Using Your Portfolio in the Job Search

SSC 499
Integrative Seminar in
The Social Sciences
Spring, 2008
Why Use Your Portfolio?

“Many employers are finding it harder and harder to believe the self-advertising statements found in résumés. When a job seeker offers to share a portfolio during the hiring process, he or she makes the difficult decision easier. That's because a portfolio contains evidence of one's work-abilities (sample letters, memos, news clips, reports, charts, plan sheets, budget print outs, photos, etc). The portfolio provides an alternative to checking references. I believe that the job seekers who supply additional credible information about past performance during the interview will enjoy a more favorable response than those who rely solely on words or résumés.”

—Martin Kimeldorf
Uses for Your Portfolio

- Finding a Job
- Getting a Promotion or Raise
- Applying for Grants, Awards or other Benefits
- Defending Your Professional Record
- Applying for Graduate or Professional Schools
- Applying for Scholarships
- Applying for a Start-up Business Loan
- Showing customers your capabilities
Using Your Portfolio in a Job Search

• Be proactive about promoting your portfolio
  Mention your portfolio in cover letters and in your résumé
• Use your portfolio to help you frame your job search
  Examine the contents of your portfolio critically, or with an outsider, to help you assess what types of jobs would be a good fit given your skills, experiences and abilities
Using Your Portfolio in a Job Search

• Have your portfolio with you at interviews, job fairs,

• Use your portfolio as a prop, not as a crutch
  Use it to illustrate the skills you are talking about, not to make your case for you

• Know your portfolio well
  Know what is in your portfolio and how you can find it quickly
Keep Your Portfolio Up-To-Date

• Rethink your organization and use of the portfolio after job interviews
  How can you better use your portfolio next time?
• Prepare sections of your portfolio for “performance” interviews
  Display evidence that supports the required performance tasks