Matching Tool Step by Step Guide

for ADULT LEARNERS

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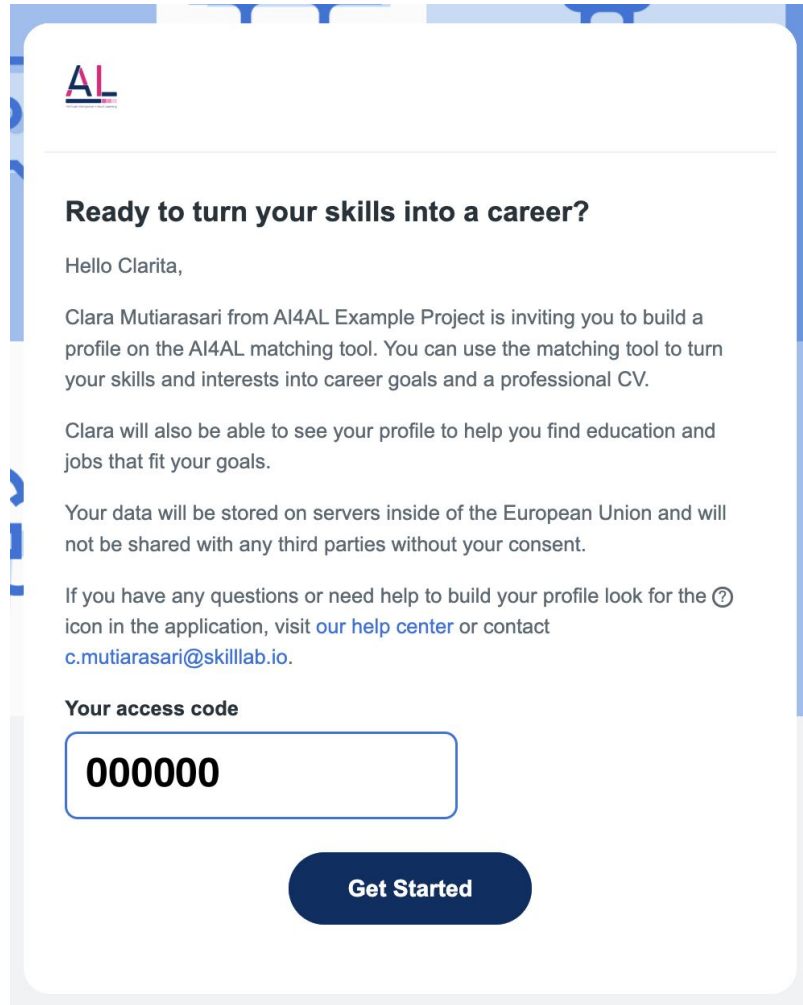
Artificial Intelligence 4 Adult Learning

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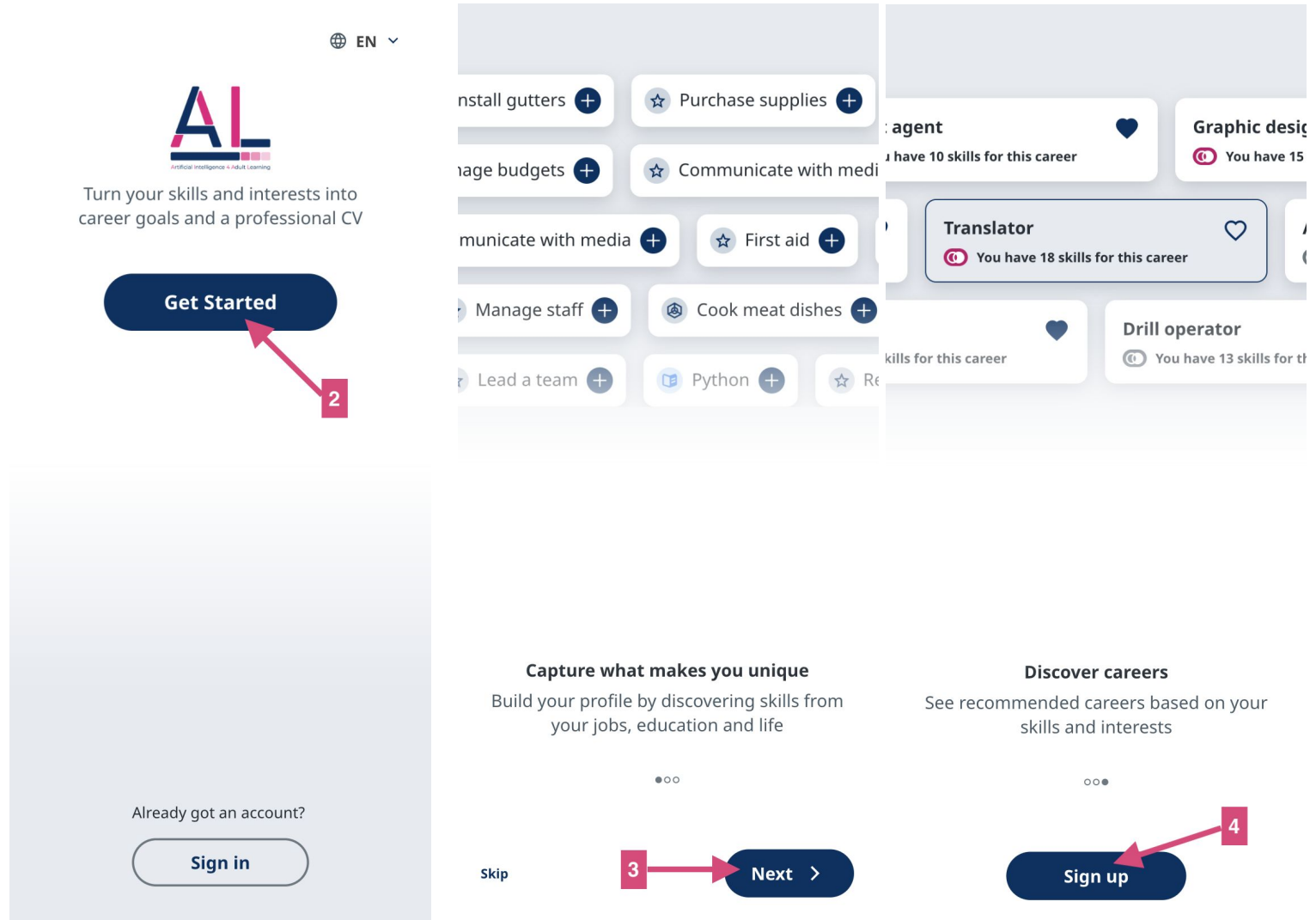# Step 1: Accepting Invitation and Creating an Account

