



Chatbot based Career Guidance

User Guide Manual of the Career BOT tool

EN User Guide: 22nd July 2024



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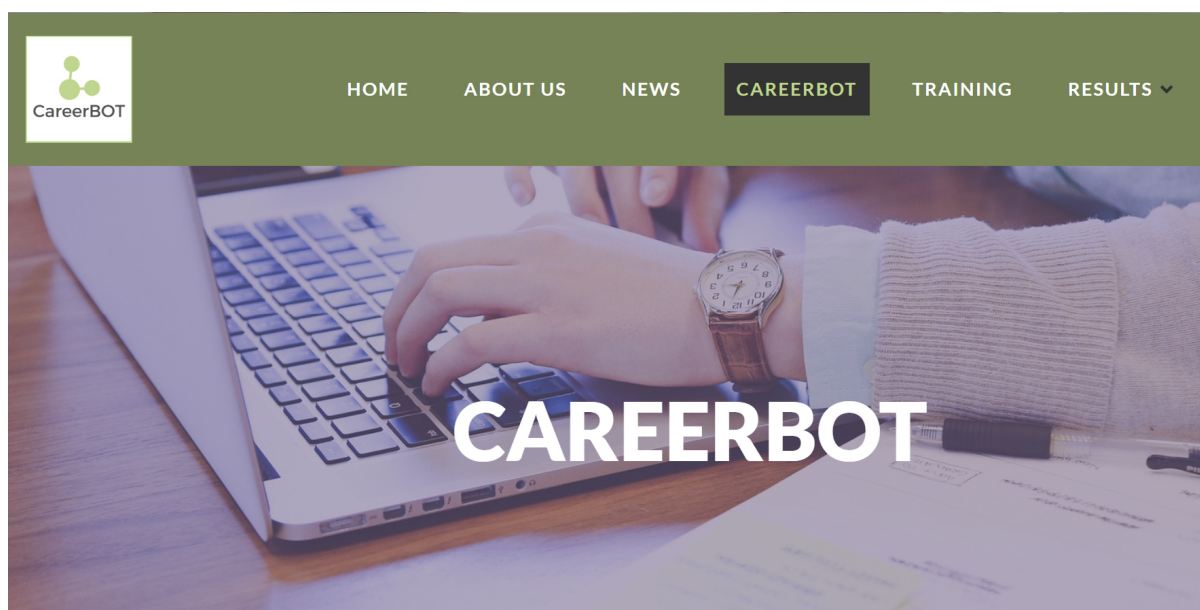


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Project Result 2: User Guide for the Career BOT Tool

Introduction

Welcome to the Career BOT tool User Guide.



CareerBOT is a comprehensive tool for navigating the job market. In this Guide, we will walk you through how to use CareerBot to find jobs, understand required skills, and prepare your application materials.

The CareerBOT interface opens with a friendly, welcoming design. The Bot sets a friendly tone and provides essential information, inviting the user to engage with the Bot by asking the user's first name. In order to continue, the user must enter his/her name. Users can use any name or nickname. By using CareerBOT, you agree to the Terms of Use, which can be found by clicking the provided link.



Response Speed

CareerBot, powered by artificial intelligence, can respond very quickly. However, if you find this pace unsettling, you can customize how fast you'd like CareerBOT to reply.

You can choose from five response speed options:

- Very Fast - CareerBOT will reply almost instantly, ideal if you prefer quick interactions and immediate responses.
- Moderately Fast - Slightly slower than the fastest setting, providing quick responses while giving you a bit more time to read and think.
- Average - A balanced speed that offers a comfortable pace for most users, combining responsiveness with a manageable reading speed.
- Moderately Slow - This setting slows down the replies, giving you ample time to process the information and reflect on your next input.
- Very Slow - The slowest setting, perfect if you prefer a relaxed pace and need extra time to consider each response.



As I'm a bot based on artificial intelligence I can respond very fast. Sometimes this can be disturbing so you can choose how fast you like me to respond.

Very fast Moderately fast Average Moderately slow Very slow

The CareerBOT Main Features

1. Demand for Jobs and Skills - provides an overview through statistical information and graphics of information of the selected Country's Labour market, these features include: 'Most requested skills in 2021' Future employment change' 'Future Employment growth in 2020-2030' 'Future needs (total job opening) by occupation in 2020-2030 – sourced by CEDEFOP.
2. Info on Jobs & Skills - Learn about different job roles, their responsibilities, and the skills you need to succeed, sourced from the ESCO database, the classification of European Skills, Competences, and Occupations.
3. Jobfinder - Search for job openings based on your preferred location, contract type, and the latest advertisements.



4. CV Writing - Access tips and guidelines on how to craft a standout CV that showcases your skills and experience effectively.
5. Cover Letter - Get advice on writing a compelling cover letter that complements your CV and grabs the attention of potential employers.
6. Interview - Prepare for your interviews with expert tips on how to answer common questions and present yourself confidently.
7. Contact - If you need further assistance, you can reach out for more personalized help.



That's great. Let's see how I can help you today. Just choose from one of the topics below to get started.

