

Career Portfolio



The
Career Center
linking futures

career.fsu.edu • 850.644.6431

Why Use FSU's Career Portfolio?

- Learn about skills that employers value.
- Reflect on experiences on and off campus that allowed you to develop these skills.
- Have a place to document and showcase your skills, experiences and accomplishments.
- Include an online resume, references, transcripts and even samples of your work.
- Articulate your skills, experiences, and accomplishments to employers!

Think About...

- What are some activities that you have been involved in?
- What is a skill?
- What is meant by the term “transferable skill”?
- What skills do you think employers value and look for in job candidates?

How To Log In

- Career Portfolio is accessible 24 hours a day via the portfolio website (www.portfolio.fsu.edu) or in myFSU under “Career Development”
- Log-in information is the same as my.fsu.edu account

How to Log In (portfolio.fsu.edu)



[Home](#) / [Portfolio](#)

Portfolio

- [Home](#)
- [History](#)
- [Instructor Resources](#)
- [Student Resources](#)
- [Career Portfolio Contest Rules](#)
- [2014 Contest Winners](#)

Welcome to the FSU Career Portfolio Information site!

The FSU Career Portfolio prepares students for the world of work through planning, reflection, skill development, and portfolio documentation.

[Create or Access your Career Portfolio](#)

CONGRATULATIONS **Winners** of the 2014-2015 Portfolio Contest!

Getting Started

myFSU | FLORIDA STATE UNIVERSITY

Home

Welcome to FSU Career Portfolio

The Career Portfolio is a tool created by The Career Center to present your skills, experiences, and accomplishments to prospective employers, graduate schools, and other organizations. You can reflect on your experiences in a variety of areas, such as jobs/internships, courses, service/volunteer work, membership/activities, and other interests or life experiences.

Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation.

[Create Portfolio](#)

Portfolios	Created	Last Modified	Shared	Total Views
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- Menu
- Settings
- Resources
- Tutorials
- Sample Portfolios
- Career Center
- Sign Out

Announcements

Congratulations! 2014-2015 Career Contest!

1st Place Graduate Spencer Scruggs

1st Place Undergraduate Kathryn Chandler

2nd Place Jesse Klein

Edit Settings

The screenshot shows a web interface for Florida State University (FSU) with a modal window titled "Edit your name and email address". The modal contains five input fields: "Email Address" (containing "sts14b@fsu.edu"), "First Name" (containing "Sandy"), "Middle Name" (empty), "Last Name" (containing "Seminole"), and "Suffix" (empty). At the bottom right of the modal are "Cancel" and "Update" buttons. The background shows the "myFSU" logo, a home icon, a "Menu" icon, and an "Announcements" section with text about a career portfolio contest.

myFSU | FLORIDA STATE UNIVERSITY

Home Menu

Edit your name and email address

Email Address:

First Name:

Middle Name:

Last Name:

Suffix:

Cancel Update

Announcements

Congratulations Winners of the 2014-2015 Career Portfolio Contest!

1st Place Graduate
Spencer Scruggs


1st Place Undergraduate
Kathryn Chandler

2nd Place
Jesse Klein

Welcome to FSU Career Portfolio
The Career Portfolio is a collection of your skills, experiences, and education from high school, college, and other organizations. It can be used in a variety of areas, such as job applications, membership/activities, and internships.

Preparing students and faculty for career development, and portfolio creation.

Tutorials & Other Resources

 Menu ▾

Welcome to FSU Career Portfolio

The Career Portfolio is a tool created by The Career Center to present your skills, experiences, and accomplishments to prospective employers, graduate schools, and other organizations. You can reflect on your experiences in a variety of areas, such as jobs/internships, courses, service/volunteer work, membership/activities, and other interests or life experiences.

Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation.

[Create Portfolio](#)

Portfolios	Created	Last Modified	Shared	Total Views
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Settings

Resources

Tutorials

Sample Portfolios

Career Center

Sign Out

2014-2015 Career Contest!

