

# Assessment

# *Creating Your Skills Portfolio*

*First Edition*

The objectives of this book are:

- To explain the functions of a skills portfolio
- To describe the design and production of a skills portfolio
- To present useful strategies for using and presenting skills portfolios

■ CRISP<sub>series</sub>

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## **Assessment Questions for Creating Your Skills Portfolio, First Edition**

*Select the best response.*

1. A portfolio is not the same thing as a resume.
  - A. True
  - B. False
  
2. A portfolio can:
  - A. Give you an advantage over your competition
  - B. Include concrete examples of your work
  - C. Include photos and certificates
  - D. A and B
  - E. All of the above
  
3. If you wish to create a dynamic portfolio:
  - A. Use a looseleaf binder
  - B. Get the portfolio bound in a spiral notebook
  - C. Use your original documents for added authenticity
  
4. Which of the following items should not be included in a portfolio?
  - A. Favorable letters
  - B. Certificates of achievement
  - C. Experiences and skills you do not wish to use in a new job
  - D. Awards
  - E. All of the above
  
5. In terms of a skills portfolio, “value added” means:
  - A. Additional degrees or seniority that have increased your salary
  - B. Work done above and beyond expectations
  - C. Work you did at a reduced salary
  - D. Disclosing your salary history

6. When assembling a portfolio, emphasize:
  - A. Early accomplishments
  - B. Length of service
  - C. All reports, awards, and certificates
  - D. More recent accomplishments
  
7. A storyboard is a useful tool for planning your portfolio.
  - A. True
  - B. False
  
8. Use a thematic approach in your portfolio if:
  - A. You want to emphasize a variety of achievements
  - B. Your career has been linear and progressive
  - C. You want to show yourself as competent at specific jobs
  - D. A and B
  
9. Place an item you wish to emphasize in the \_\_\_\_\_ area of a page.
  - A. Lower left
  - B. Center
  - C. Upper right
  - D. Lower right
  - E. Upper left
  
10. Good visual organization should include:
  - A. Thematic patterns
  - B. Boldface, italics, and several typefaces for interest
  - C. Lots of white space
  - D. Lots of decorative colors
  - E. A and C
  
11. The salami method of portfolio production involves:
  - A. Spicing it up
  - B. Slicing tasks into manageable blocks of time
  - C. Bulking up your experience with “fat”
  - D. Letting it age

12. A skills portfolio should be approximately:
- A. 5-10 pages
  - B. 15-20 pages
  - C. 20-30 pages
  - D. 40-50 pages
  - E. 50-60 pages
13. To create a visually pleasing portfolio:
- A. Use a relatively small font to save space
  - B. Show your portfolio to competitors for feedback
  - C. Include confidential material to impress prospective employers with your inside information
  - D. Show how you corrected and improved your co-workers' work
  - E. None of the above
14. A valuable hint for a good portfolio is:
- A. Never have more than one portfolio
  - B. Call references to alert them that a prospective employer might be calling them
  - C. Vary format and graphics throughout
  - D. To include as much as possible
15. If you consider yourself graphically impaired, you should not include photos or clippings in your portfolio.
- A. True
  - B. False
16. A commercial announcement is:
- A. A short video for potential employers
  - B. A short description of your skills, abilities, and accomplishments
  - C. An expensive but effective undertaking

17. The main purpose of a portfolio log is to:
- A. Help you remember why you wanted to include a given item in your portfolio
  - B. Express yourself
  - C. Leave a record of your achievements for future generations
  - D. Show your organization skills to potential employers
18. The first step in deciding on what type of portfolio will be best for you is to:
- A. Choose a medium or media
  - B. Set your budget
  - C. Decide on a mission statement
  - D. Decide whether a static or dynamic portfolio is best for you
19. If you wish to use copyrighted or printed material in your portfolio:
- A. Call the source for permission
  - B. Get written permission
  - C. Assume that you can use it, since your portfolio will not be published
  - D. Use it freely as long as you include a copyright symbol
20. In putting together a multi-media portfolio, remember that people remember best what they:
- A. See
  - B. Hear
  - C. Feel
  - D. Taste
  - E. See and hear
21. In the visualization process for creating a skills portfolio, thumbnail sketches:
- A. Are small and quick idea sketches
  - B. Should include basic page layout
  - C. Can help plan the sequence of information
  - D. All of the above

22. Your message plus your audience plus your medium will add up to your:
- A. Idiocy
  - B. Information reports
  - C. Innovations
  - D. Impact
  - E. Implementations
23. Each time you finish presenting an example or piece of material from your portfolio to a possible employer, leave your portfolio open to the:
- A. Skill summary
  - B. Table of contents
  - C. Best photo of yourself
  - D. Most impressive certificate or award
  - E. Most recent item discussed
24. If a potential employer wants you to leave your portfolio to look at later:
- A. Explain that you need it for other interviews
  - B. Leave your portfolio as requested
  - C. Leave some copies from it
  - D. Leave the room at once, portfolio in hand
  - E. A and C
25. A well done skills portfolio can:
- A. Boost your self-esteem
  - B. Give you an advantage over other job applicants
  - C. Help you sell yourself
  - D. Grow and change as your job skills do
  - E. All of the above

## **Answer Key for Creating Your Skills Portfolio, First Edition**

### ***Recommended response (Corresponding workbook page)***

1. A (3)	6. D (24)	11. B (46)	16. B (61)	21. D (29)
2. E (3)	7. A (31)	12. C (44)	17. A (68)	22. D (34)
3. A (9)	8. A (36)	13. E (45-50)	18. C (7)	23. A (54)
4. C (7)	9. A (39)	14. B (50-53)	19. B (8)	24. E (63)
5. B (19)	10. E (41)	15. B (55)	20. E (61)	25. E (70)