PORTFOLIO COMPLETION
Facilitator's Completion Checklist

Facilitator's Completion Review Checklist		
Portfolio	Identified with the client the purpose for creating the portfolio (i.e. employment, education).	
	Ensured that the competency statements related to the purpose (i.e., learning outcomes, job competencies).	
	Learning, performance and competency statements are clearly stated in present tense using appropriate verbs.	
Goals	Reviewed goals identified; identified steps to achieving them.	
	If goals needed clarifying, used activities to create tangible goals.	
	Used SMART Model to identify elements to set and reach goals.	
Documents	Reviewed resume.	
	Reviewed cover letter.	
	Reviewed consistency of information in resume, cover letter and portfolio. Ensured that all are presented in the same style.	
	Reviewed all documents to ensure they prove competency and learning claims. • Reference letters • Past job description • Evaluations • Letters of Acknowledgement, e.g. volunteer position • Letters of Verification, e.g. "With respect to…", "I can verify..." • Alternative Verification - Demonstrations of skills If there are samples of work or photos, have they been provided?	
Appropriate Use of Documents	Ensured that information and names are in the public domain (Confidentiality and Right to Privacy).	
	Considered proprietary information.	

Facilitator's Completion Review Checklist		
Sequence		
Introduction	Clearly explained the document's purpose.	
	Demonstrated the clear fit between learner/client/employee and job or goal. What was being highlighted here and what should others know?	
Table of Contents	Listed the pages and explained how to find supporting documents, resume, learning narrative, goals chart, etc. and where they can be located.	
Summary and Highlights	Identified the key learning and competency intended to hook the reader (similar to the highlights of qualifications in a resume). Provided key pieces of information for the readers, if they had limited time.	
Strategic Uses		
Use	Stores all documents and competencies.	
	Relates to a specific goal.	
	Works as a marketing tool in conversation.	
	Provides a reference after the fact.	
	Remind the client to get to know everything about their portfolio so they can use it well!	