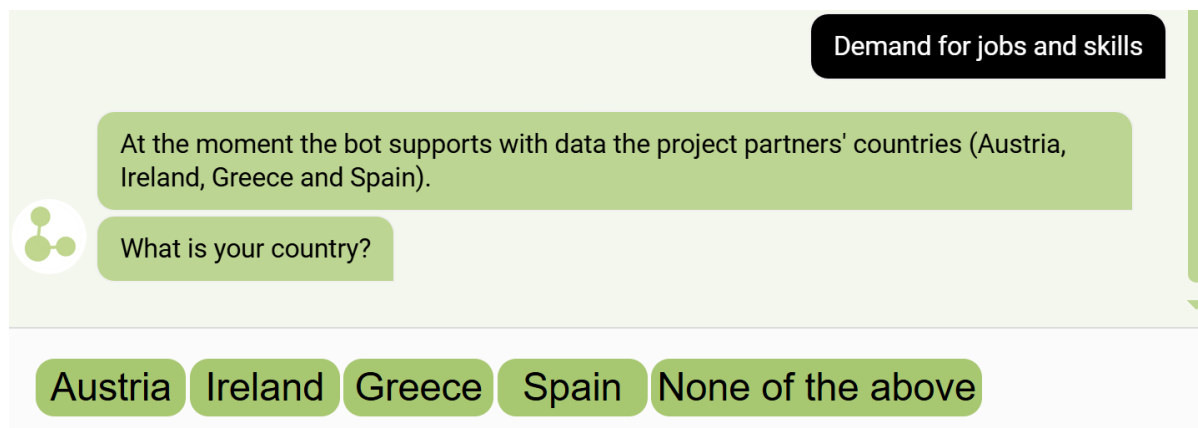
Demand for jobs and skills Info on Jobs & Skills Jobfinder
CV writing Cover Letter Interview Contact Adjust speed



Demand For Jobs and Skills

Let's explore the demand for jobs and skills using CareerBOT. At the moment, CareerBOT supports data for the project partners' countries: Austria, Ireland, Greece, and Spain.

To get started, CareerBOT will ask you about your country. Once you select your country, CareerBOT will provide a wealth of information about the demand for jobs and skills in your chosen region.



Demand for jobs and skills

At the moment the bot supports with data the project partners' countries (Austria, Ireland, Greece and Spain).

What is your country?

Austria Ireland Greece Spain None of the above

You can choose from several detailed reports and projections:

1. Discover the most requested skills in your country for the past year, helping you understand what employers are looking for.
2. Learn about projected employment changes, giving you insight into which industries and occupations are expected to grow or decline.
3. Get detailed forecasts on employment growth over the next decade, helping you plan your career path strategically.
4. Find out the total job openings expected in various occupations, so you can target fields with the highest demand.



Ireland

We have a lot of information about demand for jobs and skills in your country

Tell me which you are interested in

Most requested skills in 2021 Future employment change
Future employment growth in 2020-2030
Future needs (total job openings) by occupation in 2020-2030 Back to main

Simply select the report you're interested in, and Career BOT will provide you with all the relevant information. This feature helps you stay informed and make data-driven decisions about your career.



If you want to explore other services or return to the main menu, you can always go back.

Info on Jobs and Skills

Now let's explore Info on Jobs and Skills feature. CareerBOT starts by greeting you and explaining its capabilities. You can get job descriptions and the skills required for each role.

Info on Jobs & Skills

Hello Tom!
I can give you a short description of jobs and tell you what skills and knowledge you need for each job.

Please select one of the following options

Search Job descriptions

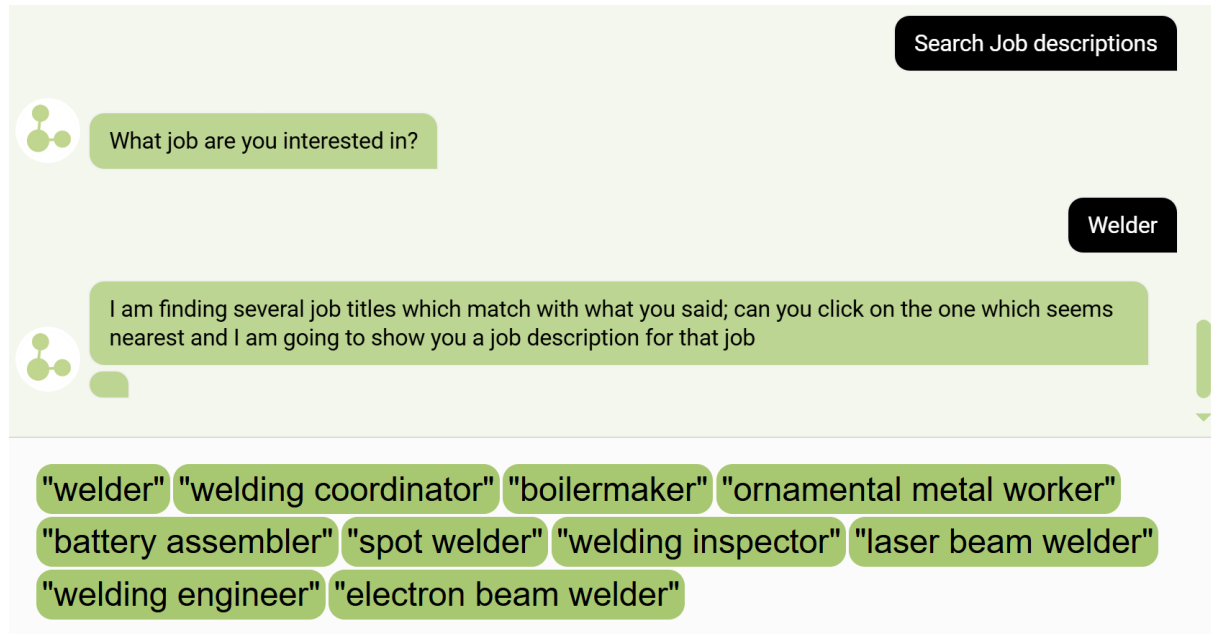
Get more Info

Back to main options



In Info on Jobs and Skills, you can search for job descriptions. This option allows you to type in the job title you're interested in and get a detailed overview of the role. If you want to explore other services or return to the main menu, you can always go back.