1st Place Graduate
Spencer Scruggs

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Kathryn Chandler

2nd Place
Jesse Klein

Five Sections of the Portfolio

- Profile
- Resume
- Skills Matrix
- References
- Artifacts



Profile

- Reflects your career goals appropriately
- Clear and concise
- Has a strong presentation value (i.e. spelling, grammar, punctuation)


Creating Your Profile

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu

Profile Résumé / CV Skills References Artifacts Edit mode: ON

The **Profile** is the first area referred users, such as employers, will see when they enter your Career Portfolio. The Profile gives you the opportunity to make a strong first impression and to highlight items such as your background, goals, and qualifications. ⓘ

Add a New Profile

←

-- or --

Drag an Available Profile

Available Profiles +

- Greeting✎
- Undergraduate Institution✎
- Graduate Institution✎
- Background✎
- Current Status✎
- Contact Me✎
- Welcome to my Portfolio!✎
- About Me✎

Customize Your Profile

Portfolio: Amanda Peters Edit → Preview Portfolio → Share Menu ▾

Profile Résumé / CV Skills References Artifacts Edit mode: ON

The **Profile** is the first area referred users, such as employers, will see when they enter your Career Portfolio. The Profile gives you the opportunity to make a strong first impression and to highlight items such as your background, goals, and qualifications.

Current Status
First year master student in Higher Education Student Affairs at Florida State University.

Contact Me
Click and drag to change position at: ampeters@fsu.edu

Available Profiles

- Greeting
- Undergraduate Institution
- Graduate Institution
- Background
- Welcome to my Portfolio!
- About Me

Resume/Curriculum Vita

- Well-written (get it critiqued!)
- Usable for the field and career objective of the portfolio
- Clarity, organization, and presentation value





Adding a Resume/CV

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu ▾

Profile **Résumé / CV** Skills References Artifacts Edit mode: ON

Your **Résumé** or **Curriculum Vitae (CV)** is a summary of your personal, educational, and work experience qualifications and should be unique enough to highlight your capabilities as they related to a job or position. In this section, you will also be able to add cover letters addressed to prospective employers or schools. To add a new **Résumé / CV**, CV, or cover letter, select the appropriate document category and click add. To edit or delete an existing entry, select the entry you wish to modify then click edit or delete.

Add a New **Résumé / CV**

-- or --

Drag an Available **Résumé / CV**

Available **Résumé / CVs** +

My Resume ✎

Adding a Resume/CV

The image shows a screenshot of the myFSU Florida State University interface. A modal window titled "Add Résumé / CV" is open in the center. The modal contains the following elements:

- Title:** A text input field.
- Type:** A dropdown menu with "Résumé" selected.
- Options:** Two radio buttons: "Upload File" (selected) and "Link (instead of document)".
- Buttons:** "Cancel" and "Add" buttons at the bottom right.

The background interface shows the "myFSU" logo, "FLORIDA STATE UNIVERSITY", and a navigation menu with "Profile", "Résumé / CV", and "Skills". A description of a Résumé or Curriculum Vitae (CV) is visible, along with a "Drag an Available Résumé / CV" area.

Skills

- Rank your skills in order of importance
- Relate your skills and experiences to the goals in your Profile
- Showcase a variety of skills obtained through your experiences

Skills

- Communication
- Creativity
- Critical Thinking
- Leadership
- Life Management
- Research/Project Development
- Social Responsibility
- Teamwork
- Technical/Scientific

**User can add custom skills*

Experiences

- Jobs/Internships
- Courses
- Service/Volunteer Work
- Memberships/Activities
- Interests/Life Experiences

** Cannot add additional “Experiences” categories*

Adding Skills

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu ▾

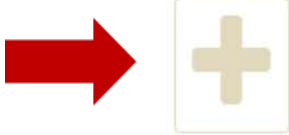
Profile **Résumé / CV** Skills References Artifacts Edit mode: ON

The Skills section is the heart of your Career Portfolio. The Career Center has identified the skills that employers and graduate schools value and look for in potential candidates. These include communication, creativity, critical thinking, leadership, life management, research/project development, social responsibility, teamwork, and technical/scientific skills.

To make a good impression, it is up to you to demonstrate that you have developed these general skills, as well as more specific skills needed in your career field. Through the Skills section, you can document how you have developed your skills using reflection statements. You may reflect on your experiences in a variety of areas, which are jobs/internships, courses, service/volunteer work, memberships/activities, and interests/life experiences.

As you continue at FSU and after graduation, your skills will grow with your accomplishments. Do not expect to fill up every skills or experience right away. Your portfolio is meant to be developed over time as you master new skills and gain new experiences.

Add a New Skill



-- or --

Drag an Available Skill

Available Skills (Learn More) +

- Communication **3**
- Social Responsibility **1**
- Service/Volunteer Work **1**
- Habitat for Humanity
- Teamwork **2**
- Research/Project Development **2**

Adding Skills

Add Skill

Skill: Teamwork

Experience: Memberships/Activites

Organization:

City: **State:**

Title: **Dates:**

Describe your duties and/or responsibilities:

Explain how this experience contributed to the development of this particular skill:

Cancel Add

The Career Center
Dunlap Student Success Center
100 South Woodward Avenue
Tallahassee, FL 32306-4162

Click here for help or contact us
(850) 644-6431
Hours: Monday - Friday, 9:00 AM - 4:30 PM

Adding Skills

Add Skill

Skill: Creativity

Experience: Course

Browse for Course from Transcript

Or provide Course information below:

Course Provider:

Course Title:

Course Number:

Term: Year: Hours:

Explain how this experience contributed to the development of this skill:

Cancel Add

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Rank/Re-order Your Skills

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu

Profile Résumé / CV Skills References Artifacts Edit mode: ON

Course

SDS5624	The American College Student	Fall, 2014	SDS5624	3.0
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Click and drag to change position

In the American College Student class we were required to complete a research project on a select student population at Florida State University. I chose the Marching Chiefs band and studied a current student, a 1-year alumna, and two 10-year alums through quantitative measures. After interviewing all participants, I had to code, re-code, and find themes to address whether my research found that participating in the Marching Chiefs caused students to feel a greater love for the university. After completing the study, we were grouped by our student population categories to complete a presentation in front of the class. I believe through this very intense and laborious study that I gained valuable research and project development skills.


Available Skills (Learn More)

- Communication 0
- Creativity 0
- Research/Project Development 0

Research/Project Development

Creativity

Communication



References

- OBTAIN PERMISSION FROM YOUR REFERENCES
- Provide sufficient contact information
- Include a variety of reference types



Adding References

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu ▾

Profile Résumé / CV Skills **References** Artifacts Edit mode: **ON**

You can include references for employers, graduate schools, and other referred users to contact. References can include faculty, advisors, employers, and others in your life you've made a connection with. **Be sure each reference has given you their permission to put this information online.** To begin, click Add.

Add a New Reference

-- or --

Drag an Available Reference

Available References +

- David France✎
- Laura Baker✎
- Melody Morgan-Jeanette✎
- Dean Kalahar✎
- Julie Soderquist✎
- Sarah Sherman✎

Adding References

The image shows a screenshot of the myFSU Florida State University career portfolio interface. A modal window titled "Add Reference" is open, displaying a form with the following fields:

- Name:
- Title:
- Organization:
- Relationship:
- Address Street 1:
- Address Street 2:
- City:
- State:
- Country:
- Zip Code:
- Home Phone:
- Work Phone:
- Cell Phone:
- Email:

At the bottom of the modal are "Cancel" and "Add" buttons. The background shows the user's profile page with a list of references, including names like "Melody Morgan-Jeanette" and "Dean Kalahar".

Artifacts

- Personalize your portfolio by uploading examples of your work for employers, instructors, or graduate/professional schools to view
- Include top-quality work that relates to the goals in your Profile

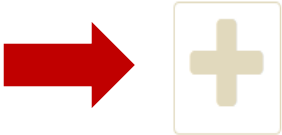
Adding Artifacts

Portfolio: Career Portfolio Demo Edit → Preview Portfolio → Share Menu ▾

Profile Résumé / CV Skills References **Artifacts** Edit mode: ON

Artifacts is area in the Career Portfolio for you to showcase the best samples of your work such as research papers, PowerPoint presentations, artwork or other examples you want to highlight. You can create a detailed description of a specific artifact, add a link to the artifact, or include a picture or graphic. To edit or delete an existing entry, select the entry you wish to modify then click edit or delete.

