USER GUIDE: JOBSEEKERS

<u>Contents</u>

Scope

This document is a user guide for the jobseeker version of **theSeeV**™

Amendment Record

ISSUE	DATE	REF	DESCRIPTION
1.0	14.04.2010	SeeV/1.0	Initial Release

1. INTRODUCTION

1.1   The SeeV jobseeker version has been developed to allow jobseekers to:

- create new users within an account

- add videos and other content to their SeeV

- create question sets

- send SeeVs to recruiters or prospective employers

1.2   This manual assumes that

- you have been provided with Login details

- you have not exceeded your SeeV credit limit

2.   LOGIN SCREEN

2.1   To access The SeeV application, start up your browser software and enter the URL outlined in your Customer Access Email as the web page address. The Login screen (shown above) will be displayed.

2.2   Enter your Username and Password into the appropriate fields (case sensitive).

2.3   Click the button labelled

2.4   If all details entered are correct and validated you will be taken to the main desktop work area (Homepage) or **Getting Started** if you are using *The SeeV* or the first time.
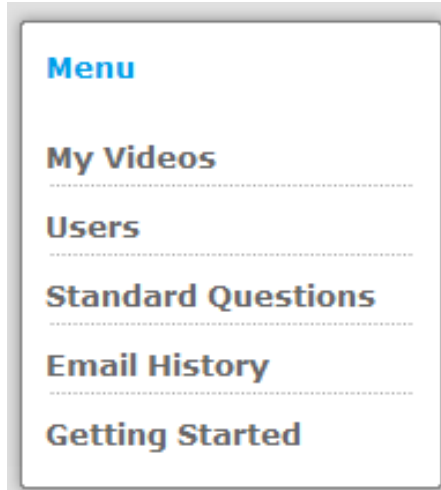
3. HOMEPAGE
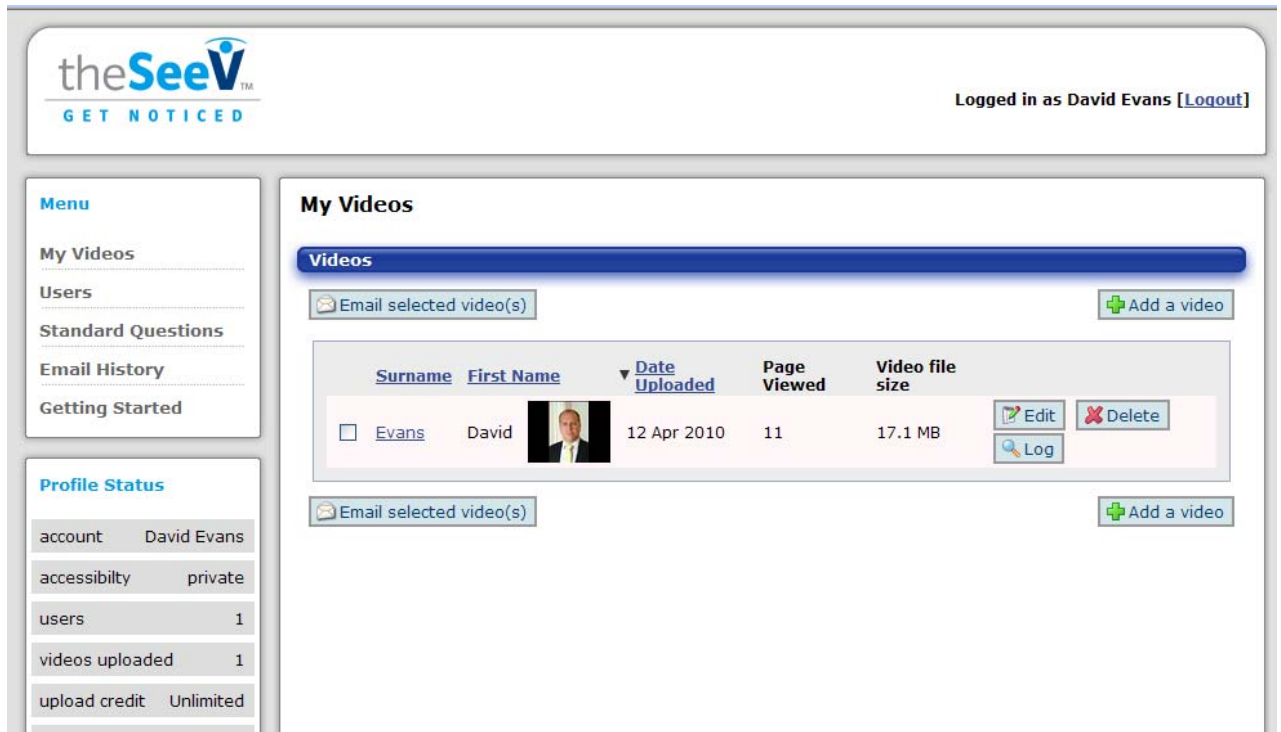
The Homepage is divided into three sections

