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KEYPAL

User Guide to developing an ePortfolio

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ABSTRACT This document serves as a quick reference guide to young adults (or others) who wish to develop an ePortfolio for skills development and acquisition. This guide is a document version of the interactive version available online at the KEYPAL website.

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WP 4

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What is an ePortfolio ?

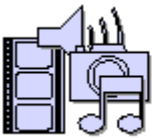
An ePortfolio is a way of collecting, keeping and presenting information about yourself. It could include information on your interests, your experiences, your learning and your skills. Or, it could be a portrait of your local community, your family history or an important event in your life.



Why you want to create an ePortfolio is up to you. But it will be more useful if you are creating it for a purpose or to reach a **goal** rather than just collecting random information!

Your ePortfolio is your own personal online space or digital identity. You can choose to keep it to yourself or share it with others.

You can store information in your ePortfolio in different formats including **text, photos, video, audio**, even certificates or documents like your CV or application letters.



My ePortfolio

But remember the process of creating an ePortfolio is more than just **collecting** the information together, it will give you a chance to **reflect** and think about how you can use this information to help you reach your goal and the best way to **present** this information to other people.

ePortfolios usually include:

- A storage space where you can organise your information
- A dialogue space where you can reflect or get feedback from others

- A presentation space where you can sift and sort your information to present to different people or for different purposes

And remember because an ePortfolio is digital you don't have to worry about losing the information over time. But to keep your ePortfolio fresh, exciting, relevant and useful you need to update it. That's easy, you can update it anytime you have access to the Internet or PC.

What can an ePortfolio do for me?

Well it can't fly you to the moon!



Butcreating an ePortfolio could help you:

- **get a job** e.g.
 - prepare a CV
 - learn how you can sell your skills and experiences to an employer more effectively
 - write an application letter

- **with your learning** e.g.
 - decide what course you wish to do
 - record your learning
 - look at how you like to learn and ways of improving your learning
 - collect the evidence to gain accreditation for a course you are doing

- **find out more about yourself** e.g.
 - learn more about your skills and knowledge
 - be aware of what you have achieved
 - become more aware of your personal qualities

- **develop your self** e.g.
 - gain more confidence in yourself
 - be more confident about your skills
 - to tell other people about yourself
 - improve your skills

or

- join a community of people with the same interests as you.

You could even start to **learn new things** just by creating your ePortfolio, like learning how to download files; becoming more confident at writing about yourself; finding out how to reflect on what you have learnt.

Remember you are in control, so you should be thinking

‘What should I do to make my ePortfolio work for me?’

Think of your ePortfolio as a GPS (Geographical Information System), telling you where you are now and what you have to do to reach your goal. But unlike a GPS which can automatically tell you where you are, your e-portfolio is only as good as the information or data you feed it.

So your first step should be deciding on your **goal**.

‘What is your ePortfolio going to help you achieve?’

Make sure that your goal is **SMART**:

Specific – make sure your goal is clear in your mind

Measurable –will you know when you have reached your goal?

Achievable – one thing at a time!

Realistic – don’t set a goal that you know you can’t achieve, give yourself a break!

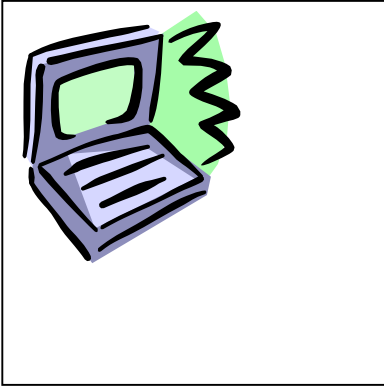
Timebound – give yourself a deadline for achieving your goal



Remember, like a light bulb...

the more energy you put into creating your ePortfolio the more you will get out of it and the brighter you will shine.

What skills do I need ?



Computer skills

To start your ePortfolio you basically just need to use a computer and the internet. Some ePortfolio tools might require some getting used to as they have their own set of rules but they are mostly easy to pick up as you go along.

