WHAT IS PORTFOLIUM?

Portfolium is your free, digital portfolio tool to visually showcase your academic and professional experiences and accomplishments. Creating Portfolium "entries" allows you to **beautifully organize and highlight your education and experiences by including samples of your reports, papers, projects, labs, and presentations.** Show the world what makes you... YOU, by including videos and photos of campus involvement, study abroad/travel, hobbies, athletics, and work and volunteer experiences!
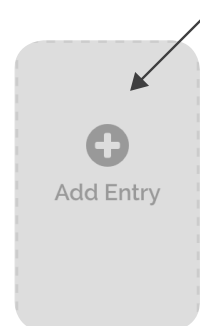
Getting Started

Create Your Account: Cal Poly has partnered with Portfolium to give students verified accounts with the Cal Poly network. Your login credentials should have been emailed to you, but if not, visit the 24/7 Online Resources on the Cal Poly Career Services' website and click on the Portfolium link.

Create Your Profile: Select 3 or more categories that interest you.
- Select your current user status: For example, undergraduate or graduate student. If currently looking for a job and/or internship, you can indicate this by turning the toggle switches on.
- Upload a professional profile picture and cover photo.
- Include additional information about yourself such as your location, tagline, social media handles, resume, education, experiences and skills. The more details you customize, the more your portfolio will stand out!

Adding Entries to Your Portfolio

- ☐ **Add an entry:** Click on the "Add Entry" button. Select an entry type: job/internship, work/project, volunteer work, club/membership, interest/hobby, or misc.
- ☐ **Display details of your entry:** Include a title, description, category (field of study) and default photo for your entry. In the description, include information about the actual project/experience/ event as well as a summary of what you learned throughout the process. Include URL links in this section that become clickable links when published.
- ☐ **Include tags:** You can include keywords that make your entries searchable in the search engine. The "hashtag" will automatically be added, no need to insert "#".
- ☐ **Show collaborators:** Everyone loves a team player. Acknowledge the people that you worked with. Note: you must be connected to your collaborator in order to tag them.
- ☐ **Embed media content:** This feature allows you to add various media content across different platforms such as videos, Prezis, 3D models, and music.
- ☐ **Add attachments:** This section allows you to add content created in Microsoft as well as PDFs.
- ☐ **Set privacy options:** You can set the privacy of your entries among four different visibility settings. To showcase yourself and build an online identity, consider keeping your awesome work public.
- ☐ **Manage comments:** You can toggle the switch to enable/disable comments.

⊕
Add Entry

Portfolium Privacy Settings: If the "Enable Privacy" button is toggled on, only people you're connected with can view your full profile. If you choose to enable privacy on your account, you will be provided with an "access link." Share this link with specific employers, professors, or any other individuals you would like to show your work to.
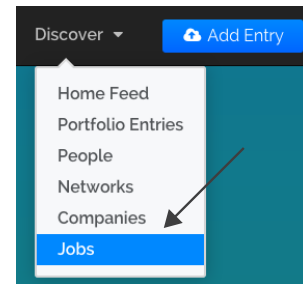
HOW TO USE PORTFOLIUM

As a Job-Seeking Tool:

ENHANCE YOUR RESUME AND LINKEDIN - Embed your entries online and add URLs on your resume to bring black and white bullet points to life! Increase exposure by placing your unique profile URL into your email signature and social media profiles. Personalize your URL by going to your profile settings. Make sure that your profile and entries are set to public, so potential employers will be able to access the links you send their way.

SHOWCASE YOURSELF ON-THE-GO - Install the iOS app and use your work to start a conversation with recruiters at career fairs and during interviews. Stand out to employers by providing visual proof of your skills and personality. Add new experiences and projects to your portfolio right from your smartphone. You can also print your entire Portfolium by clicking on the Export to PDF button and selecting up to 4 entries that you wish to showcase.
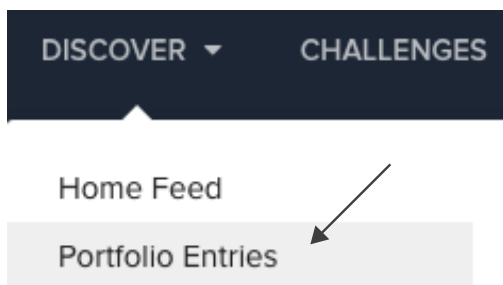
FOLLOW COMPANIES & HAVE THEM FOLLOW YOU - Click on the "Discover" drop-down and select "Companies". Explore the companies on Portfolium and follow the ones that interest you! By doing so, you will be notified whenever they post a new job and you will be added to their candidate pool.

APPLY TO JOBS - To discover exciting job opportunities, use the "Discover" drop down and select "Jobs." Access Portfolium's extensive job platform, which features 2,000+ companies such as Disney, Nike, Verizon, Google, Boeing, SpaceX, Qualcomm and Facebook. Apply directly to their job postings and use specific entries from your portfolio to enhance your application.

As a Social Networking Platform:

CONNECT & COLLABORATE - Connect with your fellow classmates, friends and colleagues; comment on their work and tag your teammates as collaborators. You can also collaborate with professors and advisors to reflect on and document your experiences--this will greatly facilitate asking for letters of recommendation. NOTE: To message someone, you must be connected to them.

FIND INSPIRATION -To find inspiration and collaborate with other users in your field(s) of interest, click on the "Discover" drop down and select "Portfolio Entries" or click on the "Portfolium" logo for your feed. You can also enter a name, keyword or title in the universal search bar to find portfolio entries, people, networks, companies and jobs. Discover how other users accomplished their work. You can "like" their entries and also ask them for advice by leaving a comment or messaging them directly.

BUILD AND MAINTAIN YOUR ONLINE IDENTITY - Link your social media accounts from your settings page to quickly connect with your friends, login with one click, and to easily share your Portfolium entries across various social media networks (Facebook, LinkedIn, personal blogs, etc.)

"My Portfolium gave me the freedom to showcase my projects and experiences in much more detail than I could on a resume. I feel more confident about my job search knowing that I am no longer limited by a single sheet of paper."

– **Madeleine Ramos**, Biomedical Engineering, Cal Poly San Luis Obispo

"It's a really effective way of showing future employers not just your 'portfolio ready' work but also your school projects, extracurriculars and projects students do for fun. Portfolium allows for a holistic view [of] what students do inside the classroom and outside of it year round…in order to better illustrate a more complete vision of who it is employers are looking to possibly hire."

– **Hector Flamenco**, Art and Design, Cal Poly San Luis Obispo

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