1. Open your email and find an email from SkillLab Support. Click to open the invitation and then **click Get Started** to access the matching tool (ideally done in mobile phone).

2. On the matching tool landing page, click **Get Started.**

3. Keep clicking on **Next** until you find the Sign up button.
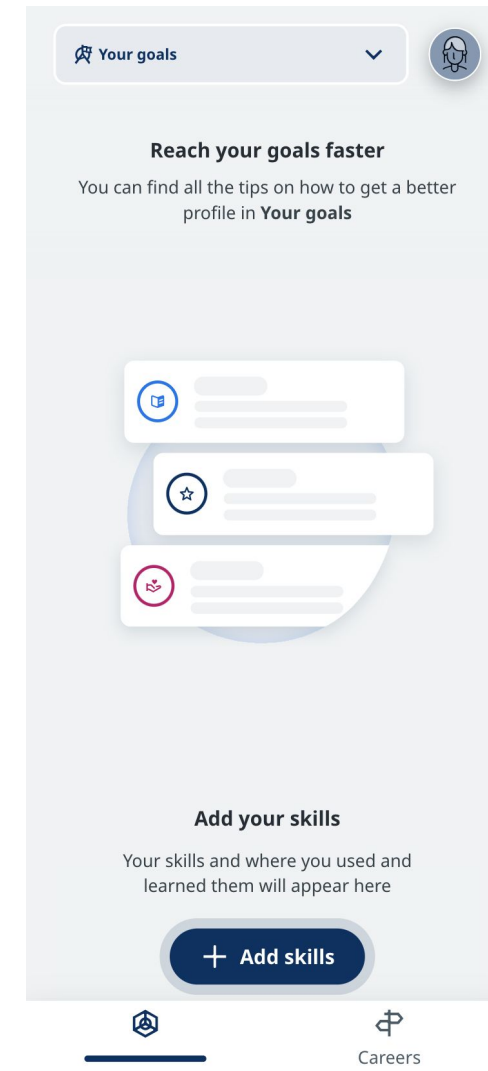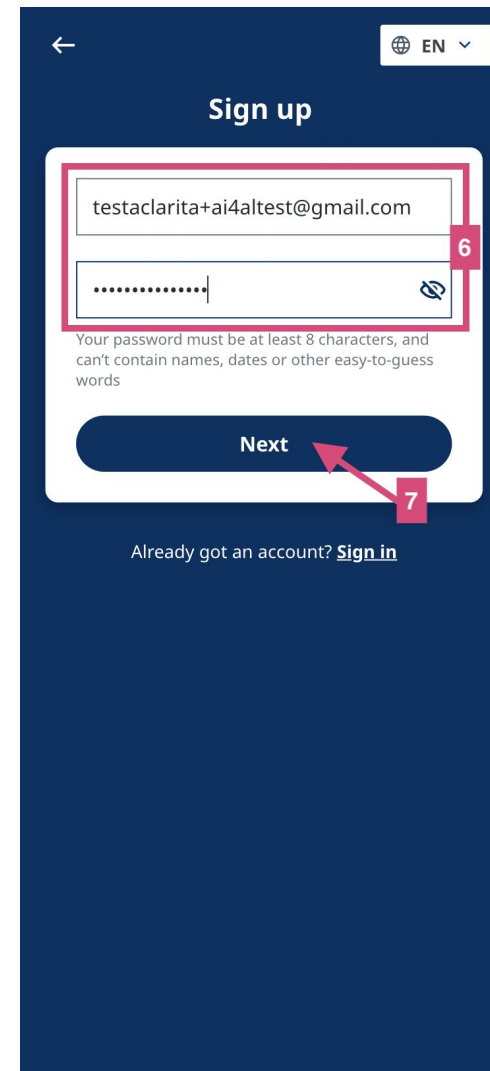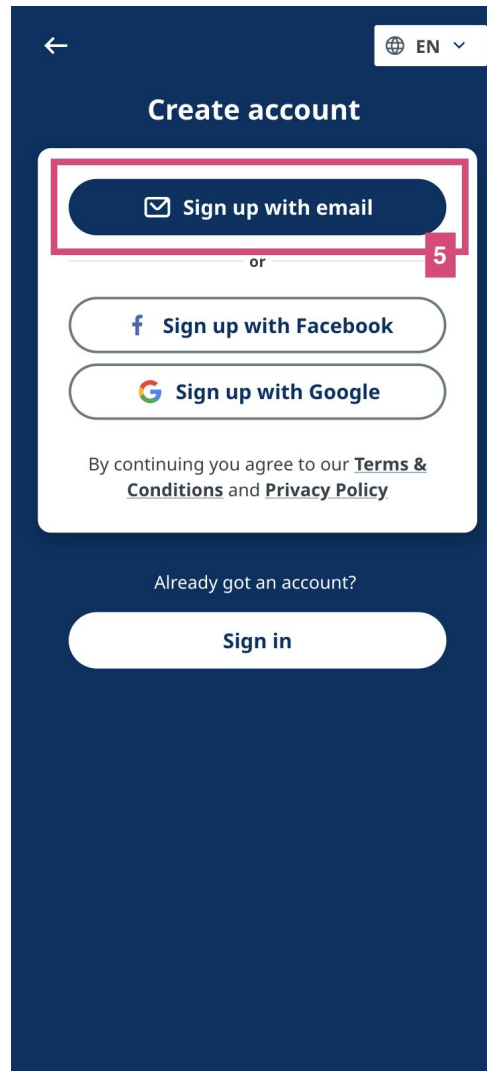
4. Click **Sign up**.

