

CINERIS

Intelligent  
Learning  
Systems

CV

REFEREE

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CINERIS<sup>®</sup> LIMITED

First Floor,  
3 North Hanover Street,  
Glasgow G1 2AD

Phone 0141 5728497

Email  
info@cineris.com

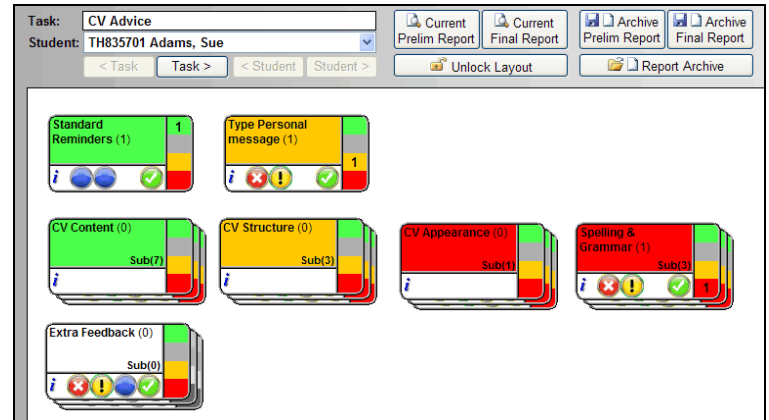
## Empowered Job-Seekers Have Effective CVs

**CINERIS REFEREE CV** is a web application that enables mentors to help job-seekers to produce an effective Curriculum Vitae (CV).

The easy to use Graphical User Interface enables single-click selection of pre-defined feedback comments, using easy to follow colour-coding, to give an instant overview of how well a CV has been presented.

Mentors can add ad-hoc comments at any stage.

Selected feedback appears in formatted PDF reports.



**CINERIS REFEREE CV** is already being used by mentors to help job-seekers improve their employability, by providing them with a simple set of tools to check each CV for structure, content, appearance, spelling and grammar in a friendly and accessible way.

### The KEY BENEFITS of REFEREE CV

**Proven set of pre-loaded check points**

Mentors can start helping job-seekers improve their CVs immediately.

**Provides consistent, efficient predefined feedback**

Feedback is recognised as a primary educational and mentoring technique.

Manually creating feedback is time-consuming, error prone and can be inconsistent.

**Feedback can be supplemented with additional 'ad-hoc' comments**

The mentor can supplement standard feedback with targeted, but still reusable comments.

Feedback can take the form of links to external documents and resources.

**Doubles the throughput of CVs per mentor**

Leaves more time for mentoring, rather than assessment.

Reduces the unit cost of providing advice.

**Job-seekers take ownership of the process and write their own CVs**

By owning their work, and fully understanding why their CV is presented how it is, job-seekers show higher success rates at securing interviews and the roles they want.

**Fully hosted web-based service**

Flexible 'pay-as-you-go' pricing, based on use.

No infrastructure investment required.

Includes technical support, backed up with tailored training/consultancy (at extra cost).

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## Empowered Job-Seekers Have Effective CVs

We believe that we have created a simple yet powerful tool help all job-seekers improve their employability. But don't take our word for it. Take a look at what mentoring staff and new job-seekers have to say about **CINERIS REFEREE CV**.<sup>†</sup>

### What our customers are saying about REFEREE CV<sup>†</sup>

#### Staff – On Outcomes

- ✓ With Referee CV, I now mentor twice as many CVs per day.
- ✓ Job-seekers' growth in confidence and self-sufficiency helped them write their own CVs, personal statements, and application forms.
- ✓ Referee CV complements our employability training and is a huge time saving resource.
- ✓ All my job-seekers were called to interview. Their CVs had immediate impact.
- ✓ My job-seekers now have increased success rates at interview.

#### Staff – Using Referee CV

- ✓ Referee CV is a very simple and flexible tool to use; no surprises and no records lost.
- ✓ Cineris rapidly built the feedback statements we required, in a very smooth and rapid process.
- ✓ Repeated advice was rarely needed; CVs became "job ready" within days.
- ✓ "Job Analysis" profiles helped job-seekers itemize work experience. The "Job Analysis" tool helped them produce evidence-based CVs.

#### Job-Seekers – Using Referee CV

- ✓ Very helpful for my draft CV.
- ✓ Highlighted very clearly what I needed to improve.
- ✓ It was positive criticism. Every single piece of help was valuable.
- ✓ Good, because you don't learn anything if there's nothing to work on.

#### Job-Seekers – On Confidence and Ownership

- ✓ Be confident. I can sell myself.
- ✓ Bring out my most valuable skills and write them.
- ✓ Interview technique; how to expand my answers.
- ✓ Move on from the old, and not to be this shy girl. Be confident and don't question myself too much.

<sup>†</sup> Asif Siddiqui, Tower Hamlets College of Further Education, London E14 4JB.

## Empowered Job-Seekers Have Effective CVs

The Graphical User Interface enables the single-click selection of pre-defined feedback comments across multiple subject areas, with colour-coded status indications giving an instant overview of a job-seeker's performance.

