

CAREER PORTFOLIO

Use the Career Portfolio to compile information documenting the skills and experiences you gain every semester at FSU. Recording these details as they occur will allow you to quickly and easily access facts about your accomplishments to share with professors, employers, and graduate school admissions committees.

WHAT IS IT

The Career Portfolio is an online tool created by the Florida State University Career Center to present your skills and experiences to prospective employers, graduate schools, and other organizations. You can use the Career Portfolio to learn about skills that employers and graduate schools value most, build a personal profile using the skills matrix, post your résumé, and list positive references from people who know you well. Then, upload examples of your best work (called “artifacts”) and share your portfolio with potential employers or graduate schools.

HOW CAN IT HELP ME

Your Career Portfolio can help you organize and describe your accomplishments at FSU and beyond. You can use the portfolio to articulate your qualifications, skills, and abilities, which may help you answer interview questions more effectively. Furthermore, employers can see actual evidence of your work such as papers, presentations, and videos.

- 1. Build Your Portfolio:** Create your profile and skills matrix, then upload your résumé/CV, references, artifacts, and examples
- 2. Manage Your Portfolio:** Name, customize, view, and share your portfolio.
- 3. Continue to Learn and Grow:** Learn and develop skills employers value most and find opportunities for continued academic and professional growth to add to your portfolio.

HOW DO I BEGIN

1. Access the Career Portfolio at portfolio.fsu.edu or log in through myFSU.
2. Explore the Resources and Tutorials under Menu for a comprehensive overview.
3. Start building your portfolio!



BUILD YOUR PORTFOLIO

1. Profile

Your profile is the first area referred users, such as employers, will see when entering your Career Portfolio. The profile section gives you the opportunity to make a strong first impression. You can highlight items, such as your background and goals, or write a cover letter directed at an individual viewer. The profile can be personalized to fit your needs, allowing you to summarize your strengths and qualifications. Suggested profile headings might include “Education,” “Background,” or “Research Interests.”

Click “Add a New Profile” in the Profile section of the portfolio to begin!

Portfolios	Created	Last Modified	Shared
Career Portfolio Demo	April 1, 2015	April 21, 2015	Y
Career Portfolio Demo 2	April 7, 2015	April 21, 2015	Y

2. Résumé or CV

Your résumé or CV is an important piece of your Career Portfolio because it documents your qualifications for a position. Speak to a career advisor for more information on how to write a résumé or and CV.

Your résumé/CV is critical to your future success, so make sure you have it reviewed by a career advisor, friend, or professor for suggestions and to check for any possible mistakes. Remember that your résumé/CV is a marketing tool and should present a positive image of your experiences and abilities.

Click “Add a New Résumé/CV” under the *Résumé/CV* section of the portfolio to name and upload your résumé/CV document.

NOTE: You can include more than 1 version of your CV.

3. Skills Matrix

Embedded in the Career Portfolio is a list of career and life skills. These are skills that employers who hire FSU students and alumni value and look for in potential candidates. They include:

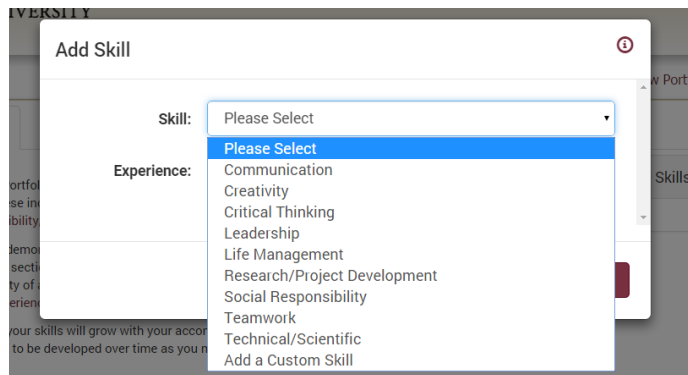
- Career & Life Management
- Communication
- Creativity
- Critical Thinking
- Global/Intercultural Fluency
- Leadership
- Professionalism/Work Ethic
- Research/Project Development
- Social Responsibility
- Teamwork
- Technical/Scientific

You can add additional skill categories to emphasize areas of importance in your job search. To make a good impression, it is up to you to prove that you have developed these general skills, as well as specific skills needed in your career field.

Through the skills matrix in the Career Portfolio, you can reflect on how you have developed specific skills through a variety of experiences including jobs/internships, courses, service/volunteer work, membership/activities, and other interest or life experiences.

Documenting your skills provides evidence of the learning obtained in your academic program and also enables you to articulate your skills more effectively during an interview. You should continue to update your skills matrix each semester with any new skills obtain or enhanced through additional experience.

Click “Add a New Skill” in the *Skills* section of the portfolio to begin documenting your skills and experiences.



