Career Portfolio

2020-2021

Phantom Knight School Career Portfolio

Table of Contents

Career Portfolio

What is a career portfolio?

A career portfolio is a visual representation of your abilities, skills, capabilities, knowledge, qualities - and it represents your potential. It is a collection of information you need to plan and fulfill your education and career goals.

What can you do with a Portfolio?

You can:

- Save your Xello Matchmaker and Learning Style results

- Keep notes on the careers and schools that interest you

- Save information about scholarships and financial aid

- Develop an education plan based on your career interests

- Track your career preparation and planning activities

- Record your career and life goals

- Store related documents, such as artwork, writing pieces, essays and presentations

- Share your e-portfolio with college admissions staff, organizations offering scholarships, and potential employers

- Create a personalized, professional looking resume

- Participate in a mock interview and save the evaluations

Learning Plan - Professional E-Portfolio

Learning Objectives:

You will be creating an electronic career portfolio website. An electronic career portfolio is used to digitally share your qualifications and electronic evidence of your work and experiences. This portfolio will explain what you did at Phantom Knight and outside of school.

1. **Requirements:**

Home page
- Photo
- Personal/professional mission statement
- Personal contact information
- Skills
- Special things about you that could make a connection with the reader

Educational Experiences
- Classes
- Training you have attended
- Extra curricular activities
- Leadership positions
- Three examples of best work (from any classes)
- Transcripts link (*uploaded*)

Work Experiences
- Location and logo
- Explain your worksite and duties
- Two uploaded workplace evaluations (*uploaded*)
- Personality type assessments
- Resume (*uploaded*)
- References list (*uploaded*)

Recommendations
- Two - Three quotes from letters of recommendation
    - In quotation marks with name and position
- Two letters of recommendation (*uploaded*)

Honors and Awards
- Listing and examples (*uploaded - if possible*)

2. Technology: www.weebly.com FREE website builder
    1.1. Sign Up
    1.2. Select "Portfolio" under templates
    1.3. Select a Theme
    1.4. Start Editing
    1.5. Select "Use a subdomain of weebly.com" and enter your portfolio name
        Example: FirstnameLastname
    1.6. Click Continue
    1.7. Start working on Your portfolio and publish when finished

Completing Xello Matchmaker and Learning Styles

You will be completing an assessment called Matchmaker that will determine the best match with your interests and careers. You will also complete Learning Style, which will determine the best way for you to learn. Once results are determined, you will have the opportunity to see your results and research suggested careers.

Step 1. Use the username and password that you were given to sign in to Xello. You will be able to change your password once you are logged in.

Step 2. Select the Matchmaker icon, click Launch Matchmaker and complete the 39 questions. If you feel you chose the wrong answer, you can click the review my answers teb and edit the answers. This can be done in each section.

Step 3. Matchmaker will have suggested careers that match your answers to the interest questions. If you click on the career tabs it will display information about that career..

Step 4. Next complete the 28 questions on the Personality Quiz by clicking on the tab located on the right. This quiz refines the career matches that you received within Matchmaker. You will receive two good matches and one fair match based on the answers to the questions.

Step 5. On the right hand side, it will have Phase 3. Click on the tab and answer the questions to refine the career search even further. You will receive your top good match and the rest of the matches will be considered fair matches.

Step 6. On the Career Suggestions page you will be able to learn a number of things about the careers that match your interests:
> Learn more about the careers on your suggestion list
> Job Description
> Career Clusters on the right side
> Core Tasks and Workplace
> Working Conditions
> Earnings
> Sample Career Path
> Education and Training
> Related Majors which when clicked on show you area schools with those majors. If you click on the colleges it shows what courses you would need to take and gives more information about the major.

Step 7. Click on the xello logo on the top left corner of the page to return to your dashboard. Click on "Get Started" by Learning Styles and answer the 20 questions. Once finished you will see three categories of learning and you will be able to view tips

for each method of learning. This information can help when completing the information related to skills on your resume.

Step 8. Go back to your dashboard and scroll down to Lessons to Complete. Each of the lessons on Work Values, Careers and Lifestyle cost and Workplace Skills and Attitudes is about 30-40 minutes in length, please take the needed time to complete them and not rush through them.

Careers That Interest Me

In this part of your career portfolio, you will determine which careers interest you the most and expanding on your ideas about those careers.

Step 1. Refer to the best career match after completing Phase 3 on xello.
Step 2. Choose five of the careers that interest you the most. They can be the top five or five throughout the list.
Step 3. Go back to the website and click on each of the careers that interest you.

Please include in your e-portfolio the five careers you have chosen and include the following information on each:
- Job Description
- Education required
- Job responsibilities
- Earnings
- Working conditions
- Attributes and Abilities
- Other possible careers

To do this, create a table that looks like this:

	Career 1	Career 2	Career 3	Career 4	Career 5
Job description					
Education required					
Job responsibilities					
Earnings					
Working conditions					
Attributes and abilities					
Other possible careers					

Putting the information in table form enables you to easily compare your top careers.

