

# Using Career Portfolio for an Academic Job Search



## What Is It?

The Career Portfolio is an online tool created by the Career Center that helps you present your skills to employers, graduate schools, and other organizations. Preparing Future Faculty Fellows can submit their PFF Portfolio to the Office of Graduate Studies along with an application for the PFF Completion Certificate. This portfolio should outline your readiness for faculty work and career objectives, endorsed by a faculty member from your home department or college. At the very least, your portfolio should include a statement of research/creativity objectives, a statement of teaching philosophy, and a curriculum vitae. Your portfolio can be used to support an academic job search and this guide will outline how to create a portfolio that best reflects your qualifications. For more in-depth instruction, see the online *Career Portfolio* user's guide at [career.fsu.edu/portfolio/career-portfolio-guide.html](http://career.fsu.edu/portfolio/career-portfolio-guide.html).

## How Do I Begin?

You can start your Career Portfolio at any time, the sooner the better! To get started:

- A. Access the Career Portfolio at [portfolio.fsu.edu](http://portfolio.fsu.edu).
- B. Log in through Blackboard (if you are already logged into Blackboard, access the Career Portfolio under Secure Apps).
- C. Explore the First Time User Tour for a comprehensive overview.
- D. Start building your portfolio.

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# BUILD

**Profile** The profile is the first area that referred users will see when they enter your Career Portfolio. You can highlight items such as your background and goals, and even write cover letters directed to individual viewers. The profile can be personalized to fit your needs, allowing you to summarize your strengths and qualifications.

## Suggested PFF Profile Headings:

- Education
- Research/Creativity
- Teaching

## To build your profile:

- Go to the main menu of the Career Portfolio.
- Click "Profile" in the Build section.
- Click "Add Entry" to make an entry to your profile.
- Enter an item name (Goals, Education, Teaching, etc.) and then write an entry.
- Check the box next to the portfolio(s) in which you want the entry to appear.
- Spell check and save your entry.

**Profile Details**

The profile is the first section a referred user sees when viewing your portfolio. Think of your profile as a welcome screen. It can be used to highlight your background, goals and qualifications. You can include descriptions and/or bulleted items. Remember to click on the "Save" button to add this profile item to your portfolio.

Profile Item Name	Profile Item Details
Education	<b>Bulleted Description</b> <ul style="list-style-type: none"><li>• Ph.D. Candidate in Sociology, Florida State Univer</li><li>• M.S. (Sociology), Florida State University, 2006.</li><li>• B.A. (Humanities), Duke University, 2004.</li></ul>
	<ul style="list-style-type: none"><li>• <input type="text"/></li><li>• <input type="text"/></li><li>• <input type="text"/></li><li>• <input type="text"/></li></ul>

# Build Your Portfolio

**Skills Matrix** Embedded in the Career Portfolio is a list of “Career/ Life Skills” – these are skills that employers who hire FSU students value and look for in potential candidates. You can add additional categories to stress areas of importance in an academic job search, such as methods/analytic skills, design expertise, performances, information technology, teaching, and leadership.

Documenting your skills provides evidence of your learning experiences to the PFF Program. It also allows you to market yourself during an interview. Update your skills matrix each semester and you’ll have an arsenal of information at your fingertips.

## Suggested skills to add from the PFF Program:

- Method/Analytic
- Design Expertise
- Performance Expertise
- Information Technology/Software
- Teaching
- Leadership/Governance

## To build your skills matrix:

- Go to the main menu of the Portfolio.
- Click “Skills Matrix” in the Build section.
- On the left are skills and across the top are experience areas. Click “Add/Edit” in the cell where the experience area and the skill you wish to demonstrate intersect.
- Click on “Add Entry.”
- Add information about how the experience allowed you to develop that particular skill.
- Check the box next to the portfolio(s) in which you want that entry to appear.
- Spell check and save your entry.

