

Creating Your Professional Profile

Presented by Megan Cordeiro,
ASC I, Unit 7

CSU Stanislaus Chapter 308

CSUEU Steward

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Chapter 308
Stanislaus

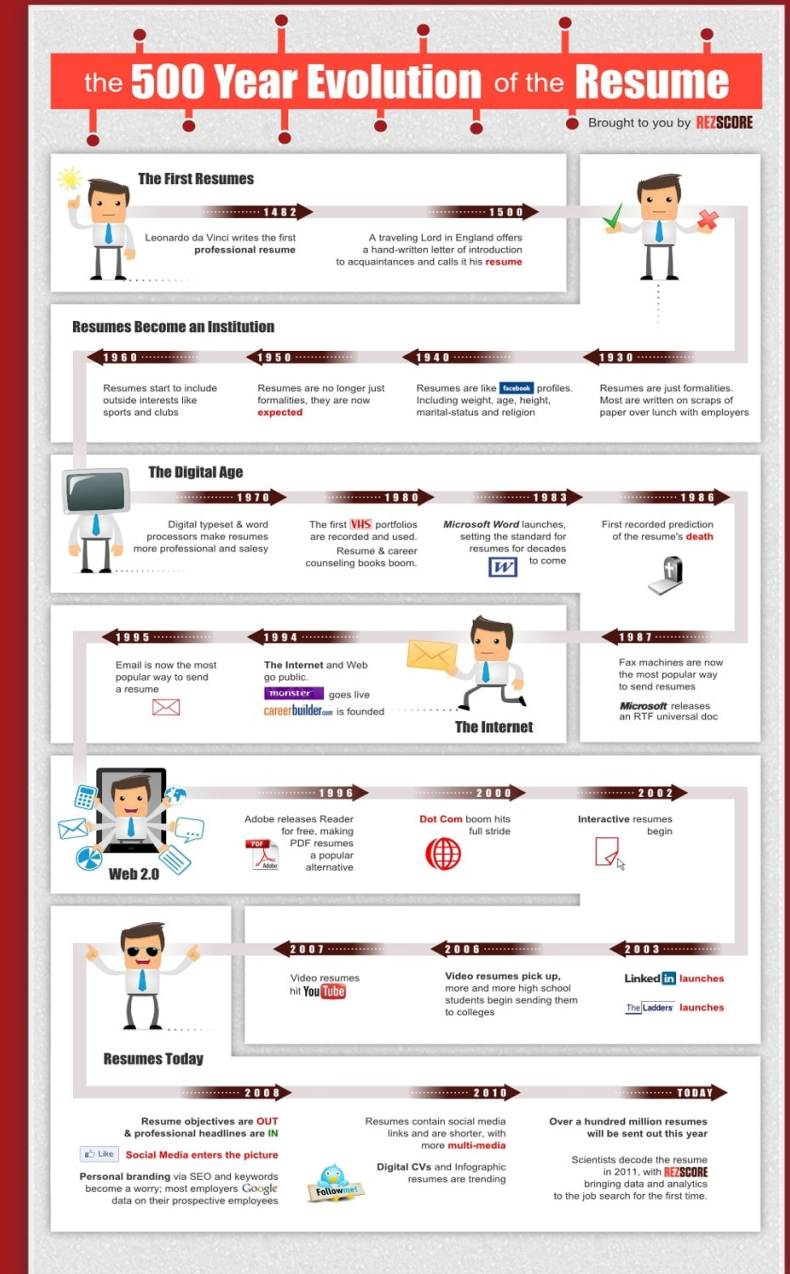
The 500 Year History of the Resume

Takeaways

- Leonardo da Vinci wrote the first professional resume in 1482.
- Between 1930 and 1960, resumes went from being on scraps of paper to being expected – an institution.
- In the 1980s, VHS resumes were used!
- In 1983, Microsoft Word was launched – creating a new template for resumes.
- Video resumes hit YouTube in 2007.

Today!

- LinkedIn
- Social Media Platforms
- Online submissions of qualifications



Creating a Professional Profile

- What does this mean and why would I need it?
 - Summary of skills, strengths & experiences
 - Used to network and showcase your professional experience
 - How is this relevant to You?
 - [CSUEU Contract Article](#)

Where do I start?

Create Your Binder

- Binder
- Binder Tabs
- Hole Punch
- Creative Cover Page



Binder Contents

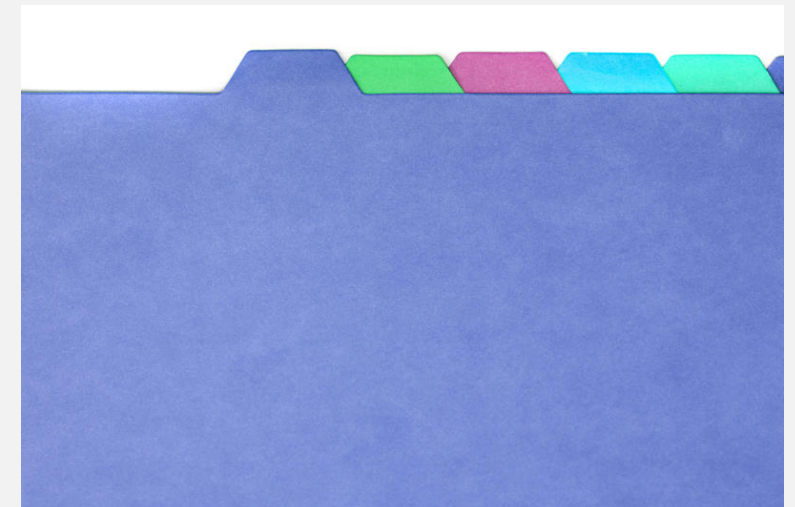
Tabs

- Professional Profile
- Yearly Highlights
- Classification & Compensation
 - Original Job Posting(s)
 - Job Description(s)
- Evaluations
- Re-Class
- In-Range Progression

Additional Tabs

- Education
 - Professional
 - Fee Waiver Program (Individual Development Career Plan Form)
 - CSULearn/LinkedInLearning
- Staff Meetings/Staff Retreats
- Volunteer Experience
- Professional Development Activities
- Alumni Connections & Events
- Other Campus Events
 - Women's Campus Connection
 - Coffee with the President
 - Communicators Round Table

- Personal Purchases
- Disclosures
- Certificates
- Other Trainings



Computer Folder

Create a Folder

- Create and Save to OneDrive or Desktop
 - Can be a "Dump" folder OR
 - Create different folders using the "Tabs"

Professional Profile	
Name	Status
1 - Professional Profile - Resume	✓
2 - Yearly Highlights	✓
3 - Classification & Compensation	✓
4 - Evaluations	✓
5 - Re-Class	✓
6 - IRP (In-Range)	✓
7 - Education	✓
8 - Staff Mtgs & Retreats	✓
9 - Volunteer Experience	✓
10 - Professional Development Activities	✓
11 - Alumni Connections & Events	✓
12 - Other Campus Events	✓
Other	✓

Re-Class & In-Range Progression – Prep & Resources

- [CSUEU Re-Class](#) (Classification Review/In-Class Progression)
 - Keep current Re-Class information
 - Attend workshops provided
- [CSUEU In-Range Progression \(IRP\)](#)
 - Keep current IRP information
 - Attend workshops

[CSU Stanislaus - Classification and Qualification Standards](#)

[CSUEU Library - CQS](#)

[CSUEU Article 9](#) – Employee Status

Note – If using the calstate.edu page, you are required to use your CSU credentials to access the information.

Re-Class & In-Range Progression - Submission

- Re-Class

- Breakdown of responsibilities that fall under the range you are wanting to Re-Class
- Keep a tab with examples for each bullet point on the job description that was submitted

- In-Range Progression (IRP)

- Gather salary data
 - PIMS Report (Contact Union)*
 - GlassDoor
 - Follow CalHR job postings for similar jobs
 - Book of Trends published by CSU Stanislaus pages 22-23*
 - Sacramento Bee Salary Schedule in conjunction with your own research

*Items Megan used for IRP.

Tips

Use what's available to plan

- [Individual Career Development Plan](#)
- Track Activities Using:
 - Word Document
 - Excel
 - Calendar
 - Notebook
 - Email Reminders
 - Microsoft Notes
- Social Media:
 - Create a Profile
 - Find and follow Social Media accounts/Blogs/Videos that are like your current position or ones that inspire you to move forward in your career



Other Tips

- Keep Emails/Cards/Letters of Thanks and Praise



- Take opportunities to thank your colleagues



- Reach out and collaborate with each other on your career plans





It's okay to give yourself
credit

If you don't, who will?