

# CAREER PROFILE PORTFOLIO

## PURPOSE:

The student must communicate technology/career education goals through development of a career manual. The student must be encouraged to thoroughly research and develop the skills needed for successful employment in that field. The student must present materials in a sequentially developed order.

## ELIGIBILITY:

Open to one active 11<sup>th</sup> and 12<sup>th</sup> grade SkillsUSA member per chapter.

## SUBMISSION:

Contestant will submit project onsite at the SkillsUSA Georgia State Leadership and Skills Conference. The contestant will also be interviewed by a panel of judges.

## CLOTHING REQUIREMENTS:

For Men:

Official red blazer or jacket, black dress slacks, white dress shirt, plain black tie with no pattern or SkillsUSA black tie, black socks, and black shoes.

For Women:

Official red blazer or jacket, black dress slacks or skirt, with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone hose, and black shoes.

## GENERAL CONTEST RULES:

The Career Profile Portfolio will be the work of one student, **who must be a current 11<sup>th</sup> or 12<sup>th</sup> grader**. The portfolio should reflect a chosen career path of the student. The student should use the following guidelines:

1. Student name, school, city and county **may be** listed in the career manual.
2. Career Profile Portfolio page limit may not exceed 20 pages, **excluding** cover sheet, table of contents and sources of information.
3. The research must be complete and current.
4. The portfolio must be the product of the student while the advisor only guides.
5. Content topics must be in the following order:
  - a. Basic career information
    1. definition and/or history
    2. nature of the work and/or duties of the job
    3. working conditions
    4. education and/or training requirements
    5. skills, abilities and aptitudes for the job
    6. employment trends or job outlook
    7. current and projected salary
  - b. Personal career profile
    1. high school program of study

2. post secondary options
  3. paid or volunteer work experience (possible sites)
  - c. Job shadow an individual in chosen career field
  - d. Write a summary of a job shadow experience inclusive of answers to questions on interview sheet (include company name/address, and name of job shadow host).
  - e. Pamphlets and/or letters from potential training sites
  - f. List of potential job sites (pictures may be included)
  - g. Conclusion
  - h. Source of Information
6. Pictures, drawings and other artistic decorations may be used throughout the portfolio.

All contestants will take the PDP test and this score will be used in the event of a tie.

All contestants must submit a resume.

**AWARDS:**

Gold, Silver and Bronze medals will be awarded for 1st, 2nd, and 3rd place. The winner of this contest does not advance to the National SkillsUSA Leadership and Skills Conference.

**EVALUATION CRITERIA:**

1. Portfolio: 75%
2. Interview: 25%

