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**This V-Partner Booklet is designed to provide advice to you as you provide support to a Jobseeker in their V-Resume Journey.**

## Introduction

A Video Resume (V-Resume) is a short 1-2 minute video about the Jobseeker that can be shown to an employer. The V-Resume provides a chance to introduce the Jobseeker, their strengths and skills as a potential employee.

A V-Partner is someone who supports a Jobseeker to create their V-Resume and can be more than one person. This V-Partner Booklet is a guide on how to support the Jobseeker.

**Thank you for participating in the process of creating a V-Resume for your Jobseeker!**

In this Booklet you will find

- Steps to follow on preparing for the V-Resume.
- Advice on how to reveal hidden strengths and skills.
- Planning the V-Resume.
- Hints for filming the V-Resume.

### Tip

On the V-Resume website look in the menu for the V-Partner section. Watch the video from a real V-Partner who shares their experience.





## Getting ready to start

Some tips to get you started:

Go to the website [www.vresume.com.au](http://www.vresume.com.au) which is called the 'V-Resume website'.

**Make your own V-Resumé**

Follow these steps to create your own Video Resume

- Home/Introduction
- Getting Started
- Step 1 About You
- Step 2 Your Words
- Answers and Script
- Step 3 Planning your video
- Step 4 Filming
- Step 5 How to put your video together
- Step 6 Sharing your video
- For the V-Partner

Ready to work but can't get that interview?

## Make Your Own Video Resumé

This website is for jobseekers who want to try a different way of applying for a job.

*A video resume gives an employer the chance to 'meet you'.  
Anyone can do this because you won't do it alone!  
Watch to learn more.*

Welcome to the V-Resume website

The V-Resume website includes:

- Start to Finish steps, including editing and distribution of the V-Resume.
- Instructions to follow.
- Videos.
- Hints and tips: these are things to help you.
- Examples of the final product.
- V-Resume templates and free music you can use.
- Tips for helping your your Jobseeker (also in this Workbook).



### Tip

Let the Jobseeker consider whether making a V-Resume is right them.

- A V-Resume may not suit every person.
- An unprofessional or inappropriate V-Resume may not help their chances of getting an interview.
- If a V-Resume isn't for the Jobseeker, then this is absolutely okay!



## 6 steps to make your V-Resume

There are six steps from start to finish.

All Steps with instructions, hints, tips and helpful videos are on the V-Resume website. Watch as many as possible. This will help you feel more comfortable.

It is recommended to have the V-Resume website open whenever you are together working on the V-Resume.



### 1. About You

Who you are as a person; Your personality



### 2. Your Words

Your life experiences



### 3. Planning Your Video

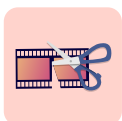
Getting ready to film



### 4. Filming

Actually filming your video

*(on V-Resume website only)*



### 5. Putting Your Video Together (editing)

Editing including how to make your final product

*(on V-Resume website only)*



### 6. How to Share Your Video

How to safely share your video with a potential employer

*(on V-Resume website only)*

## Did you know?

Only some of the Six Steps are part of this Workbook. The V-Resume website has all the instructions in it:

**[www.vresume.com.au](http://www.vresume.com.au)**



## What you and your Jobseeker need to have

- ✓ The V-Resume website [www.vresume.com.au](http://www.vresume.com.au).
- ✓ This V-Partner Workbook, pens and a highlighter.
- ✓ Your Jobseeker with their Jobseeker Workbook.
- ✓ Your device with a camera (Tablet, iPad or phone).
- ✓ Computer or laptop with internet and room to save files. This is for editing the video later.
- ✓ Their current resume if they have one.
- ✓ Their professional clothes for filming.
- ✓ A quiet space to film the video.
- ✓ A good positive attitude and be ready to have some fun!



### Hint



- Choose a device that has the best quality camera. You do not want your viewer distracted by a fuzzy or bad quality video.
- Make sure your device is fully charged.
- Keep the charger with you.
- You will be saving multiple videos on this device so make sure there is room.