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Turn your skills and interests into career goals and a professional CV

Get Started

2

nstall gutters +   ☆ Purchase supplies +

nage budgets +   ☆ Communicate with medi

municate with media +   ☆ First aid +

Manage staff +   ⊛ Cook meat dishes +

Lead a team +   📦 Python +   ☆ Re

agent   Graphic desig
u have 10 skills for this career   You have 15

Translator ♡
⏻ You have 18 skills for this career

kills for this career   Drill operator
⏻ You have 13 skills for th

Already got an account?

Sign in

Capture what makes you unique
Build your profile by discovering skills from your jobs, education and life

● ○ ○

Discover careers
See recommended careers based on your skills and interests

○ ○ ●

4

Skip   **3**   Next >   Sign up

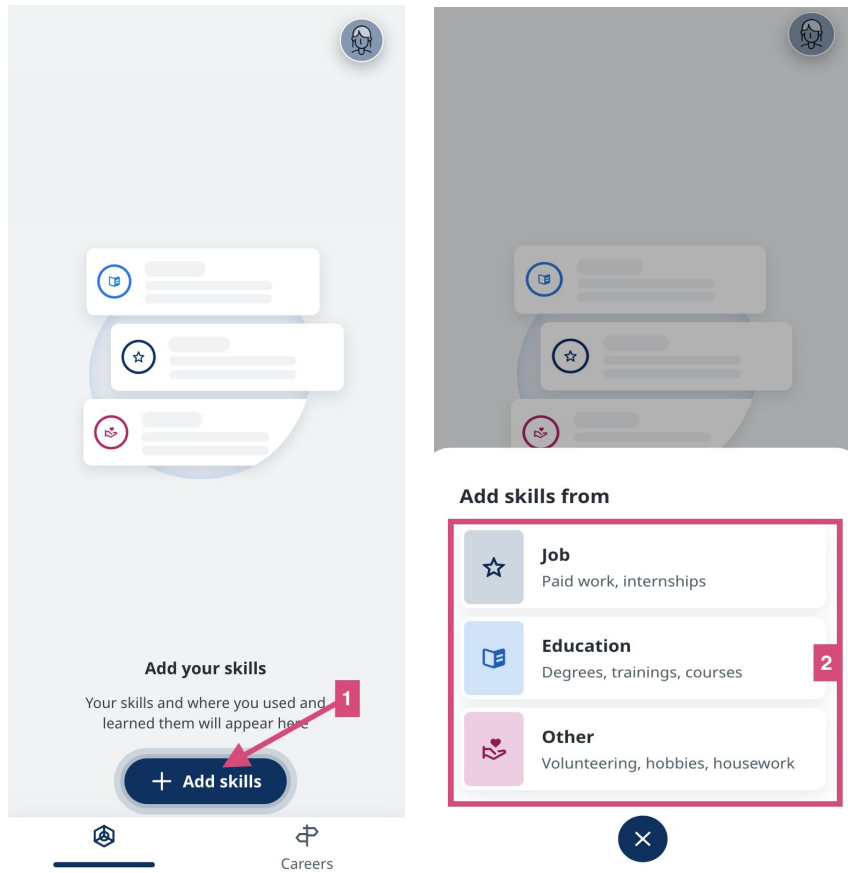# 5. Choose **Sign up with email.**

6. **Enter your email** and create a **password** for your matching tool account.

7. Click **Next.**

You will be directed to the tool's main page

Create account

| Sign up with email |

or

| f Sign up with Facebook |
| G Sign up with Google |

By continuing you agree to our **Terms & Conditions** and **Privacy Policy**

Already got an account?

| Sign in |

Sign up

testaclarita+ai4altest@gmail.com

••••••••••••

Your password must be at least 8 characters, and can't contain names, dates or other easy-to-guess words

| Next |

Already got an account? **Sign in**

Your goals

Reach your goals faster

You can find all the tips on how to get a better profile in **Your goals**

Add your skills

Your skills and where you used and learned them will appear here

| + Add skills |

Careers

Step 2: Adding Your Experience and Skills to Your Skill Profile

1. Click **+Add skills**

2. **Choose the type of experience** you want to add skills to

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3. Choose and **enter the details of the experience.** Each experience have a slightly different flow.

Where did you work?
Enter details about the organization where you worked.

☐ Self-employed

Organisation name

E.g. Sunwhite Factory

Country where you worked

City where you worked

Next

What type of education would you like to add?

Formal degree
A university or vocational degree, like a Bachelor's or Master's

Courses, trainings, MOOCs, and accreditations
Where you earned a license or certificate

What life experiences have you had?
Select the categories that best describe your experiences

ⓘ What are life experiences? ⌄

Home life ⌄

Sports and Activities ⌄

Hobbies ⌄

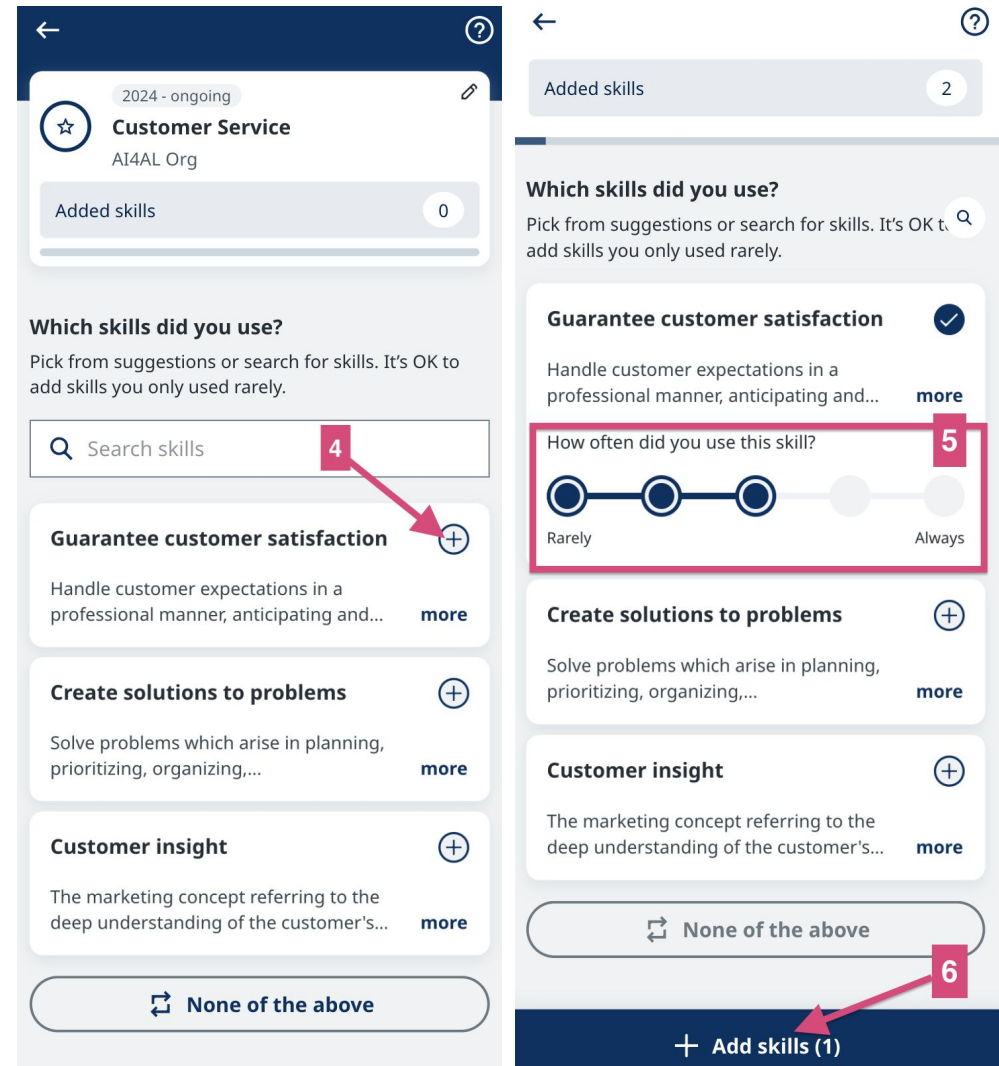Technology and Digital ⌄

Personal growth ⌄

Social services ⌄

4. When you arrive at this page, start **adding your skills** that you learned or performed in the experience by **clicking on the + sign.**

5. **Indicate how often you use the skills** by **clicking on the circle** ranging between rarely to always

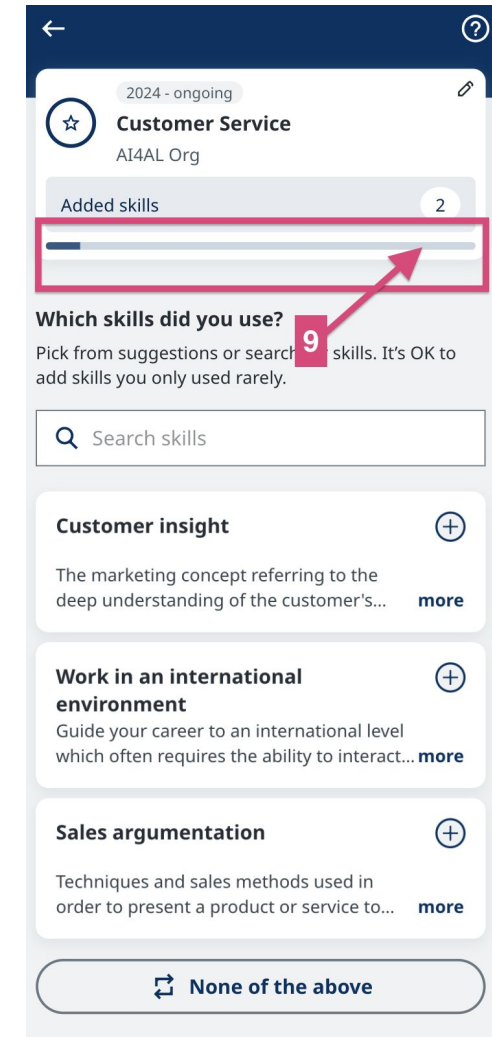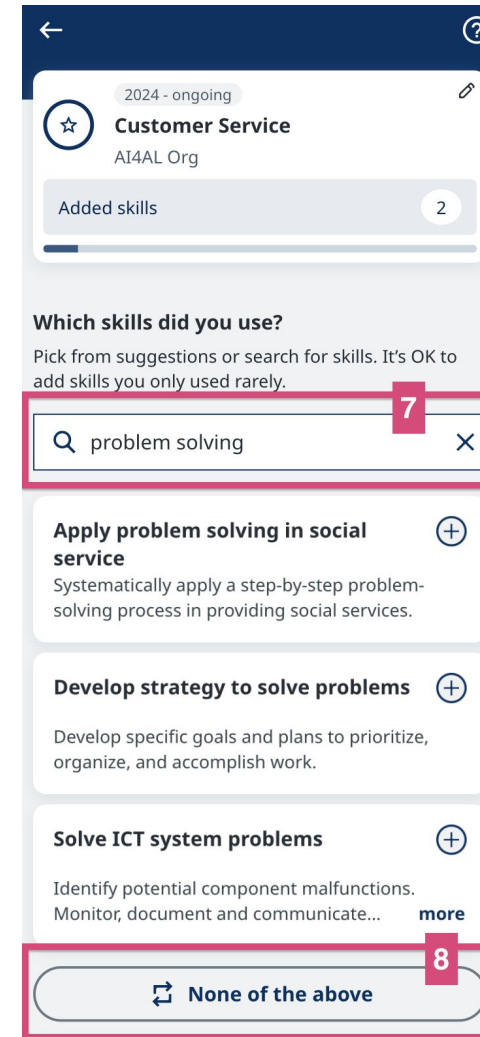6. **Click Add skills** to save them to your skill profile.

