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Intellectual Output 4

EDIPUS Digital Portfolio User Guidebook

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Introduction

Project objective

The EDIPUS project aims to develop a tool to support the better understanding of qualifications and skills and to bring students closer to the employers through an integrated method to present and assess their professional profiles in to achieve higher employability rates. More specifically, EDIPUS aims to put into place a digital system, called Digital Portfolio Portal – DPP, which will integrate many aspects and resources of students’ academic and professional path into a single access point providing a user-friendly tool and a concrete forum for the exchange of information between education - university students and services - on the one hand and the labour market – employers - on the other.

Presentation of the use of the tools: Database and Portal

The Digital Portfolio Portal will allow students to record their experiences and to present themselves to employers, thus having the chance to make a good first impression. The Digital Portfolio template provided will be well structured and organized in such a manner as to be user friendly and easy to navigate, in addition to being tailored to the needs of the university students, career officers and employers. It will include various sections such as educational and professional background, work experience, competences and skills etc. These experiences could be recorded via several means audio, video, files, pdf etc.

The Database on the other hand will support career counsellors and potential employers to search for students’ digital portfolios, to save the portfolios most interesting to them in their basket and contact them through the inbox.

Scope of this document

Expectations of showcasing electronic evidence of accomplishments have grown significantly in recent years and will continue to accelerate. A professional digital portfolio provides evidence of an individual’s best work that collectively showcases their skills, knowledge, and experiences to prospective employers. The purpose of this Guidebook is to provide the users of the Database and Digital Portfolio Portal with useful information as regards to navigating, designing and promoting their digital portfolios in order to reach the appropriate audience, to satisfy their needs and to streamline their creative thinking and present professional results.

The EDIPUS Digital Portfolio User Guidebook consists of 3 main parts:

Part A) which includes guidance on how to create a Digital portfolio;

Part B) which includes the technical guidelines for students on how to create their Digital Portfolio and how to use the EDIPUS Digital Portfolio Software and;

Part C) which focuses on how to promote the created Digital Portfolio.

A. EDIPUS Digital Portfolio: significance, content, useful tips and limitations

A1. What is a Digital Portfolio: definition, content and demonstrated abilities

A student portfolio is a compilation of academic work and other forms of educational evidence assembled for the purpose of:

- 1) evaluating coursework quality, learning progress, and academic achievement;
- 2) determining whether students have met learning standards or other academic requirements for courses, grade-level promotion, and graduation;
- 3) helping students reflect on their academic goals and progress as learners; and
- 4) creating a lasting archive of academic work products, accomplishments, and other documentation.

Portfolios can be used for a variety of purposes. This guide focuses on creating portfolios that are used to:

- Market your capabilities in job interviews
- Negotiate promotions and raises
- Apply for scholarships and/or grants
- Document the quality and quantity of your professional development
- Demonstrate prior work or learning experiences for educational credit

Regardless of purpose, portfolios document skills and accomplishments through examples of work.

Developing a portfolio helps you prepare for interviews by allowing you to think critically about your life experiences and accomplishments. Students learn about their own learning and become more reflective and self-aware of what they have already accomplished, where they are at the present and of the improvements they have made. Portfolios allow students to feel ownership therefore they can see their work and achievements not as a series of assignments, but as a process that is engaging, informative, thoughtful and self-affirming.

Many students though wonder why a digital Portfolio or a personal website is useful. When they think of a digital Portfolio, they think of a collection of work and experiences. While this may be true, a digital Portfolio can be much more than that. ***It can be a statement about oneself*** as a professional and can expand the limited amount of information illustrated in traditional tools (i.e CV and cover letter).

When choosing pieces for a digital portfolio, the main elements to consider are subject matters, techniques, concept, design and composition and to demonstrate attributes and works that present creative problem solving, while linking you background with the position or field you are interested in. Through the creation of a digital portfolio an individual can present to its target audience abilities such as communicating effectively, developing quantitative literacies necessary for their chosen field of work, critical thinking and creativity, developing the knowledge and skills to work with others in a professional and constructive manner and showcasing computer literacy and skills.

A2. Useful guidelines: important elements, creativity, profile summary, Dos and Dont's Checklist

A2.1 Basic elements and principles for creating a Digital Portfolio

Organising material: coherence and continuity

To give your portfolio coherence and continuity, try to think of all the material you select as pieces of unified evidence arguing the case that you're worth taking an interest in. Essentially, select material that inspires people to read and browse through your work, and choose evidence that will demonstrate your growth over time. Adopt a welcoming tone, but also maintain enough professionalism to keep an employer's critical eye locked on your pages.

Before you get started it is useful to have a few ideas in mind and to spend some time thinking about how your experiences tie together and what common themes are consistent. This should include academic experiences as well as jobs, volunteering, or extracurricular interests.

Your digital portfolio structure should be clear, thoughtful, and easy for your audience to navigate. Consider functional competencies, skills and tools, industry specialties, and chronological history in laying out the structure of your portfolio. You will want to consider how your evidence, writing, and visual elements are organized throughout your portfolio. Organization gives a structure that your audience can understand and allows the elements of your digital portfolio to work together to create a cohesive body of work. Think about how to organize your information to achieve a balance of usability and originality.

Target Audience

It is very important to think about who the audience for a digital Portfolio is before you get started. Your intended audience is whomever you have in mind as you are creating your digital portfolio, i.e potential employers or even graduate schools and try to consider how you could use this Portfolio for the next stage of your academic or career goals. This will allow you to create a Portfolio that can be adapted and used for a future audience. Although your audience should not be the only factor, a defined audience will help you determine what to include and how to organize the Portfolio.

Reflective writing

This is the most significant element of your Portfolio. Reflective writing allows you to give your audience context for particular evidence and explain how each experience relates to other experiences. When reflecting on experiences and evidence, be sure to provide your audience with a brief summary of what the evidence is as well as a deeper reflection on the experience.

Variety of Artifacts - Materials

It is important to begin collecting and organizing a variety of materials that may be useful to include. At first, you should consider a wide range of materials and then begin selecting specific evidence once you have a clear direction for your Portfolio, which should represent personal interests as well as academic and professional experiences.

Evidence can come in almost a limitless variety of forms including written text, pictures, documents, electronic presentations, web pages; artifacts may even include movies or sound files. These materials can range from videos to pictures to course assignments. It is also very important to begin organizing this material so that you can find it easily. This includes creating a system to back up your evidence so that they will not be damaged or lost.

Remember you use evidence to display learning; they are a representation of an experience and can be a wide variety of things. It is important to display relevant evidence while still using a variety of them.

For example, instead of simply adding PDFs of papers from an experiment, consider including pictures or videos from a lab. Also, the use of recorded sound in your portfolio could support your work and improve its presentation. For instance, a short recorded speech, musical performance or narration of your work is appropriate. Remember, this is your portfolio and it contains your work. Video use in a portfolio should follow the same guidelines as audio use. Video clips best practices support that a video clip should show action during the length of the clip which should be preferably 15 – 30 seconds. Good use of video would be for student performances such as catching a touchdown pass, a passage from a play, detailing a piece of 3D art or documenting a process such as a science experiment.

Copyrights and fair use

The public nature of the internet raises important questions about what to include in your digital portfolio and how to give appropriate credit. Any time you are using images or audio online you must be aware of copyright, fair use, and permission. Although such concepts can be complex, working within these parameters is an essential component of creating your digital portfolio.

Privacy and suitability

When selecting material to include in your portfolio, one of the basic principles to be considered is privacy and suitability. You should only upload material that you would like to be directly associated with your name, and must carefully consider the personal information you make available online.

A2.2 Creativity and visual representation

While the content of your Portfolio is important, you must also consider the visual representation of your work. The design should focus on a visual, easily readable web site that includes intuitive navigation, hyperlinks, images, and media. The visual element of your digital portfolio is crucial to clearly communicate with your audience. You will want to maintain professionalism while still being creative and unique. This includes making colour and design choices that both fit your personality as well as your future goals.

You will need to be quite assertive as regards to the appealing nature of various elements of the visual representation of your portfolio i.e. colours, fonts, and layouts, design consistency across pages, theme or overall message, appropriate design for your audience, do images, video and audio add meaning to your content etc.

Although being creative is one of the basic elements employers look for, they do have a short amount of time to go through all the sections of your digital portfolio and having over-the-top design will not support this process.

The main limitation you face with your content is that of time. Set up on your own content limitations and restrict the amount of time you work on specific projects. You will push the limits if you have a boundary in place than you would if you had no boundaries at all. The fewer resources or options you have, the more you are forced to actually be creative. You have to come up with something that isn't the first and most obvious solution. You have to be creative as this would give you a competitive advantage but with boundaries.

A2.3 How to make an attractive pitch video or write a personal statement

A2.3.1 How to make pitch video of yourself

- No matter how you choose to make your video, you **must let your viewers know precisely who you are and what are your inspirations.**
- You must communicate information **simply and directly** and there is no need to use complex language or information.
- Keep your video **short enough**, please, do stay under 1.5 minute (if possible).
- Don't waste people's time by talking slowly and uhm-ing all over the place. So keep it short and worth watching!
- Make sure you **avoid nervous hand gestures** or wearing overly complex clothing or jewelry.
- Dress accordingly to the profession and culture of the working environment you are envisioning to enter.
- Include **subtitles** in your pitch video, if needed.
- Creating **animated videos** using various online applications could also be considered

A2.3.2 How to write your personal statement

Your **personal statement** is considered a thoughtful and carefully written short essay about you. Keep in mind that you are writing **your personal statement as a professional.**

- As you write your statement think about what is important to you, what you're passionate about, what you're interested in and what your future goals are.
- Stating exactly what you are seeking will help recruiters match you to a position that they are hiring for.
- One or two short paragraphs should do the trick.
- Your summary is your opportunity to showcase your personality, so the more your writing style differentiates you, the better.
- Writing in first person makes your summary more personable and you come across as more trustworthy and confident.
- Should provide a background of your experience briefly and highlight prominent successes or accomplishments.
- The more keywords you include, the more likely it is that you'll show up on a recruiter's radar.
- Take a look at the personal statements in portfolios of prominent personalities in your industry.
- Furthermore, take a look at the personal statements in portfolios of prominent businesspeople in your industry.

A2.4 Dos and Dont's when creating a Portfolio

What to include in your portfolio:

- Be sure to illustrate self-reflection and growth in your chosen pieces.
- Content “proves” your talent and skills to an employer/audience.
- Combine all life-experiences into one collection.
- Read through other student portfolios templates to help formulate ideas for your own.
- Be positive. Glass half-full, always.
- Demonstrate intellect in combining classroom learning with professional experience
- Be careful about long messages. More than 30 seconds of sound becomes boring.
- Before you share your digital portfolio check your digital portfolio for errors that you may have overlooked during the creation of your site.
- Read through your content carefully for spelling or grammar errors.
- Have other students, faculty, and staff review your portfolio and give you feedback.
- Check all links to be sure that they take you to the intended location.
- Remember to update your digital portfolio when necessary so that information remains relevant and accurate.
- Remember to indicate your status once employed.

What NOT to include in your portfolio:

- More is not always better. In other words, don't include more work for the sake of having a lot to show.
- Be sure to choose your best work.
- Think about quality over quantity.
- Copies from magazines, comic books, animation, CD covers, or movie posters are not acceptable. Remember, work should be your own.
- Avoid overused, stereotyped, or timeworn imagery.
- Student speeches do not make good videos.
- Avoid overly general statements. “I am a good and nice colleague and I work hard” are not attractive for employers unless backed up with examples.

A2.5 Checklist for digital portfolio development

When it comes time to develop your portfolio, be sure to go through the following stages in order to reach your goal of writing a competitive CV:

- Collect all of your work.
- Look at the variety of evidence.
- Note strengths and areas that need improvement.
- Assess each piece and think about why you might want to include it in your portfolio.
- Use stick notes to make comments about the work.
- Talk to others—teacher, parent, friend, classmate, older student—about your portfolio and listen to their suggestions.
- Revise your portfolio with these questions in mind:
 - Does my portfolio show a variety of work?
 - Does it give a snapshot of how I have improved?
 - Does it indicate what I have been thinking about/responding to?
 - Does it give me and others an idea of where I have come from and where I would like to go?
 - Does it represent who I am as a learner?
- Remember to date all your work.
- Revise your goals.
- “Own” your work and be proud of how special you are.
- Be aware of how much you have learned!

A3. Digital Portfolio Folders, Content and Supporting Evidence

DIGITAL PORTFOLIO FOLDERS	CONTENT AND SUPPORTING EVIDENCE
<p>A3.1 Education</p>	<p>As regards to presenting your educational background you should better put your educational qualifications with chronological order, title/degree, university, (expected) year of graduation, indicative courses.</p> <p>Present the period of your studies abroad, <i>focusing on skills improved and experiences gained beyond the academic knowledge</i> (i.e. learned a new language, improved communication skills, developed culture awareness).</p> <p>Supporting evidence:</p> <ul style="list-style-type: none"> ▪ Degree or/and Diploma; ▪ Transcripts; ▪ Essays; ▪ Scans of awards; ▪ Mobility certificates; ▪ Graduation photos, Videos, Audio, etc.
<p>A3.2 Work experience</p>	<p>Include your formal work experience via chronological order, by indicating key responsibilities of the position held, highlighting skills improved and experiences gained.</p> <p>Present an internship or placement you have completed (why did you choose the specific place for an internship, which were your responsibilities, which of your skills were improved and what experiences have you gained).</p> <p>Indicate if applicable your field of volunteering (i.e. social issues, culture awareness, entertainment events, environmental problems, politics etc), activities and tasks assigned, what skills were improved and what experiences you gained.</p> <p>Present, if applicable, your role in the organization of events either during or following your studies, your responsibilities, how successful was the event, did it meet its goals, skills improved with emphasis to communication, team work, organization, meeting deadlines.</p> <p>Supporting evidence:</p> <ul style="list-style-type: none"> ▪ Contract; ▪ Appointment letters; ▪ Youth pass; ▪ Honorary mention for voluntary work; ▪ Certificates ▪ Photos, Videos, Audio; ▪ References from the team leader/coordinator etc.
<p>A3.3 Projects (academic, research, prototype)</p>	<p>Present past or current projects (title, objectives, methodology, team, main outcomes, role and responsibilities) including academic projects participations, research prototype development, participation in competitions etc.</p> <p>As regards to participation in competitions the name of the competitions should be given, when it took place, your motivation for participation, the object of your</p>