3.1 Menu

3.2 Profile Status

3.3 My Videos

3.1   Menu

Menu

My Videos

Users

Standard Questions

Email History

Getting Started

Click on **My Videos** to create a new SeeV.

Click on **Users** to create a new user within the account.

Click on **Standard Questions** to review existing or add additional questions.

Click on **Email History** to review <u>all</u> emails sent from the account.

Click on **Getting Started** for useful tips on creating a SeeV.

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3.2   Profile Status

Profile Status

account	David Evans
accessibilty	private
users	1
videos uploaded	1
upload credit	Unlimited
email credit	Unlimited

account settings

3.2.1   Click on account settings to review your details assigned by the System Administrator.

3.2.2   You can change your contact details and decide, by ticking the public box, whether you wish your SeeV to be private (default setting, password required to view) or public.

Menu

My Videos

Users

Standard Questions

Email History

Getting Started

Profile Status

account	David Evans
accessibilty	private
users	1
videos uploaded	1
upload credit	Unlimited
email credit	Unlimited
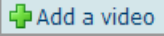
account settings

Account Settings

Details

Name: David Evans

Telephone: ***** ******

Email: **@***** ** **

Website: www.****** ***

Public: ☐

This is the logo that appears on the public view of the video

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Account Type: Job Seeker
Email Limit: —
Upload Limit: —
Active: Yes

💾 Save   ❌ Cancel

3.3 My Videos

The main part of this section of the screen (shaded grey) shows <u>all</u> the SeeVs held on your account. (you are allowed up to 3 at any one time).

3.3.1 Click on <u>Surname</u> to sort them alphabetically.

3.3.2 Click on <u>Date Uploaded</u> to sort them by date order.

3.3.3 Click on [🔍 Log] to view who has viewed a SeeV by IP address.

3.3.4 Click [Edit] to change details within a SeeV.

3.3.5 Click [Delete] to remove a SeeV.

4.   CREATE A SEEV (add a video)

4.1   Clicking on [Add a video] takes you to the video and thumbnail image upload page.
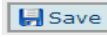
4.2   **Note:**
- **Video files must be in ⚡ Flash Video (FLV) format**
- **Image files must be in jpg format**

