



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experiential Learning Portfolio for 10890105 Job Quest

Student Contact Information:

Name: _____ Student ID# _____

Email: _____ Phone: _____

It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each “Describe your learning and experience with this competency” section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 7 of the 9 competencies.

10890105 Job Quest, 1 Associate Degree Credit

Course Description: This course is designed to enhance the student’s ability to seek, obtain, and retain employment. Assessment of personal characteristics, job-seeking and retention skills, preparation of employment-related documents, and interviewing strategies are included.

Introduction: [Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.](#)

Competency 1: Create a resume, letters, and effective documents reflecting employment potential

Criteria: Performance will be satisfactory when:

- portfolio documents are clear, concise, and complete
- portfolio documents are compiled with correct grammar, format, and spelling
- portfolio documents convey a respectful and courteous demeanor

Learning Objectives:

- a. Prepare a resume
- b. Write letters: cover letter and thank-you letter
- c. Complete application forms
- d. Obtain transcripts
- e. Prepare samples of pertinent work
- f. Assemble letters of recommendation
- g. Provide copies of miscellaneous documents (licenses, certificates, scholarships)

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Perform self-assessments related to skills needed in the workforce

Criteria: Performance will be satisfactory when:

- learner describes the effect of his/her values on own behavior and personal health in the workplace
- learner interacts assertively
- learner interacts effectively with others
- learner establishes a career plan
- learner exhibits effective verbal/nonverbal communication

Learning Objectives:

- a. Describe personal interaction style
- b. Determine self-esteem level
- c. Identify career goals
- d. Determine assertiveness

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Exhibit effective professional appearance and behavior

Criteria: Performance will be satisfactory when:

- learner states the importance of positive attitude, honesty, trust, and ethical behavior in the workplace
- learner describes effective conflict resolution strategies
- learner demonstrates effective business and social etiquette
- learner gives and receives effective feedback
- learner demonstrates professional appearance

Learning Objectives:

- a. Discuss common workplace issues
- b. Plan strategies for conflict resolution
- c. Project a professional appearance
- d. Project professional behavior

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Compile employment contacts and sources

Criteria: Performance will be satisfactory when:

- learner identifies job search sources (personal contacts, Web sites, newspapers, etc.)
- learner identifies potential job leads

Learning Objectives:

- a. Identify print-based employment sources
- b. Identify services available for job searching
- c. Identify networking resources

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Demonstrate effective interviewing strategies

Criteria: Performance will be satisfactory when:

- learner researches employer prior to the interview
- learner participates effectively in mock interview and debriefing
- learner identifies key characteristics of various types of interviews
- learner demonstrates effective behavior during the interview
- learner describes essential elements in telling "your story" in three minutes

Learning Objectives:

- a. Identify employer's objectives during interview
- b. Demonstrate familiarity with "buzz" words appropriate to position sought
- c. Describe employer's intentions when drug screening and/or credit checks are required
- d. Discuss importance of being on time for interview
- e. Demonstrate professional dress and grooming for interview
- f. Prepare a list of items to bring to the interview
- g. Demonstrate appropriate listening behaviors
- h. Review importance of appropriate language usage
- i. List types of questions encountered in an interview
- j. Provide examples of and responses to selected interview questions
- k. Describe the importance of enthusiasm during interview
- l. Explain the importance of nonverbal communication during interview
- m. Describe various interviewer behaviors and strategies to deal with them
- n. Provide examples of questions that might be posed to interviewer
- o. Describe critical elements of "first impression" in the interview process

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Explore job offer evaluation methods

Criteria: Performance will be satisfactory when:

- learner compares salary and benefits of job offer to personal needs
- learner analyzes stressors and challenges of job (travel, hours, dress code)
- learner assesses management styles, company values, and philosophy
- learner determines long-term career potential within the company
- learner evaluates company's training and continuing education programs

Learning Objectives:

- a. Describe various employee benefit packages
- b. Prepare personal budget within projected salary
- c. Prepare pro and con listing for potential job
- d. Describe typical corporate structures
- e. Determine if job opportunities align with personal and professional long-term goals

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Identify success strategies required for job retention and advancement

Criteria: Performance will be satisfactory when:

- learner applies effective time management skills
- learner identifies the steps to prepare for or respond to organizational change
- learner clarifies methods and techniques to balance work, family, and education
- learner relates the value of job performance evaluation/assessment
- learner demonstrates the ability to work in a team
- learner identifies techniques to enhance individual career development

Learning Objectives:

- a. Plan daily, weekly, and long-term schedules to meet demands
- b. Examine effective job performance behaviors
- c. Describe team-building strategies
- d. Prepare short- and long-term personal and professional goals

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Explain the legal rights and responsibilities of the employee and employer

Criteria: Performance will be satisfactory when:

- learner differentiates between legal rights and responsibilities
- learner lists relevant employment laws

Learning Objectives:

- a. Describe the difference between rights and responsibilities
- b. List major federal laws related to employment practice
- c. Examine the use of policies and procedures
- d. Examine the role of human resources

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 9: Examine opportunities which can foster personal effectiveness and leadership development

Criteria: Performance will be satisfactory when:

- leadership development plan includes goals
- leadership development plan identifies professional growth activities

Learning Objectives:

- a. Determine own leadership potential
- b. Discuss the characteristics of effective leaders
- c. Discuss the role of professional development in improving personal effectiveness and leadership
- d. Analyze the impact of personal effectiveness

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