7. If you can't find the skills in the recommendation, you can also **find skills using the search bar.**
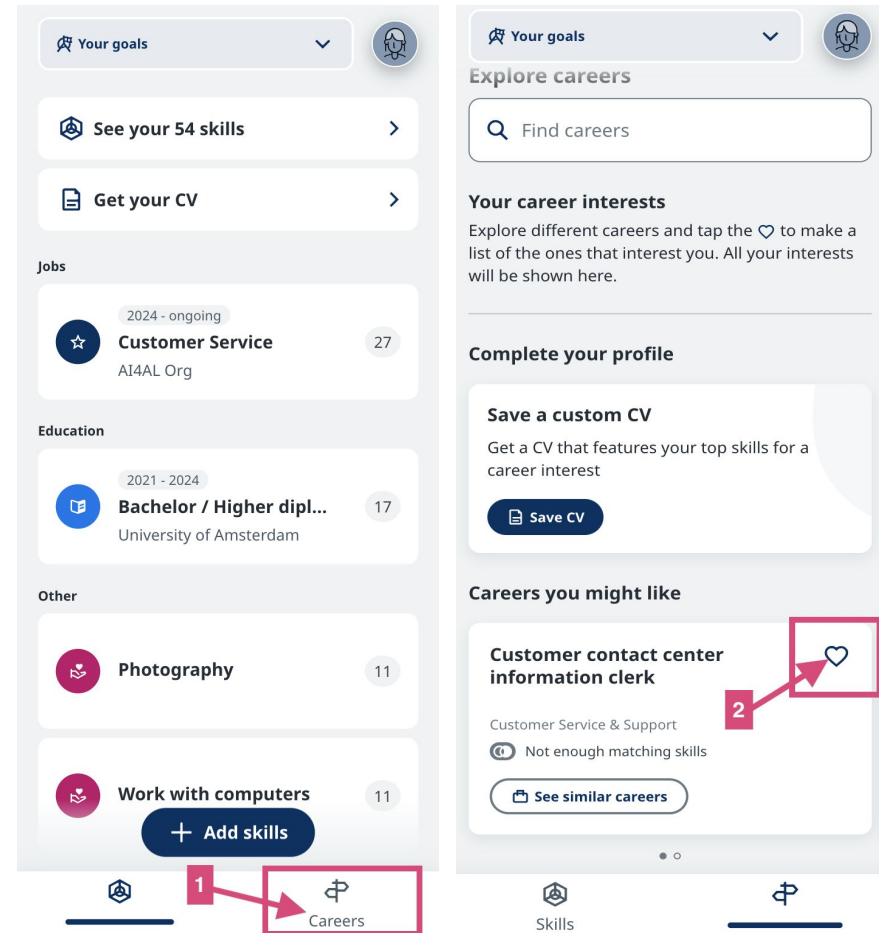
8. If the recommended skills are not relevant to you, click **None of the above** to receive new recommendations.
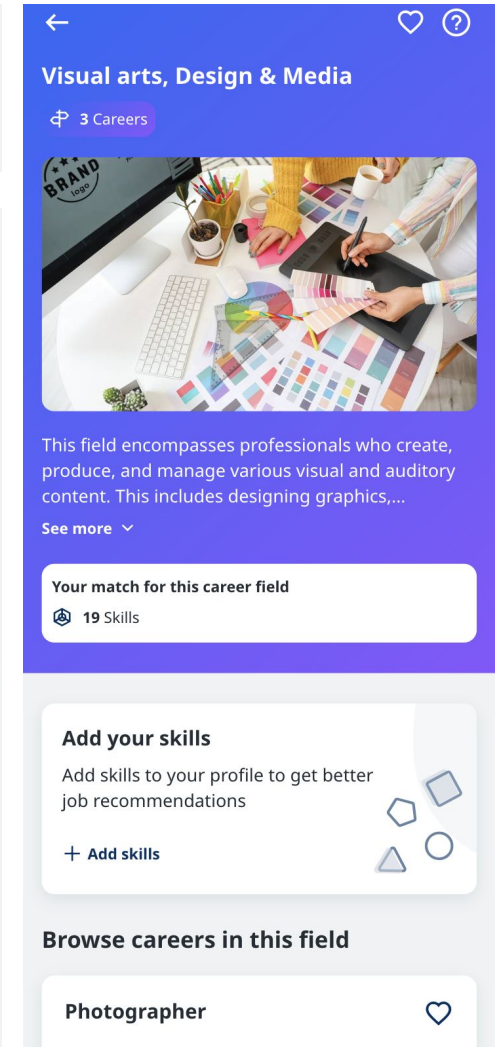
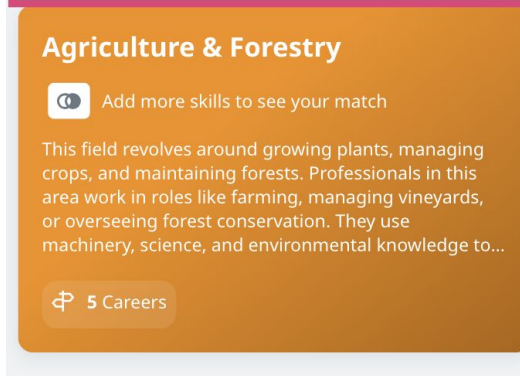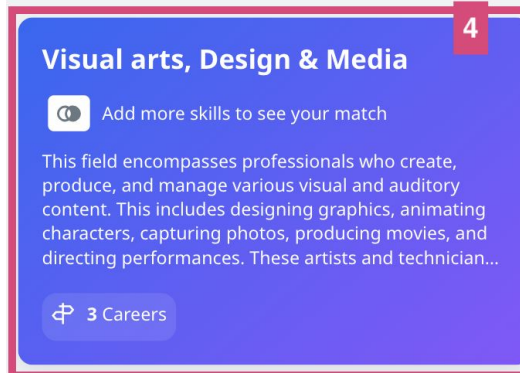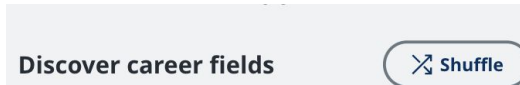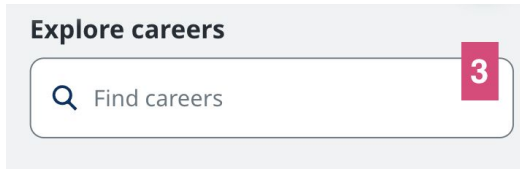9. Try to **fill the progress bar** until its full.

