

# Portfolio

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A portfolio is “a purposeful collection of student work that exhibits the student’s efforts, progress, and achievements...and evidence of student self-reflection.” (Northwest Evaluation Association) The purpose of a portfolio is to showcase your accomplishments in your career area. It is a marketing tool that is used during your job search for the purpose of demonstrating what you have accomplished. It is a visual tool and lends itself best to career fields where showing what you can do and demonstrating your work product is vital to receiving a job offer.


## Traditional Portfolios vs. Electronic Portfolios

Traditional portfolios are tangible and often project based, such as a portfolio a graphic designer might bring to an interview with samples of their work. This type of portfolio may work well for this person, however, traditional portfolios are not easily shared with employers and can deteriorate over time.

Electronic Portfolios (E-Portfolios) include various kinds of electronic media (website, video, photo, sound and text), and have parts that are interconnected through hyperlinks, use less space, and are portable. They will not deteriorate over time. Information is easily stored on a website and e-portfolios promote computer and technology skills.

## Want to Create Your Own E-Portfolio?

### Google Portfolios

Google Portfolio (free for Gateway students) is a good choice as it connects with your student email. To create a site from a template you must **1.)** Sign into your student email. **2.)** Click on the Google Apps button . **3.)** Select “sites”. **4.)** Click on Blank to create your own or use a template that is provided.

**For Assistance:** Google Workspace Learning Center [Help with Google e portfolio](#)

## Utilizing an E-Portfolio as an Interview Aid

Portfolios can be shared with an employer as a way to obtain an interview, or they can be used during the interview. A good time to show your portfolio during an interview is when a question is asked that you can answer by showing part(s) of your portfolio. This is a great opportunity to show some of your work, whether it is pictures of a project or a business plan that you have created. E-Portfolios are flexible; you create the topics that you want to share. Some examples are: Projects, Samples, Photos, Education, Testimonials, Resume, Volunteer Work, Strengths, etc. E-Portfolios are a great way to enhance your resume and show the employer what you can do! Always ask the interviewer if they wish to view the portfolio before pulling it out.

Please Note: This Reference Guide was created by Career and Employment Services (CES) staff at Gateway Technical College. It is intended to be a guide and may not be all-inclusive to meet your specific needs. For further assistance or to make an appointment, please call (800) 247-7122.