

CV Builder

An Overview

Dashboard – General Overview

The image shows a screenshot of the 'jobsplus' dashboard. At the top left is the 'jobsplus' logo. To the right is a search bar with the text 'Search for vacancies, candidates & more...' and a magnifying glass icon. Further right are icons for a star with '11', a speech bubble, a warning triangle, and a user profile. A dark blue navigation sidebar on the left contains the following items: DASHBOARD (with a dashboard icon), MY APPLICATIONS (with a folder icon), MATCHED VACANCIES (with a star icon), CV BUILDER (with a pencil icon), MESSAGES (with an envelope icon), and COMPANIES (with a briefcase icon). A green arrow points from the 'CV BUILDER' item in the sidebar to a central menu overlay. This overlay is a dark blue rectangle with rounded corners, containing five items: DASHBOARD (with a dashboard icon), MY APPLICATIONS (with a folder icon), MATCHED VACANCIES (with a star icon), CV BUILDER (with a pencil icon), and MESSAGES (with an envelope icon). The background of the dashboard is light blue and contains several panels. One panel at the top right has the text 'our inbox at the moment.' Below it is a 'Top Vacancies' section. On the right side, there is a 'My Applications' section with the text 'You do not have any active applications.' At the bottom right, there is a 'Self Employment' section. A 'READ MORE' button is visible at the bottom left of the central area. A circular progress indicator showing '2%' is partially visible on the right side.

CV Builder – Overview

The CV Builder allows users to modify elements of their info.

It also allows control over what information is open to employers.

PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT DETAILS RELATED TO JOB MATCHING. CLICK HERE TO SET THIS INFORMATION NOW!

Personal Information

Work Experience

Qualifications

Competencies

Languages

Other Skills

CV Builder – Overview

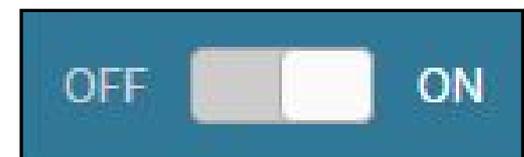
The screenshot shows the 'My CV' interface with the following fields and visibility toggles:

Field	Value	Visibility
Name	DONALD	ON
Surname	JEFFERSONY	ON
Gender	MALE	ON
Identification Number	400M	ON
Marital Status	MARRIED	OFF
Date of Birth	13/01/1956	ON
Nationality	MALTA	ON
Picture	[Browse...]	ON
Custom CV Document	[Browse...]	-

Certain details cannot be changed

Left-Hand Side: Tick-box indicates status of vetting

Visibility Toggle



CV Builder – Overview

My CV ⓘ

 Personal Information

♥ Personal Details Visible to others 

<input type="checkbox"/> Name*	DONALD	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Surname*	JEFFERSON	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Gender*	MALE	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Identification Number*	400M	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Marital Status*	MARRIED	<input type="checkbox"/> OFF

Most fields can be set as visible or not on CV

CV Builder – Overview

My CV ⓘ

 Personal Information

♥ Personal Details Visible to others 

<input type="checkbox"/> Name*	<input type="text" value="JEFFERSON"/>	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Surname*	<input type="text" value="JEFFERSON"/>	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Gender*	<input type="text" value="MALE"/>	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Identification Number*	<input type="text" value="400M"/>	<input checked="" type="checkbox"/> ON
<input checked="" type="checkbox"/> Marital Status*	<input type="text" value="MARRIED"/>	<input type="checkbox"/> OFF

Being **invisible** does not change the details in our database but will be **hidden to the employer** watching online CVs after match is done

CV Builder – Overview

The screenshot displays the CV Builder interface. On the left, the 'My CV' section lists four categories: Personal Information, Work Experience, Qualifications, and Desired Occupations & Competencies. Below these is a button to 'LAUNCH THE COMPETENCY MANAGER'. The 'Desired Occupations (0)' section shows a message: 'You have no occupations added. Select occupations from the list below and add them to your CV!'. The 'Competencies (0)' section shows a message: 'You have no competencies added. Select competencies from the list below and add them to your CV!'. On the right, the 'CV Builder' section shows a progress indicator of 42% and a warning box: 'PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT DETAILS RELATED TO JOB MATCHING. CLICK HERE TO SET THIS INFORMATION NOW!'. Below the warning is a checklist of sections: Personal Information (checked), Work Experience (checked), Qualifications (unchecked), Competencies (unchecked), Languages (unchecked), and Other Skills (unchecked).

