

Portfolio guidelines

1. For new employees, begin portfolio discussion at program orientation
 - - Provide binder
 - Have them insert their job description, resume, transcript, and papers they sign off on during program orientation.
 - Review future items to be included in portfolio and purpose of portfolio – central place to store professional documents and items needed for ISDP.
2. At midyear review and/or at a staff meeting during the second half of the year, review contents of portfolio and have them update it then.

Portfolios should contain the following:

- Resume
- Job description
- Employee evaluations
- STARS certificate
- STARS transcript
- ISDP for the current year
- Transcript or diploma from highest level of education achieved

Optional items are:

- Letters of reference
- Awards/certificates
- Professional memberships
- Recognitions/acknowledgements