



# Building Effective e-Portfolios

***Be wise - use resources***

***Be a leader - set an example***

***Be a visionary – find solutions***

***Be prepared - do your research***

***Be informed - act with intelligence***

***Be open - welcome new ideas and ways***

***Be giving - share knowledge, skills and ideas***

***Be proud – showcase your accomplishments***







# Presenter

*Roger Guy Baguley, C.H.R.P.*

As a Human Resources Professional, I support and nurture the organization's and employees' growth and development through:



*"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible."*



*Trust and Respect  
Goals, Vision and Values  
Leading edge Recruiting  
Diversity and Tolerance  
Performance Appraisals  
Reward and Recognition  
Opportunity and Growth  
Safe Working Conditions  
Effective Communications  
Positive Work Environment  
Motivation and Leadership  
Strong Principals and Fairness  
Good Example Set by Management*

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# Mission Statement

- ☑ Will identify who you are, what you have done, and what career direction you have chosen.
- ☑ This statement is a 'work in progress' and should be revisited several times a year.
- ☑ This is an opportunity to identify your personal career goals in plain direct language.





# Roger's Mission Statement

- ☑ To coach, encourage, motivate and promote candidates to assume responsibility for their career direction by offering the tools to scrutinize and identify their career goals and by supporting them through this process.





# What is an E-Portfolio

## ☑ An Electronic image of your:



Accomplishment and Achievements



Successes in progressive order



Skills, Education and Credentials



Contributions



Expertise



Career Highlights





# Why Use an E-Portfolio

- ☑ Past performance is a good indicator of future performance...gives potential employers live examples of your accomplishments to date
- ☑ Tangible examples of your skills and abilities:
  - Draw attention to key information,
  - Give better understanding of growth related to career path,
  - Distinguishes you from others and builds self confidence,
  - Enhance your ability to self-market,
  - Analysis of past projects and career performance,
  - Identifies gaps through reflection,
  - Showcases ongoing growth, accomplishments and results,
  - Highlights superior technical and management skills,
  - Demonstrates your excellent communication skills.







# The Value of an E-Portfolio

- ✓ A demonstration of skills and abilities through proven successful work history - Shows collection of documents, artifacts, & work examples
- ✓ Preparation for interviews – can use as discussion guide
- ✓ As a career planning tool will showcase your career evolution and can be used as a self-promotional tool
- ✓ A display of your work ethic, interests, and personality
- ✓ Can be used in an interview or you can include the [link](#) as part of an employment application/résumé
- ✓ Can be easily updated throughout your career.
- ✓ Potential employers can review prior to your interview - available on-line to potential employers 24/7





# How to Use of an E-Portfolio

- ☑ **URL** Include your e-Portfolio [URL](#) in your résumé, in your cover letter, and in your email signature
- ☑ **Distribution** Only send your [URL](#) to an employer with a reason for them to look at it – you need to get them interested first before they will want to view it
- ☑ **Interview** In an interview, give teasers about what's in your e-Portfolio – if the interviewer agrees, take your laptop and demonstrate your e-Portfolio. Bring a hard copy of key pieces of the e-Portfolio to leave with the employer
- ☑ **Demonstrate** Directly reference projects that are relevant to the accountabilities of the position
- ☑ **Customize** Tailor your e-Portfolio to your ideal organization &/or this specific opportunity

