



# USER GUIDE: JOBSEEKERS




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## Scope

This document is a user guide for the jobseeker version of 

### Amendment Record

ISSUE	DATE	REF	DESCRIPTION
1.0	14.04.2010	SeeV/1.0	Initial Release

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## **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

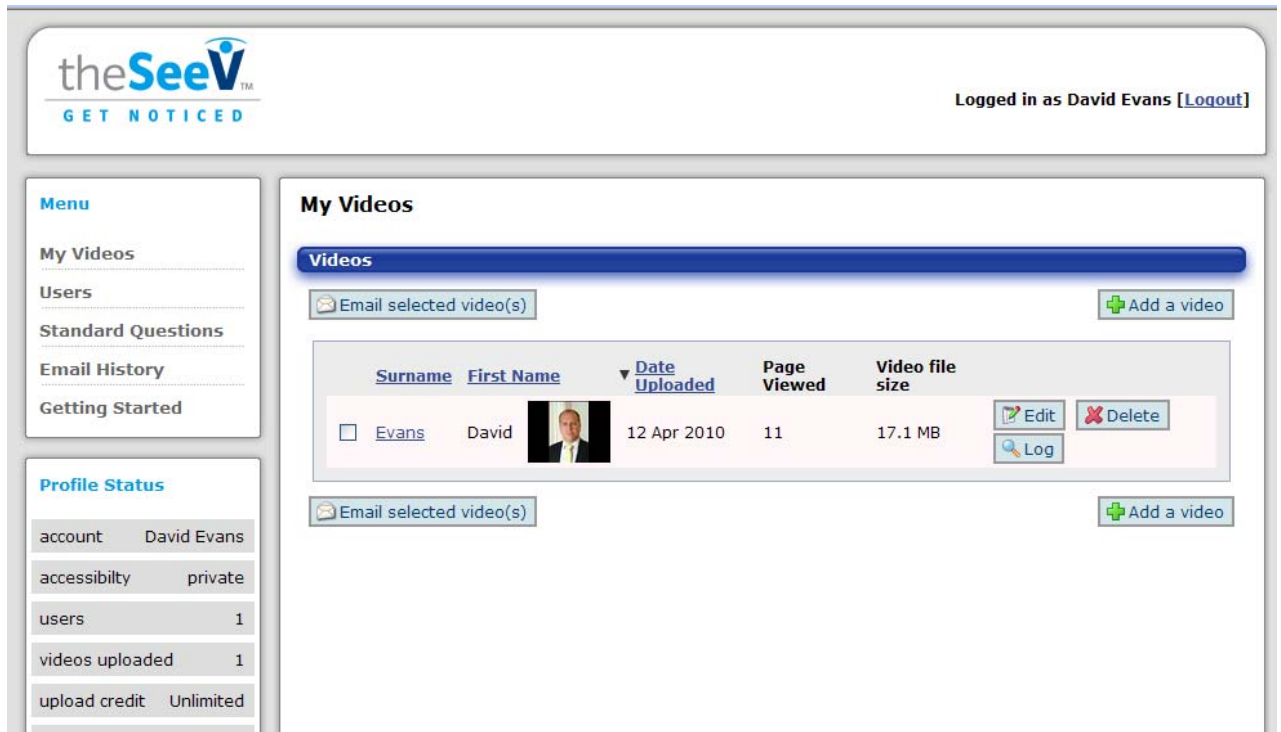
## 2. LOGIN SCREEN



The screenshot shows the login interface for theSeeV. At the top left, the logo 'theSeeV' is displayed with the tagline 'GET NOTICED' underneath. Below the logo, the text 'Log in' is centered. Underneath, there are two input fields: 'User name:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a checkbox labeled 'Remember me next time'. At the bottom left of the login area is a button with a green arrow icon and the text 'Log in'.