Subject Areas are broken down into Rules and Sub-Rules, each of which addresses a particular competence or goal

Up to four different pieces of colour-coded pre-written feedback can be loaded against each Rule, relating to different levels of attainment or compliance with the Rule

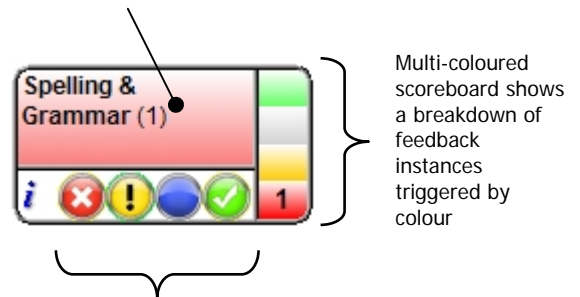
The mentor simply clicks a feedback icon to trigger feedback appropriate to the job-seeker's performance, and it is automatically included in the Feedback Report

The mentor can trigger multiple instances of feedback for a particular rule, cross-referencing each to different places in the job-seeker's work

The mentor can also write ad hoc comments to individual job-seekers to reinforce or re-focus the message provided by the pre-written feedback

### The REFEREE Rule Box

Rule name, with number of feedback instances triggered against it



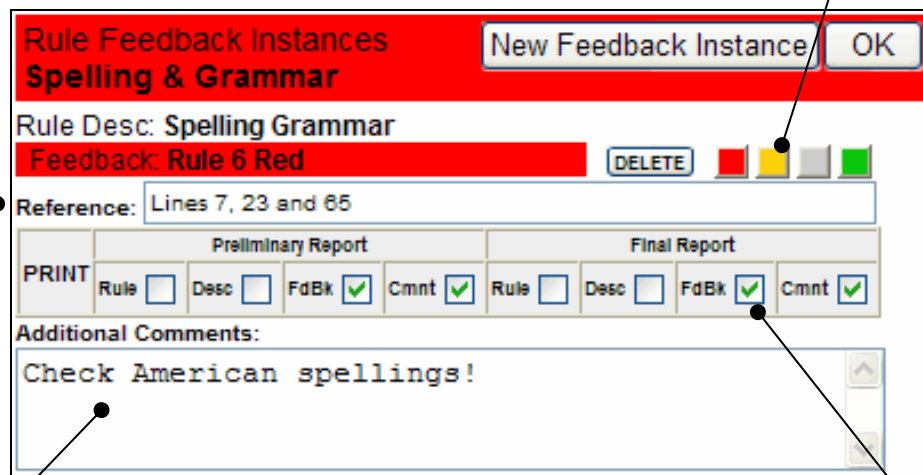
Up to four single-click customisable feedback trigger icons

## Mentors add comments and may control the appearance of feedback

The edit window below allows you to configure triggered Feedback Instances or to add more instances of a rule.

Add a reference linking the Feedback Instance to a location in the learner's work

Change the colour-coding (and hence the feedback text) of the Feedback Instance



Add personalised ad-hoc comments to reinforce or qualify the predefined feedback

Workflow. If a learner could become overloaded with items of feedback – printing of some items can be held back until other corrections have been finished.

# Empowered Job-Seekers Have Effective CVs

Highly configurable Feedback Reports can be tailored to individual learner's needs, and supplemented with personal ad-hoc comments written by the mentor or course tutor.

## REFEREE CV REPORTS

Reports can be saved as "Preliminary", (e.g. "do the following, and re-submit your CV to me") or "Final" (e.g. "well done, here is a reminder of next actions, and time of the next session on Interview technique")

Reports begin automatically by explaining the meanings of the different colour icons that precede each item of feedback. Icons are distinctive to assist colour blind learners.

Customisable links to job analysis profiles; job analysis tool; advice on interview technique; etc.

Mentor's reference linking an item of feedback to location in Job-Seeker's work

Predefined customisable text re layout; English; personal statement; identification of skills acquired in previous jobs; tool to build evidence-based or suggest attendance at a particular workshop

Additional comments typed by Mentor for individual Job-Seeker.

Time-stamped filename for easy identification in the Report Archive

Cineris REFEREE report	
Task	CV Advice
Student	2222222 John Smith
Report Type	Final Report, Wed 03 Dec 2008

This report provides a commentary on the ways you can improve the current version of your CV. Immediately below this paragraph is a message from your mentor. After that, you will find a series of short advisory notes which are cross-referenced to individual lines in your CV. The cross-referenced notes show the steps you should take to progress your CV. [Click here](#) to access a brief example for how to cross-reference the advisory notes to the lines in your CV.

The colour coded report you have been provided with should be interpreted as follows:



Green

Green notes and rules are used as reminders for rules that apply to all CVs. For example, choice of paper, style, format, do not send your CV by post folded in an envelope.



Amber

Amber notes are used by the Referee to draw your attention to areas of the CV that can be lacking in attention to detail, or need additional work, a small spelling error.



Red

Red notes indicated missed CV sections, total lack of detail, no contact details etc. If a red note is used you must give this section careful consideration and apply the rules to your CV otherwise you could experience a missed job opportunity.

This report provides a commentary on the ways you can improve the current version of your CV. Immediately below this paragraph is a message from your mentor. After that, you will find a series of short advisory notes which are cross-referenced to individual lines in your CV. The cross-referenced notes show the steps you should take to progress your CV. [Click here](#) to access a brief example for how to cross-reference the advisory notes to the lines in

Advisor's Ref: Lines 7, 23 and 65



6. PRIORITY: SPELLING AND GRAMMAR



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Spelling and grammar mistakes irritate the reader. It is surprisingly difficult to check a CV you have written yourself. You can use a computer spelling and grammar check, but make sure it is set to 'English' not 'American' English (realise versus realize; colour versus color; etc). Get your CV checked carefully by somebody else well before you mail it out.

Message from your advisor:

Check American spellings!

filename: Referee\_2222222\_Smith\_J\_final\_2008\_12\_03d\_02h\_38m\_08s.pdf