

## **Ten Tips for Academic Support Professionals on Preparing Your Portfolio**

1. Follow the organization of your work plan and the description of materials and methods to be used in your evaluation. Using the same headings and the same language these documents makes it easier for the reader to make an evaluation relative to them.
2. Organize your materials with different audiences in mind. Your portfolio will first be evaluated by your immediate supervisor, but if you are applying for a PBI it will also be reviewed by the PBI committee and appropriate dean or vice-president, who may not be very familiar with you, your job description, or your work plan. So, make it easy for all readers to find and understand your documentation.
3. Include supporting documentation for every activity you have performed, but generally limit yourself to one piece of documentation for each activity. Stating that you did an activity is not supporting documentation. For example, stating that you gave a presentation is not evidence; document this activity with an acknowledgment letter or a printed program.
4. Be thorough with your documentation, but do not pad your portfolio with announcements, minutes, handouts from other people's talks, materials from outside the evaluation period, unnecessary documentation and non-documentation.
5. Avoid double-counting your activities. In rare instances, one activity may legitimately fall into two different categories. For example, an activity may fulfill a duty of your work plan and also demonstrate initiative. If you choose to list an activity in multiple categories, be sure to explain to the readers how this cross-listing is justified relative to your job description and work plan.
6. Be mindful of the personnel calendar. Specifically, know exactly when your portfolio is due, and then give yourself enough time to assemble and organize the documents.
7. Be proactive in getting feedback from your supervisor as needed.
8. Before submitting your portfolio, show it to a mentor or senior department member (someone you trust and who is not on the PBI committee) for feedback. Allow enough time for the person to look at the portfolio and for you to make revisions if you choose.
9. Be neat. Make the divisions between sections of your portfolio very clear and distinct. Have a neatly typed outline or narrative for each section. Follow this with all the documentation that supports the claims made in the outline or narrative. While neatness obviously is not an explicit evaluation criterion, the evaluators are human. Neatness and sloppiness might be subconscious "tie-breakers" if you happen to be "on the edge" in their minds.
10. Ask a senior colleague to show you his or her successful portfolio to use as a model.