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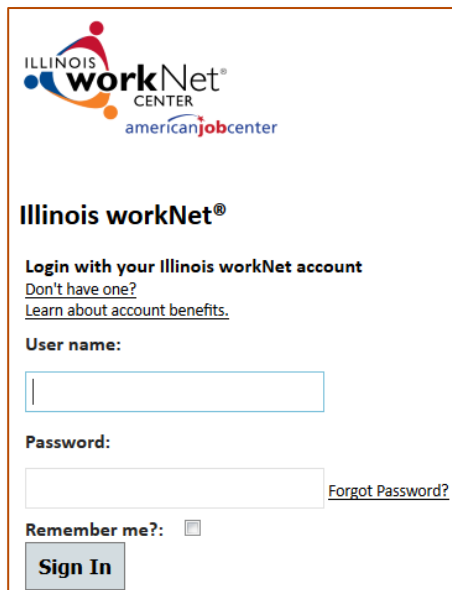
Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com and click "Login" in the header.

2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.
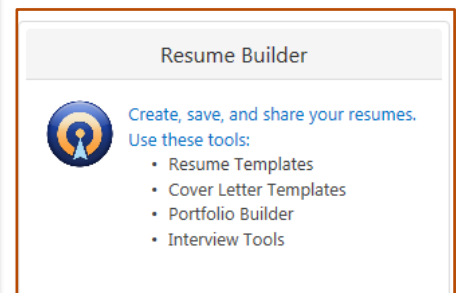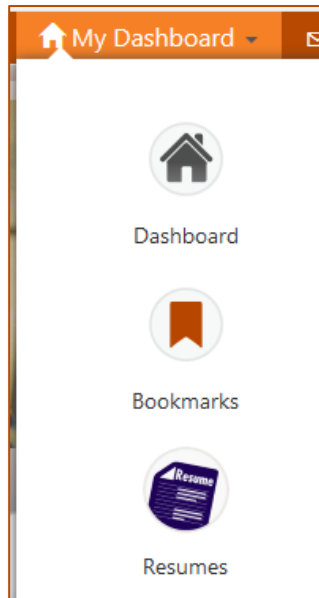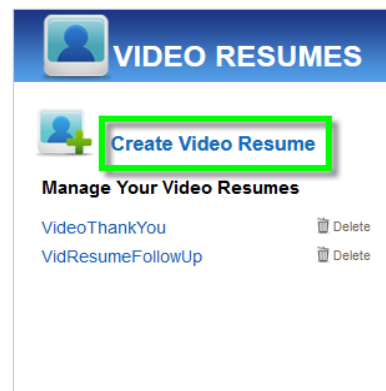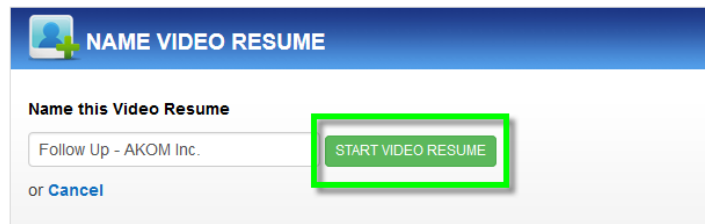
Creating a New Video Resume

To begin working on your new video:
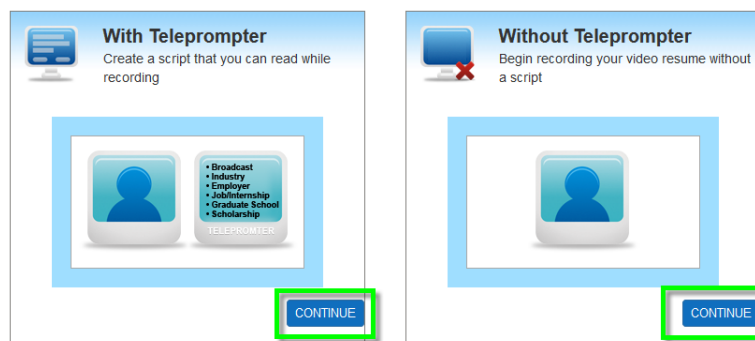
1. **Click the Create Video Resume** button.

2. **Enter a name** for your video resume. Names may only contain letters, numbers, underscores, and dashes. Names must also be a minimum of 3 characters. Click **Start Video Resume** when you're ready.

