Online Career Portfolio on College Central Online Job Board

This is the time of year that your students will want to start collecting some of their best work and place it in an online portfolio.

Did you know that our own College Central online job board has an easy portfolio creator in it?

It is easy to do and the best part about it is that once a student has activated an account, if they see a job they like, they choose Apply and with a quick click can send that potential employer their resume and their e-portfolio. It's that easy. Below are the instructions on how to use it. I also can visit your classroom and give a workshop on how to do it.

Your resume tells, your portfolio shows. The portfolio gives a picture of who you are and what you have accomplished. Everyone should showcase their strengths and their best work.

Items included in your portfolio could be digital documents, multimedia examples of your work, certificates, awards, personal statements, examples of your best work….items to tangibly support your cover letter and resume.

A maximum of 35 work samples may be uploaded to your General Career Portfolio. No restriction is placed on the number of samples that may be uploaded to any single category as long as the total across all categories does not exceed the limit of 35 samples, but typically 8-10 items is ideal.

The following are examples of the types of items that can be included in each category of the General Career Portfolio. Use the following list as a starting point for brainstorming ideas. You decide what is most appropriate for you and what best conveys your qualifications.

Professional Skills: (Corresponds to Personal Qualities, Strengths and Skills)

- Evidence of your ability to work effectively with people
- Evidence of communications skills: written, oral
- Evidence of computer and other technical skills
- Evidence of good time management skills
- Career self-management documents - time sheets, schedules, calendars
- Proof of your skills for solving problems, contributing in meetings and resolving conflicts.
- Evidence of your ability to follow technical or administrative procedures
- Evidence of your ability to cooperate and be an effective "team player"
- Examples of work with computers or operating equipment and machinery
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Certifications/Education (Corresponds to Education/Coursework/Training)

- Licenses you hold
- Descriptions of Seminars and Workshops attended
- Descriptions of On-the-job Training
- Formal/informal course descriptions
- Transcripts
- Diploma or Certificates
- Documentation of your participation in conferences, panels, competitions, etc.
- Evidence of an ability to learn and an interest in continuing education

Work Samples (Corresponds to Work-Related Experiences)

- Photos of something you created (prototype, culinary arts, robotics, fashion, arts, 3D model, set, display)
- Simulation items (accounting records for a small business)
- Promotional materials you developed
- Business Plan example
- Sample Nursing Patient Care Plan
- Internship or Cooperative Education Projects
- Link to a website that you have created
- Sketches (digital, drawn, 3D models)

Community Involvement (Corresponds to Activities, Interests, and Life Experiences)

- Organizational affiliations and positions - clubs, associations
- Proof of foreign study or travel
- Volunteer organization affiliations and positions held specific tasks
- Community or Professional Affiliations
- Documentation of Social or Cultural Awareness or Education

Awards/Recognition (Corresponds to Accomplishments, Honors and Awards)

- Faculty recommendation letters
- Commendations received for your leadership skills
- Evidence of your election to a position by your peers: team captain, student council etc.
- Letters announcing a promotion or new assignment
- Letters of appreciation
- Employer testimonials - written or video
- Letters of appreciation
- Photos of pins/medals/ribbons/trophies awarded
- Thank-you letters for community service accomplishments
- Evidence of leadership positions that you have held
- Awards for task accomplishment and letters received relating to the accomplishment
- News articles about you or something in which you were significantly involved

College Central online portfolios **create a link of your portfolio** that you can include on your resume, cover letter, email, or social media sites.

Present the online portfolio to employers in advance of the interview or during it.

To create your portfolio:

1. Select "My Career Portfolio" in the Navigator. (on the left)
2. Select the "Create a Career Portfolio" link.
3. Select the Text link for "General Career Portfolio" or [+].
4. Review the information and choose [Create].
   NOTE: You are currently allowed to have one career portfolio.

To add samples to the sections in the General Career Portfolio:
1. In Portfolio Editor view, select [Add] in the section header bar for the category of your choice.
2. Enter a Title.
3. Enter a short Description.
4. Browse for the file on your computer by selecting [Browse].
5. Select [Save].

Accepted file types and size limits:
- Microsoft Word (.doc or .docx) [500 KB max.]
- Microsoft Excel (.xls or .xlsx) [500 KB max.]
- Microsoft PowerPoint (.ppt or .pptx) [500 KB max.]
- Adobe Acrobat (.pdf) [3.5 MB max.]
- Image (.gif or .jpg) [10 MB max.]

To include samples and media that are hosted by other websites or document sharing tools:

1. Create an account and upload your samples to one or more of the following: YouTube, Dropbox, OneDrive, Google Drive, Instagram, Vimeo, SoundCloud, MixCloud.
2. In Portfolio Editor view, select [Add] in the section header bar for the category of your choice.
3. Enter a Title.
4. Enter a short Description.
5. Select the Shareable Link or Embed Media radio button.
6. Copy the file's embedded HTML code or shareable link on the host site, and paste it into the appropriate text box.
7. Select [Save].

To create a shareable link for your portfolio:

1. Select "My Career Portfolio" in the Navigator.
2. Select the "Update My Portfolio" link.
3. In the "Portfolio Visibility Settings" section under "Shareable Link," select the [Off] slider to change it to [On]. Confirm the change in the pop-up box. The Shareable Link URL will appear. Copy this link to use in emails, place on your résumé, in a cover letter, etc.
   To disable the Shareable Link, select the [On] slider to change it to [Off]. The URL will no longer be displayed and it will not work for anyone with whom you have shared it.