Add a New Artifact



-- or --

Drag an Available Artifact

Available Artifacts +

- Agenda for Visitors ✎
- Career Portfolio Workshop ✎
- Czech Republic Tour ✎
- First Year English Class Presentation Schedule ✎
- Graduate Workshop on Career Portfolio ✎
- Research Project ✎

Adding Artifacts

The screenshot displays a user interface for a 'Career Portfolio Demo'. At the top, there is a navigation bar with a home icon, the text 'Portfolio: Career Portfolio Demo', and tabs for 'Profile', 'Résumé / CV', and 'Skills'. On the right side of the navigation bar, there are links for 'View Portfolio → Share', a 'Menu' dropdown, and an 'Edit mode: ON' toggle. Below the navigation bar, the main content area shows a list of artifacts, including 'Artifacts', 'for Visitors', 'Portfolio Workshop', 'Republic Tour', 'English Class Presentation Schedule', 'Workshop on Career Portfolio', and 'Research Project'. A modal window titled 'Add Artifact' is open in the center, featuring a title field, a description field, and a 'Software Requirements' field with the example text 'E.g. Adobe Photoshop'. Below these fields are radio buttons for 'Upload File' and 'Link (instead of document)'. At the bottom of the modal are 'Cancel' and 'Add' buttons. In the foreground, a preview box for an artifact titled 'Solar System PowerPoint Presentation' is shown, containing the text: 'This PowerPoint was created for my Elementary Education class. It explores our solar system to six and seven year olds in an easy to follow manner. This PowerPoint artifact demonstrates my creativity as well as communication skills.' A link labeled 'View Artifact Example' is positioned below the preview box.

Add Artifact

Title:

Description:

Software Requirements:

Upload File Link (instead of document)

[View Artifact Example](#)

Cancel Add

Solar System PowerPoint Presentation

This PowerPoint was created for my Elementary Education class. It explores our solar system to six and seven year olds in an easy to follow manner. This PowerPoint artifact demonstrates my creativity as well as communication skills.

Managing Your Portfolio

- Customize Your Portfolio
- Share Your Portfolio
- View Access Details

Customize Your Portfolio

The screenshot shows the FSU Career Portfolio website. At the top left is a home icon, and at the top right is a 'Menu' dropdown. The main content area features a 'Welcome to FSU Career Portfolio' section with a paragraph describing the tool and a quote: 'Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation.' To the right is an 'Announcements' sidebar with a scroll bar, listing winners of the 2014-2015 Career Portfolio Contest: 1st Place Graduate (Spencer Scruggs), 1st Place Undergraduate (Kathryn Chandler), and 2nd Place (Jesse Klein).

Below the main content is a 'Create Portfolio' button and a table of existing portfolios. A context menu is open over the 'Career Portfolio Demo' row, with a red arrow pointing to the 'Options' item.

Portfolios	Created	Last Modified	Shared	Total Views
Amanda Peters	November 5, 2014	March 26, 2015	Y	3
Amanda Peters	January 8, 2015	January 8, 2015	Y	6
Career Portfolio Demo	March 26, 2015	March 27, 2015	N	0

- Edit
- Share
- Options
- Preview
- Download PDF
- Delete

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CAREER PORTFOLIO
FLORIDA STATE UNIVERSITY

Click here for help or contact us
(850) 644-6431
Hours: Monday - Friday, 9:00 AM - 4:30 PM

Customize Your Portfolio

Edit Portfolio Options

To get started in creating a new portfolio, enter a portfolio name where you can add/save your skills and entries. You can create multiple portfolios to customize the entries for each referred user. The portfolio name will not be seen by the referred users.

Name:

Select a scenic photo banner, which would be displayed at the top of the portfolio, or additional items to be included in the final version of your portfolio that will be seen by the referred users. These items will not be visible during edit mode, but can be seen in "preview" or the "shared" portfolios.

Photo Banner: ON

Photo:

Additional Items:

- Email Address
- Confidentiality Agreement
- Transcript (Unofficial)
- Service Transcript

Announcements

Congratulations Winners of the 2014-2015 Career Portfolio Contest!