Try searching for a job description. This feature helps you get a comprehensive understanding of the specific job requirements, making it easier for you to prepare and apply for such roles. Type in the job title you're interested in, like 'Welder'.

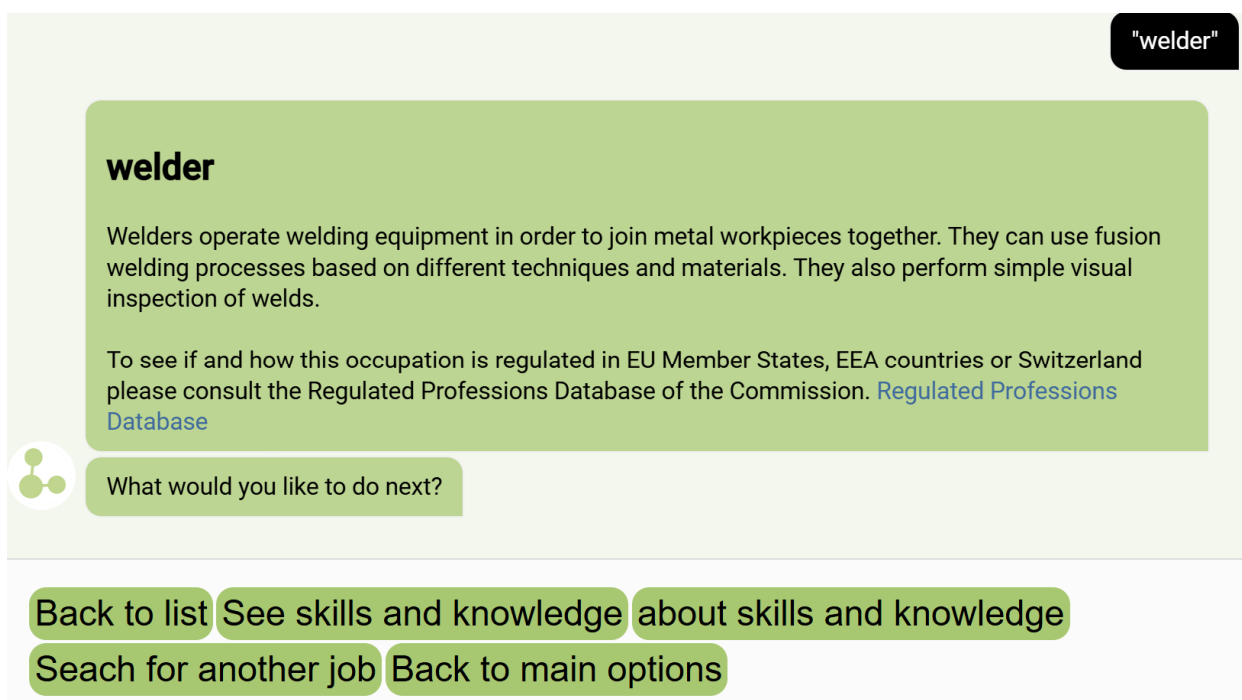


The screenshot shows a chat interface with a search bar at the top right containing the text "Search Job descriptions". A user message asks "What job are you interested in?". A bot response says "I am finding several job titles which match with what you said; can you click on the one which seems nearest and I am going to show you a job description for that job". Below the response is a list of job titles in green rounded rectangles: "welder", "welding coordinator", "boilermaker", "ornamental metal worker", "battery assembler", "spot welder", "welding inspector", "laser beam welder", "welding engineer", and "electron beam welder". A "Welder" button is visible on the right side of the chat area.

CareerBOT identifies multiple job titles related to your search. You can choose the one that best matches your interest.

For instance, you see a list of related job titles such as 'Welder', 'Welding Coordinator', 'Boilermaker', 'Ornamental Metal Worker', 'Battery Assembler', 'Spot Welder', 'Welding Inspector', 'Laser Beam Welder', 'Welding Engineer', and 'Electron Beam Welder'.

Click on the job title that seems the nearest to what you're looking for. Let's select 'Welder'. CareerBOT now provides a detailed job description for 'Welder' based on ESCO database.



The screenshot shows a chat interface with a search bar at the top right containing the text "welder". A bot response provides a detailed job description for "welder". The description states: "Welders operate welding equipment in order to join metal workpieces together. They can use fusion welding processes based on different techniques and materials. They also perform simple visual inspection of welds." It also includes a link to the "Regulated Professions Database of the Commission" for more information. A user message asks "What would you like to do next?". Below the response is a list of navigation options in green rounded rectangles: "Back to list", "See skills and knowledge about skills and knowledge", "Search for another job", and "Back to main options".

Next, CareerBOT offers several options for further actions. You can choose:

Back to List - Return to the list of related job titles if you want to explore other options.

See Skills and Knowledge - View the specific skills and knowledge required for the welder role.

