



USER GUIDE: RECRUITERS




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Scope

This document is a user guide for the recruiter 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 recruiter version has been developed to allow recruiters to:

- create new users within an account
- add candidate videos and other content
- create question sets
- send SeeVs to clients


1.2 This manual assumes that

- you have been provided with Login details
- you have not exceeded your SeeV credit limit

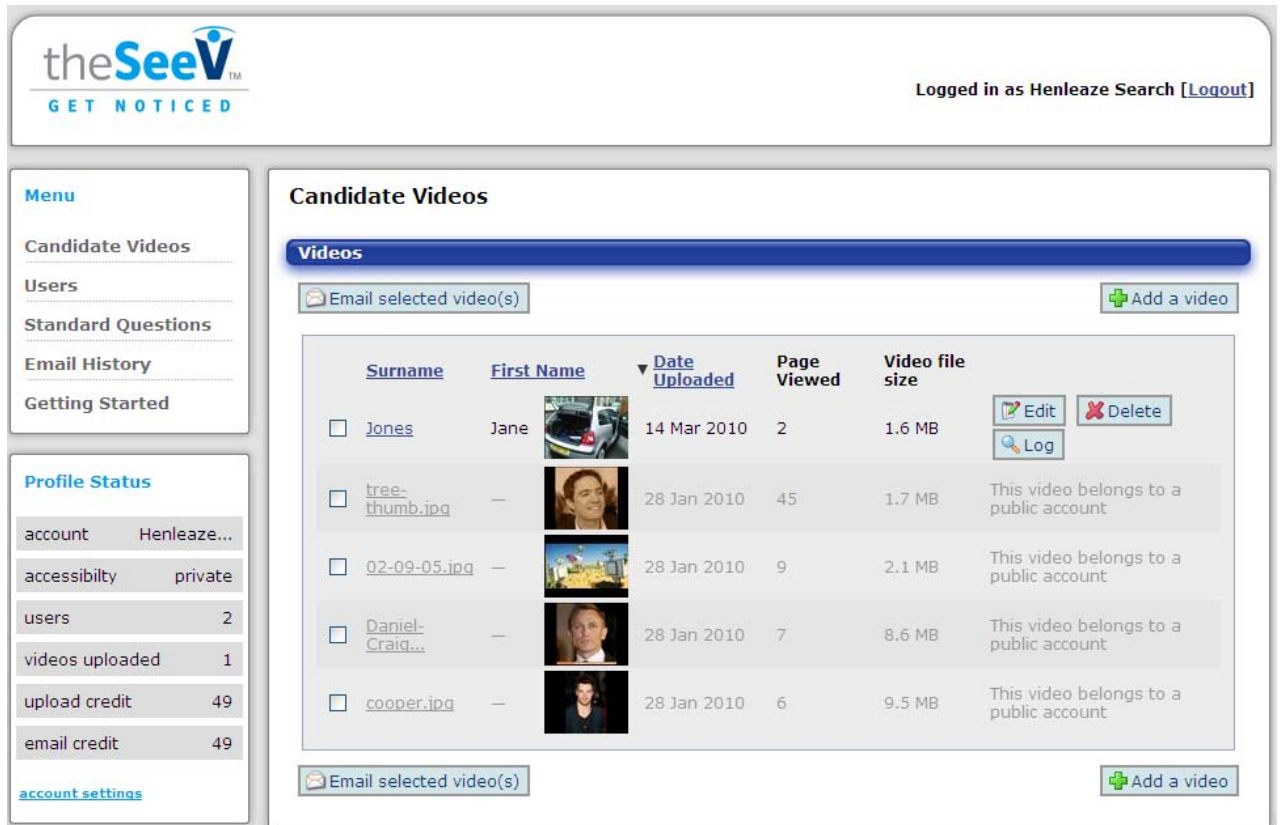
2. LOGIN SCREEN



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



theSeeV™
GET NOTICED

Logged in as Henleaze Search [Logout]

