

My CV Guidebook

This information is to help you fill out the 'My CV'. There are instructions for the different sections you can fill in.

Starting the 'My CV'

When you go to the 'My CV', there is some information about it and the things you can do on it. The picture below shows that you can choose your language in the top right of the screen. You can choose either English language, German language, Bulgarian language or Portugese language.

It also shows that you can choose which section you would like to fill in. There are three sections for you to choose:

About me

I can Do

I would like to do

We have highlighted these in the picture below.

The screenshot shows the 'i can do coda' digital career portfolio website. At the top, there is a navigation bar with the 'coda online' logo, a 'My CV Home' link, text size controls (A A A), a 'Help' link, and language selection icons for German, Bulgarian, and Portuguese. The main content area features a 'listen' icon and the title 'i can do coda digital career portfolio'. Below the title, there is a brief introduction: 'Use this website to tell employers about your skills and the kind of work you would like to do. There are diferent sections for you to fill in. You can do this all at once or some of it and come back later.'

Three steps are outlined:

- Step 1 - Choose where I want to work...?** This step includes a dropdown menu for 'District: Choose...'.
- Step 2 - About me, I can do, I would like to do** This step presents three main sections, each with an icon and a description:

- About me:** This section is for you to tell us about yourself. (Highlighted with a red circle)
- I can do:** This section is for you to tell us things you can do and you have done. (Highlighted with a red circle)
- I would like to do:** This section is for you to tell us about the work you would like to do. (Highlighted with a red circle)

Callout boxes provide additional instructions:

- '1.) Choose the language' points to the language selection icons.
- '2.) Choose the district where you want to work' points to the 'District' dropdown menu.
- '3.) Choose the area' points to the three main sections.

At the bottom, a 'Progression State (Incomplete)' progress bar shows that 50% of the profile is completed.

1.) 'About me' section



When you tick the 'About me' button, you will find boxes, where you can put your personal information like your name, your address, your hobbies and so on. Use this section to tell us things about you.

The first two questions are

Your name

Your Address

Tell us your name and your address in the boxes. The following picture shows you these questions again.

The screenshot shows two input fields. The first field is titled 'Your Name' and has a speech bubble that says 'Fill in your name'. To the left of the field is an icon of two people, one labeled 'ANA' and one labeled 'JOHN'. The second field is titled 'Your Address' and has a speech bubble that says 'Fill in your address'. To the left of the field is an icon of a postcard. Both fields have a 'top' link in the bottom right corner.

Once you have finished one question, then please go to the next. The next questions are

Do you have any special requirements?

How old are you?

Do you have a driver's licence?

The following picture shows you these questions.

 **Do you have any special requirements?**
 Yes No

Fill in your special requirements

[top](#)

 **How old are you?**

Fill in your age

[top](#)

 **Do you have a driver's licence?**
 Yes No

Choose Yes or No

[top](#)

The next question is whether you have hobbies or not. If you have hobbies then please choose 'yes' and tell us your hobbies. What do you like to do in your spare time? Do you like bicycle-riding or do you like football? Do you listen to music or do you like dancing? Do you like animals or do you enjoy walking around and meeting with other people? Do you read books or do you enjoy the internet? These are just examples for hobbies you might have. Again you can give as much information as you want to. You can type as much text as you like. The next picture shows you this question about your hobbies.

 **Do you have any Hobbies Please choose yes or no**
 Yes No

If you chose yes, tell us what your hobbies are in the box below

In this box you can type your hobbies

When you have finished the 'hobbies' there are a couple of questions where you can choose Yes or No:

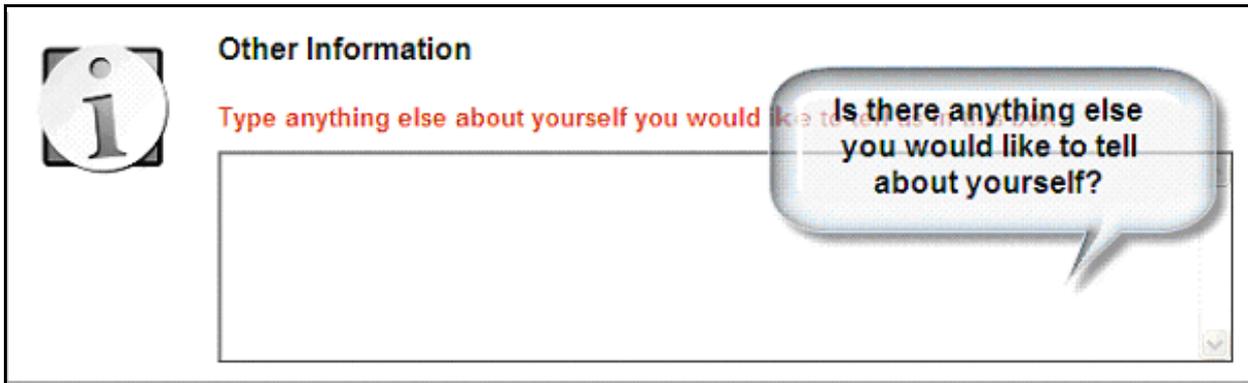
- Do you have a bank account?**
- Are you currently in work?**
- Are you doing paid work?**
- Are you looking for paid work?**
- Are you looking for voluntary work?**
- Can you start work now?**

	Do you have a bank account? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top
	Are you currently in work? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top
	Are you doing paid work? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top
	Are you looking for paid work? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top
	Are you looking for voluntary work? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top
	Can you start work now? <input type="radio"/> Yes <input type="radio"/> No	Choose Yes or No	top

Finally the next question is about other information. Here you can tell things that are important to you. Maybe you want to introduce your family, maybe you would like to describe where you live. Which things are important for you? What do you like and what do you dislike? There is no rule for the information that belongs to this question. It is up

to you what you would like to say.

The following picture shows you this question.



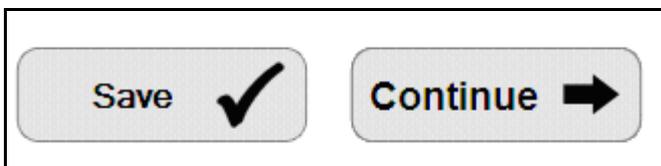
The screenshot shows a web form section titled "Other Information". On the left is an information icon (a lowercase 'i' in a circle). Below the title is a red instruction: "Type anything else about yourself you would like to tell us in any form". A large, empty text input box is provided for the user. A speech bubble on the right contains the question: "Is there anything else you would like to tell about yourself?". A small scroll-down arrow is visible in the bottom right corner of the text box.

Once you have answered this last question, the section 'About me' is ready.

You have to save your information. At the bottom of the web-page you will find two buttons

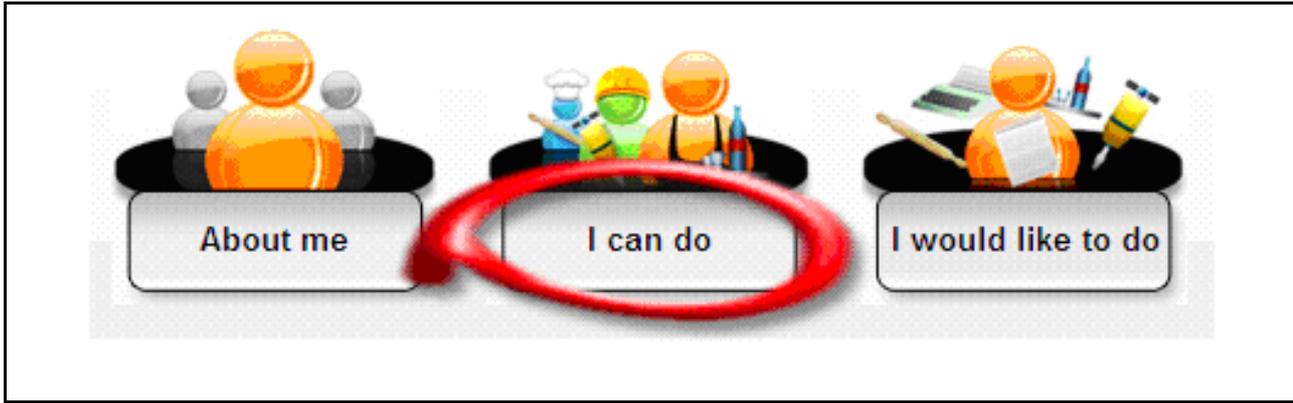
Save
Continue

Please tick 'save' when you are ready. This will save your information in the system and you can work on 'My CV' later. The next picture shows you what the buttons look like.