<p>development, participation in competitions etc.)</p>	<p>presentation, any award/prize you won.</p> <p>Supporting evidence:</p> <ul style="list-style-type: none"> ▪ References from the team leader/ supervisor; ▪ Reports, papers; ▪ Studies and methodologies, charts; ▪ Artwork; ▪ Videos, audio, photos; ▪ Certification and award etc.
<p>A3.4 Skills and competencies</p>	<p>In this category you could present creatively your skills and provide examples by including links from other folders for showcasing your evidence. You can also include new evidence depending on your field of study or aspired work.</p> <p>You should try to present to your target audience abilities such as:</p> <ul style="list-style-type: none"> ▪ Communicating effectively; ▪ Developing quantitative literacy necessary for their chosen field of work; ▪ Critical thinking and creativity; ▪ Developing the knowledge and skills to work with others in a professional and constructive manner; ▪ Showcasing computer literacy and skills.
<p>A3.5 Foreign languages</p>	<p>This category will include a presentation of the level of knowledge of foreign languages (Listening, Reading, Spoken interaction, Spoken production, Writing) using the Common European Framework of Reference for Languages, explanation of when and where you learned the language, how many years (study or trip abroad, Erasmus+ mobility , bilingual, living abroad etc.).</p> <p>Supporting evidence:</p> <ul style="list-style-type: none"> ▪ Certificates; ▪ Video or/and audio recording of communicating in the language indicated.
<p>A3.6 Conferences and events</p>	<p>Showcasing your participation in Conferences and Events would also be very helpful to be done in chronological order, by indicting the organizer, the speakers, the main topics elaborated etc. The list of evidence could include certificates, transcript, audio or video of speech.</p> <p>Supporting evidence:</p> <ul style="list-style-type: none"> ▪ Certificates of attendance; ▪ Transcript; ▪ Audio recording or video of speech.
<p>A3.7 Training and certification</p>	<p>Training gives you the skills to do something rather than just know about something. Training can be specific to your needs, your vocation or your skills-gap.</p> <p>Thus, in this folder you could:</p> <ul style="list-style-type: none"> ▪ Present Training attended (chronological order, organizer, and duration). ▪ Showcase participation in training courses, main skills acquired and where can be used. Include title, scope of the training, organizer, duration etc. ▪ Skills and experiences with emphasis to communication, networking, presenting and specific skills training aimed to improve.

A3.8 Europass CV/CV

In order for your CV to appeal and be attractive to a potential employer, it needs to be **professional, to have a clean look, to be concise, free of grammatical errors and to clearly present your skills, academic, work experience and interests.**

- *Rule 1#: Don't waste the employer's time*
- *Rule 2#: Write an engaging summary- objectives and goals*
- *Rule 3#: Include important keywords and rich content*
- *Rule 4#: Be careful with formatting*
- *Rule 5#: Be extremely careful with proof reading/spelling/grammar*
- *Rule 6#: Be concise – Be Relevant – List education and work experience*
- *Rule 7#: List results and oriented accomplishments*
- *Rule 8#: Include additional information –hobbies- references*
- *Rule 9#: Add hyperlinks and social media professional profile links*
- *Rule 10#: Send it to the right person and email address*

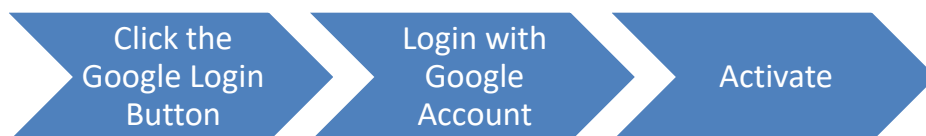
B. Technical guidelines for students on how to create a Digital Portfolio and how to use the EDIPUS Digital Portfolio Software

B1. Registration / Login

In order to be able to login and use the EDIPUS DPP an EDIPUS DPP account is necessary. The way to create a DPP account is by registering.

- 2 Ways of registration:
 - By directly creating an EDIPUS account
 - By using your Google Account

The same two ways apply to Login as well.



- Native Method: Simply use your credentials
- Google Method: Use your Google Account to Login

B2. Security Authentication

Authentication is used by platform and developers to make sure know exactly who is accessing their information. Also allowing platform to maintaining a close relationship with the users.

EDIPUS

European Digital **Portfolio** for
University Students

Email

Password

[Forgot your Password?](#)

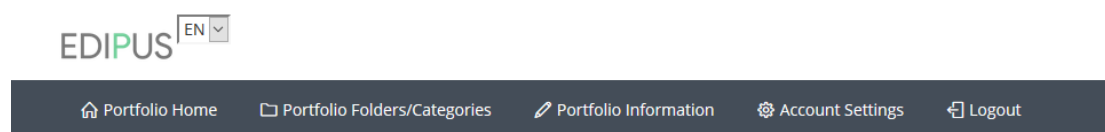
Login

Create EDIPUS DPP Account

 Login using Google

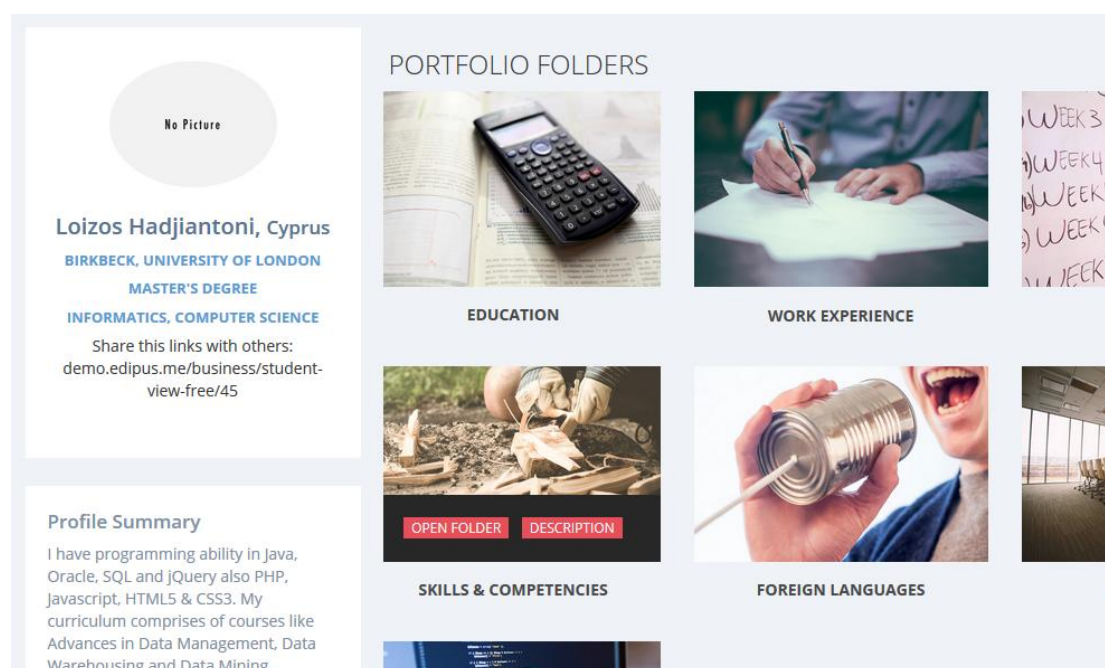
B3. Navigation

Available features, brief explanation of what is in each page.



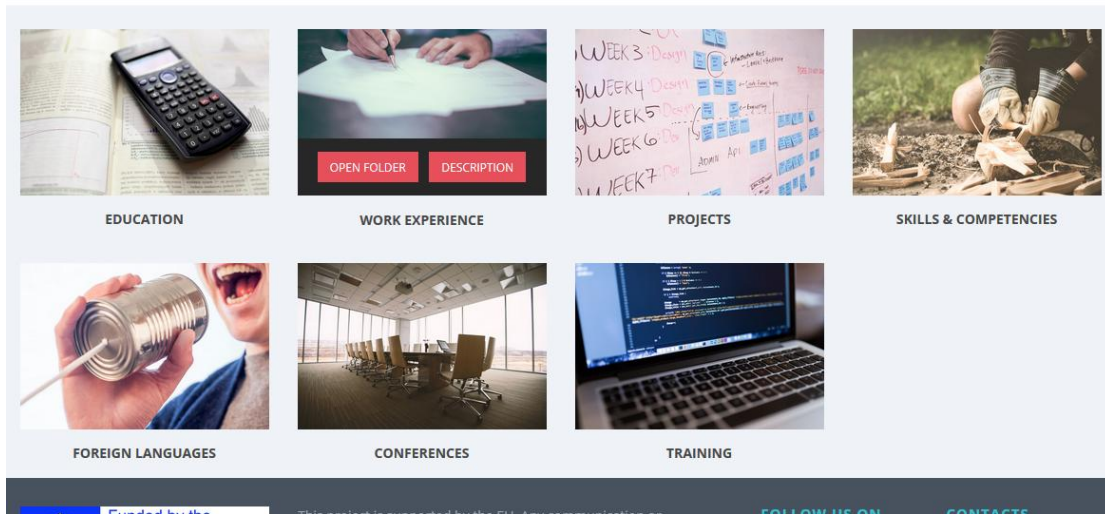
Five main categories:

1. Portfolio Home
2. Portfolio Folders/Categories
3. Portfolio information
4. Account Settings
5. Logout

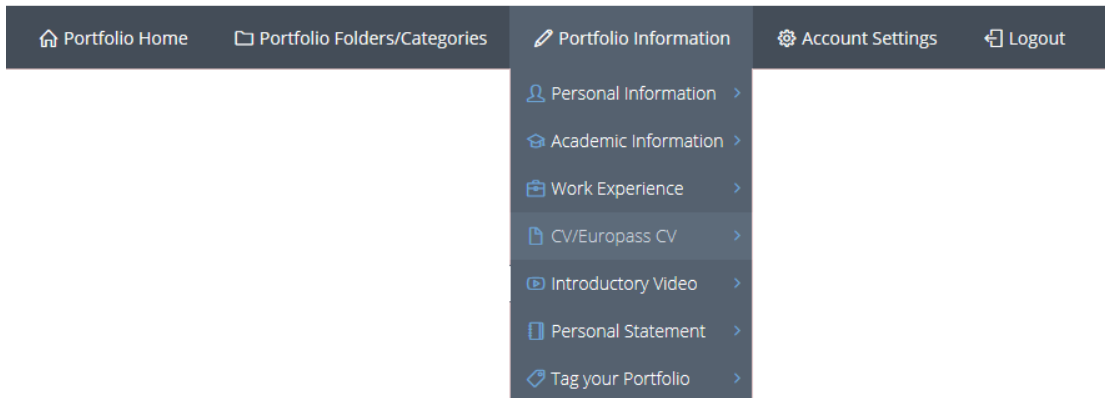


Portfolio Home contains:

1. Profile Picture
2. Introductory Video and Profile Summary
3. Profile Folders



Portfolio Folders/Categories this category allow you create folder and create/edit Content.



Portfolio Information contains:

1. Personal Information
2. Academic Information
3. Work Experience
4. CV/Europass CV
5. Introduction Video
6. Personal Statement
7. Tag your Portfolio

Change your EDIPUS DPP Password

CHANGE YOUR PASSWORD

Current Password

New Password

Confirm New Password

[Update Password](#) [Cancel](#)

Account Settings allow you change your EDIPUS DPP Password

B4. Profile Information

PERSONAL INFORMATION

First Name
LOIZOS


Last Name
HADJANTONI

Country of Origin
None

City
None

Date of Birth

Gender

EDIPUS Profile Picture


[Choose Picture from your Google Drive](#) [Clear](#)

[Save Changes](#) [Cancel](#)

B5. Profile Summary

PERSONAL STATEMENT

Create/Edit your Personal Statement

I have programming ability in Java, Oracle, SQL and jQuery also PHP, Javascript, HTML5 & CSS3. My curriculum comprises of courses like Advances in Data Management, Data Warehousing and Data Mining, Component Based Software Development, Search Engines and Web Navigation, Internet and Web Technologies, Information Retrieval and Organisation, Object-Oriented Design and Programming, Semantic Web, Database Management Systems, Graphical Systems Analysis and Design and Programming in Unix-line Environment. For my master's dissertation project, I developed an Android application in Java.

[Save Changes](#) [Cancel](#)

B6. Keywords/Tags – Text Search

Tag Your Portfolio

ADD KEYWORDS/TAGS THAT DESCRIBE YOU BEST

Loizos Hadjiantoni Tags/Keywords

[Save Changes](#) [Cancel](#)

- AngularJS
- Django

Adding keywords/tags to my profile

Title (*)	European University Cyprus
Select Folder (*)	Example 1
Privacy Settings (*)	Public
Content Tags/Keywords	euc x B
Content Body	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> File ▾ mat ▾ Table ▾ Tools ▾ </div> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> #bachelor #back-end #business #businessadministration </div> <div style="flex-grow: 1;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> ↶ ↷ </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> 🖨 👁 </div> </div> </div> </div>

Adding keywords/tags to my contents








B7. My Portfolio

B7.1. Adding new Categories and sub-categories

- Dynamic = Not fully structured
- Semi Structure
- There is an original and permanent folder structure
 - Education
 - Work Experience
 - Projects
 - Skills & Competencies
 - Foreign Languages
 - Conferences
 - Training
- All content is created via an online editor
- You can add the content for better searching (through the Database)
- Files – Links – Videos – Images etc

Creating Categories/Folders

Folders/Categories of LOIZOS HADJIANTONI + Create Folder

 EDUCATION	 WORK EXPERIENCE	 PROJECTS	 SKILLS & COMPETENCIES
 FOREIGN LANGUAGES	 CONFERENCES	 TRAINING	

EDIPUS

Portfolio Home Portfolio Folders/Categories of LOIZOS HADJIANTONI + Create Folder


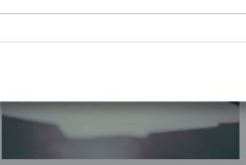
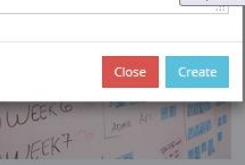

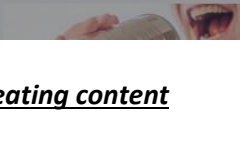


Create Folder/Category ✕

Folder Name

Folder Description

Close Create

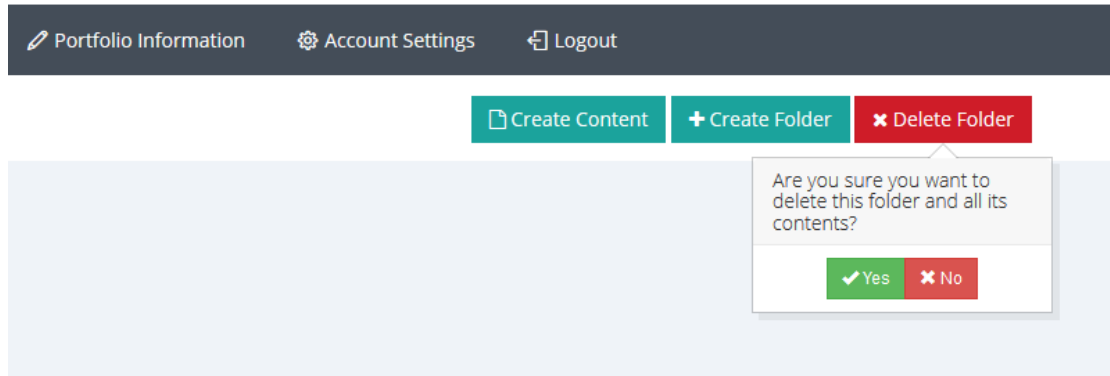
Παρακαλώ συμπληρώστε αυτό το πεδίο.

