



## ASI Leadership and Transition Portfolio Guidelines and Requirements

Having a complete transition portfolio created with critical thought serves several purposes. First, it helps the individual articulate their achievements and confidently reflect upon their transferrable skills as they relate to future aspirations. Second, it helps the organization better record its progress and identify areas for improvements. Third, it helps incoming student leaders by offering them a guide on how to build on their predecessor's knowledge and successes. Finally, it helps to create pride and transparency in the organization. Remember to be critical and honest in your responses.

Take extra care to complete each part of your Leadership and Transition Portfolio. Examples and templates may be provided upon request and full time-staff are always ready to offer additional support. You may also set up a meeting with a staff member to complete your reflection.

Directions: Please submit soft copies of your reflection below. This makes your transition portfolio more accessible for years to come.

### Objective 1: Personal Reflection

1. Résumé or résumé excerpt that includes ASI experiences
2. Three talking points (self-strengths and accomplishments within ASI)
3. Personal challenges faced in meeting one's goals and how these were addressed
4. Lessons learned—relevancy of ASI experiences in personal/academic/professional lives

### Objective 2: Leaving a trail of YOUR progress

1. Copies of program proposals or other initiatives presented to the board/committee for review/adoption
2. Copies of your planning timelines and agendas
3. Instrumental contacts/allies
4. Copies of any important letters/correspondence regarding projects
5. Copies of your event evaluations
6. Copies of your state of affairs reports
7. Copy of any one bi-weekly to serve as an example

### Objective 3: Role Responsibilities Reflection

1. Completed Task Logs: Highlighting your primary tasks or major highlights of your position
2. Successes and challenges specific to the position
3. Recommendations for your successor

### Objective 4: Unit Reflection (i.e. your designated function area, cabinet, committee)

1. Instrumental contacts/allies
2. Assessment of trends/needs/observations within the unit/department/area. Make these factual and analytical versus stating your personal opinion.
3. Positives and challenges of working within/for the unit
4. Recommendations