

Matching Tool Step by Step Guide

for ADULT LEARNERS

Artificial Intelligence 4 Adult Learning





Content

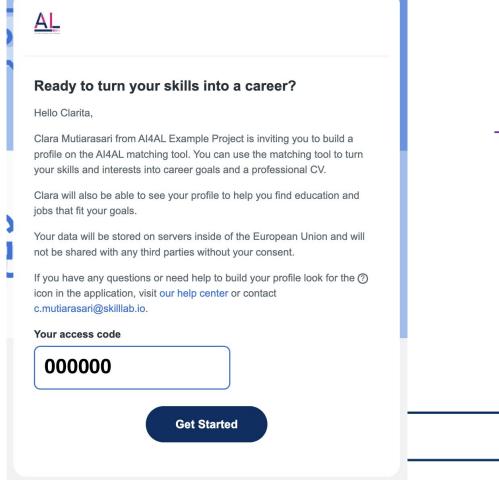
- 1. Step 1 : Accepting invitation and creating an account
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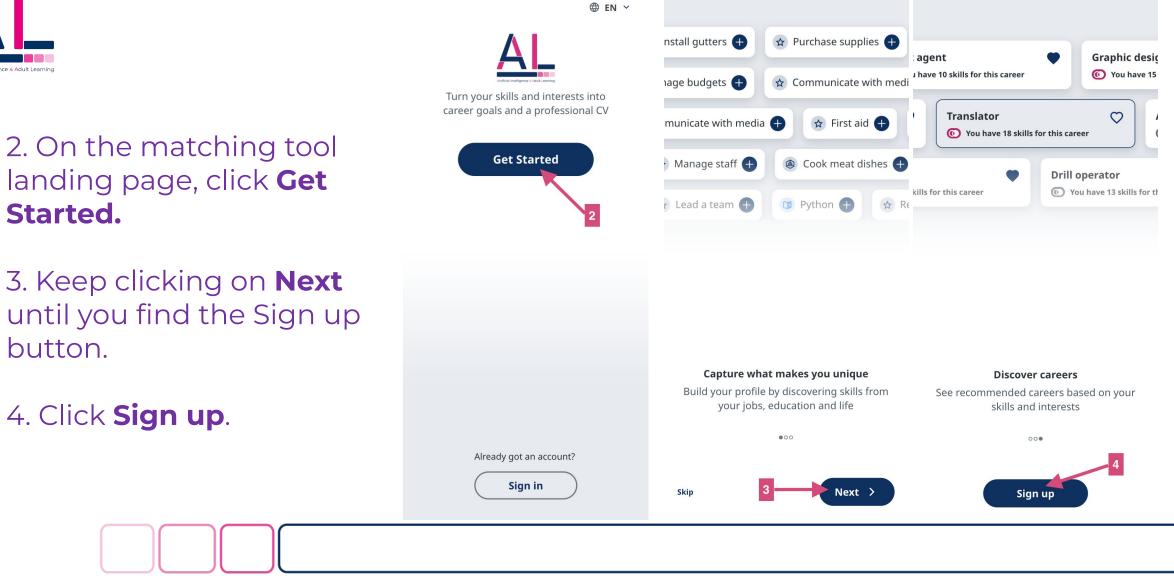
Step 1: Accepting Invitation and Creating an Account



 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).









