements (documents, photos, graphics, spreadsheets, web pages)
- can be media rich and shared with family, friends, employers, faculty, and others
- Will showcase student accomplishments
ePortfolio (electronic portfolio)

PDF files or take photographs of original work
FCCLA STAR Events requiring Portfolios:

- Advocacy
- Applied Technology
- Career Investigation
- Early Childhood
- Entrepreneurship
- Environmental Ambassador
- Fashion Design
- Hospitality, Tourism, and Recreation
- Job Interview
- Leadership
- Life Event Planning
- Nutrition and Wellness
- Promote and Publicize
- Teach and Train
Portfolio Specifications
Texas Association of Future Educators

TAFE University Portfolio Contest

- Bachelor’s Portfolio
- Master’s Portfolio
- Ph.D Portfolio

See Advisor Handbook for more details
SkillsUSA
Images:
Microsoft Office Clip Art: Used with permission from Microsoft.

Websites
Animation Factory
Free slide presentation templates
www.animationfactory.com

Career Advice
Career Performance Portfolio Article by Peter Vogt, Monster Senior Contributing Writer
http://career-advice.monster.com
Forbes
Article/Slides 15 Most Valuable College Majors
http://www.forbes.com/sites/jennagoudreau/2012/05/15/best-top-most-valuable-college-majors-degrees/

Forbes
Article/Slides 10 Worst College Degrees

Ehow
Article Sociology of Education of Incarcerated Juveniles
http://www.ehow.com/info_7970090_sociology-education-juveniles-prison.html#ixzz2YqGhXXbR
Google
Article: What is an ePortfolio?
https://sites.google.com/site/eportfolioapps/
Mission Readiness: Military Leaders for Kids
Ready Willing and Unable to Serve Report
http://usgovinfo.about.com/library/PDF/unable_to_serve.pdf
O*Net Online
Browse Bright Outlook Occupations
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Princeton Review
Article Top College Majors 2013
Resources and References

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http://www.prb.org/Articles/2012/us-incarceration.aspx

Social Security Administration
Article
http://www.ssa.gov/OACT/TRSUM/index.html

Texas Workforce Commission
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http://www.twc.state.tx.us/customers/jsemp/job-search.html
overview

The Huffington Post
Article: Unfilled Jobs
http://www.huffingtonpost.com/tag/unfilled-jobs