

# HEALTH OCCUPATIONS PROFESSIONAL PORTFOLIO NYS



Notebooks must be picked up between 2 and 3 pm on Thursday.

## PURPOSE

To recognize students for their successful development of a professional portfolio and to evaluate the ability of an individual to present himself or herself to an employer using effective communication skills.

## ELIGIBILITY

Open to active SkillsUSA members enrolled in a health occupations program.

## CLOTHING REQUIREMENT

**NYS Official attire for men:** Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes.

**NYS Official attire for women:** Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend on to the lapels of the blazer; black sheer or skin-tone hose and black shoes, that are not backless or open toe.

**Note:** Contestants must wear their contest clothing to the contest orientation meeting.

## SCOPE OF THE CONTEST

### Knowledge Performance

The knowledge performance portion of this contest is the creation of a professional portfolio with title page, table of contents and six required sections in specific order.

### Skill Performance

The contest includes a live presentation by the contestant designed to evaluate the ability of an individual to present himself or herself to an employer using effective communication skills.

## Contest Guidelines

### 1. Notebook

Each contestant is required to submit an official SkillsUSA three-ring, 1-inch loose-leaf binder (available from [www.skillsusastore.org](http://www.skillsusastore.org); the phone number is 800-401-1560). Photographs, news articles, illustrations and other informative material may be included to support and enhance written evidence of the contestant's participation in activities as described in the notebook. Pages must be limited to 25 (50 surfaces). Divider pages do not count toward maximum number of pages allowed.

Notebook must include the following, presented in the order given:

- a. Title Page — include name of contestant, name of school, grade, training program and a picture of contestant
- b. Table of Contents with page numbers
- c. Components of an Employment Portfolio
  1. **Résumé and Career Objectives** Prepare a current résumé. The student should include a written statement, describing his or her career objective and plans to achieve that objective and competencies that have been mastered. (See Level 3.1 of the Professional Development Program for assistance in developing your résumé.) All competitors must also submit a hard copy of the resume to the contest committee at orientation. Failure to do so will result in a 10-point penalty. Resume to be in notebook and one copy turned in at the orientation meeting.
  2. **References**  
Letters of reference from teachers, mentors, supervisors, employers or others who can verify the student's skill ability (limit of three references).
  3. **Awards and Recognition**  
Include copies of certificates, documentation of leadership activities, news articles and supporting material to serve as proof of the student's

achievements. Reflect the highest level of achievement.

**4. Work Sample Documentation**

Summary of work site experiences pertaining to health occupations. Students should distinguish project documentation that is a result of school-based learning versus work-based learning. Work experience can be supported with photographs as appropriate.

**5. Community Service**

List of activities conducted that provided a benefit to the community. This section should demonstrate excellence and professionalism in the area of community service.

**6. Membership and Affiliations** List of organizations and community groups in which the student is actively involved.

**2. Presentation**

Students should be prepared to make a five- to seven-minute oral presentation on their portfolio to the judges. Contestants should anticipate answering questions from the judges. Students are strongly encouraged to use current multimedia technology. This could include (but is not limited to) video, audio or computer-generated presentations in software such as PowerPoint. Student should bring a computer and cords to connect to LCD projector. Committee will provide LCD and screen. There is **no WIFI**. If you plan to use this equipment, make sure to have the presentation on a flash or jump drive.

**3. Judging**

Notebooks will be submitted on Thursday at the beginning of the competition. The notebooks will be returned to the contestant at the end of the live presentation. The judges will be permitted to have the notebooks during the presentation. Contestants must report to the contest area at the designated time with all equipment necessary for their presentation. Students will be required to stay until they are dismissed by the judges.

**Standards and Competencies**

**HOPP 1.0 — Create a portfolio notebook that effectively describes health occupation skills attained and meets the structural guidelines established by the contest technical committee**

- 1.1 Write a title page that includes the contestant's name, school, grade, training program and picture
- 1.2 List each section and corresponding page numbers in a table of contents
- 1.3 Include all components as identified by the technical committee

**HOPP 2.0 — Create and deliver a five- to seven-minute oral presentation on the submitted portfolio that meets the presentation guidelines established by the contest technical committee**

- 2.1 Make a formal and effective introduction to the speech
- 2.2 Demonstrate an effective and pleasing delivery style
- 2.3 Communicate the primary points of the presentation in a compact and complete manner
- 2.4 Effectively use verbal illustrations and examples to explain technical information
- 2.5 Use a variety of verbal techniques including: modulation of voice, changing volume, varied inflection, modifying tempo and verbal enthusiasm
- 2.6 Demonstrate poise and self-control while presenting
- 2.7 Demonstrate good platform development and personal confidence
- 2.8 Tie organizational elements together with an effective ending
- 2.9 Complete the speech within the time limits set by contest requirements
- 2.10 Respond to questions from judges following the presentation
- 2.11 Use current multimedia technology when applicable
  - 2.11.1 Provide any necessary audiovisual presentation equipment needed for the presentation
- 2.12 Present in attire that meets NYS requirements for competition