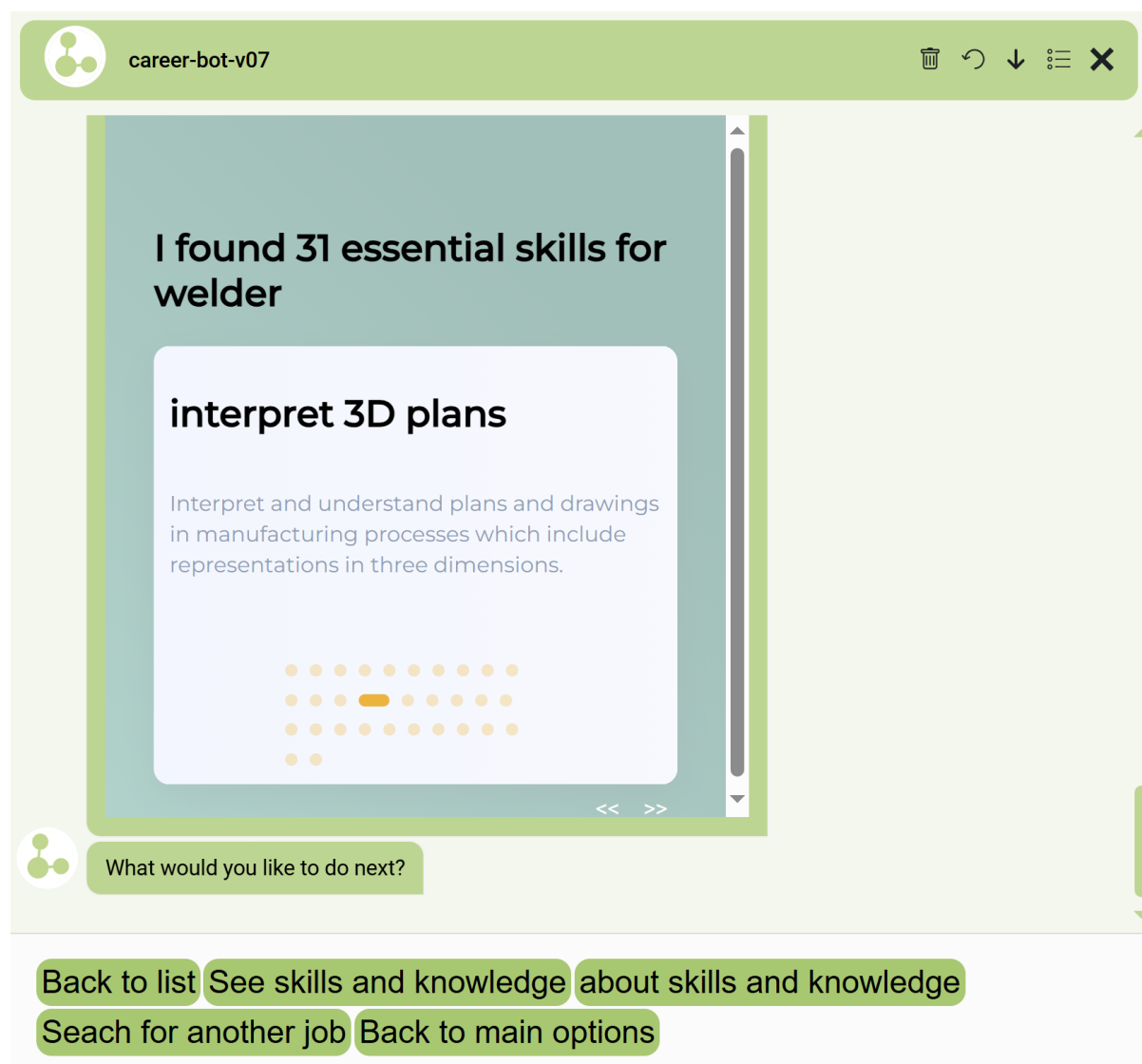
About Skills and Knowledge - Learn more about the skills and knowledge categories.

Search for Another Job - Start a new job search if you're interested in a different role.

Back to Main Options - Return to the main menu to explore other CareerBOT services

Let's explore the specific skills and knowledge required for the welder role.

CareerBOT provides a detailed list of essential skills to help you understand what is needed for this job. Those skills are from ESCO database and you can navigate through the skills list by using the arrows or the dots in the skills widget.



The screenshot shows a chat window titled "career-bot-v07". The main content is a skills widget for a welder role. The widget has a title "I found 31 essential skills for welder" and a highlighted skill "interpret 3D plans". Below the skill name is a description: "Interpret and understand plans and drawings in manufacturing processes which include representations in three dimensions." There is a progress indicator consisting of a grid of dots, with one dot highlighted in orange. At the bottom of the widget are navigation arrows "<<" and ">>". Below the widget is a chat input field with the text "What would you like to do next?". At the bottom of the chat window are five buttons: "Back to list", "See skills and knowledge", "about skills and knowledge", "Search for another job", and "Back to main options".



