

# *Examples of Documents or Artifacts for* **COMPETENCY-BASED PORTFOLIOS**

## **Personal Characteristics**

- Resume
- Personal history or stories
- Evidence of hobbies and interests
- Extracurricular activities
- Passport, work permits, and visa enabling you to travel/work and/or study elsewhere
- Additional languages and foreign travel
- Your personal website
- Business cards, past and present
- Evidence of good health: e.g. level of fitness or a record showing you've accumulated credit for not taking sick days
- Attendance record or letter commending you for excellent attendance record
- Letters of introduction/recommendation from faculty or past employers/bosses
- Professional head-and-shoulders photo
- Military service, honours
- Sports affiliations, trophies or honours
- Security clearance
- Letters from police showing clean record, if applying for a high-security position
- List of references (obviously, ensure you have their permission first)

## **Learning Skills**

- Degrees, diplomas, certificates
- Transcripts and/or reports on academic progress
- GPA (Grade Point Average)
- High grades on individual courses or projects
- Academic awards such as Dean's list, honours, prizes
- Scholarship award letters
- Licenses you hold
- Self-directed experimental learning
- Professional development activities such as seminars, workshops, conferences, professional networking, associations or organizational involvement
- Letters from faculty noting your accomplishments
- Favourable evaluations from instructors
- Examples of course-related work such as papers, projects, and presentations

## **Targeted Task Skills**

- Evidence of communications skills, written and oral
- Writing sample with highly favourable handwritten comments, or samples of articles you have published
- Still photographs from a video of a presentation you have made
- Photos of you presenting to a group
- Evidence of competence in more than one language

- Project or work samples that illustrate a task skill, such as the ability to create a marketing plan. Be sure to black out or delete proprietary information.
- Evidence of computer and other technical skills

### **People Skills**

- Leadership activities at work, in school, or in the community
- Evidence of being appointed to a leadership position and commendations received for your leadership skills
- Evidence you were elected to a position by your peers: captain of a team, student or employee representative
- Evidence that you are an effective team player, such as favourable peer and leader evaluations
- Management experience
- Organizational affiliations and positions held
- Letters or articles announcing a promotion or new assignment received
- Evidence of interest in and exposure to more than one culture, proof of foreign travel or study

### **Self-Management Skills**

- Personal mission statement
- Personal and career goals, action plans to achieve them, and evidence they have been achieved
- Your personal S.W.O.T. Analysis (strengths, weaknesses, opportunities, & threats) giving a self-assessment of how best to capitalize on your strengths
- Time management, multi-tasking, and task prioritization
- Personal financial plan, e.g. plan that enabled you to attend school
- Career self-management course documents
- Professional presence in venues such as lectures, presentations, publications
- Networking skills and evidence of professional contacts
- Listed in professional or honorific directories, e.g. professional lists, who's who lists

### **Task Accomplishments**

- P.A.R. stories:
  - **P**roblem/situation/challenge/or opportunity faced
  - **A**ctions taken in response including decisions you made
  - **R**esults or outcome of your actions
- Creative products
- Pictures of something you created or documenting your participation
- Awards for task accomplishment
- Letters you have received relating to your accomplishments
- Letters of appreciation, employer testimonials
- Letters, emails, or note cards from satisfied clients or customers
- Pins or medallions awarded
- News articles about you or something you were significantly involved in
- Photographs of you in newspapers, magazines, in-house newsletters, or websites, because of an accomplishment

Examples of documents or artifacts for  
competency-based ePortfolio development

- Sales reports documenting your success
- New accounts you opened
- New business activities you created that contributed to an organization's success
- Section from a business plan you created (with proprietary information deleted)
- Evidence of new products or services you created
- Evidence of inventions you patented
- Evidence of revenues, profits, productivity improvements or efficiencies you were responsible for achieving
- Customer satisfaction reports
- Employee surveys you created
- Promotional materials you developed
- Designs or logos you created

*Adapted from The Career Portfolio Workbook, Frank Satterthwaite  
& Gary D'Orsi (McGraw-Hill, 2003)*

### **Academic Skills: Communicate, Think, Learn**

*Choose documents that illustrate your best writing, speaking, listening, reading, and explaining skills:*

- Transcripts
- Certificates of Achievement
- Essays, reports, research papers, letters, articles you wrote
- Charts or graphs you created or interpreted using a spreadsheet or database
- An audio or videotape of a speech you gave
- A license to operate certain machinery
- A picture or videotape of a project with an explanation of what skill is being demonstrated
- Letters of recommendation from an instructor, past or present employer, counsellor, principal, dean, group leader, coach, etc.
- Academic, vocational, or business awards received
- A prepared list of books, magazines, and technical manuals you have read recently or software programs you have taught yourself

### **Personal Management Skills: Positive Attitude and Behaviour, Responsibility, and Adaptability**

*Personal Management Skills may also include:*

- Efficiency: producing results with little waste or effort
- Persistence: continuing work until the task is complete
- Punctuality: arriving and doing things on time
- Enthusiasm: displaying an interest in something
- Dependability: reliable
- Drive: displaying energy and persistence
- Integrity: honesty and ethical behaviour

*Documents that illustrate your Personal Management Skills may include:*

- Aptitude and Interest Inventories
- Performance Evaluations from work

Examples of documents or artifacts for  
competency-based ePortfolio development

- Attendance Record from work or school, including club meetings, volunteer work, team practices, etc.
- A description of an activity that required a personal management skill
- Your personal Career Plan
- Your personal weekly schedule – how to organize your life
- A highlight of a job you've had: include the name and address of the employer, a picture of you at work, your job title, the duties you performed, special accomplishments, and if possible include the employer's signature
- A description of an activity where you have exercised responsible behaviour, include childminding, parenting, handling finances, looking after pets or valuable equipment
- Volunteer community service

### **Teamwork Skills: Working With Others**

*Include evidence that you have developed skills in cooperating, advising/counselling, teaching/training, respecting others' opinions*

Documents which may illustrate your Teamwork Skills include:

- A description of a job/activity or project that required a teamwork skill
- Certificates, awards, letters of appreciation indicating a teamwork skill
- Photos of you with colleagues or classmates collaborating on a task with a written description of the process and skills used to resolve conflict and achieve goals
- Documentation of a leadership position in an organization
- Documentation of participation in a team sport, drama or musical band, choir, peer coaching, Yearbook or Grad Committee, Student Council, peer tutoring, etc
- Performance Evaluation from work indicating excellent teamwork skills
- Letters of recommendation from teachers, counsellors, employers etc. documenting teamwork skills
- Participation in an ethnic or cultural organization

**REMEMBER THESE ARE JUST SUGGESTIONS – BE CREATIVE!**