Schools That Interest Me

Now that you have taken the time to learn more about the careers that relate most to your interests, it is time to find the colleges that will best fit the educational requirements of those careers.

Step 1. Refer back to the educational requirements that you reported on in the Careers that interest me section.

Step 2. With this information, please go to bigfuture.org and begin your search for colleges that match your career interests. Start by holding cursor over the Find Colleges tab and then click College 101

Step 3. On the right hand side of the page click "Go" under the College Search Step-by-Step

Step 4. Read the short introduction and click the begin exploring tab.

Step 5. Read the short descriptions and answer the two short questions on each tab. You can move from tab to tab by clicking on the tab circles or by clicking on the arrows present on the ride side of each page. Answering the questions on each tab will help you to narrow your specific search of colleges of your interest.

Step 6. Once questions are answered in each tab, you will come to the College Snapshot page. Click on Find Colleges.

Step 7. The colleges that are listed will be based on the questions that you answered. To narrow your search, please click on the Majors and Learning Environment tab on the left of the page under search filters.

Step 8. Once you have found colleges in the areas of the career interests, document those colleges in your E-portfolio making sure to list the School Name, Type of School (2-year, 4-year, etc) and Program Name. Also include the courses that you need to take within the major.

Step 9. While in bigfuture.org, save your choices of colleges to refer to later for your high school education plan. You will need to create a username and password to continuously access your information. The site will walk you through these steps.

You can continue to narrow your college choices even further by going through more of the search filters tabs on the left side of the page. But remember you need to include at least five colleges that you are interested in related to your career interests within your E-portfolio.

High School Education Plan

This is an opportunity to make sure that you are meeting the admissions requirements of the colleges that you would like to attend. Take the time to go through the courses that are required of you during high school by referring to the high school learning plan in the E-portfolio.

If there are courses or projects you have already completed, make sure to fill those in for the grade level that they have been completed. Make sure that you go back into the bigfuture.org website to determine what courses meet the admissions requirements for each college. Once you have thoroughly researched the admissions requirements, return to the learning plan in your E-portfolio and fill in the elective credits with project ideas or other courses you would like to take at the high school or college campus.

Checklist for High School Education Plan

- ○ Do your course selections and project credits meet Phantom Knight's graduation requirements?

- ○ Do your course selections and project credits meet post-secondary school prerequisites for subject areas?

- ○ Do your course selections meet post-secondary school prerequisites for academic level?

- ○ Have you included in your educational plan the steps to complete the College and Career Ready Transition program found on the Phantom Knight website in the For Students tab?

- ○ Does your overall educational plan meet the requirements of the colleges you would like to attend?

Make sure to include in this section of your career portfolio, the admission requirements of each of the five post-secondary schools that you would like to attend.

Career Preparation Plans

In this section, you will be recording the five careers that interest you and your thoughts on why each career appeals to you. You will also be taking a closer look at what your short term and long term goals are related to your career interests.

Step 1. Return to your E-portfolio and refer back to the five careers that you have chosen to complete research on.

Step 2. In your E-portfolio, list the Name of the career and type a paragraph that discusses what you like about this career and why. Also any other details that are important about this career.

Step 3. Next create a Post-Secondary Plan. What do you need to do to prepare for your education? Select one or two careers that you are really interested in pursuing.

Step 4. Select the level of education you plan on pursuing to meet your career goals. Now select the schools that you would seriously like to attend.

Step 5. What sources of funding are you going to need in order to pay for your post-secondary education?

Scholarship and Financial Aid

This section will help you to learn more about financial aid that can help you pay for your education. The following websites will give you a better idea of what is out there and a clear explanation of each of the types of aid available.

Federal Student Aid   http://studentaid.ed.gov/
Scholarships   http://www.scholarships.com/main.aspx
Grants   http://www.collegescholarships.org/grants/

Step 1.   Click on the Federal Student Aid link.

Step 2. Take the time to read each of the tabs to gain a better understanding of what FAFSA is and what it has to offer.

Step 3. Under Prepare for College tab, please read and copy the 10th, 11th and 12th grade checklists for Financial and Academic Preparation and add those to your career portfolio.

Step 4. Make sure to read about the Specific Types of Aid. Please write a paragraph describing what types of aid would be the best for you and why?

Step 5. Click on the Scholarships link.

Step 6. Click on the Get Started Now tab and fill in the needed information. Make sure to use your school email address for any correspondence. Also make sure to use 54115 as the zip code.

Step 7. Follow all given directions to find scholarships that will work for you. Please list those scholarships and choose three that you feel will be the most beneficial and discuss why. You will be able to continue to access this website again during your senior year, so make sure to provide and username and password that you will remember.

Step 8. Click on the Grants link.