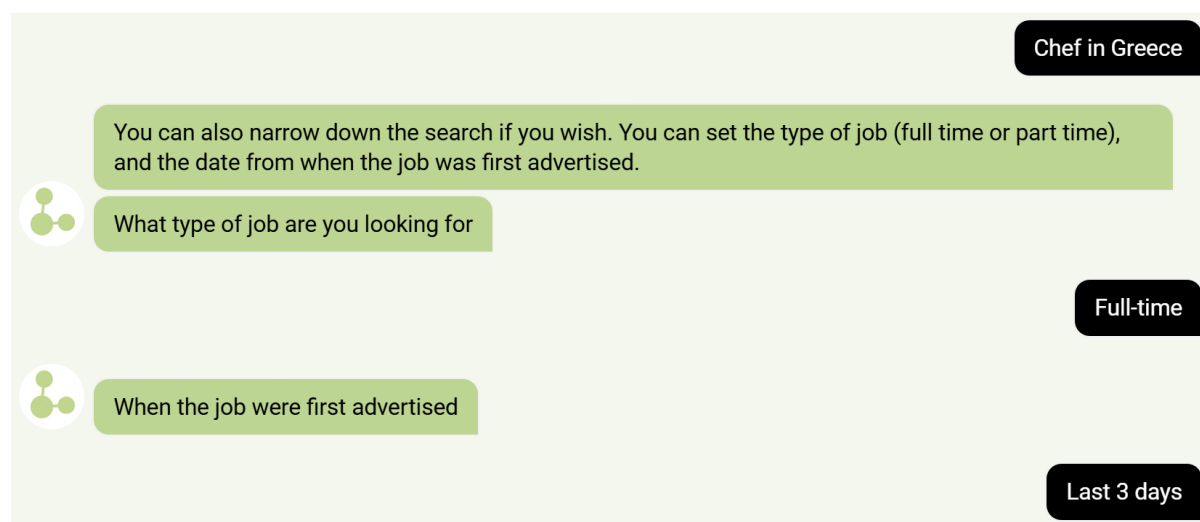
Job Finder

CareerBOT greets you and introduces the Jobfinder service, ready to assist you in your job search. CareerBOT suggests including both the job title and location in your search query for more accurate results. For example, you could search for 'Chef in Greece' or 'Marketing Manager in Spain'.

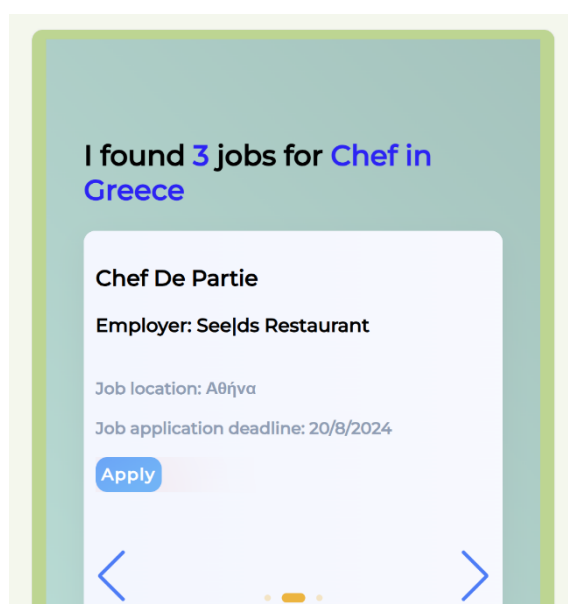
Let's try searching for a 'Chef in Greece'.

CareerBot offers options to narrow your search. You can specify the type of job, such as full-time or part-time, and the date when the job was first advertised.

Select 'Full-time' and 'Month' to narrow down your search.



CareerBot presents in a widget the job listings based on your criteria. You can navigate through the skills list by using the arrows in the skills widget. If you want to apply for a job, just click on the "Apply" button to open the respective page for the job application.



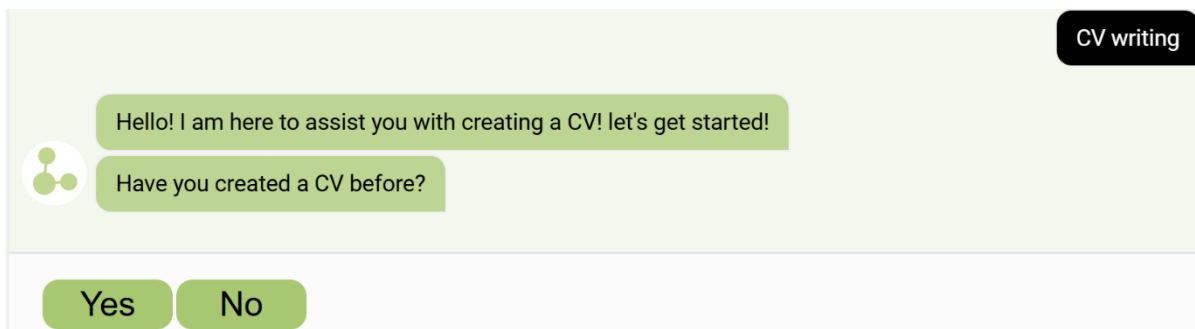
You can now choose to search for another job or return to the main options.



CV Writing


CareerBOT greets you and introduces the CV Writing service, ready to guide you through the process.

CareerBOT asks if you have created a CV before. Let's say you haven't.



The screenshot shows a chat window with a light green background. In the top right corner, there is a black button labeled "CV writing". The chat history shows two messages from the bot: "Hello! I am here to assist you with creating a CV! let's get started!" and "Have you created a CV before?". Below the chat area, there are two green buttons labeled "Yes" and "No".

