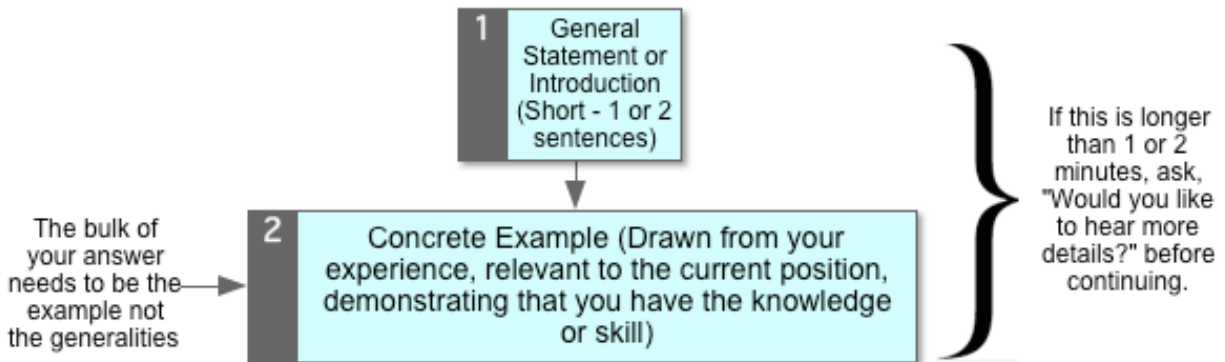


Portfolio in Job Interviews

A portfolio can be a tremendously useful tool in job search, particularly during job interviews:

1. it can provide concrete evidence of job skills
2. it can be a way to continue a conversation with the hiring employer.

Generally speaking, your answers to interview questions have the following structure:



Concrete Evidence of Job Skills

An example from your portfolio can make your answer much more convincing and interesting. It's also very useful if you have little experience in a certain area:

- Answer: I have used databases to manage inventory information. Here's an example of a database I created in Excel (or whatever program the employer wants you to use. Perhaps you created the database at home specifically for the interview).
- Answer: Most of my experience is in java, but I can also write C++. Here's an example of a program I've written recently in C++ (again, which you may have written specifically to have an example for an interview).

How to do it:

1. Identify the key tasks that the employer expects (information interview, job advertisement, *etc.*).
2. From your past (or present) develop evidence that you have done (can do) the task. The evidence might be in the form of any of the following (assuming that you have the rights to share these materials as examples and that they do not include private information):
 - a. paper documents (reports or correspondence written, excel spreadsheets, diagrams, flowcharts, presentations, *etc.*)
 - b. soft copies of the same materials, but also consider computer programs, example databases, *etc.* **Don't just refer to your website:** Make sure your soft copies are on a mini-disk or memory key, so you have something to hand to the interviewer(s).
3. Make a Table of Contents: Organize your materials for presentation at your interview, so that either you are able to link specific material to what you say in the interview, or you can leave your whole portfolio with the interviewer(s) and it is organized for easy reading.

Continuing the Conversation with the Employer

Leaving your portfolio with the interviewer(s) at the end of an interview is an excellent way to ensure that there is an extended discussion of your qualifications and a continuing conversation with the employer, for, at a minimum, the portfolio will have to be returned to you.