4.3   Upload can take up to 5 minutes depending on the size of the video file.

4.4   A recorded video file should be no longer than 4 minutes, 2-3 minutes is the recommended length.

4.5   A Successful upload takes you to the Candidate Page.
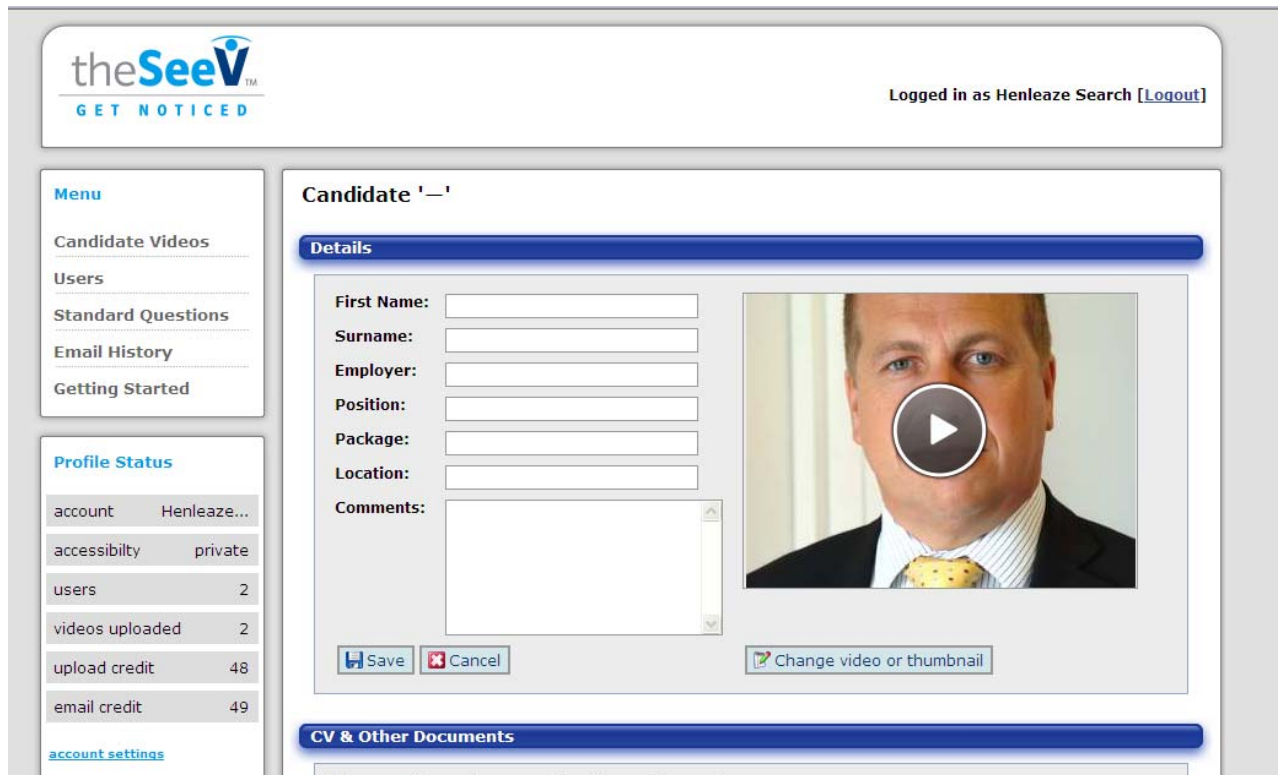
4.5.1   Input details by tabbing through each field (First Name, Surname etc).

4.5.2   Click **Save** once content details are complete or **Cancel**.

4.5.3   Having clicked **Save** you are taken back to the Homepage where the SeeV you have just created appears at the top of the list of candidate videos.

4.5.4   Your SeeV is now ready for the addition of further content (Documents/Questions/Links).
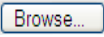
5.   SEEV - ADDING ADDITIONAL CONTENT
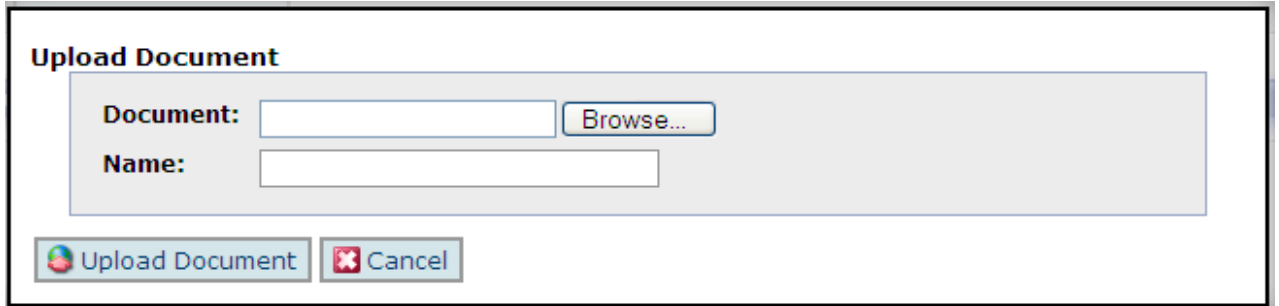
You can add additional content to your SeeV under the following headings:

- **CV and Other Documents**
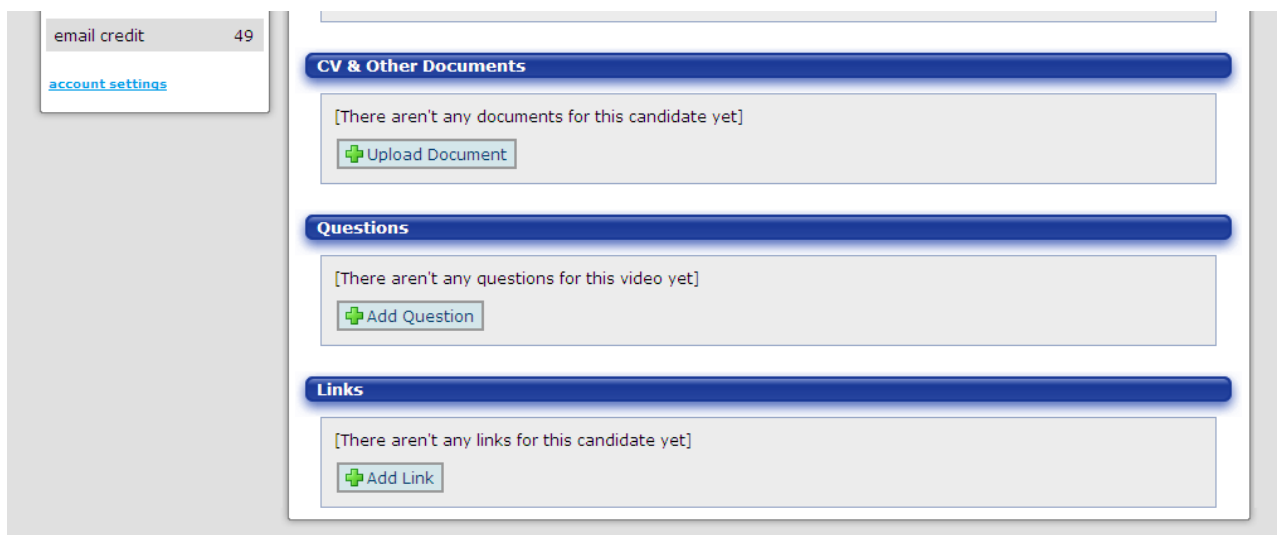- **Questions**
- **Links**

5.1 CV and Other Documents

5.1.1 Click [Upload Document] within the CV and Other Documents Section and then [Browse...] to select.

Upload Document

Document: [_____] [Browse...]

Name: [_____]

[Upload Document] [Cancel]
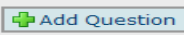
5.1.2 Name your document then click [Upload Document] to save to your SeeV.

5.1.3 There is no limit to the number of documents you can upload (ie attach) to your SeeV but we suggest no more than 4 which might typically be:

- CV - Exec. Summary
- CV - Full (max 3 pages)
- Psychometric or similar personality report
- References

5.1.4 Click [Upload Document] repeat for each additional document.

5.2   Questions

5.2.1   To assist the viewer in knowing what is contained in the video clip you may add the questions that were answered.

