CV and portfolio manual - tools included in the Career Tree diagnostic package

The portfolio can be accessed by choosing **CV and Portfolio** in the general menu at the beginning of the page.


The CaT portfolio is useful in a job search and ensures the possibility of presentation of "learning outcomes gained during formal, informal, non-formal education" and career records. The portfolio is a list of the user's competences related to career development (CV + CaT test results + other uploaded/filled e.g. images, photos, programming code, links to web pages). The portfolio is being created partly automatically after the CaT test user finishes the test. It means that data entered by the user during testing are uploaded and visible as a separate webpage with some data + empty fields with suggestions how to fill them. The link to the user's individual portfolio may be sent to a potential employer for the recruitment purposes.

Section 1 CV i portfolio

The first section consist of:

- Personal information
- Application type
- Education and training
- Work experience
- Mother tongue
- Languages
- Personal skills and competences
- Digital skills
- Informal learning (Other skills and competences)
- Voluntary work
- Awards/Distinctions
- Driving license
- Other
- Professional goals, strenghts and weeknesses

Editing information in individual sections requires clicking on **EDIT** or **ADD NEW**. Next screen is where the user must select or enter information. An example screen for describing work experience is as follows:
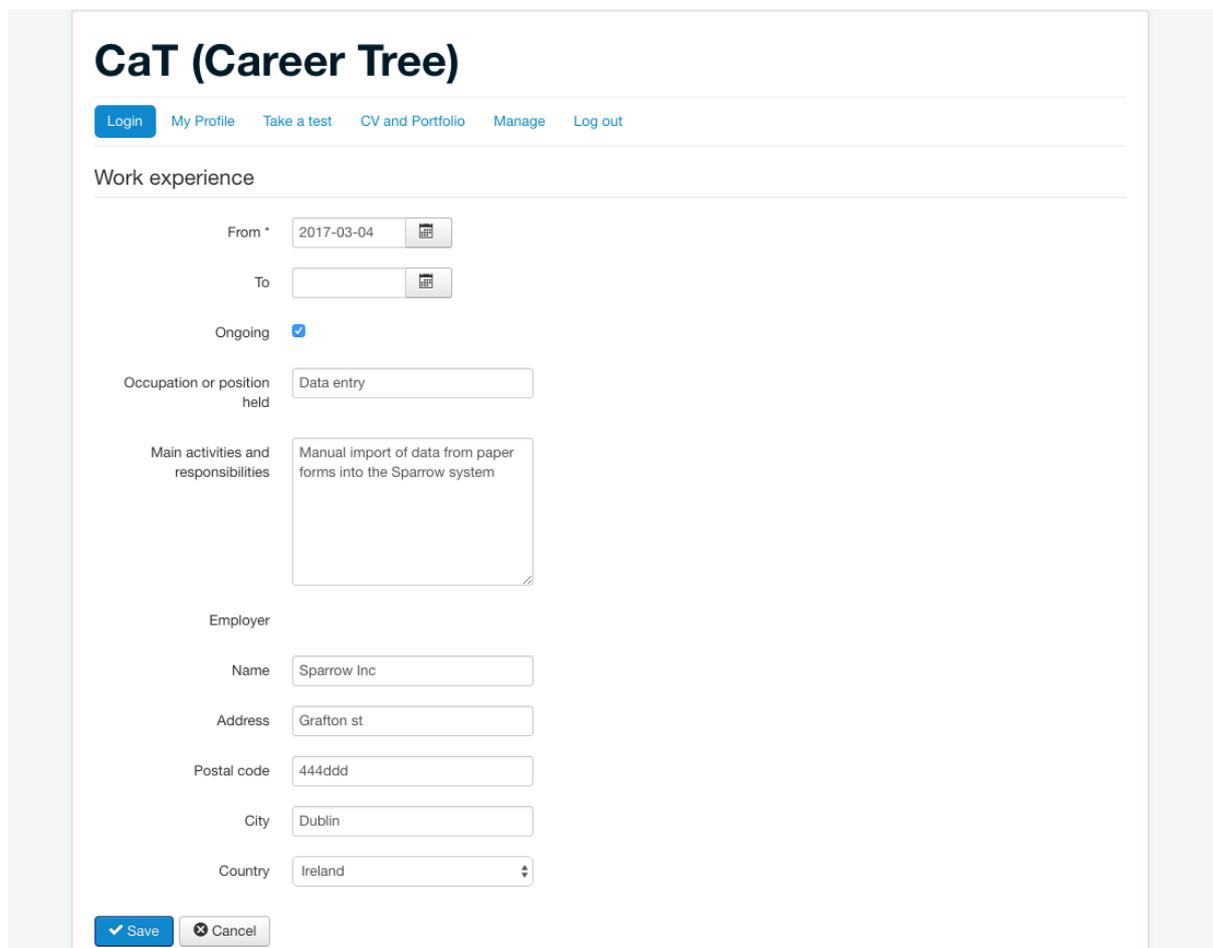
Section 2 CV i portfolio

The second part contains a description of competences confirmed by the Career Tree tests. In this part, the user has the opportunity to indicate the **fields or groups of occupations** suggested by the Career Tree system as compatible with the individual profile of the survey results. It is also possible to publish in CV and portfolio **professions** suited to the test results.

