

**CBE Portfolio Cover Page**

**College of Education**

**Bachelor of Science in**

**Workplace Training and Leadership**

**Student Name: Click here to enter name**

**Student Bengal ID#: Click here to enter ID#**

**Student Email: Click here to enter Email**

**Submission Date: Click here to enter date**

Organizational Learning and Performance Department

921 S 8th Ave., Stop 8081

Pocatello, ID 83209-8081

(208) 282-3906

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# Employment Details Work Experience 1

**Position/Job Title: Click to insert position/job title**

**Employer Name: Click to insert employer name**

**Full-time/Part-time: Choose an item from the drop-down menu**

**Total Hours Worked: Click to enter total hours worked**

**Dates of Employment: Click to enter dates of employment**

**Competencies Acquired During Work Experience:**

(Check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Business Fundamentals |  | Problem Solving & Critical Thinking |
|  | Collaboration & Team Work |  | Working with Tools & Technology |
|  | Adaptability & Flexibility |  | Innovation & Creativity |
|  | Marketing & Customer Focus |  | Teaching & Learning |
|  | Planning & Organizing |  | Communications |

Please refer to **CBE Competency Definitions** at the bottom of the [CBE webpage](https://www.isu.edu/olp/cbe/) <https://www.isu.edu/olp/cbe/> for a detailed description of each competency.

## Employment Verification Form

**[To be completed by employer or previous employer(s)]**

|  |
| --- |
| Click to enter name |

has applied to the Idaho State University Workplace Training & Leadership Program for an award of 24 credits toward a bachelor’s degree in a discipline in which he/she has significant work experience. An outline of the competencies unique to that discipline is attached. We would appreciate your review of the competencies relative to the applicant’s work experience. Please provide the information requested below, if possible.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date employment began | Click to enter date | | Date employment ended | | | Click to enter date |
| Average number of hours per week | | Click to enter # | | Job Title | Click to enter text | |
| Job description and responsibilities | | Click to enter text and press Tab to go to next line | | | | |
|  | | | | | | |
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*Thank you for your time and effort in providing this data.*

**NOTE TO EMPLOYER: Please return this completed form to the present or former employee.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer Signature | |  | Date | Click to enter date | |
| Name of Business | Click to enter text | | Phone Number | | Click to enter # |

## Job Description

Include a job description for this position. If a job description for your specific position is not provided by your employer, then create a job description for your position by referring to the U.S. Department of Labor website to locate the Dictionary of Occupational Titles (DOT) and the Occupational Outlook Handbook (OOH) for general duties and responsibilities related to your position.

## List of Skills and Knowledge Acquired

Create a list of skills and knowledge you have acquired while employed in this position. These skills and knowledge can be identified by your employer or can be acquired from sources such as the Dictionary of Occupational Titles (DOT) or the Occupational Outlook Handbook (OOH), both published by the U.S. Department of Labor.

## Narratives to Describe Use of Workplace Competencies

Write a narrative to describe your acquisition and use of EACH competency you identified for this work experience. This written narrative is your opportunity to describe your competence to the reviewers, so be sure to provide a detailed description. **The narrative for each competency should be** **at least one page in length**, and include the following:

1. Describe your role, experiences, and how you acquired and use the competency.
2. Provide at least one *specific* example of when you used the competency and the impact of using it.
3. Describe the link between the competencies and the Workplace Training & Leadership program and/or your future career goals in the HRD field.

#### Business Fundamentals

[Click here to begin writing your narrative]

#### Collaboration & Teamwork

[Click here to begin writing your narrative]

#### Adaptability & Flexibility

[Click here to begin writing your narrative]

#### Marketing & Customer Focus

[Click here to begin writing your narrative]

#### Planning & Organizing

[Click here to begin writing your narrative]

#### Problem-Solving & Complex Thinking

[Click here to begin writing your narrative]

#### Working with Tools & Technology

[Click here to begin writing your narrative]

#### Innovation & Creativity

[Click here to begin writing your narrative]

#### Teaching & Learning

[Click here to begin writing your narrative]

#### Communications

[Click here to begin writing your narrative]

# Employment Details Work Experience 2

**Position/Job Title: Click to insert position/job title**

**Employer Name: Click to insert employer name**

**Full-time/Part-time: Choose an item from the drop-down menu**

**Total Hours Worked: Click to enter total hours worked**

**Dates of Employment: Click to enter dates of employment**

**Competencies Acquired During Work Experience:**

(Check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Business Fundamentals |  | Problem Solving & Critical Thinking |
|  | Collaboration & Team Work |  | Working with Tools & Technology |
|  | Adaptability & Flexibility |  | Innovation & Creativity |
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| --- | --- | --- | --- | --- | --- | --- |
| Date employment began | Click to enter date | | Date employment ended | | | Click to enter date |
| Average number of hours per week | | Click to enter # | | Job Title | Click to enter text | |
| Job description and responsibilities | | Click to enter text and press Tab to go to next line | | | | |
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#### Business Fundamentals

[Click here to begin writing your narrative]

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#### Innovation & Creativity

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[Click here to begin writing your narrative]

#### Communications

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# Employment Details Work Experience 3

**Position/Job Title: Click to insert position/job title**

**Employer Name: Click to insert employer name**

**Full-time/Part-time: Choose an item from the drop-down menu**

**Total Hours Worked: Click to enter total hours worked**

**Dates of Employment: Click to enter dates of employment**

**Competencies Acquired During Work Experience:**

(Check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
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| Average number of hours per week | | Click to enter # | | Job Title | Click to enter text | |
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[Click here to begin writing your narrative]

#### Working with Tools & Technology

[Click here to begin writing your narrative]

#### Innovation & Creativity

[Click here to begin writing your narrative]

#### Teaching & Learning

[Click here to begin writing your narrative]

#### Communications

[Click here to begin writing your narrative]

# Evidence and Artifacts (optional)

Provide additional evidence and artifacts that support the knowledge and abilities gained through this work experience (examples: letters of reference, workplace certifications, special project descriptions, workplace professional development activities, certificates of completion, etc.).

# Resume or CV

On the next page, copy and paste your current resume or CV. You can use the shortcut key CTRL + V to paste and keep the formatting of your original resume or CV.