The screenshot shows the Florida State University Career Portfolio interface. At the top, there is a navigation bar with the university logo, name, and search bar. Below this, a secondary navigation bar contains links for Home, My FSU, Courses, Organizations, and Secure Apps. The main content area features a header for the current skill: "Skill: Teaching Experience" and "Experience: Job/Internship". Below the header is a form with several sections:

Employer	Title	Dates
FSU Department of So	Instructor	August 2004 - August 2005

**City, State**  
Tallahassee, FL

**Describe your duties and/or responsibilities.**  
Modify and update existing web course; supervise 1-3 teaching assistants per semester; create and revise course syllabus.

**Explain how this experience contributed to the development of this particular skill.**  
As the sole instructor of this course, I was able to develop and improve upon my skills of interacting with students and managing course assignments. I now feel comfortable creating tests.

**Turn on this item to make it viewable in your portfolio(s).**

- MPH Portfolio
- My First Portfolio
- PFF Portfolio

# Build Your Portfolio

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## Curriculum Vitae

Your curriculum vitae (CV) is an important piece of your Career Portfolio because it documents your qualifications for a position. Make sure to ask a career advisor, colleague, or professor to review your CV and provide suggestions. Remember that your curriculum vitae is a marketing tool and should present a positive image of your experiences, abilities, and accomplishments. You may visit the Career Center and speak with a career advisor for more information on how to write a CV.

### To build your CV:

- A. Go to the main menu of the Portfolio and click "Resume/CV" in the Build section.
- B. Click "Add Resume/CV."
- C. Name your document something that makes sense to you (i.e. Resume, Curriculum Vita).
- D. Upload your resume or CV by clicking "Upload" in the Attachment section.
- E. After uploading your resume/CV, you will be able to enter viewing requirements. This lets the viewer know what program is needed to view your resume.
- F. Check the box next to the portfolio(s) in which you want the resume/CV to appear.
- G. Save your resume/CV.

### To build your references:

- A. Go to the main menu of the Portfolio.
- B. Click "References" in the Build section.
- C. Click "Add Reference."
- D. Enter in contact information for your references (remember to check with these individuals first).
- E. Check the box next to the portfolio(s) in which you want the reference to appear.
- F. Spell check and save your reference information.

**References** are an important part of any Career Portfolio. The persons listed are often those with whom you have worked most closely in your academic studies: your major professor, other members of your supervisory committee, your lab director, your teaching supervisor, and/or other well-known or well-placed scholars/professionals who are highly familiar with your work. Start developing your references early by exhibiting quality work and conscientious habits. Ask the individuals involved if they wish to be listed as a reference in your behalf, and discuss what sorts of positions they will support you for, as well as what information they need to write effective reference letters. At the very least, be sure they have the most current versions of your CV. Be sure you keep up-to-date contact information about your references in the Career Portfolio. Make sure your references also are willing to have their information available over the Web.

# Build Your Portfolio

## Artifacts and Examples

is an area in your Career Portfolio to show off the best samples of your work. It is important to carefully consider what you choose to upload as an artifact because you want to showcase your most unique and best skills through samples of your work.

This section is important because it allows you to demonstrate your skills in a tangible format for potential employers, professors, and others with whom you choose to share your portfolio.

After you have completed your Career Portfolio, you can easily send it to the Office of Graduate Studies when you apply for a PFF Completion Certificate. The office will be able to view your documentation and work examples through this online tool.

### Suggested examples from the PFF Program:

- Teaching Philosophy
- Sample Syllabus/i
- Long-term Research Objectives
- Future Research Projects

### To build your artifacts:

- A. Go to the main menu of the Portfolio.
- B. Click "Artifacts & Examples" in the Build section.
- C. Click "Add Artifact."
- D. Name your artifact.
- E. Upload your artifact.
- F. Write a description of your artifact and why you included it.
- G. Check the box next to the portfolio(s) in which you want the artifact to appear.
- H. Spell check and save your artifact.

Research Agenda: Future Projects	File Size: 20.0KB Total Space Used: 1.23MB Total Space Available: 48.77MB <input type="button" value="Remove"/> your attached file.
<b>Examples:</b> My Website, Research Paper, PowerPoint Presentation, Photo Journal, etc. (Please do not use "!".)	
<b>Software/Hardware Requirements</b>	<b>Description</b>
Microsoft Word	This paper describes future projects that I would like to pursue.
<b>Example:</b> Requires Microsoft PowerPoint to view this presentation.	<a href="#">View an Example</a>
<b>Artifact Link</b> <i>Instead of attachment</i>	
<b>Note:</b> Address must include the internet protocol. e.g., http://, https:// <b>Examples:</b> <a href="http://garnet.acns.fsu.edu/~abc123/paper.html">http://garnet.acns.fsu.edu/~abc123/paper.html</a> <a href="http://www.geocities.com/name/powerpoint.ppt">http://www.geocities.com/name/powerpoint.ppt</a> <a href="http://members.aol.com/username/graphic.jpg">http://members.aol.com/username/graphic.jpg</a>	
<b>Turn on this item to make it viewable in your portfolio(s).</b>	
<input type="checkbox"/> MPH Portfolio <input type="checkbox"/> My First Portfolio <input checked="" type="checkbox"/> PFF Portfolio	

# MANAGE

The Career Portfolio allows you to have three different versions of a “showcase” portfolio, such as versions intended for research institutions, teaching institutions, and post-doctoral positions. Now that you have entered in your information through the Build section, you can choose what information you want to make viewable to users you refer to your portfolio through the Manage section.

**Step 1. Select Portfolio** allows you to rename your default “My Career Portfolio” or add showcase portfolios.

**Step 2. Customize Portfolio** allows you to select which items (from the Build section) that you want to make viewable for this particular showcase portfolio. You also can make viewable your unofficial academic transcript, unofficial service transcript, confidentiality statement and PDF versions of these documents. This section allows you to rank items in your showcase portfolio so they appear in a certain order. This functionality allows you to target your portfolio towards a specific industry, occupation, or organization. For example, if the university you are interested in values leadership and information technology, rank these skills first!

**Step 3. View Portfolio** allows you to see your showcase portfolio the way it appears to referred users. Be sure that it appears correctly before you provide access to others!

**Step 4. Provide Access to Your Portfolio** allows you to provide access to referred users so they can view your portfolio. Referred users can include potential employers, professors, and the Office of Graduate Studies.

**Create Access Keys** allows you to create access keys, which are passwords granting access to a particular showcase portfolio. You can create as many access keys as you wish for each of your portfolios. You may want to create different access keys for each “audience” or person to whom you will be providing access. For example, if you are applying for a faculty position at three different universities, you may have the following access keys: UVA, Michigan, Clemson.

**Send Portfolio** allows you to send an e-mail directly to a referred user (anyone you want) with instructions on how to view your portfolio.

**View Access Details** provides information about when each access key is used. It shows the date, time, and how often each particular access key is used for a specific portfolio. This is a great way to see if the person you referred to view your portfolio has actually viewed it – but only if you give each particular access key to a particular person or organization.

The screenshot shows the 'Manage' section of the interface. On the left, under 'Step 1. Select Portfolio:', there is a dropdown menu with three options: 'Class Portfolio', 'Grad School Portfolio', and 'Job Search Portfolio'. Below the menu are two buttons: 'Add Portfolio' and 'Edit Name'. On the right, under 'Step 2. Customize Portfolio', there are three links: 'Step 3. View Portfolio', 'Step 4. Provide Access to Your Portfolio', and a list of options: 'Create Access Keys', 'Send Portfolio', and 'View Access Details'.

This screenshot is similar to the previous one but highlights the 'Step 4. Provide Access to Your Portfolio' section. The 'Create Access Keys', 'Send Portfolio', and 'View Access Details' links are circled in red.

The 'Send My Portfolio' form contains the following text and fields: 'You can provide access to employers, friends or any referred user by filling out the information below. They will receive a link in their email to access your Career Portfolio on the web.' A warning: 'Allowing third parties access to your data may result in other parties (besides those to whom you have given permission) seeing your portfolio. By creating and sending access to a viewer, you acknowledge and accept this risk.' A text field: 'I want to send an access key for My Class Portfolio'. A dropdown menu: 'Select Access Key'. A 'To:' field with a placeholder. A note: 'Enter one or more email addresses. Use a comma to separate multiple recipients.' A 'From:' field with the value 'student5@fsu.edu' and a note: 'You will receive a copy of this email.' A 'Subject:' field with the value 'My FSU Career Portfolio'. A 'Message:' field. Two buttons: 'Preview' and 'Spell Check'. A footer note: 'You MUST "Preview" your message before sending.'