Step 3: Explore Careers and Set Your Career Interest

1. Click the **Careers tab**

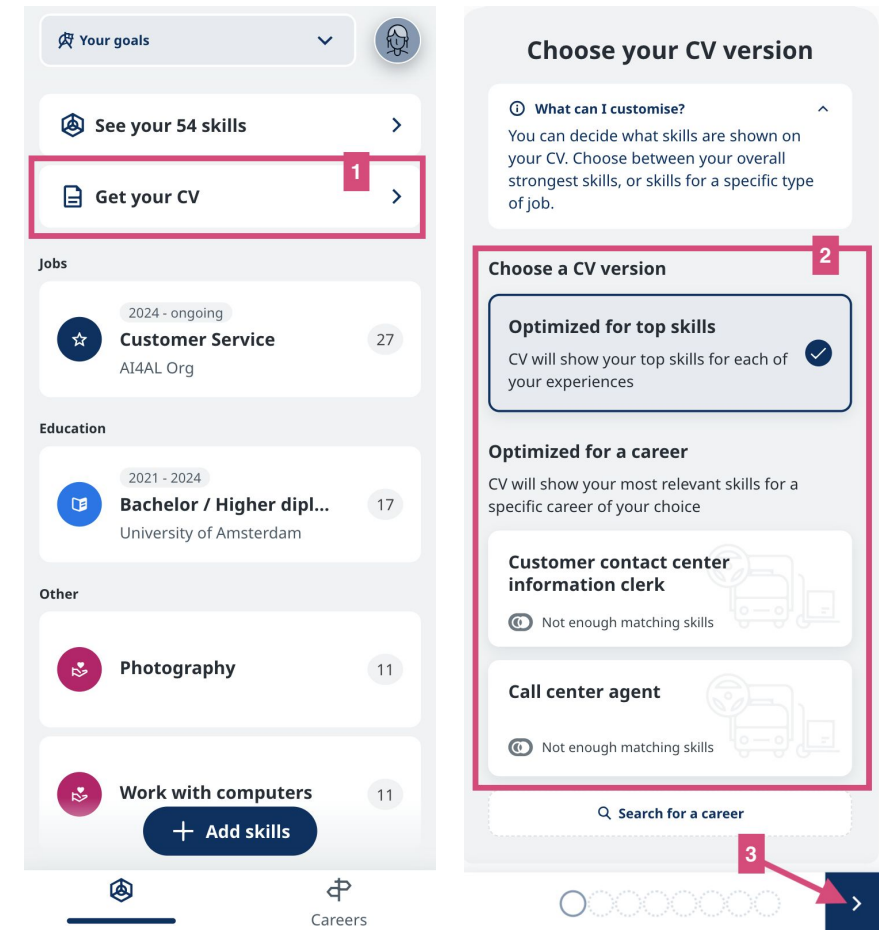2. When you see a career that you like, **click the** ♡ **icon** to **save it as career interest.**

3. Enter a career in the find careers search bar to learn more about it.

4. Or you can also click on a career field card and see all relevant careers and skills in the field.
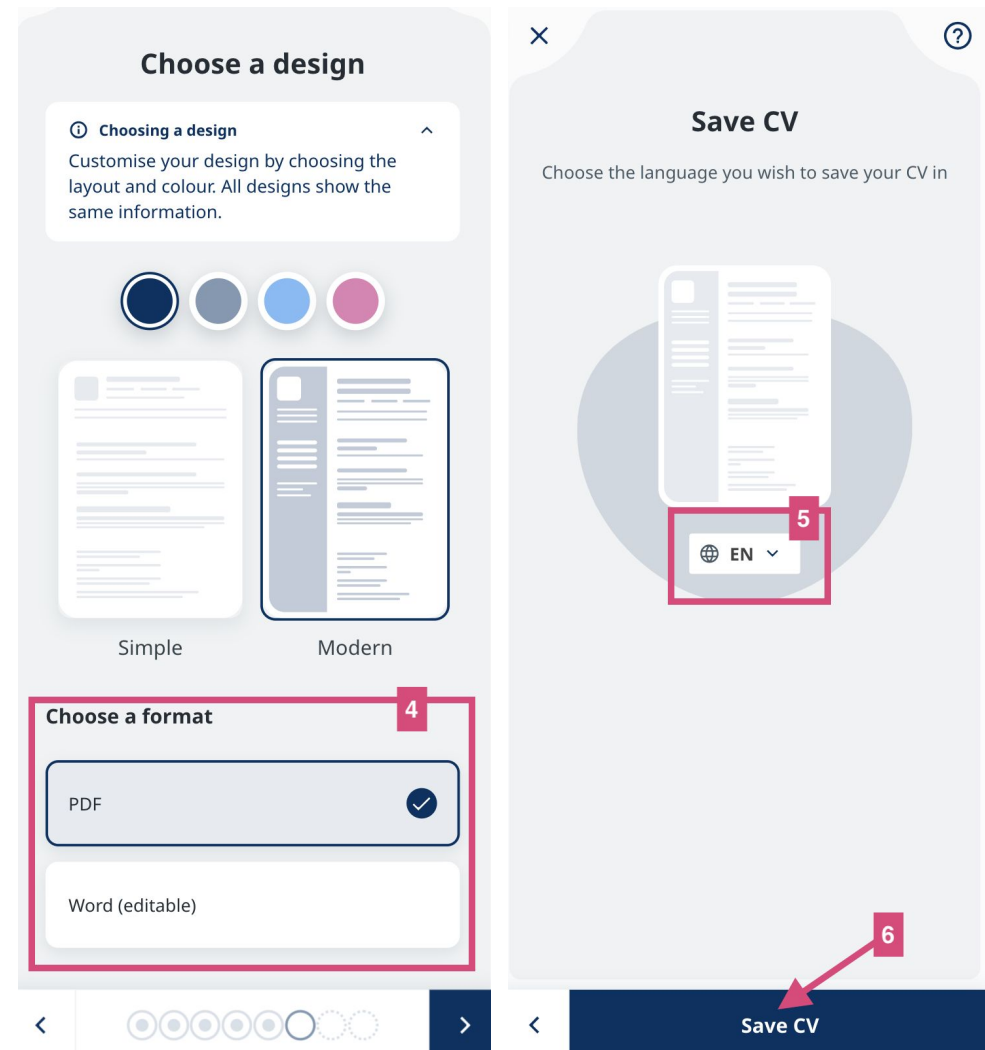
Step 4: Download Your CV