For those of you who have advanced computer skills, for example you know how to create a website you might want to create your ePortfolio from scratch on the web!



Writing Skills

You will have to write text in your ePortfolio and therefore you should be able to type on a computer. If you know you are not very good at spelling you should try and use a spell check before publishing text in your ePortfolio.

Other Skills

Of course it is not all about writing! The real advantage of an ePortfolio is that you can post audio (music and sound) files as well as images (photos) and video in your ePortfolio. Perhaps you take photos and video from your mobile phone – well all that can go in your ePortfolio! Basically you can choose the best way to post to your ePortfolio depending on what you are best at!



So basically...

If you know how to use the Internet, download and upload files, use a mouse and a keyboard, there is very little more that you need!

Can I start my ePortfolio right now?

First of all let's check to see if you are ready to start!

Tick the box which you feel best describes how confident you are at the following:

Tasks	Yes no problem!	Not sure	Not yet
I have access to a computer connected to internet			
I know how to open an internet browser on the computer			
I know how to enter an internet address (URL)			
I know how to upload files onto the internet			
I have an email address that I can access			
I know how to send and receive emails			
I know how to search the internet (using google or yahoo for example)			
I know why I want to have an ePortfolio			
Total number			

Do you have most ticks in the 'Yes no problem' column?
 → OK read on.

Do you have most ticks in the 'Not sure' or 'Not yet' column?
 → Ask your tutor if they can remind you how to do these tasks and then come back to this page.

Getting started

Well why not look at some examples of ePortfolios first to see what type of ePortfolio you want to build.

Just click on these links below and browse away!

Stephane Guillot a young web designer:
<http://www.stephanequillot.com/>

US students ePortfolios
<http://www.mehs.educ.state.ak.us/portfolios/portfolio.html>

To help you choose which tool to use have a chat with your tutor.



How do I organise my Portfolio ?

The ePortfolio is not just a storage cupboard where you stack all your files and texts.



It is important for you and other people who will read your ePortfolio that it is well organised and presented so that you give a good impression of yourself and also to make life easier when searching for what you need.

Your ePortfolio may be made up of 3 main elements:



A **storage** area (repository) where you will put your documents, such as texts, photos, sound or video recordings which you think are important in representing who you are, what you have done and what you are proud of. It is important to organise this space in such a way that the information can be easily found.



A **dialogue** and **reflection** area where you invite people to comment on your ePortfolio and you collect these comments. It is also an area where you reflect and dialogue with yourself, to better understand what you have done and learned and how you will use that in the future. This continuous dialogue with people you trust and with yourself is an important way of getting the best out what your have learned and experienced.



A **presentation** area (the visible part of your ePortfolio) where you will present one or more views of yourself. One type of presentation you will probably create if you are looking for a job is a CV. In order to make your CV more interesting and more lively than a paper CV, you will create links between the things you say about yourself and documents that you will have stored in your ePortfolio in order to illustrate or demonstrate your abilities.

What you need to know about...



1. Storage

If you are using an online ePortfolio (on the internet) , it is most likely that the storage area will be limited to a few megabites (MB). This means before you upload files into your ePortfolio you should check how big they are (the size is indicated when you list your files by detail) to ensure you have enough space for them in your ePortfolio storage space. Very often photos, audio and video can be

quite large files

For photos this shouldn't be a problem as it is quite easy to find additional free (or cheap) space on the Internet where you can store photos (<http://www.flickr.com>) or any type of documents (<http://360.yahoo.com>).



2. Reflection and dialogue

No doubt you have been told many a time that learning is important. But sometimes it is difficult to understand how to go about learning new things. True and deep learning really happens when you think and reflect on things you have done, seen and heard. You can do it on your own, but you should also invite people you trust to share their thoughts with you about what have

done and what you think.

It is up to you to decide who you invite to provide comments on your work and ePortfolio at different points in time. You may at first just want to record your own reflections but then invite friends, tutors or family to also give you feedback.



