

**This Portfolio Belongs To:**



**This Profile/Portfolio Record Commenced On:**



**This Profile Record is available in hard copy from the OAFB office for a fee, or can be downloaded from the OAFB website.**

## **PROFILE / PORTFOLIO INDEX**

- **Introduction to The Professional Development Profile and Portfolio**
- **Career History**
- **Educational Background**
- **Professional Affiliations**
- **Community/Volunteer Activities**
- **Professional Career Development**
- **Current Professional Development**
- **Self Assessment**
- **Plan of Action**
- **Current Resume**
- **Cover Letter**
- **Letters of Recommendation/References**
- **Special Recognition**
- **Record of Interviews and Comments**
- **Performance Appraisals**
- **Other Professional and personal documents**
- **Professional Designation/Certification Programs**
- **Professional Standards**
- **Additional Information**

### **Information About Your Profile/Portfolio Record:**

The Professional Development Profile/Portfolio Record has been designed specifically for chief fire service officers in the Province of Ontario, but can be adapted for other roles. It serves as an assessment, planning, and organizational tool to assist in the documentation of accomplishments, current activities and achievements. As an ongoing and continually updated profile, it provides a personal record of your educational and training activities, your contributions to your job, community and association(s), along with your practical, job-related experiences.

### **Purpose of the Record as Part of a Professional Portfolio:**

An important part of planning your own personal and professional development is the establishment and assessment of your career goals, your personal and professional growth and your optimal career path. It is important to start your record of achievements before planning current and future opportunities - whether obtaining a professional qualification or pursuing educational/training opportunities.

### **Why Complete It:**

It is important to document your current and past achievements and experiences. This documentation can be used for performance appraisals, seeking new career opportunities and for obtaining professional qualifications, such as Professional Designation for Chief Officers. This profile may be of use to individuals aspiring to achieve a chief officer position.

### **The Role of the OAFIC with Professional Designation:**

The Ontario Association of Fire Chiefs (OAFIC) is a partner along with the Office of the Fire Marshal and other provinces in the CAFC Professional Designation Program. The OAFIC is committed to the promotion and support of the Ontario Fire Chief and Deputy Chief Standards and their implementation and use in the Canadian and Ontario processes.

### **Support Provided by the OAFIC:**

The OAFIC has produced this Profile/Portfolio to assist you in planning your professional development. In addition the OAFIC offers educational and training opportunities to chief officers. Whenever possible, this will be done in partnerships with the Office of the Fire Marshal and others.

**SPECIFIC INFORMATION TO COLLECT FOR YOUR PROFILE / PORTFOLIO**

<i>Academic transcripts, certificates, diplomas and degrees</i>	<input type="checkbox"/>
<i>Record of grades</i>	<input type="checkbox"/>
<i>Record of any additional academic achievement</i>	<input type="checkbox"/>
<i>Program, course and workshop outlines and information</i>	<input type="checkbox"/>
<i>Current resumé and cover letter</i>	<input type="checkbox"/>
<i>Letters of recommendation</i>	<input type="checkbox"/>
<i>Performance appraisals</i>	<input type="checkbox"/>
<i>Job advertisements and information re: desired jobs/roles</i>	<input type="checkbox"/>
<i>Job descriptions for past and current jobs</i>	<input type="checkbox"/>
<i>Description of any projects</i>	<input type="checkbox"/>
<i>Any media information re: Contributions, etc.</i>	<input type="checkbox"/>
<i>Association/community recognition</i>	<input type="checkbox"/>
<i>Any relevant life experience information</i>	<input type="checkbox"/>