1st Place Graduate
Spencer Scruggs

1st Place Undergraduate
Kathryn Chandler

2nd Place
Jesse Klein

	Shared	Total Views		
Amanda Peters		3		
Amanda Peters		6		
Career Portfolio Demo	March 26, 2015	March 27, 2015	N	0

Share Your Portfolio

Create Portfolio

Portfolios	Created	Last Modified	Shared	Total Views
Amanda Peters	November 5, 2014	March 26, 2015	Y	3
Amanda Peters	January 8, 2015	January 8, 2015	Y	6
<u>Career Portfolio Demo</u>	March 26, 2015	March 27, 2015	N	0


- Edit
- Share
- Options
- Preview
- Download PDF
- Delete



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Share Your Portfolio

 Edit → Preview Portfolio → Share Menu ▾


Share Your Career Portfolio ⓘ

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

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. Click "send access key" to email a link to your referred user.

 Edit → Preview Portfolio → Share Menu ▾

Share Your Career Portfolio ⓘ

Access key successfully added: Demo ×

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

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. Click "send access key" to email a link to your referred user.

Demo	✉ send access key	🔗 get shareable link	📺 0 views	🗑️
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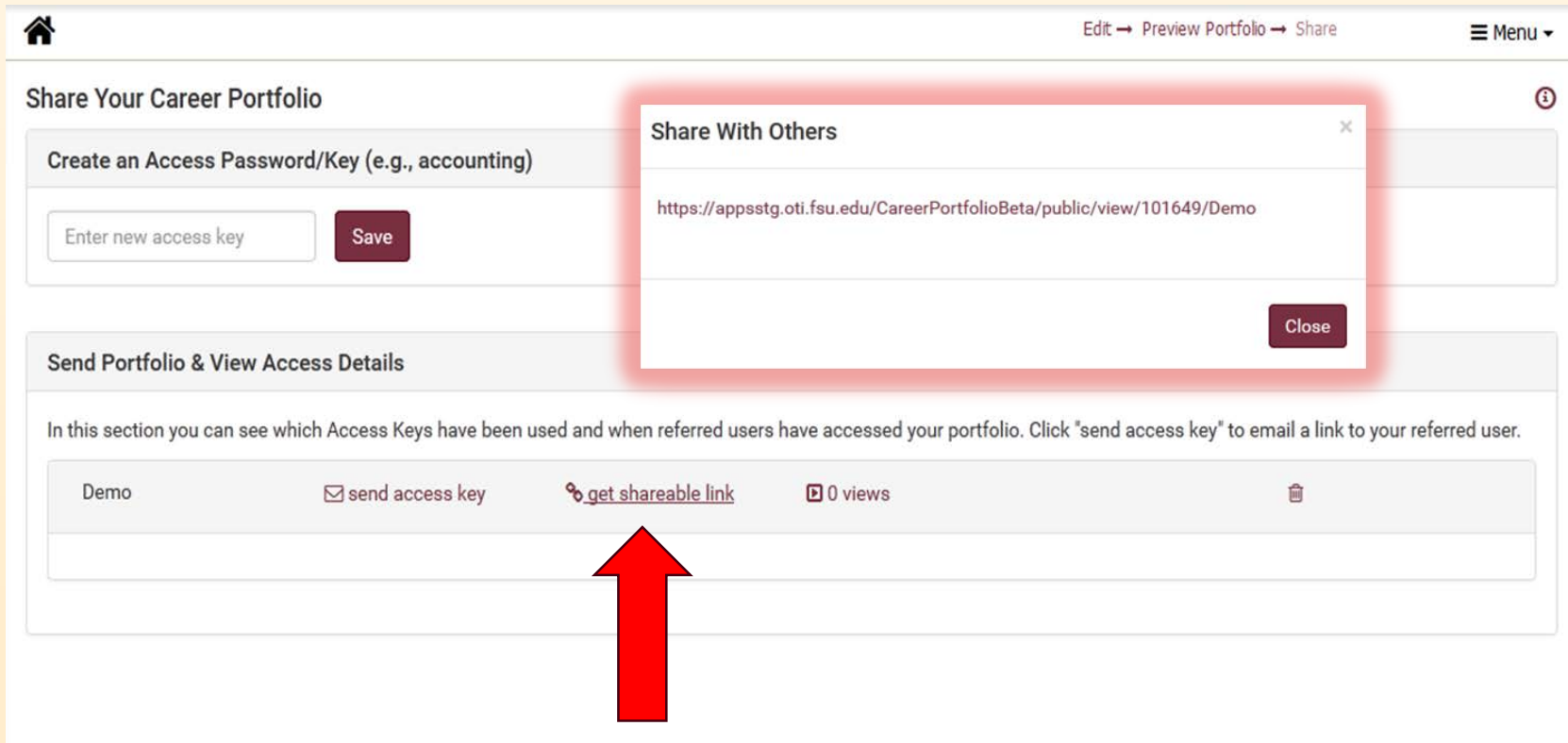
Share Your Portfolio - Send Via Email