 EDUCATION	 WORK EXPERIENCE	 PROJECTS	 SKILLS & COMPETENCIES
 FOREIGN LANGUAGES	 CONFERENCES	 TRAINING	

Creating content

Title (*)	<input type="text"/>
Select Folder (*)	Education ▼
Privacy Settings (*)	Public ▼
Content Tags/Keywords	<input type="text" value="Tags"/>
Content Body	<div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit Insert View Format Table Tools</p> <p>Formats B <i>I</i> <u>U</u> [Icons]</p> <p style="font-size: x-small;">p Words: 0</p> </div>
Save Cancel	

B8. Add/Edit/Delete Category “components”



You cannot delete the prefixed categories.

You allow to delete only the categories that you have created.

B8.1. Privacy Settings and Restrictions

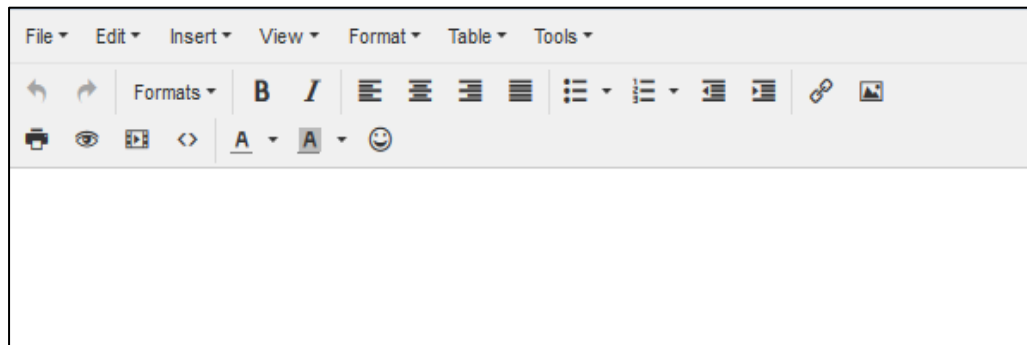
Edit Content

Title (*)	European University Cyprus
Select Folder (*)	Example 1
Privacy Settings (*)	Public
Content Tags/Keywords	Private

When you create new content you have to decide if the content would be Private or Public. This can be done by Privacy Settings.

- Public: everyone can see them.
- Private: only the user can see them.

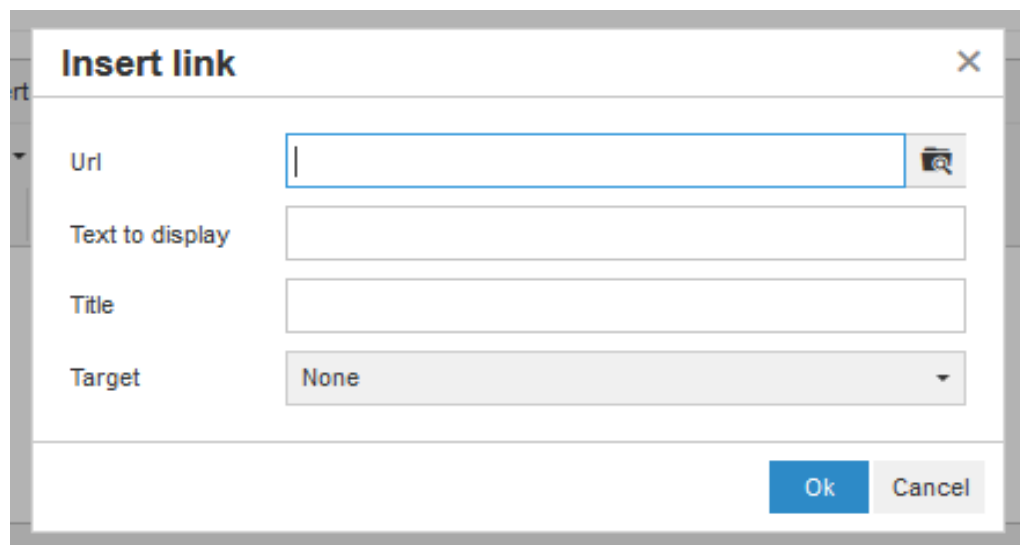
B9. The Editor

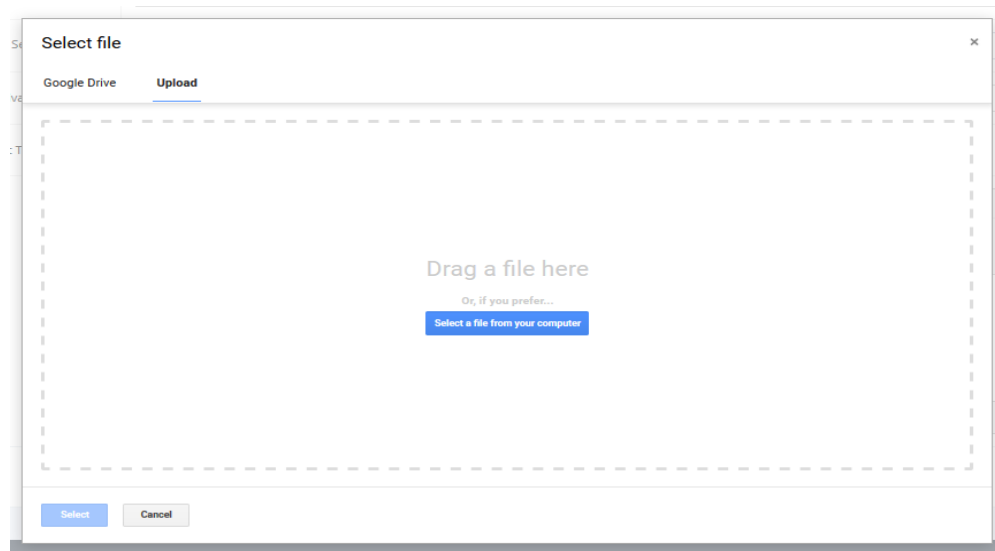
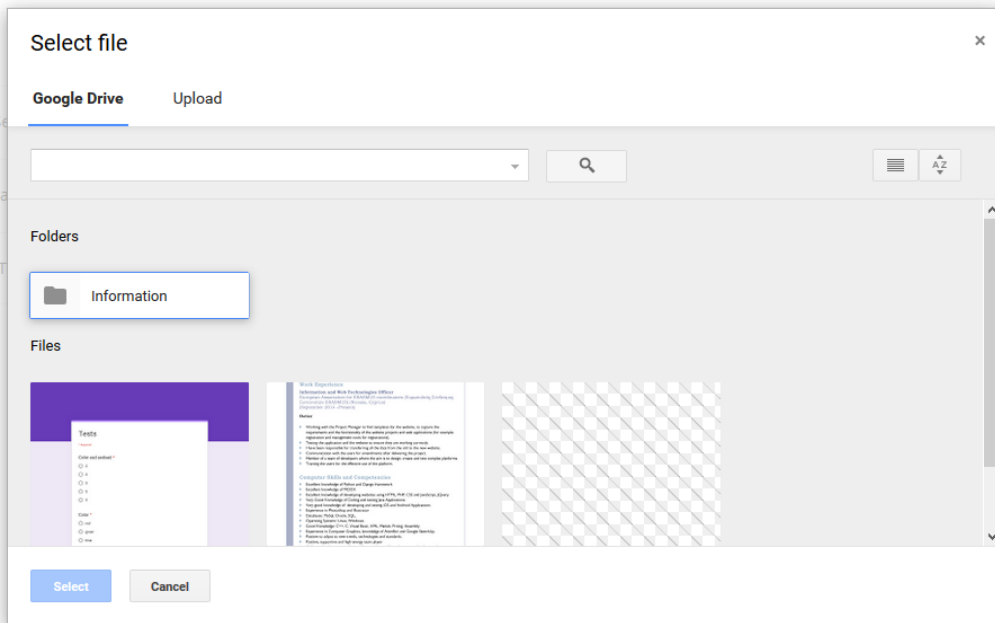


Allow you to insert text, links and images. Create tables. Embed video.