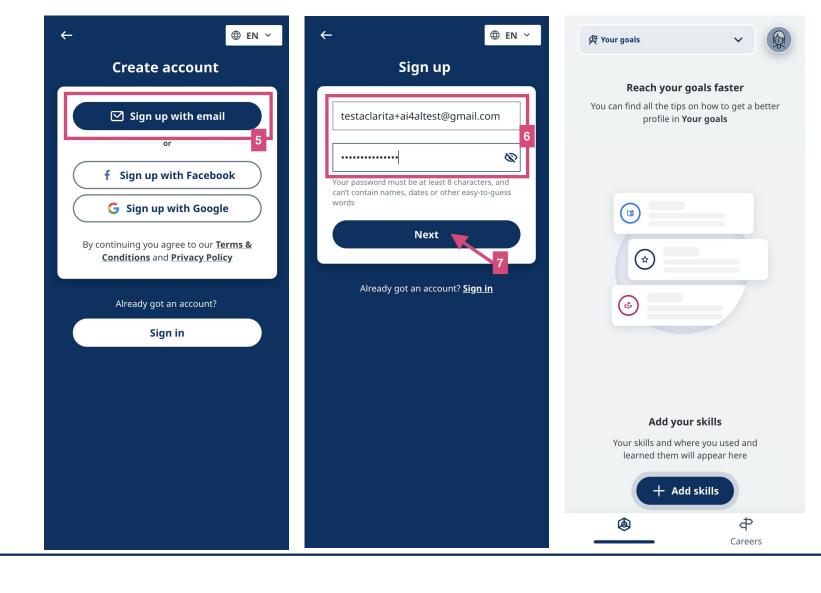


5. Choose **Sign up with** email.

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







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

	Add skills from
	Job Paid work, internships
Add your skills Your skills and where you used and	Education Degrees, trainings, courses
Hearned them will appear be	Other Volunteering, hobbies, housework
Careers	×

- 1. Click +Add skills
- 2. **Choose the type of experience** you want to add skills to





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

	← ⑦ Where did you work? Enter details about the organization where you worked.	← ⑦ What type of education would you like to add?	X What life experiences have you had? Select the categories that best describe your experience
nter the	 Self-employed Organisation name E.g. Sunwhite Factory 	Formal degree A university or vocational degree, like a Bachelor's or Master's	③ What are life experiences? ✓ ● Home life ✓
ch e a t flow.	Country where you worked ✓ City where you worked	Courses, trainings, MOOCs, and accreditations Where you earned a license or certificate	Sports and Activities ~ Hobbies ~ Technology and Digital ~ Personal growth ~
			Social services ~
	Next		





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.

(?)? 2 Added skills 0 2024 - ongoing ☆ **Customer Service** AI4AL Ora Which skills did you use? 0 Added skills Pick from suggestions or search for skills. It's OK to $^{\sf Q}$ add skills you only used rarely. **Guarantee customer satisfaction** \checkmark Which skills did you use? Pick from suggestions or search for skills. It's OK to Handle customer expectations in a add skills you only used rarely. professional manner, anticipating and... more How often did you use this skill? 5 **Q** Search skills (+)Guarantee customer satisfaction Rarely Always Handle customer expectations in a professional manner, anticipating and... (+)more Create solutions to problems Solve problems which arise in planning, (+)**Create solutions to problems** prioritizing, organizing,... more Solve problems which arise in planning, (+)prioritizing, organizing,... **Customer insight** more The marketing concept referring to the (+)**Customer insight** deep understanding of the customer's... more The marketing concept referring to the deep understanding of the customer's... more ☐ None of the above 다 None of the above + Add skills (1)





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.

<i>←</i> ⑦	<i>←</i> ⑦
2024 - ongoing 𝔊 Customer Service AI4AL Org	2024 - ongoing O Customer Service AI4AL Org
Added skills 2	Added skills 2
Which skills did you use?	Which skills did you use?
Pick from suggestions or search for skills. It's OK to add skills you only used rarely.	Pick from suggestions or search 9 skills. It's OK to add skills you only used rarely.
Q problem solving X	Q Search skills
Apply problem solving in social (+)	Customer insight (+)
Systematically apply a step-by-step problem- solving process in providing social services.	The marketing concept referring to the deep understanding of the customer's more
Develop strategy to solve problems 🕀	Work in an international (+)
Develop specific goals and plans to prioritize, organize, and accomplish work.	Guide your career to an international level which often requires the ability to interact more
Solve ICT system problems	Sales argumentation (+)
Identify potential component malfunctions. Monitor, document and communicate more	Techniques and sales methods used in order to present a product or service to more
R None of the above	None of the above

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Step 3: Explore Careers and Set Your Career Interest

