THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

CAREER SUCCESS

Communities.
Connections.
asc-careersuccess.osu.edu

VMock Step-by-Step User Guide

1. Log in by going to vmock.com/osucareersuccess. Click on the red *Continue with University ID* button, and log in using your OSU name.# and password.

Choose your account type

Students/Alumni   Career Services

College of Arts and Sciences - The Ohio State University

@ Continue with University ID

'Continue with your Single Sign-On User ID'

Note: VMock is only accessible by Arts and Sciences students. If you aren't in an ASC major, you will be denied entry to the platform. If you do have an ASC major and are being denied email Alex Lane.388 or asccareer@osu.edu.

2. If this is your first time VMock will ask you for your major and year. This will make sure you are receiving the most personalized feedback possible. You can change your major and year later on the *Settings* page.

Complete your profile

Please select your Major: *

Select an option

Please select your Class Year: *

Select an option

Finish

3. On the main page, upload your resume to VMock in PDF form by clicking on the blue *Upload Resume* button in the center of the page. Once it's successfully uploaded, VMock will analyze your resume which normally takes about 15-30 seconds.

Improve your resume

⬆ Upload resume (10 left)

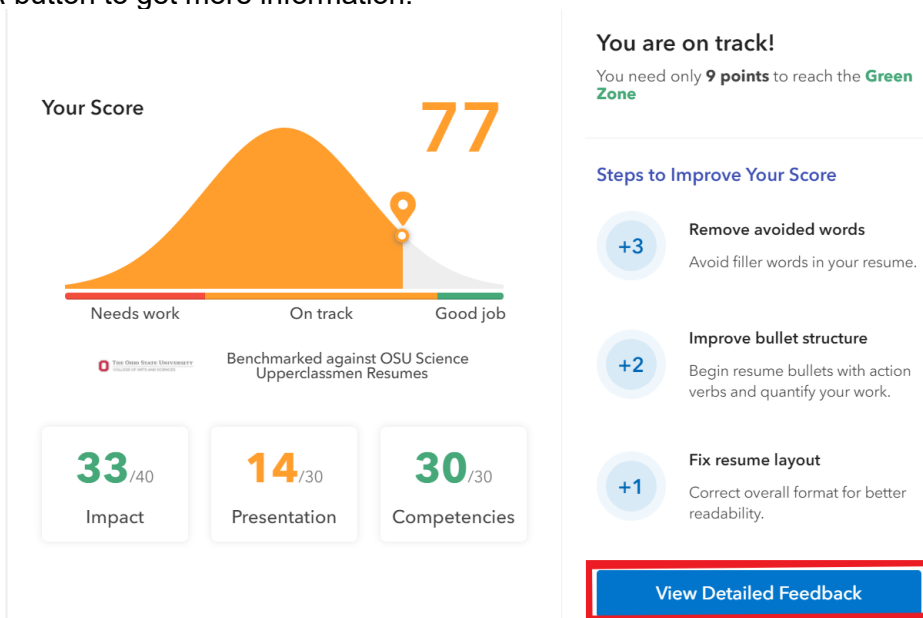Analytical skill is the highest reflected skill across thousands of high-scoring resumes.

More than 70% of high-scoring resumes show scope of responsibilities with quantified impact.

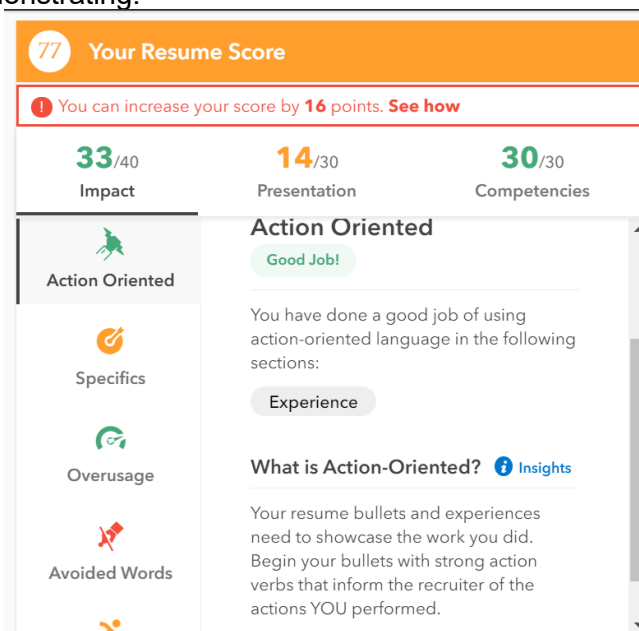An average high-scoring resume has 15 bullets for the Experience section.