Menu

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

Profile Status

account	Henleaze...
accessibility	private
users	2
videos uploaded	1
upload credit	49
email credit	49

[account settings](#)

Candidate Videos

Videos

Email selected video(s) + Add a video

<input type="checkbox"/>	<u>Surname</u>	<u>First Name</u>	<u>Date Uploaded</u>	<u>Page Viewed</u>	<u>Video file size</u>	
<input type="checkbox"/>	Jones	Jane	14 Mar 2010	2	1.6 MB	Edit Delete Log
<input type="checkbox"/>	tree-thumb.jpg	—	28 Jan 2010	45	1.7 MB	This video belongs to a public account
<input type="checkbox"/>	02-09-05.jpg	—	28 Jan 2010	9	2.1 MB	This video belongs to a public account
<input type="checkbox"/>	Daniel-Craig...	—	28 Jan 2010	7	8.6 MB	This video belongs to a public account
<input type="checkbox"/>	cooper.jpg	—	28 Jan 2010	6	9.5 MB	This video belongs to a public account

Email selected video(s) + Add a video

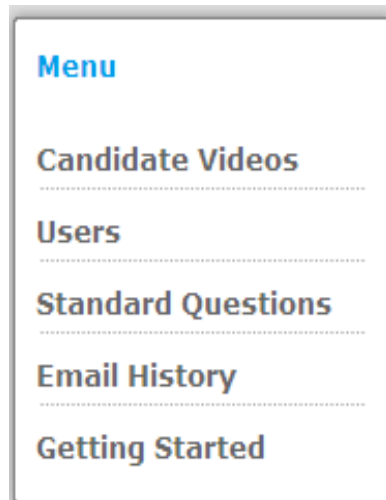
The Homepage is divided into three sections

3.1 Menu

3.2 Profile Status

3.3 Candidate Videos

3.1 Menu



Click on **Candidate 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 all emails sent from the account.

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


3.2 Profile Status

Profile Status

account	Henleaze...
accessibility	private
users	2
videos uploaded	1
upload credit	49
email credit	49

[account settings](#)

Click on [account settings](#) to review your details assigned by the System Administrator.


Logged in as ntb [[Logout](#)]

Menu

- Accounts
- Candidate Videos
- Users
- Standard Questions
- Email History
- Getting Started

Profile Status

account	DAM ENTE...
accessibility	private
users	5
videos uploaded	9

Account Settings

Details

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

Telephone:

Email:

Website:

Public:


Account Type: System Administrator

Email Limit: -

Upload Limit: -

Active: Yes

3.3 Candidate Videos


Logged in as Henleaze Search [[Logout](#)]

Menu

- [Candidate Videos](#)
- [Users](#)
- [Standard Questions](#)
- [Email History](#)
- [Getting Started](#)

Profile Status

account	Henleaze...
accessibility	private
users	2
videos uploaded	1
upload credit	49
email credit	49

[account settings](#)

Candidate Videos

Videos

Email selected video(s)
 Add a video


<input type="checkbox"/>	Surname	First Name	Date Uploaded	Page Viewed	Video file size	
<input type="checkbox"/>	Jones	Jane	14 Mar 2010	2	1.6 MB	Edit Delete Log
<input type="checkbox"/>	tree-thumb.jpg	—	28 Jan 2010	45	1.7 MB	This video belongs to a public account
<input type="checkbox"/>	02-09-05.jpg	—	28 Jan 2010	9	2.1 MB	This video belongs to a public account
<input type="checkbox"/>	Daniel-Craig...	—	28 Jan 2010	7	8.6 MB	This video belongs to a public account
<input type="checkbox"/>	cooper.jpg	—	28 Jan 2010	6	9.5 MB	This video belongs to a public account

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.