## You can do this!

We all feel overwhelmed sometimes, and this is going to be very new to many people. That is why Jobseekers with different disabilities and their V-Partners tested this Booklet first. Some had good computer skills, some had none and every individual had never done this before!

This process has no time limits, lots of small steps and you can do this together as a team.

This V-Partner Booklet has some hints to get started. Let these guide you!

Good luck and remember that this video will be good as long as it is the truth about the Jobseeker. They do have something to offer that is will be valuable to an employer.

**Trust the process.**



## V-Partner note

Your V-Partner Booklet has sections with different information than the Jobseeker Workbook.

This Booklet is designed to assist you in revealing the Jobseekers strengths and skills, so do not be concerned if you turn pages at different times.



## Tips for helping your Jobseeker

Below you will find some helpful suggestions on how to communicate with your Jobseeker to ensure the best possible result.

- You will be asking them some questions. Offer to write down their answers which will help later on.
- You can write in this Booklet, the Jobseeker Workbook or type directly to the V-Resume website using the 'Answers and Script' menu option. The V-Resume website allows you to type in and print your responses. This includes a spot for your Jobseekers 'most important' responses (end of **Step Two**) and even a potential script (**Step Three**).
- Be relaxed, friendly, patient and let them know you are truly listening by waiting until their answer is completed, then ask for any further information.
- Read through the questions and advice yourself before meeting with your Jobseeker.







**Step One** and **Step Two** have a number of questions for your Jobseeker to answer. To reveal the Jobseekers strengths and skills further, it is encouraged you ask the Jobseeker some follow up questions. Here are some examples:

## **Job Skills** (E.g. **Step One**, question 4)

- When you turn up for that activity (work, sport, hobby) that day, then what do you normally do next?
- Talk me through your actions. You walk in the door, now what is next?
- Were there jobs that was theirs alone?

## **Work Environment** (E.g. **Step Two**, question 3)

- Do they like working in groups or by themselves?
- Does the room need to be quiet or is louder work environment okay?
- Do they like being able to work and still chat with other people or would that not be helpful to their work effectiveness?
- Did they like moving around or would they prefer sitting still?
- Shared work space versus own area/desk?
- What did you know how to do naturally versus what you had to be taught?

## **Personality Traits** (E.g. **Step One**, question 2 or 5)

- Do you have to be kind, hard-working, quiet, focussed, loud and enthusiastic etc in that job/sport/hobby?
- Did you have any trouble turning up on time? Did you drive yourself or go via public transport?
- Did you have to plan what you were going to do ahead of time? Was that easy for you?

## **Other Questions**

- How do you handle being in a bad mood?
- What is something that no-one would guess about you?
- What do you wish someone would ask about you?
- How would you get to and from work?
- Are you someone who arrives on time?



## Step 1

# About You



### ***In this Step, we want to learn about the Jobseeker.***

Start with Question 1, then go with whatever the Jobseeker is most comfortable to answer.

Try to have an answer in each question.

Your V-Partner hints for each question are in the box.



### **TIP**

In this section, don't worry about finding a perfect answer or trying to guess what an employer wants from them. This section is about the Jobseekers strengths, personality and skills that their life has taught.

Later we will discuss how these life lessons could help an employer.



## 1. Ask the Jobseeker what they spend their week doing now.

The purpose of this chat is get comfortable with each other, to talk about experiences and to get a conversational flow started.

Write their answers below. This can include things like:

- Work (current employment).
- Group activities with friends or family.
- School or learning activities.
- Sport.
- Fun things you like to do with family and friends.
- School or learning activities.

Feel free to make this a two-way conversation, offering up your thoughts or asking for more information.

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## 2. What do you like about yourself?

Example: *Funny, kind, helpful, friendly, active, get things done even if takes a while (determined).*

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### 3. What are you good at?

Example: *I'm good with people and like helping them; I work really well alone and once I learn something I remember it; I'm good with computers etc.*

What are the top skills they know they have? For example:

- *In question 1 you mentioned.... what do you think you learnt there?*
- *When you say you are good at... how do you know?*
- *Think about when you last did... what about it made you enjoy it?*

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### 4. Have you worked before? Please tell us about this job.

- *Did you have to learn that skill from scratch?*
- *Did you already know some of that skill before you started work? Where did you learn it from?*

Don't worry if it is repeating some from the last question. Excellent opportunity to identify skills from other parts of life and applied to a job.

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**5. Do you have hobbies (like collecting something) or interests (like the AFL or music) that you can tell us about?**

Notice what skills the Jobseeker is revealing. For example:

- *Part of a sports team - the role you play in that team requires what sort of skills?*
- *Collector of something - do you make connections with others to build your collection?*
- *Volunteer work - gives you a sense of purpose, you like helping others and find building their skills really satisfying.*

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Well done on completing  
**Step One - About You.**



**Take a Break!**

Or if you want to, skip the break and continue to  
**Step 2 - Your Words**



## Step 2

# Your Words



***In this Step, we will start talking about employment.***

### **1. What would your ideal job look like?**

Go beyond just the job itself, ask about the work environment, including:

- *Outside work versus inside work (or a mix of both).*
- *Repetitive duties versus changing everyday.*
- *Prefer to work alone versus in a team (or have own role but it is part of a team).*
- *Is it important that their work positively impact others (community minded).*
- *Loud environment versus quiet environment.*

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## 2. If you are happy to tell people about your disability, what would you like to tell the employer?

- *Are there things that may need some adjustment in the workplace?*
- *Are they completely independent in some, many or all areas of their life?*
- *Real life examples of how they communicate.*

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## 3. You are able and willing to work. Is there anything you want to tell the employer that would help you perform at your best?

Example: *Not too many instructions at once*

Give the employer a picture of what it would be like to hire them.

- *Explain how they would transport themselves to and from work.*
- *How do they receive instructions best (eg, one or two at a time or they like to write it all down so they don't forget).*

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Example: *I was told I could never do something but I learnt anyway; I've been told no before but I kept trying; I am really considerate of other people and try to be kind all the time.*

Let them tell their story, whilst you write down the personality, skills and strengths that is revealed. Feel free to add your thoughts or ask for more information.



## Take a Break!

Have a drink and some food and talk about something completely different to the V-Resume.





## What to do next?

Read through all your answers to **Step One - About You** and **Step Two - Your Words**. In each answer, what do you both want the employer to know about the Jobseeker? Then highlight what you think is most important. You may have already done this as you went along.

Remember that this V-Partner Booklet, the Jobseeker Workbook and the 'Answers and Script' menu option on the V-Resume website has a spot available to write your 'Most Important' responses.



### What do we mean when it says '*What is most important to you?*'

Why you highlight something can be for many reasons.

Below are some reasons that some people have highlighted an answer:

- It's important to you that the employer knows your skills.
- That they know what makes you great to work with.
- What you like about yourself or what others say about you.
- Why you would be a great employee.
- How your life has taught you skills that will help in the workplace.

Now focus only on the highlighted answers of **Step One** and **Step Two**.

Do you or your Jobseeker notice a pattern? Are there some words that are similar to others?

Pick your top four or five highlighted answers and we can use these in the V-Resume.

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## Step 3

# Planning Your Video



*This is a big section is full of advice. Go through it bit by bit.*



### Timing of your Video

How long each part of your final V-Resume should be.



### What to say

What you want to say in your video and how you may do this.



### Things to consider

What to think about before filming your V-Resume.



### Getting Ready to Film

How you want to look and sound like on your V-Resume.



### Hint

Remember there are helpful videos on the V-Resume Website under '**Step Three**'.

Keep the website open and watch as you go along.



## Timing of your Video

It is important to keep the V-Resume only 1-2 minutes (no longer than 3 minutes though). This will keep the employer interested. Here is a rough guide of how you can time out the V-Resume. You can move sections around and choose the order that flows the best later on.

