



# Pre-ETS Portfolio Checklist

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

A student portfolio is a compilation of relevant material produced by the Student that may be presented to prospective employers to document the individual's accomplishments while participating in Workplace Readiness Training, Work-Based Learning Activities, and Paid Work-Based Learning Experiences, including but not limited to:

#	Portfolio Item	Attached & Trainer Initials
1.	Summary of training topics and/or work/based learning experiences completed (Certificate of Completion – CMS)	
2.	List of skills student acquired during training	
3.	Résumé	
4.	Employment Application	
5.	Employment related references	
6.	Items student has selected that showcase accomplishments during training (please list) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
7.	Other: One of the following required <ul style="list-style-type: none"><li>• Worksite Tour Student Evaluation</li><li>• Job Shadow Student Evaluation</li><li>• Informational Interview Worksheet</li><li>•</li></ul>	
Comments:		

Complete portfolio reviewed/verified by:

\_\_\_\_\_  
(Trainer)

\_\_\_\_\_  
(Date)