# FAQs

**Can I change my name that shows on my Career Portfolio? (nickname, marriage, etc.)** Yes, you can. The name that automatically appears on your Career Portfolio is the name that the FSU system has attached to your secure login and password. In order to change this, go to My Settings and Change Name.

**How do I make my items show up in the View Portfolio?** All of the items are defaulted to “off” – you must turn “on” any items that you wish to show. See page 6 for detailed instructions on how to do this.

**How do I include my academic or service transcript?** To make transcripts viewable to referred users, go to the Customize Portfolio section, select Transcripts (located on the left hand side), and check which items you want to be seen.

**Should I use an e-mail other than my FSU e-mail if I am graduating soon?** You are able to use your FSU e-mail up to 260 days from the last day you were active with FSU. It is a good idea to change your e-mail in your Career Portfolio before you graduate, so that if you are sending out access keys, it will be with an active e-mail address. Make sure your e-mail address is professional!

**How much space do I have for my Career Portfolio?** Space is unlimited for all of the sections except resumes and artifacts, in which you have 50 megabytes of available space. When you go to add a resume or an artifact, it will tell you how much space you have remaining. If you decide to upload a large file (especially a video or audio file), this will take a great deal of space rather quickly, as opposed to uploading papers or other documents. You may have to be selective in what you include. You also can have access to Web space through FSU (ACNS), which you could use to store things, and then link to from your Career Portfolio. Another option for large pieces of work would be to choose part of it to upload (for example, choosing 10 slides out of a 100 slide PowerPoint presentation). Remember that referred users are not likely to view something extremely large.

**Why isn't the access key I created working?** Access keys are case sensitive. Be sure to give referred users the exact access key you created.

**To view an example of a completed PFF Portfolio:**

Go to [portfolio.fsu.edu](http://portfolio.fsu.edu)  
Click on Referred Users: View Portfolios  
E-mail Address: [student5@fsu.edu](mailto:student5@fsu.edu)  
Access Key: PFF

**Why can't I upload my resume or artifact (paper, PowerPoint, video clip, etc.)?** There are several reasons why you may have trouble uploading something.

1. You may have exceeded your 50 megabyte space limit. If you have, you will need to either delete something, or include a URL to your personal Web site.
2. Each artifact is limited to 10 mb.
3. You may get timed-out before the item could be uploaded due to a slow internet connection.
4. The file type may not be recognized. Check your extension to make sure it is a standard extension for the program you are using (i.e., .doc for a Word document). Make sure that there aren't any additional periods in your file name that may cause the system to read the file type incorrectly.
5. Check the file name. If you have any characters other than letters and numbers ('\*# ' etc.), your item may not upload. Take out the special characters, then reload.

**I received an application error message while trying to upload my resume and/or artifacts—what does this mean?** There could be several reasons for receiving this error. Please use the Contact Us link at the bottom of each screen, or e-mail [portfolio@admin.fsu.edu](mailto:portfolio@admin.fsu.edu) with a detailed description of where you were when this occurred and what the exact error message was. You will be contacted regarding your problem within three business days.

**Why won't the information I just entered save to my Portfolio?** If you copied information from one source and pasted it into your Career Portfolio, the entry may not save. Type information directly into your portfolio in order to ensure that it will permanently save. When entering matrix items, you can “copy” an item that you previously entered under a different skill to the current skill area.

**If I have a Career Portfolio, do I still need to register with SeminoleLink?** Yes. SeminoleLink is the Career Center's online system for students and alumni who want to establish a formal relationship with the Career Center. Through SeminoleLink, you will receive news about upcoming career-related events and programs and new Career Center services. All students are registered with SeminoleLink. When you are ready to begin a job search for internships, co-ops, or full-time positions, you can upgrade to Plus! services.

*Users with questions or problems should use the Contact Us link at the bottom of each screen, or e-mail [portfolio@admin.fsu.edu](mailto:portfolio@admin.fsu.edu) with a detailed description of the problem.*

