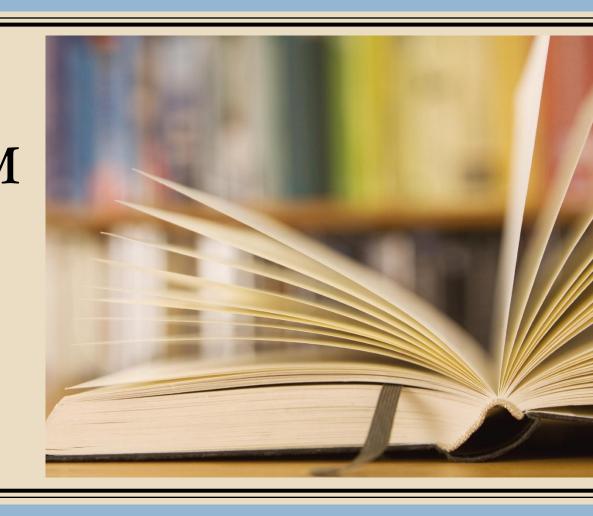
LIBBRARY SYMPOSIUM 4.0 CREATING THE ONLINE PORTFOLIO

ANTOINETTE PINDER-DARLING

CATALOGUING & E-RESOURCES LIBRARIAN



LEARNING OBJECTIVES



Participants will learn:

- Why he/she should have an online portfolio;
- What should be included in a career portfolio;
- How to prepare and use their online portfolio; and
- What to watch out for?

What is a portfolio and why you should have one?

• A portfolio is a collection of examples of your work, organized in an accessible way.

- Your online portfolio is your face to your employer and the rest of the world.
- Evidence for performance evaluations or appraisals (UWC, n.d.)
- Organize your portfolio electronically by uploading it to the Internet...it is great way to go digital (Goodman, 2014).

What an online portfolio says about you...

 Organisational skills and attention to detail

Illustrates accomplishments

Shows that you are 21st century...and tech savvy!



Preparing the portfolio...include references...evidence?

Awards, **Transcripts** Table of Work Honors, Contents Recognition Degrees Transcripts or Writing Work related Certificate of Locate details awards Samples completions Career Honors or Professional **Budget skills** professional summary and Licensure certificates goals Resume and Curriculum Diplomas/E-Performance Brochures and Vitae -Learning Reviews/Service Marketing proficiency Word file or materials **PDF**

What to watch out for?

- •NEVER include your home address (postal OK...email is even better)!
- NEVER include your personal phone numbers
- •AVOID animation...but ensure your links work.



References

Goodman, M. (2014, August). Portfolio best practice. Retrieved from http://www.onwardsearch.com/2014/08/portfolio-best-practices/

United World Colleges. (n.d.). The Career Portfolio. Retrieved from https://www.uwfox.uwc.edu/admreg/downloaddoc/CAREER%20PORTFOLIO%20for%20Web.pdf

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