*Remember to keep all your personal information in a safe place.*

**IMPORTANT RESOURCE INFORMATION TO OBTAIN WITH THIS RECORD**

<b><i>OAFC Standards for Current and Desired Roles</i></b>	<input type="checkbox"/>
<b><i>OAFC and OFM Education and Career Path</i></b>	<input type="checkbox"/>
<b><i>OFM Certification Programs</i></b>	<input type="checkbox"/>
<b><i>OFC Calendar</i></b>	<input type="checkbox"/>
<b><i>OAFC Endorsed List of Programs</i></b>	<input type="checkbox"/>
<b><i>Other:</i></b> _____	<input type="checkbox"/>



**MY CAREER HISTORY**

---

**POSITION TITLE:**

---

---

**Name of Organization:**

---

**Dates Position Held:**

---

**Reported To:**

---

**Major Responsibilities in the Position:**

---

**Major Achievements/Accomplishments in the Role:**

---

**What did I learn in the position/role that helped in my next experience:**

---

**Name →** \_\_\_\_\_

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**Name →** \_\_\_\_\_



**MY EDUCATIONAL BACKGROUND**

**COURSES I HAVE COMPLETED**

**Academic Provider:**

**Name of Course:**

**Number of Hours:**

**Date Completed:**

**Grade Achieved:**

**Course Description:**

*Course Outline Attached*

*Transcript for Credit Course*

**Personal Comments About This Learning Experience:**

**Name →** \_\_\_\_\_

**MY EDUCATIONAL BACKGROUND**

**COURSES I HAVE COMPLETED**

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**MY EDUCATIONAL BACKGROUND**

---

**PROGRAMS I HAVE COMPLETED**

---

---

**Academic Provider:**

---

**Name of Program:**

---

**Number of Credit Hours or Courses Completed::**

---

**Date Completed:**

---

**Academic Credential Achieved:**

---

**Program Description:**



***Program Description & Transcripts Attached***

---

**Personal Comments About This Learning Experience:**

---

  

---

**Name →** \_\_\_\_\_



**MY EDUCATIONAL BACKGROUND**

---

**PROGRAMS I HAVE COMPLETED**

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***Program Description & Transcripts Attached***

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**Name →** \_\_\_\_\_



**MEMBER OF THE FOLLOWING FIRE SERVICE  
& RELATED ASSOCIATIONS / ORGANIZATIONS**

CURRENT	PREVIOUS

**MEMBER OF THE FOLLOWING COMMUNITY  
ASSOCIATIONS / ORGANIZATIONS**

CURRENT	PREVIOUS

**Comments:**

\_\_\_\_\_

**Name →** \_\_\_\_\_



## CONTRIBUTIONS I HAVE MADE TO MY COMMUNITY

---

---

**Example: Initiated a Neighbourhood Watch Program, Boy Scout Troop, etc.**

---

---

**My contribution was:**

---

**Dates of involvement:**

---

**The benefits to the community were:**

---

**The benefits to me were:**

---

**I received the following recognition:**

---

**A reference for this achievement is:**

---

**I learned the following:**

---

---

**Name →** \_\_\_\_\_

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**VOLUNTEER ACTIVITIES  
I HAVE BEEN OR AM INVOLVED IN**

---

**Example:** Serve as a volunteer at the local long term care centre.  
Coach little league baseball.

---

**My contribution was:**

---

**When provided:**

---

**Where provided:**

---

**For whom provided:**

---

**Length of service:**

---

**The benefits to the community:**

---

**The benefits to me:**

---

**I learned the following:**

---

**References:**

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**References:**

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**Name →** \_\_\_\_\_

**PROJECT MANAGEMENT EXPERIENCE**

**Name of Project:**

**Purpose of Project:**

**Project Managed For:**

**Duration of Project:**

**Role in Project:**

**Project Description:**

**Outcome of Project:**

**What Went Well:**

**What Didn't Go Well:**



***Sample of Project Included***

**Name →**

**PROJECT MANAGEMENT EXPERIENCE**

**Name of Project:**

**Purpose of Project:**

**Project Managed For:**

**Duration of Project:**

**Role in Project:**

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***Sample of Project Included***

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**PROJECT MANAGEMENT EXPERIENCE**