B10. The file manager

- Files play a major role to the creation of your profile
- DISCLAIMER: EDIPUS Does not store any files or images you upload.
- All files are stored to your personal Google Drive
- You can manage your files on your GD even outside the EDIPUS





B11. Glossary

Student

Person currently enrolled in an official study programme of Higher Education.

Alumni

Person already graduated from an official study programme of Higher Education.

Employer

Person in charge of recruiting staff/ interns for a company/ institution.

Statement

Description/claim of a relevant Event/Activity included/to include in a Digital Portfolio.

Evidence

A Document that supports/proves a Statement in a Digital Portfolio.

Digital Portfolio

Collection of Statements and corresponding Evidence organized in a semi-structured format describing the Events/Activities of relevance of someone's academic/ professional life.

Student Portfolio

Digital Portfolio of a Student.

Portfolio Entry

A particular Statement and the corresponding Evidence in a Student's Portfolio.

Portfolio Category

A group of Events/ Achievements/ Activities.

Document

A piece of Evidence of any kind (webpage, report, prototype, talk, media article, conference paper, certificate) on any format (text, image, audio, video,..., pdf, ppt) supporting a Statement.

Activity

Set of correlated tasks performed during a specific time period with a specific goal in mind. Start and end of Activity are Events.

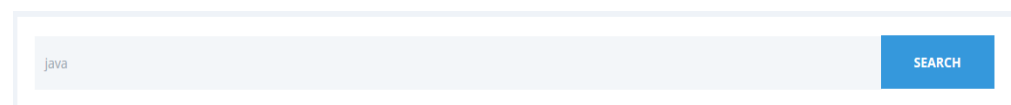
Event

Some happening at a specific time. Usually associated with a particular achievement.

Milestone

An Event/achievement of particular importance/relevance reached/completed at a certain stage of ones' career (such as, Bachelor degree).

B12. EDIPUS Database



A search bar with the text 'java' entered and a blue 'SEARCH' button to the right.



FILTERS

SELECT FIELD OF STUDIES

SELECT DEGREE

Master's Degree

COUNTRY

Cyprus

Sort by Popularity

With Work Experience

APPLY FILTERS

Allow you to search for student in EDIPUS or filter the database.

Portfolio of Nuno Escudeiro + Add to Basket

Nuno Escudeiro, Portugal

Introductory Video

Profile Summary
Sunny days, bright nights. Frère Jacques, dormez-vous?

STUDENT FOLDERS

- Education
- Work Experience
- Projects
- Skills & Competencies
- Foreign Languages
- Conferences
- Training
- Hobbies
- Pets

PUBLIC CONTENT OF WORK EXPERIENCE

This folder contains content related to the student's Work Experience

- Job 1
- Job 2

Work Experience

Date	Company / Organization	Position & Job Description
Started on: Oct. 1, 2016 On Going...	ISEP	Cooker Cooking meals for thousands of students
Started on: Oct. 14, 2009 Completed on: Sept. 30, 2016	The Plane	Bar tender Serving drinks
Started on: Jan. 26, 1999 Completed on: June 23, 2014	The Boat	Rowing man Make the boat move

Education

Date	University	Degree & Field of Studies	Accumulated ECTS
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Add Nuno to your Basket? ✕

Select the basket to add this student:

Test 1 ▼

Test 1

Basket 2

CLOSE
ADD TO SELECTED BASKET

Allow you to see student profile and add them to the basket.

C. Benefits, Key strengths and how to communicate abilities and interests to prospective employers

An advantage of a digital portfolio is that you can include details that are usually not include in a curriculum vitae since it is recommended to be kept brief and short. In your digital portfolio you can express more about your goals and plans regarding to personal and career development.

C1. Benefits for employability

There are multiple advantages for using a Digital Portfolio to apply for a position as for the applicants as for the employers.

A. Benefits for Applicants

Indeed, the Digital Portfolio is a richer version of a curriculum vitae where applicants can present, express and illustrate themselves in a personal but professional way so as to display to the audience their knowledge, education, work experience, projects, philosophy for instance through various samples of their work including presentations, photos, publications, audio-clips or videos.

As a matter of fact, the Digital Portfolio can contain different folders (EUDIPUS' 7 folders: education, work experience, projects, skills and competencies, foreign languages, conferences and training) that can include the candidates' resume, experience, skills and competencies, cover letter, thesis, letters of reference, records of special training, written work, projects, presentations, case studies, certificates of achievement for volunteer work or professional development and records of artistic performances for instance so as to provide a richer picture of applicants' performance that would not be gained from more traditional and objective form of assessment like the common European curriculum vitae.

The Digital Portfolio is meant to provide more space, greater freedom and flexibility in order to digitally display more relevant information about the candidates to the employers. It then enables the applicants to customize and use it well beyond their resume or cover letter as they can develop and promote their professional digital identities on their own way. Thus, it becomes a reflective tool documenting the candidates' intellectual assets as well as their human capital that make them stand out of the crowd ultimately.

Moreover, the use of an electronic portfolio by candidates emphasises their technical ability and web literacy that are important factors as they are part of an tech-savvy generation where one's digital presence is of utmost significance particularly in the competitive professional world. However, to be plainly used, the Digital Portfolio needs to be goal driven, organised and performance based evidence instrument.

Ultimately, candidates can add a link to their digital Portfolio on their resume, email signature, business card and online profile (Monster, LinkedIn,...) so as to be as more visible and accessible than possible.

Digital Portfolios are also said to facilitate a range of competencies and benefits including:

- Active learning skills
- Goal setting (both education and career)
- Independent learning/autonomy
- Collaborative learning
- Cross-curricular competencies
- Interpersonal communication skills
- Self-assessment, self-evaluation and self-regulating skills
- Digital literacy skills
- Work readiness
- Lifelong learning
- Self-management
- Self-awareness

B. Benefits for Employers

Apart from the general advantages of a Digital Portfolio aforesaid, there are four main benefits for employers to recruit through electronic portfolios.

Support the recruitment process

“Building and maintaining a digital portfolio will help students to be better prepared for the recruitment process, meaning that the quality of employment applications will improve. Students will be able to answer interview questions and selection criteria more effectively by drawing on a wide variety of real life examples. This will make it easier for employers to accurately assess the qualities and suitability of each applicant.”

One of the portfolio advantages when used for applying for a job is that it helps employers with the recruitment process with narrowing down selection. Indeed, it has been asserted by the employers’ side that the electronic portfolio is a time-saving and cost-effective recruitment tool. As a matter of fact, thanks to the distinct folders that can be created on a Digital Portfolio (EUDIPUS’ 7 folders: education, work experience, projects, skills and competencies, foreign languages, conferences and training), it allows the recruiter to have a quick access to specific skills-a feature that are not typically available during the initial steps of the recruitment process. Thus the recruiter has an easy and effective way to assess and validate candidates’ skills through the digital Portfolio and is able to make an early selection of qualified candidates for the position.

Moreover, due to the format of the digital Portfolio, employers have more detailed information about the applicant as he or she can include as many interesting artefacts as he or she wants on the Digital Portfolio.

It is also important to highlight that employers can access the applicants’ portfolio 24/7 that is to say before, during or even after the interview which can help significantly the employer’s decision regarding the recruitment. Finally, the portfolio gives immediate contact options and consequently offers a better accessibility to both the applicant and the employer.

Richer body of evidence

“I quite like the concept of having a body of evidence that can be used to sort of help you understand how they think and how they form their conclusions and judgements... I think it then differentiates those candidates... it’s giving us even more insight into those individuals.”