My CV

Personal Information

Work Experience

Qualifications

Desired Occupations & Competencies

LAUNCH THE COMPETENCY MANAGER

Desired Occupations (0)

OCCUPATION

You have no occupations added. Select occupations from the list below and add them to your CV!

Competencies (0)

COMPETENCY

LEVEL

You have no competencies added. Select competencies from the list below and add them to your CV!

CV Builder

42%

PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT DETAILS RELATED TO JOB MATCHING. CLICK HERE TO SET THIS INFORMATION NOW!

Personal Information

Work Experience

Qualifications

Competencies

Languages

Other Skills

Missing information on record will lead to warning prompts

CV Builder – Overview

The screenshot displays the CV Builder interface. On the left, the 'My CV' section lists four categories: Personal Information, Work Experience, Qualifications, and Desired Occupations & Competencies. Below these is a button to 'LAUNCH THE COMPETENCY MANAGER'. The right side shows the 'CV Builder' section with a circular progress indicator at 42%. A warning message states: 'PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT DETAILS RELATED TO JOB MATCHING. CLICK HERE TO SET THIS INFORMATION NOW!'. Below the warning is a checklist of sections: Personal Information (checked), Work Experience (checked), Qualifications (unchecked), Competencies (unchecked), Languages (unchecked), and Other Skills (unchecked).

My CV

- Personal Information
- Work Experience
- Qualifications
- Desired Occupations & Competencies

CV Builder

42%

PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT DETAILS RELATED TO JOB MATCHING. CLICK HERE TO SET THIS INFORMATION NOW!

- Personal Information
- Work Experience
- Qualifications
- Competencies
- Languages
- Other Skills

LAUNCH THE COMPETENCY MANAGER

Desired Occupations (0)

OCCUPATION

You have no occupations added. Select occupations from the list below and add them to your CV!

Competencies (0)

COMPETENCY

You have no competencies added. Select competencies from the list below and add them to your CV!

LEVEL

EXPERIENCE

While critical match information is missing – the circle bar is coloured based on CV completion

CV Builder – Overview

 Qualifications 

QUALIFICATION	LEVEL	RESULT	ISCED
<input checked="" type="checkbox"/> ADVANCED EXCEL, E.T.C.	COMPETENT	N/A	Lower secondary education - Level (2)

INSTITUTION CERTIFICATE

SUBJECT

LEVEL

ISCED LEVEL

Add all your **academic qualifications** achieved, including the institute from where it was issued, the grade attained and the ISCED/MQF level

CV Builder – Overview

The screenshot displays the CV Builder interface with two main sections: Occupations and Competencies. The Occupations section on the left features a search bar containing 'CLERK, DATA ENTRY' and a list of suggested occupations, each with an 'Experience: 0 months' indicator. A 'Save' button is located at the bottom right of this section. The Competencies section on the right has a search bar and two columns: 'Available Competencies' and 'My Competencies'. The 'Available Competencies' column lists various skills such as 'DATA REGISTRY (INPUT) VIA: SCANNING OF DOCUMENTS'. The 'My Competencies' column shows 'INPUT SALARY DATA (BONUSES, BENEFITS, DEDUCTIONS...). CHECK PAYSLIPS'. A central text box with arrows pointing left and right says 'Move competencies between lists by clicking them'. A green arrow points from the bottom of this text box to the 'Available Competencies' list. A 'Save' button is also present at the bottom right of the Competencies section.

Select those competencies that you have acquired during your work experience in the occupation selected. Simply click competency to move left or right

CV Builder – Overview

The screenshot shows a web interface for managing language skills. At the top, there is a dark blue header with a speech bubble icon and the text "Languages". Below this is a table with columns for "LANGUAGE", "READING", "SPEAKING", "UNDERSTANDING", and "WRITING". The first row shows "ENGLISH" with green progress indicators for all skills and a trash icon. Below the table is a form to add a new language entry. The form has a "LANGUAGE" dropdown set to "ENGLISH", a "READING" dropdown set to "Excellent", a "SPEAKING" dropdown set to "Good", an "UNDERSTANDING" dropdown set to "Good", and a "WRITING" dropdown set to "Good". An "Add" button is at the bottom right. A green arrow points from the "SPEAKING" column header to the "SPEAKING" dropdown menu.

LANGUAGE	READING	SPEAKING	UNDERSTANDING	WRITING	
ENGLISH					

LANGUAGE

ENGLISH

READING

Excellent

SPEAKING

Good

UNDERSTANDING

Good

WRITING

Good

Add

Keep on adding your knowledge of Languages and your proficiency in Reading, Speaking, Understanding and Writing.

