

Experience Portfolios

What is it?

- An online place for you to store your career-related documents such as resumes,

Why use it?

- To define accomplishments.
- Recount personal experiences
- upload files that demonstrate the qualities and skills that a standard resume just can't
- To let your true personality shine
- This system gives you the tools to make yourself stand out.

How to use the Experience Portfolio for the first time

- Go to www.salisbury.edu/careerservices and click on e-Recruiting on the left side of the page
- Follow the student links and **LOGIN** (the instructions on the login page will tell you how to login)
- Once you are in you will answer the profile questions. This will take about 3 minutes
- After completing that, go to the **PORTFOLIO** at the top of the page. You must **click on a small down arrow** under the term "**Experience**" on the top left of the page
- You will then see a menu of word links under the arrow. Click on **PORTFOLIO**.
- There will be four different areas you need to complete. Do them in the following order-Profile, Resume, Experiences and References.
- Once you have finished these categories, you can then go to the SHARED VIEWS and determine where you wish to send the Portfolio.

What does the Experience Portfolio consist of and what areas do you complete?

- Your **PROFILE** which consists of your career interests and your contact information.
- Once completing your Profile, you then do your **RESUME**. It is setup in a way that will maximize your experiences.
- Next is your **EXPERIENCES**. You have a chance to really tell your story here and you can also upload other documents.
- Next is your **REFERENCES**-you can use as many as you need.

Experience Portfolio Highlights:

- Your portfolio is confidential and only **SHARED** with those people you select
- You choose the person you want to view/share your portfolio with.
- When **SHARING** your Experience Portfolio, you can select not only who views it but you can select which parts of the portfolio you want them to see.
- You are able to **PREVIEW** your portfolio before it is sent.
- You can select the **REFERENCES** you want sent each time you send it out.
- You are able to **TRACK** your Experience Portfolio and see who has actually opened it.