If you enjoy sharing your thoughts and opinions and like getting comments from others then why not include a weblog (a blog – or on-line journal) as part of your ePortfolio. Find out more about blogs as ePortfolios in the next chapter.

To get you started ask yourself the following questions as a starting point to reflect on a particular experience:

1. What have I learnt this year i.e. what can I do now that I couldn't do last year?
2. What have I learnt about myself in terms of my strong and weak points?
3. What have I learnt about others?

4. What new experiences have I had?
5. What would I do differently now from in the past?
6. What are my plans for my future, in terms of training, job, hobbies and activities?



3. Presentation

One of the great advantages of an ePortfolio is that it allows you to present yourself in different ways to different people for different purposes. For example you probably wouldn't want to show the same information, photos etc. to your tutor as you would to a friend. You would select the most suitable information for that particular person or purpose.

You will most likely create different views or presentations for the following purposes:

- end of term assessment by tutor
- sharing what you have done with a friend or family
- presenting yourself to a future employer
- showing a new college your IT skills

It is important for you to organise your ePortfolio and the information, text and files you put in it according to what you want different people to see. Most ePortfolio tools allow you to select who you share parts of your ePortfolio with i.e. just for you (**private**), just with friends and people of your choice (**restricted**) or with anyone (**public**).



You need to check who can see what in your ePortfolio before asking others to view or comment it. You can find out [more about sharing your ePortfolio](#) with others.

How do I start my ePortfolio?



Starting an ePortfolio is like starting writing a letter. We fear the “white page” and wonder where and how to start.

We may wonder about everything:

- What shall I put in my ePortfolio?
- How am I going to present myself?
- Who is going to read it?
- How am I going to speak to my readers?



All of these are important questions. But the good thing about an ePortfolio is that it is always “work in progress.” That means:

- You can always *improve* your ePortfolio.
- You can always *ask* friends or family or your tutor to help you improve it.
- There is no such thing as the completed or final ePortfolio.” However, you can always use it to reflect on what you have learned and ask the people you trust to help you to improve it.

You can always change your ePortfolio!

Remember:

The important thing about an ePortfolio is that it can help you achieve something you really want. It is a means and not an end in itself. The ePortfolio is good if it helps you achieve your goal – for example, if it helps you get a job interview or an internship or to learn new skills.

Don't let it become *an obstacle* to your true goal. It is very easy to get distracted and spend too much energy on making it nice rather than useful - In fact it can be both!

Of course, though, when trying to make it nice, you will learn new tools, new techniques and you might probably enjoy that new learning opportunity.

What should I put into my ePortfolio?



The contents of your ePortfolio will depend on what you want to use it for.

So, this is your first question:

What do I want to use my ePortfolio for?

For example, if you want to find a job you will put in information that is interesting for employers, things like where you went to school, what your work experience and skills are. If you want to go back to school or do further courses you will focus on the skills and experience you

have gained that are relevant to the course(s) you will choose.

However, if you want to tell people about your community, you will put in things important for that. Maybe recordings of stories an old lady told you or photos from you community.

Please note that!

Selecting the items that will be in your ePortfolio is an important activity: You might not want to have **too many**, as it will make it difficult to read. But you don't want **too little** either, as it will appear 'empty'.

Remember:

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Of course, though, when trying to make it nice, you will learn new tools, new techniques and you might probably enjoy that new learning opportunity.

So, in order to get started, you really only have to answer these questions:

1. Why do I want or need an ePortfolio?

For help with this question, see page 5.

2. Which is the best tool to help me build my ePortfolio?

For help with this questions have a chat with your tutor.



You should then be able to start your ePortfolio!

Remember: There are many ways in which to use an ePortfolio.

Nevertheless, all ePortfolios contain the following elements:

- **Products** – which can be things you have done on your own or with the help of others
- **Reflections** – after a specific activity, on what you have learned, on a specific event
- **Feedback** – what the readers of your ePortfolio think of its contents

You yourself select which of these is more important for your ePortfolio



and don't forget!!!