The image shows a screenshot of the myFSU website interface with a 'Send Access Key' dialog box open. The background shows the 'Share Your Career Portfolio' section with an access key 'Demo' and a 'Send' button. The dialog box is titled 'Send Access Key' and contains the following fields and content:

- Access Key:** Demo
- To:** cpworkshop@fsu.edu
- From:** democp@fsu.edu
- Subject:** Demo's Portfolio
- Message:** A rich text editor with a toolbar containing icons for undo, bold, italic, underline, strikethrough, font size (14), font color (yellow), bulleted list, numbered list, and indent. The message body contains the text: "Greetings! Please feel free to browse my portfolio with the access information provided. If you have any further questions, do not hesitate to ask. Regards, Demo CP".

At the bottom of the dialog box are 'Cancel' and 'Preview' buttons. The background page footer includes contact information for The Career Center and help options.

Share Your Portfolio – Get a Shareable Link



The screenshot shows a web interface for sharing a career portfolio. At the top, there is a navigation bar with a home icon, the text "Edit → Preview Portfolio → Share", and a "Menu" dropdown. Below this is a section titled "Share Your Career Portfolio" with a help icon. Underneath, there is a form to "Create an Access Password/Key (e.g., accounting)" with an input field for "Enter new access key" and a "Save" button. A modal window titled "Share With Others" is open, displaying the URL "https://appsstg.oti.fsu.edu/CareerPortfolioBeta/public/view/101649/Demo" and a "Close" button. Below the form is a section titled "Send Portfolio & View Access Details" with a descriptive paragraph. At the bottom, there is a table with one row containing the text "Demo", a "send access key" button, a "get shareable link" button (highlighted by a red arrow), and a "0 views" indicator.

Home Edit → Preview Portfolio → Share Menu

Share Your Career Portfolio

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

Enter new access key Save

Share With Others

https://appsstg.oti.fsu.edu/CareerPortfolioBeta/public/view/101649/Demo


Close

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. Click "send access key" to email a link to your referred user.

Demo	send access key	get shareable link	0 views	
------	-----------------	------------------------------------	---------	--

View Access Details



 Edit → Preview Portfolio → Share Menu ▾


Share Your Career Portfolio ⓘ

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

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. Click "send access key" to email a link to your referred user.

Test4	<input type="checkbox"/> send access key	 get shareable link	 6 views	active status
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Preview Your Portfolio

Create Portfolio

Portfolios	Created	Last Modified	Shared	Total Views
Amanda Peters	November 5, 2014	March 26, 2015	Y	3
Amanda Peters	January 8, 2015	January 8, 2015	Y	6
<u>Career Portfolio Demo</u>	March 26, 2015	March 27, 2015	N	0

- Edit
- Share
- Options
- Preview
- Download PDF
- Delete



081065d37bea2ad0a5482ea24e4b5b3ba902c970

Click here for help or contact us
(850) 644-6431
Hours: Monday - Friday, 9:00 AM - 4:30 PM

Preview will launch in a new window

Cancel

OK

Using Multiple Portfolios

- No limit on number of portfolios
- Allows you to customize what you want referred users to see

[Create Portfolio](#)

Portfolios	Created	Last Modified	Shared	Total Views
Amanda Peters	November 5, 2014	March 26, 2015	Y	3
Amanda Peters	January 8, 2015	January 8, 2015	Y	6
Career Portfolio Demo	March 26, 2015	March 27, 2015	N	0

- Edit
- Share
- Options
- Preview
- Download PDF
- Delete

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Hours: Monday - Friday, 9:00 AM - 4:30 PM