5.2.2   Each video should feature no more than 5 questions in order to maintain the style (content / length) of a SeeV.
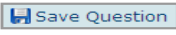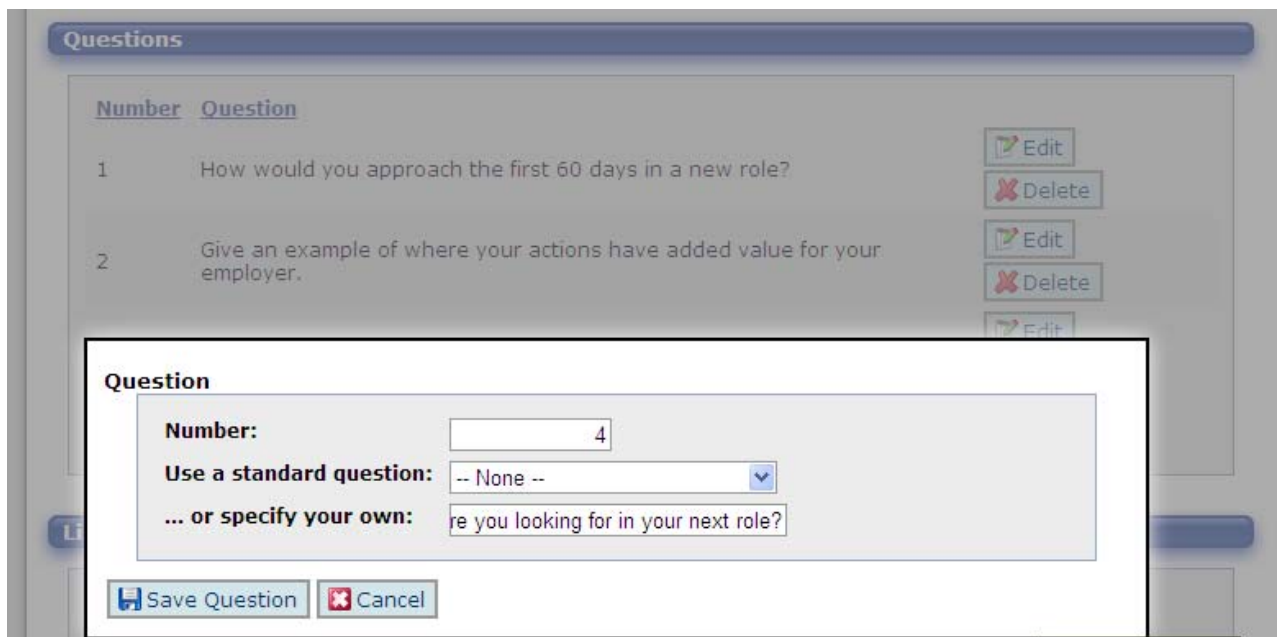
5.2.3   Questions may come from the Question Bank or can simply be entered on a per video basis.

5.2.4   Click on the ⊞ Add Question , assign a number, make your selection from the Question Bank (standard question) or specify your own.

5.2.5   Repeat for each question and 🖫 Save Question or ❎ Cancel

Questions

Number	Question	
1	How would you approach the first 60 days in a new role?	Edit Delete
2	Give an example of where your actions have added value for your employer.	Edit Delete
		Edit

Question

Number: 4
Use a standard question: -- None --
... or specify your own: re you looking for in your next role?

🖫 Save Question   ❎ Cancel

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5.3   Links

5.3.1   Further information about you may be found on the internet.

5.3.2   Clicking on [⊕ Add Link] enables you to add links to, for example, your LinkedIn profile or another web location.

5.3.3   Assign a label to the link completing the Name Field and cut and paste the relevant URL from you browser into the URL field.

The SeeV is now complete.

Click your browser back button to go the Homepage then click the surname of the candidate to see the finished SeeV.

