

INSTRUCTIONS FOR SUBMITTING SENIOR STATUS PORTFOLIOS

Note: Your portfolio and all supporting documents must be submitted as one PDF document, file size limited to 100MB (instructions for creating a PDF are further down in this document).

Accessing the Qualtrics Submission Page (open from November 1st through 5pm EST on December 1st)

Go to: https://msu.co1.qualtrics.com/jfe/form/SV_8pj48vxyUNILMx0

Portfolio Information Sheet

Follow the prompts to fill in all of the information requested, including internal and external assessors, and then upload your portfolio.

Senior Status Career Progression Submission

Submission Period is November 1 - December 1

First Name

Last Name

Your E-mail Address

Institute

☐ Agriculture and Agribusiness Institute

☐ Children and Youth Institute

☐

Institute

- ☐ Agriculture and Agribusiness Institute
- ☐ Children and Youth Institute
- ☐ Community, Food, and Environment Institute
- ☐ Health and Nutrition Institute
- ☐ Director's Office

Presentation Topic Title

Presentation description (2-3 sentences. To be used in the presentation announcement email)

Next

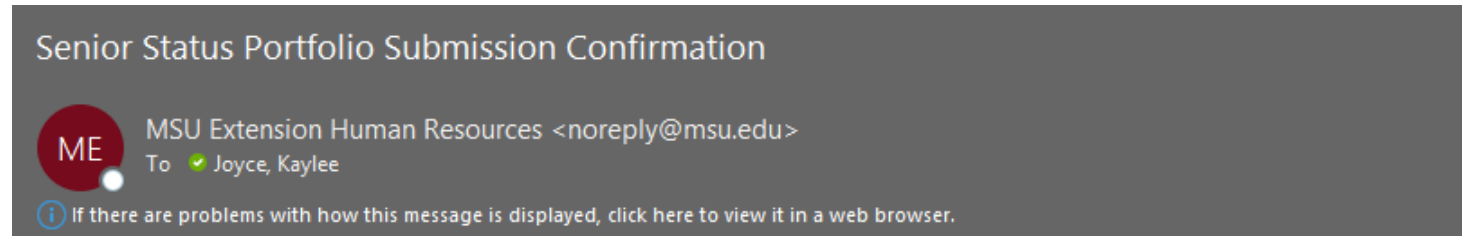
Submit your portfolio.



MICHIGAN STATE UNIVERSITY

We thank you for your time spent taking this survey.
Your response has been recorded.

You will receive an email confirmation of your submission – example below.



Dear Kaylee,

Thank you for submitting your portfolio. Please keep this email as a record of your submission.

[Download as PDF](#)

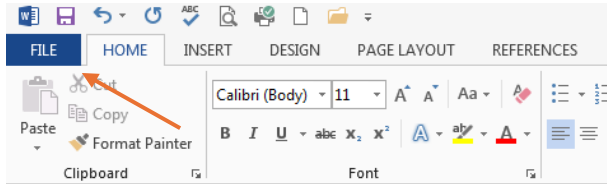
Questions

Any questions may be directed to MSU Extension Human Resources (msue.hr@msu.edu) or (517) 353-9108.

To create one PDF file

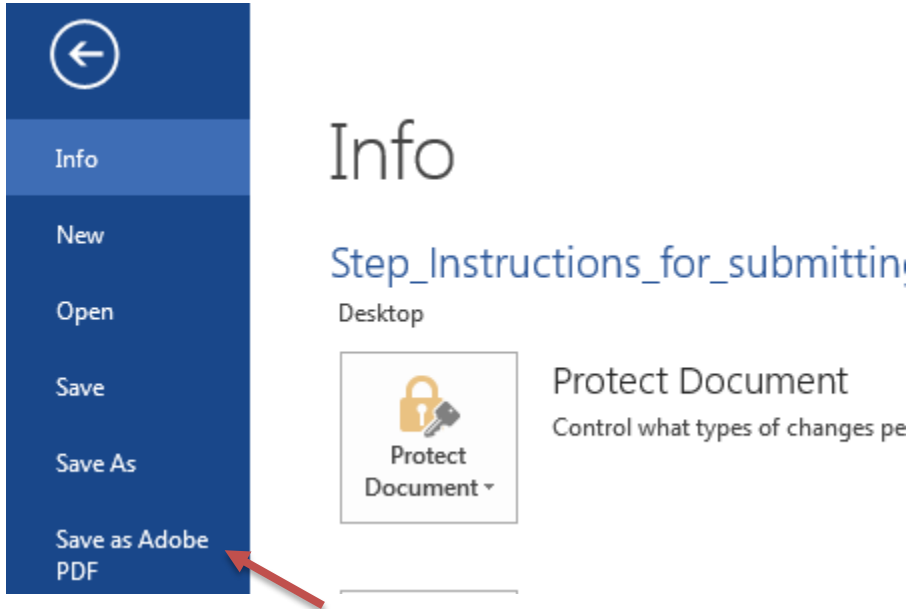
The final format for the MSUE Advanced Status and Senior Status portfolios is one PDF file.

Open your file



To create one PDF file

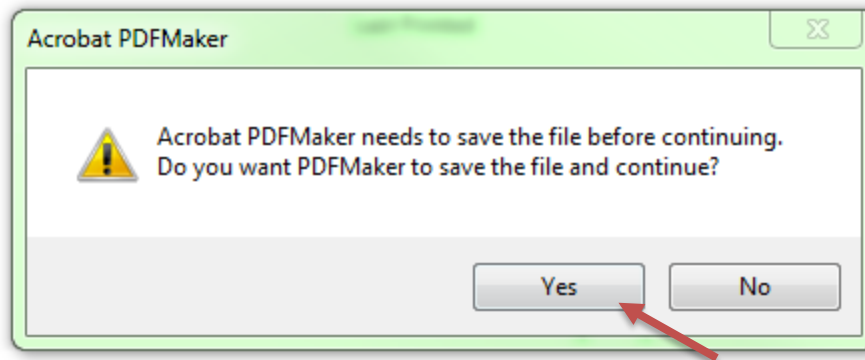
Save as Adobe PDF



When prompted click “Yes”

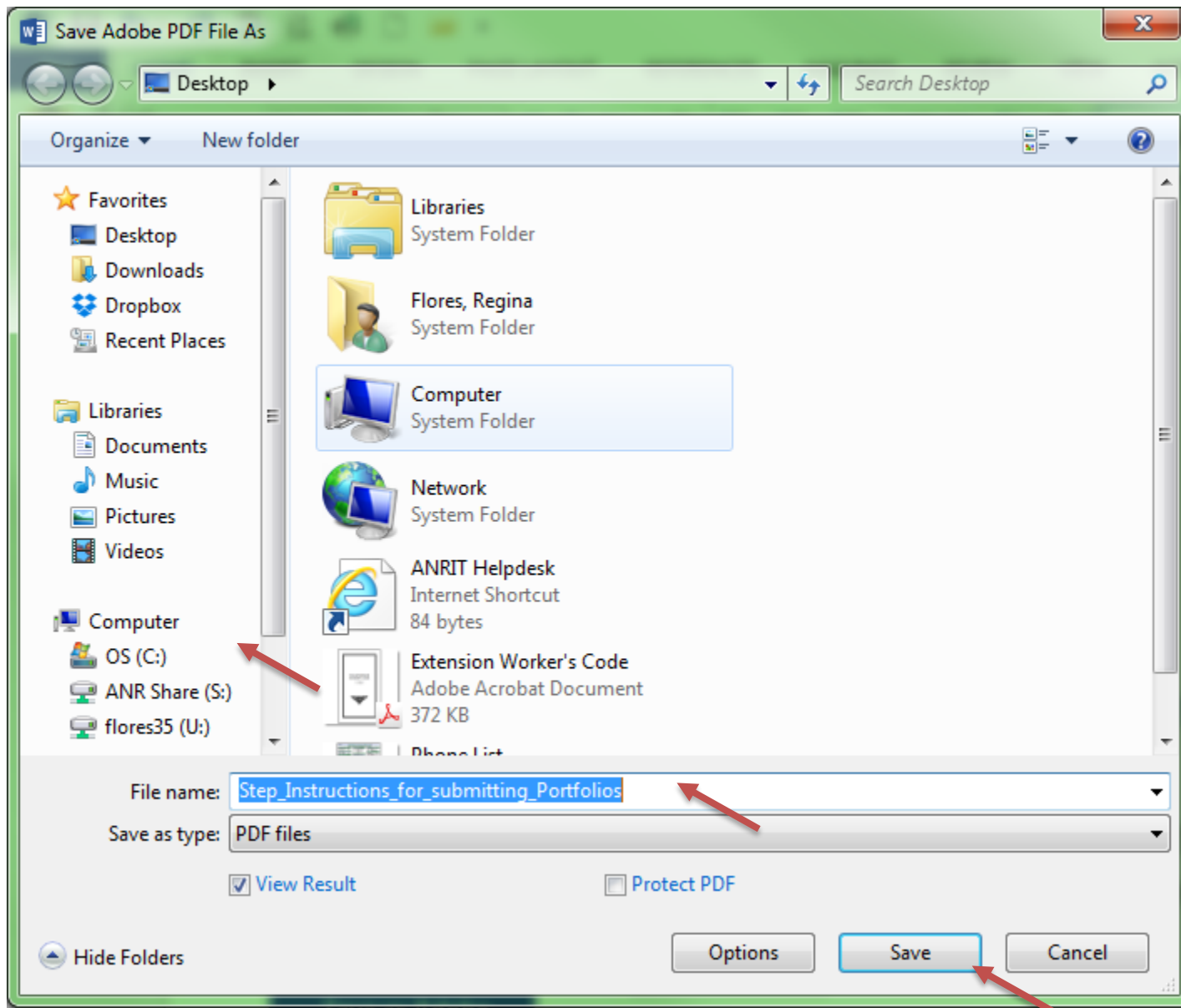
Last Modified 10/8/2015 8:55 AM

Created 10/7/2015 8:18 AM



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Then choose the location you would like to save your PDF, name the file and click save



A PDF version of your document will pop up. You can create one Word document and convert it to PDF as a whole or you can create multiple PDF documents and merge them together at a later time.

In the rare instances Qualtrics disallows uploading a PDF because the size is too big, follow directions found here: [Compress PDFs & reduce file size online for free | Acrobat](#) to reduce the size.