- 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



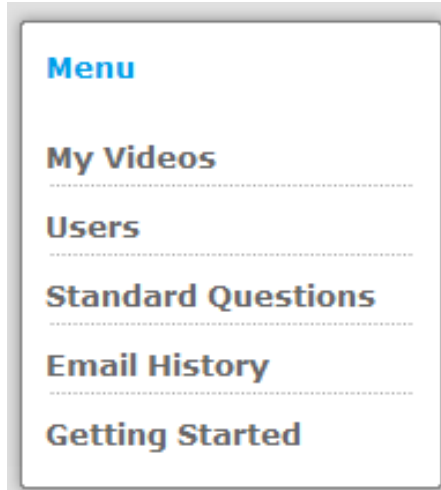
The Homepage is divided into three sections

#### 3.1 Menu

#### 3.2 Profile Status

#### 3.3 My Videos

### 3.1 Menu



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

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

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

---

Click on **Email History** to review all 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
accessibility	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
accessibility	private
users	1
videos uploaded	1
upload credit	Unlimited
email credit	Unlimited

[account settings](#)

**Account Settings**

Details

**Name:**  This is the logo that appears on the public view of the video

**Telephone:**

**Email:**

**Website:**


**Public:**

**Account Type:** Job Seeker

**Email Limit:** —

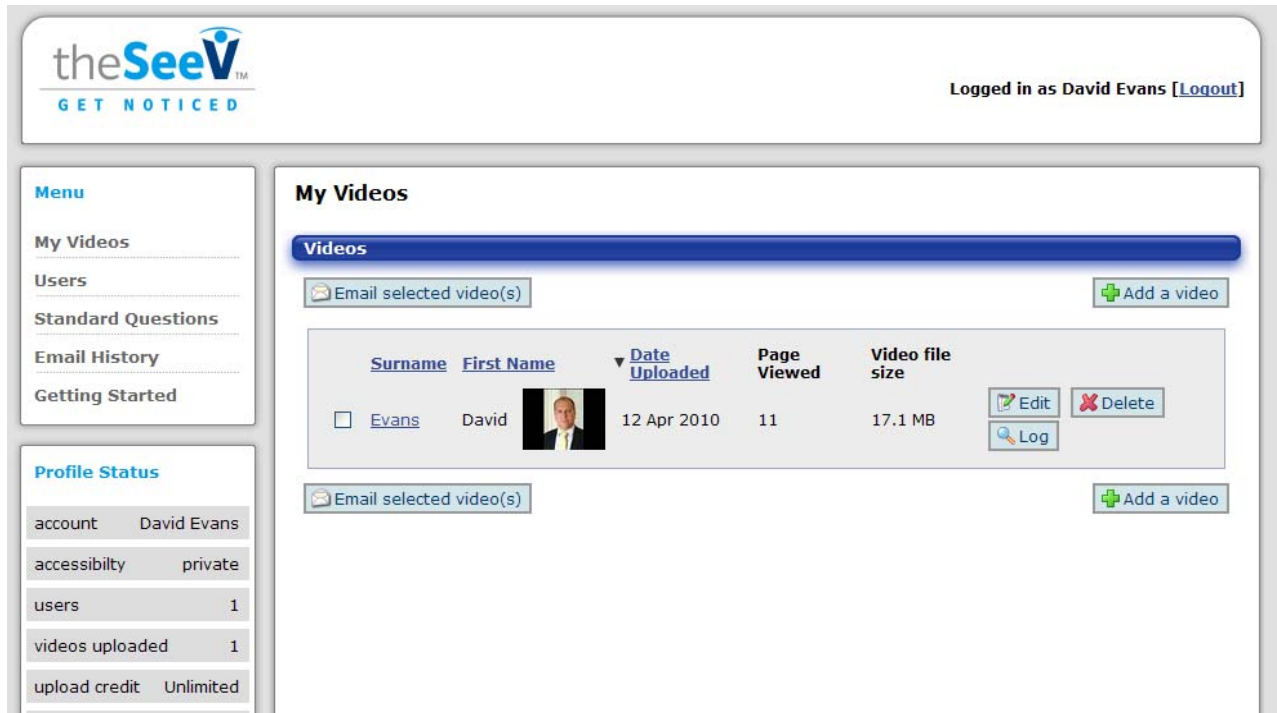
**Upload Limit:** —

**Active:** Yes





### 3.3 My Videos



theSeeV™  
GET NOTICED

Logged in as David Evans [Logout]

**Menu**

- My Videos
- Users
- Standard Questions
- Email History
- Getting Started

**Profile Status**

account	David Evans
accessibility	private
users	1
videos uploaded	1
upload credit	Unlimited

**My Videos**

Videos

Email selected video(s) + Add a video


<a href="#">Surname</a>	<a href="#">First Name</a>	<a href="#">Date Uploaded</a>	<a href="#">Page Viewed</a>	<a href="#">Video file size</a>	
<input type="checkbox"/> <a href="#">Evans</a>	David	12 Apr 2010	11	17.1 MB	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Log</a>