More than 70% talk about hobbies, a team sport & places visited, in their resume.

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4. Once your resume your is analyzed, VMock will give your resume a score out of 100, show you where you fall on a bell curve and give a breakdown for each of the three main sections they grade on: Impact, Presentation and Competencies. Click the blue *View Detailed Feedback* button to get more information.

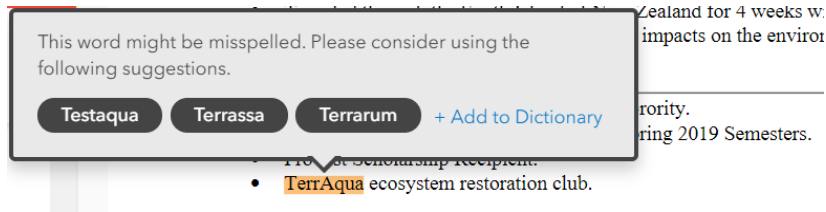5. The left side of the screen breaks each of the three main sections into several additional subsections. If that area is green, you've done a great job, if it's yellow you've done an ok job, and if it's red that section needs attention. Each subsection will give reasons as to the grading, can offer suggestions on how to improve your score and provide examples of the concepts they're demonstrating.
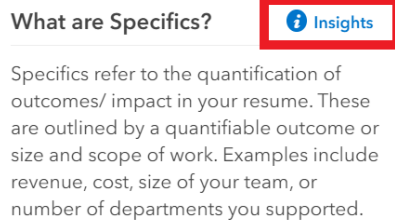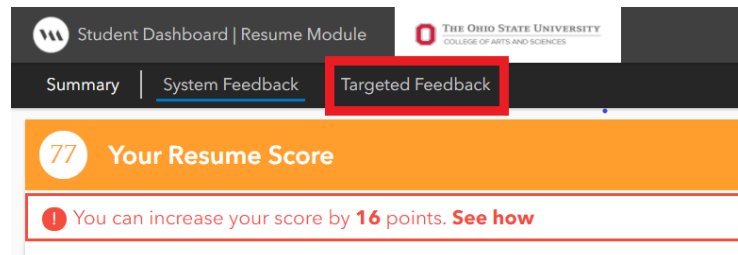
6. On the right, you can hover over any line of your resume that's highlighted in any of the three colors and see why it's being graded the way it is, and gain suggestions to improve it.
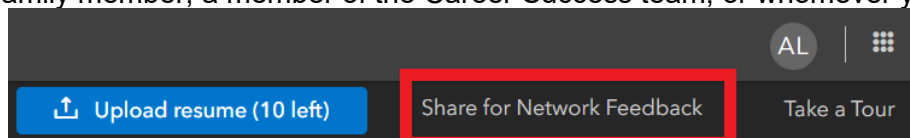
> This word might be misspelled. Please consider using the following suggestions.
>
> Testaqua   Terrassa   Terrarum   + Add to Dictionary

- TerrAqua ecosystem restoration club.

7. By clicking on *Insights* in the left bar, you can also see Arts and Sciences specific benchmarking information, such as number of words per section, number of sections, common words used etc.

What are Specifics?   ⓘ Insights

Specifics refer to the quantification of outcomes/ impact in your resume. These are outlined by a quantifiable outcome or size and scope of work. Examples include revenue, cost, size of your team, or number of departments you supported.

8. After you've viewed each of the three main areas click on *Targeted Feedback* in the top left to go from line-by-line feedback to section specific feedback. This will allow you to receive information and advice related to the structure of your resume and make sure it's as powerful as possible.

Student Dashboard | Resume Module   THE OHIO STATE UNIVERSITY
                                      COLLEGE OF ARTS AND SCIENCES

Summary | System Feedback | Targeted Feedback

77 **Your Resume Score**

⚠ You can increase your score by **16** points. **See how**

9. Once you've reviewed all the feedback and made changes to your resume, re-upload it via the homepage and see how much you've increased your score! Keep repeating it until you're satisfied, or you've reached the green zone! Keep in mind that each resume is unique and not all of the feedback may apply to your specific resume. This may in some cases prevent you from reaching the green zone, which is completely fine as long as you feel good. If you want more guidance on your resume, schedule an appointment with your Career Coach, or attend our walk in hours in Denney Hall 100.

10. You can also get external feedback on your resume by clicking on *Ask for Network Feedback* in the top right of either the *System* or *Targeted Feedback* pages. Send it to a mentor, a family member, a member of the Career Success team, or whomever you like.

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⬆ Upload resume (10 left)   Share for Network Feedback   Take a Tour

11. Once you're satisfied with your resume, schedule an appointment with your Career Coach to talk about what the next steps in your career journey should be!