3. **Select a Recording Mode.** There are two ways to record a video resume:
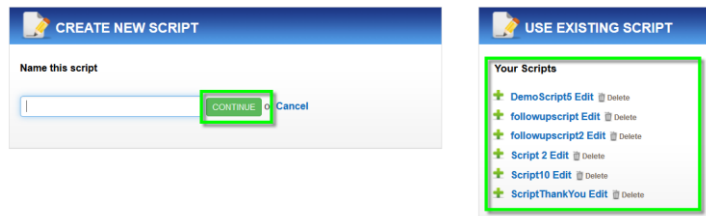
- **With a teleprompter** - With this feature you can write a script for your video. As you record your video, the script will scroll down the screen. If you're new to making video resumes or just get nervous in front of cameras, a teleprompter can be useful in guiding your discussion.

- **Without a teleprompter** - Here, you can move straight to the recording screen and record without the use of an online script or teleprompter. If you have already written a script or know what to say, this is a good option.

4. Once you have completd your script, click the **Continue Video Resume** button.
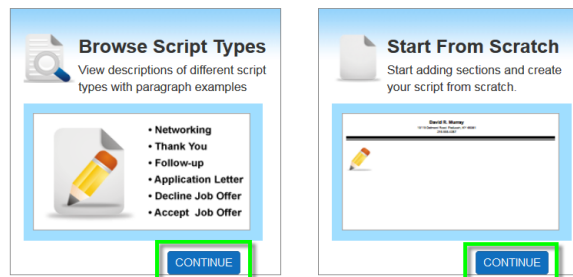
Pre-Recording

Writing a Script
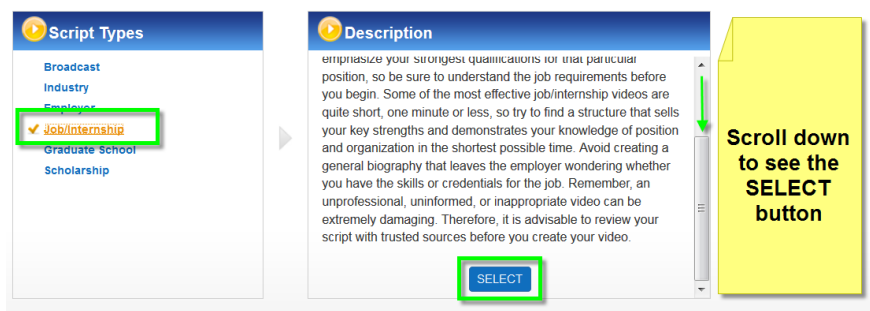
If you're using a teleprompter, you will need to write a script before recording. To create a script for your video, simply enter a name and click **Continue**. You can also use or edit an existing script; available scripts are listed to the right.

If you're creating a new script, you can either **Start from Scratch** or **Browse Script Types**.

Script types are organized by their purpose, such as videos meant for broadcast or for a specific employer.

Whether you have selected a script type or started from scratch, you will be presented with the **Create New Script** window. Click on the section into which you wish to add content (or use the **Add Section** button if you have started from scratch).

Browsing Script Types
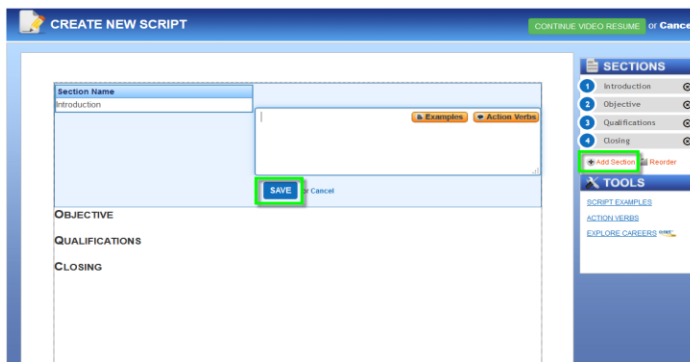
Starting from Scratch
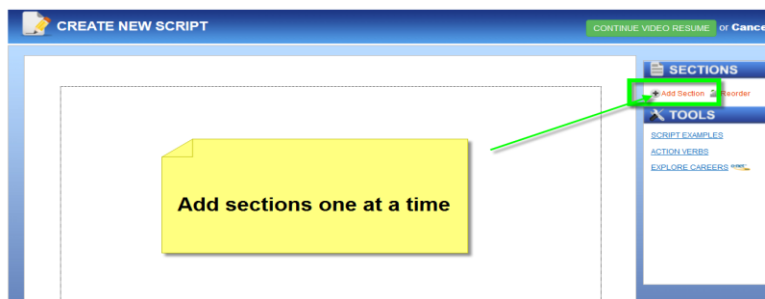
Think of script sections like the sections of your resume; examples could include education, professional skills, and work experience. If you want to put additional sections in your script, click the **Add Sections** button at the bottom of the page. There is a five section maximum on all video scripts; after the fifth section you will no longer be able to add new sections. Use the **Reorder Sections** link to rearrange the parts of your script. You can also remove sections by clicking the trashcan icon next to a section.

