

New User - How to build out the best version of you - with an NTM SeeMe Portfolio

You can take as long as required to complete your profile however, you will find that you will be timed out if left unused for too long and then you will need to follow the instructions for Existing Users Below - to finish completing your profile and obviously for continued updating of your lifelong portfolio.

New Users		
Profile Development Stage	Tasks	Outcomes
Step 1 - Unlock your Talents	<p>Approx. 20 minutes to complete</p> <ul style="list-style-type: none"> • Register using an email address and choose a memorable password • Then login • Your first step is to input your contact details – you are currently set to not share these but you can untick the box so people can see your details. • Put in a picture and maybe a few quotes that demonstrate you or leave this blank until you have started to build out your profile. <ul style="list-style-type: none"> ○ Once you have input data – Click the yellow arrow under the Save button and you will be taken to the next screen – Hobbies ○ Click on the Hobbies that you take part in the scrolling box and they will appear in your list – put a short intro to them in the box below. You may be asked supplementary questions about some of the hobbies you have selected. ○ Click the yellow arrow again and then you will be taken to the Interests screen where you tick the images that attract you or are interested in ○ Once you have saved this you will then go to the next key step – seeing the Natural Talents that you have unlocked from your selections. ○ Click the yellow arrow 	<p>If at any point during this process you get timed out – you will need to refer to the steps for existing users to build out your profile.</p> <p>Now that you have completed Step 1 – you will be able to see your Natural Talents in the next screen, but you now need to start to build out this information. Step 2....</p>
Step 2 – Understanding and Explaining your Talents	<p>Initially Approx. 20 – 30 minutes to complete</p> <ul style="list-style-type: none"> • Your Talents have been uncovered because of the hobbies and interests that you have selected 	<p>This step can be completed by you on your own or you can now start to develop this with a coach, mentor, careers advisor, support team or friends and family.</p>

	<ul style="list-style-type: none"> You now need to think about why those talents reflect you, how you apply them and use them in your day to day routines, hobbies, and activities. Write a short description in each Talent so that they become visible on your profile. <p>e.g.</p> <ul style="list-style-type: none"> Patient – I like to spend long hours making things which takes a lot of patience and time Team Player – I enjoy being part of a team and sharing ideas so that we can all become that best at what we do <p>Once you have completed this stage, you can then send a link to your profile to apply for a role, or showcase to others but there is lots more you can do to make your profile work as well as it can for you.</p> <p>To send a link:</p> <ul style="list-style-type: none"> Now you need to click on the button - <ul style="list-style-type: none"> Send Profile to an Employer (this could also be a friend or family member for them to review your profile) Follow the 3 steps: <ul style="list-style-type: none"> Step 1 -You will only have one version to select at this stage Step 2 – you can choose to send an email or create a link Step 3 – if you send via email fill in the details or If you create a link you will then get a URL to copy into an email or application form 	<p>You now have a profile that identifies your Natural Talents – you can print your word cloud which shows the potential that you have, keep it safe to remind you the skills you have.</p> <p>*To print your word cloud – click on the button – view my profile and then scroll down to the print button.</p>
<p>Step 3 – Building your Portfolio through visual evidence</p>	<p>This can take up to an hour or more to complete if you want to start to build a rich visual portfolio including a video. It can be completed as an initial demonstration of you, but it is advisable to spend as much time as you can so that a future employer or opportunity really gets to see the potential that you have.</p> <ul style="list-style-type: none"> If you have clicked the yellow arrow from step 2 then you will be taken to this next step. If you have saved and are now coming back to this – you will need to refer to Step 3 in the Existing User details below <ul style="list-style-type: none"> This area will allow you to create a video directly from your device’s camera or you can start to upload documents such as a CV or achievement awards etc. You can also upload pictures as evidence of your hobbies e.g. pictures of cakes you bake, team pictures and more. If you are unable to create a video from your own device, you can instead link to a video you have already uploaded to YouTube. 	<p>This is the fun part where you can now spend as much or as little time on developing a visual image of you. We suggest that you at least provide some evidence of your hobbies/interests and if possible, a short video to introduce yourself and tell people a bit about who you are and what you like doing. This is something that you should continue to develop – adding in achievements, awards, success stories and any development work that you do including actual learning or work experience, volunteering and more</p>