Using Multiple Portfolios

- When creating a NEW portfolio, portfolio items remain on the right side until you select them

The screenshot displays the 'Artifacts' section of a 'Career Portfolio Demo'. The interface includes a navigation bar with 'Profile', 'Résumé / CV', 'Skills', 'References', and 'Artifacts'. A red circle highlights the 'Available Artifacts' panel on the right, which lists items like 'Agenda for Visitors', 'Career Portfolio Workshop', 'Czech Republic Tour', 'First Year English Class Presentation Schedule', 'Graduate Workshop on Career Portfolio', and 'Research Project'. The main area shows a dashed box for adding new artifacts, with a plus sign icon and the text 'Add a New Artifact' and 'Drag an Available Artifact'.

Portfolio: Career Portfolio Demo

Edit → Preview Portfolio → Share

Menu

Profile Résumé / CV Skills References Artifacts

Edit mode: ON

Artifacts is area in the Career Portfolio for you to showcase the best samples of your work such as research papers, PowerPoint presentations, artwork or other examples you want to highlight. You can create a detailed description of a specific artifact, add a link to the artifact, or include a picture or graphic. To edit or delete an existing entry, select the entry you wish to modify then click edit or delete.

Add a New Artifact

-- or --

Drag an Available Artifact

Available Artifacts

- Agenda for Visitors
- Career Portfolio Workshop
- Czech Republic Tour
- First Year English Class Presentation Schedule
- Graduate Workshop on Career Portfolio
- Research Project

View a Sample Portfolio

Sample Portfolio



Tips for a Strong Career Portfolio

- Highlight your TOP QUALITY WORK.
- Support your career objectives stated in the profile.
- Include a wide variety of skills and experiences.
- Showcase relevant work samples arranged to emphasize your strongest skills.

Career Portfolio Contest

Enter the Career Portfolio Contest each Fall for a chance to win up to a \$500 scholarship!

1st Place Graduate: \$500

1st Place Undergraduate: \$500

2nd Place: \$300

3rd Place: \$200

Sponsored by:



Drop-In Career Advising

Monday – Friday, 9 a.m. - 4:30 p.m.

Extended Tuesday hours, 9 a.m. - 8 p.m.

(Fall and Spring semesters only)

Closed Fridays, 1:30 - 2:30 p.m. (Fall semester only)



Professional Clothing Closet

Students can obtain FREE professional and business casual attire appropriate for:

- Career Fairs
- Interviews
- Internships
- The workplace



View hours of operation at
career.fsu.edu/ClothingCloset

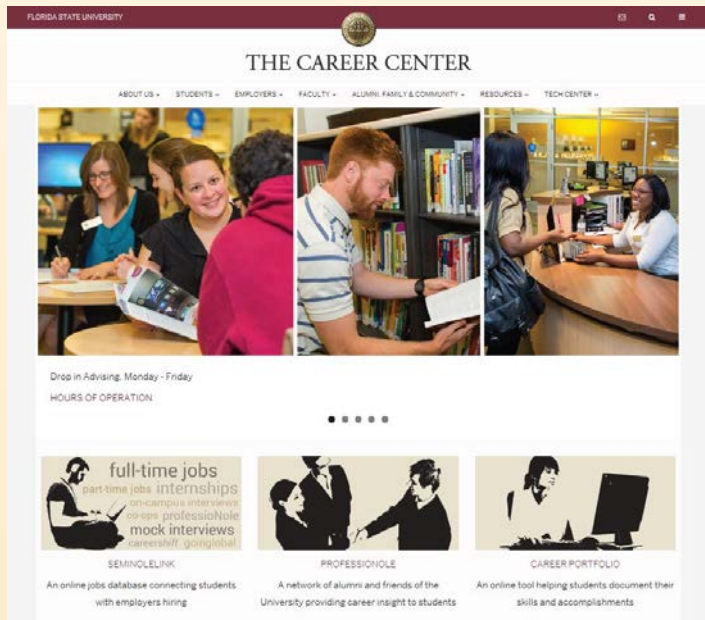
The Career Center

Located in the Dunlap Success Center at the corner of Learning Way and Woodward Avenue.



100 South Woodward Avenue, Tallahassee, FL 32306

Connect with us!



FSU Career Center



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