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**Sample of Project Included**

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**PROJECT MANAGEMENT EXPERIENCE**

**Name of Project:**

**Purpose of Project:**

**Project Managed For:**

**Duration of Project:**

**Role in Project:**

**Project Description:**

**Outcome of Project:**

**What Went Well:**

**What Didn't Go Well:**



***Sample of Project Included***

**Name →**

**PROJECT MANAGEMENT EXPERIENCE**

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**Project Description:**

**Outcome of Project:**

**What Went Well:**

**What Didn't Go Well:**



***Sample of Project Included***

**Name →**

**PROJECT MANAGEMENT EXPERIENCE**

**Name of Project:**

**Purpose of Project:**

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**What Didn't Go Well:**



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**Name →**

**SECONDMENTS / ACTING ROLES**

---

**Name of Experience:**

---

**Date and Duration of Experience:**

---

**Description of Experience:**

---

**What I learned from the Experience:**

---

**Name →** \_\_\_\_\_

**SECONDMENTS / ACTING ROLES**

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**Name of Experience:**

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**Date and Duration of Experience:**

---

**Description of Experience:**

---

**What I learned from the Experience:**

---

**Name →** \_\_\_\_\_

**SPECIAL ASSIGNMENTS**

---

**Name of Assignment:**

---

**Date Started:**

**Date Completed:**

---

**Description of Assignment (including goals & objectives):**

---

**Outcome of Assignment:**

---

**Name →**

**SPECIAL ASSIGNMENTS**

---

**Name of Assignment:**

---

**Date Started:**

**Date Completed:**

---

**Description of Assignment (including goals and objectives):**

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**Outcome of Assignment:**

---

**Name →**

**SPECIAL ASSIGNMENTS**

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**Name of Assignment:**

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**Date Started:**

**Date Completed:**

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**Name of Assignment:**

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**Date Started:**

**Date Completed:**

---

**Description of Assignment (including goals and objectives):**

---

**Outcome of Assignment:**

---

**Name →**



**WORKSHOPS / SEMINARS ATTENDED**

**Name of Offering:**

**Name of Provider:**

**Date Attended:**

**Length of Offering:**

**Presenters:**

**Location:**

**Description:**



*I Received a Certificate.*



*Description Attached.*

**Name →** \_\_\_\_\_

**WORKSHOPS / SEMINARS ATTENDED**

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**Name of Offering:**

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## **MY PERSONAL ASSESSMENT PROFILE**

---

**This self-assessment exercise will help you to assess your strengths and weaknesses, increase your appreciation for all your life experiences and help you to set realistic goals and objectives.**

---

**1. The life experiences I have learned the most from:**

---

**2. These experiences taught me to:**

---

**3. Critical job experiences that I have learned the most from:**

---

**MY PERSONAL ASSESSMENT PROFILE (CONTINUED)**

---

**4. These experiences taught me to:**

---

**5. My most satisfying position/role was:**

---

**6. This was because:**

---

**MY PERSONAL ASSESSMENT PROFILE (CONTINUED)**

---

**7. My least satisfying position/role was:**

---

**8. This was because:**

---

**9. I need more of the following in my present position/role (Refer to OAFIC Standards for Desired Role & Ontario Fire Service Education Plan and Career Path):**

---

**MY PERSONAL ASSESSMENT PROFILE (CONTINUED)**

---

**10. I will seek more of the following in my next position/role (Refer to OAFIC Standards for Desired Role & Ontario Fire Service Education Plan and Career Path):**