<p>Step 4 – Build out the picture with more detail and evidence</p>	<ul style="list-style-type: none"> • If you are still building from being a new user – then great to see you keeping going and you will now have clicked the yellow arrow which has now opened the next screen. • This is about providing more detail, which you may not have at this time or depending on your experience, you may have lots of information on. Take as little or as much time needed – you can always go back and add more – which is what you will be doing with this lifelong Portfolio of you. • Click the yellow arrow once more and you will go to: • Edit My Learning – this is all about how you learn and what you have learnt. This does not have to be academic learning but things that you may have learnt yourself – such as: I taught myself to cook or play an instrument • Edit My Experiences – This does not have to be job specific – it could be volunteering or being a prefect at school or captain of the rugby team – all demonstrations of your talents • Edit My Introduction Text – this is your personal statement, which can be a difficult task to do but use all the SeeMe portfolio to craft a picture of who you are in words • Once you have completed all the screens that you can or have time for – Save and submit your profile from the last screen – my introduction – this will then take you to your dashboard where there are additional fields that you can customise to reflect you including changing your profile colour, aligning yourself to various communities, and setting other preferences – see the buttons and tabs descriptions below 	<p>This is something that you can do yourself or you can use this to work with others such as friends, family, careers advisors, mentors, coaches and carers to start to build a view of all the things that you have done or are doing.</p> <p>Do not think of this as being about qualifications but about the qualities that you have and how you use them to do lots of different things. Helping at a charity event or teaching or helping someone else is a great talent and should be showcased in your SeeMe portfolio, so people can really see the true you.</p>
<p>Lifelong development of your SeeMe Portfolio</p>	<p>As you develop your skills, knowledge and experience it is important you continue to demonstrate this in your portfolio.</p> <p>Regular visits to your profile to change, add, update and develop are key to being able to showcase your true potential so take pride in who you are – download the word cloud as a positive reminder of the talents you have and keep focused on how this can help you to attract employers or work-based outcomes to see the potential you have.</p> <p>You can continue to send your profile out to others via the process in Step 2 or you can download a copy of your profile to print. If you create a new version of your profile for each opportunity, you can monitor how many times each has been accessed, Click on the Print my Profile button on your main dashboard -</p>	<p>Every tiny achievement or activity that you do demonstrates your talent. Visit your SeeMe profile regularly – make sure you post pictures as you take them and keep adding as much evidence as you can to keep current so that you start to build a picture of how you are growing and developing your skills, abilities and knowledge.</p>

	<p style="text-align: center;">Existing User – those who have already registered for NTM</p> <p>If this is not your first visit to NTM you will already have an account and a profile. On login, you will be taken straight to the main dashboard where you will find navigation options including “edit my profile” and “profile wizard”.</p>	
<p>Dashboard and additional/optional applications</p>	<ul style="list-style-type: none"> • Shortcuts <ul style="list-style-type: none"> ○ View my Profile – as it says – see it all come together ○ Edit my Profile – Opens up the edit buttons for all the steps you have taken ○ Print my Profile – ready to download to send or print ○ Profile Views – see how many views you have had ○ Set-up auto-applications - Enabling Auto Applications allows you to automatically submit a chosen version of your profile to employers who are looking for people with your talents/attributes to fill the type of vacancy you are looking for in your area. ○ Send profile to an employer – by email or via a unique link ○ Account Settings – select your colour scheme – get news feeds ○ Jobs and other opportunities – all the options and live jobs • My availability – up to you • Latest Messages – sent to you because of your talents/profile or from employers you’ve given permission to contact you • Latest news – from industries you are registered for 	<p>For any questions or to discuss your profile further – you can contact our team directly on:</p> <p>info@naturallytalentedme.com or nikki@naturallytalentedme.com or nick@naturallytalentedme.com</p>

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| | <ul style="list-style-type: none">• Communities – those that you want to align to and optionally show on your profile• Industries – those that you have been automatically matched to or ones you are interested in – this will feed your news and messages• Diversity – we believe in being transparent and showcasing who you really are but it is optional• Top right hand burger – GDPR – protecting your information | |
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