![vmock logo] ![University of Birmingham logo]

CV Checker

How-to Guide

CV Checker is a unique CV platform which provides students with access to instant and personalised feedback online and customised suggestions for improvement. Using machine learning, predictive analytics and artificial intelligence, CV Checker identifies core competencies reflected in student profiles, and helps you optimise your skills. We encourage you to use CV Checker to improve your CV and then book an appointment with one of our Careers Consultants for more tailored support.

GETTING STARTED

- Sign up on www.vmock.com/bham with your University email address

- Click on **Upload CV** and select a PDF version after the file explorer launches.

  (Note: If you don't have a CV, go to See Template -> Download Template -> Update and save as .pdf)

- Once selected, the CV review process is initiated.

⬆ Upload CV (7 left) — No.of CV uploads left

(Note: Each student can upload 10 CVs per year)

UNDERSTANDING CV CHECKER SCORING AND FEEDBACK

CV CHECKER CV SCORE

What is CV Checker CV Score?
Provided on a scale of 0-100, CV Checker CV Score is computed based on 3 core modules.
It appears automatically in your Student Dashboard after completion of the review process.
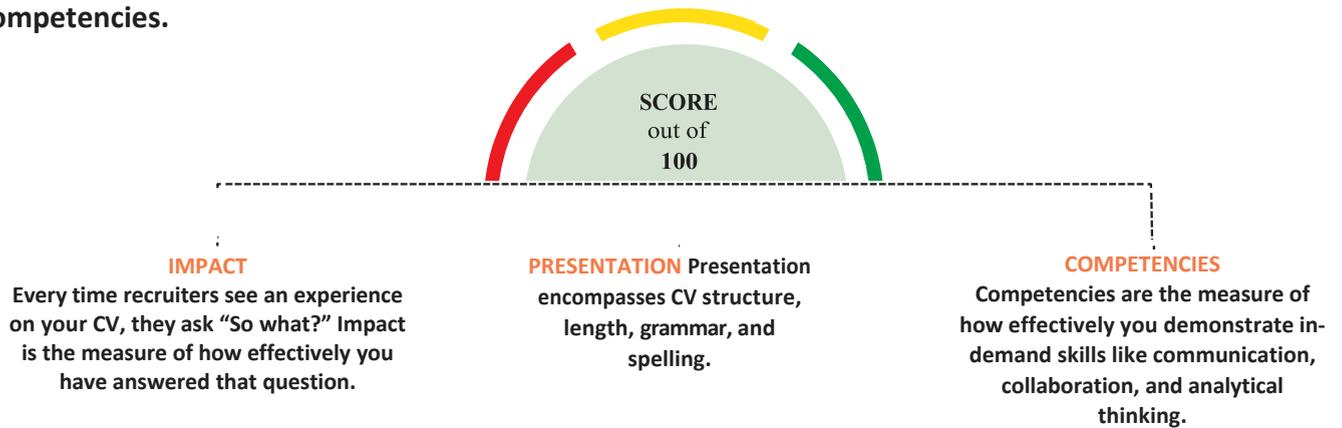
What does the score mean for you?
It indicates the current level your CV is at in the red, yellow or green zone and how to improve your CV using the feedback provided.

Green Zone: Well done! But there could still be room for improvement. Review the feedback and ensure that you have done your best.

Yellow Zone: You are on the right track and with some focused effort you can get into the green zone. Follow the feedback and improve your score.

Red Zone: Pay attention to the feedback and specific examples particularly relevant to your situation.

Your goal: Incorporate CV Checker feedback to reach the green zone!

* Do not obsess about achieving a score of 100. As a fresh graduate, you may not be able to evidence 'all' of the competencies required by CV Checker at this stage in your career journey.

SYSTEM LEVEL FEEDBACK

System Feedback has three main modules: impact, presentation, and competencies.

SCORE out of **100**

IMPACT
Every time recruiters see an experience on your CV, they ask "So what?" Impact is the measure of how effectively you have answered that question.

PRESENTATION Presentation encompasses CV structure, length, grammar, and spelling.

COMPETENCIES
Competencies are the measure of how effectively you demonstrate in-demand skills like communication, collaboration, and analytical thinking.

- **Click the blue View Feedback button to review the feedback.**
- **Next, click the blue See Detailed Feedback button to navigate to System Feedback.**
- **You may navigate between each module by clicking on its name, below Your CV Score.**
- **Each main module is comprised of core elements. Scroll down and click through each core element to view corresponding feedback highlighted in your CV.**

Within each core element, click See Guidance to view key insights and suggestions for improvement.

CV CHECKER TARGETED FEEDBACK

Targeted Feedback
This is generated by benchmarking the content on your CV against high-scoring CVs of other University of Birmingham students. The core elements it is comprised of correspond to the sections in your CV.

(i.e. If your CV has three sections – Education, Work Experience and Languages – then Targeted Feedback will only have those three sections)

▶ *Click Targeted Feedback, located at the top of the browser.*

Section Level Feedback
Feedback on content development and its placement on your CV.

(e.g. If you list programme and graduation year in the Education section of your CV, CV Checker may recommend that you also include modules.)

Click Categories you can include to view sample suggestions.

Bullet Level Feedback
Section Level Feedback also includes bullet level feedback. Bullet level feedback evaluates bullet points on six parameters which are action-oriented, active voice, specifics, over-usage, filler words and bullet length to provide suggestions for improvement.

To review bullet level feedback, click any bullet point highlighted in blue.

UPDATE YOUR CV

When you have finished reviewing CV Checker's feedback, it's time to revise your CV by incorporating the suggestions. Then re-upload your edited CV to view your increased score and new suggestions until you reach the green zone.