



Portfolio Reviews & Interview Materials Prep (PRIMP)

How To – For Participants Being Reviewed

PREPPING BEFOREHAND:

Updated 1/29/25

- **Gather your materials.** Please note that *WiFi and Power are NOT guaranteed*. If you are presenting digitally, have it downloaded to your computer, and fully charged. If you are sharing a resume, you may want to print multiple copies, so that the reviewers, or yourself, can make notes on it.
- Check out the session description in the conference schedule for:
 - **Recommended guidelines for each commission**
 - **The reminder link of your signup**
 - **The reviewer signup to find out who will be reviewing you (subject to change).** Many of their bios will also be available as a PDF in the same locations. Additionally, volunteers may switch around so that you are paired with the most appropriate reviewers. We assign two volunteers to each slot, so that you can receive multiple opinions....which may contradict each other!
- Unlike an actual job interview, **the reviewers don't know what job you're applying for**. Start by telling them the type of job you're looking for, and perhaps anything you're hoping to get out of this review.
- Plan what you hope to cover, as **the allotted time will go quickly**. This is for YOU, so use the time how you would like.
- You should also receive an automated reminder email one day before your review, but please input any alarm notifications into your own calendar, and highlight that session for yourself in the conference app. Please note all signup times are **Eastern time zone**.
- You don't have to be perfect. You don't have to have an entire presentation ready to go. **Use it as a fact-finding mission for what items you should include**, but having your samples ready in advance will give the reviewers something to discuss. If you're well on your way, then do use it like a job interview. The time is yours. Take advantage of this opportunity. Let us help you PRIMP for the next job.

THE DAY OF THE REVIEW:

- Have any **digital devices** fully charged and items downloaded (Wi-Fi is not guaranteed).
- **Arrive in enough time to be checked in** by our volunteers. Thursday and Friday sessions will be in A220, of the Columbus Convention Center. Our waitlist Saturday slots may be in a variety of locations, so check your signup and email.
- The PRIMP Coordinators will give you a general **five-minute warning**, as well as when you have reached the end of your review. Feel free to ask the other participants for their contact information if you wish to continue the conversation some other time, but **please keep to the half hour**.

Have fun! This is truly a highlight of the Conference for me each year and I hope you find a great deal of joy in it as well! Enjoy getting to know two other people in the industry, seeing whether they agree on things about your PRIMP materials or not, and whether they match advice you've been given in the past. There is no one way to present your work and experience, but they'll help you put your best self forward.

A handwritten signature in black ink that reads "Erin Joy Swank". The signature is written in a cursive, flowing style.

Erin Joy Swank
Coordinator of Portfolio Reviews & Interview Materials Prep (PRIMP)
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