CV Builder – Overview

My CV ⓘ

Personal Information

Work Experience

Qualifications

Desired Occupations & Competencies

Languages

LANGUAGE	READING	SPEAKING	UNDERSTANDING	WRITING	
ENGLISH					
MALTESE					

LANGUAGE

ENGLISH

READING SPEAKING

Excellent Good

CV Builder

57%

PLEASE NOTE THAT YOUR CV IS MISSING IMPORTANT INFORMATION RELATED TO JOB MATCHING. CLICK HERE TO SET UP INFORMATION NOW!

Personal Information

Work Experience

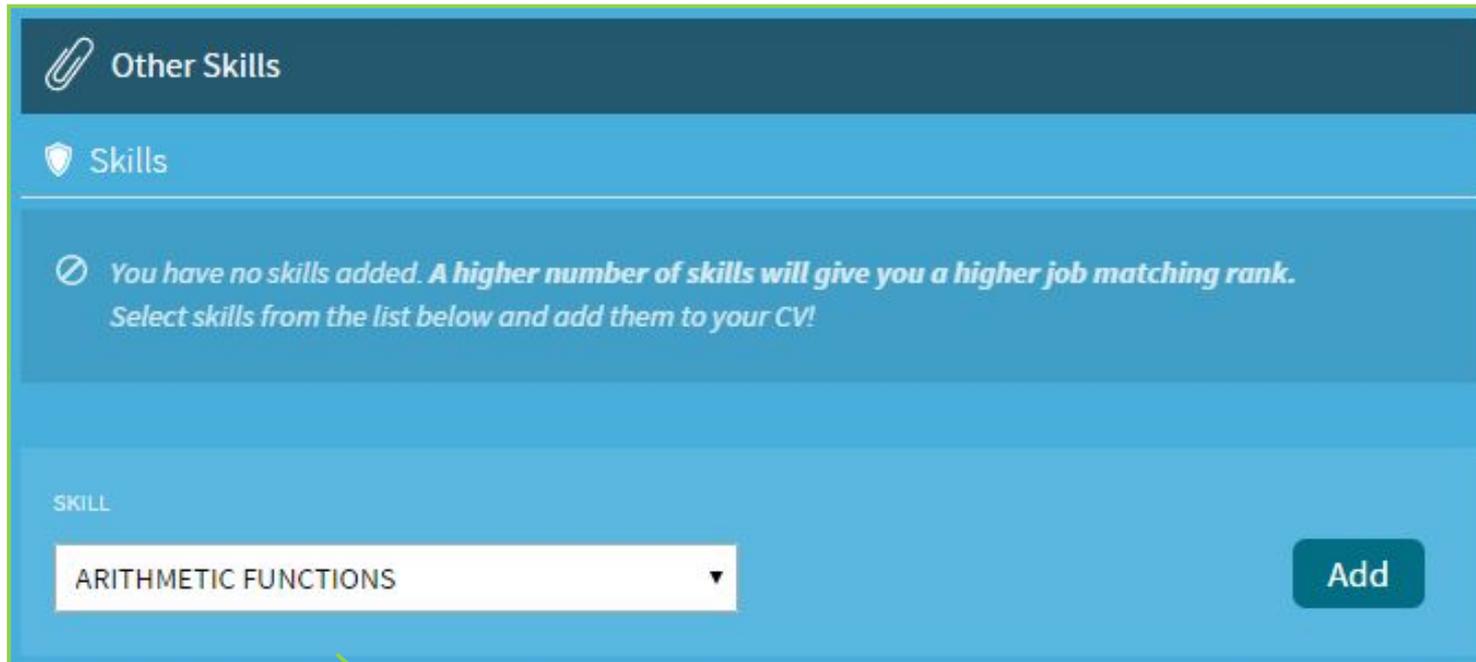
Qualifications

Competencies

Languages

As you fill each section you will likely notice the level of completion of you CV Builder

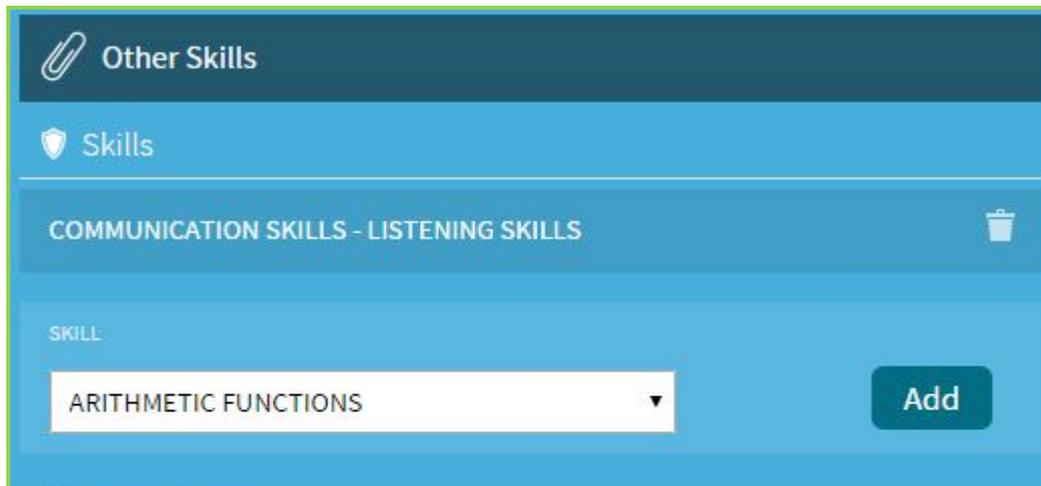
CV Builder – Overview



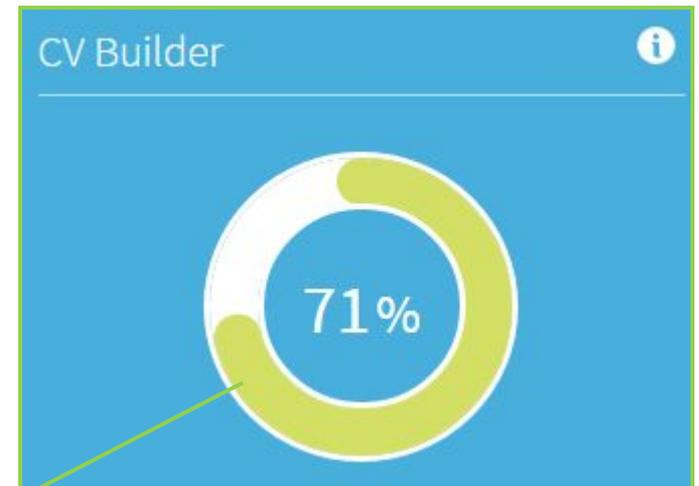
The screenshot shows a user interface for adding skills. At the top, there is a dark blue header with a paperclip icon and the text 'Other Skills'. Below this is a light blue section with a shield icon and the text 'Skills'. A message in the center reads: 'You have no skills added. A higher number of skills will give you a higher job matching rank. Select skills from the list below and add them to your CV!'. At the bottom, there is a 'SKILL' label, a dropdown menu with 'ARITHMETIC FUNCTIONS' selected, and an 'Add' button.

Here one can add generic skills not specifically related to one particular job

CV Builder – Overview



The screenshot shows the 'Other Skills' section of the CV Builder. It features a dark blue header with a paperclip icon and the text 'Other Skills'. Below this is a light blue section with a shield icon and the text 'Skills'. A dark blue bar contains the text 'COMMUNICATION SKILLS - LISTENING SKILLS' and a trash can icon. Underneath, there is a 'SKILL' label and a white input field containing 'ARITHMETIC FUNCTIONS'. To the right of the input field is a dark blue 'Add' button.



When you have added information in all the critical areas, your CV completion percentage bar will turn green.

CV Builder – Overview

Work Experience

My CV

Personal Information

Work Experience

COMPANY	POSITION	VISIBILITY
Services International LTD. 02 NOV 14 - 03 APR 15	Section Manager, Local	OFF <input type="checkbox"/> ON
Services International LTD. 01 JAN 11 - 01 NOV 14	Business Development Consultant	OFF <input type="checkbox"/> ON
Services International LTD. 01 DEC 09 - 01 NOV 10	Customer Support Representative	OFF <input type="checkbox"/> ON
I do not want this employment to be shown to other users of the system. This employment is private.		
Camilleri Corporate Services 03 FEB 08 - 01 NOV 09	Desk manager	OFF <input type="checkbox"/> ON

Save

Qualifications

71%

Past Employments

- Employer Name
- Position
- Eng/ Term Dates
- Comments

This is all information based on official engagement and termination forms submitted by employers to Jobsplus

Thank you for your attention

Further queries can be made via
email to: it.jobsplus@gov.mt