- **5-10 seconds:** Introduce yourself. Welcome your viewers to your Video Resume if you want.
- **20-30 seconds:** Tell them about yourself. Talk about your education and where you went to school. Tell the viewer about your personality.
- **25-35 seconds:** If you have a current job, talk about it and your responsibilities. Explain what other job roles you can fill because of this experience and mention the sort of work you are looking for now.
- **20-30 seconds:** Explain what your manager or co-workers or close friends would say about you. Include what you are really good at and can bring to a potential employer.
- **3-5 seconds:** State where the viewer can find more information (eg, written resume or a website that may show some of your work.)
- **5-10 seconds:** Lastly, thank the viewer for watching your Video Resume and end with a call to action. A call to action is a sentence that encourages the viewer to make contact with you.



## What to say

There are many options on what you can say in your video and what this could look like. Two options are provided in this Booklet. You may wish to write a script for either option.

### Tips for Your Script

- **Not too personal:**  
Avoid giving detailed information about you, your family or friends or your pets. You want this to be about your skills not your home life.
- **Be Measurable:**  
When talking about your skills, give details about how much or how many.  
*For example, rather than saying 'I work well in a team'. You can say 'my team had five people who I worked directly with'.*
- **Don't repeat your written resume:**  
Show your personality. Explain what makes you great.
- **Keep it short:**  
With only 1-2 minutes for your whole V-Resume you want to list the most important points.
- **Practice, Practice, Practice:**  
This helps you be more confident. Confidence is about being the real you. Aim to say the important information while coming across as naturally as possible. Which is why we practice!



## Option 1: Use the script and the Jobseeker looks directly at the camera

One way to create the video is to have the Jobseeker speak directly to the camera. They sit, speak their script with the camera at the same height as their eyes.

There is advice in the next section on how to write a script. Always keep in mind the timing suggestions already provided.

Watch Ishtar or Tiahnee's example V-Resumes of what it looks like to look directly to the camera and use a script. These can be found under 'Getting Started' on the V-Resume website.



### Hints for Option 1

Consider sitting behind or beside your camera so that the Jobseeker will be presenting to a real person.

## Option 2: Interviewed by your V-Partner

Another way to create a video is to be 'interviewed' by you as their V-Partner. The V-Partner asks the Jobseeker questions, filming the response from the Jobseeker which is edited later, including removing the V-Partners' voice.

It is recommended they sit at a table for this option as it looks more relaxed and friendly. So the Jobseeker will be looking slightly to one side of your camera in your final video.



### Tip

What questions could be in the interview?

- Any question from **Step One** or **Two** can be used
  - Use the questions that had your 'most important information'
- Create your own questions with your V-Partner

Their responses can be used to tell their story. This includes those things that are most important that an employer should know about them.

Watch Keith or Karen's example of what it looks like to be interviewed under 'Getting Started' on the V-Resume website.



## Tip

- Encourage them to sit up and smile
- Pretend the camera isn't there and they are talking to you
- The Jobseeker may wish to write a script for their answer. It is encouraged to simply ask questions from **Step One** and **Two**, keeping it casual and friendly.

## Does the V-Partner have to be filmed?

It is recommended that only the Jobseeker be on film including only their voice.

More details are in '**Step Five - How To Put Your Video Together**', which can be found on the V-Resume website only.



## Keep Track

If you have filmed multiple videos, it will be helpful to have a list. Write down what question it covered so you can easily identify the best version when editing.

You may choose to simply keep the device recording, only stopping during larger breaks. This will minimise the number of videos to transfer later.

## Important

When interviewing the Jobseeker, do not speak over each other. Wait a few seconds before responding.

It will make all the difference when editing.





## Writing a Script

### A script is what you want to say in your V-Resume

For many it is helpful to know what you want to say before you start filming. By writing a script, they have something you can practice before you start filming.

A script is best used for when you are speaking directly to the camera.

A script is also best when the Jobseeker is nervous. They can memorise one line at a time, look up saying it to the camera or interviewer (do this a few times for each sentence to get different facial expressions).