Make smart choices about what to put in your ePortfolio but remember that it is a work in progress which you can change and improve whenever you like!

How do I develop and keep my portfolio up to date?



Visiting and reading an ePortfolio that is not up-to-date is like reading a news article from last month's newspaper – it may be very interesting but the situation may have changed since and therefore the information in the article may no longer be relevant.

The real value of your ePortfolio is that it represents who you are, what you are doing and what you can do. As you are learning new things day after day, meeting new people, experiencing new things, it is important that your ePortfolio reflects this constant development.


Furthermore you need to keep a check on who is reading and commenting on your ePortfolio and therefore you need to check and read regularly input from your tutor and friends in the form of comments, reflections and or evaluations depending on what you allow them to do in your ePortfolio. It is important to respond to comments and reflections made by others in your ePortfolio just as you would not leave an email or telephone message unanswered.



Need some guidelines?

So here are some to help you keep your ePortfolio updated:

1. Schedule time on a regular basis (at least once a week in you can) to spend on developing and updating your ePortfolio.
2. Try and include a weblog in your ePortfolio so that you can make regular postings in the form of an on-line diary.

3. Invite your tutor, class mates and friends to view your ePortfolio and to make comments and reflections on your work – this will encourage you to go back to your ePortfolio regularly to read their posts.
4. If you already have weblogs try and include an RSS feed in your ePortfolio so that your postings are visible from your ePortfolio 
5. Every time you create a new document, image or presentation that reflects a new achievement, outcome or result of your learning and experiences, put a copy straight away in your ePortfolio or in a dedicated folder on your computer (call it your ePortfolio folder) where you can store all those files that you put in your ePortfolio.
6. Lacking inspiration or materials for your ePortfolio well why not post an article, picture, story, weblink that you find interesting – it is important to show your sources of references in an ePortfolio as that reflects on the person you are. You may have heard the sayings “tell me who your friends are and I’ll tell you who you are” or ‘tell me what you read and I’ll tell you who you are” which show how your connections and sources of information reveal who you are, your beliefs and values.

Coming soon!



Do you have a mobile phone? Well the good news is that you may soon (if not already where you live) be able to send photos, texts and audio from your phone directly to your weblog which may be part of your ePortfolio.

How do I share my ePortfolio with others?



Life is about sharing and so then is an ePortfolio! The great thing about an ePortfolio is that you can share it with as many people from as many places as you wish. Imagine how that will enrich your ePortfolio experience.

In the 'paper' days you could only share your work and experiences with people you knew and met. Now thanks to the internet and the electronic format of your ePortfolio the opportunities for sharing are endless!

You may not however wish to share everything in your ePortfolio with everyone. This is why you need to decide who should see what in your ePortfolio.

The table below shows you the different groups (or contacts) that you may like to share parts or all of your ePortfolio with.

Who	Why	Items you might like to share with this group
Anyone and everyone!	I can find readers and get comments and share ideas with lots of different people from around the world if I like.	<input type="checkbox"/> My weblog <input type="checkbox"/> My profile <input type="checkbox"/> My achievements <input type="checkbox"/> ...
My tutor	I can allow my tutor to follow my progress and provide me with feedback on my work.	<input type="checkbox"/> Work in progress <input type="checkbox"/> Examples of work done <input type="checkbox"/> My reflections on my work <input type="checkbox"/> ...
My classmates	I can show them what I have done and learnt and ask them to give me their feedback. My ePortfolio might give them ideas for their own ePortfolios!	<input type="checkbox"/> My weblog <input type="checkbox"/> My profile <input type="checkbox"/> My achievements <input type="checkbox"/> My reflections on my work ...