Script Writing Tools

In the **Tools** box on the right, there are several fe̶a̶ to guide your script building:

- **Script Examples** – Script examples are categorized by **Script Type** and then organized by **Paragraph**. Selecting a Script Type and Paragraph will load a database of appropriate example paragraphs that can be used for reference. If you have a section opened in editing mode, clicking ADD will drop the paragraph into your editor where you can then modify it and make it your own.

- **Action Verbs** – A selection of power words that can be used to enhance your script.
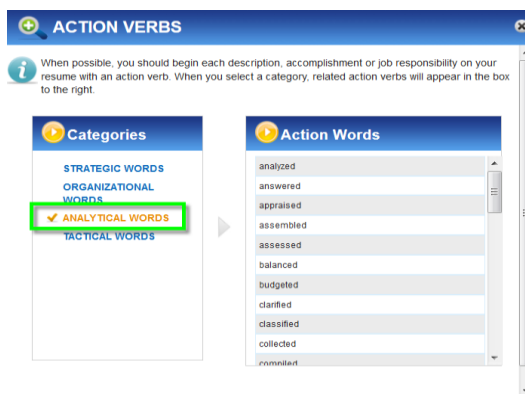
- **Explore Careers** – This feature offers descriptions and information about careers from every industry. Use this feature to learn about which skills you should feature in your video, based on your desired career.
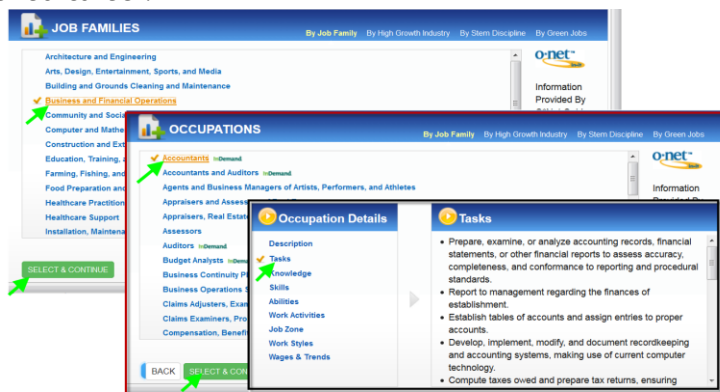
Audio/Video Configuration

Before recording a video resume, you will be brought to the **Adjust Recording Media** page to configure the settings for your webcam and microphone. First, however, you will be prompted to allow or deny the program to access your computer's webcam and microphone. To continue, you must click **Allow**.

To the left is a box with webcam settings. Under the **Choose Driver** menu, find the webcam that you wish to use. If it is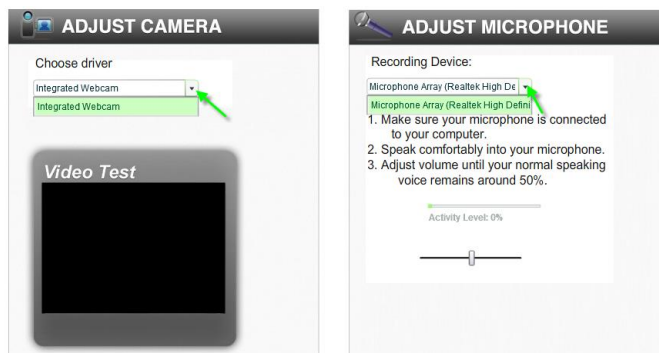 connected correctly, you should be able to see a live video feed in the video test window. If you still can't see a video feed, make sure that your camera is connected and working properly.*

On the right side of the page are your audio settings. Select the microphone you plan on using from the drop-down menu. Note that you can adjust the activity level. To do this, make sure that your microphone is positioned where you plan on using it in your video and speak at a normal level. When speaking, you should notice changes in the activity level. For ideal results, the level should be around 50%.

Using the slider below, you can adjust the level until a 50% level is achieved while speaking normally.

When you're done configuring your audio/video settings, click **Continue Video Resume**.