Email selected video(s) + Add a video

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

3.3.1 Click on [Surname](#) to sort them alphabetically.

3.3.2 Click on [Date Uploaded](#) to sort them by date order.

3.3.3 Click on  to view who has viewed a SeeV by IP address.


Logged in as David Evans [[Logout](#)]

**Menu**

[My Videos](#)

[Users](#)

[Standard Questions](#)

[Email History](#)

[Getting Started](#)

---

**Profile Status**

account    David Evans

accessibility    private

### Candidate 'David Evans'

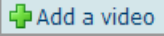
Video Log

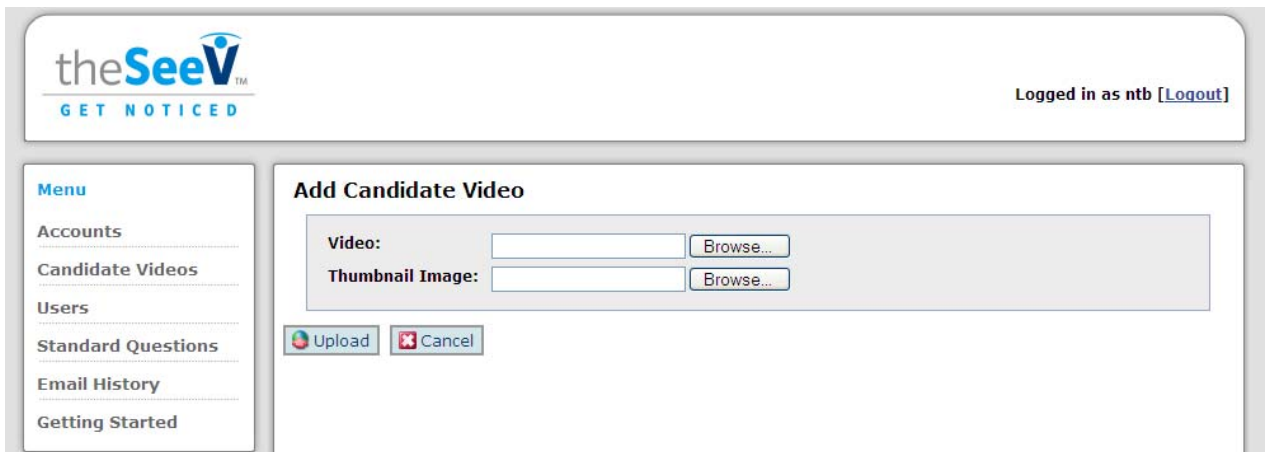
▼ <a href="#">Date Time</a>	<a href="#">Username</a>	<a href="#">IP Address</a>
12/04/2010 12:01:21	David Evans	192.168.42.21
12/04/2010 12:01:09	David Evans	192.168.42.21
12/04/2010 12:00:45	David Evans	192.168.42.21
12/04/2010 12:00:39	David Evans	192.168.42.21
12/04/2010 12:00:29	David Evans	192.168.42.21
12/04/2010 12:00:07	David Evans	192.168.42.21
12/04/2010 11:52:43	David Evans	192.168.42.21
12/04/2010 11:51:14	David Evans	192.168.42.21
12/04/2010 11:51:09	David Evans	192.168.42.21
12/04/2010 11:51:00	David Evans	192.168.42.21
12/04/2010 11:35:59	David Evans	192.168.42.21

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)