Step 9. Take the time to read about the different types of grants. Write about the differences between the grants that are listed to help you make sure you will be accepting the most appropriate grants when the time comes.

Step 10. Write a summary about what important information you learned related to scholarships and financial aid.

Resume Builder

Documenting your work and volunteer experiences is an essential part of developing your portfolio. In this part of your portfolio, you will need to create a resume that you can continue to update as you move on within your educational career and work career. The information placed on the resume will help in applying to colleges, internships, co-op placements or other jobs.

Step 1. Go to the cvmkr.com website.

Step 2. Click on create a cv now

Step 3. Fill in the basic information and save in order to create an account. It is free to create an account.

Step 4. There are specific section headings that should be used for your resume. The section headings to the left of the screen on the cvmkr.com website should be left blank so the headings do not appear on your resume. In order to add a section, click the add a new section tab.

Step 5. Start by creating an objective tab. This statement allows employers to see the type of work you are looking for, position you would like and what you hope to achieve in this position. It also portrays your work philosophy. For example, *To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.*

Step 6. Click on the Education tab located on the left of the screen and complete the needed information. Only include high school information in this section.

Step 7. Next, click on the Work Experience tab. Include any work that you have done in the last five years. This can include babysitting jobs, cutting lawns, etc.   In the description field, enter duties, special projects and accomplishments within that position. For example,

     Pet Sitter

     2009 - Present

      • Provide pet sitting services including dog walking, feeding and yard care.

      Child Care
      2002 - Present
      • Provide childcare for several families after school, weekends and during school vacations.

Step 8. Create a Volunteer Experience tab by clicking add a new section. This is similar to the work experience but will encompass work that you were not paid for. The description field should include duties, special projects, total number of hours and accomplishments.

Big Brothers/Big Sisters
2011 - 2012

- Assisted with and participated in group activities and field trips.

- Monitored youth during activities.

- Tutored ages 8-13 and assisted with homework assignments.

Wisconsin School for the Blind
2010
Book Reader

- Read literary masterpieces into a tape recorder for use by the community.

- Assisted with volunteer office duties.

Step 9. Next, create an Awards and Certificates tab. Include in this section, include the name of the award and date that you received the award and any award that you have received from school, community organizations, etc and any other information you feel is important to your objective.

Step 10. List the specific activity that you were a part of and enter the dates in which you were involved. Record how you were involved and what skills you have gained from this activity. For example, if you were part of the chess club, you may have great focus on tasks.

Step 11. List skills and abilities that you possess giving a short explanation of each. These skills could include organizational skills, problem solving skills, certain computer skills (ie, solidworks, revit).

Step 12. List three references-name, affiliation and phone number that they can be reached. Potential employers like to reach out to others to verify information on your resume and to determine your work ethic. Always make sure to ask people before you list them.

Some things to consider when writing a resume:
Be honest - Do not list skills or experience you do not have
Be brief - Employers are looking for a summary of qualification, not a biography.
Be relevant - Limit your resume to what might be of interest to potential employers.
Proofread - Make sure your resume has no spelling or grammatical mistakes.

Mock Interviews

Mock interviews are the best way to prepare for an actual employment interview. It allows you to gain experience and practice answering questions similar to those in an interview. You need to participate in *at least two* mock interviews. In preparation for the interview:

Step 1:   Answer the following questions that you might be asked. Take the time to actually write out responses to the questions so that the answers will come naturally to you.

Opening Questions:
-Tell me about yourself.
-Tell me about a time when you have made a difference.
-Of what are you most proud?

Personal:
-What do you do for fun?
-What is your favorite book?
-If you could have lunch with anyone living or dead, who would it be and why?

Education:
 -What subjects do you like best?
-Tell me about a teacher you like and why.
-Tell me about school activities you enjoy.
-What is the most challenging part of school?
-How would a teacher describe you?

Self-Assessment:
-What are your strengths and weaknesses?
-How would you describe yourself? (Be prepared to give an example or two)
-Why do you want this job? (To attend college, this scholarship, etc.)
-How well do you work with others?
-What are your goals?
-What are your two most satisfying accomplishments?

Work / Experience:
-What did you do in your last job?
-What would be your ideal job?
-What skills do you have related to the requirements of this job?

Summary:
-Why should I hire you?
-What distinguishes you from other people I am interviewing today?
-What do you want me to remember about you?

Step 2: Make sure to dress for the interview. Find that nice suit or dress that fits the position that you are interviewing for.

Step 3: Be on time or yet a little early.

Step 4. Enjoy the experience and learn as much as possible. Ask to have questions clarified if needed.

Step 5: Make sure to receive feedback from the interviewer. Write down areas that they feel you did well at and what would be good for you to work on.

Step 6: Write a reflection about your experience. Discuss how you felt before the interview as well as after. Talk about your strengths and weaknesses. What might you have done differently? What do you feel you need to work on the most in order to have a great interview? Reflect on the overall experience.