If you wish, you can leave the system now. Next time you enter, your information will still be there. But of course you can go on, too. If you wish to go on, you should click on 'continue' which will take you to the next section called 'I can do'.

2.) 'I can do' section



The first questions are about your experiences with paid work and your experiences with voluntary work. Take your time to answer these questions. For an employer it is very important to learn about your experiences both with paid work and voluntary work.

As an example you should say how many days a week you worked, or what kind of work you did. You should describe the work you did. Has it been in an office or outside? Did you use computers? What did you do? Did you learn new things when working? Did you enjoy the work? And if you did not enjoy the work what was the reason? Maybe you worked in a youth centre as a volunteer or maybe you did voluntary work in a school? These are just some examples for your answers. Please take your time to think about these questions. You can also upload files from your computer. The next pictures show you what these two questions look like.

A screenshot of a survey question. On the left is a circular icon containing the Euro (€) and Pound (£) symbols. To the right of the icon is the text: "Have you done any paid work? Please choose yes or no". Below this text are two radio buttons labeled "Yes" and "No". Further down, there is a red instruction: "If you chose yes, please tell us more. This could be how many days a week you worked, or what kind of work you did." Below the instruction is a large, empty text input field. A speech bubble icon is overlaid on the bottom right of the input field, containing the text "Describe your experiences here".

Have you done any voluntary work? Please choose yes or no

Yes No

If you chose yes, please tell us more. This could be how many days a week you did voluntary work, or what you did or search your computer and upload a file. This could be a video, photograph or document.

You can upload a file from your computer

Describe your experiences here

click the help button to find out more about this

The next question is about your references. Here again you can do two different things.

1. You can type in your references

For example, you can mention your certificates or maybe a letter from your employers or other people you know.

If you have done many things before, you should list this information in order. This means you should put your latest reference first, and the others after this.

So, if you have a lot of references to mention, this section may look like this:

- 2008/9 - 2009/8: education course on computing and using the internet.
- 2008/4: certificate on english language, level C1
- 2007/12 - 2008/04: course on english language
- 2006/2: certificate from company XYZ
- 2005/5 -2006/2: apprenticeship in company XYZ.

2. You can upload a file

If you received a certificate for any of your work, it would be good to show this. Any file (for example the certificate) that is stored on your computer, can be uploaded into the 'My CV'. Just click on the "Upload" button and a new window will open. Now you can search and choose the file, that you would like to upload.

The next picture shows you the two things you can do again.

Do you have any references?

You can type your references into the box or search your computer and upload a file. This could be a video, photograph or document.

1.) Type in your references here

2.) Search for a file on your computer

[? Help](#)

click the help button to find out more about this

top

If you wish to upload more than one file, you will have to repeat the steps. Remember that uploading can take some time. Please note that you should not upload single files that are very big (e.g. more than 5 mb for instance). To upload and to download files that are bigger than 5 mb may take too much time. Even if *you* have access to a fast internet connection this might be different for other people, who would like to see the certificate.

When you have typed in your references and uploaded what you like you should tick 'save' before you continue.

The next two questions are also about qualifications and skills:

Do you have any qualifications?
Have you been on any training courses?

You should click on 'Yes' or 'No' button first. Then you should type your information into the text box. You can search and upload any file you like. Do not forget to click on the 'Save' button to store the data in the 'My CV'.

The next picture shows you these two questions:

Do you have any qualifications? Please choose yes or no

Yes No

1.) Tick the box
If you chose yes, please tell us more or search your computer and upload a file. This could be a video, photograph or document.

2.) Type your information

3.) Upload a file

click the help button to find out more about this

Have you been on any training courses? Please choose yes or no

Yes No

1.) Tick the box
If you chose yes, please tell us more or search your computer and upload a file. This could be a video, photograph or document.

2.) Type your information

3.) Upload a file

click the help button to find out more about this

The next question is about how you can get to the workplace and back home. This is important because you might need to take a bus or a taxi or some other form of transport. Please choose the box that is right for you. If there are additional means of travel, you can type them into the box.

The next picture shows you what the question looks like.