****NOTE**:

For users of the Chrome browser, you will have an additonal permission to give prior to the system being able to access your camera. A dialogue box may appear at the top left of your browser asking for you to allow access. Click the **Allow** button to continue
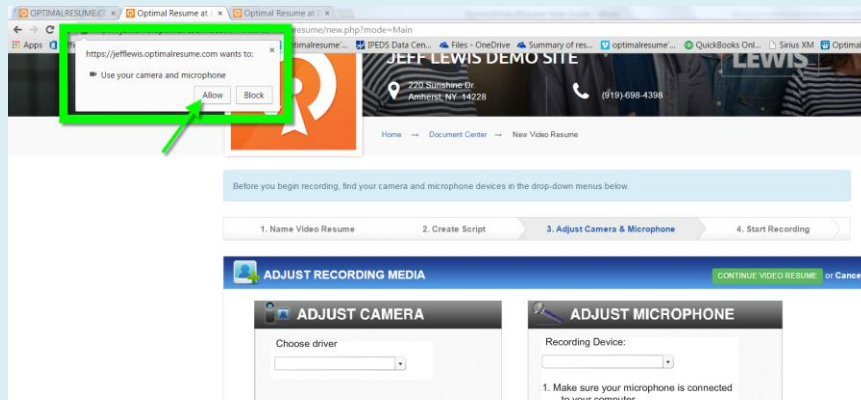
Video Resume Tips

- *Keep your video short.* One to three minutes is the most common video resume length.

- *Don't just restate what is on your resume*; it's boring to viewers. Find a few key points in your resume that would appeal to employers, and make those the focus of your video.

- *Dress for success* when recording your video. A good rule of thumb is to dress as if you were attending a formal interview with that employer.

- *Find a neutral-colored wall to serve as the backdrop of your video*. Having a background with excessive pictures and clutter can distract viewers from your message.

- *Make your video fluid and natural*. If you're recording in sections, try not to adjust the light or camera position between sections. Doing so can make your recordings appear choppy and unnatural. An ideal video resume flows seamlessly from section to section.
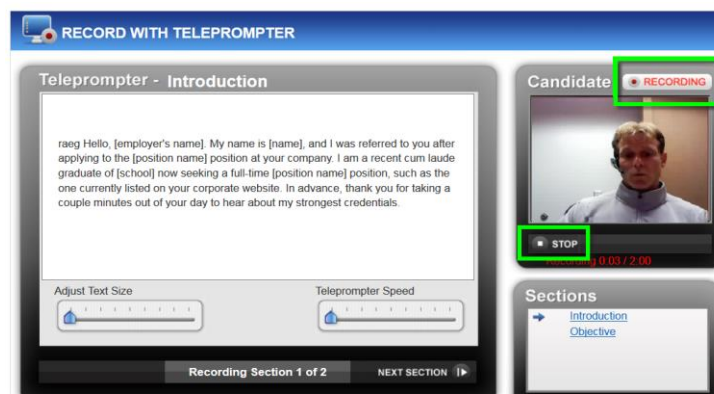
Recording

Recording Your Video Resume

The **Record With Teleprompter** page contains three main parts - the **Teleprompter**, the **Candidate** window, and links to the different **Sections** of your video resume (if applicable).


If you created a script it will be displayed in the teleprompter and you will have the opportunity to record each section, one at a time. Adjust the size of the text and the speed of the scroll with the two sliders at the bottom of the teleprompter. If you're unsure of what settings to use, click the **Test Speed** button to see how the teleprompter will appear while recording.

In the **Candidate** box, you will see a live feed from your webcam. Be sure to position your camera the way you want it before beginning the recording process. When you are ready to begin, click the **Record** button and after a 3-second countdown the program will begin recording your response. You will see a **RECORDING** icon at the top right corner of the webcam feed. When your response is finished, click the square **Stop** button, located at the bottom left corner of the video player.

