

Welcome to the **Senior Career Portfolio Project**! This initiative serves as a capstone reflection of your academic journey, extracurricular engagements, and future aspirations. Beyond simply curating information, this project provides an opportunity for introspection, self-assessment, and showcasing your readiness for life after high school. *(Please note that students who complete a graduation project at NMTCC and Pickering do not need to complete this portfolio, because they will meet this requirement through those schools). Projects will be submitted through Counseling Google Classroom for your Class Page and due December 1st of your graduation year.*

[SAMPLE](#)

## Portfolio Components

Your digital portfolio completed on a website will highlight key accomplishments, skills, and experiences. Career Readiness Standard Section must include:

- Your electronic portfolio must contain a **minimum of 8** Different Career Readiness Artifacts. You must submit at least one from each of the 4 Career Standards: Career Awareness and Preparation, Career Acquisition Skills, Career Retention and Advancement, and Entrepreneurship.
- **Artifact Description:** Provide a brief explanation of the each artifact (e.g., photo, assignment, project, or notes about experience, log) describing what it is and when you completed it and how it connects to the Career Standard. An artifact is any visual evidence or representation of a task or skill. This could be a photo, notes, certificate, assignment, log, Google form, screenshots.

### Privacy Reminder:

- Do not include sensitive personal information in your portfolio artifacts. Remove or cover items such as Social Security numbers, student ID numbers, home addresses, phone numbers, personal email addresses, or other confidential information. If submitting a resume, keep your name but remove your address, phone number, and personal email

### Required Sections:

1. **About Me:** Share who you are, your interests, values, and what motivates you. Include a personal introduction or mission statement that reflects your unique story. This should be a short paragraph.
2. **Standard 1: Career Awareness and Preparation (min of 1 artifact):** Demonstrate how you have explored careers, identified interests, and learned about the skills needed for different paths.
  - **Artifact Ideas:**
    - Screenshots from any SchoolLinks Assessments Results (8 possible assessments - found under Explore)

- Screenshots completed [ONET job inventory](#)
  - Career research reports or presentations
  - Notes, evidence, or reflections from guest speaker events, career or college fairs, or career related field trips, military recruiter meeting
  - Job Shadowing Log and Reflection
  - Evidence of a college or technical school visit
3. **Standard 2: Career Acquisition Skills (min of 1 artifact):** Showcase your ability to apply for jobs and present yourself professionally to potential employers.
- **Artifact Ideas:**
    - [Résumé \(formatted and updated\)](#)
    - [Cover letter tailored to a personalized and geared towards specific job](#)
    - Job application form (completed example)
    - [Mock interview reflection or feedback](#)
    - Copy or screenshot of professional email asking for a recommendation for college or work
    - screen shot or link to Linked-in Profile
    - A personal statement or narrative essay that could be used for college applications
4. **Standard 3: Career Retention and Advancement (min of 1 artifact):** Highlight the skills you have gained to succeed and grow in your workplace skills, such as but not limited to communication, teamwork, leadership, creativity, technology skills.
- **Artifact Ideas:**
    - Evidence of Leadership role experiences (club officer, team captain, etc.)
    - Group project or teamwork reflections
    - Evidence of problem-solving or conflict resolution
    - School projects that highlight your communication, leadership, creativity, and technology skills
    - Certifications (CPR, First Aid, Lifeguarding, Microsoft Office, Google, Sp2)
    - Evidence of volunteer work that shows specific workplace skills or abilities (log, photos, reflection)
    - Evidence of part-time work (log, photos, reflection)
    - Assignment that demonstrates knowledge in a future career
5. **Standard 4: Entrepreneurship (min of 1 artifact):** Demonstrate your ability to think creatively, innovate, and solve problems in entrepreneurial or business settings or lead a team to a solution in a professional way. You can also submit artifacts that demonstrate how you use data and research to support an argument.

- **Artifact Ideas:**
  - Creation of [Business plans or proposals](#)
  - Shark Tank-style project presentations
  - Evidence of participation in entrepreneurial competitions
  - Marketing or advertising materials you've created
  - Assignment that presents an argument with research (for example, 11th grade research project)
  - An assignment that uses statistical analysis
  - Project or volunteer work that demonstrates leadership
  - Evidence of attending PFEW
  - Leadership training
  - Evidence of completion of Extended HR lessons: [What is an Entrepreneur?](#) OR Starting Your Own Business

6. **Future Plans:** Outline your career goals for life after high school and the steps you will take to achieve them. This should be a short paragraph
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## Accessing Resources

All materials, resources, and instructions for submitting your Graduation Project are located on the **Google Classroom pages** assigned to your class. These pages are accessible using your PVHS login credentials.

This portfolio is your opportunity to leave a lasting impression, showcase your growth, and demonstrate your readiness for the future. Take pride in your work and make it truly reflective of your journey!

## Senior Career Portfolio Project Rubric

**Total: 30 Points (6 Points per Category)**

| Category                         | Criteria                                                                                                                                                                                                                             | Poins    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>1. Portfolio Organization</b> | <ul style="list-style-type: none"> <li>- Digital portfolio is well-structured, easy to navigate, and includes all required sections.</li> <li>- Clear labels and professional presentation.</li> <li>- Submitted on time.</li> </ul> | <b>6</b> |

|                                       |                                                                                                                                                                                                                                                                                                                                        |          |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>2. Artifact Quality</b>            | <ul style="list-style-type: none"> <li>- Artifacts are relevant, well-selected, and meet the minimum number required for each section.</li> <li>- Artifact descriptions are clear, concise, and highlight their connection to career readiness standards.</li> <li>- Evidence is meaningful and demonstrates effort.</li> </ul>        | <b>6</b> |
| <b>3. Reflective Statements</b>       | <ul style="list-style-type: none"> <li>- Reflective statements are thoughtful, detailed, and explain how each artifact connects to career readiness standards.</li> <li>- Statements clearly tie artifacts to personal goals and future aspirations.</li> <li>- Shows depth of self-assessment and introspection.</li> </ul>           | <b>6</b> |
| <b>4. About Me &amp; Future Plans</b> | <ul style="list-style-type: none"> <li>- "About Me" section includes a personal introduction/mission statement that reflects individuality and uniqueness.</li> <li>- Future Plans section outlines clear, realistic goals and actionable steps.</li> <li>- Writing is polished and demonstrates self-awareness.</li> </ul>            | <b>6</b> |
| <b>5. Career Readiness Sections</b>   | <ul style="list-style-type: none"> <li>- Each standard (Career Awareness, Career Acquisition, Career Retention, Entrepreneurship) is thoroughly addressed.</li> <li>- Artifacts and reflections demonstrate growth, skills, and readiness for post-high school pathways.</li> <li>- Creativity and professionalism evident.</li> </ul> | <b>6</b> |

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## Scoring Guide

- **Exemplary (6 Points):** Work exceeds expectations; it is complete, creative, polished, and demonstrates deep reflection.
- **Proficient (4-5 Points):** Work meets expectations with minor issues in detail, polish, or reflection.
- **Needs Improvement (1-3 Points):** Work is incomplete, lacks thoughtfulness, or does not meet basic requirements.
- **Not Attempted (0 Points):** No submission or missing major components.