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.



theSeeV™
GET NOTICED

Logged in as Henleaze Search [Logout]

Menu

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

Profile Status

account	Henleaze...
accessibility	private
users	2
videos uploaded	1
upload credit	49
email credit	49

[account settings](#)

Candidate 'Jane Jones'

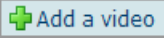
Video Log

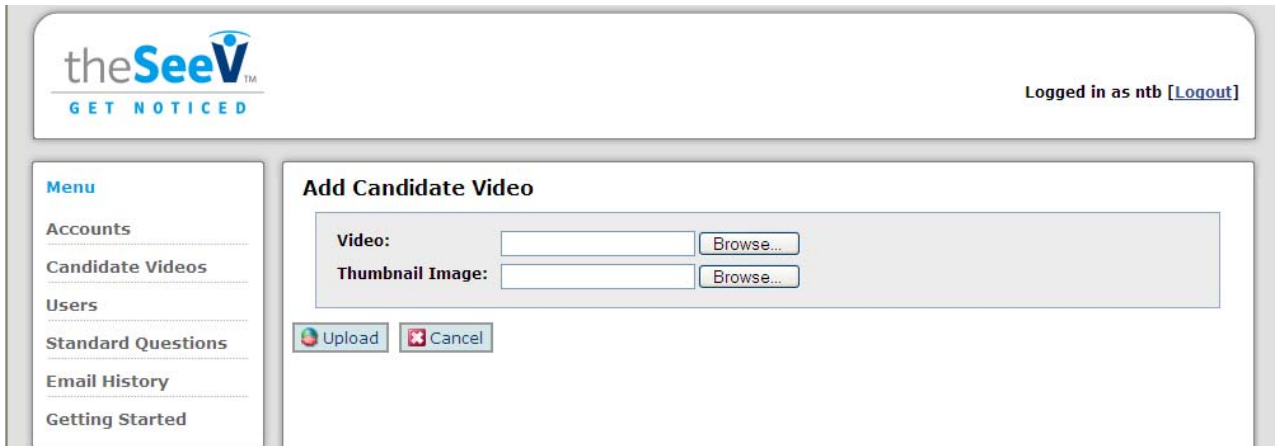
<u>Date Time</u>	<u>Username</u>	<u>IP Address</u>
14/03/2010 10:34:55	Danny B	192.168.42.21
14/03/2010 10:29:53	Henleaze Search	192.168.42.21

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 candidate video)

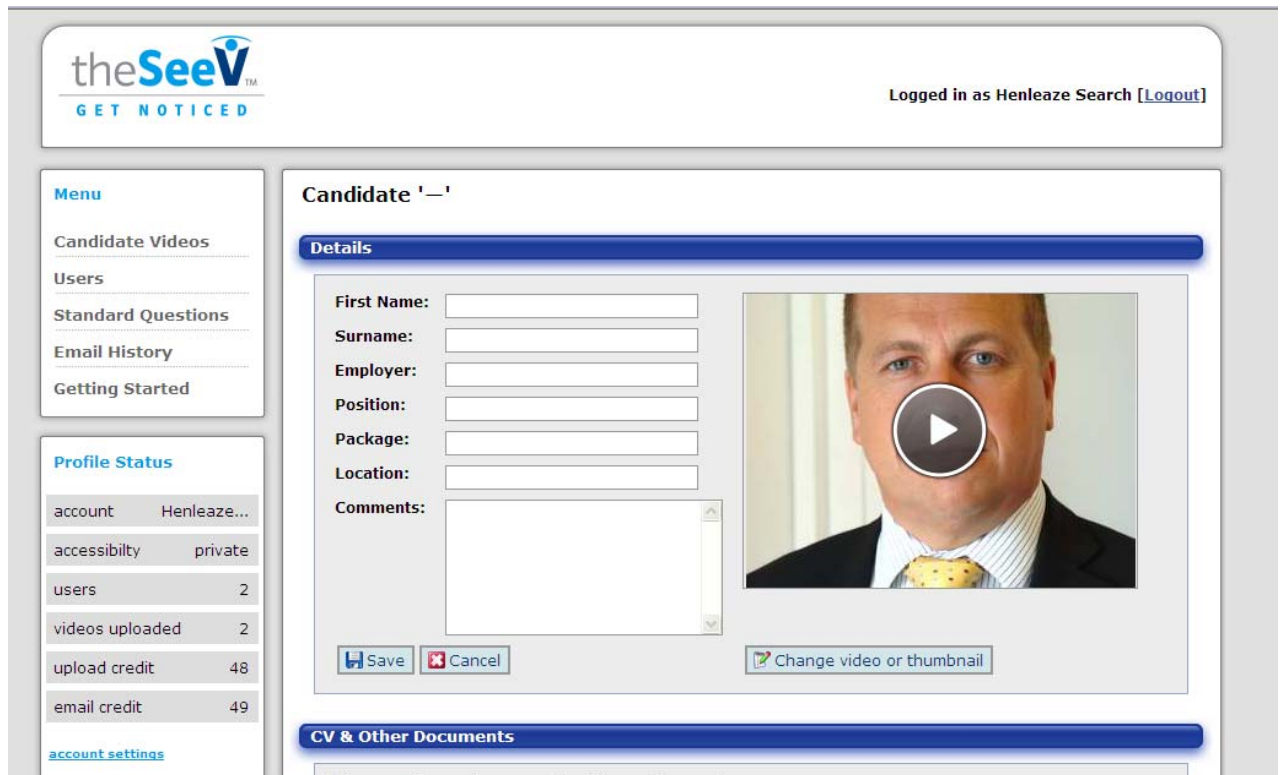
- 4.1 Clicking on  takes you to the video and thumbnail image upload page.



