



**LIBRARY 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?

Table of Contents

Locate details

Career summary and goals

Resume and Curriculum Vitae - Word file or PDF

Work Samples

Writing Samples

Budget skills

Brochures and Marketing materials

Awards, Honors, Recognition

Work related awards

Honors or professional certificates

Performance Reviews/Service

Transcripts and Degrees

Transcripts or Certificate of completions

Professional Licensure

Diplomas/E-Learning proficiency

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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