

# Work Samples Illustrating Specific or Specialized Skills

Adapted from Martin Kimeldorf, *Portfolio Power*

## Examples of Evidence from Working with Data/Information

- Communication pieces: memos, reports, and P.R. documents such as brochures, promotional material, public service announcements
- Writing abilities demonstrated in personal samples of writing: articles, proposals, scripts, training materials, editing sheet
- Public Speaking: membership in Toastmasters International, video of you at a speech or presentation, reviews of actual performances
- Data: graphs, charts, tables you produced
- Display of performance materials: speech outline, brochure for your presentation, illustrations or posters from displays
- Computer related information: databases you designed, desktop publishing documents, websites you designed
- Formal and technical documents: grant or loan applications (including proposal cover sheet or award letter), technical manual
- Evidence of research skills: publications, charts, power point slides, papers, awards

## Examples of Evidence from Working with People

- People and leadership skills: projects or committees you chair, projects you initiated, mentoring programs, proposals, documents or strategies related to negotiation
- Evidence of your ability to plan, coordinate, or manage time, people, and materials: procedures sheets you created, policy statements you helped develop, schedules, itineraries, planning documents
- Instruments you used or developed to gather information and input: surveys or focus groups
- Problem solving skills: figures or pictures showing improvement in products, services, profits, safety, quality, or time, conflict resolution documents you develop or use in your professional or personal life
- Employee training packets your you developed or use, interview sheets you developed or use, motivational activities

- Short narratives that illustrate your executive or management skills: an entrepreneurial spirit, mediation talents, employee empowerment etc.

### **Examples of Evidence from Working with Things**

- Paper/Electronic documents or replicas of forms, charts you developed or use: financial statement or budget, reports, emergency preparedness plan, marketing plan, customer satisfaction plan, inspection or evaluation sheet, spreadsheets etc.
- Performance records: keyboard timing scores, safety records, phone logs, complaint logs, pay stub (hours worked highlighted and identifying information redacted), any record showing volume, amount, total time, response time, turnaround time, dollars or sales figures, size of customer database, organization chart showing people supervised etc.
- Technical directions, manuals, procedure sheets for specialized work, use of equipment and detailed processes: sample pages from manuals, illustrations, technical drawings, blueprints or schematics, photos from the workplace, directions for tools or equipment, operation or procedures sheet
- Photos, video, multimedia presentation showing process or equipment
- Items that can be handled in various ways: displayed in person or part of a display you create
- Displays, art work, exhibits, bulletin board

### **Note:**

- One piece of evidence may represent many different types of skills and knowledge. It is important for you to know what any particular piece of evidence is promoting about you. To explain the purpose of pieces of evidence write short explanations especially for work samples chosen for your portfolio, to highlight your skills, knowledge and abilities
- For academic credit portfolios, it is better to provide evidence of learning you created or helped. Depending on the PLAR course or program you are pursuing, documentation or evidence of learning that you use as opposed to created may be appropriate