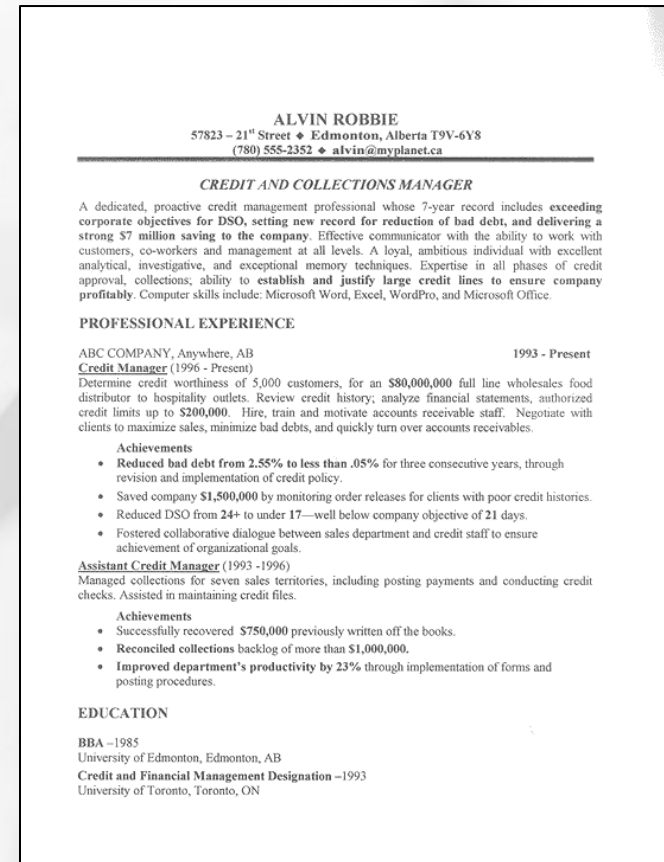






# Identify Talents, Skills & Competencies

- Begin with your previous job descriptions and highlight your key talents, skills, competencies and knowledge
- Develop your list of the talents, key skills, competencies and knowledge
- Think of examples of when and where you successfully used these skills
- Identify the benefits to the employees, management &/or organization of using these your key talents, skills, competencies and knowledge





# Using E-Portfolio at Interview

## ☑ Using your portfolio is like show and tell:

- However, there is a right time and a wrong time to present your portfolio or its contents to an interviewer
- Don't hand over your portfolio at the beginning of the interview:
  - the interviewer will be tempted to look through it while talking to you and may not give you his or her full attention
  - or the interviewer will listen to you and miss out on the great examples that you have included.





# Using E-Portfolio at Interview

## ☑ Don't save your portfolio until the end of the interview

- The employer may have a very limited amount of time to spend with each job candidate, so he or she may not have time to skim through your portfolio before the next interview.
- Your portfolio will go in at briefcase to be examined later (if at all), at which time your work will not make a good connection to your interview.





# Using Samples in Interview

## ☑ The interviewer will ask you a question:

- Take a moment to think about your answer
  - pinpoint in your e-Portfolio an item that relates specifically to your answer.
- Answer the question.
  - Then say, I have an example in my e-Portfolio.
- With the permission of the interviewer, show your sample.
- Give the interviewer time to review the document.
  - You can ask if there is anything they would like elaborated. Wait for them to look at you to continue talking.

How is your **resume**?



don't you wish  
you were better  
prepared





# Organize/Design Your Portfolio

## ☑ Organize/Design your e-Portfolio

- By experiences?
- By skill set?
- Reverse chronologically?
- Cross referenced?
- Include a site map so:
  - reviewers can navigate easily and
  - easily locate key information of interest

## ☑ Depend if you are:

- targeting a specific job or industry or
- other job search factors





# Organization Suggestions

## ☑ Educational

- Copies of degrees, diplomas, certificates and relevant learning experiences

## ☑ Skills & Competencies

- Demonstrations of skills and knowledge (management, research, conflict resolution, instructional) or whatever is most relevant to your targeted function or organization

## ☑ Work Experiences

- Examples of projects, positive evaluation, accomplishments, letters
- Recommendations from supervisors or project group members
- Special projects where you were the Team Leader or Discussion Leader
- Documents, Presentations, PowerPoint and other electronic Presentations

## ☑ Extracurricular Projects and Related Accomplishments

- Flyers, programs, awards, letters of appreciation, certificates, volunteer work

## ☑ Relevant Hobbies and Personal Interests

- Awards, certificates, photos, travels
- Blog and/or work website







# Things You Need to Do

## Be Equipped

Bring: business cards, hard/electronic copy of portfolio and key materials, current résumé.

