

# USING CAREER PORTFOLIO FOR AN ACADEMIC JOB SEARCH

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 universities.

## WHAT IS IT

The Career Portfolio is an online tool created by the Florida State University Career Center that helps students and alumni present their skills to employers, graduate schools, and other organizations. Your portfolio may include a statement of research/creativity objectives, teaching philosophy, and a curriculum vitae and can be used to support an academic job search. Preparing Future Faculty Program (PFF) participants can submit the Career Portfolio to the FSU Graduate School to fulfill the portfolio requirement for the PFF Certificate.

## 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 CV, references, & artifacts
- 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](http://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!

The screenshot shows the myFSU Career Portfolio website. At the top, there is a navigation bar with the myFSU logo and the text "FLORIDA STATE UNIVERSITY". Below the navigation bar, there is a home icon and a main content area. The main content area features a welcome message: "Welcome to FSU Career Portfolio" followed by a paragraph explaining the tool's purpose. Below the text, there is a quote: "Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation." At the bottom of the screenshot, there is a table with a "Create Portfolio" button and a table listing portfolios.

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. Curriculum Vitae

Your curriculum vitae (CV) is an important piece of your Career Portfolio because it documents your qualifications for a position. Speak to a career advisor at the FSU Career Center, or refer to the “Writing a Curriculum Vitae” guide on the Career Center website at <http://career.fsu.edu/resources/career-guides>.

Have your CV reviewed by a several individuals, including a career advisor, friend, and/or professor for suggestions and to check for any possible mistakes. Remember that your 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:

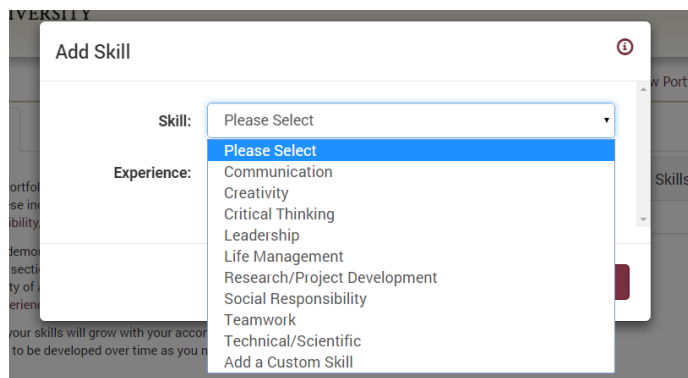
- Career & Life Management
- Communication
- Creativity
- Critical Thinking
- Global/Intercultural Fluency
- Leadership
- Professionalism/Work Ethic
- Research/Project Development
- Social Responsibility
- Teamwork
- Technical/Scientific

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

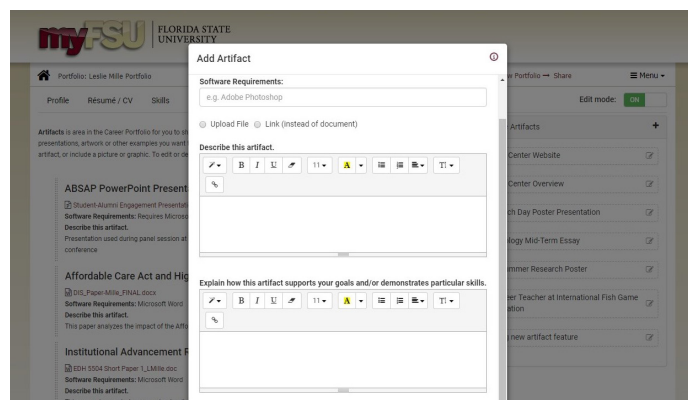
References are an important part of your Career Portfolio. References may include faculty, advisors, employers, and others in your life who can speak to your qualifications.

The persons listed as reference 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 CV. 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

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
- Teaching philosophy
- PowerPoint presentations
- Sample syllabi
- Databases
- Scans of artwork or photography

Click “Add a New Artifact” in the *Artifacts* section of the portfolio to add examples of your experiences.

## CUSTOMIZE AND SHARE YOUR PORTFOLIO

The Career Portfolio allows you to have unlimited versions of your portfolio. You may choose to have separate portfolios intended for research institutions, teaching institutions, and post-doctoral positions.

- 1. Name Your Portfolio:** The *Options* section allows you to name your Career Portfolio. Example portfolio names can include “Job Search Portfolio” or “University 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!

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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### 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 users of your choice access to a particular 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 with whom you will be sharing your portfolio. For example, if you are 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.
- **The Get Shareable Link** feature generates a link directly to your particular showcase portfolio. You can post this link directly on your résumé, CV, or 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!

If you are participating in the PFF Program, you can send your Career Portfolio to the FSU Graduate School to be used to fulfill the capstone activity requirement for the PFF Certificate. Contact the FSU Graduate School ([gradschool.fsu.edu](http://gradschool.fsu.edu)) for specific information regarding these requirements.



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER