Career Services Portfolium Tip Sheet

What is Portfolium?

Portfolium is a 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 descriptions and visual media to demonstrate your career-readiness to employers. Visually showcase your campus involvement, class projects, labs, research, study abroad, work, volunteerism, athletics, hobbies, and more.

GETTING STARTED

STEP 1: Create Your Account

- Cal Poly has partnered Portfolium to give students verified accounts with the Cal Poly network. Your login credentials should have been emailed to you, but if not, visit Portfolium.com/network/calpoly and click on the JOIN button. Login using your Cal Poly email.

STEP 2: Create Your Profile

- Upload a nice profile picture and background cover photo.
- Include additional information about yourself such as your location, tagline, social media handles, resume, education, and experiences.

STEP 3: Add Entries to Your Portfolio

- **Add an entry**: Click on the + New Project button.
- **Display details of your entry**: Include a title, brief description, category (field of study, etc.) and default image for your entry. This is what viewers see before clicking on the image to get to more details about your project.
- **Embed media content and files**: You can embed videos, photos, and computer files such as PDFs, Excel spreadsheets, PowerPoints, links to other websites and more.
- **Description**: Include details about what you did and accomplished including results. Reflect on the experience and consider including things such as what inspired you, what you learned, etc. Do not just copy and paste the description from your resume—this is an opportunity to go into more detail.
- **Skills**: Be sure to enter the significant skills used (these will show up on your profile page).
- **Include tags**: You can include keywords that make your entries searchable in the search engine.
- **Show collaborators**: Acknowledge the people that you worked with. Note: You must be connected to your collaborator in order to tag them.
- **Set your privacy options**: You can set your Portfolium to public for all to see. 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 you can share with specific people. More detailed information about privacy options here.
- **Customize your Portfolium url**: List this on your resume as a hyperlink.

Need more help? Check out this website for detailed information or login to Portfolium and use Chat feature. Have a Career Counselor review your Portfolium for feedback!
**PROFILE**
My Portfolium profile includes:
- Professional photo of me
- Unique and on-brand cover (background) photo
- Professional tagline and introduction to describe myself and my work
- Updated location
- Link to LinkedIn and/or other professional social media accounts
- PDF version of my most recent resume
- Complete all applicable sections (i.e. Education, Skills, Work Experience, Clubs, Courses, etc.)
- Connections with other Portfolium users

**PORTFOLIO**
My portfolio entries include:
- Embedded media content and files
- Helpful details that are of appropriate length and highlight direct experience and/or transferable skills
- Hashtags and Project Collaborators
- A list of Skills used on the project entry
- Proper grammar and spelling throughout

**EXPERIENCE BRAINSTORM**
Think about all of your experiences: class projects, club projects, personal projects, labs, research, work experience, leadership, involvement, community service, etc. List below some experiences you want to include in your Portfolium:

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