At this point you will have options to play, redo or save your recording. To replay the video that you just recorded, click the **Play** button when it appears. You can also re-record your part by clicking the **Redo** button. When you're satisfied with the recording, click the **Save** button and the teleprompter will load the next section.
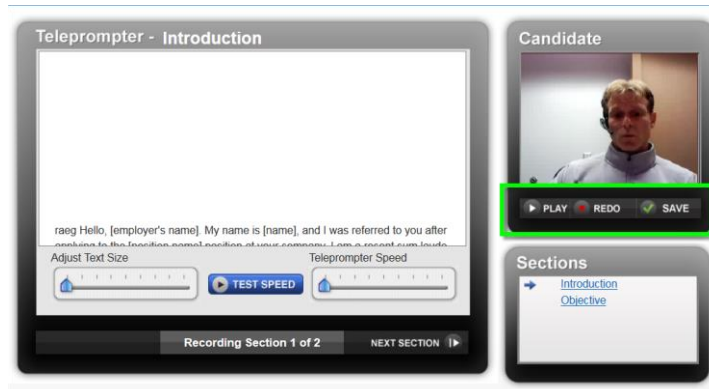
If you chose to record your video in multiple sections, you will notice links to each of the different sections on the bottom right corner. Clicking on a link will bring you to that section of your script. You are free to record your video in any order you wish.

Post-Production Tools

Styling Your Video Resume

When all of your sections have been recorded, you will be brought to the editing page to put the finishing touches on your video.

There are two screens on the editing page. The left screen shows your previously recorded video, while the right screen is an area into which you can enter bulleted text to help accentuate what you may be saying in your video resume. More on this in the **Adding Bulleted Content to Your Video Resume** section below.

To view a specific section, either click on the name of that section or use the **Next Section** or **Previous Section** buttons to cycle through the video.

Below the screens, there is a timeline of your video resume which shows the location and timing of your video's sections and/or bullets. For a more detailed view of the timeline, use the **Zoom Slider Bar** to zoom into the timeline.
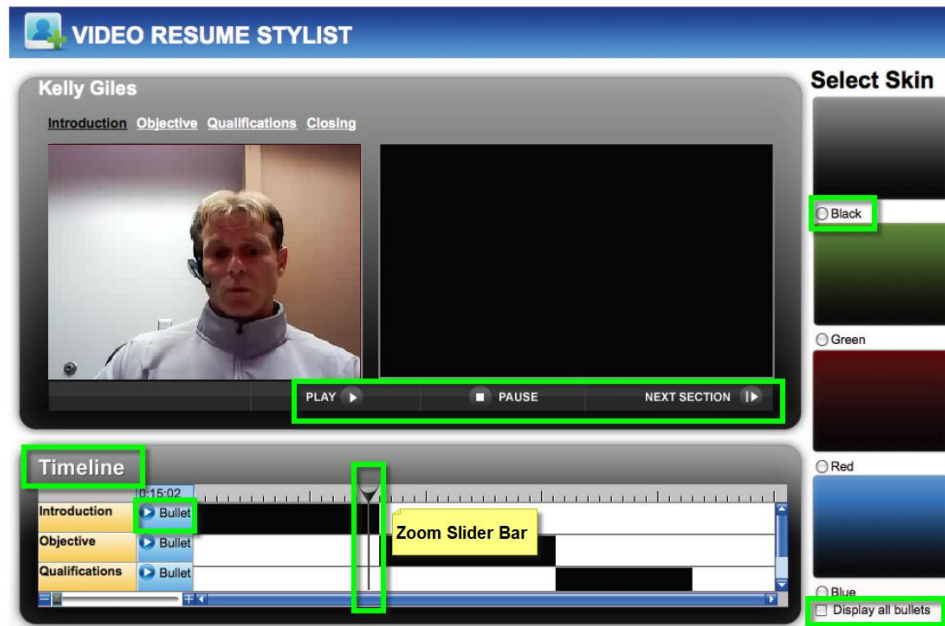
The timeline is also where you can add and edit bullets in your video resume. Bullets are a great way to enhance points discussed in a video. They will appear next to your recording in the final video.

Adding Bulleted Content to Your Video Resume:

1. Click the **Add Bullet** button corresponding to the section where you would like the bullet to appear.

2. This will open the **Bullet Stylist**, which contains several features to style an eye-catching bullet.

3. The most important field in the Stylist is the **Bullet Text** field, where you enter the content of your bullet point.
   Other features in the stylist include **Font**, **Typeface**, **Text Color**, and **Animation**. If you're unsure of how an animation will appear in your video resume, click the Rehearse button to see the animation based on your settings.