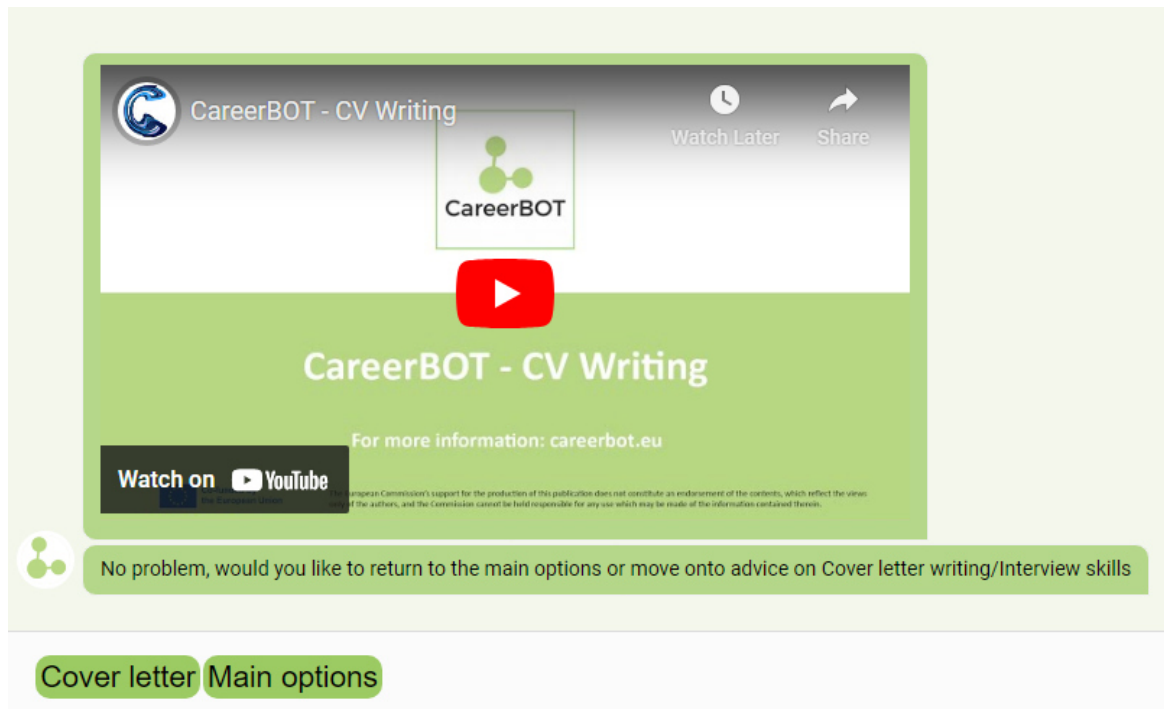
If you're new to CV writing, CareerBOT offers a helpful tutorial video from Europass, explaining how to create an effective CV.



The screenshot shows a video player interface. The video title is "Quick Tutorial: Create your CVs". The Europass logo is visible in the top left corner. The video player controls show a progress bar at 0:01 / 2:06, a play button, a volume icon, and other standard video controls. The URL "www.europass.eu" is visible in the bottom left corner of the video frame.

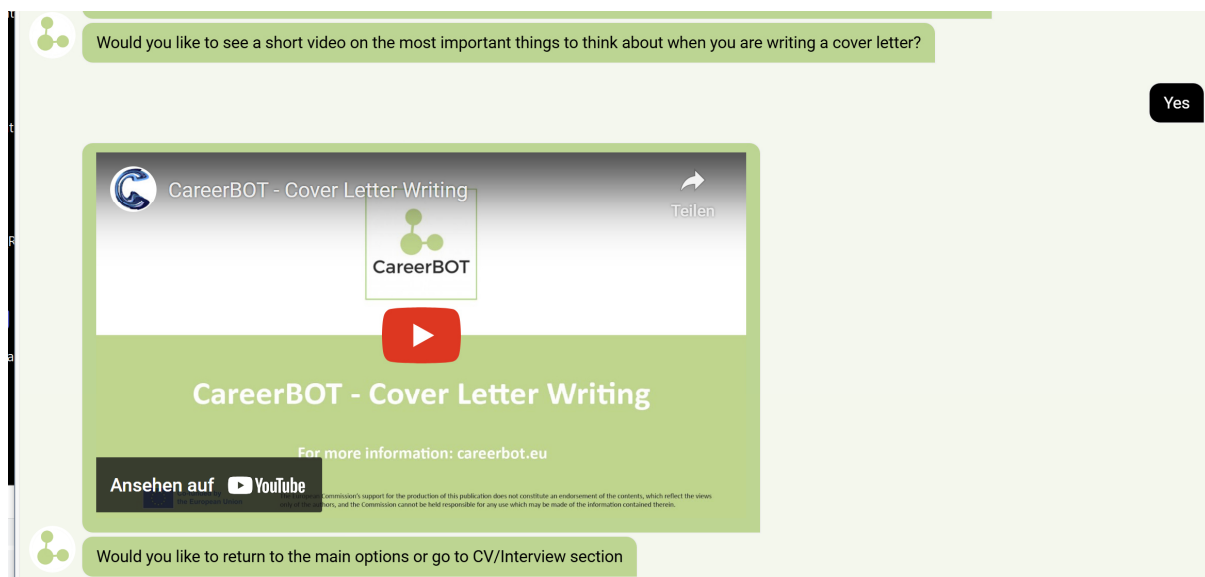
Europass is a free set of online tools to manage your skills and plan your learning and career in Europe developed by the European Commission. Europass provide examples of templates you could use for CV writing and also provides templates for creating Cover letters.

If you prefer to skip the video, CareerBOT can guide you to advice on writing cover letters or preparing for interviews, ensuring you're fully prepared for your job application process.



Cover Letter

Bot advises you to have your CV ready, as your cover letter should complement it and provide additional context about your application. A cover letter serves as an introduction to your CV, highlighting why you are a suitable candidate for the position.



If you want to learn more, CareerBOT offers detailed guidance on writing a cover letter. For Example:

CareerBOT emphasizes the importance of -

- Researching your potential employer to tailor your cover letter effectively.
- Knowing the name and title of the head of the department or HR manager can help personalize your cover letter.
- Including the name and title of the relevant contact person adds a personal touch and demonstrates your attention to detail.
- Your cover letter should emphasize the skills and experiences that make you a strong candidate for the job.

CareerBOT also offers a short video with essential tips for writing an effective cover letter. Finally, you can choose to return to the main options or proceed to the CV or Interview sections for more guidance.