My friends and family	I can show them what I have done and learnt and to get their feedback. I may also inspire them to do their own ePortfolio!	<input type="checkbox"/> My weblog <input type="checkbox"/> My profile <input type="checkbox"/> My achievements <input type="checkbox"/> My reflections on my work <input type="checkbox"/> ...
An assessor	I can demonstrate my skills and show evidence of these skills. I can also find out what is missing in my ePortfolio.	<input type="checkbox"/> Examples of work done (evidence) <input type="checkbox"/> Feedback and comments from my tutor <input type="checkbox"/> My reflections on my work <input type="checkbox"/> ...
A future employer	I can showcase my achievements and skills to a potential employer. This will really motivate me to make items in my ePortfolio visible to them.	<input type="checkbox"/> My online CV <input type="checkbox"/> Examples of work done <input type="checkbox"/> Feedback from my tutor <input type="checkbox"/> Comments from mentor from my work placement ...

The first step in sharing your ePortfolio is deciding who should (or shouldn't) see different parts of your ePortfolio. This may also depend on the purpose of your ePortfolio (see page 5).

Complete the Access Table below my listing the main contents or items in your ePortfolio in the left-hand column. Then decide on who your contacts are and add extra columns for each contact group or person. Now for each group of contacts or person put a tick next to the items that you would like them to be able to see and comment in your ePortfolio and a cross next to the items you do not wish them to see.

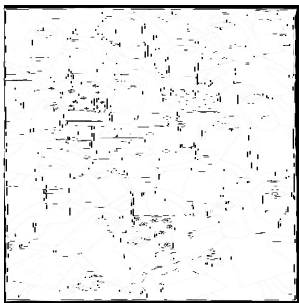
Key items (content) in my ePortfolio	Anyone and everyone!	My tutor	My classmates	My friends and family	An assessor	A future employer
(my CV)						J
(my holiday photos)						X
(my last assignment)						

List here the main items in your ePortfolio?

Put a J if you want to share this item with this group or a X if you don't wish to share

Yes, you decide who can see what is in your ePortfolio. There may be some limitations as to how you do this depending on the tool you are using and/or the guidance of your tutor. To help you do this you need to think carefully about the access you give to your ePortfolio or parts of it. You should have done this by completing the access table above.

Below you can find an explanation of the 3 main types of access you can use:



Public

This means that anyone who knows your ePortfolio URL (web address) can visit and view and comment on your ePortfolio. If you decide you want to share your ePortfolio with anyone and everyone then you will select this level of access.



Restricted

This means that you decide who is allowed to visit and comment on your ePortfolio. Usually visitors will need to have a log-in and password to access your ePortfolio. This enables you to decide who sees your ePortfolio so if you don't want anyone and everyone to see your ePortfolio you would give this level of access to your chosen audience (friends, tutor, employer etc.).



Private

This means that **only you** can see and comment on your ePortfolio. Often an administrator will also have access but just for technical reasons. If you make part or all of your ePortfolio private you won't be able to share any of it with your chosen groups. However you might like to keep some parts of your ePortfolio private while they are under development (work in progress) and then change them to restricted or public

when you feel they are complete.

These 3 levels of access (public, restricted and private) can be applied to:

1. The whole of your ePortfolio
2. Certain sections of your ePortfolio
3. Each item or piece of content in your ePortfolio

This will depend on which ePortfolio tool you are using. If in doubt ask your tutor. Here are some guidelines to follow to start sharing your ePortfolio with others:

1. First of all you must decide **who** should see **what** in your ePortfolio. You can do this by completing the Access table at the beginning of this chapter.
2. Then you need to give the right level of access to each section or item in your ePortfolio for the right contacts (friends, tutor ...). This might take some time to do, so be patient!
3. You then need to invite these contacts to come and visit your ePortfolio. If they need a login or password to access your ePortfolio make sure you tell them what it is! Just to be sure they are seeing the right parts or items in your ePortfolio you could try logging into your ePortfolio yourself using these log in details just to check what they will actually see!
4. You can invite your contacts in different ways depending on the tool you are using.
 - a. You can send the weblink or URL (www.myepoprtfolio.webaddress) in an email.
 - b. If you are lucky your ePortfolio tool will also let you send invitations directly from your ePortfolio to your contacts. This makes life even easier!
 - c. You may prefer to put your ePortfolio (or parts of it) onto a CD or a USB key which you can then give to your contacts (friends, employer).
 - d. You may have contacts that don't have access to a computer or internet. In this case you can print off the parts of your ePortfolio you want them to see and present them in a folder of your choice.
5. Whichever way you chose to share your ePortfolio remember that the most important thing about sharing your ePortfolio is getting comments, suggestions and thoughts from your contacts. This will not only enable you to improve your ePortfolio but it will also help you in your own learning and reflection on your achievements. So when you send out your invitations remember to include a message for your contacts:

- a. to tell them **why** you want them to visit your ePortfolio
- b. to invite them to **add comments** within your ePortfolio
- c. to ask them to provide you with **feedback** on what they have seen

How am I doing with my ePortfolio?

At some point in time you should review your ePortfolio. This is something that you can do by yourself, but it is even better if you ask others to review it. In fact, it is most likely that you have already collected feedback from others, while you were developing your ePortfolio.

Beyond the contents of your ePortfolio, you need also to review the process you use to develop and maintain it up to date. Is the time spent worth it? Could I improve the way I develop and exploit my ePortfolio?

Reflecting on your ePortfolio is a means to reflect on the way you learn on your own and with others.



Why do I have an ePortfolio?

Although you had an initial goal when you started your ePortfolio, maybe that goal has evolved and changed. Perhaps you now have more than one goal, and more than one presentation of your ePortfolio!



How am I getting on with my ePortfolio?

Questions	😊	😐	☹️	Comments
How often do I add new content (files, images..) to my ePortfolio	At least every week	At least once a month	Not very often	
How much time do I spend on my ePortfolio	At least 1 hour a week	At least 1 hour a month	Less than 1 hour a month	
How useful have I found my ePortfolio for recording what I have learnt?	Very useful	Quite useful	Not at all useful	
How useful have I found my ePortfolio	Very	Quite	Not at all	

for reflecting on what I have learnt and what I can do?	useful	useful	useful	
How useful have I found my ePortfolio for showing others what I have learnt and what I can do?	Very useful	Quite useful	Not at all useful	
How many people have read my ePortfolio?	3+	1 or 2	Nobody	
How many have provided some kind of feedback, added comments to my ePortfolio?	3+	1 or 2	Nobody	
Total number				

Give some examples of...	Examples
How I have found my ePortfolio useful...	
How could I make my ePortfolio more useful in the future...	



Is the content valuable?

Questions	😊	😐	😞
Does the content (files, images, texts..) represent what I've actually done	Yes it is all my own work	Some of it is my own work	None of it is my own work
Have I added comments and reflections to my content	Yes	A few	None
Have I added different types of content i.e. word documents, images, audio, video...	Yes	Partly	Not really
Total number			



Is my ePortfolio well organised?

Questions	😊	😐	☹️
My ePortfolio has a table of contents or index	Yes	In progress	Does not apply
My ePortfolio is organised along either a: <ol style="list-style-type: none"> 1. timeline (e.g. work history) or 2. per subject (e.g. my centres of interest) or 3. per skills (e.g. what I like and what I am good at) 4. or a combination of those 	Yes	In progress	Does not apply
I have checked all the links (URL) are working in my ePortfolio	Yes	In progress	No
It is easy for me to find work/items added to my ePortfolio	Yes	So so	No
It is easy for others to find work/items added to my ePortfolio (you must ask readers first!)	Yes	So so	No
Total number			



What does it say about me?

Questions	😊	😐	☹️
My ePortfolio shows what I have learnt	Yes	Partly	No
I have reflected in my ePortfolio on my experience and learning	Yes	Partly	No

I feel proud of my ePortfolio	Yes	Partly	No
I have responded to feedback and comments from others	Yes	Partly	No /Not relevant
I have been creative and original in the layout of my ePortfolio	Yes	Partly	No
Total number			

So How did you do?