### Encouragement to Jobseeker

By knowing what you want to say, you will be more confident and relaxed in front of a camera.

The good news is that you already have a great start in writing the script!

In **Step One** and **Step Two** you both identified what is important to the Jobseeker. These can be used in the script.



### Tip

Use a teleprompter.

Many tablets and smartphones even have teleprompter apps available.

The Jobseeker can read their answer or script prepared from a teleprompter – it 'prompts' or lets them know what to say next.



# Planning Your Video

## Let's Write The Script

Use the areas below to write the Jobseekers script. Using the timeline suggestions, it has been separated into focus areas. Feel free to type your final script into the V-Resume website using the printable 'Answers and Script' menu option.

## 1. Introduce Yourself

They don't have to include their last names in the video

## 2. You, your education and personality







# Planning Your Video

## 5. Where to find more information

## 6. Thanks and a call to action

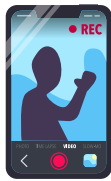


## Things to consider

It's time to get ready to film. In this section we will provide hints and tips to help you and the Jobseeker get ready and make the final V-Resume the best it can be.

There are a lot of hints and tips so please don't be overwhelmed – many you have done already or think of quite naturally.

The V-Resume website has all these hints and videos under '**Step Three - Planning Your Video**'. Watch as many videos as possible.



### Device to Film with

Have you chosen the device you want to film on yet? Whether it is a mobile, tablet or laptop, choose the device with the best quality recording to film on.

Some things to consider:

- Have you charged the device?
- Do you have a charger nearby just in case?
- You may take lots of short films or complete the filming in one shot.  
Make sure you have enough room on your device to store the videos.



### Remember

No matter what device you use to film, '**Step Five - How To Put Your Video Together**' is done on a laptop or computer. Here you are shown how to move your recordings from your device to your computer.

You can find these instructions under '**Step Five**' on the V-Resume Website only.

### Making a Stand for the Device

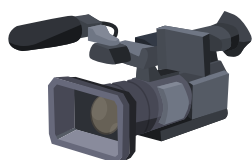
Avoid holding the device in your hands. It is recommended to find or make a stand that your device can be placed on to be still. Most devices do not come with a tripod stand but please use this if you have one.

It is recommended to a tall chair with some books. Then use something soft but sturdy, like a heat pack or items that won't move if your device is placed against it.



## Choosing where to Film

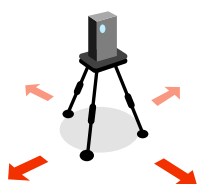
- Choose a neutral space (not bedroom or bathroom) – such as dining room or backyard.
- If inside, small rooms suit better for good sound quality and less echo.
- Listen for background sounds around you in your chosen space. You want to film where it is quiet and only the Jobseekers voice will be heard.
- Look behind the Jobseeker. The viewer will notice everything in your video and a busy background can distract their attention from them and what they are saying.



## Getting Ready to Film

### Positioning the Camera

When filming they may wish to have your whole body in the video or just face and shoulders.



#### Face and Shoulders only

- This is the preferred method for the V-Resume. It allows the viewer to see facial expressions, emotions, reactions and enthusiasm.
- Position your camera far enough away to capture their shoulders and entire face with some room to spare.
- Aim to have the camera at their eye level with their nose around the middle of the screen. Ask them to put a fist on their head to know where the top of the video should be.

#### Full body on screen

- Make sure there is a small amount of space on the screen above their head and below their toes.
- If the Jobseeker wants to display some of their skills, use this option for a short time.
- If they are talking about their personality or life skills, do not use this style because it is harder to see their facial expressions.

### Hint

Face and Shoulders should be used for most of your video.

A portion of the video in full body video is an opportunity to show the Jobseeker doing a skill or activity, but you can go between the two options if you want





## Lighting

- Film opposite natural light (eg, windows or outside) to avoid shadowing on their face.
- If inside do not sit next to a bright light shining through the window.
- Avoid filming during times of the day when shadows occur (eg, sunrise or sunset).