1. **Click Get your CV** from the main page.
2. **Choose your CV version**. For a CV that shows your top skills, click Optimized for top skills. For a CV that is tailored for a specific career, select the career.
3. **Click the arrow at the bottom right** and continue with the CV details flow.
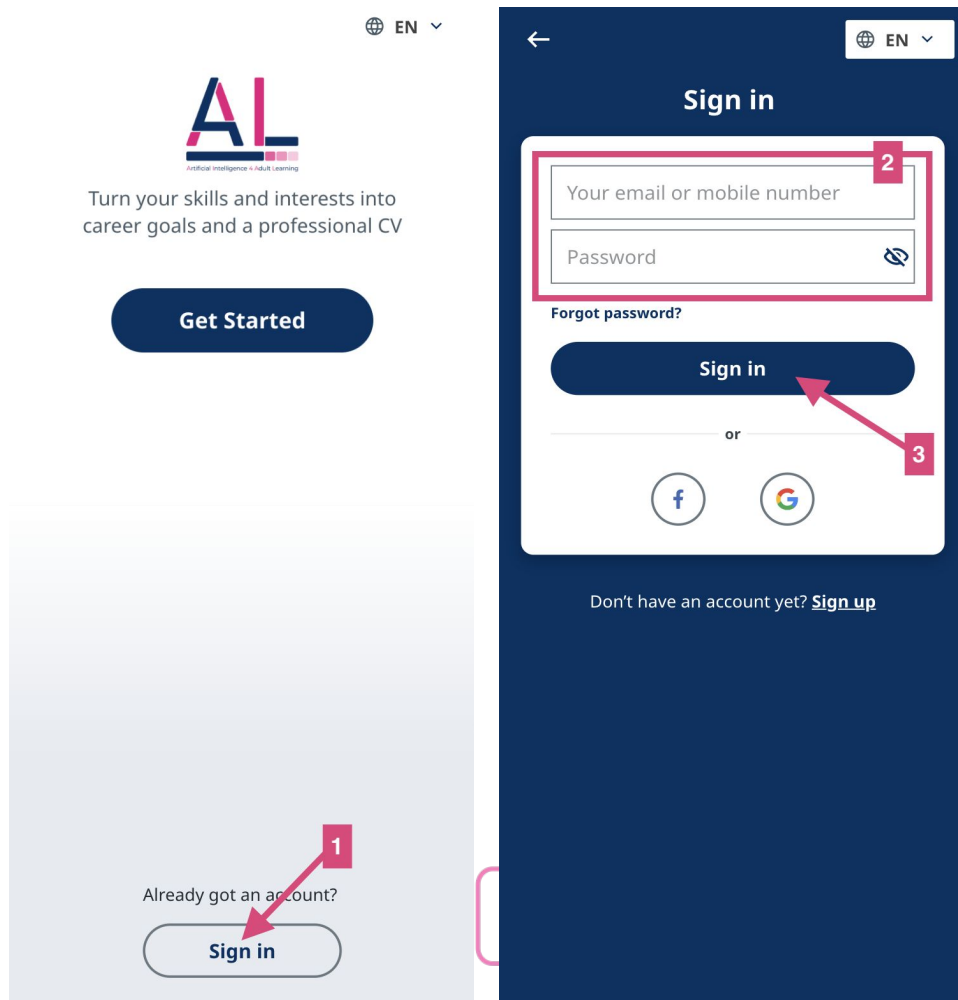
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4. After filling out the CV details and choose its design, **select the format of the CV.** For editable version, you can download as Word.

5. **Choose the language** of your CV.

6. Click **Save CV**.

Choose a design

ⓘ **Choosing a design** ⌃
Customise your design by choosing the layout and colour. All designs show the same information.

Simple   Modern

Choose a format   4

PDF   ✓

Word (editable)

<   ●●●●●●○○○   >   ‹   Save CV   6

Save CV

Choose the language you wish to save your CV in

⊕ EN ⌄   5

Enter the URL in your browser: skilllab.app/mobile/projects/ai4al_[your contact organization name]. See example below.

https://skilllab.app/mobile/projects/ai4al_eaea/

1. Click **Sign in.**

2. Enter your **email and password.**

3. Click **Sign in.**