How can you travel to and from work? Click on the boxes to tell us. You can tick on more than one box.

1. tick as many as you like

- I can use local transport
- I can walk
- I can cycle
- I can take a taxi
- I can go with a family member or carer
- Other Please tell us what

2. if there are additional means of travel, please mention them here

The next question sounds very easy:

Do you like to work with other people?

There are people who like to work in a team and there are people who prefer to work alone. If you have not worked with other people this question might be difficult for you to answer. But maybe you have experiences in other situations that might help you. For example if you like to meet with other people in your leisure time and if you like to talk with other people, it is likely that you are happy when working with other people too.

Please choose the answer that is right for you. Please choose yes or no.

The picture shows this question

Do you like working with other people? Please chose yes or no

Yes No

The next question is about your skills.

Here you have to do three different things:

- 1. Choose your skills from the list**
- 2. Type your additional skills**
- 3. Save the data**

Tick the boxes with the examples that describe you: are you good at time keeping? Are you reliable? Are you trustworthy? You can tick as many boxes as you like. If you would like to describe other skills please put these in 'Other'.

Please take some time to think about this question. Your skills are very important to know. There are skills that you might have learnt while working or during leisure time

activities or while carrying out voluntary work or in community activities.

Finally you should click on the 'Save' button to store all the data.

The next picture shows you what the question looks like.

Your Skills Please tick the boxes for the skills you have. You can tick as many as you like.

I am:

- Good at time keeping
- Reliable
- Trustworthy
- Able to work on my own
- Ok with people changing
- Ok with things changing
- Other **Please tell us what**

1. What are your skills from this list?

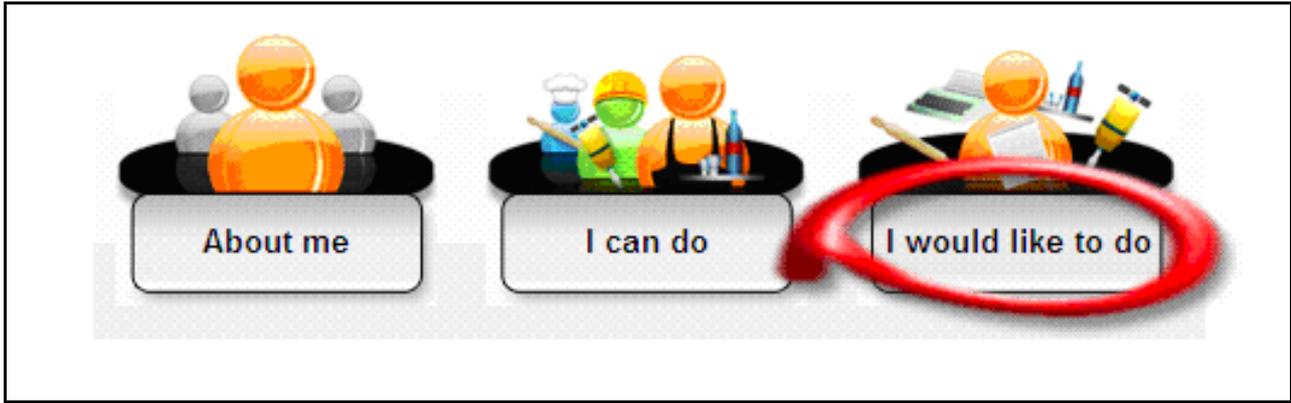
2. Do you know your additional skills?

3. Do not forget to save before you continue

← Go back **Save** ✓ Continue →

Now you have finished the 'I can do' section.

3.) I would like to do



The next and last section is called 'I would like to do'. In this section there are only 2 questions. But these questions are very important.

1. What kind of work are you looking for?

This is the first question. Here you can pick the kind of work you would like to do. There are some suggestions to make it easier for you to answer. You can tick more than one box. Maybe there is other work you can do. You should tell us about this. The next picture shows you what the question looks like:

 **What kind of work are you looking for? You can click on more than one box**

- Office work
- Shop work
- Catering (preparing food, serving or clearing away)
- Gardening
- Warehouse work
- Manual work
- Cleaning work
- Repetitive work
- Voluntary work
- Paid work
- Other Please tell us what kind of work you are looking for



2. What other things are important to you about your work

This is the second question. It is good to know if there is anything that is important to you about your work. You should tick as many boxes you like first. Then you should tell us anything else that is important to you.

