

MONTEREY INSTITUTE

MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of **Middlebury College**

Graduate School of International Policy Studies <http://policy.miis.edu>

INTERVIEW PORTFOLIO TIPS

Portfolios designed for employment interviews provide hiring officials & search teams with further documentation of your philosophy, personality and professionalism. Carefully select items that showcase your abilities and best teaching practices.

- Collect items that represent a broad range of teaching skills and store in a large notebook or container. As you interview, select and tailor the items to match the job.
- Choose only the best examples of your work. Disregard items that do not illustrate your finest work.
- Design pages for impact and for ease in reading. Capture attention by providing variety. Allow for some white space and be careful not to cram too much text or too many items on one page.
- Select student artifacts that present concrete evidence of effective teaching materials. Photographs can convey this message if artifact is too bulky to include.
- Label each item for easy identification. Even in your absence, clear labeling allows readers to peruse materials quickly.
- Include technology applications used in teaching including CD-ROMs video tapes, computer discs or other multi-media presentations. Portfolios are no longer restricted to paper versions.
- Portfolios should be unique. Employers want to see evidence of your organizational skills, writing ability, and overall creativity.
- Consider making a mini-version to leave with interested employers. Always take your original portfolio home with you.
- Once employed, collect materials for a portfolio that will document your growth and accomplishments as a career professional.

TYPOLOGY OF ACTIVITIES & EXPERIENCES

- Policy Memos
- Observation Memos
- Research Designs
- Program Evaluations
- Evaluation Designs
- Trade Negotiation Simulations
- Summaries & Abstracts
- Statistical Analysis of Data
- Team-Work
- Cross-Cultural Communication
- Website Development
- Building a Database
- Group Projects
- Public Speaking
- Multimedia Presentations
- Translation of Policy Papers
- Courses
- Interpretation Seminar: Brazil
- Research: Multi-Source
- Facilitation Experiences
- Mediation Experiences
- Event Coordination
- Multilingual Courses
- Marketing of Programs
- Marketing of Projects
- Fund Raising
- Grant Proposals
- Public Relations
- Public Events
- Lobbying
- Peer Reviewing
- Consulting
- Budgeting Experiences
- Volunteer Work
- Volunteer Coordination

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