

**SELF ASSESSMENT
FOR PORTFOLIO
DEVELOPMENT**

1 List five work related activities that you enjoy the most:

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2 List five life related activities that you enjoy the most:

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3 List five work-related activities that you enjoy the least:

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List five life related activities that you enjoy the least:

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How did you arrive at your present position? Did thoughtfulness and planning play a large role? What "accidental factors" and personal demands affected your decisions?

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Did you miss important opportunities? How did it happen? How would you do things differently?

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9 What is your present career objective? Possibilities?

10 What are your strengths as they relate to this objective or your ultimate career objectives?

11 What are your perceived weaknesses as they relate to this objective or your ultimate career objectives?

12 What are your plans on maximizing your strengths and remediating the weaknesses?

13 What area do you see yourself needing the most help? What kind of help would that be?

14 Have you learned something about yourself from going through this process? What?

PROPOSED PORTFOLIO FILE NAMES

I. Academics

- Degrees
- Transcripts
- CEU's
- Awards/Scholarships

II. Counseling

- Theoretical Positions
 - Philosophy of Education/Learning
 - Philosophy of Counseling
 - Theories & Techniques
 - Commitment to Diversity(Multicultural)
 - Prevention & Intervention
 - Multicultural Competencies
- Samples of Work
 - Audio-Video role plays
 - Process Notes
- Counseling Specialties & Populations
- Licensure/Credentialing
- Professional Associations
- Conferences
 - Attended
 - Participated
- Presentations
 - Seminar/Workshops
 - Attended
 - Participated

III. Evaluations

- Correspondence
 - Letters of Reference
 - Letters of Appreciation
 - Letters of Accommodation
- Formal & Informal Evaluations
- Self-Assessment

IV. Writings/Publications

- Professional Journals
- Articles/Books
- Grants & Proposals
- Professional Style/Treatment Plans
- Case File Example
- Research
- Creative Activity
- Public Speaking Engagements
- Seminar/Workshop Development
- Materials Developed
 - Advertising/Marketing Designs
 - Forms

V. Personal Experience

- Personal Strengths
- Interpersonal Skills
- Life Experiences

VI. Interdisciplinary Experience/Career/Job Experience - Skills

- Teaching
 - Knowledge, Skills, & Competencies
 - Recognitions & Achievements
 - Credentials
 - Evaluations
 - Academic Courses Taught
 - Syllabi
 - Curriculum Design
- Business Administration
 - Knowledge, Skills, ~ Competencies
 - Recognitions ~ Achievements
 - Credentials
 - Evaluations
 - Administrative Experiences
- Management
 - Customer Service
 - Training
 - Sales & Marketing
 - Budgetary
- Arts & Sciences
 - Knowledge, Skills, & Competencies
 - Recognitions & Achievements
 - Credentials
 - Evaluations

Fine Arts

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Communication

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Computer Sciences

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Health & Human Services

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Women's Issues

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Medicine

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Engineering & Technology

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

Sports, Recreation, Leisure

**Knowledge, Skills, & Competencies
Recognitions & Achievements
Credentials
Evaluations**

VII. Volunteer Activities

**Community Service
Involvement
Outreach**