



## CAREER SERVICES PORTFOLIO CONNECT

### Getting started is easy:

- #1. Contact Us at [info@schoolportfolioconnect.com](mailto:info@schoolportfolioconnect.com)
- #2. Review and sign agreement.
- #3. Provide a list of students you wish to invite to begin using the tool.

As a career services professional you need a tool that empowers you to be able to showcase your student work to employers fast, dynamically, and professionally.

Invite your students and grads to entirely manage their online portfolios themselves - including uploading their resumes, images, reels, etc.

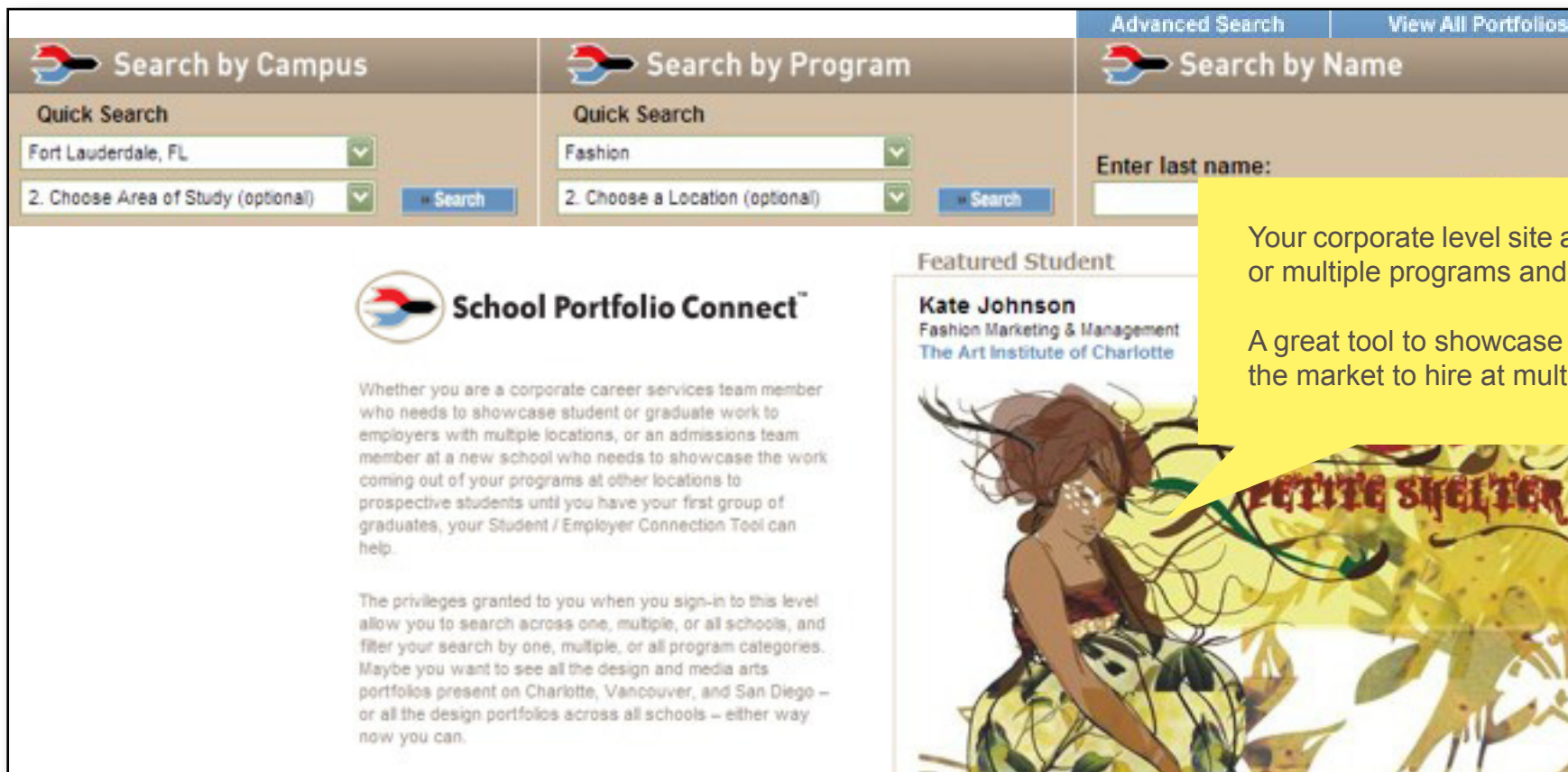
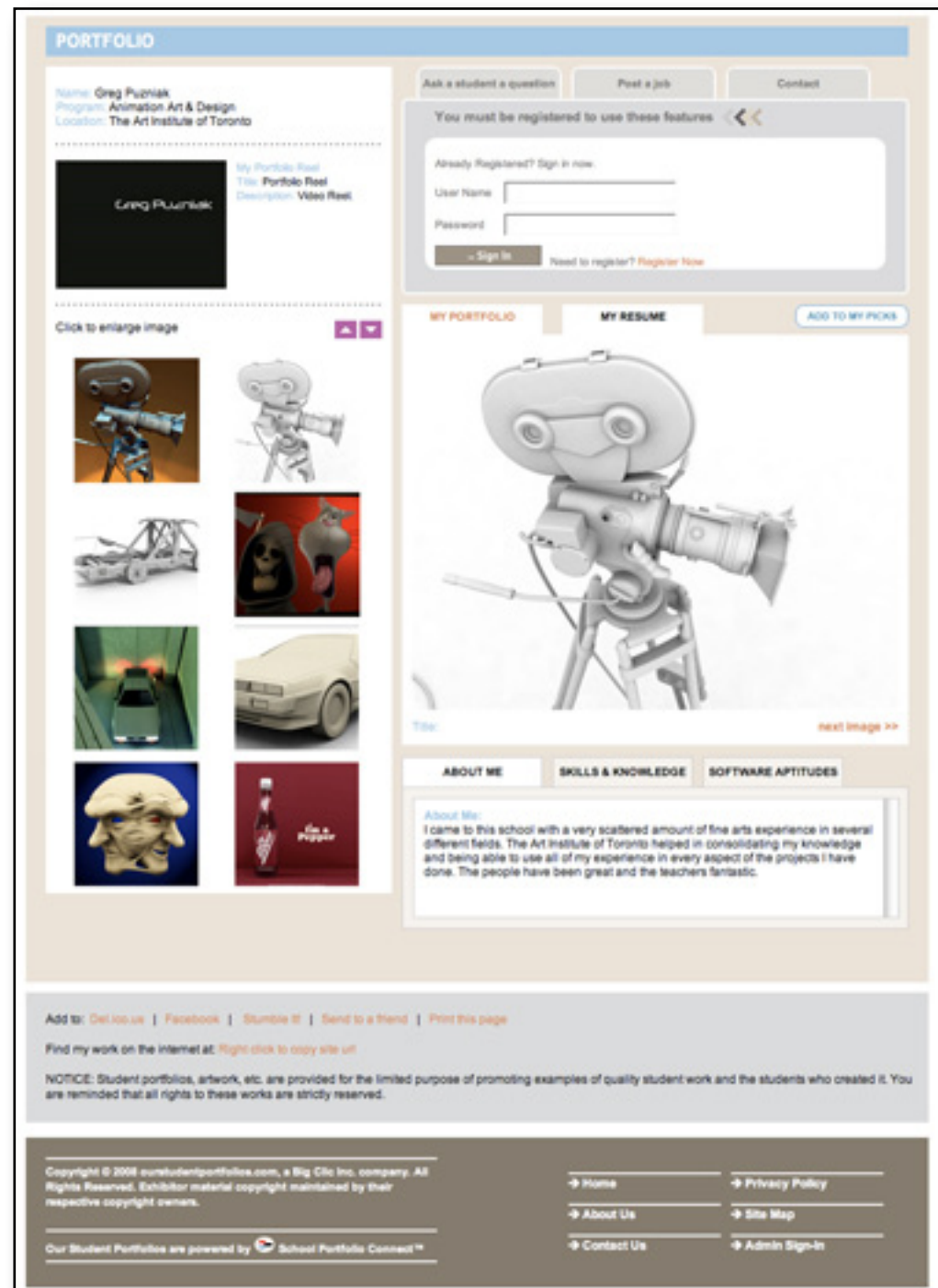
Have all of these portfolios searchable by location, program, faculty, etc.

Provide yourself both a corporate level site you can search across all campuses, as well as school-level sites administrators can use themselves.

Allow employers to register to post jobs and self-manage their job postings to segments of your student body.

It's as easy as importing a file of students you wish to participate - they are then sent an invite with their sign-in details via email.

Showcasing your student work to employers in person or over the phone has never been easier.

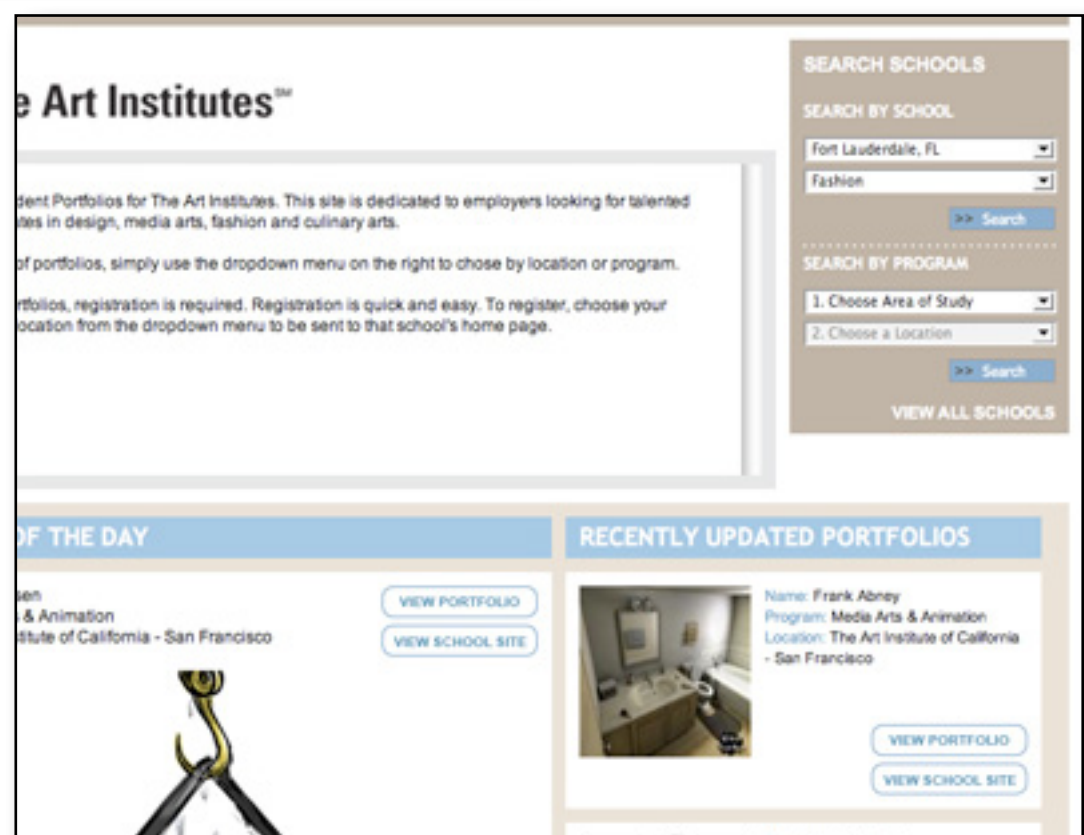


Your corporate level site allows you to sign-in and search across all, or multiple programs and campuses at the same time

A great tool to showcase student work to those larger employers in the market to hire at multiple locations

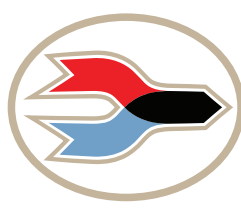
If you have multiple locations, your main school level site acts as a starting point for the employer to begin to search your campuses and get a feel for your school as a whole.

From here they will locate the campuses they are interested in and begin to search the school portfolios.