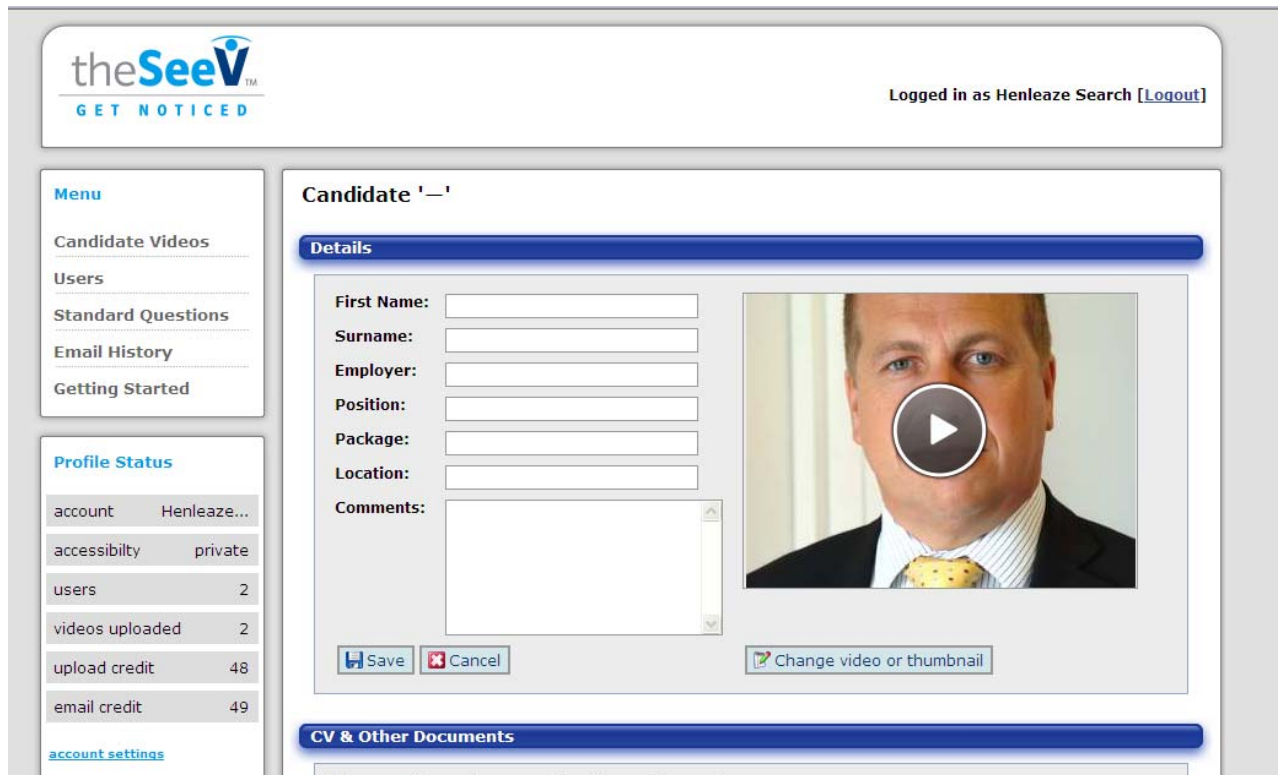
- 4.1 Clicking on  takes you to the video and thumbnail image upload page.



The screenshot shows the 'Add Candidate Video' page. At the top left is the 'theSeeV' logo with the tagline 'GET NOTICED'. At the top right, it says 'Logged in as ntb [Logout]'. On the left side, there is a 'Menu' with links for 'Accounts', 'Candidate Videos', 'Users', 'Standard Questions', 'Email History', and 'Getting Started'. The main content area is titled 'Add Candidate Video' and contains two input fields: 'Video:' and 'Thumbnail Image:'. Each field has a 'Browse...' button next to it. Below these fields are two buttons: 'Upload' and 'Cancel'.

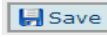
- 4.2 **Note:**
- Video files must be in  Flash Video (FLV) format
  - Image files must be in jpg format
- 4.3 Upload can take up to 5 minutes depending on the size of the video file.
- 4.4 A recorded video file should be no longer than 4 minutes, 2-3 minutes is the recommended length.

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  once content details are complete or .

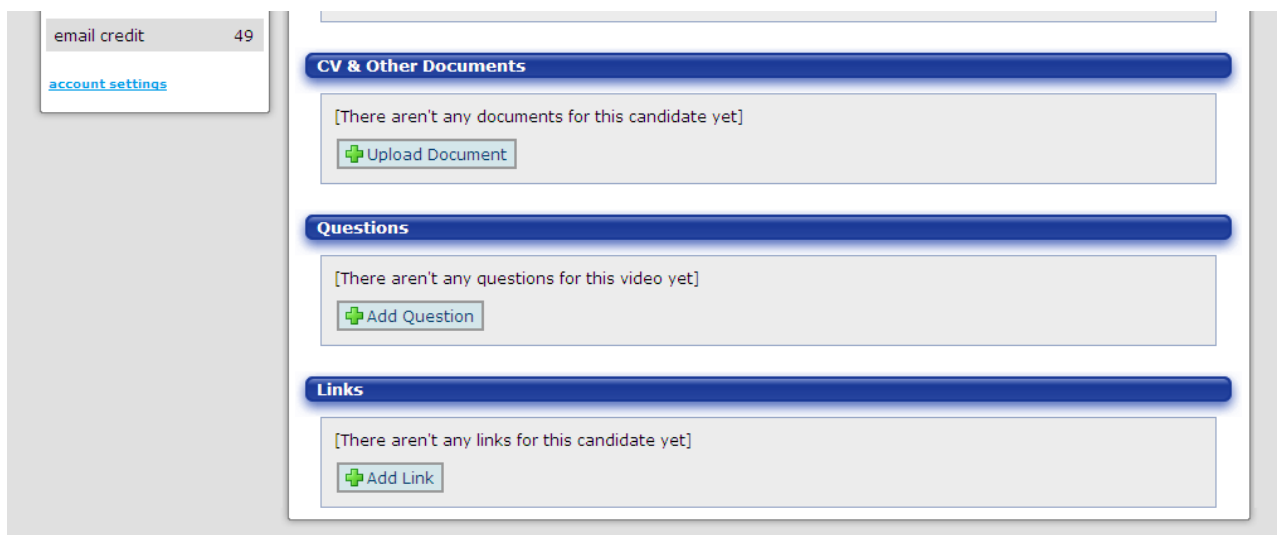
4.5.3 Having clicked  you are taken back to the Homepage where the SeeV you have just created appears at the top of the list of candidate videos.