6.   DISTRIBUTING YOUR SeeV(s)

You have two ways to send SeeVs to your chosen recipient.
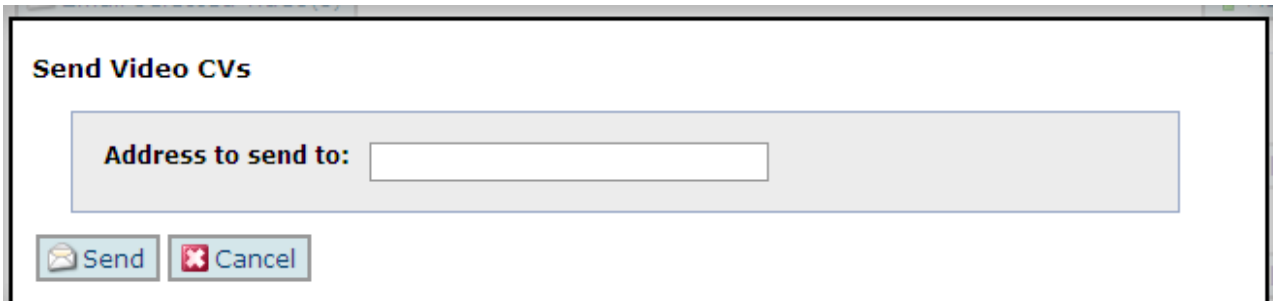
-        Directly from The SeeV

-        As an html link within a WORD document or email (cut and paste)
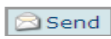
If you have set your SeeV setting to private then each recipient of it will need to be created as a user and given a password (see section 7. Creating a new user).