---

**11. I need to do the following to get the position/role I want:**

---

**Name →** \_\_\_\_\_

**LONG-TERM GOALS**

---

**PERSONAL:**

---

**PROFESSIONAL:**

---

**Name →** \_\_\_\_\_

**LONG-TERM GOALS**

---

**PERSONAL:**

---

**PROFESSIONAL:**

---

**Name →** \_\_\_\_\_

**SHORT-TERM GOALS**

---

**PERSONAL:**

---

**PROFESSIONAL:**

---

**Name →** \_\_\_\_\_

**SHORT-TERM GOALS**

---

**PERSONAL:**

---

**PROFESSIONAL:**

---

**Name →** \_\_\_\_\_

**STEPS I NEED TO TAKE TO ACHIEVE  
MY PERSONAL OBJECTIVES**

---

**1.**

---

**2.**

---

**3.**

---

**4.**

---

**5.**

---

**6.**

---

**7.**

---

**8.**

---

**9.**

---

**Name →** \_\_\_\_\_

**STEPS I NEED TO TAKE TO ACHIEVE  
MY PERSONAL OBJECTIVES**

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---

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---

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---

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---

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---

**7.**

---

**8.**

---

**9.**

---

**Name →** \_\_\_\_\_

**MY PERSONAL PLAN OF ACTION**

Objective	Outcome	Target Date

**Name →** \_\_\_\_\_

**MY PERSONAL PLAN OF ACTION**

Objective	Outcome	Target Date

**Name →** \_\_\_\_\_

**STEPS TO CHANGE**

Step # \_\_\_\_\_

**Objective:**

<b>SPECIFIC STEPS</b>	<b>COMPLETED BY</b>
1.	
2.	
3.	
4.	
5.	

**Support needed:**

Objective achieved on: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Comments:**

Name → \_\_\_\_\_

**STEPS TO CHANGE**

Step # \_\_\_\_\_

**Objective:**

<b>SPECIFIC STEPS</b>	<b>COMPLETED BY</b>
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2.	
3.	
4.	
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**Comments:**

Name ◇ \_\_\_\_\_

**STEPS TO CHANGE**

Step # \_\_\_\_\_

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Step # \_\_\_\_\_

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Step # \_\_\_\_\_

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**Comments:**

Name ◇ \_\_\_\_\_

**RECORD OF INTERVIEWS**

---

**Date of Interview:**

---

**Interviewed By:**

---

**Position Advertised:**

---

**Name of Organization:**

---

**Results of Interview:**

**Successful:**

**To Next Level:**

**Not Successful:**

---

**Comments:**

**a) Personal:**

---

**b) About Interview:**

---

**c) About Interviewer(s):**

---

**Name** ◊ \_\_\_\_\_

---

**Things I Would Do Differently:**

---

**Things I Would Do Again:**

---

**Post Interview Activities:**

**a) Feedback Received From Interviewers:**

---

**b) Self-Assessment:**



***Attachment of job ads and job descriptions.***

---

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**To Next Level:**

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---

**Comments:**

**d) Personal:**

---

**e) About Interview:**

---

**f) About Interviewer(s):**

---

**Name** ◊ \_\_\_\_\_

---

**Things I Would Do Differently:**

---

**Things I Would Do Again:**

---

**Post Interview Activities:**

**c) Feedback Received From Interviewers:**

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**d) Self-Assessment:**



**Attachment of job ads and job descriptions.**

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**Comments:**

**g) Personal:**

---

**h) About Interview:**

---

**i) About Interviewer(s):**

---

**Name** ◊ \_\_\_\_\_

---

**Things I Would Do Differently:**

---

**Things I Would Do Again:**

---

**Post Interview Activities:**

**e) Feedback Received From Interviewers:**

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**f) Self-Assessment:**



***Attachment of job ads and job descriptions.***

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**Not Successful:**

---

**Comments:**

**j) Personal:**

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**k) About Interview:**

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**l) About Interviewer(s):**

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**Name** ◇ \_\_\_\_\_

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**Things I Would Do Differently:**

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**Things I Would Do Again:**

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**Post Interview Activities:**

**g) Feedback Received From Interviewers:**

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**h) Self-Assessment:**



***Attachment of job ads and job descriptions.***

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**Name** ◇ \_\_\_\_\_