“digital portfolios are visually attractive. I will call digital portfolio as an action CV.”

Another great advantage of the Digital Portfolio is that it provides a richer body of evidence than normal curriculum vitae in the common European A4 format. As a matter of fact, it demonstrates direct evidences that the job applicants have the knowledge and skills required to succeed in the organization or company in question for example. The candidates can provide on their Digital Portfolio a snapshot view of what makes them employable graduates with a video of their work, a critical analysis essay on a new theory or even pictures of an architectural model they made for instance. They can produce a personalized professional portfolio so as to display their education, their work ethic, their work experience, their skills and competencies, their achievements, their projects, and so on. That kind of artefacts can be directly viewed and judged by the employers who can then decide if they want to pursue the recruitment process with that particular candidate. In fact, it offers a direct review of artefacts relating specifically or not to job expectations. Plus, due to its format, the Digital Portfolio offers a much more developed visibility than a more formal curriculum vitae.

Provides in-depth understating

“It just provides that terrific additional depth that you can’t really put on a CV”

“It displays your personality in a way a resume cannot, and it is a non-invasive way to circulate information about yourself to people you may not know that well”.

“Right now, as not many people are using digital portfolios, it is definitely a surprise for us when someone actually sends one. It does help make a candidate stand out from the crowd.”

In addition, the Digital Portfolio provides an in-depth understanding of the candidates to the employers that cannot be gained from more traditional, objective forms of assessment like the common formal curriculum vitae. The digital Portfolio furnishes a richer picture of the applicants’ performance and also of their personality. It is indeed a unique tool that displays not only the curriculum vitae of the applicant, but also his or her personality and the skills he or she used to present himself or herself in the Portfolio. It then allows applicants to differentiate themselves from the other in the job market and that only by their own means: skills, personality, creativity and imagination so as to name a few.

Adaptation to new technologies

Eventually, the Digital Portfolio caters to the next generation that is adapting to new technologies and what they can offer to the applicants. As a result of the technology lead,

candidates relevantly use this tool to sell themselves on the labour market as it gives them an opportunity to present themselves in a way that was not possible before which ultimately render a better feel of the applicant.

C2. Best practices for communication with companies and risks entailed

To contact a company about a job, applicants can write an email or a letter or even call the company directly. These are the three main general means by which candidates apply for positions.

However, nowadays candidates can also apply for jobs through social media like LinkedIn and Facebook for instance and even Twitter can be a tool. Consequently, there are different options to apply for a job. To choose which way of applying is most suitable for a specific job, the applicant has to take into account the sector of the company, the company itself and the position he or she wants to apply for. Indeed, if the candidate is going to work in the communication department of a company, it is interesting to stand out from the crowd by applying on Twitter for instance. There is not a best way to apply, but it can be interesting not to leave behind some media as they can be useful.

To choose which person to approach from the company (Human resources manager, director of the division of interest): it is idealistically easier if graduates have a contact whose name can be used as an introduction to the HR team or even to the director of the division of their interest. If the applicants do not have such contact, they can try to find out the name of the person they should be talking to: the manager of the division of their interest, someone from the Human resources department by looking on the company's website or by directly calling the company asking to whom they should address the call or the email. As a matter of fact, addressing an email, letter or call to an individual of the company can be seen as more professional and can demonstrate that applicants pay attention to details and are resourceful because it shows that they did their research on the company before contacting them and thus make the application stand out from the others from the start.

As indicated above, the applicants can contact the manager of the HR department or straightforwardly the director of the division of their interest in order to apply. Nevertheless, sometimes going through traditional methods of HR can prevent the candidates from being hired because they have certain guidelines to follow and so by addressing personally the email, letter or call setting out the reason why they would be an asset to the company and asking for an interview to the manager who would be responsible for hiring them and not the HR department, they might have more chances to generate a response. Indeed they might be able to have a better chance of succeeding by talking to the manager who would hire them because he or she would see the potential in them more than the HR team that is just looking for specific competencies or professional experiences not taking into account candidates' special talent for instance. However, such move can alienate them as they go around the HR department. It might be seen as bold. So applicants have to think this trough

before doing anything and choose carefully their strategy according to the type of company and position they are applying for.

Consequently, the applicants have to choose which medium is the best to contact the company of their interest and prepare themselves according to the medium they will use because they cannot prepare themselves the same way for the different media. Indeed, it is far more accepted to be less formal and more creative when applying on Twitter or Facebook than when writing an email or a letter. In fact, there is not a best way to apply for a position, but there are guidelines that can help candidates with their application process. However, candidates always need to pay attention if the job offer does not require particular demands as how to the applications have to be submitted to the company.

For example, if they decide to send an email to apply for a job, they have to keep in mind that this is an important step in their application process. The writing and composition of the email are to be taken into great consideration because they can determine their potential future in the company. But beforehand, it is recommended to take even more into account the subject line of the email as it is an important aspect of the email that can be a decisive factor. In fact, if it is not rightly written the email can land in the spam folder or even be deleted by the person in charge of the company's email account. The subject line of the email has to get the manager or the HR department's attention. Thus applicants have to be as concise and clear as possible about the position they are applying for and they also need to mention their name so that it is easier for the manager or the HR person to find their application later during the recruitment process. Sometimes, there are demands with regard to the content of the subject line of the email that have to be followed by applicants to ensure the acceptance of their email.

Regarding the content of the email, it is recommended to pay attention to the manner it is written, to its content and how it is displayed in the email. As a matter of fact, it is suggested that the email needs to be a short cover letter paragraph somewhat conversational. It is required to be relatively concise and not excessively formal nor too stock. When writing an email to apply for a position, applicants need to include in the mail the position of their interest for which they are applying for, a short but pertinent presentation of themselves, the reason why they chose that particular company and how they can add value to the company and help increasing its revenues. Therefore it is advised that candidates present themselves, talk about their experience, their skill set, abilities, qualifications and demonstrate their industry specific work history and transferable skills with the desired position they are applying for and explain how they can add value to the company. In order to do that, applicants need to tailor their approach to each company. That will show their commitment to working for that company and that they are a prepared candidates. Indeed, it is recommended that they do an Internet search on the company; visit its website to find out about its work ethic, its products and services, its structure and other pertinent information. Applicants can then and also demonstrate their market value, how they can be an asset, what value they can add to the company and what they have to offer that can make a difference to the company. Finally, it is recommended to end the email with a signature that states the full name of the candidates, but also their contact information and even and as importantly, a link to their digital Portfolio.

Even though the candidates apply through another mean like for instance by calling directly the director of the division of their interest, they can still take a lot from the email advices because there are useful, but they have to modify it so it does not sound as if they are reading a prepared speech or too formal depending on the medium they will use to apply. Other media can be beneficial as they offer more closeness. Applicants can make a personal connection with the recruiter or manager of a particular company by directly talking to them (phone, Twitter, LinkedIn, Facebook, and so on) and it can demonstrate an extra degree of initiative and confidence. Furthermore, it can give them a chance to get more information about the company, the job and the recruiting process.

Ultimately, it is relevant to add that nowadays, social media is a big part of business and it is thus interesting for the candidates to follow companies and enterprises on LinkedIn, Twitter, Facebook, and through blogs so as to know more about them but, also to look more dedicated to the recruiter or manager as applicants are following companies of their interest in the social media arena.

When the first contact attempt with the company for a job is made, applicants can follow-up on their application by contacting the company in question. It is indeed considered appropriate for candidates to write or call the company a week or so after they have submitted their application to introduce themselves and to confirm that they have received it. In addition, it can be profitable for the applicants as they make a personal connection with the recruiter or manager and as foresaid; it shows an extra degree of initiative, confidence and persistence from the candidates. It also can give them a chance to get more information about the company, the job and the recruiting process, and it may finally lead to an interview.

