What do Businesses Look for in a Portfolio?

Purpose of Portfolio:
- Drive dialog in an interview
- Opportunity to showcase soft skills
- Demonstration of what you know and how you do it

Characteristics of portfolio:
- Everything in portfolio has to be in a format that is portable - Put link to online portfolio on resume. If you bring a gadget to interview to show portfolio, do not focus on the gadget- the gadget is a vehicle. Remember to keep eye contact with interviewer.
- Ensure documents are big enough to show employer
- If printing portfolio for an interview use a portfolio holder and always take a minimum of 3-5 packets to the interview.

How do you connect in your portfolio what you have done in the past to what you want to do?
- The portfolio must tell a story – using past experiences to help tell the story no matter what industry the previous experience is from.

What makes up a good portfolio?
- Portfolio should be focused - Pick top projects that apply to the job you are applying for.
- Resume should have a link at the top of your portfolio
- Online and paper portfolios
- Two templates
  - Online can be glitzy
  - Word document with links
- Clean and simple
- Social network connection- businesses want to understand your culture and personality
- Variety of projects - Include the top 3 to 6 projects that tell your story and show your capabilities
- Attention to detail
- Needs to have visual components not just words
- It is important for businesses to see how you work solo and in a team
- Cross team collaboration –relationships with other teams
- If bring a gadget to interview, don’t focus on the gadget- the gadget is a vehicle - remember to keep eye contact with interviewer.
- Tell a story that’s big enough (not tiny) sharing the following:
  - What was problem? How did they solve it?
  - Show start through completion of a project - Businesses like the thought process
  - What was given for prerequisites and what were the results
  - Understand groups you depend on
- Have you ever mentored anyone else?
Possible Project Topics:
LAN, WAN, virtualization, wireless LAN, Capstone*
Change management

Possible Project Topics for Development:
SDLC, frame work or architecture design, backend layer, front end, SAN that all data calls are made to, API, mobility, Mobility design, UI, work flow, automated build, Business Analysis and System Analysis, User acceptance testing, Quality Assurance

*Capstone in portfolio should show examples of financials and anything that they had to create.

Instructor suggestions
• Have portfolio framework for all courses
• For each course tell students where project for a given class fit in list of portfolio projects.
• After final for each course, reinforce with student, where the project in this course fits in.