

Portfolio

Organize your binder with dividers, your portfolio should be comprised of the following elements in a creative, professional way that markets you to your intended employer. Many elements in the portfolio are assignments you will complete throughout the course. Please make sure you include updated clean copies of any items that were assignments. All items below with an asterick (*) are required. Due July

- *Table of Contents
- Class Syllabus
- *Education and Professional Goals
- *Myers Briggs Type Indicator Results
- *Cover Letter
- *Technical Resume
- Strong Interest Inventory Results
- *Interview Summary
- *Class assignments

Activity:

- Using the worksheet provided, have students rank the importance of skills from one to ten (one being most important and ten being least).

- Next, hand out the National Association of Colleges and Employers (NACE) rankings for the ten skills. Have students compare how their ratings are different or similar with NACE's.

- This can be done either by having them write a short essay about why they think the scores are different or by breaking into small groups and brainstorming why the differences occur.

What Skills are Most Valued by Employers?

Idea Sheet: Skills Valued by Employers

Worksheet

These are the top ten skills most valued by employers in today's job market according to the *National Association of Colleges and Employers Job Outlook 2009*.

1. Which one do you think is the most important?
2. Which one do you think is the least important?
3. Which ones are in the middle?
4. Rank them from 1 to 10 (1=Most Important and 10=Least Important) based on how important you think each one is.

Skills Rank

Analytical Skills _____

Communication Skills _____

Computer Skills _____

Flexibility/Adaptability _____

Initiative _____

Interpersonal Skills _____

Problem Solving Skills _____

Strong Work Ethic _____

Teamwork Skills _____

Technical Skills _____

What Skills are Most Valued by Employers?

Idea Sheet: Skills Valued by Employers

Employer's Rankings

These are the top ten skills most valued by employers in today's job market according to the *National Association of Colleges and Employers Job Outlook 2009*.

1. Compare these with your rankings.
2. Are any of them the same?
3. Are any different?
4. Why do you think this might be?

Skills Rank

Communication Skills 1

Strong Work Ethic 2

Teamwork Skills 3

Initiative 4

Analytical Skills 5

Computer Skills 6

Flexibility/Adaptability 7

Interpersonal Skills 8

Problem Solving Skills 9

Technical Skills 10

Career and Intermediate Goals

Name: _____ Date: _____

My major job objective or career goal:

The following intermediate goals are focused on the next _____ months:

Education/Training goals:	<i>Action steps:</i>
Occupational goals:	<i>Action steps:</i>
Personal health/wellness goals:	<i>Action steps:</i>

SMART Goals Worksheet
(Specific, Measurable, Achievable, Realistic, Timely)

Goal Statement:

What do I need to do to reach this goal?

Where am I now?

Obstacles:

Solutions:

How to Use the Time Management Worksheet

PART A: Identify Obligated Time

1. Fill in all of your classes.
2. Fill in the hours you work
3. Fill in the time it takes to get ready and travel between home, school, and work.
4. Fill in any other regular appointments (church, transporting children, etc.)
5. Fill in a Lunch and Dinner Break. Include time for food preparation
6. Establish a set time to go to sleep and get up in the morning

PART B: Identify Free Time

1. Assign time for studying for each class.
2. Allow 3-4 hours for each hour spent in class per week.
3. Try to study for classes on the days they meet.
4. Use large blocks for major tasks, smaller blocks for reviews.
5. Schedule regular breaks and rewards for completing a task—don't marathon study.
6. Schedule fun events-- recreation, watching television, going out with friends.

PART C: Analyze Your Situation

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to study for all your classes?
3. If your schedule cannot accommodate all the demands on your time, see a counselor.
4. If your schedule looks reasonable, then stick to it!

TIME MANAGEMENT

	MON	TUE	WED	THU	FRI	SAT	SUN
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11 a.-12 p.	--- 11:15 ---		--- 11:15 ---		--- 11:15 ---		
12-1 p.m.	--- 12:30 ---		--- 12:30 ---		--- 12:30 ---		
1-2 p.m.	--- 1:45 ---		--- 1:45 ---		--- 1:45 ---		
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							
11 p.-12 a.							

Mock Interview Questions

1. Please share what experience you have that qualifies you for this position?
2. What do you consider to be your greatest strengths?
Weaknesses?
3. How do you develop collaborative relationships with your co-workers?
4. Please share an example of a time when you used good judgment and logic in solving a problem?
5. Tell me about a time in which you had to be relatively quick in coming to a decision, with little or no information available?
6. Tell me about a time when you had to use your written communication skills in order to get an important point across effectively?
7. Please share an example of a time when you were able to successfully communicate with an irate internal or external customer?
8. What distinguishes you from other people I am interviewing today?
9. Do you have any questions?