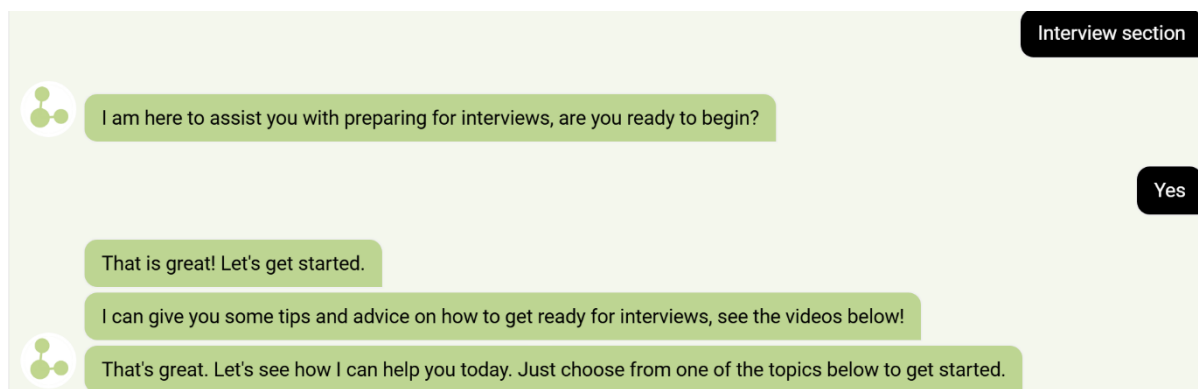
Main options CV section Interview section

Interview Section

Now, let's explore the 'Interview Preparation' section of CareerBOT, designed to help you get ready for your job interviews.

CareerBOT starts by confirming if you're ready to begin your interview preparation. CareerBot starts the interview preparation process.

CareerBOT offers several videos with tips and advice on key aspects of interview preparation:



Interview section

I am here to assist you with preparing for interviews, are you ready to begin?

Yes

That is great! Let's get started.

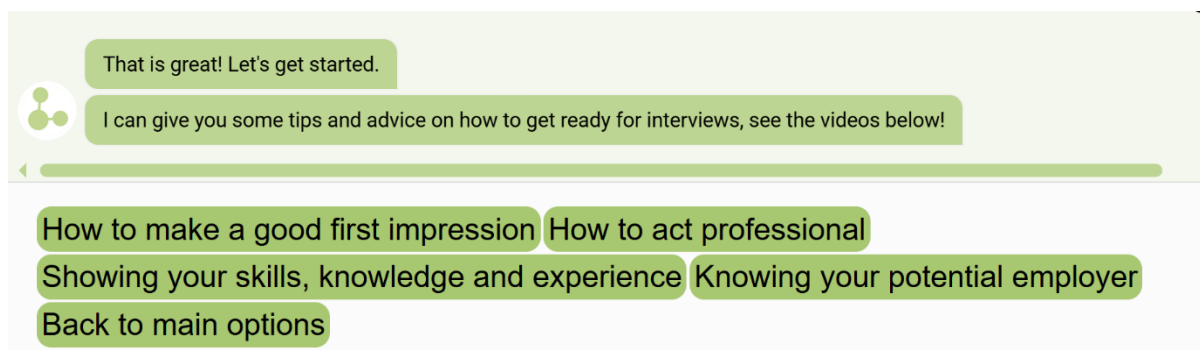
I can give you some tips and advice on how to get ready for interviews, see the videos below!

That's great. Let's see how I can help you today. Just choose from one of the topics below to get started.

- CareerBOT emphasizes the importance of tailoring your interview preparation to the specific job you're applying for. Let's continue with examples of popular job roles and the key skills to highlight during your interview.
- CareerBOT provides a sample job advertisement to help you understand what employers are looking for.



- CareerBOT highlights the key skills and characteristics to emphasize during your interview.

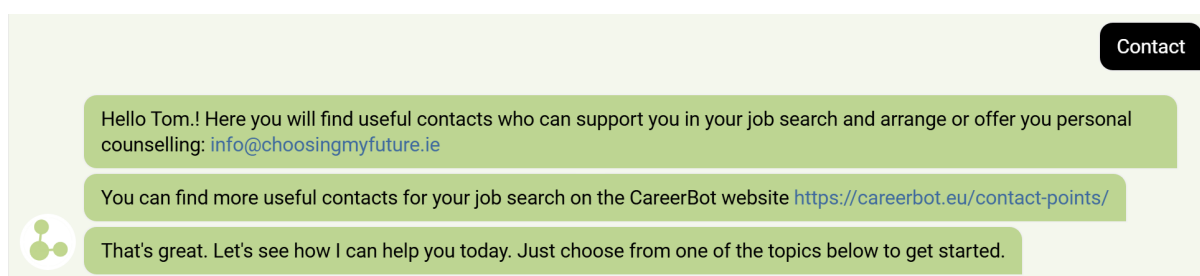


If you want to explore more examples or return to the main options, you can do so at any time.

Contact

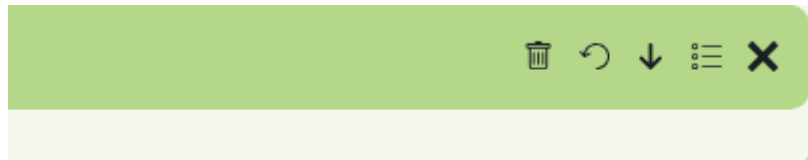
CareerBOT starts by providing you with a helpful contact email. You can reach out to this address for personal counseling and support in your job search..

