

Job Portfolio Project – Due February 22, 2006

(Note: This is the penultimate class, not the final one.)

Purpose of the Project

Practical application of document processing skills is the foundation of Keyboarding classes at NCBT. The Job Portfolio project is a significant portion of your final exam for this class. You will not only prepare a folder of material you can build on for your upcoming job search, you will demonstrate your proficiency at basic document processing as learned in this class.

Scope of the Project

The table on page 2 of this document contains a list of requirements for your Job Portfolio. One of the focuses of your education at NCBT is preparing you for the job market. In this class, we will discuss job-preparedness, interviewing, job-searching, and document preparation. You will be given some printed and some on-line reading assignments on which you can expect to be examined. You will be required to meet with the Career Center Director for orientation to her services.

About Original Documents

Do NOT turn in original certificates, transcripts, or diplomas. Turn in copies.

A Note from the Grammarian

You will be expected to use proper spelling, punctuation, grammar, and syntax in your work. This may not be English Composition class, but the same formal writing rules will apply.

Printing Your Work

I encourage you to bring your documents on disk and print in the classroom. However, you will be responsible for making copies of certificates on your own.

Notes:

Item	Requirements	Point Value	Points Earned
Appropriate Folder	Something you would carry into a job interview – an inexpensive paper one with pockets is fine, but it needs to be tasteful, clean, and sharp (edges and corners). Note: a manila folder will NOT work.	10	
Cover Page	Type a cover page, formatted appropriately, for your portfolio.	5	
Blank Paper for Notes	Something to write notes on while you're talking with the interviewer. A bound pad is better than loose paper.	3	
Pen or Pencil	Something that will last through the interview – and that is sharpened or otherwise ready to use. Make sure it is tasteful!	2	
Résumé	Created according to one of the formats provided to you by your instructor. Do NOT use the Word Wizard. Ask your instructor for copies if you would like an electronic version of the preferred formats.	50	
References	Three each – personal and professional. Organize them in a table that is formatted appropriately. Show name, address, phone, e-mail, length of time you've known the person, and context of your relationship. Make sure you identify them as <i>your</i> references.	25	
Job Description	Go to www.knoxcareers.com and find a job you'd like to apply for in your field after you finish your program. Print off the listing. Alternatively, you can get a job listing from the NCBT Career Center. If you intend to keep your current job after you graduate, pretend you are applying elsewhere!	10	
Cover Letter	Write a transmittal letter for your résumé to apply for the job you found. The letter must be in personal business letter format. Create an envelope (printed on plain paper is fine).	25	
Thank-you Letter	Pretend you've had the interview for the job you found. Write a letter to thank the interviewer. The letter must be in personal business letter format. Create an envelope (printed on plain paper is fine).	25	
Diplomas	If you have any diplomas for post-high school training, provide copies. If not, place a note in your folder indicating your NCBT diploma will be inserted when you receive it.	10	
Certificates	See above. Certificates are for any training or awards you've received.	10	
Transcripts	See <i>Diplomas</i> , above.	10	
Research	Go on-line and find information about the company you're applying to and the position you're seeking. Type a short report with a synopsis of both. Cite the Web URL's you used as References. Be sure to include expected duties, schedule, and pay scale. This report should be formatted according to the guidelines in Lessons 38-43.	30	
Questions	Create a list of <u>ten pertinent</u> questions you would ask at your interview. Format them so you have space to write notes as the interviewer answers you.	25	
Self-Assessment	Answer the questions on the Job Search Self-Assessment form your instructor gives you. <u>Type</u> the questions and your answers.	20	
Memorandum	Write a properly formatted memorandum to your instructor with a summary of the job and company (research), interview questions, and self-assessment. Summaries are short and generally contain bullet points.	20	
Presentation	At the last class meeting of the term, you will make a short oral presentation to the class about the information in your Memorandum.	20	
Total		300	