You can write as much text as you like in the box. The next picture shows this question and an example for an answer.



What other things are important to you about your work?
Please click on all the things that are important to you

<input type="radio"/> Full time work	<input checked="" type="radio"/> Part time work	<input type="checkbox"/> Both
<input type="radio"/> To work indoors	<input type="radio"/> To work outdoors	<input checked="" type="checkbox"/> Both
<input type="radio"/> Stay in one place	<input type="radio"/> Move about	<input checked="" type="checkbox"/> Both
<input type="radio"/> In a busy workplace	<input type="radio"/> In a relaxed workplace	<input type="checkbox"/> Both
<input type="radio"/> In a hot place	<input type="radio"/> In a cold place	<input type="checkbox"/> Both
<input type="radio"/> A noisy place	<input checked="" type="radio"/> A quiet place	<input type="checkbox"/> Both
<input type="radio"/> A clean workplace	<input type="radio"/> A messy workplace	<input type="checkbox"/> Both
<input checked="" type="radio"/> To do one job	<input type="radio"/> To do lots of different jobs	<input type="checkbox"/> Both
<input type="radio"/> To work in a big place	<input type="radio"/> To work in a small place	<input type="checkbox"/> Both
<input type="radio"/> To work with mainly men	<input type="radio"/> To work with mainly woman	<input type="checkbox"/> Both
<input type="radio"/> To work with words and books	<input checked="" type="radio"/> To work without words and books	<input type="checkbox"/> Both
<input type="radio"/> To work with numbers	<input checked="" type="radio"/> To work without numbers	<input type="checkbox"/> Both
<input checked="" type="radio"/> To work in a group	<input type="radio"/> To work alone	<input type="checkbox"/> Both

Other **Please tell us anything else that is important to you**

I wish to work outside, but indoors would be OK as well. I am not good with numbers in general, but this depends on the ...

When you have finished your 'My CV', all of your information will be ready so that you can tell employers about you.

Don't forget you can let all employers see your information or only some of them chosen by you. Finally you should save your data.

The image shows a screenshot of a web form with the following elements:

- Text: "Nobody can see this information until you have finished this form. When you have finished, you can choose who sees your information?"
- Text: "Your reference is: NzQ1Mw"
- Radio buttons: "Yes" and "No" (both are unselected).
- Callout box: "1.) Make your choice" pointing to the radio buttons.
- Buttons: "Go back" (with a left arrow), "Save" (with a checkmark), and "2.) Save your data" (with a callout box pointing to it).

Now your 'My CV' is ready.

If you would like to know more about how we look after your information and what we can do with it, please read our Privacy policy.

Privacy policy

This policy covers United Response's collection and use of the information that you may provide via our website. Whenever you use the Codaonline website you consent to the collection and use of the information you provide in accordance with this policy.

United Response's processing of your personal data is governed by the Data Protection Act 1998. When using your personal information United Response will act in accordance with current legislation and will use reasonable endeavors to protect the private information it collects.

If you have any questions regarding our privacy statement, please contact webmaster@unitedresponse.org.uk

United Response is registered with the Information Commissioner for the United Kingdom.

Personal information

When you supply information such as your name or email address to us, we are legally obliged by the Data Protection Act 1998 to ensure that we only use this information for the purpose for which it was requested, and to ensure that it is kept securely.

Will we disclose the information we have collected to outside parties?

We may need to disclose your information if required to do so by law.

Access to and correction of personal information

You have the right to request a copy of the personal information relating to you which is kept on file by United Response and to have any inaccuracies corrected (for which we may charge a small fee) by contacting the Webmaster.

Users aged 18 and under

When you register with us, you are stating that you are over 18 years of age or are a minor acting with parental consent. You agree that any information you provide to us about yourself upon registration or at any time is true.

Confidentiality

We cannot be held responsible for the privacy of data collected by websites not owned or managed by United Response.

Notification of change of privacy policy

We reserve the right to amend this privacy statement. You are advised to visit the website section periodically in order to keep up to date with the changes in our privacy policy.

This privacy policy was last updated August 2007.

For any question you may have regarding this commitment, don't hesitate to contact us via the website.