

Folio Best Practices Guide

Adding Projects to Folio

Throughout your academic program at the University of Arizona Global Campus, you may be asked to upload a variety of projects to your ePortfolio such as papers, reports, videos, presentations, and resumes. Considering that your ePortfolio is intended for future employers to evaluate your knowledge, skills, abilities, and professionalism, it is recommended that you edit your artifact in the following ways.

Papers/Reports

- Remove the cover page that connects the paper to the academic institution.
- Add language to the introduction section that appeals to your professional target audience.
- Edit language in the introduction and key sections to demonstrate a professional voice.

Video Presentations

- Present yourself professionally in terms of attire, hair, and onscreen presence.
- Make sure that your surroundings are tidy and professional.
- Speak clearly, with good eye contact to the camera, and appropriate energy level.
- Refer to the [Filming a Video that Demonstrates Professionalism](#) resource.

Add Skills Tags

Adding a list of skills to your Folio profile is a great way to let future employers know what knowledge, skills, and abilities you have. You can also link skills directly to the projects that you upload to your ePortfolio. Some examples of skills that you can add to your Folio page are listed below.

- Analytical Reasoning
 - Collaboration
 - People Management
 - Marketing
 - Data Presentation
 - Editing
 - Problem-Solving
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