Creating Your Own Academic Advising Professional Portfolio

Presented by:
Katie Lloyd

INDIANA UNIVERSITY
CAREER DEVELOPMENT CENTER AND ARTS AND SCIENCES CAREER SERVICES
Bloomington
Why a portfolio?

A professional portfolio is a tool which allows you to showcase your relevant skills by providing tangible evidence, known as artifacts, as proof of your competencies. Your portfolio becomes a powerful interviewing tool as its development will help you be prepared for your interview and your artifacts will provide compelling evidence of the skills you are presenting to employers.

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Portfolio Development Process

1. Identify Target Audience
2. Write goal statement
3. Select and annotate artifacts
4. Organize Information
5. Layout Portfolio
6. Integrate Into Interview
What to include

- What do you want to prove? (eventually this will be very position-specific)
- Goals Statement: What do you want to do next? What have you done that has prepared you well for it? What are your long-term goals?
- Academic Advising Philosophy statement
- C.V.: summary of your accomplishments, education and work history, etc. See the CDC’s website to get started!
What to include, cont.

Assess the skill set needed in the next position you will seek

Assess your own skill set

JOIN THE TWO TOGETHER IN YOUR PORTFOLIO
What have you done?
What have you done?

- Refer to the CAS standards for academic advising
- What have you done to uphold them (or exceed them) at IU?
Artifacts

- The heart of your portfolio: examples of your work that prove your skill set
- Excerpt: choosing a visual representation that quickly conveys the message and does not overwhelm the reader
- Annotate: writing an annotation that describes to the reader your role in the artifact, the scope, the details, and why it’s important to them (skills)
Artifact Brainstorm

- Write down at least 5 artifacts you could include in your portfolio.
- Share with your neighbor and try to think of a couple more.
What can you do now?

• Become a hoarder! Get in the habit of keeping artifacts
• Annotate them while the accomplishment is fresh in your mind
• Keep a “master portfolio”
• Begin writing your C.V.
The Career Development Center

Career Advising

– Drop-in career advising: Monday – Friday from 12:30 – 4:00 p.m.
– Hour-long career advising appointments

Comprehensive Career Courses

– Q294: Basic Career Development
– Q299: Job & Internship Search Strategies for the Liberal Arts Student
– Q275: Professional Portfolio Development
– Q398: Internship - Theory Into Practice
– Q377: The Art of Meaningful Work

Career Planning & Job Search Resources

– IUCareers.com
– Career Resource Library

Career Events

– Career & job fairs
– Networking Nights
– Global Careers
– artWorks
– Non-profit career forum
– International work: NGOs & IGOs
This week...

Freaked Out?
How to Prepare for the Job Search and Manage Stress

Wednesday, April 20, 2011 • 6:30-7:30 p.m.
Career Development Center, 625 N. Jordan Ave.

How worried are you about finding a job?
Do you know where to start? Who to talk to? What resources are out there to help you?

Freaked Out? How to Prepare for the Job Search and Manage Stress is an event hosted by both the Career Development Center and Counseling and Psychological Services. The event will focus on job search strategies such as networking. Additionally, a discussion concerning the fears, worries and stresses of the job search will be conducted and useful coping strategies will be provided.
Questions?

Katie Lloyd

lloydk@indiana.edu

812-855-9136