The screenshot shows the 'Add Candidate Video' page in the theSeeV system. The page header includes the theSeeV logo and 'GET NOTICED' on the left, and 'Logged in as ntb [Logout]' on the right. A left-hand menu contains the following items: Menu, 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 to its right. 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 .

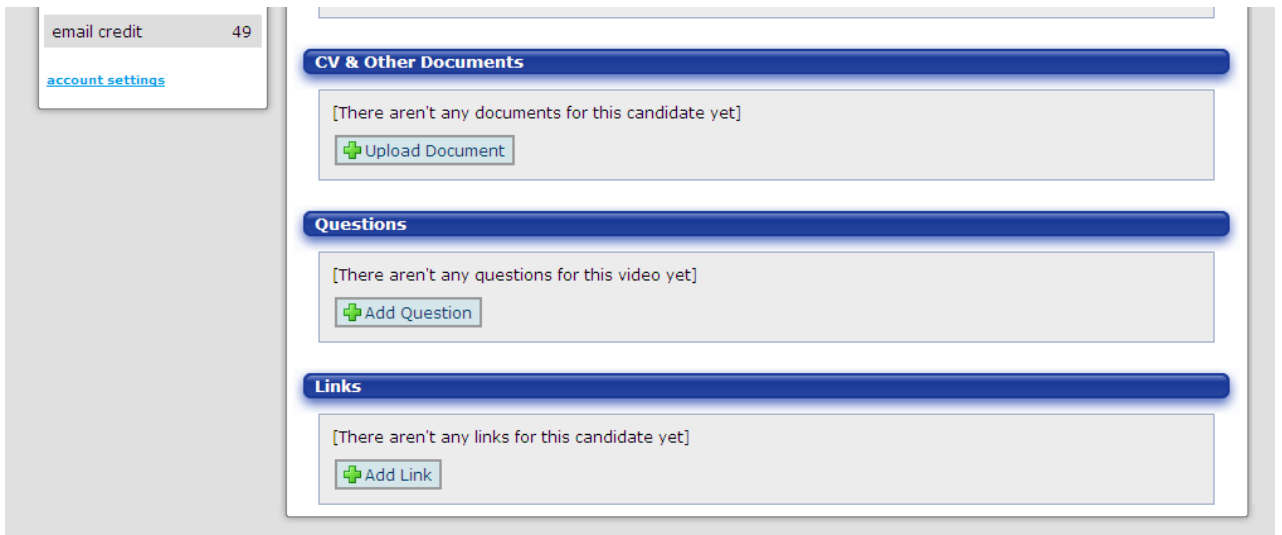
4.5.3 Having clicked  you are taken back to the Homepage where the SeeV you have just created appears at the top of the list of candidate videos.

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


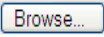
5. SEEV - ADDING ADDITIONAL CONTENT

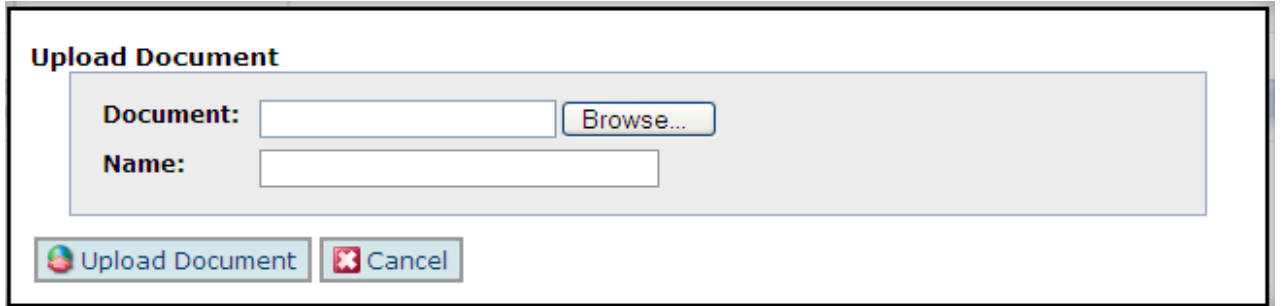
Click on  of the relevant SeeV to add additional content under the following headings:


- **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.



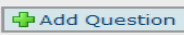
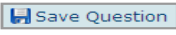

5.1.2 Name your document then click  to save to your SeeV.

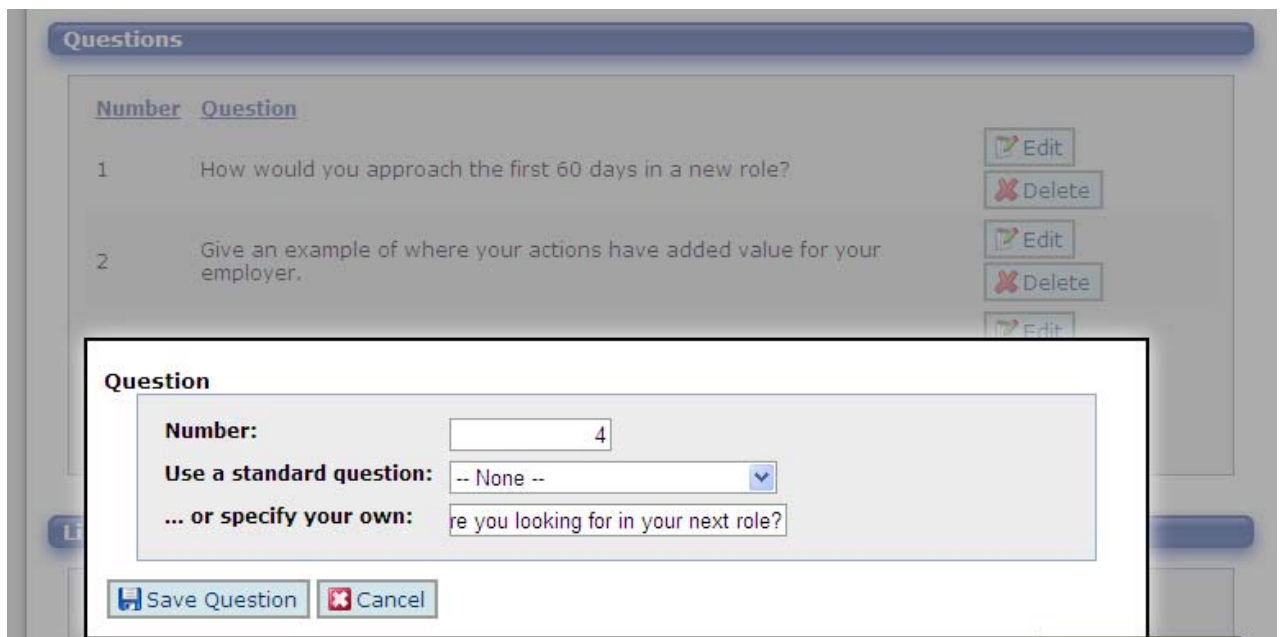
5.1.3 There is no limit to the number of documents you can upload (ie attach) to your SeeV but we suggest no more than 4 which might typically be:

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

5.1.4 Click  repeat for each additional document.

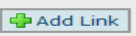
5.2 Questions

- 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



- 5.3.1 Further information relating to a candidate may be found on the Internet.
- 5.3.2 Clicking on  enables you to add links to, for example, a 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.

The screenshot shows a candidate profile for David Evans. On the left is a video player with a play button. Below it are four questions answered in the video: 1. How would you approach the first 60 days in a new role?, 2. Give an example of where your actions have added value for your employer., 3. Explain a complex work situation that you resolved, 4. How would your colleagues describe you? On the right, the candidate's 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 the text: 'Commercially focused [MBA] Quality professional with experience in plastics and electrical manufacturing'. Under 'Downloads', there are four buttons: 'CV Exec Summary', 'CV', 'References', and 'OPQ 5.2 Report', each with a green checkmark. Under 'Links', there is a 'LinkedIn' button. At the bottom of the profile, it says 'DAM ENTERPRISES' and provides contact information: Tel: 0207 636 2288, Email: wizard@nevardroland.co.uk, Web: www.nevardroland.co.uk. The footer of the page includes the SeeV logo, 'Terms and Conditions', and '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)

Your SeeV setting will be set to private therefore each recipient of a SeeV 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 each SeeV you wish to send.

6.1.2 Click 




The screenshot shows a dialog box titled "Send Video CVs". It contains a text input field labeled "Address to send to:". Below the input field are two buttons: "Send" (with an envelope icon) and "Cancel" (with a red X icon).

6.1.3 Enter Address to send to and press 



The screenshot shows a notification box titled "Message sent successfully". It contains a text box with the message "1 video successfully emailed to david@nevardroland.co.uk". Below the text box is an "Ok" button with a blue checkmark icon.

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

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

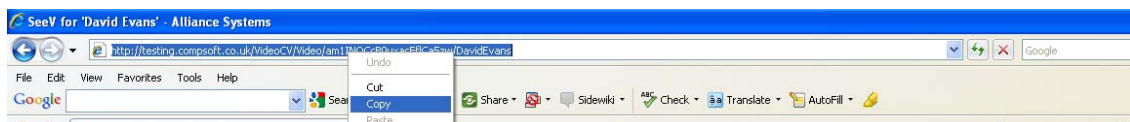
www.theseev.com

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.

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



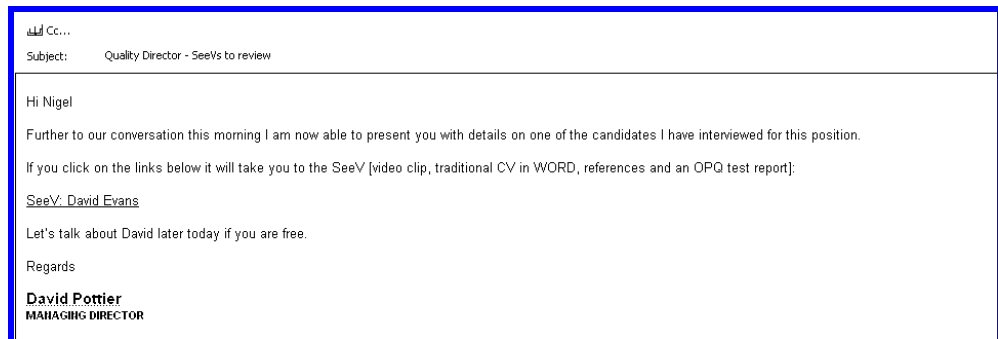


6.2.3 Go to the Word document or email within which you are sending the SeeV, right click and select paste, positioning your cursor where you intend to place the link.