How many 😊	
More than 15	Well done you are really making progress and learning a lot with your ePortfolio, keep going!
Between 8 and 15	You have made a good start with your ePortfolio but perhaps need to spend more time organising and adding content and reflections to your ePortfolio. Dedicate some extra time to your ePortfolio this week and then come back and do this quiz again.
Less than 8	Perhaps you have just started your ePortfolio or you have spent very little time on it. Go back and read chapter 6 about how to develop and update your ePortfolio and come back to this quiz when you feel ready.

How do I use my ePortfolio to find a job?



Let's face it

Many employers don't know what an ePortfolio is yet. Does this mean that my ePortfolio won't be useful for finding a job? Certainly not! The ePortfolio can help you prepare for finding a job.

How can my e-portfolio help me do this?

- .. By building your ePortfolio you will be much better prepared for the interview.
- .. An ePortfolio gives you confidence. It tells you: **This is what I can do! This is what I'm good at!**
- .. The information and skills you have recorded in your ePortfolio will help you **match your own skills and experience with those needed for the job**
- .. When you go to your job interview, your ePortfolio might help you to talk to your employer more easily. You can give examples of your abilities and experiences, even those that are not directly required for the job.
- .. Having an ePortfolio also shows you have organisational, presentation and communication skills. **It will provide a much more rounded view of who you are and how you can contribute to the business of your employer.**



Please be careful:

Your future employer might not know as much about new technology as you. So be kind to them: speak slowly and avoid technical jargon!

Present your ePortfolio in a way which makes them learn something about **you** not about the technology.

1. Write your CV



Many employers are not (yet) familiar with ePortfolios. But they all know about CVs. So, to make things easy for them, you should make **a presentation of your ePortfolio that looks like a CV.**

Depending on the type of job you are looking for, your CV might take different shapes. This is something that can be easily done with a computer: with an electronic CV, the same content can be presented differently. Why not use the online version of the European CV (Europass)! You can complete it [on-line here](#) and then upload it into your ePortfolio.

Some ePortfolio tools even provide the facility **to automatically create a CV** from its contents, others provide templates that you can fill in.

You can even print it to make it look like a 'normal' CV to a computer-allergic employer – if they still exist!

2. Enhance your CV



Once you have built your CV (or several), you can enrich it with documents that **illustrate** what you claim in your CV. For example, if you say you have experience of working with people, you could upload photos of you working with people or a document you designed together with others.

You can use the contents from your ePortfolio to show things you have achieved while at school, at work or in the community.

3. Review your CV

Ask people you trust to feedback on your CV. Practice your presentation.

4. Put it in a format readable by your potential employer

Is your CV on line?

If so, please remember:



- ❑ not all employers have Internet access
- ❑ if they do, there might be technical problems that prevent access to your ePortfolio, for example a firewall blocking certain sites.

So

Before you have the interview think of what to do if problems come up!

Check in advance whether or not they have **internet access**. You could also send the URL of your ePortfolio in advance and ask for feedback. You should also prepare a **portable version of your ePortfolio**, i.e. one that you can bring with you by

- .. ❑ bringing your own laptop with the ePortfolio on the hard drive
- .. ❑ burning a CD or DVD
- .. ❑ saving the ePortfolio on a memory stick / USB key.



The best idea might be to bring a **printed version** with you in case something happens to your computer in the middle of the presentation or in case you have compatibility problems with your employer's computers.



Rule of thumb:

Think **before** you go to the interview and make sure you are prepared!

What problems could occur?

→ Don't take any chances!

If a technical problem comes up and you can deal with it well, this will impress your future employer because it shows that you are able to

anticipate problems ahead of time and deal with them! It will also show that you can perform under pressure.

5. Present your CV and ePortfolio

In your interview, you should have a printed “normal” CV which you can use as a plan for talking your interviewer through the interview.

Depending on the formality of the interview, you can let the interviewer handle your ePortfolio or you will guide him/her through.

Some images were taken from www.pixelquelle.de. Thank you to the contributors!