C3. Self promotion of skills and competences

A difficult step but of the utmost importance is the self-promotion and presentation of candidates. Indeed, self-promotion and presentation in a skilled and creative way is a crucial and decisive step for candidates in the recruitment process as it can make the candidates unforgettable (positively and negatively speaking).

It is suggested that applicants present and promote themselves in a professional but personal way so as to be noticed for the good reasons by recruiters and other influencers of the industry and it is recommended that the candidates prepare themselves beforehand.

First of all, it is essential to talk about the way candidates presents themselves to a recruiter, to an audience and so on. As a matter of fact, the way of dressing, the behaviour and the way to stand, the attitude, the tone of voice and the language are really important factors when someone is trying to promote himself or herself to ultimately get a job. The first impression candidates give is the one that will substantially make the difference and which can definitely change the dynamic of the on-going interview for example or even the potential future of those candidates. To present oneself to an interview or a professional event, it is suggested to be formally and appropriately dressed for the occasion, to act

professionally and to adopt a positive, formal and polite attitude towards the recruiter for instance.

There are different means and ways of promoting oneself and each individual manages self-promotion very differently. As a matter of fact, candidates can use for the purpose of the interview different means like their Digital Portfolio, social media, presentations, publications, photos, audio-clips or videos to present themselves or to back up their promotion speech (accomplishments, skill, competencies, professional and development goals, etc.). It is always welcomed to illustrate your sayings with direct proves. As for the ways of promoting oneself, there are several global advices that anyone can follow so as to be prepared because it takes practices for people less confident about themselves to be ready than for the natural ones.

First of all, when self-promoting, it is valuable to remind candidates that they are expert on themselves, on their life, on their work, on their abilities, on their competences, on their accomplishments and on the way they promote it. Applicants do indeed control what they do, how they do it and how they promote it, they are the ones in charge of their story. It is the main key in self-promotion; once candidates are aware of that they can prepare themselves more easily. Moreover, it is suggested that applicants stay true to themselves and do not try to be someone they are not. It is better to promote who they really are and what they stand for because sincerity is the key.

Then it is recommended to applicants to make a list that quantifies their worth as employees and pinpoint their best and pertinent skills, competences and accomplishments in order to always be able to have in mind what they have achieved and what they are specifically going to talk about without having to think too much about it during the interview.

It is necessary for candidates to enunciate their skills, competences and achievements. However, their achievements need to be crafted with a beginning, middle and end and should be backed up by concrete data as previously said. Moreover, applicants have to be aware that depending on the position and the company, certain accomplishments have to be more highlighted than other as it needs to be relevant. In fact, as foresaid in the email part for instance, applicants need to adapt the way of presenting themselves to each company and position and even sometimes to the recruiter's personality. On the accomplishments list, applicants can write their: successes from previous jobs, outcomes of their work in a company, main strengths, successful projects managed on a time and on a budget, engagements reached, impressive and quantifiable facts, award won for example. However, the self-promotion speech has to be kept short and brief so as to get the attention of the recruiter and not being too long or even boring. Plus, if applicants mention for example their previous positions, they have to realise that it will not speak for itself and that they have to explain it concisely and clearly so as to be sure the recruiter knows what they have done and what they can actually do because a title does not render that. Thus candidates need to articulate themselves in a relevant and interesting way to sustain the audience's attention.

Thirdly, it is necessary for applicants to express their value and worth and how they can add it to the company, what they have to offer that can make a difference to the company, how

they are going to enrich the business and so on. They have to differentiate themselves from the other candidates. They have to make sure that their particular expertise is taken into account and that it gives the recruiter or manager a reason to hire them and to be associated with them for the long term hopefully. Moreover, enunciating on-going or future professional and developments goals is interesting and relevant as it gives more insight into candidates to recruiters for example.

It is as well suggested that when promoting themselves applicants need to be confident and project confidence because it shows faith in oneself, in their work and abilities and because it makes others pay attention to them. As a matter of fact recruiters and managers have fewer difficulties to work with someone that knows himself or herself well and that can efficiently use that confidence to work better. However, candidates have to keep in mind that there is a line between promoting oneself and bragging about oneself, one is constructive, the other is not. When self-promotion is done correctly, it is informing. So it is suggested that applicants stay true to themselves and show confidence, determination and passion in their expertise.

As above-mentioned, candidates have to be sensitive to the context they are in (company, department, position, people they are talking to,...) as it is essential to know the conditions in which they are relating to the people they are interacting with.

It is advised that candidates adapt themselves to the environment they are in so as to merge into it and become part of it. They have for instance to take into account the personality and knowledge level of the people they are talking to and prepare beforehand an idea of talking points is always useful. In fact, recruiters' personality for instance is important because candidates may need to change the way they express themselves in order to make a greater connection with the recruiter which can land applicants a job. Finally a key factor is also to carefully listen to the person or people that candidates are talking to and not to hijack the entire interview. It needs to be conversational with applicants responding correctly to recruiters' demands and questions in particular.

At last, it is as well suggested that when candidates promote themselves that they direct their message precisely to the recruiter or manager they are speaking to in order to assure that they will hear and understand them. To do that, applicants have also to be personal (not only professional) when promoting themselves so the person in front of them will care. For example speaking about oneself off-time interests that are related to the job expectations like blogging for a person that want to work in a communication department is really relevant.

C4. Highlighting professional and development goals

“Who fails to plan is planning to fail” Winston Churchill

To go further on both professional and personal levels, applicants can create and implement a list or plan of goals they want to reach in order to enhance their performance and effectiveness.

Some reasons to create a Professional Development Plan could be:

- It is a tangible tool to be used for future reference.
- It will give you the confidence needed to succeed.
- It helps you to identify: current and future needs, specific “to do” items and resources needed.
- It creates a structured plan and timeline.
- Workplace is constantly changing – Applicants have to grow and develop in order to keep up and move forward.
- Less job security – Applicants need to be active, taking the responsibility of their growth.
- Traditional “corporate ladders” are going away – There is no a “defined” career plan. Applicants need to find opportunities to grow.

That kind of process demonstrates candidates’ dynamic, their way of being proactive as in life as on the workplace. It shows a high understanding of their strengths and weaknesses and their will to develop a skill set to remain effective and relevant on the labour market: improve for the better and be outstanding. In short it proves they want to excel themselves. Professionally, it is thus greatly considered when applicants share their on-going or future professional and development goals and how they want to reach them as it gives more depth to their application or Digital Portfolio for instance.

It is suggested that candidates create their own professional and development plan with their on-going or future goals, the steps to follow and achieve those goals and the reason why those goals are set because it demonstrates a constructive, rational and valuable way of thinking and working.

Steps to create your own professional development plan:

Self-analysis	• To make a SWOT analysis of yourself. It is a self-discovery phase that will help to define and organize future professional goals.
Goal setting	• To define where you want to go.
Research	• To identify the skills you need to go from the point where you are now to the point you want to be in the future.
Decision making	• To decide which is the best way to achieve your goals based on your needs.
Set actions	• To define specific steps required to reach your goals.
Resources needed	• To identify which resources (time, budget,...) are needed to implement each action of your plan.
Set up milestones and deadlines	• To make a timeline, identify milestones and deadlines to implement each of the actions of your plan (help stick to the plan).
Implementation	• It is the doing part. You could need some external support in this phase.
Monitoring	• To update your plan regularly, tracking your achievements. It could imply to adopt possible corrective measures.
Reward yourself	• To celebrate your progress and achievements. It will boost your motivation.