

ePortfolio Studio Front Desk Assistant Weekly Report

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Please submit this sheet to the ePortfolio Coordinator by the end of your last shift of each week. You may do so by email (eportfolio@odu.edu), by putting in a shared Google Drive folder, or adding it to your ePortfolio.

Front Desk Actions	How Many for the Week?
Visitors Greeted	2
Appointments Scheduled	1
Walk-Ins Placed	1
Phone Calls Answered	1
Questions Answered	0
Miscellaneous Interactions	0

In regards to your work at the front desk, what was difficult for you this week? Was there anything you did not know how to handle or how to respond to? What did you do?

I haven't had many Front Desk Interactions this week. There was a walk-in who needed help and I assigned her to Kayla, but I didn't know I needed to put her UIN into the Appointment Center.

In regards to your work at the front desk, what was something that you felt you did well this week? What happened that you found interesting or noteworthy?

I felt that I was able to confidently greet visitors and refer them to the available ePortfolio Assistants, as well as schedule appointments at times that were convenient for students.

Have you worked on your ePortfolio this week? If so, what did you do? If not, what is the next thing you intend to do in the ePortfolio?

I worked on my LEAP Course blog post for this week in regards to the upcoming Career Fair assignment during next week's class session.

What is something you have questions or would like to learn from the ePortfolio team? How can we help?

"What kinds of activities do you write about on your ePortfolio blogs?"