4.5.4 Your SeeV is now ready for the addition of further content (Documents/Questions/Links).


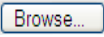
## 5. SEEV - ADDING ADDITIONAL CONTENT

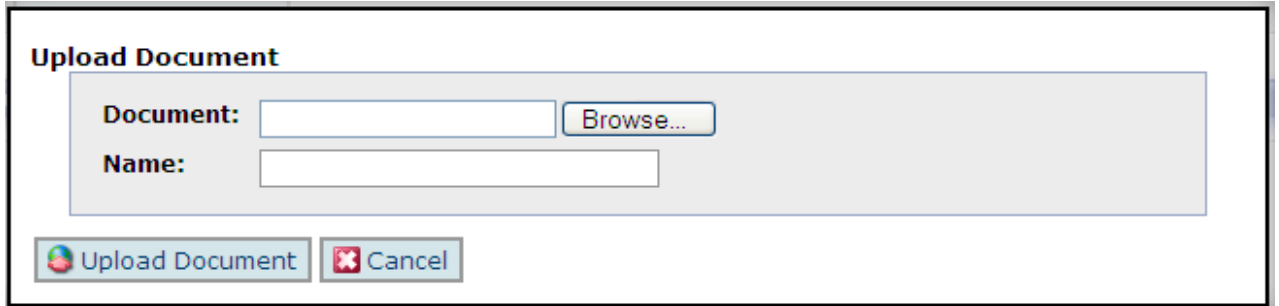
You can add additional content to your SeeV under the following headings:


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



## 5.1 CV and Other Documents

5.1.1 Click  within the CV and Other Documents Section and then  to select.



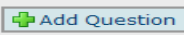
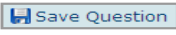

5.1.2 Name your document then click  to save to your SeeV.

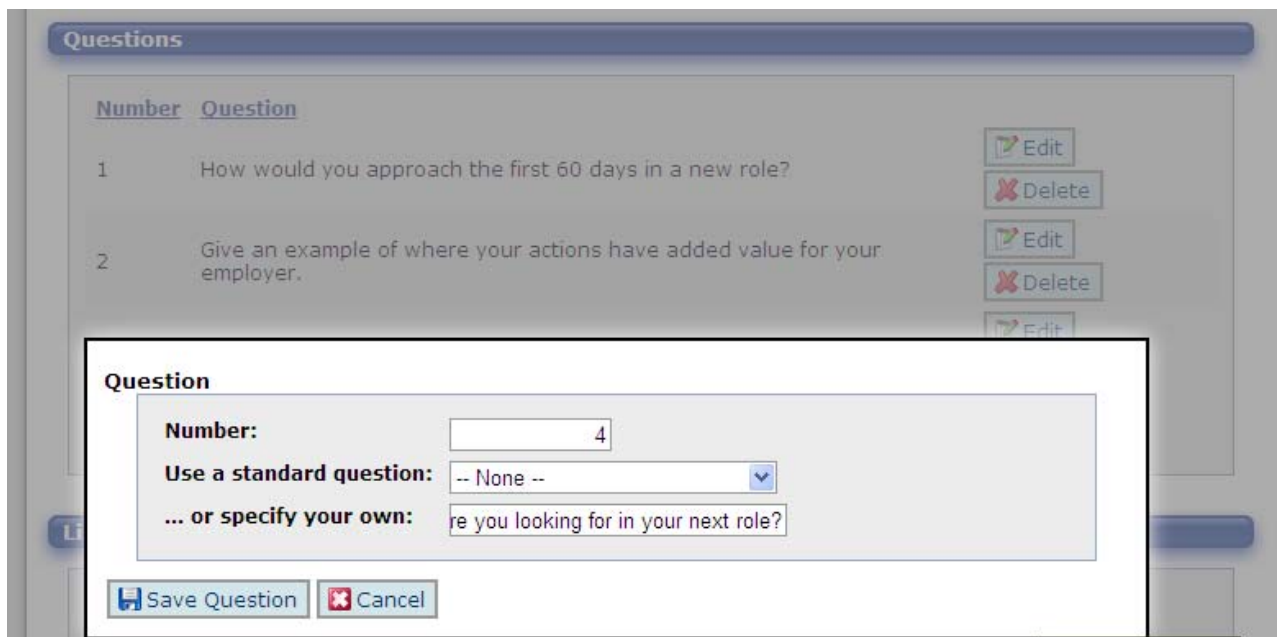
5.1.3 There is no limit to the number of documents you can upload (ie attach) to your SeeV but we suggest no more than 4 which might typically be:

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

5.1.4 Click  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 , assign a number, make your selection from the Question Bank (standard question) or specify your own.
- 5.2.5 Repeat for each question and  or .



## 5.3 Links



The screenshot shows a window titled "Links" with a sub-dialog titled "Add Link". Inside the "Add Link" dialog, there are two text input fields: "Name:" and "Url:". Below these fields are two buttons: "Save Link" (with a floppy disk icon) and "Cancel" (with a red X icon).

- 5.3.1 Further information about you may be found on the internet.
- 5.3.2 Clicking on  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 your 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.

The screenshot shows a user profile for David Evans. On the left is a video player with a play button. To the right, the profile details are listed: Name: David Evans, Employer: ZZ Plastics, Position: Head of Quality, Package: £70k, bonus, car, Location: Reading. Below this is a 'Comments' section with a short bio: 'Commercially focused [MBA] Quality professional with experience in plastics and electrical manufacturing'. Underneath are 'Downloads' for 'CV Exec Summary', 'CV', 'References', and 'OPQ 5.2 Report', each with a green checkmark. A 'Links' section contains a 'LinkedIn' button. At the bottom, there are contact details for DAM ENTERPRISES: Tel: 0207 636 2288, Email: wizard@nevardroland.co.uk, Web: www.nevardroland.co.uk. The footer includes the SeeV logo and 'Terms and Conditions | designed by bluesulphur®'.

## 6. DISTRIBUTING YOUR SeeV(s)

You have two ways to send SeeVs to your chosen recipient.

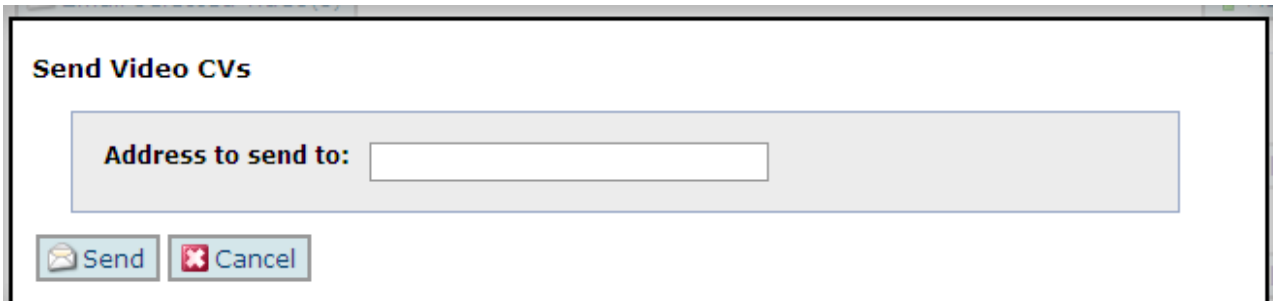
- Directly from The SeeV
- As an html link within a WORD document or email (cut and paste)

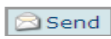
**If you have set your SeeV setting to private then each recipient of it will need to be created as a user and given a password (see section 7. Creating a new user).**