In order to publish in the CV and portfolio fields or groups of occupations and example professions, user should click **EDIT** in the selected section. For publication will be available the groups of professions and professions indicated by the Career Tree system.
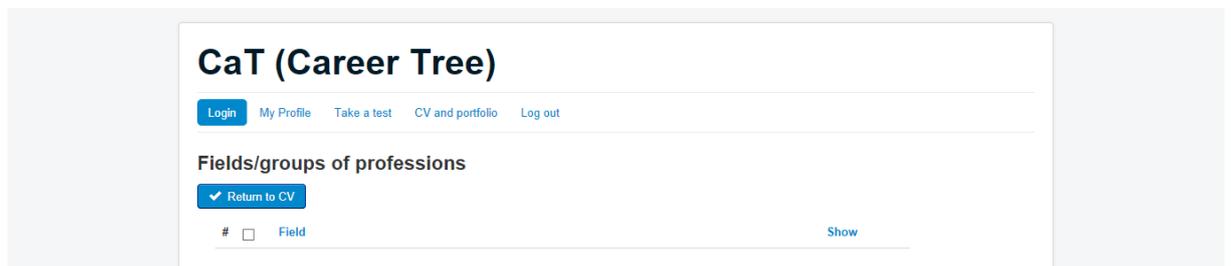
In addition, the user has the option of including in the CV and portfolio a description of the competences and characteristics examined during the Career Tree tests. In this way, the user gains the possibility to confirm the level of own competence.

In order to place descriptions of selected competences and features measured by the test, click **EDIT** at **PORTFOLIO**. On the next screen, the user will be able to mark descriptions of any test scales for publication. The publication requires clicking on the icon in the **SHOW** column.
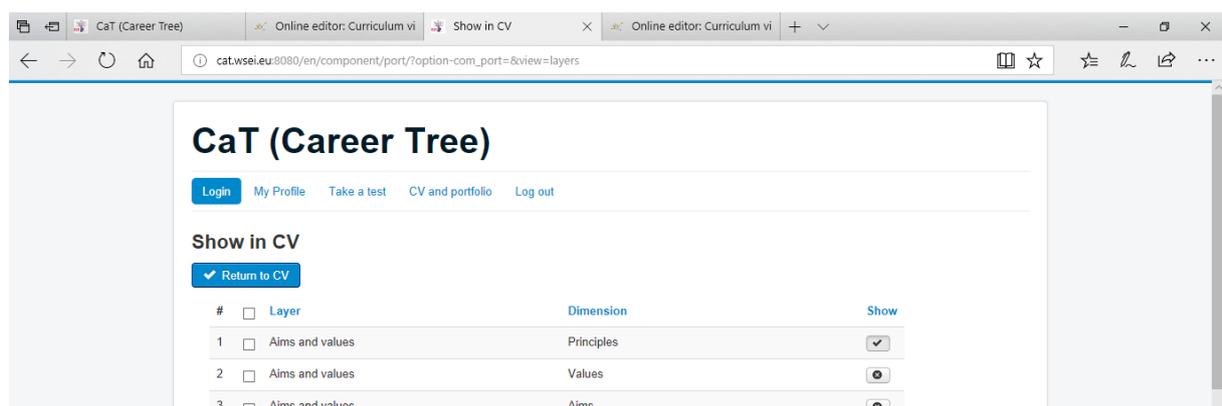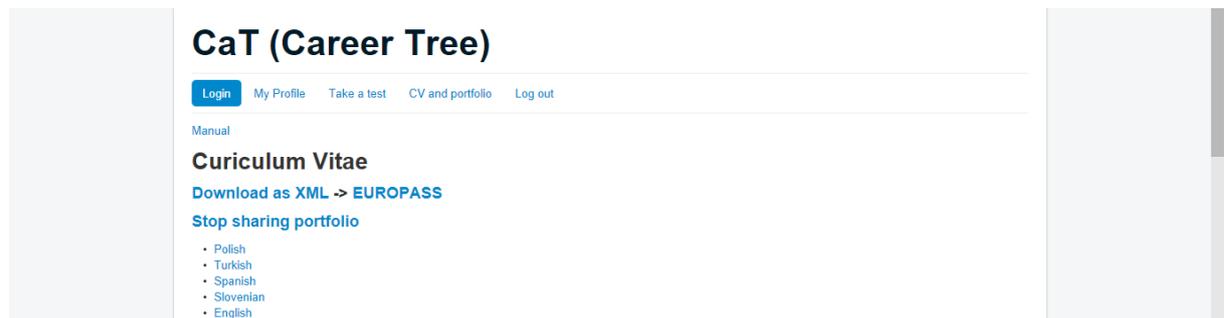
Sharing and exporting CV and portfolio

After completing work with preparing a CV and portfolio, the user has the opportunity to:

- On-line CV publication in the form of a website with an independent address. The link to the page can be copied and forwarded to the recipients of the CV

Click on **Share portfolio** and choose the language of publication:

After selecting the publication language, a page will be displayed, the address of which can be copied to distribute your CV and portfolio.

User can cancel sharing individual website by clicking in **Stop sharging portfolio**

- CV export to XML format for later importing, for example to the EUROPASS website

Click **Download as XML** and save the generated file. This file can then be imported into the EUROPASS system by selecting Import File.