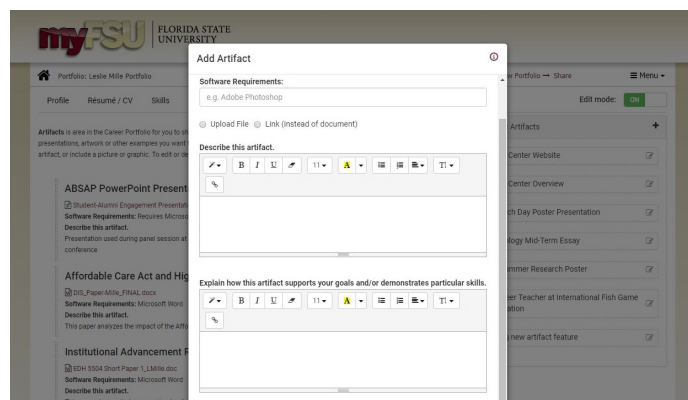
4. References

References are an important part of your Career Portfolio. References may include faculty, advisors, employers, and others in your life who can speak to your qualifications. For undergraduate students, these are people you have developed relationships with who can speak about your skills, abilities, and/or background in a positive light. For graduate students, these are often those with whom you have worked most closely in your academic studies: your major professor, supervisory committee members, your lab director, your teaching supervisor, and/or other well-known scholars/professionals who are highly familiar with your work.

Start developing your references early! Remember to always verify the accuracy and appropriateness of the reference information with each of your references. Also, make sure your references are willing to have their information available online.

Keep your references informed about your goals and activities when you are actively pursuing career options and provide them with your résumé. This helps them to provide a better recommendation for you when asked.

Click “Add a New Reference” in the *Reference* section of the portfolio to add contact information for people who know you well.



5. Artifacts and Examples

Using the Career Portfolio, you can upload digital artifacts to provide evidence of your work and to support your skills and experiences. Artifacts can help you stand out from other candidates and may take the form of:

- Research or thesis papers
- Audio or video recordings of a lecture, performance or composition
- Speeches
- PowerPoint presentations
- Spreadsheets
- Databases
- Scans of artwork or photography
- Class assignments converted to digital format

You can show potential internship sponsors, employers, and grad schools that you have experience by adding artifacts and examples to your Career Portfolio. This section will allow you to show off actual samples of your work on the web, including class projects, research papers, course assignments, etc. Whether you upload photographs you have taken or a PowerPoint presentation you have created, your artifacts and examples will help you stand out from other candidates.

Click “Add a New Artifact” in the *Artifacts* section of the portfolio to add examples of your experiences. Showcasing samples of the work you have accomplished will help your Career Portfolio stand out when presenting yourself to employers and other referred users!

SHARE YOUR PORTFOLIO

The *Share* section allows you to share the portfolio with others by creating access keys, sending your portfolio, getting a shareable link, and viewing access details.

- **Create access keys** (passwords), which grant 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 person to whom you will be granting access. For example, if you are a graduate student applying for a faculty position at three different universities, you may want to have a different access key for each.
- **The Send Portfolio** feature allows you to email a referred user (anyone you choose) with instructions on how to view your portfolio.

Share Your Career Portfolio

Access key successfully added: NEW

Create an Access Password/Key (e.g., accounting)

Enter new access key Save

Send Portfolio & View Access Details

In this section you can see which Access Keys have been used and when referred users have accessed your portfolio.

NEW	send access key	get shareable link	0 views
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- **The Get Shareable Link** feature generates a link directly to your particular showcase portfolio. You can post this link directly on your résumé or on your LinkedIn profile!
- **View Access Details** provides information about when each access key is used. It shows the date, time, and number of times each 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 potential viewer a unique access key!

MARKET YOURSELF

Your portfolio is a way to market your professional and academic qualifications to graduate schools and employers. The Career Portfolio allows you to have unlimited different versions of a “showcase portfolio,” so you may choose to have separate portfolios.

1. **Name Your Portfolio:** The *Options* section allows you to name your Career Portfolio. Example portfolio names can include “Job Search Portfolio” or “Grad School Portfolio.” The names you choose should reflect the information you include in each portfolio.
2. **Customize Your Portfolio:** The *Options* section is also where you will select the items you want to make viewable for this particular showcase portfolio. Other items you can make viewable are your unofficial academic transcript, unofficial service transcript, confidentiality statement, and an email address.
3. **View Your Portfolio:** The *Preview* section lets you view your portfolio the way it will appear to referred users. You can also download your portfolio as a PDF document. Documents such as your CV and Artifacts are not included in the downloaded PDF. Be sure your portfolio is free of spelling and grammar errors before you give others access!



FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER