

## Virtual Career Coach

### Quick Start User Guide

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10 Jul 2014

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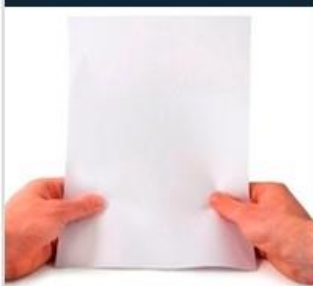
- Learning Modules Activity: 124
- Career Tools Activity: 250
- Job Searches Run: 7
- Jobs Viewed: 6



#### Getting Started



#### CV



#### Interview



#### Job Hunt



#### Applications



#### Self-Development



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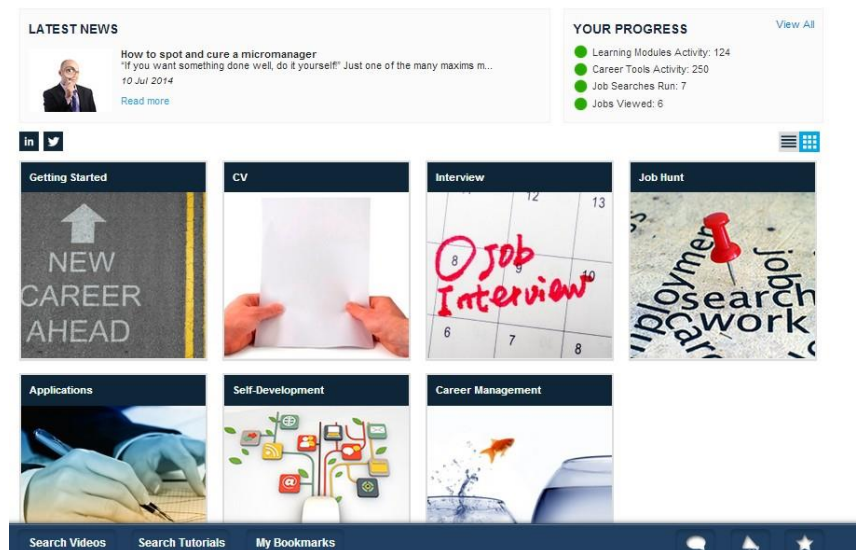
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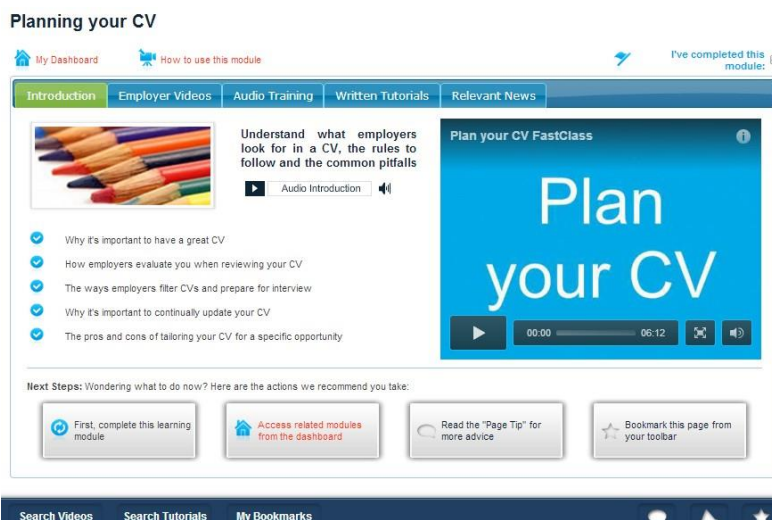
Your Career Coach is driven from a personalised dashboard which presents a number of learning modules supported by tools to build a CV, manage an action plan and research both companies and job vacancies.

## 1. Your Dashboard

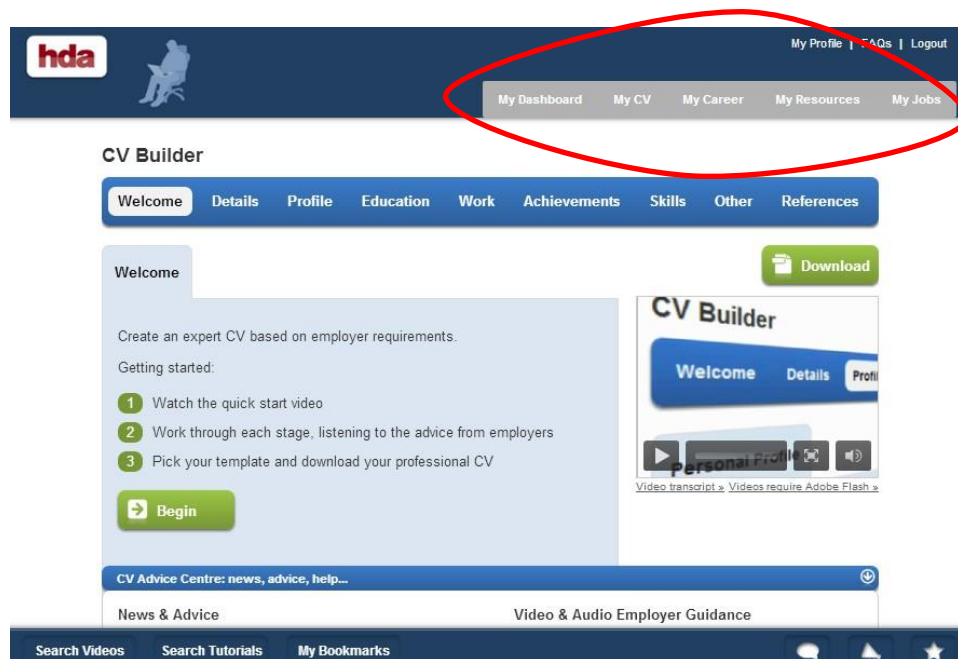


## How does the Career Coach work?

When each module is entered from the dashboard (see above image) you are presented with a uniform screen that provides access to video, audio and downloadable resources. Below is the 'Planning your CV' module.



In the top right hand corner you will see five tabs.



## 1. My Dashboard

Takes you to your home page where you can access any learning modules.

## 2. My CV

This opens a CV Builder and presents a number of input screens with advice and guidance along the way (see above image). You will ultimately download a CV template of your choice – for example, reverse chronological or skills-based. This is a Word document that you can save and customise as required. Hovering over the question marks will provide useful tips.

### 3. My Career

Will take you to three pages: Career Pathways, Career Planner, Adult Directions.

#### 1. Career Pathways

**Need some ideas for the future?** Career Pathways can help you discover what you could do and how you could get there. These videos show **real life career journeys**, providing you with the inside story on how careers work and helping you make the most of your talent and potential, by showing how others have used theirs.

#### 2. Career Planner

Follow your plan, set goals & track progress.

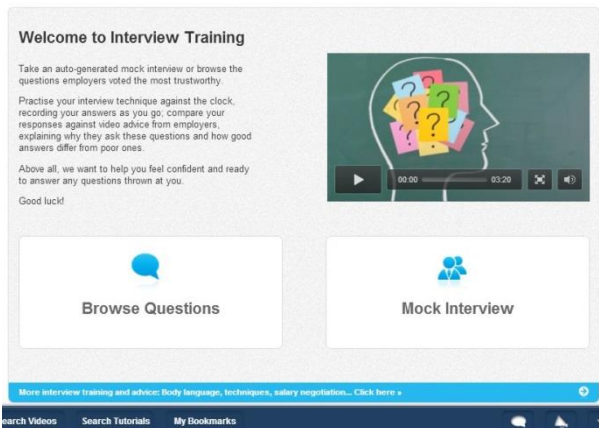
### CASCAiD Adult Directions

#### 3. Adult Directions

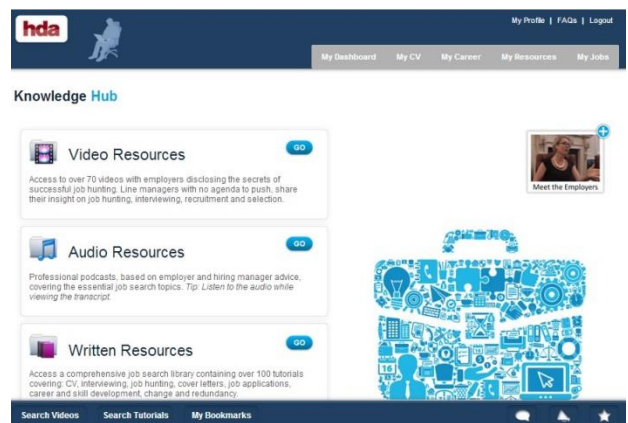
Identify suitable careers and discover next steps.

## 4. My Resources

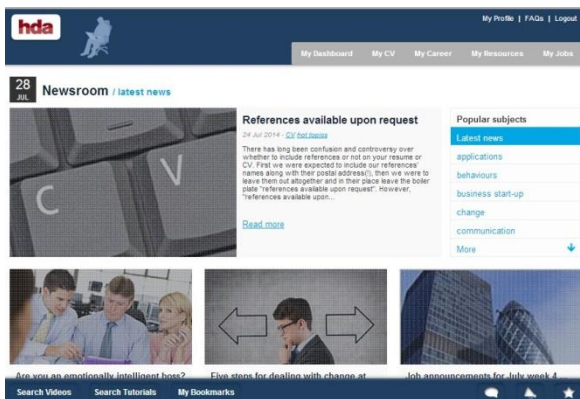
Will take you to six pages: Interview Simulator, Knowledge Hub, Employer Videos, Audio Podcasts, Written Tutorials, Newsroom.



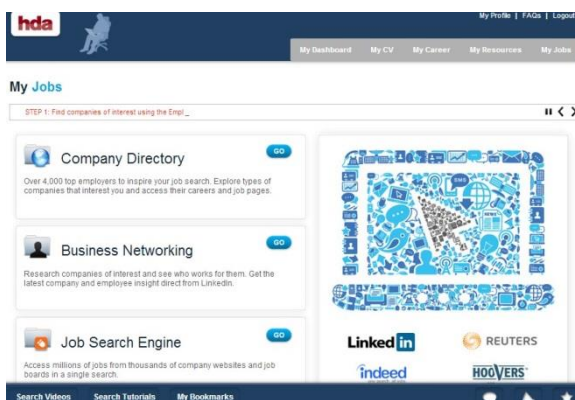
**Interview Simulator:** Take an auto-generated mock interview or browse the questions employers voted the most trustworthy.



**Knowledge Hub:** All the video, audio and written advice in one place.



**Newsroom:** The latest career and job search advice.



## 5. My Jobs

- Millions of jobs from thousands of company websites and job boards
- Over 2000 UK employers to inspire your job search
- Business Networking

Your Virtual Career Coach complements our 1:1 and workshop-based support.

Access details will be provided at the start of your programme.