4. Once you have entered and formatted your content click **Save.**
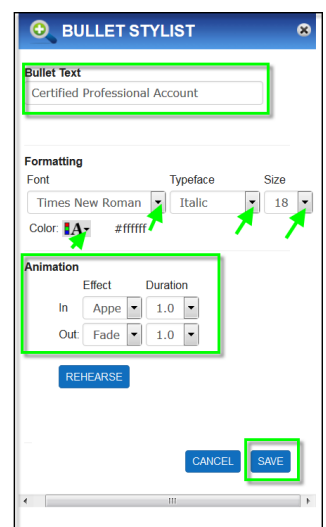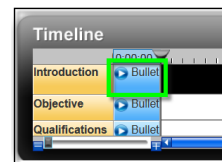
5. At this point you can add additional bullet(s) or drag the text into position on the screen.

6. Click the **Save** button to return to the main editing page and you will notice there is now a blue bar in the timeline – this controls the location and duration of your bullet's visibility. To move your bullet to another part of the timeline, click and drag it to the appropriate place. You can also resize a bullet to appear for a longer or shorter amount of time in your video. Click and drag the arrows in a blue bullet box to change its size.
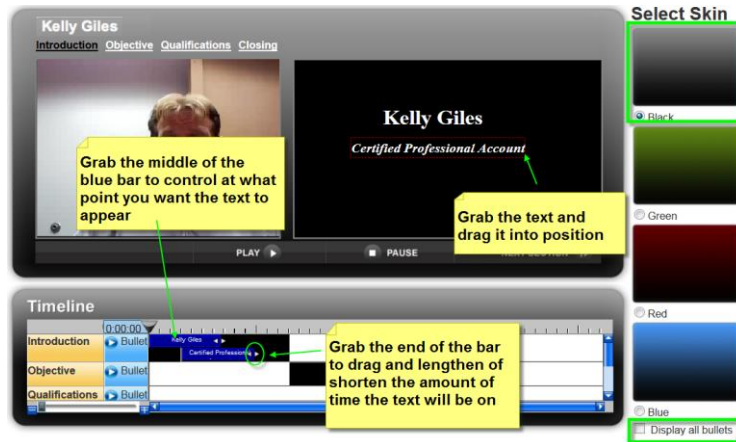

On the right side of the page, you can select a skin to apply to your video resume player. Below the skins, there is a checkbox marked **Display all Bullets**. This feature allows you to show all of the bullets in your video at once, instead of having them fade in and out during the video. Check the box to enable/disable this feature.

> **Note:** You cannot leave the recording page and return at a later point to finish or change recordings for your video. However, you can still change bullet points, skins, and other minor details of your video resume at any time.

Previewing and Sharing a Video Resume
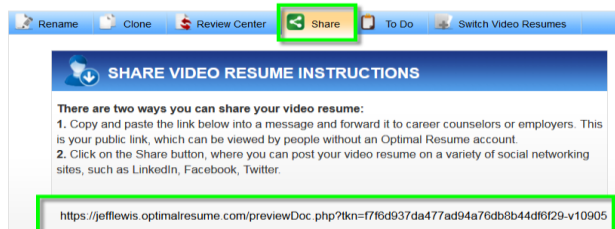
To preview how your video will appear to other viewers, click the **Share** button in the toolbar and then click the long blue link displayed. This will open a new window with your finished video resume. (See next page).
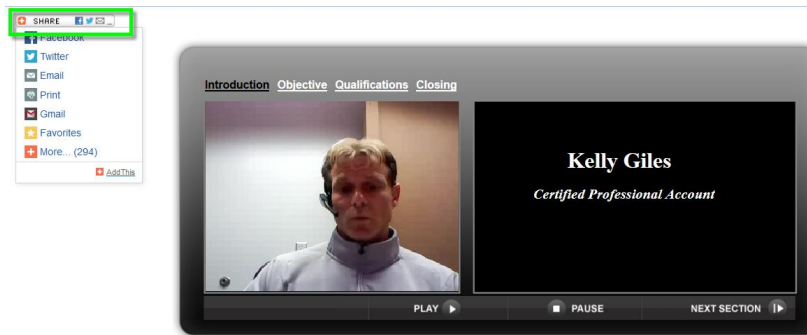
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There are two ways to share your video resume:

1. Add a video to your resume website. In the Website Builder, you can enable the use of Video Resumes, which allows you to add a video resume to your professional website. See OptimalWebsite Help Guide for details on how to use the OptimalWebsite Builder.

2. Using the **Share** button, share your video resume link with others. The link in the Share window is a public link that can be freely shared with others, regardless of wherther they have an OptimalResume account or not. You can either copy/paste that link into a message or use the Share and Tell a Friend buttons to post the link on a social networking website.

Technical Support

Support is available, please contact the Illinois workNet team at info@illinoisworknet.com. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).