

# JOB SEARCH PORTFOLIOS FOR NEW TEACHING GRADUATES

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The following document has been created to assist new teaching graduates with the development of a portfolio specifically related to the job search.

Employers prefer Job Search Portfolios to be as succinct as possible, and should be designed to summarize the following:

- Academic preparation and training.
- Document the scope and quality of your teaching experience.
- Demonstrate examples of your skills and abilities.
- Offer samples of awards, honors, and quality recommendations.

## **Students who have created portfolios during your teacher preparation program:**

For students who have prepared portfolios during your teacher preparation program, you will be familiar with the 11 INTASC standards. Those can be found at [www.uni.edu/coe/ci/portfolio](http://www.uni.edu/coe/ci/portfolio).

If you have prepared a portfolio during your teacher preparation program, please be aware that Iowa school districts will conduct interviews based on the **Eight Iowa Teaching Standards**, which can be found at [www.state.ia.us/boee/stndrds.html](http://www.state.ia.us/boee/stndrds.html). Iowa school district hiring officials have been trained in the **Eight Iowa Teaching Standards**. If you compare the INTASC Standards to the Iowa Teaching Standards, you will find a great deal of overlap with the standards. You can easily make adjustments to your teacher preparation portfolio so that it fits with the model used by Iowa districts during interviewing and hiring.

## **Students who have not prepared a portfolio during your teacher preparation program:**

For students who have not prepared portfolios during your teacher preparation program, please note that Career Services is pleased to assist you in creating a portfolio specifically to be used in the job search.

## **For all students:**

Your student teaching site supervisor will spend time working with you on the Job Search Portfolio as well. Your Job Search Portfolio will be built around the Eight Iowa Teaching Standards, and will require you to gather relevant artifacts from your student teaching experience. Your student teaching site supervisor will discuss this with you. Student teaching supervisors work closely with employers and hiring officials throughout the state of Iowa and around the country, and they will assist you in creating your Job Search Portfolio based upon what hiring officials prefer to use during the interview and hiring process.

Whether you are seeking employment in Iowa or out-of-state, a job search portfolio built around the **Eight Iowa Teaching Standards** will serve you well in your job search.

On the next page you will find tips and suggestions that we believe you will find helpful as you create your Job Search Portfolio.

## **Getting Started = Self-Assessment!**

The development of a quality Job Search Portfolio begins with self-assessment. Consider the following:

- What knowledge, strengths, skills, and abilities do you have to offer an employer? Don't short change yourself i.e. don't just think of specific job skills.
- Which of the above items relates to the specific needs of the employer, the career or the position that you are interested in?
- What have you done that demonstrates that knowledge or skill or strength or ability?

## **What could you include in your Job Search Portfolio?**

- A cover sheet and table of contents.
- A copy of your resume.
- A copy of your transcript.
- A personal statement or philosophy statement that relates to your career field.
- Student Teaching evaluations.
- Teacher/Coaching evaluations.
- Sample lessons plans from you teaching.
- Sample syllabi or unit plans.
- Pictures of bulletin boards you created.
- Samples of communication with students and/or parents.
- Student work samples.
- Samples of publications or a list of publications from your teaching.
- Teaching tools you may have created.
- A fact sheet that displays special skills.
- Honors, awards, certificates, letters of commendation and thank you from supervisors, principals, previous employers.

(This list is not exhaustive but is indicative of Job Search Portfolios)

## **What a Job Search Portfolio is NOT**

The Job Search Portfolio is not a scrapbook or a photo album. An employer is not interested in a large folio of odds and ends that you have collected over your college career. Items should add value to your interview and be a cross section or a representation of the quality and diversity of your skill sets, knowledge, experiences and activities.

## **Putting it together**

Tools: Loose-leaf portfolio notebook, non-glare plastic page covers, dividers or divider tabs, quality white photocopy paper (stay away from colored paper). Always type/computer generate portfolio.

### **Things to note:**

- Make it as brief as possible without compromising purpose (most employers suggest the portfolio not exceed 1" thick).
- Always use copies not originals. Keep the originals in a safe place.
- Design for easy viewing from across a desk.
- Never use font smaller than 12 point.
- QUALITY always wins over quantity.

**Sample Format:**

- Coversheet
- Table of Contents
- Resume
- Transcript
- Philosophy Statement
- Professional performance and samples (include pictures and student samples where possible)
- Pedagogy skills (Lesson plans, unit plans, use of technology, etc.)
- Content knowledge skills
- Honors, awards, certificates
- Evaluations, citations, letter of commendation and thank you notes
- Letters of recommendation

**Presenting your Job Search Portfolio to an employer**

It is not always easy to find time to present your Job Search Portfolio to an employer. You can, however, clue the employer in to the fact that you have prepared a Job Search Portfolio by referencing it in both your cover letter and as a final citation on your resume. At the end of your resume you may state any of the following that may apply:

“Portfolio available upon request”

“Portfolio available on CD”

“Electronic Portfolio available”

Always take your Job Search Portfolio with you for an interview. Respond to interviewers’ questions by referencing examples in your Job Search Portfolio when appropriate, but do not be disappointed if the employer does not have time to view your Job Search Portfolio during the interview.

After you accept a teaching position, you may continue to adjust your Job Search Portfolio to meet school district and state requirements.

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**[www.uni.edu/careerservices](http://www.uni.edu/careerservices)**  
**UNI Career Services**

214 East Bartlett ■ (319) 273-6857