INTERVIEW PORTFOLIO TIPS

__Portfolios designed for employment interviews__
Provide hiring officials and search teams with further documentation of your philosophy, personality and professionalism. Carefully select items that showcase your abilities, accomplishments, and best practices.

- Collect items that represent a broad range of skills and store them in a large notebook or container. As you interview, select and tailor the items to match the position/field where you are applying.

- Choose ONLY the best examples of your work. Think of items that "set you apart" from everyone else. Disregard items that do not illustrate your finest work.

- Design pages for impact and ease in reading. Capture attention by providing variety. Allow for some white space and be careful not to cram too much text or too many items on one page. Create a "theme" or "design" to create consistency/organization throughout your portfolio.

- Select student artifacts that present concrete evidence of effective work. Photographs can convey this message if the artifact is too bulky to include. Remember, if using photographs of children, be sure to obtain parental permission/signatures.

- Label each item for easy identification. Even in your absence, clear labeling allows readers to peruse materials quickly.

- Include technology applications used including CDs, DVDs, computer discs or other multi-media presentations. Portfolios are no longer restricted to paper versions.

- Portfolios should be unique. Employers want to see evidence of your organizational skills, writing ability, and overall creativity. Try to incorporate your personality into your portfolio – just remember to be professional in appearance and organized in content.

- Consider making a mini-version to leave with interested employers. Always take your original portfolio home with you.

- Once employed, collect materials for a portfolio that will document your growth and accomplishments as a career professional. Periodically review this collection and keep/organize your best samples in order to keep your portfolio current.