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.



6.2.6 Send email as normal.



7. CREATING NEW USERS

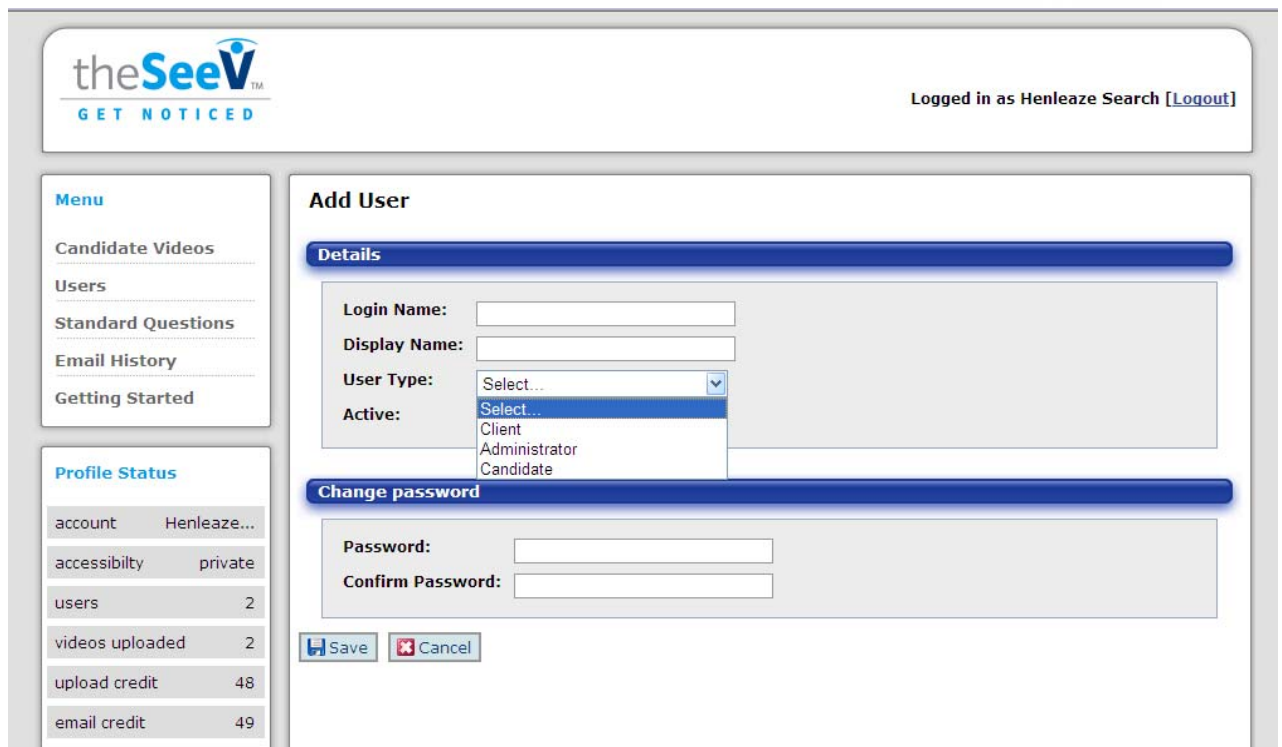
Users may be one of three types within a Recruiter Account:

- Client
- Administrator (Consultant)
- Candidate

7.1 From the Homepage click on Users for 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.

Notes

A Client user will need to know their user name and password to access each SeeV sent to them by email.

A Candidate user is only able to create a SeeV ie. upload video and add content. They will access the system through www.theseev.co.uk and enter the user name and password issued by you.

To edit an existing user click on their login name which takes to you the Add User Screen. Here you can determine

- i. whether they are to remain active or deactivated (tick box)
- ii. Assign a new password if the original has been lost.