### VIEW A SCHOOL USING THIS TOOL

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Your campus level site/s allow employers to view the school level portfolios and register for site features such as:

- Expanded search
- Ability to ask portfolio owners questions
- Self-managed job postings
- Online employer event registration, and more



A. Choose an option:

- I want to register for the Student / Employer Connection Tool.
- The Art Institute of Vancouver's Graduate Portfolio Review | Portfolio Gallery - Thursday, June 19, 2008 @ 9:00 AM to 2:00 PM [\(more info\)](#)  
(Student / Employer Connection Tool registration is included when registering for an event)
- The Art Institute of Vancouver's Graduate Portfolio Review | Meet The Grads - Thursday, June 19, 2008 @ 2:00 PM to 7:00 PM [\(more info\)](#)  
(Student / Employer Connection Tool registration is included when registering for an event)
- The Art Institute of Vancouver - Graduate Showcase Burnaby Campus - Monday, June 23, 2008 @ 3:00 PM [\(more info\)](#)  
(Student / Employer Connection Tool registration is included when registering for an event)

B. Contact Information:

Email Address: \*

First Name: \*

Last Name: \*

Title: \*

Address: \*

Address 2:

City: \*

State/Province: \* **Please select**

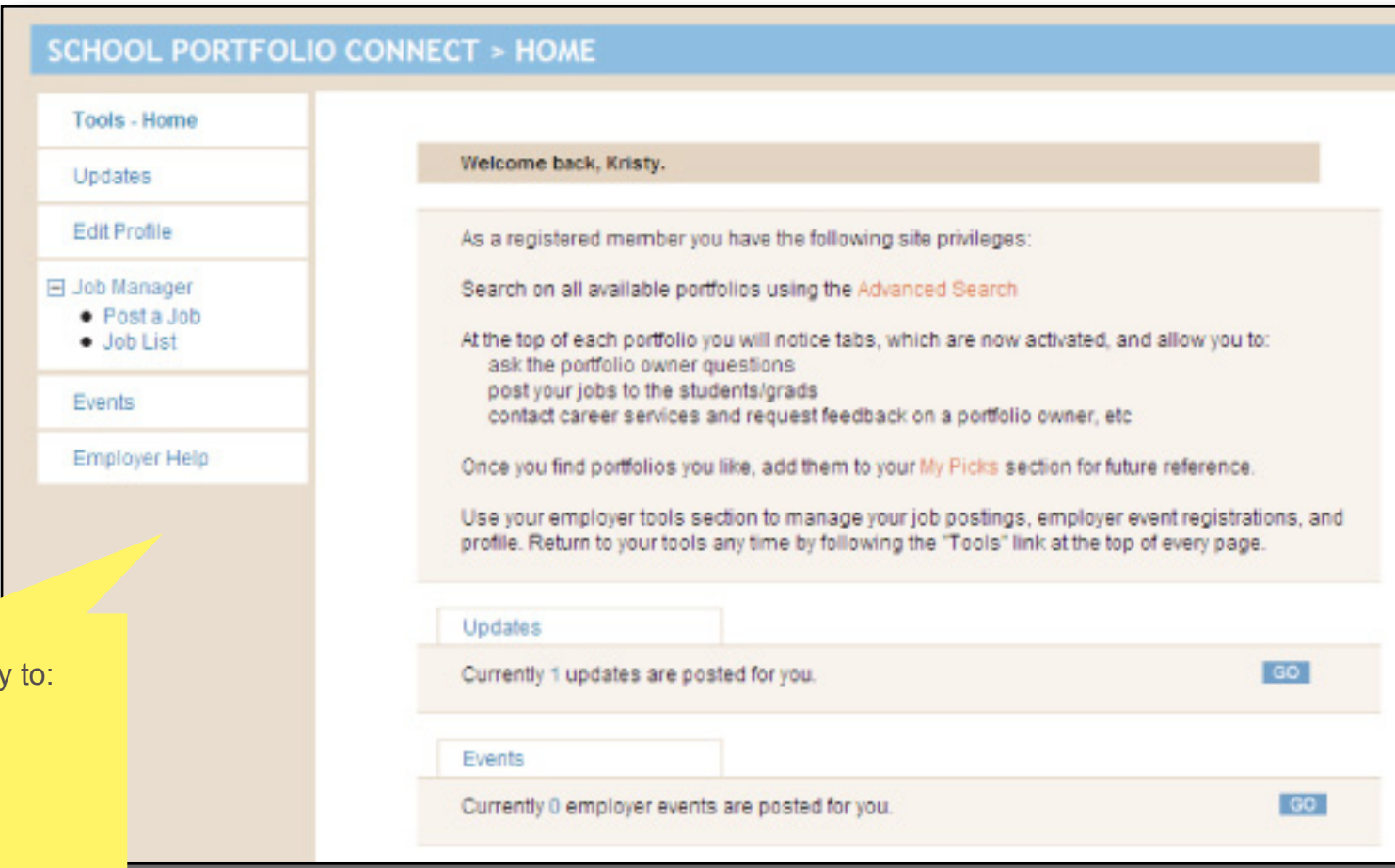
ZIP/Postal Code: \*

Day Phone: \*  -  -

Fax:

Once registration occurs the employer information is fully accessible, and exportable to you when you sign in to School Portfolio Connect.

Use is not limited to those employers you have established relationships with, but will be used by new employers looking to hire your students and grads.



When a registered employer signs-in, they have the ability to:

- View all portfolios
- Post and manage jobs
- RSVP to events
- Ask a Student A Question
- View a student's resume

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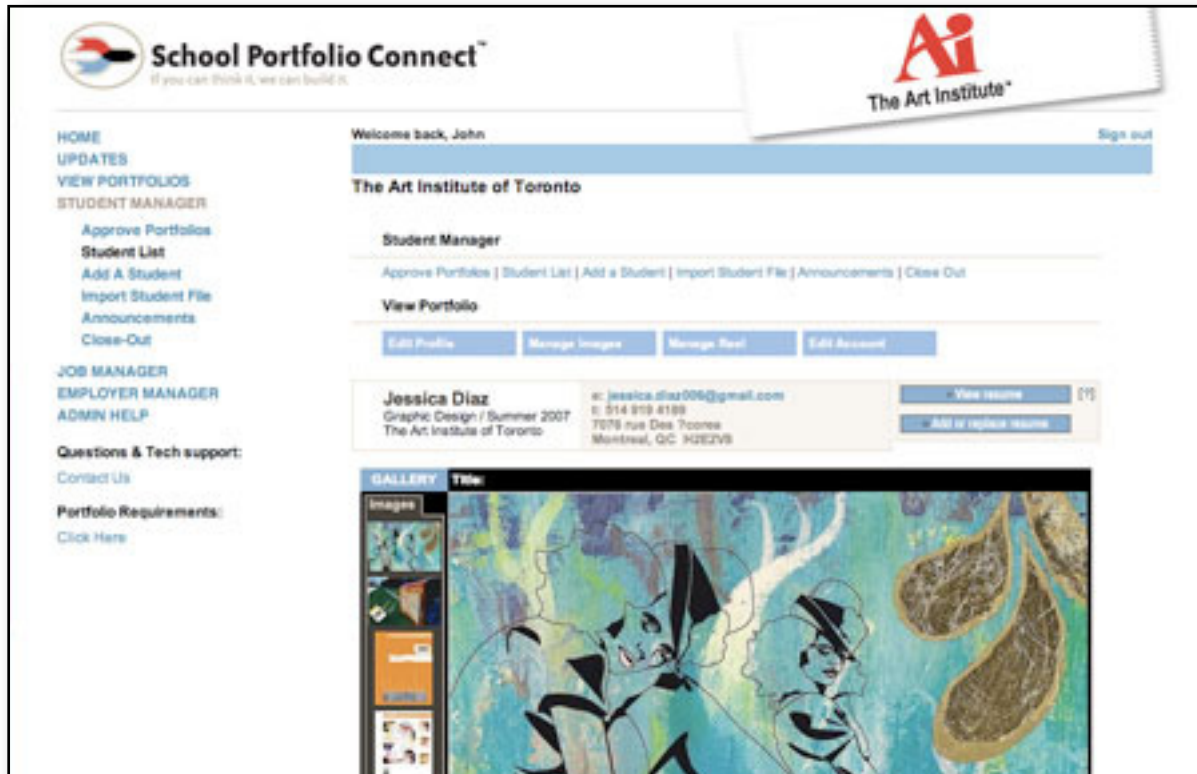
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When a student signs-in, they have the ability to:

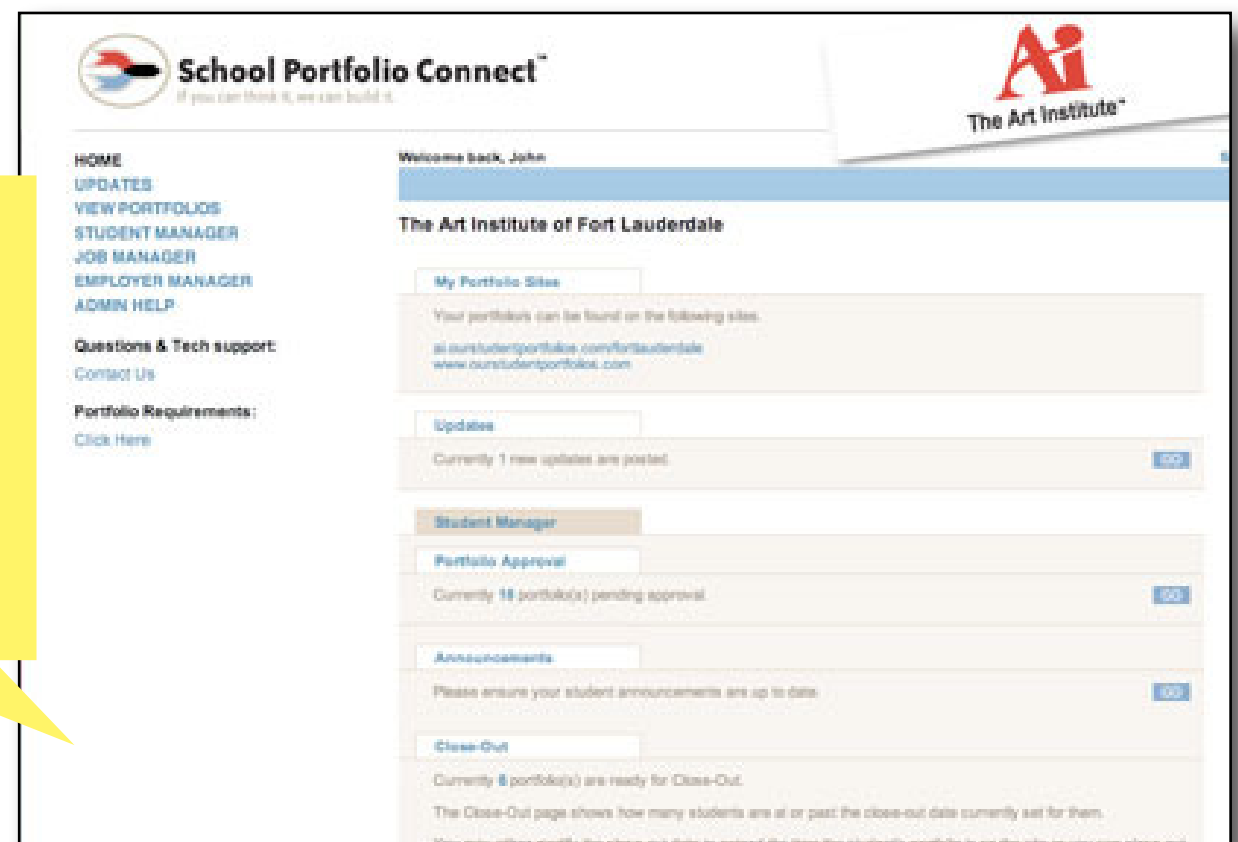
- View all portfolios
- Edit account information

Create and manage their online portfolio including:

- Images
- Reel
- Resume
- Bio
- Skills & Knowledge
- Apply to job postings
- RSVP to school events

When an administrator in Career Services signs-in, they have the ability to:

- View and manage all portfolios
- Manage current students, pending graduates, graduates, and alumni.
- Post announcements to students.
- Manage external and internal job postings.
- Manage employers
- Post events for employers to RSVP to, such as Portfolio Reviews.
- Market events to employers.



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