Librarian Professional Profiles

The LAUC-I Executive Board and the Academic Librarianship Committee invite all LAUC-I members to create a **Faculty Profile**. This profile is useful in increasing the visibility of librarians on campus and providing faculty with knowledge of what we do. This visibility will help librarians and faculty to identify mutual interests for potential research. Also it is easier to find out who is a member of what professional organization and committee they are involved with.

We also encourage Librarians who are listed on the CROP (Career Recruitment and Outreach Program) brochure as the resource contacts willing to meet with students/staff who are interested in librarianship to set up a profile in the **UCI Career Center's "Career Connections" system** to allow for wider visibility.The CROP can be found at: http://lauci.lib.uci.edu/recruit/cropbrochure.html. If you wish to be added to the brochure contact a member of the Academic Librarianship Committee.

The instructions for creating both of these profiles are below.

Creating a Profile in the UCI Faculty Profile System.

1. Open an electronic version of your CV. Have a digitized photo if you want to include it with the profile.

2. Go to: **http://www.faculty.uci.edu/** and click on "**For Faculty**."

3. Click on "**New Profile**" and enter your **last name** and your **9-digit UCI Employee ID number.**

4. Fill in the form by copy and pasting content from your CV to various sections: Name, Address, Academic Position & Research Unit, Degrees, Graduate Programs, Other Experience, Publications, Grants, Societies, Websites, Research Interests, and Academic Distinctions, etc. The **Research Abstract** field can include: your subject areas, areas of professional interest, criteria 1-4 activities that merit highlighting, research projects, and editorial boards.

5. When finished click on **"Submit Changes to Profile"** and you will receive an email confirmation.

6. When you update your profile click on **"Edit Profile"** next to **"New Profile."**

7. To add your profile to the LAUC-I Directory send the profile URL to the current LAUC-I Vice-Chair.

Creating a Profile on the UCI Career Center's "Career Connections" system

1. Go to**: http://www.career.uci.edu/** and click on **"Alumni."** Click on **"Career Connections."**

2. Click on **"Informational Profile."**

3. Click on **"click here"** and enter a **username** and **password** that you have created along with your **email address**.

4. Complete a short form. It has various sections: Name, Address, Title, and Job History, etc.

5. After you submit your profile you will receive an email confirmation.

6. You can edit your profile by going to the **Career Connections** login page (http://www.career.uci.edu/CareerConnections/Members/) and move the page to the bottom and enter you **username** and **password.**

Academic Librarianship Committee
Pauline Manaka (Chair)
Keith Powell
Katherine Harvey
Sheila Smyth