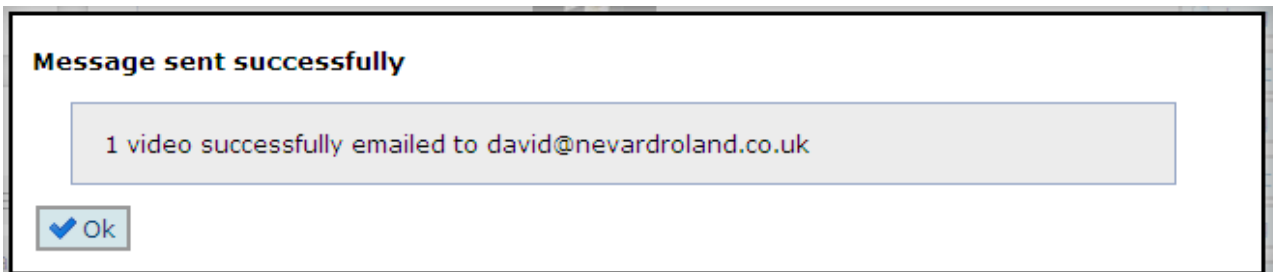
### 6.1 Directly from The SeeV


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

6.1.2 Click 

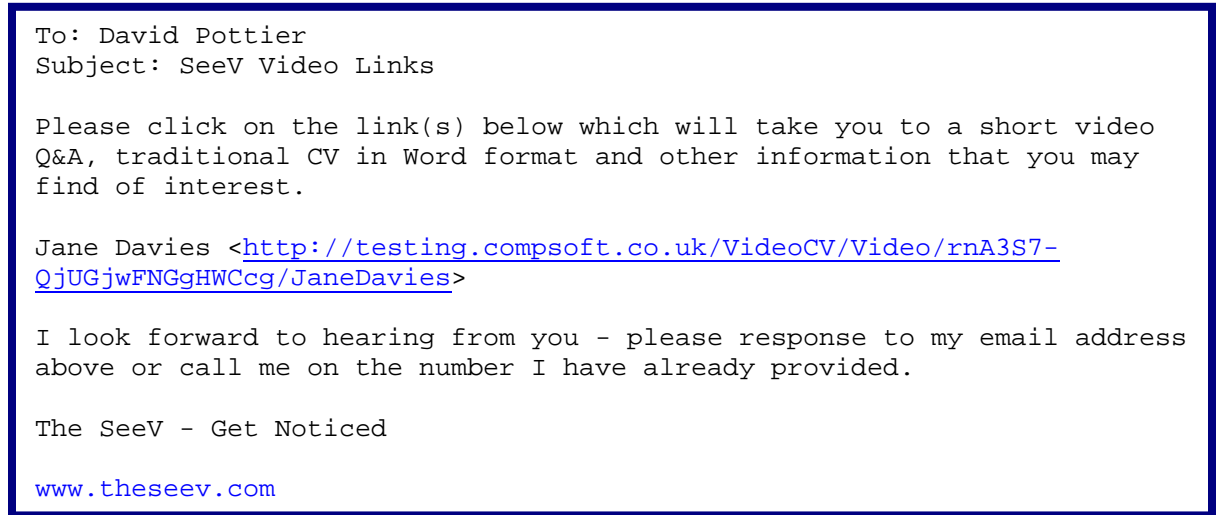


6.1.3 Enter Address to send to and press 



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

6.1.5 This is what the recipient will receive in their inbox

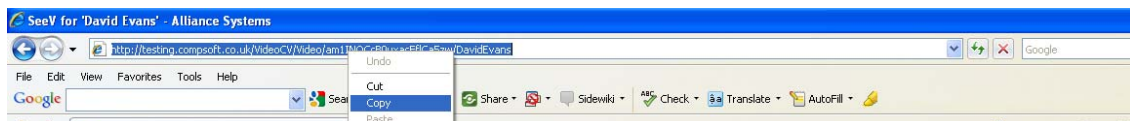


***Note: The email in its present form is not customisable in terms of textual content and user branding. This functionality is planned for the next phase of the SeeVs development. Accordingly it is recommended that, for the time being, the cut and paste (html link) option is used. (see 6.2)***

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.

