

What is a Credential File?

A credential file is a collection of professional documents that is used by school districts when hiring teachers, counselors, and administrators. A credential file provides a convenient way to organize and send your information to potential employers. It allows you to request and send confidential references, and will ensure that your information reaches the employer in one complete, professional package.

Do I need a Credential File?

Some Washington school districts still REQUIRE a credential file, some allow a credential file as an option, and others do not request credential files at all. Therefore, the need for a credential file for your job search depends on where you are applying. Research the application process for your targeted school districts to find out about special requirements and unique application specifics.

How do I create a Credential File?

Create a Joblink Profile

Go to www.spu.edu/joblink

- 1) Enter "username" (SPU email address, including "@spu.edu").
- 2) If you do not have a password, click "forgot password" (even if this is your first time on Joblink). A password should be emailed to you immediately.
- 3) If you receive an error message or do not receive your password, contact the Career Center (206-281-2485)
- 4) Once logged in, select the "Profile" tab and enter your current contact information. Be sure to complete "Personal Information", "Academic Information" and "Privacy Preferences" tabs.

Establish Your Credentials File

Once logged in, click on the "Credentials" tab at the top of the page. Read through the instructions and click "I am Interested" to request a credentials account.

Enter your billing information for the \$5.00 fee to open your file. *Please allow 48 hours from the time payment is received to process your request.* Once your account has been activated, you will receive an email confirming your account.

* While you are waiting, upload your documents to Joblink. (See "Upload Documents")

It is your responsibility to set up and maintain your documents and recommendations in JobLink. If you currently have a hard-copy Placement File at SPU, please contact us to discuss which documents you would like to include in your new Credentials File. We will scan and upload current documents for you at no additional cost.

Please note: Documents more than a few years old should be updated or replaced at your discretion.

Your online credential file traditionally includes:

- Current resume
- Current unofficial transcripts
- 3-5 letters of recommendation
- *Optional*: Other job-related materials (Ex: cover letter, certificates, etc.)
 - * Remember, less is more! To make the best impression, only include materials requested by an employer.

Upload Documents on SPU JobLink:

- 1) Select the "Documents" tab, and click "Add New".
- 2) Enter the name ("label") of the document (be sure to identify specific cover letters).
- 3) Select document type.
- 4) Click "Browse" and "File" to upload a current document or choose "Online Editor" to create or edit a document.
- 5) Upload a copy of your unofficial transcript.
 - * To order your transcript, contact Student Academic Services at (206) 281-2034.
 - * Remember to upload a new unofficial transcript at the end of each quarter.

Request Recommendations

It is recommended that your file include 3-5 professional references. References should be completed by your university supervisor, supervising teacher(s), principal(s), and other individuals who can speak to your professional abilities.

- 1) Select the "Credentials" tab on the navigation bar.
- 2) Under the "Request Recommendations" tab, click on "Add New".
- 3) Complete the reference request information and send to your reference writers.
Please note: It is a professional courtesy to contact each reference before filling out this form to ask if they are willing to provide you with a recommendation.
- 4) For each reference, you will need to choose confidential or non-confidential.
 - * By choosing "Confidential" you permanently waive the right to view the evaluation from your chosen reference.
 - * Most SPU SOE faculty recommend "Confidential" letters. It is your responsibility to communicate with your reference writers so that you only include strong, positive recommenders. If you have questions, ask your faculty advisor.

Sending Your Credentials

Request an order online in the "Credentials" section of your SPU JobLink account.

- 1) Under the "Orders" tab, click on "Add New".
- 2) Select the recommendations you wish to include.
- 3) Fill out the delivery information and method.
- 4) Fill out the credit card information for necessary payments. MasterCard or Visa is accepted online.
- 5) Select additional documents you wish to include (resume, unofficial transcript, etc.)
- 6) Click "Submit Order".

The Center for Career and Calling will forward your credentials within 1-2 business days after completed requests are received. When submitting your request, make sure to provide all of the information requested on the Order Form.

*For further assistance, please contact the Center for Career and Calling,
2nd Floor Student Union Building, 206.281.2485, spucareercenter@spu.edu.*