## Encouragement to Jobseeker

### Speaking on Film



- Speak 30% more excited and energetic than you think you are in real life – the camera takes away some of that enthusiasm, so you have to make it up.
- Stay true to yourself and don't be fake.
- Speak clearly, a little louder than normal and a little slower than normal so the camera can pick up your voice.
- Smile and be friendly, show you are interested in talking to the viewer.
- Practice your script aloud until you feel more confident. Try to not read from a script as this can sound robotic.
- Practice, practice, practice!



### Hint

Imagine your audience is about 2 meters away from you. So will need to speak a little louder (not faster) for good sound quality



### Connect With Your Viewers

- Make eye contact and smile.
- Look directly at the camera or your V-Partner interviewer.
- Have good posture. Try to push your shoulders gently back, legs together, hands either by your side (when standing) or together in your lap (when sitting).
- If you are someone who moves their hands when talking, this is absolutely fine but avoid making very large movements as it could distract the viewer.



## What to Wear

They are trying to impress an employer so they want to be professional but also be comfortable. This means dress for the job they want. Eg, ironed shirt and nice skirt/pants for an office role, neat pants/jeans and top for trades, or jeans and black top for a local café role.

- If you look good you feel good. Don't spend the entire day getting dressed. However, you can spend some time finding clean clothes, ironing if you need.
- Do not dress too flashy unless it suits your viewers.
- Brush your teeth, comb your hair and use some make up (not too much!)
- The viewer wants to see you, so don't wear overly bright, branded or patterned clothes that distract.



Well done on completing  
**Step One, Two and Three.**  
**Good Luck!**

**Steps Four, Five and Six** are all on the V-Resume website:

**[www.vresume.com.au](http://www.vresume.com.au)**

PS: You will find a sneak peak at some of the advice for  
**Step Four - Filming** on the next page.



## Step 4

# Filming

Sneak Peak



## It's time to test!

Confidence comes to both you and your Jobseeker when you understand what the video will look and feel like.

Set everything up for filming. Use the advice from **Step Three - Planning** and go through the Final Checklist provided in **Step Four - Filming** on the V-Resume website.

### Did you take Option 1 - Talking directly to the camera?

Press record and have a casual chat to get used to being filmed. Also practice not speaking over each other and getting used to this delay.

Now do a complete run through of the script, even if it is the Jobseeker simply reading the script in their hands

Go back over your Final Checklist and make sure you are both happy.  
Now start filming the V-Resume!

### Did you take Option 2 - interviewed by your V-Partner?

Film a casual conversation between you and your V-Partner. It can be about anything, but this will help you get comfortable with talking while filming.

Then take as many videos as you need to film your answers to questions.  
Now start filming the V-Resume!



## 4 Hints for the V-Partner

1. Start with a casual chat with both of you learning to wait a few seconds before responding or asking. This will help with editing later if you have lots of small videos to collate.
2. Feel free to simply press "record" and leave the device filming. Only stop for major breaks.
3. Remember to keep a log of what question/s you answered in each recording you took. Make sure you mark which ones you think were your best as you go along.
4. Do their intro right up front, then go back after everything and do it a few more times. The Jobseeker will be more relaxed by then.



## Watch it back

Everything is digital so film as many videos as you need. Don't assume it is perfect - watch it back.

Be okay that it won't be okay the first time! Or even the second time... this is normal!

Encourage the Jobseeker to forgive themselves if they make a mistake and start again. This doesn't mean you have to stop the recording. You can just keep it going and edit this bit out later.



Show family or friends too so that you can get feedback before you do your final film. You can ask for kind and useful feedback on things like:

- How is the lighting?
- Am I clear and can you hear me?
- Do I look professional?
- Have I missed any important information that an employer should know about me?
- Any other feedback?

As mentioned, this is just a sneak peak at  
**Step Four - Filming.**

Please go to the V-Resume website for full instructions of  
**Steps Four, Five and Six**  
[www.vresume.com.au](http://www.vresume.com.au)