## Be Proactive

Cross check materials in your portfolio to your résumé. Are all your skill sets identified and represented to maximum?

## Be Current

Re-evaluate and update your portfolio for each job interview.

## Be Organized

Organize your résumé, samples and business cards.

## Be Prepared

Practice presenting your portfolio before the actual interview.

## Be Knowledgeable

Edit, add or subtract materials based on the portfolio's specific purpose.

## Be Proud

Choose a wide variety of materials to demonstrate the full scope of your abilities.





# e-Portfolio Tips

- ✓ Limit your samples, do not include everything you have ever created
- ✓ Place your best and most important projects/documents at the top of each page in each category
- ✓ Keep the page layout clean and simple, allowing for your work to do the talking
- ✓ To make it easy for people to find you, be sure to include your contact information on your site in a searchable text format
- ✓ Use your own domain name
- ✓ If you've developed websites for clients, don't just list the [URLs](#) - your e-Portfolio, include images of those projects with captions





# E-Portfolio Tips

- ✓ Keep your e-Portfolio up to date: check links to make sure they are still working and available for viewing
- ✓ When developing your online e-Portfolio, be aware of long download times for flash and animated features and think over whether these will apply in your job
- ✓ Restrict the main points to one page
- ✓ Goal is to keep prospective employers &/or search firms reading your e-Portfolio so they know the full scope of your talents
- ✓ You may want to make CD or Memory Sticks copies of your e-Portfolio to leave with the employer during the final interview.
- ✓ Include staff count in the résumé section beside the company name.
- ✓ Identify if the company is union or non-union, the name of the industry and if the company is International.





# e-Portfolio Tips

✓ **Assess each example: projects, documents and presentations in your e-Portfolio and ask these questions:**

- Why is this document included and what script/explanation must be developed to explain?
- When was this document developed and why?
- What benefit did this document bring to the profit, the team &/or the organization?
- Did you create the document or were you a contributing team member to the project? Acknowledge the Team Members.
- Who is the intended audience for the specific document?
- How was the document developed and what software/hardware was used?
- Identify presentations you made: corporate announcements, board/group meetings, training sessions, reports, etc.





# Table of Constance

- ✓ Title Page ~ Opening statement  
~ Who are you?
- ✓ Mission, Values, and personal Career Goal/s  
statement
- ✓ Skills, talents, competencies, abilities and  
knowledge
- ✓ Education, Key Learning, and Training
- ✓ Achievements, Key accomplishments, Corporate  
Recognitions and Awards
- ✓ Hobbies, interests and personal non-corporate  
skills
- ✓ List of important professional associations, and  
business affiliations of which you are member
- ✓ Résumé





# Helpful Websites



<http://www.slideshare.net/>



<http://www.wowresume.com>



<http://www.visualcv.com/login>



Brandego®

<http://www.brandego.com>



<http://www.blueskyportfolios.com/>







# Helpful Networking Websites



**Linked in**

<http://www.linkedin.com/>



**Ning**

<http://www.ning.com/>



**Social Capital Development Network**

<http://flowwork.ning.com/>



<http://www.plaxo.com/>





# Do you have what it takes





# Reminder

Change is inevitable!

# But

Change is inevitable!

***Growth is optional!***

- ☑ Remember the story about the person with 15 years experience which was just really one year experience fifteen times.
- ☑ Find ways to grow your skills, competencies, & knowledge every year ....and regularly document this growth in your e-Portfolio...!





# Thank You

- ☑ Thanks for your attention
- ☑ Thanks for your time and sharing your experiences.
- ☑ Thanks for your feedback and recommendations!
- ☑ Please view my e-Portfolio at <http://www.rogerguybaguley.ca>
- ☑ Please stay in touch through LinkedIn or email.