6.1   Directly from The SeeV

6.1.1   Go to the Homepage and click in the tick box of the SeeV you wish to send.

6.1.2   Click 📧Email selected video(s)

6.1.3   Enter Address to send to and press 📧Send

6.1.4   Notification of email sent successfully.
         Click ✔Ok to return to Homepage

6.1.5 This is what the recipient will receive in their inbox

```
To: David Pottier
Subject: SeeV Video Links

Please click on the link(s) below which will take you to a short video
Q&A, traditional CV in Word format and other information that you may
find of interest.

Jane Davies <http://testing.compsoft.co.uk/VideoCV/Video/rnA3S7-
QjUGjwFNGgHWCcg/JaneDavies>

I look forward to hearing from you - please response to my email address
above or call me on the number I have already provided.

The SeeV - Get Noticed

www.theseev.com
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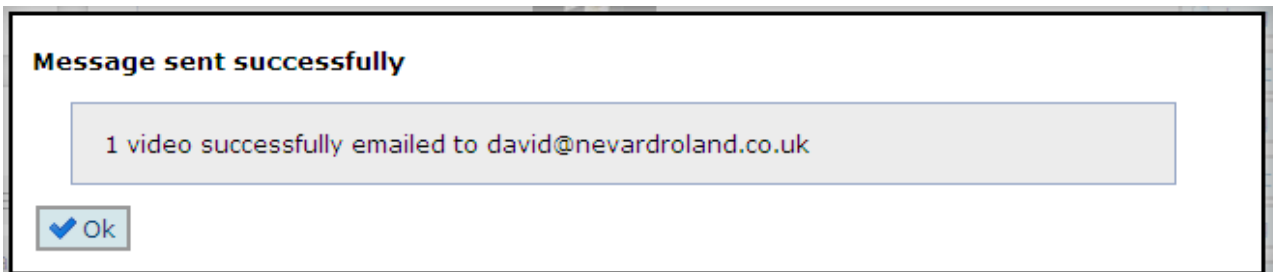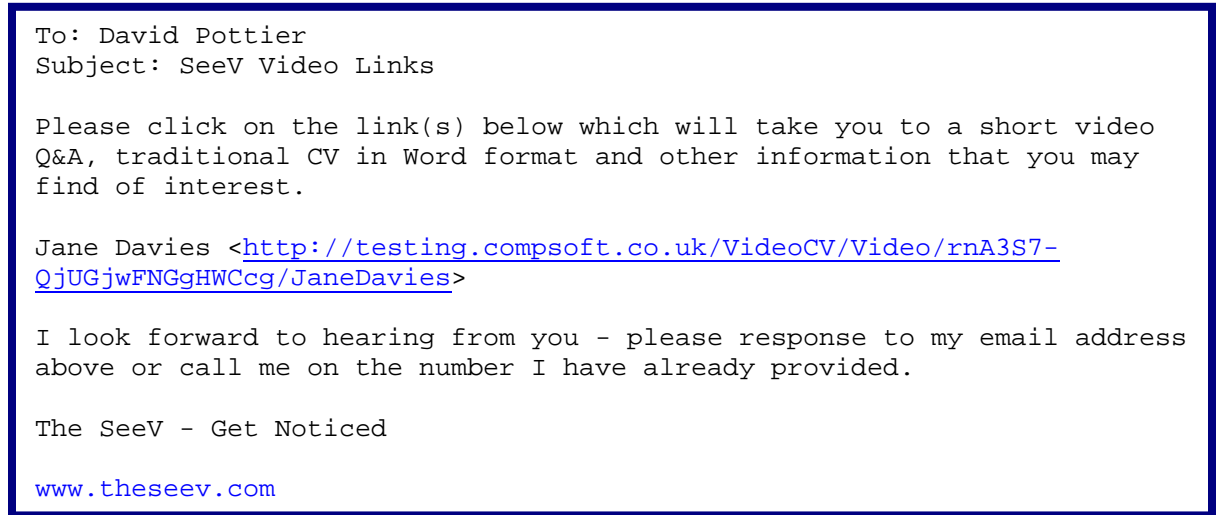
***Note:*** ***The email in its present form is not customisable in terms of textual content and user branding. This functionality is planned for the next phase of the SeeVs development. Accordingly it is recommended that, for the time being, the cut and paste (html link) option is used. (see 6.2)***

6.2 Cut and Paste

6.2.1 Go to the Homepage and open (click on surname) the SeeV you wish to send.

6.2.2 Right click on the URL of the SeeV and select copy
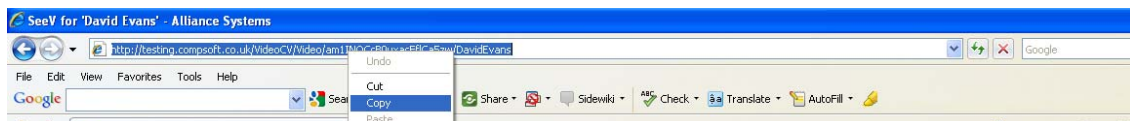
6.2.3   Go to the Word document or email within which you are sending the SeeV, right click and select paste, positioning your cursor where you intend to place the link.