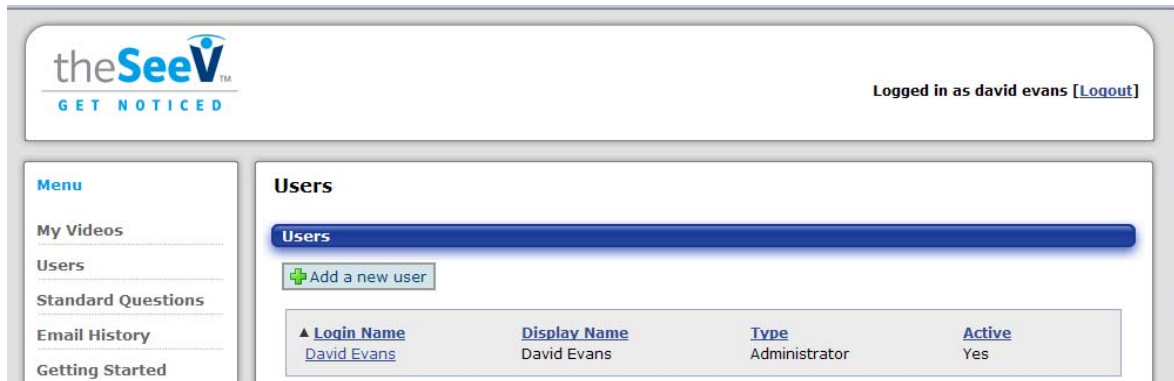
Yours sincerely

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.



theSeeV™  
GET NOTICED

Logged in as david evans [Logout]

**Menu**

- My Videos
- Users**
- Standard Questions
- Email History
- Getting Started

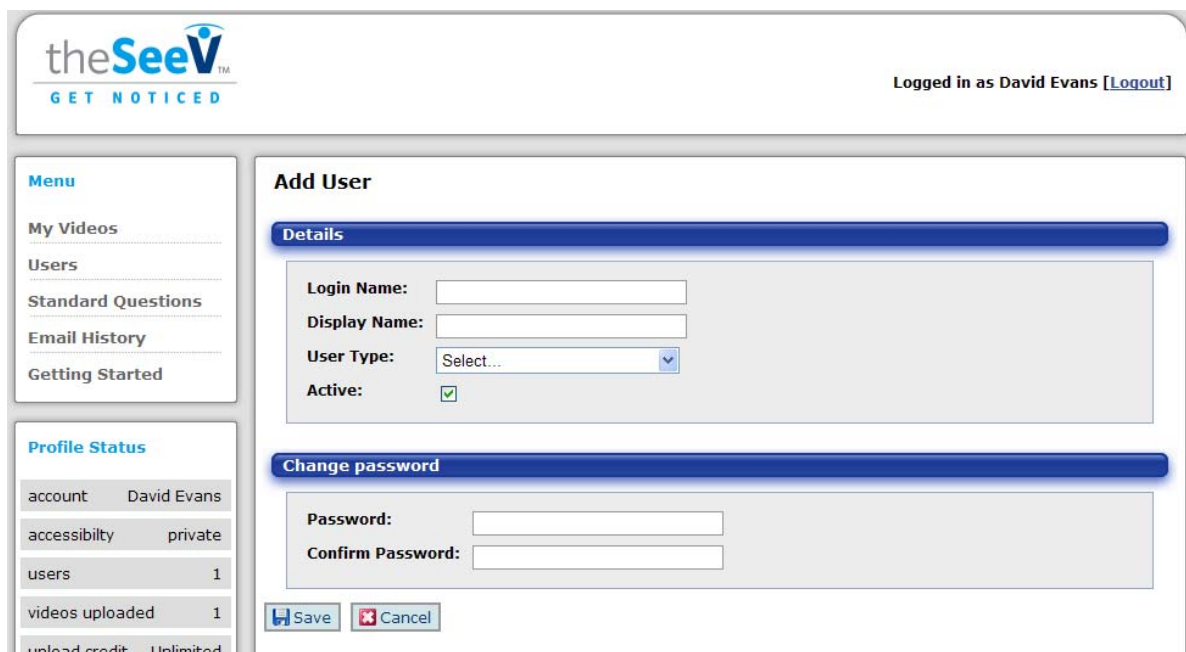
**Users**

Users

+ Add a new user

▲ Login Name	Display Name	Type	Active
David Evans	David Evans	Administrator	Yes

7.2 Clicking on  takes you to the Add User Screen.



theSeeV™  
GET NOTICED

Logged in as David Evans [Logout]

**Menu**

- My Videos
- Users**
- Standard Questions
- Email History
- Getting Started

**Profile Status**

account	David Evans
accessibility	private
users	1
videos uploaded	1
upload credit	Unlimited

**Add User**

**Details**

Login Name:

Display Name:

User Type:


Active:

**Change password**

Password:

Confirm Password:



- 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 .

### Notes

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