



## CAREER PORTFOLIO CASE STUDY

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. **Directions:** Your friend has told you that he has applied for a job, and the employer has asked to see your friend's career portfolio. Your friend has never heard of that term before. Do your best in explaining what you would tell you friend about a **career portfolio** in the space below.

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2. **Directions:** Following is a list of skills that are considered important to be successful in today's world of work. Describe how you have demonstrated each of the skills below and list at least one item that you could store in your Career Portfolio as evidence of that skill.

People Skills \_\_\_\_\_

Teamwork Skills \_\_\_\_\_

Communication Skills \_\_\_\_\_

Ethics Skills \_\_\_\_\_

Technology Skills \_\_\_\_\_

Problem-Solving Skills \_\_\_\_\_

Flexibility Skills \_\_\_\_\_

Decision-Making/ Planning Skills \_\_\_\_\_

Leadership Skills \_\_\_\_\_

3. **Directions:** Read the case study below. Underline any items that Katie could store in her career portfolio. Also underline any activities that might generate items that could be stored in the portfolio.

## What Do You Think Katie Would Include in her Personal Career Portfolio?

Katie is an 18-year-old high school student who lives in rural North Dakota. She has discussed with her parents the fact that she is thinking of some type of postsecondary training related to something in the Health Science career cluster. She has heard that the Health Science career cluster is one that will grow in terms of jobs needed in the future, and she knows she would like a career that would provide her job security. Although Katie enjoys living in rural North Dakota, she would like to someday live in an urban area. Katie enjoys many hobbies including: writing, reading, and horse-back riding. To earn spending money, she babysits for several neighbors, and she started her own lawn care business called “Katie’s Lawn Care”. Her clients include ten businesses in her hometown. She has compiled a list of references including one of the main families that she babysits for, two of her clients who she does lawn care for, and one of her teachers. When she applied for a scholarship recently, she asked each to write letters of reference for her as part of the scholarship application process.

At home she is responsible for providing care for her younger siblings when needed, and for taking care of their three family horses. When their family veterinarian visits semi-annually to check on the horses, she enjoys watching, taking part in helping her, and asking questions about her job. She looks forward to going on to post-secondary training soon, but she will miss her younger siblings because she is the one they go to if they need help with homework or have problems with friends.

Katie does well in high school. She is a member of National Honor Society and has maintained a 3.95 grade point average all through high school. She was recently named Academic Student of the Month at her school and has been on the “A” Honor Roll since 6<sup>th</sup> grade. Her favorite classes are English, Literature, Creative Writing, and Science. She has also taken as many classes in the Medical Careers area as she has been able to and she recently earned her CNA (Certified Nursing Assistant) certificate.

Katie also started playing soccer as part of the local summer activities program in her hometown. Every summer and during the school year, she has actively participated and was named team captain both her junior and senior years in high school. She has “lettered” in soccer from her freshmen through her senior year of playing soccer. During this school year (her senior year) she is also the high schools boys’ soccer team trainer and is responsible for wrapping the team members’ ankles before practice and games. She is also responsible for managing all the team equipment for both home and away games. After each game she is trusted with a key to put away all the equipment.

Katie hopes that her assignment in her Life Skills and Career Planning class will help her make more decisions about her future career. She is to create a career portfolio and has an assignment sheet with a list of steps she is to follow to complete the assignment.

4. **Directions:** Find examples of items Katie could include in her career portfolio, and write them on the lines below. Next, elaborate on what skill or skills could be learned from the event or activity from which the portfolio item stems. (The first one is completed for you as an example.)

Katie’s Portfolio Item: **an example of her writing from her Creative Writing class**

What could be learned? What kind of transferable skill or skills could be attained? (Explain.)

**Katie’s writing assignment in her Creative Writing class would show that she has improved her communication skills. If she were interested in a career that required a lot of writing, she**

**could organize a section of her personal career portfolio to include a variety of examples of her writing.**

Katie's Portfolio Item: \_\_\_\_\_

What could be learned? What kind of transferable skill or skills could be attained? (Explain.)

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Katie's Portfolio Item: \_\_\_\_\_

What could be learned? What kind of transferable skill or skills could be attained? (Explain.)

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What could be learned? What kind of transferable skill or skills could be attained? (Explain.)

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