> ***Note*** *when using Outlook check that you are using Word as your email editor - the command is usually found within the Tools pull down menu then selecting Options followed by Mail Format .*

6.2.4   For presentation purposes we recommend you shorten the link by right clicking on it and select *Edit Hyperlink.*

6.2.5   Within the Edit Hyperlink dialogue box delete the text shown in *Text To Display* and replace with your chosen (eg SeeV: David Evans) label.

Dear Gillian

Further to your advertisement on FT.com I wish to apply for this position.

By clicking on the link which follows you will be taken to my SeeV which consists of a short video clip, traditional CV in WORD and other information to support my application:

SeeV: DAVID EVANS
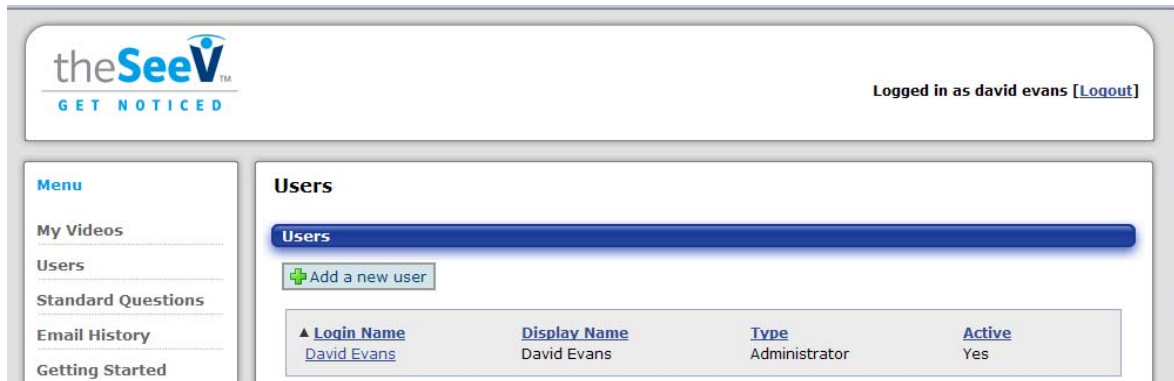
I look forward to hearing from you at your convenience.

Yours sincerely

David Evans

6.2.6   Send email as normal.

7.   CREATING A NEW USER

7.1   From the Homepage click on **Users** which takes you to the Users Screen.
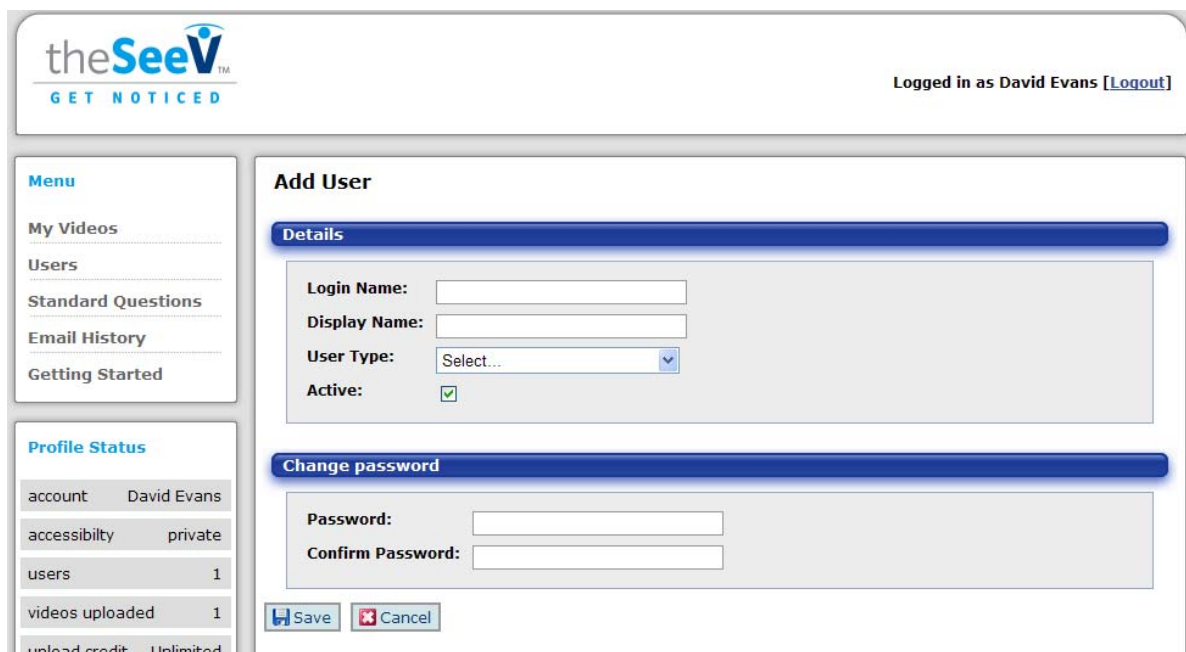
7.2   Clicking on takes you to the Add User Screen.

7.3   Within the **Details** section create a Login Name, Display Name and select a User Type from the drop down menu.

7.4   Within the **Change Password** section add (first time use) or change password as appropriate and confirm by clicking on ⊞ Save .

<u>Notes</u>

The recipients of your SeeV will need to know their user name and password to view each SeeV you send to them.