



# WOIS/THE CAREER INFORMATION SYSTEM

## WOIS Electronic Portfolio



### CONTACT INFORMATION

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*The WOIS Portfolio allows students to save and organize their career and educational exploration activities and academic information in a convenient, easy to use and accessible place.*

### INTERESTING WOIS PORTFOLIO FACTS

- ? Over 50,000 people are using the WOIS Portfolio
- ? Training and Technical Support are FREE. Phone and e-mail assistance always available. FREE on-site staff training upon request.
- ? WOIS is celebrating its 30th year of providing career information to Washington State schools, colleges, agencies, libraries and career professionals.

#### Educational Planner

- High School and Beyond Plan
- WASL Test Scores
- Academic Test Scores
- Career Path
- Post High School Plan
- Career Goals

#### Work and Community Experience

- Details of all work and community experience, job shadows, internships, etc.
- Enter total hours for work-based learning
- Transfers directly to resume

#### Assessment Results

- Ability to save results of all four WOIS assessments to Portfolio. Can return to view/edit at any time.
- Can enter results of other assessments.

#### Career Research

- Save WOIS descriptions
- Can enter descriptions for careers not found in WOIS

#### Resume Management

- Instructions and form for creating and saving multiple resumes.
- Work and Community Experiences can be imported from Portfolio

#### Cover Letter Management

- Instructions and format for creating and saving multiple letters

#### School Research

- Save WOIS School Descriptions to Portfolio
- Can enter descriptions for schools not found in WOIS. Link school websites to portfolio.

#### Best Works

- Enter information about projects, reports, presentations, etc.
- Can link to Best Works if located on an Internet server

#### School Involvement

- Clubs, activities, leadership, athletics and more

#### Essays

- Create and save essays for college and scholarship applications, school classes, etc.
- Ability to enter where essay was submitted and on what date

#### Administrative Access for Teachers and Counselors

- Can see what students have created and saved in their portfolios
- Student sort functions