Additionally, CareerBOT directs you to the CareerBOT website, where you can find a comprehensive list of useful contacts. Visit <https://careerbot.eu/contact-points/> to explore more resources and get the support you need.



Interface

Finally, Let's explore now how to use the interface buttons of CareerBOT which can be found at the top right corner of the chat window. These buttons offer various functionalities to enhance your experience. Let's go through each one.



1. The first button has a trash bin icon. When pressed, it deletes the current conversation. This is especially useful when you are using CareerBot on public computers in places like internet cafes and libraries.
2. The second button has a counterclockwise arrow. This resets the conversation, which is helpful if the bot gets stuck or you want to start over.
3. The third button features a downward arrow. This allows you to download the current conversation in text format.
4. The fourth button has a bulleted list icon. When clicked, it shows a list of your previous conversations.
5. The fifth button has an X icon. This minimizes the chat window. To open it again, simply click the black button in the bottom right corner of the screen.

These buttons are designed to make your interaction with CareerBot seamless and efficient. Whether you need to delete, reset, download, review, or minimize your conversation, CareerBOT's interface has you covered.

Closing Screen

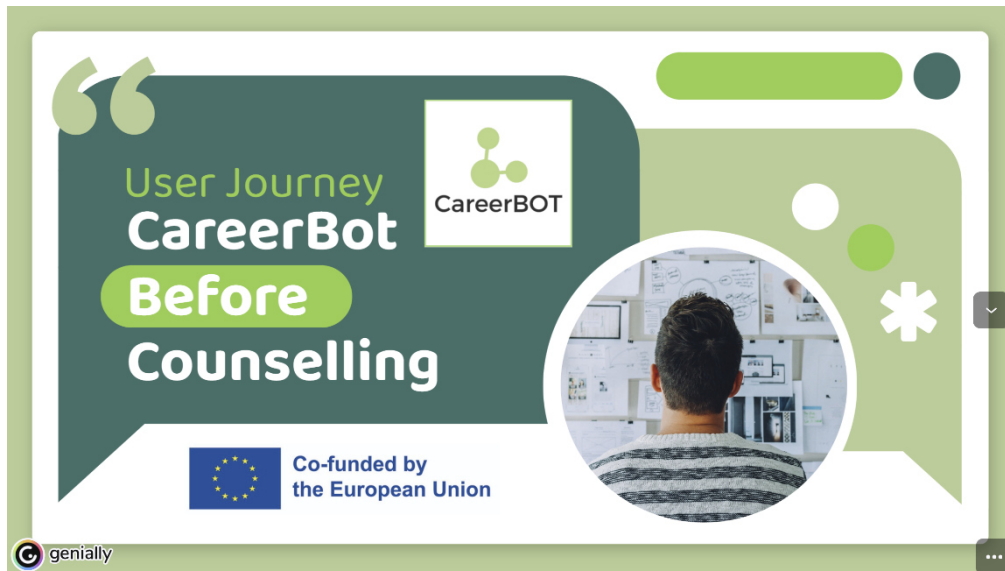
Thank you for taking the time to explore CareerBOT through this User Guide. We hope this guide has shown you how CareerBOT can assist you in your job search, from finding job opportunities and understanding required skills to preparing your CV, writing cover letters, and getting ready for interviews.



For more ways to use the BOT

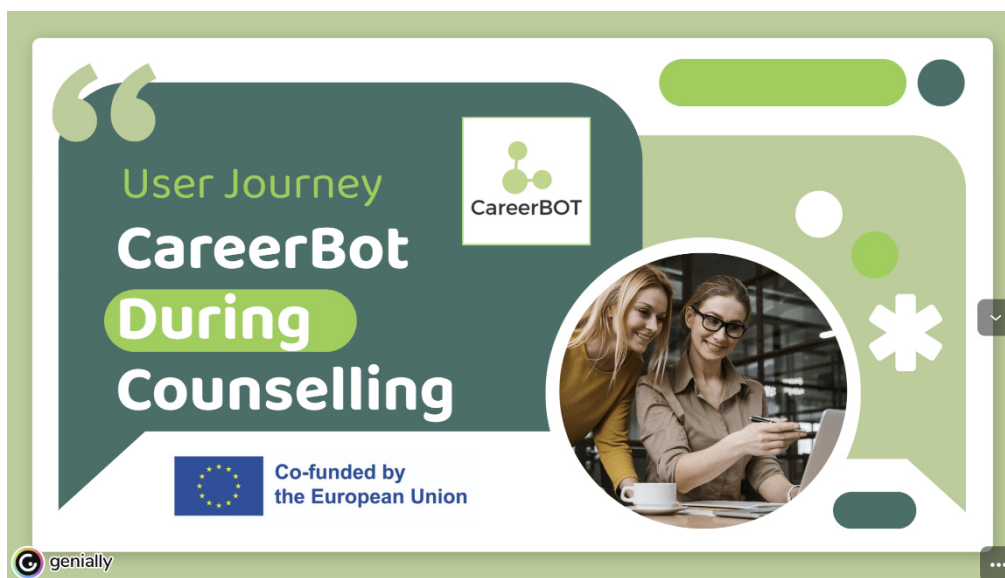
on your Career Searching Journey, take a look at the following User Journeys in Genially:

1. Before Counselling



<https://view.genial.ly/64c90f88d519a7001805819b/presentation-careerbot-userjourney-before-en>

2. During Counselling



<https://view.genial.ly/64c90f59b414db0011d3b700/presentation-careerbot-userjourney-during-en>

3. After Counselling



<https://view.genial.ly/64c90f36d519a700180580a5/presentation-careerbot-userjourney-after-en>