

CAREER DEVELOPMENT & INDIVIDUAL E-PORTFOLIOS

Career Development Activities: Students should select a webinar to view that is archived through the Office of Academic Career Development Health Sciences video library. This webinar should be focused on an aspect of career development that is relevant to the student.

Examples of webinars available include:

- Virtual Networking: How to Find Collaborators, Mentors, and Career Contacts from Afar
- Ten Components of Career Exploration
- CV to Resume: What Employers Look For
- Interviewing: How to Succeed at Job Interviews

If you are unsure if a webinar is appropriate for this assignment, please reach out to the Baker Fellowship Program Manager for confirmation. You should view the webinar in its entirety and then write a synopsis. This synopsis (2 paragraphs) should review the most valuable ideas/concepts that you learned through the workshop. Also include the workshop name, the name of the presenter(s), and the date that you viewed it. **Synopsis is due via email by April 21, 2021.**

Video Library: <https://www.oacd.health.pitt.edu/video-library>

INDIVIDUAL E-PORTFOLIOS

Individual e-portfolios for each student must be completed. You can choose the web platform that you would like to use. However, LinkedIn is recommended as this is a popular networking platform across fields, including among social work professionals. If you choose LinkedIn for your portfolio you may also want to add other Baker fellows as part of your LinkedIn Network - these will be professional colleagues and connections in the future!

Portfolios should include:

- **Photo**
- **Email Contact**
- **Background Information/Statement**
 - Include that you are an “Edith M. Baker Integrated Healthcare Fellow”
 - Your interests and goals
- **Professional Experience**
 - **Attach downloadable resume**
 - Professional activities, related experiences, conferences, special projects, internships
 - Must include MSW field placement/internship (including a description of tasks/responsibilities/projects)

- **Professional Information**
 - Letters of recommendation
 - Awards, certificates, publications
 - Formal evaluations

- **Education**
 - Current MSW student at the University of Pittsburgh
 - Integrated Healthcare Certificate
 - Relevant coursework

- **Student Writing Samples (optional)**
 - Capstone/Poster
 - Signature Assignments

If you need assistance with your resume or putting together your e-portfolio please reach out to the Director of Career Services for the VanKirk Career Center within the School of Social Work, Bobby Simmons (bobby@pitt.edu).

A career portfolio is organized evidence of your work background, readiness for the job and specific job skills that make you qualified for the job for which you are applying. **Remember this is supporting evidence of why you are the best candidate for the job.**

A link to your e-portfolio should be submitted via email by **March 31, 2021.**

GENERAL PORTFOLIO SUGGESTIONS

Skills Using Knowledge in your Field:

• Special projects • Innovative class projects • Display of performance materials, formal and technical documents • Photographs highlighting your skills: teamwork, teaching, on the job, presentations

General Work Performance:

• Artifacts of your work • Job descriptions • Records of your performance • Letters of reference • Commendations, honors and awards for accomplishment • Scholarships and fellowships

Communication Skills:

• Evidence of planning, employee training packets, interview sheets • Evidence of interpersonal and leadership experiences • Writing samples • Extra-curricular activities • Community involvement record • Newsletters you have created • Press releases

Formal and Informal Education and Training:

- Diplomas • Certificates • Academic work samples: your best report, lab, research abstracts
- Internship documentation • Professional development training such as conferences • Courses • Second language evidence (include sign language) • Brochures describing training events, retreats, workshops clinics or lecture series • Continuing education certificates/courses

Skills Using Technology, Tools and Equipment:

- Multi-media presentations, photos in action and actual items that you can handle.
- Multi-media samples • Technology demonstration - copy of a WWW Homepage presentation

Other suggested items for your portfolio:

- A table of contents • Networking card • Grant writing samples • Military service documentation
- Public mention in the media • Transcript • Letters of reference • Licensure papers

RESOURCES:

The New Social Worker magazine: <https://www.socialworker.com/feature-articles/career-jobs/your-professional-portfolio-documenting-your-social-work-car/>

Power point instructions by UNC for developing hard copy and web portfolios:

http://ssw.unc.edu/files/web/Creating_Portfolio.pdf

Oakwood University's guide to developing a portfolio:

<http://www.oakwood.edu/zPublic/social-work/publications/Senior-Portfolio.pdf>

VanKirk Career Center

University of Pittsburgh School of Social Work

Bobby Simmons, Director of Career Services

412-624-6354

bobby@pitt.edu

Optional career development events for Baker Fellows:

HRSA Virtual Job Fairs

Our virtual job fairs are free. They connect healthcare sites with job-seeking primary care trainees and practicing clinicians.

We invite medical, nursing, dental, and mental/behavioral health clinicians and trainees to attend and learn about hundreds of opportunities.

When are our future events?

- October 7, 2020 - Celebrating Corps Community Month
Who can attend: NHSC and Nurse Corps-approved clinical facilities with a HPSA score of 14 and above
Available job openings: Medical, Nursing, Dental, **Mental/Behavioral Health**
- November 18, 2020 - Celebrating National Rural Health Day
Who can attend: NHSC and Nurse Corps-approved clinical facilities located in rural areas
Available job openings: Medical, Nursing, Dental, **Mental/Behavioral Health**

What should you do in advance?

Complete a clinician profile on the [Health Workforce Connector](#). That way interested sites can follow-up with you after the event.

What happens during a Virtual Job Fair?

We give site representatives about 15 minutes to present inside a “virtual breakout room.” There, the participating sites discuss

- their site,
- the community they serve, and
- their currently available positions.

Those seeking career opportunities are able to interact with up to 100 organizations during one event.

How can Virtual Job Fair attendees contact each other?

Before and after each event, we provide all attendees with ways to make contact:

- Event agenda – review the presenting sites’ contact information and current vacancies.
- Networking chat room – take part in virtual conversations after the Virtual Job Fair ends.
- Health Workforce Connector – set up a searchable clinician profile and/or search for additional vacancies.