1. Click the Careers tab

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

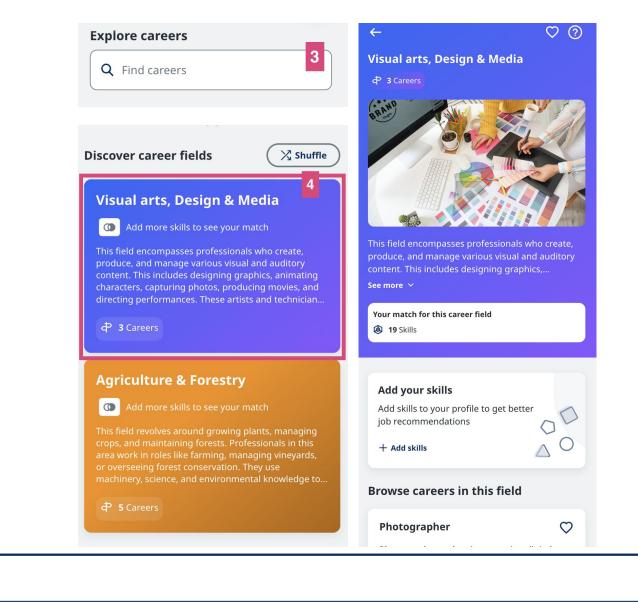
	傑 Your goals 🛛 🗸 🗸	R.	Explore careers
	le your 54 skills	>	Q Find careers
	Get your CV	>	Your career interests Explore different careers and tap the ♡ to make a
	Jobs		list of the ones that interest you. All your interests will be shown here.
I	2024 - ongoing Customer Service AI4AL Org	27	Complete your profile
t	Education		Save a custom CV Get a CV that features your top skills for a
	2021 - 2024 Bachelor / Higher dipl University of Amsterdam	17	career interest
	Other		Careers you might like
	Photography	11	Customer contact center information clerk
Work with computers	11	Customer Service & Support	
	+ Add skills	_	• 0
			Skills





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.

皮 Your goals 🗸 🗸		Choose your CV version
		What can I customise? You can decide what skills are shown on your CV. Choose between your overall
🔒 Get your CV	1	strongest skills, or skills for a specific type of job.
Jobs		Choose a CV version 2
2024 - ongoing Customer Service AI4AL Org	27	Optimized for top skills CV will show your top skills for each of vour experiences
Education		
2021 - 2024 Bachelor / Higher dipl University of Amsterdam	17	Optimized for a career CV will show your most relevant skills for a specific career of your choice
Dther		Customer contact center information clerk
Photography	11	Not enough matching skills Call center agent
Work with computers	11	Not enough matching skills Search for a career
 Caree		00000000

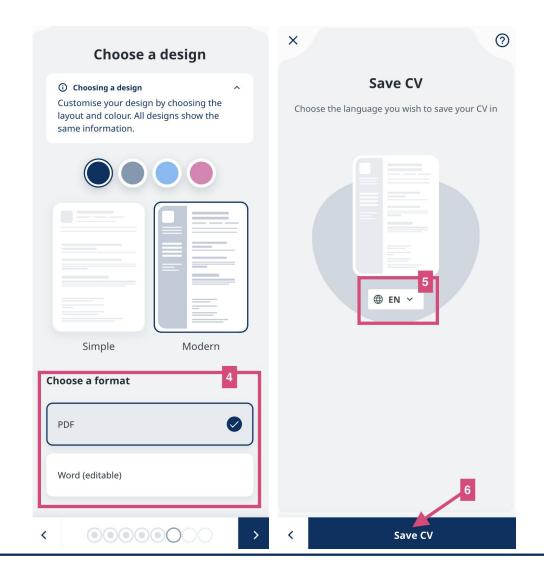




4. After filling out the CV details and choose its design, **select the format of the CV.** For editable version, you can download as Word.

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

6. Click Save CV.



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Logging In to the Matching Tool

⊕ EN ~	← ●
AL	Sign in
Turn your skills and interests into career goals and a professional CV	2 Your email or mobile number
Get Started	Password Company Password?
	Sign in
	f G
	Don't have an account yet? <u>Sign up</u>
1 Already got an account? Sign in	

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

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

1. Click Sign in.

2. Enter your email and password.

3. Click Sign in.

