



ELECTRONIC CAREER PORTFOLIO

Type: Individual
Submission: Presentation with Equipment
Rating Sheet: <http://www.fbla-pbl.org/media/Electronic-Career-Portfolio-FBLA-Rating-Sheet.pdf>

No changes may be made to the submission between the regional conference due date and the state conference.

Specific Guidelines

- The event is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
- All information should reflect the student's accomplishments and experiences that have actually occurred.
- The portfolio must include: a résumé and a career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).

Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following three (3) items:

- **Career-Related Education:** Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to job.
- **Educational Enhancement:** Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
- **Examples of Special Skills:** Includes up to five (5) examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.

Procedure

- Competitors are permitted to bring prepared notes of any type for the presentation.
- Visual aids (can be electronic, printed, etc.) are permitted during the presentation. However, no materials may be left with the judges.
- Comply with state and federal copyright laws.
- Competitors should introduce themselves, and their presentation should follow the rating sheet.

A panel of judges will select the winners; all decisions are final. The number of awards presented will be determined by the judges. The maximum number of awards will be three (3) at the regional level and five (5) at the state level.

Eligibility

- Each chapter may submit one entry. The first-place regional winner will compete at the state level.
- Competitors must pay dues by March 1.

Presentation

Equipment Setup: 5 minutes

Performance: 7 minutes

Warning: 6 minutes

Penalty for over time: 5 points

Q & A: 3 minutes