



ProfessionNole Ready Certificate (PRC) Synthesis Project

The FSU Career Portfolio serves as the synthesis project for all students completing PRC. The Career Portfolio provides a space for students to reflect on their professional development and articulate the competencies they have developed through experiences inside and outside of the classroom.

Getting started:

1. Go to <http://www.career.fsu.edu/Portfolio> Click on Create or Access Your Career Portfolio and log in to your myFSU account. This will take you to the Career Portfolio home page.
2. Under Menu, you will find helpful tools including Resources, Tutorials, and Sample Portfolios. Review each of these to learn how to build an effective Career Portfolio.
3. Click on the box for Create Portfolio to begin building your Career Portfolio.

Requirements:

1. Profile: Create at least 2 profile titles that introduce your portfolio. Examples of profile titles include: Welcome, Goals, Background, Objectives, My Qualifications, etc. **One of your profile titles MUST be "Career-Readiness Knowledge."** In this area section, you will summarize how the PRC helped you to develop a greater understanding of career readiness competencies that you will be able to apply to a successful transition into the workplace or graduate school.
2. Resume: Upload a copy of your resume or curriculum vitae (CV).
3. Skills: Enter at least **3 skills**. 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. In this section, you will write reflections on how you developed your skills through a variety of experience types, which are jobs/internships, courses, service/volunteer work, memberships/activities, and interests/life experiences.
4. References: Enter at least 2 references. References can include employers, faculty, staff advisors, employers, and others who can speak to your career-readiness competencies.
5. Artifacts: Upload at least 2 samples of your best work. Be sure to describe how your artifacts support your career goals.

Submitting the Career Portfolio:

1. Click on the Home icon in the top left. Then, click on your portfolio name to choose your options and share your portfolio.
2. Click on Share and enter your last name as the Access Password/Key. Once you have the Access Password saved, click on "send access key." Add the access key to the PRC verification survey when submitting for the certificate.