

Electronic Career Portfolio

An electronic career portfolio is a purposeful collection of work that tells the story of an applicant including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. It is a tool that gives employers a complete picture of who you are – your experience, your education, and your accomplishments – much more than just a letter of application and a resume can provide.

Competencies

Competencies for this event include: written communication skills, organizational skills, creativity, career development, technology skills, multimedia, Internet, use of scanners, self-assessment, and knowledge of employability skills and trends.

Business Education Curriculum Standards:

Career Development, Communication, Entrepreneurship, Information Technology, Marketing

Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

No member may have competed in this event at a previous National Leadership Conference.

Overview

This event consists of a presentation given at the SBLC focusing on career research and student readiness. The electronic career portfolio will be presented to a panel of judges. Need clarity on this event.

Regulations

1. Student members, not advisers, must prepare the portfolios. State and local advisers should serve as consultants to ensure that portfolios are well organized, contain substantiated statements, and are written in an acceptable business style.
2. All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.

Procedures

The portfolio must include a table of contents, proper navigation through portfolio, a letter of application, a resume, career goals/objectives, and required education for career choices.

Other topics and materials that may be included are: artwork, awards and honors, career outlook, certificates, licenses, community and volunteer activities, conferences or workshops, examples of projects or presentations, letters of recognition and/or recommendations, list of accomplishments, pictures, video (30-60 sec.), leadership development activities, recognition, self assessments, graded papers and/or reports, skills, abilities, and marketable qualities, websites/pages created, writing samples, and so on.

When contemplating these items, you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

Electronic Career Portfolio continued...

Preliminary Performance

1. A maximum of fifteen (15) finalists – or an equal number from each group – will advance to the final round.
2. Student members, not advisers, must prepare electronic career portfolios.
3. The presentation is an explanation of the chosen career search and supporting materials.
4. The student may present their portfolio using a DVD, USB flash drive, or from the hard drive of their computer. **Internet Access will not be provided at the State Business Leadership Conference.**
5. Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
6. Nevada FBLA will provide power, a table, and a screen. Participants must provide their own projectors and computers, as well as any other equipment needed for the presentation.
7. Five (5) minutes will be allowed to set up and remove the equipment.
8. All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.
9. The portfolio must include: a resume or data sheet and a career summary. The career summary should include career choice, description of career, skills and education required, and a future job outlook (e.g., monetary, advancement).
10. Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following:
 - a. Career-Related Education: Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the job.
 - b. Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
 - c. Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the presentation.
11. The individual has seven (7) minutes to present.
12. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
13. Following each presentation, judges will conduct a three (3) minute question/answer period.

Final Performance

The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees who are not performing participants in this event.

Electronic Career Portfolio Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Resume	0	1-3	4-7	8-10	
Career Summary: <ul style="list-style-type: none"> • Career Description • Skills and education needed for the career • Money/salary and outlook for the career 	0	1-5	6-10	11-15	
Evidence of research in career summary, sources of information cited in proper copyright format	0	1-2	3-4	5	
Samples					
Career-Related Education <ul style="list-style-type: none"> • Describes career-related education that enhances employability. Includes a summary of school activities; career research projects, application of Business Education and/or related occupational skills and their relationship to job 	0	1-5	6-10	11-15	
Educational Enhancement: Describes educational enhancement opportunities that enhance employability. Includes career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or community service projects, and products developed during these experiences	0	1-5	6-10	11-15	
Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio	0	1-5	6-10	11-15	

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Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal	/100 Max				
Time Penalty Deduct five (5) points for presentations over 7 minutes. Time:					
Dress Code Penalty: Deduct five (5) points when dress code is not followed					
Total Points	/100 max.				

Names: _____

School: _____

Judge's Name: _____

Judge's Signature: _____ Date: _____

Judge's Comments: