

HIRE
WIRE

Currently Serving Hennepin and Carver Counties Minnesota

2014 Product Manual

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Section 1

Professional Presentation Initial Construction & Publication

[LOGIN to Your Account](#)

- 1) www.stacknology.com
- 2) Click on Candidate Log In

The screenshot shows a web browser window with the address bar containing <https://stacknology.com/>. A red arrow points to the address bar with the text "Type website here". The website header includes the Stacknology Inc. logo and a navigation menu with links: Home, Bio, Support, Contact, Links, Candidate Log In, and Recruiter Log In. A red arrow points to the "Candidate Log In" link with the text "Click 'Candidate Log In'". The main content area features the "HIRE WIRE" logo, a paragraph of text, and a smartphone displaying the application interface. Below this is a section with three columns: a world map, a list of features, and a testimonial. The footer contains a navigation menu, copyright information, and a web design credit.

Welcome to Hirewire from Stacknology

<https://stacknology.com/> Type website here

bodycology fermented Easy Learnin...est Practice Writing Empl...s | SBA.gov

Welcome to Hirewire from Stackn...

Stacknology Inc. Home Bio Support Contact Links Candidate Log In Recruiter Log In

Click "Candidate Log In"

HIRE WIRE

Currently Serving Hennepin and Carver Counties Minnesota

The team at Stacknology Inc. recognized that the use of Social Media is the next great step in electronic data utilization. Hire Wire from Stacknology Inc., was created as a combination of these competencies and visions. The result, secure management, transmission of electronic data and the penetration of Social Media through hand-held wireless communication devices.

- Technology Putting People to Work
- All Levels of Employment
- Simple to Use
- Quick and Efficient
- No Cost to Job Applicant

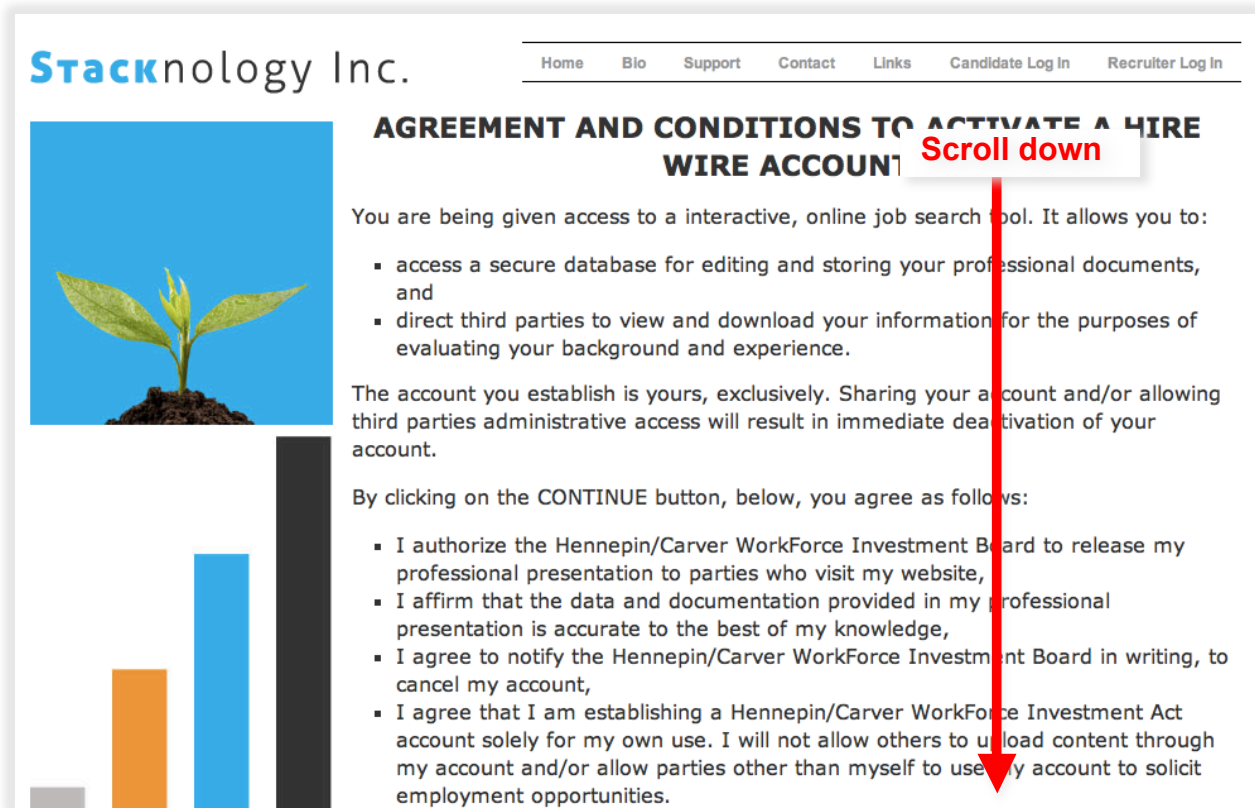
Hire Wire / Stacknology, Inc., brings together job seekers and employers efficiently and accurately by way of down-loadable apps, usable by whatever wireless device you have. From the management of the user information to an easy-to-use interface, Hire Wire does it all and goes beyond.

[Home](#) | [Bio](#) | [Support](#) | [Contact](#) | [Links](#) | [Candidate Log In](#) | [Recruiter Log In](#) | [Copyright Complaint](#) | [Terms](#) | [Privacy Policy](#)

Copyright 2010@Stacknology Inc.
Web Design Dessin Digital

[LOGIN to Your Account](#)

3) Scroll Down



Stacknology Inc.

Home Bio Support Contact Links Candidate Log In Recruiter Log In

AGREEMENT AND CONDITIONS TO ACTIVATE A HIRE WIRE ACCOUNT

Scroll down

You are being given access to a interactive, online job search tool. It allows you to:

- access a secure database for editing and storing your professional documents, and
- direct third parties to view and download your information for the purposes of evaluating your background and experience.

The account you establish is yours, exclusively. Sharing your account and/or allowing third parties administrative access will result in immediate deactivation of your account.

By clicking on the CONTINUE button, below, you agree as follows:

- I authorize the Hennepin/Carver WorkForce Investment Board to release my professional presentation to parties who visit my website,
- I affirm that the data and documentation provided in my professional presentation is accurate to the best of my knowledge,
- I agree to notify the Hennepin/Carver WorkForce Investment Board in writing, to cancel my account,
- I agree that I am establishing a Hennepin/Carver WorkForce Investment Act account solely for my own use. I will not allow others to upload content through my account and/or allow parties other than myself to use my account to solicit employment opportunities.

[LOGIN to Your Account](#)

- 4) Check "I Agree"
- 5) Click Continue

Stacknology Inc. Home Bio Support Contact Links Candidate Log In Recruiter Log In

AGREEMENT AND CONDITIONS TO ACTIVATE A HIRE WIRE ACCOUNT

You are being given access to a interactive, online job search tool. It allows you to:

- access a secure database for editing and storing your professional documents, and
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- I agree that I am establishing a Hennepin/Carver WorkForce Investment Act account solely for my own use. I will not allow others to upload content through my account and/or allow parties other than myself to use my account to solicit employment opportunities.

The account you establish is yours, exclusively. Sharing your account and/or allowing third parties administrative access will result in immediate deactivation of your account.

I agree to the terms of use.

Check "I agree" →

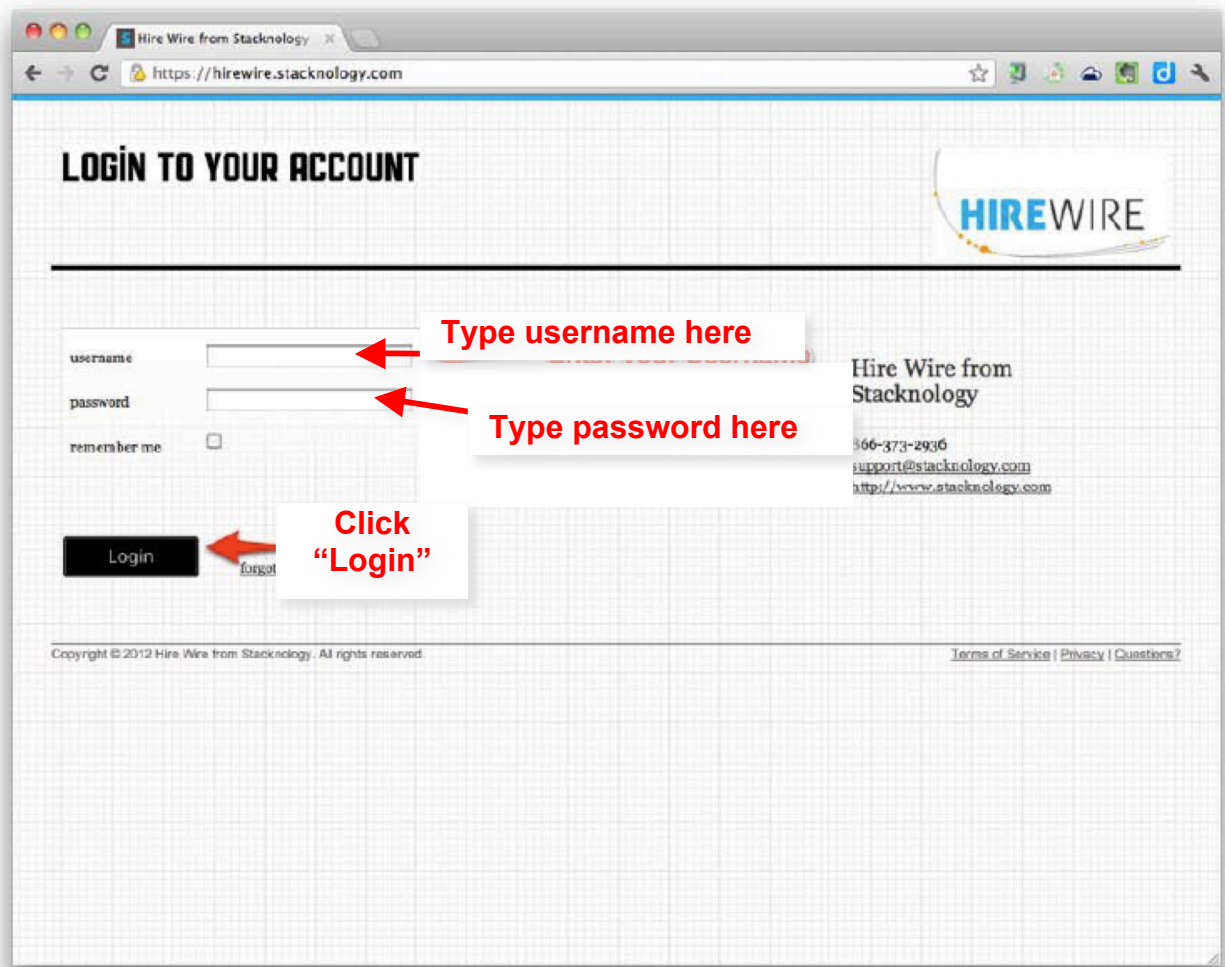
Click "Continue" ←

If you would like to see a tutorial on how to use your account [click here.](#)

LOGIN to Your Account

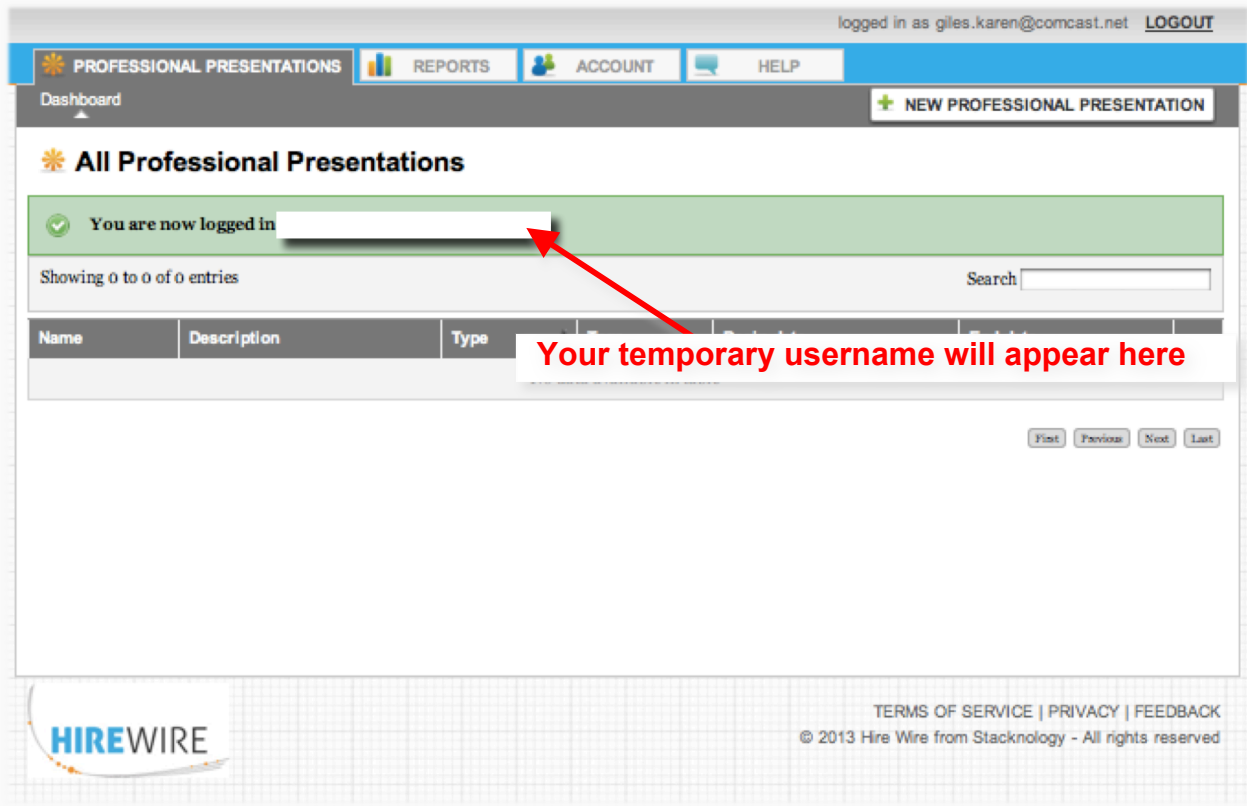
--Temporary User Name and Password needed before attempting the following steps--

- 6) Enter your temporary username and password
- 7) Click Login



[LOGIN to Your Account](#)

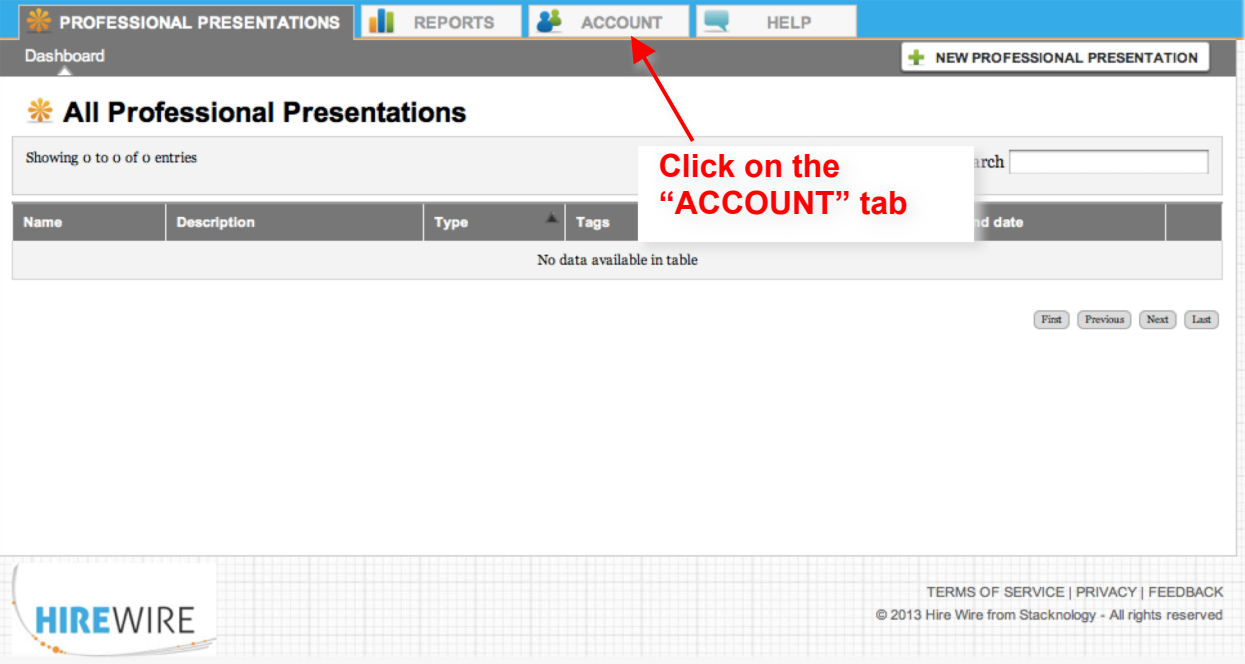
8) You are now logged in!



The screenshot shows the HireWire dashboard interface. At the top right, it says "logged in as giles.karen@comcast.net" with a "LOGOUT" link. The main navigation bar includes "PROFESSIONAL PRESENTATIONS", "REPORTS", "ACCOUNT", and "HELP". Below this is a "Dashboard" section with a "NEW PROFESSIONAL PRESENTATION" button. The main content area is titled "All Professional Presentations" and features a green notification bar that says "You are now logged in" followed by a white box containing a temporary username. A red arrow points from a text box below to this white box. The text box contains the text "Your temporary username will appear here". Below the notification bar, it says "Showing 0 to 0 of 0 entries" and has a search input field. A table with columns "Name", "Description", and "Type" is visible but empty. At the bottom right of the table area are buttons for "First", "Previous", "Next", and "Last". The footer includes the HireWire logo and copyright information: "TERMS OF SERVICE | PRIVACY | FEEDBACK © 2013 Hire Wire from Stacknology - All rights reserved".

Update Your PERSONAL ACCOUNT INFORMATION

1) Click on “ACCOUNT” tab



The screenshot shows the HireWire dashboard interface. At the top, there is a navigation bar with four tabs: "PROFESSIONAL PRESENTATIONS", "REPORTS", "ACCOUNT", and "HELP". The "ACCOUNT" tab is highlighted with a red arrow pointing to it. Below the navigation bar, the main content area displays "All Professional Presentations" with a search bar and a table. The table has columns for "Name", "Description", "Type", "Tags", and "date". The table is currently empty, showing "No data available in table". At the bottom of the page, there is a footer with the HireWire logo on the left and "TERMS OF SERVICE | PRIVACY | FEEDBACK" and "© 2013 Hire Wire from Stacknology - All rights reserved" on the right.

Click on the “ACCOUNT” tab

Update Your PERSONAL ACCOUNT INFORMATION

2) Click on "My Profile"

The screenshot shows a web application interface for account management. At the top right, it says "logged in as giles.karen@comcast.net" with a "LOGOUT" link. Below this is a navigation bar with four tabs: "PROFESSIONAL PRESENTATIONS", "REPORTS", "ACCOUNT", and "HELP". Underneath the navigation bar is a sub-menu with "Settings" and "My Profile". A red arrow points to the "My Profile" link. A white callout box with a red border contains the text "Click on 'My Profile'". Below the sub-menu, the user's account information is displayed: "Account: Karen Giles". To the right of this are two icons: a pencil and a red 'X'. Below the account name is a "STATS" section with a table of statistics:

STATS	
Total Professional Presentations Created:	0
Visitors (Rolling 30 days count):	0
Maximum Monthly Page Views:	10,000
Current Professional Presentations:	0 of 3 available

At the bottom left is the "HIREWIRE" logo. At the bottom right, there are links for "TERMS OF SERVICE | PRIVACY | FEEDBACK" and a copyright notice: "© 2013 Hire Wire from Stacknology - All rights reserved".

Update Your PERSONAL ACCOUNT INFORMATION

- 3) Enter a NEW username in the field labeled “username”

NOTE: It is suggested that you use your email address as your username. Doing this allows the Hire Wire team a separate check for the correct spelling of your email address and makes it easy for you to remember your username.

- 4) Type your email address in the field labeled “email”

- 5) In the field labeled “password,” enter a password that you will be able to remember. (It must be at least 6 characters)

NOTE: This should NOT be the temporary password that you were provided.

- 6) Click “UPDATE”

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Settings My Profile

Update Profile

username

email

time zone (GMT-06:00) Central Time (US & Canada) ▾

Reset Password

password

password confirmation

UPDATE

← BACK

TERMS OF SERVICE | PRIVACY | FEEDBACK
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HIREWIRE

Enter your NEW username and password below:

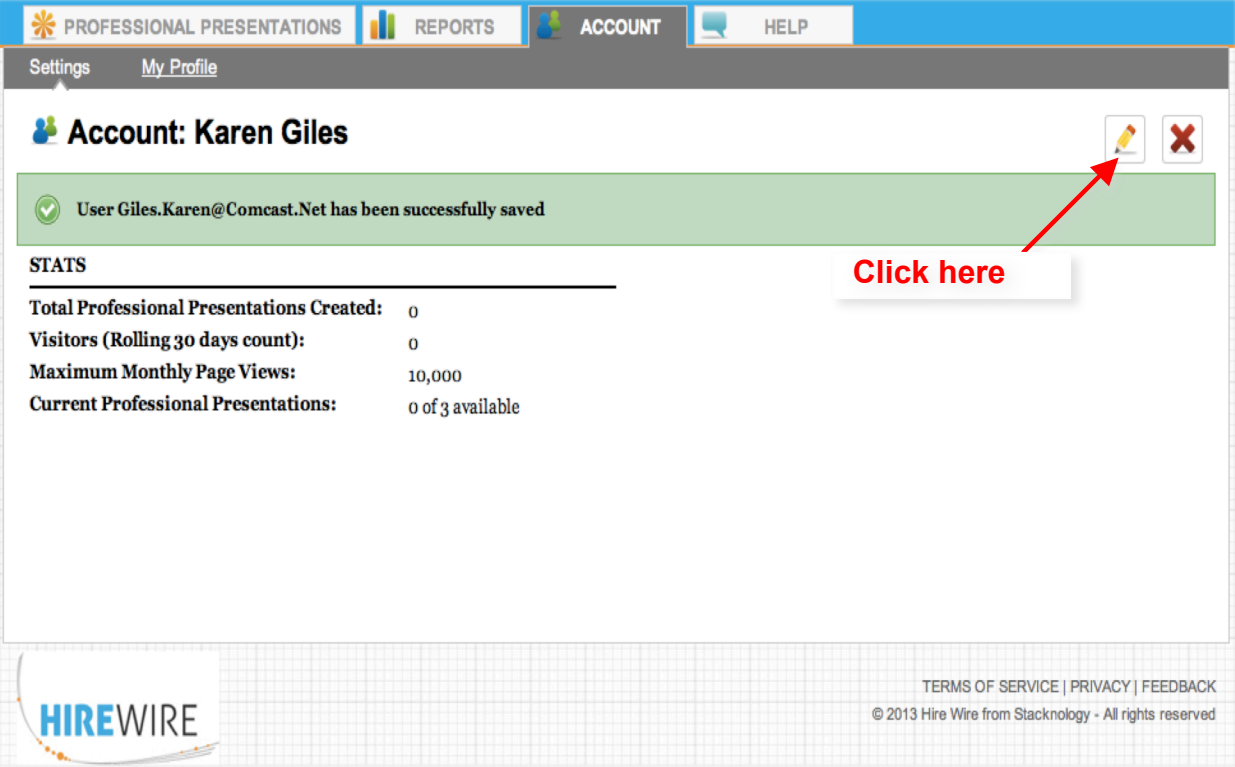


USERNAME _____

PASSWORD _____

Update Your PERSONAL ACCOUNT INFORMATION

- 7) Click on the  to enter your first and last name



PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Settings | My Profile

Account: Karen Giles

✓ User Giles.Karen@Comcast.Net has been successfully saved

STATS

Total Professional Presentations Created:	0
Visitors (Rolling 30 days count):	0
Maximum Monthly Page Views:	10,000
Current Professional Presentations:	0 of 3 available

Click here

HIREWIRE

TERMS OF SERVICE | PRIVACY | FEEDBACK
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Update Your PERSONAL ACCOUNT INFORMATION

- 8) Enter your first and last name in the boxes
- 9) Click "UPDATE"

Settings My Profile

Edit Account

first name

last name

UPDATE

← BACK

Enter your FIRST name here

Enter your LAST name here

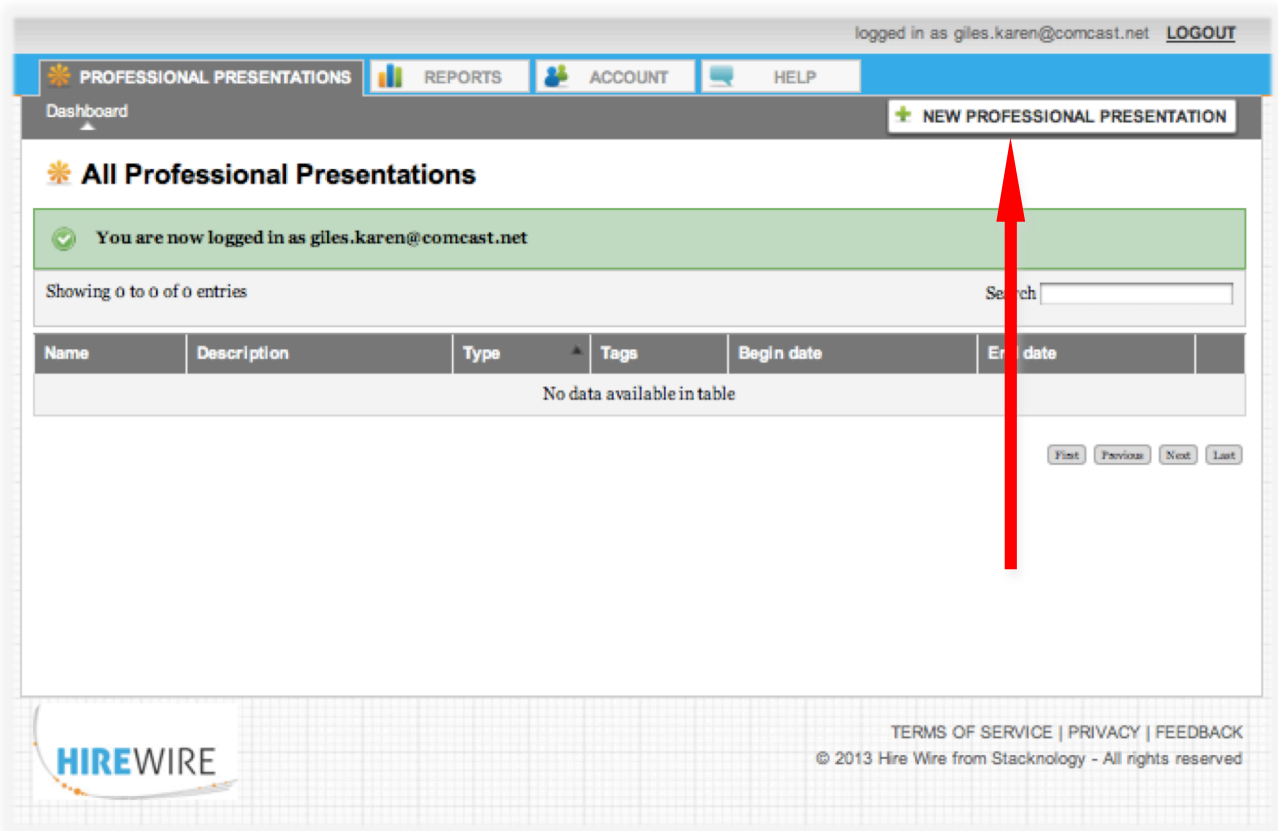
Click UPDATE

HIREWIRE

TERMS OF SERVICE | PRIVACY | FEEDBACK
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Create a Professional Presentation

- 1) Click on “ + NEW PROFESSIONAL PRESENTATION ”



The screenshot shows the HireWire Professional Presentations dashboard. At the top right, it says "logged in as giles.karen@comcast.net" with a "LOGOUT" link. Below this is a navigation bar with "PROFESSIONAL PRESENTATIONS", "REPORTS", "ACCOUNT", and "HELP". The main dashboard area has a "Dashboard" label and a prominent "+ NEW PROFESSIONAL PRESENTATION" button. Below this is a section titled "All Professional Presentations" with a green status bar indicating the user is logged in. A search bar and a table with columns "Name", "Description", "Type", "Tags", "Begin date", and "End date" are visible. The table currently shows "No data available in table". Navigation buttons "First", "Previous", "Next", and "Last" are at the bottom right of the table area. The HireWire logo is in the bottom left, and "TERMS OF SERVICE | PRIVACY | FEEDBACK" and "© 2013 Hire Wire from Stacknology - All rights reserved" are in the bottom right.

Create a Professional Presentation

- 2) Choose the date range that your presentation will be viewable by recruiters – the default end date is one year out from the Professional Presentation creation date
- 3) Select at least one of the employment classifications listed, if there are none that apply, check “None of the above”
- 4) Select a Professional Presentation Category

NOTE: After a Professional Presentation Category is selected, the Position Identifiers, or “Tags”, associated with the selected Category will populate the lower area of the page.

- 5) Select one or more Position Identifiers (Tags) that apply to your current or next career step
- 6) Click Continue

The screenshot shows a web form titled "New Mobile Professional Presentation". The form contains the following fields and options:

- first name:** Text input field containing "Karen".
- last name:** Text input field containing "Giles".
- begin date:** Date and time selector showing "November 12, 2013 6 PM : 00".
- end date:** Date and time selector showing "November 12, 2014 6 PM : 00".
- Referring Agency:** Text input field.
- Would you like to volunteer for The American Red Cross?:** A checkbox that is currently unchecked.
- Employment Classifications:** A list of checkboxes: "Veteran", "Disabled", "MFIP", "English as a Second La", "None of the Above", and "WIA - WIC".
- Select Professional Presentation Category:** A dropdown menu currently showing "--Select Category--".
- CONTINUE...** button.
- BACK** button.

Red callout boxes with arrows point to the following elements:

- "Select Date Range" points to the end date field.
- "Select an Employment Classification" points to the "None of the Above" checkbox.
- "Select a Professional Presentation Category" points to the dropdown menu.
- "(Tags will populate here)" points to the area below the dropdown menu.
- "Select one or more Position Identifiers (Tags)" points to the area below the dropdown menu.
- "Click CONTINUE when finished" points to the CONTINUE button.

NOTE: If you require a Professional Presentation Category - Position Identifier combination which is not shown, your session facilitator will provide it or you may request the combination you need by contacting support@stacknology.com

Create a Professional Presentation

7) You are now ready to begin building your Professional Presentation

The screenshot shows the 'Edit Professional Presentation Karen Giles' interface. At the top, there is a navigation bar with 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this is a sub-navigation bar with 'Dashboard', 'Karen Giles', and a '+ NEW PROFESSIONAL PRESENTATION' button. The main content area features a green success message: 'Your Professional Presentation has been successfully created. The content for your information can now be added, modified or removed including images and text.' Below the message is a 'PAGE ELEMENTS' section with a dropdown menu set to '--Select An Element To Add--' and a '+ Add' button. A 'drag page elements to re-order' area contains two buttons: 'SAVE' and 'SAVE & CLOSE'. A red arrow points to the 'SAVE' button with a callout box that says 'Click SAVE'. To the right is a 'PREVIEW' section with the text 'Powered by Hire Wire from Stacknology Report Abuse'. At the bottom left is a 'BACK' button, and at the bottom right are links for 'TERMS OF SERVICE | PRIVACY | FEEDBACK' and a copyright notice: '© 2013 Hire Wire from Stacknology - All rights reserved'. The HireWire logo is in the bottom left corner.

NOTE: You may have up to 3 Professional Presentations. If you would like to create multiple Professional Presentations targeting different categories, you may follow the steps above or you can utilize the “copy function” outlined in the Appendix section of this manual.

Adding a PRIMARY HEADER to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select Primary Header
- 3) Click +

The screenshot displays the 'Edit Professional Presentation Karen Giles' interface. At the top, there is a navigation bar with 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this is a dashboard area with 'Dashboard', 'Karen Giles', and a '+ NEW PROFESSIONAL PRESENTATION' button. The main content area features a green success message: 'Your Professional Presentation has been successfully created. The content for your information can now be added, modified or removed including images and text.' Below the message is a 'Click to view list' button. A dropdown menu is open, listing various elements to add: '--Select An Element To Add--', 'Dates', 'Document', 'Email', 'Image', 'Link', 'List Builder', 'Location Link', 'Location Logo', 'Location Map', 'Paragraph', 'Phone', 'Primary Header', 'Secondary Header', and 'You Tube Embedded Video'. The 'Primary Header' option is highlighted. To the right of the dropdown is a '+ ADD' button. A 'PREVIEW' section is visible on the right, showing a preview of the presentation with the text 'Powered by Hire Wire from Stacknology Report Abuse'. A 'BACK' button is located at the bottom left. Red arrows and callout boxes provide instructions: 'Click to view list' points to the dropdown menu, 'Select Primary Header' points to the 'Primary Header' option, and 'Click here last' points to the '+ ADD' button.

NOTE: Many users choose to use their name for the Primary Header

Adding a PRIMARY HEADER to Your Professional Presentation

- 4) Type your Primary Header in the Content Box
- 5) Title the Element Name to reflect the text you added
(For example, if you entered your name as the Primary Header, then change the text in the Element Name box to read "Name")
- 6) Click SAVE

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard | Karen Giles | + NEW PROFESSIONAL PRESENTATION

Edit Professional Presentation Karen Giles

Professional Presentation Settings

Your Professional Presentation has been successfully created.
The content for your information can now be added, modified or removed including images and text.

PAGE ELEMENTS

Primary Header

NEW PRIMARY HEADER (PRIMARYHEADER)

CONTENT	STYLES
<input type="text"/>	border width -none-
	border type solid
	border color [Color Picker]
	background color [Color Picker]
	font [Font Selector]
	text align center
	font color [Color Picker]

Element Name
This is only used for your reference and not shown on the Professional Presentation

drag page elements to re-order

Click SAVE

PREVIEW SAVE THE PAGE TO UPDATE PREVIEW

Powered by [Hire Wire from Stacknology](#)
[Report Abuse](#)

Adding an EMAIL ADDRESS to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select Email
- 3) Click +

The screenshot displays the 'Edit Professional Presentation Karen Giles' interface. At the top, there is a navigation bar with 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this, a dashboard area shows 'Dashboard' and 'Karen Giles' with a '+ NEW PROFESSIONAL PRESENTATION' button. The main content area is titled 'Edit Professional Presentation Karen Giles' and includes a 'Professional Presentation Settings' link. A green notification bar states 'Your Professional Presentation has been successfully updated.' The interface is divided into two main sections: 'PAGE ELEMENTS' and 'PREVIEW'. In the 'PAGE ELEMENTS' section, a dropdown menu is open, showing a list of elements to add: Dates, Document, Email (highlighted), Image, Link, List Builder, Location Link, Location Logo, Location Map, Paragraph, Phone, Primary Header, Secondary Header, and You Tube Embedded Video. A red arrow points from a 'Click to view list' callout to the dropdown menu. Another red arrow points from a 'Select Email' callout to the 'Email' option in the list. Below the list, there are 'SAVE' and 'SAVE & CLOSE' buttons. In the 'PREVIEW' section, the presentation content is shown, including the name 'Karen Giles' and a footer that reads 'Powered by Hire Wire from Stacknology Report Abuse'. A red arrow points from a 'Click here last' callout to the '+' button in the top right corner of the preview area. A 'BACK' button is located at the bottom left of the interface.

Adding an EMAIL ADDRESS to Your Professional Presentation

- 4) Enter your email address in the Content Box
- 5) Click Save

The screenshot shows the 'Edit Professional Presentation Karen Giles' interface. At the top, there are navigation tabs for 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this is a 'Dashboard' for 'Karen Giles' and a '+ NEW PROFESSIONAL PRESENTATION' button. A green notification box states: 'Your Professional Presentation has been successfully created. The content for your information can now be added, modified or removed including images and text.'

The main area is divided into 'PAGE ELEMENTS' and 'PREVIEW'. Under 'PAGE ELEMENTS', there is a dropdown menu set to 'Email' and a '+ NEW EMAIL (EMAIL)' button. A dashed box highlights the 'NEW EMAIL' configuration window, which is split into 'CONTENT' and 'STYLES' sections.

CONTENT Section: A text input field is highlighted with a red arrow and a callout box that says 'Type your email address here'. Below the input field, it says 'Will automatically create clickable links for emails'.

STYLES Section: Includes settings for 'border width' (set to '-none-'), 'border type' (set to 'solid'), 'border color', 'background color', 'font' (with a dropdown), 'text align' (set to 'center'), 'font color', 'font size' (set to 'Standard'), and a 'bold' checkbox.

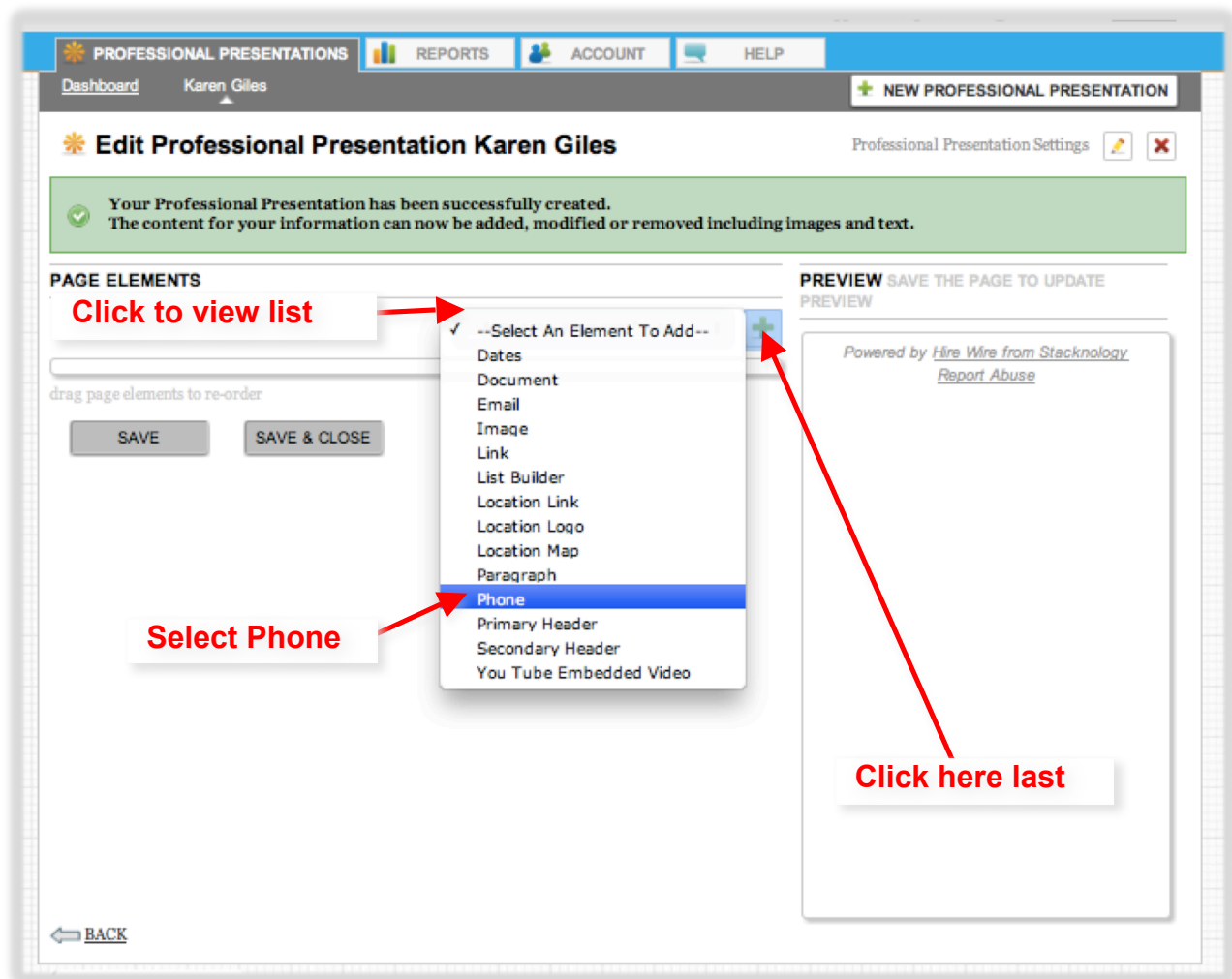
At the bottom of the configuration window, there is an 'Element Name' field containing 'New Email' and a note: 'This is only used for your reference and not shown on the Professional Presentation'.

Below the configuration window, there are two buttons: 'SAVE' and 'SAVE & CLOSE'. A red arrow points to the 'SAVE' button with a callout box that says 'Click SAVE'.

The 'PREVIEW' section on the right shows a sample of the presentation content: 'Powered by Hire Wire from Stacknology' and a link 'Report Abuse'.

Adding a PHONE NUMBER to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select Phone
- 3) Click +

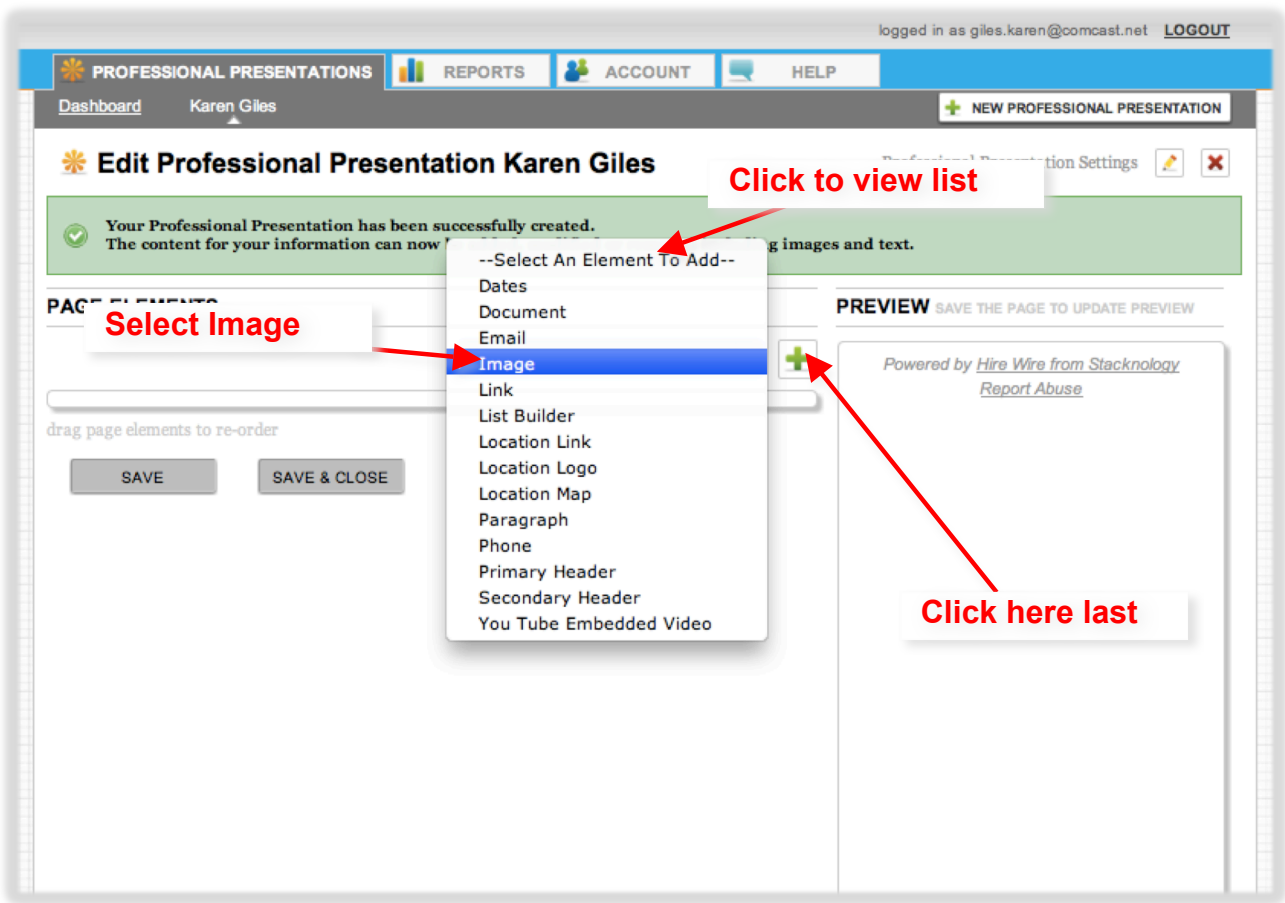


Adding a PHONE NUMBER to Your Professional Presentation

- 4) Type your Phone Number in the Content Box
- 5) Click SAVE

Adding an IMAGE to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select "Image"
- 3) Click +



Adding an IMAGE to Your Professional Presentation

- 4) Click on “File”
- 5) Click “Choose File” to browse for your image
- 6) Change Element Name to reflect image added
(For example, if you added a photo of yourself you may wish to title it “My Photo”)
- 7) Click “Save”

The screenshot displays the Hire Wire Professional Presentation editor. At the top, a green notification bar states: "Your Professional Presentation has been successfully created. The content for your information can now be added, modified or removed including images and text." Below this, the interface is split into two main sections: "PAGE ELEMENTS" and "PREVIEW".

The "PAGE ELEMENTS" section shows a list of elements, with "Image" selected. A red arrow points to the "Image" element in the list, with the text "Click 'file'". Below the list, the "Image" configuration panel is open. It has two tabs: "CONTENT" and "STYLES". In the "CONTENT" tab, there are radio buttons for "file" (selected) and "url". A red arrow points to the "file" radio button with the text "Click 'Choose File'". Below the radio buttons is a "Choose File" button and a text field containing "No file selected". A "link to" text field is also present. In the "STYLES" tab, there are color pickers for "border color" and "background color", each with a "RESET" button. At the bottom of the configuration panel, there is an "Element Name" text field containing "New Image". A red arrow points to this field with the text "Title it".

At the bottom of the "PAGE ELEMENTS" section, there are two buttons: "SAVE" and "SAVE & CLOSE". A red arrow points to the "SAVE" button with the text "Click SAVE". There is also a "BACK" button with a left-pointing arrow.

The "PREVIEW" section on the right shows a preview of the presentation content, which includes the text "Powered by Hire Wire from Stacknology" and a link "Report Abuse".

Adding a DOCUMENT to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select "Document"
- 3) Click +

The screenshot displays the 'Edit Professional Presentation Karen Giles' interface. At the top, there is a navigation bar with 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this, a dashboard area shows 'Dashboard Karen Giles' and a '+ NEW PROFESSIONAL PRESENTATION' button. A green success message states: 'Your Professional Presentation has been successfully created. The content for your information can now be added, modified or removed including images and text.'

The main content area is divided into two sections. On the left, there is a 'drag page elements to re-order' section with 'SAVE' and 'SAVE & CLOSE!' buttons. A dropdown menu is open, showing a list of elements to add: '--Select An Element To Add--', 'Dates', 'Document', 'Email', 'Image', 'Link', 'List Builder', 'Location Link', 'Location Logo', 'Location Map', 'Paragraph', 'Phone', 'Primary Header', 'Secondary Header', and 'You Tube Embedded Video'. A red arrow points from the text 'Click to view list' to the dropdown menu, and another red arrow points from 'Select "Document"' to the 'Document' option.

On the right, there is a 'PREVIEW' section with buttons for 'SAVE THE PAGE TO UPDATE' and 'PREVIEW'. Below the preview, it says 'Powered by Hire Wire from Stacknology' and 'Report Abuse'. A red arrow points from the text 'Click here last' to a '+' button located at the top right of the preview area.

At the bottom left, there is a 'BACK' button. At the bottom right, there is a footer with 'TERMS OF SERVICE | PRIVACY | FEEDBACK' and '© 2013 Hire Wire from Stacknology - All rights reserved'. The 'HIREWIRE' logo is also visible in the bottom left corner.

Adding a DOCUMENT to Your Professional Presentation

- 4) Click “Choose File” to browse for your document
- 5) Complete the field labeled “description” with the label that you want to appear for the link on your Professional Presentation. If you are uploading a resume, use the word “RESUME,” or any other description you choose.
- 6) Change Element Name to reflect the type of document added
- 7) Click “Save”

The screenshot shows the 'Edit Professional Presentation' interface for Karen Giles. The main content area is titled 'NEW DOCUMENT' and contains a 'CONTENT' section with a 'Choose File' button and a 'description' field. The 'STYLES' section includes options for 'border width', 'border type', 'border color', and 'background color'. Below the content is an 'Element Name' field. At the bottom, there are 'SAVE' and 'SAVE & CLOSE' buttons. Red arrows and text boxes provide instructions: 'Click "Choose file"', 'Create a label that describes the document. This label will be viewable to Recruiters.', 'Title it', and 'Click SAVE'.

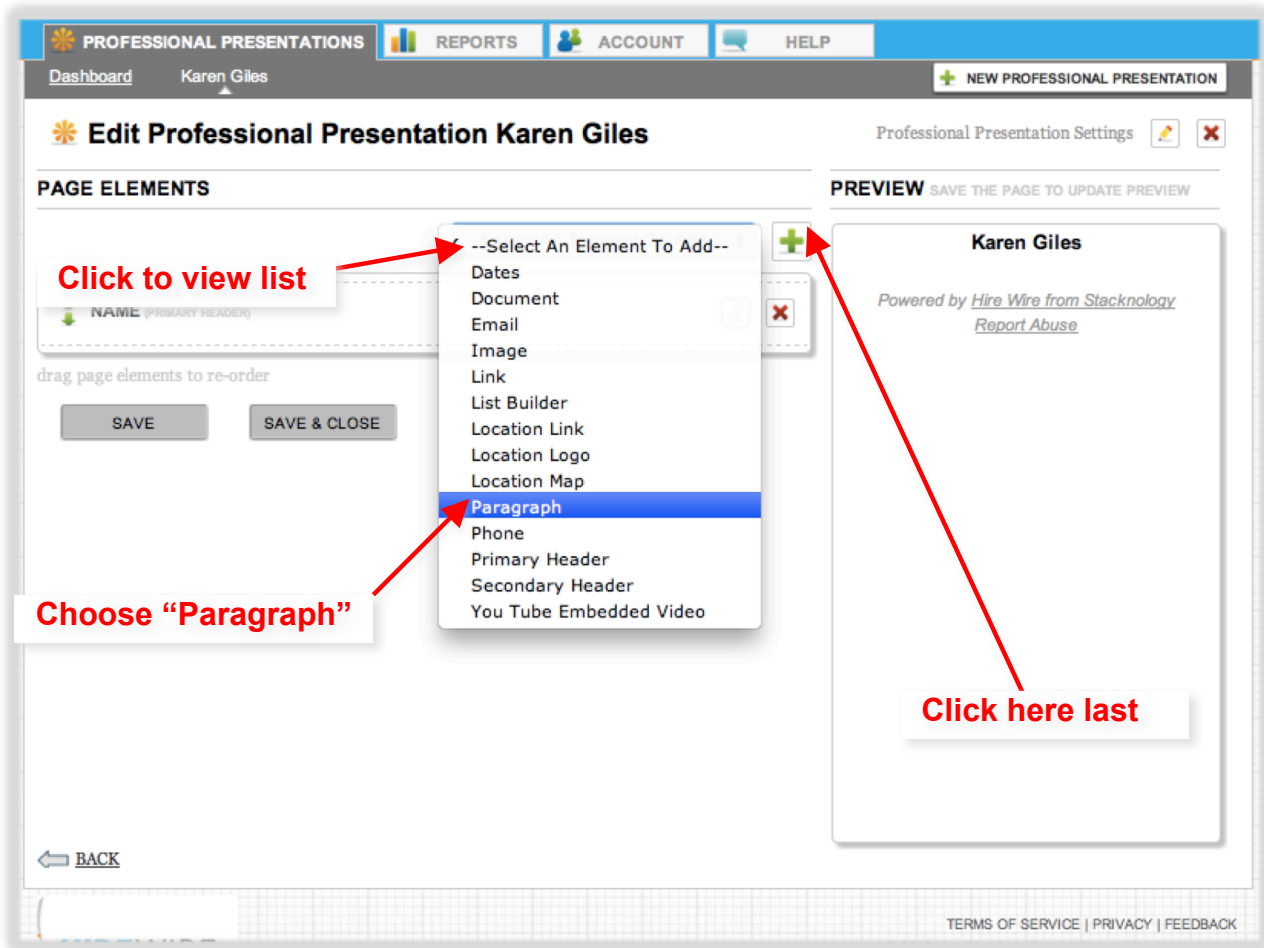
NOTE: It is always necessary to include a resume in your Professional Presentation. However, if you would like to include additional documents, you may use the steps listed above to do so. Be sure to change the Description and the Element Name to reflect which document you added.

Examples of additional DOCUMENTS you may wish to include:

- Letters of Recommendation
- Certifications
- Licensing
- Awards

Adding a PARAGRAPH to Your Professional Presentation

- 1) Click on -Select An Element To Add-
- 2) Select Paragraph
- 3) Click +



Adding a PARAGRAPH to Your Professional Presentation

- 4) Type your text in the Content Box
- 5) Change Element Name to reflect the text you added
- 6) Click SAVE

The screenshot displays the Stacknology Professional Presentation editor. At the top, a green notification bar states: "Your Professional Presentation has been successfully updated." Below this, the interface is split into two main sections: "PAGE ELEMENTS" on the left and "PREVIEW" on the right.


The "PAGE ELEMENTS" section features a dropdown menu with "--Select An Element To Add--" and a plus icon. A "NEW PARAGRAPH (PARAGRAPH)" configuration window is open, showing a "CONTENT" area with a red text box containing "Type your text here" and a "STYLES" area with various formatting options (border width, border type, border color, background color, font, text align, font color, font size, bold). Below the configuration window, the "Element Name" field is set to "New Paragraph" and is highlighted with a red arrow and the text "Title it".

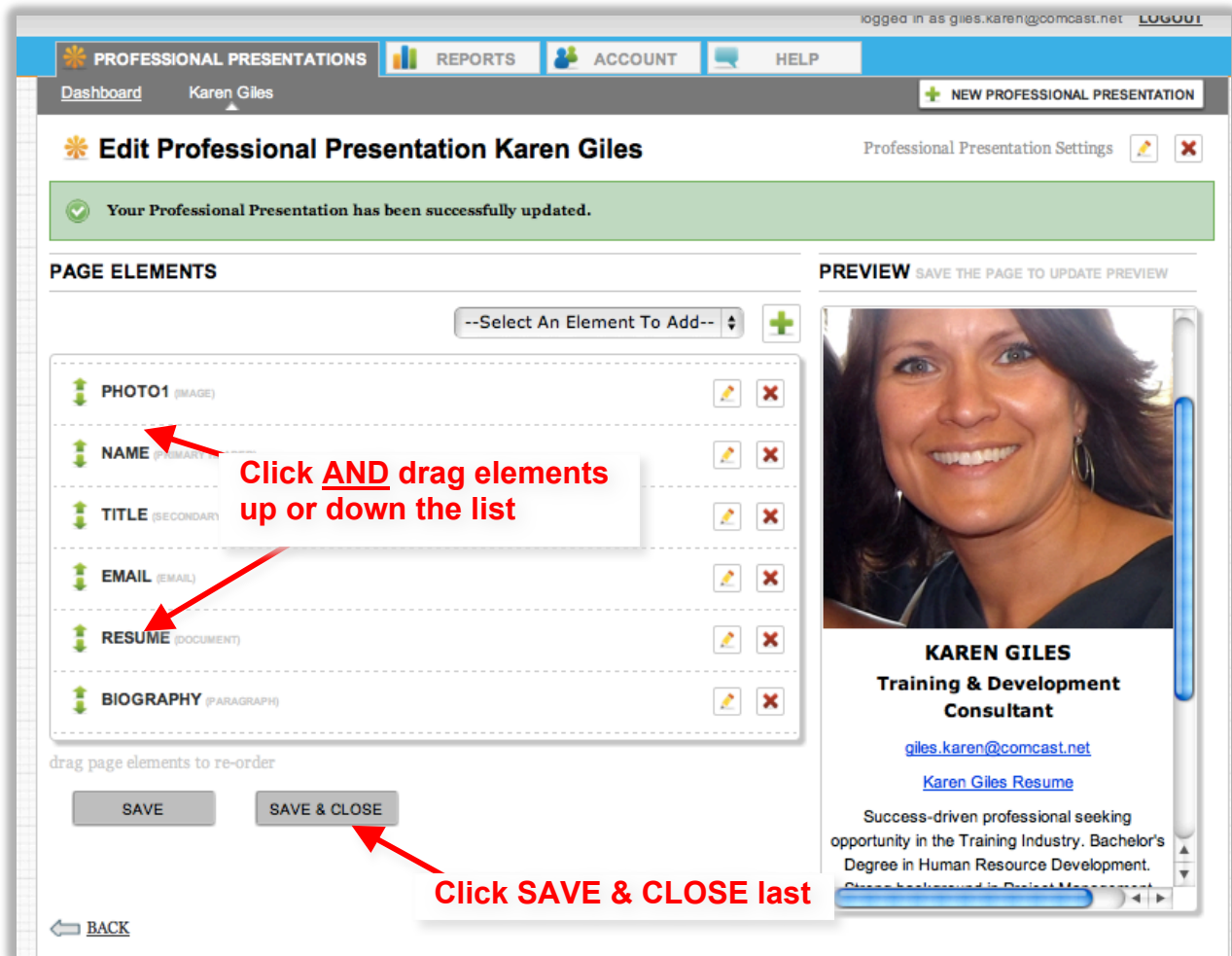
The "PREVIEW" section shows a sample presentation for "Karen Giles", including the text "Powered by Hire Wire from Stacknology" and "Report Abuse".

At the bottom of the editor, there are buttons for "SAVE", "SAVE & CLOSE", and "BACK". A red arrow points to the "SAVE" button with the text "Click SAVE".

NOTE: The Paragraph element is often used to display a candidate's professional summary. Find tips for writing a Hire Wire Professional Summary in the Appendix section of this manual.

Publishing Your Professional Presentation

- 1) Review your Professional Presentation in the Preview Window
- 2) If you wish to change the order of the elements, CLICK the  next to the element you wish to move AND DRAG it up or down the list to the desired position.
- 3) Click SAVE to see changes in the Preview Window on right
- 4) When you are happy with the Preview, click SAVE & CLOSE to publish your Professional Presentation



logged in as giles.karen@comcast.net LOGOUT

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard Karen Giles | NEW PROFESSIONAL PRESENTATION

Edit Professional Presentation Karen Giles

Professional Presentation Settings

✓ Your Professional Presentation has been successfully updated.

PAGE ELEMENTS

--Select An Element To Add--

- PHOTO1 (IMAGE)
- NAME (PERSONAL INFO)
- TITLE (SECONDARY)
- EMAIL (EMAIL)
- RESUME (DOCUMENT)
- BIOGRAPHY (PARAGRAPH)

drag page elements to re-order

SAVE | SAVE & CLOSE

← BACK

PREVIEW SAVE THE PAGE TO UPDATE PREVIEW

KAREN GILES
Training & Development Consultant
giles.karen@comcast.net
[Karen Giles Resume](#)

Success-driven professional seeking opportunity in the Training Industry. Bachelor's Degree in Human Resource Development. Strong background in Project Management.

Section 2

Editing Your Professional Presentation

How to EDIT Your Professional Presentation

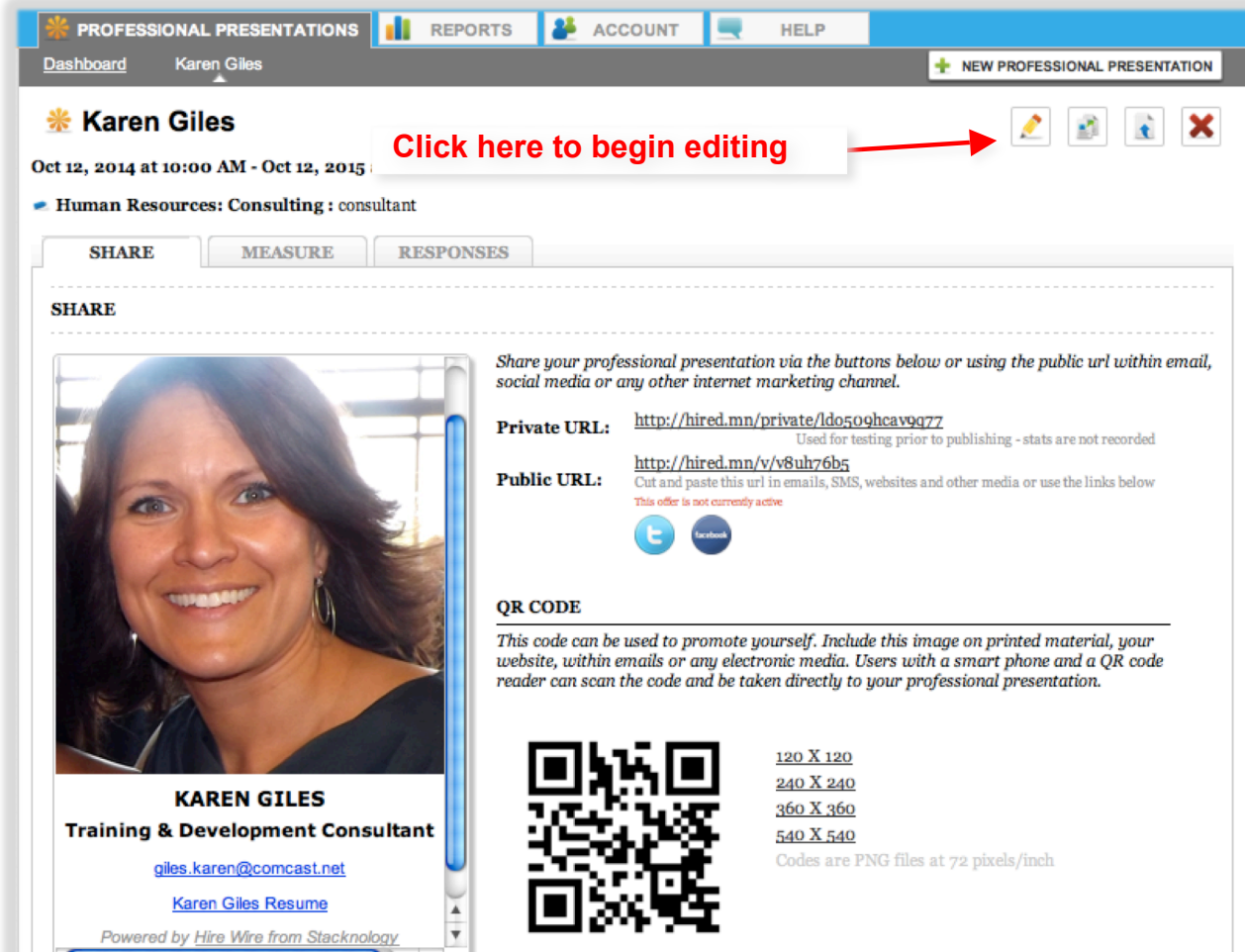
- 1) Login to your account
- 2) Click on the Professional Presentation you want to edit
(Make sure you are in the Dashboard view)

The screenshot shows the HireWire dashboard interface. At the top, there is a navigation bar with tabs for 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this is a 'Dashboard' header with a '+ NEW PROFESSIONAL PRESENTATION' button. The main content area is titled 'All Professional Presentations' and includes a search bar and a table of entries. The table has columns for Name, Description, Type, Tags, Begin date, and End date. The first entry is for 'KAREN GILES' with a description of 'Human Resources: Consulting', a tag of 'consultant', and dates from '2014-10-12 10:00:00' to '2015-10-12 10:00:00'. An 'EDIT' link is visible in the last column of this row. A red arrow points from the 'PROFESSIONAL PRESENTATIONS' tab to the table. Another red arrow points from the 'KAREN GILES' entry to a text box that says 'Select a Professional Presentation to edit'. The HireWire logo is in the bottom left, and footer text including 'TERMS OF SERVICE | PRIVACY | FEEDBACK' and '© 2013 Hire Wire from Stacknology - All rights reserved' is in the bottom right.

Name	Description	Type	Tags	Begin date	End date	
KAREN GILES		Human Resources: Consulting	consultant	2014-10-12 10:00:00	2015-10-12 10:00:00	EDIT

How to EDIT Your Professional Presentation

- 3) Click  to begin editing your Professional Presentation



PROFESSIONAL PRESENTATIONS | **REPORTS** | **ACCOUNT** | **HELP**

Dashboard | Karen Giles | **NEW PROFESSIONAL PRESENTATION**

Karen Giles

Oct 12, 2014 at 10:00 AM - Oct 12, 2015

Click here to begin editing →

Human Resources: Consulting : consultant



SHARE | **MEASURE** | **RESPONSES**

SHARE

Share your professional presentation via the buttons below or using the public url within email, social media or any other internet marketing channel.


Private URL: <http://hired.mn/private/ldo5o9hcav9q77>
Used for testing prior to publishing - stats are not recorded

Public URL: <http://hired.mn/v/v8uh76b5>
Cut and paste this url in emails, SMS, websites and other media or use the links below
This offer is not currently active

QR CODE

This code can be used to promote yourself. Include this image on printed material, your website, within emails or any electronic media. Users with a smart phone and a QR code reader can scan the code and be taken directly to your professional presentation.



120 X 120
240 X 240
360 X 360
540 X 540
Codes are PNG files at 72 pixels/inch


KAREN GILES
Training & Development Consultant
giles.karen@comcast.net
[Karen Giles Resume](#)

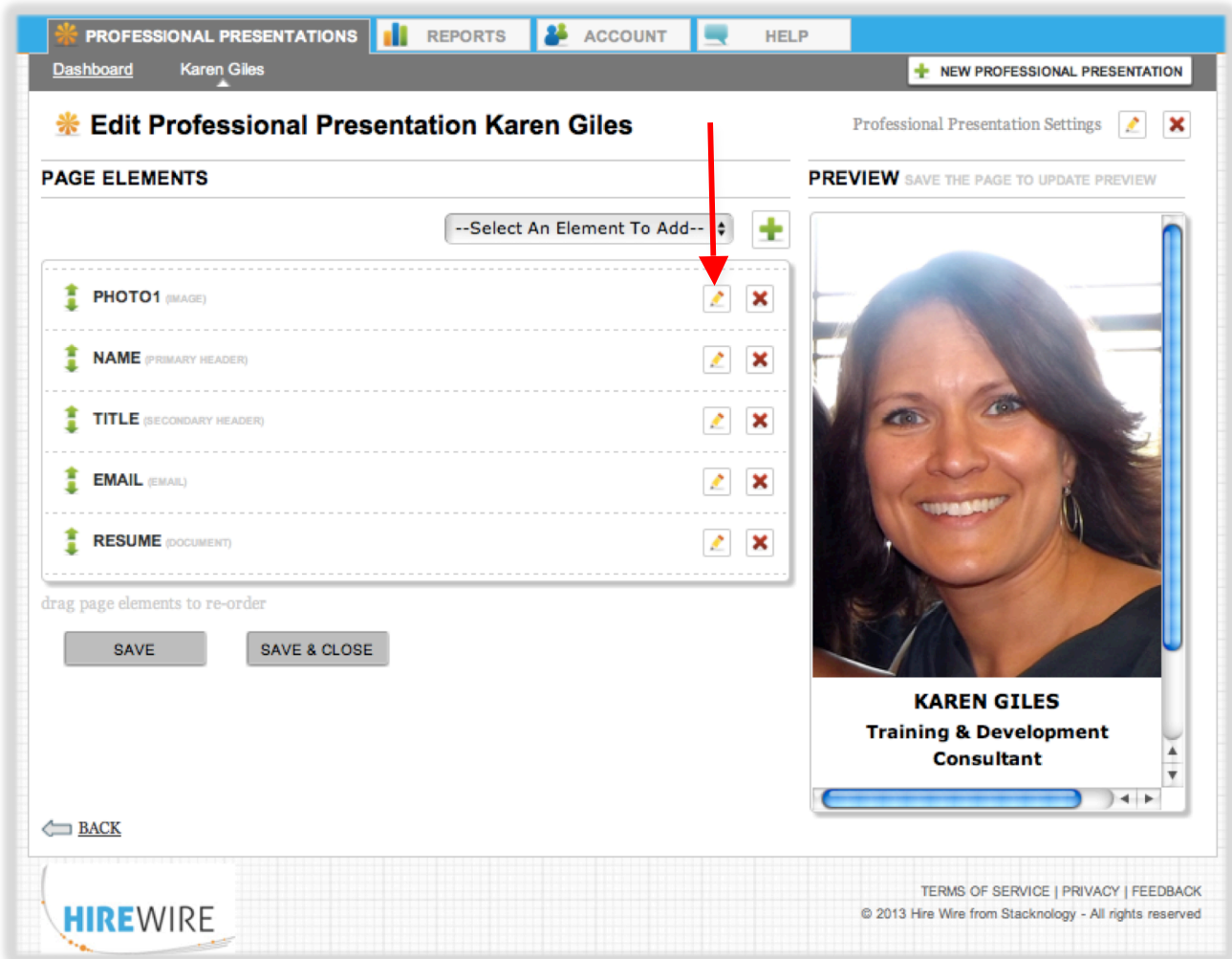
Powered by Hire Wire from Stacknology

NOTE: The upcoming pages provide instructions for common edits you may wish to make to your Professional Presentation. When edits are complete, click **SAVE and CLOSE** to ensure the changes are applied to your presentation.

EDITING an Element



- 1) Click on the  next to the element you want to edit.
- 2) Refer to selected element instructions in Section 1 of this User Guide if needed



The screenshot displays the 'Edit Professional Presentation' interface for Karen Giles. The top navigation bar includes 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this, there are tabs for 'Dashboard' and 'Karen Giles', along with a '+ NEW PROFESSIONAL PRESENTATION' button. The main content area is titled 'Edit Professional Presentation Karen Giles' and features a 'Professional Presentation Settings' section with edit and close icons.

The interface is divided into two main sections: 'PAGE ELEMENTS' and 'PREVIEW'. The 'PAGE ELEMENTS' section contains a dropdown menu labeled '--Select An Element To Add--' and a list of elements: 'PHOTO1 (IMAGE)', 'NAME (PRIMARY HEADER)', 'TITLE (SECONDARY HEADER)', 'EMAIL (EMAIL)', and 'RESUME (DOCUMENT)'. Each element has a pencil icon for editing and a red 'X' icon for deletion. A red arrow points to the pencil icon for 'PHOTO1 (IMAGE)'. Below the list, there is a 'drag page elements to re-order' instruction and two buttons: 'SAVE' and 'SAVE & CLOSE'. A 'BACK' button is located at the bottom left.

The 'PREVIEW' section shows a preview of the presentation with the text 'KAREN GILES Training & Development Consultant' and a photo of Karen Giles. The preview includes a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

At the bottom of the page, there is a 'HIREWIRE' logo and a footer with the text 'TERMS OF SERVICE | PRIVACY | FEEDBACK' and '© 2013 Hire Wire from Stacknology - All rights reserved'.

ADDING an Element

- 1) Click on -Select an Element to Add-
- 2) Choose an Element from the list
- 3) Click the **+** to Add the Element
- 4) Refer to selected element instructions in Section 1 of this User Guide if needed

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard | Karen Giles | **NEW PROFESSIONAL PRESENTATION**

Edit Professional Presentation Karen Giles

Professional Presentation Settings [icon] [X]

PREVIEW SAVE THE PAGE TO UPDATE PREVIEW

PHOTO1 (IMAGE)

NAME (PRIMARY HEADER)

TITLE (SECONDARY HEADER)

RESUME (DOCUMENT)

BIOGRAPHY (PARAGRAPH)

drag page elements to re-order

SAVE | SAVE & CLOSE

BACK

PREVIEW

KAREN GILES
Training & Development Consultant

giles.karen@comcast.net

[Karen Giles Resume](#)

Success-driven professional seeking opportunity in the Training Industry. Bachelor's in Human Resource Development. background in Project Management

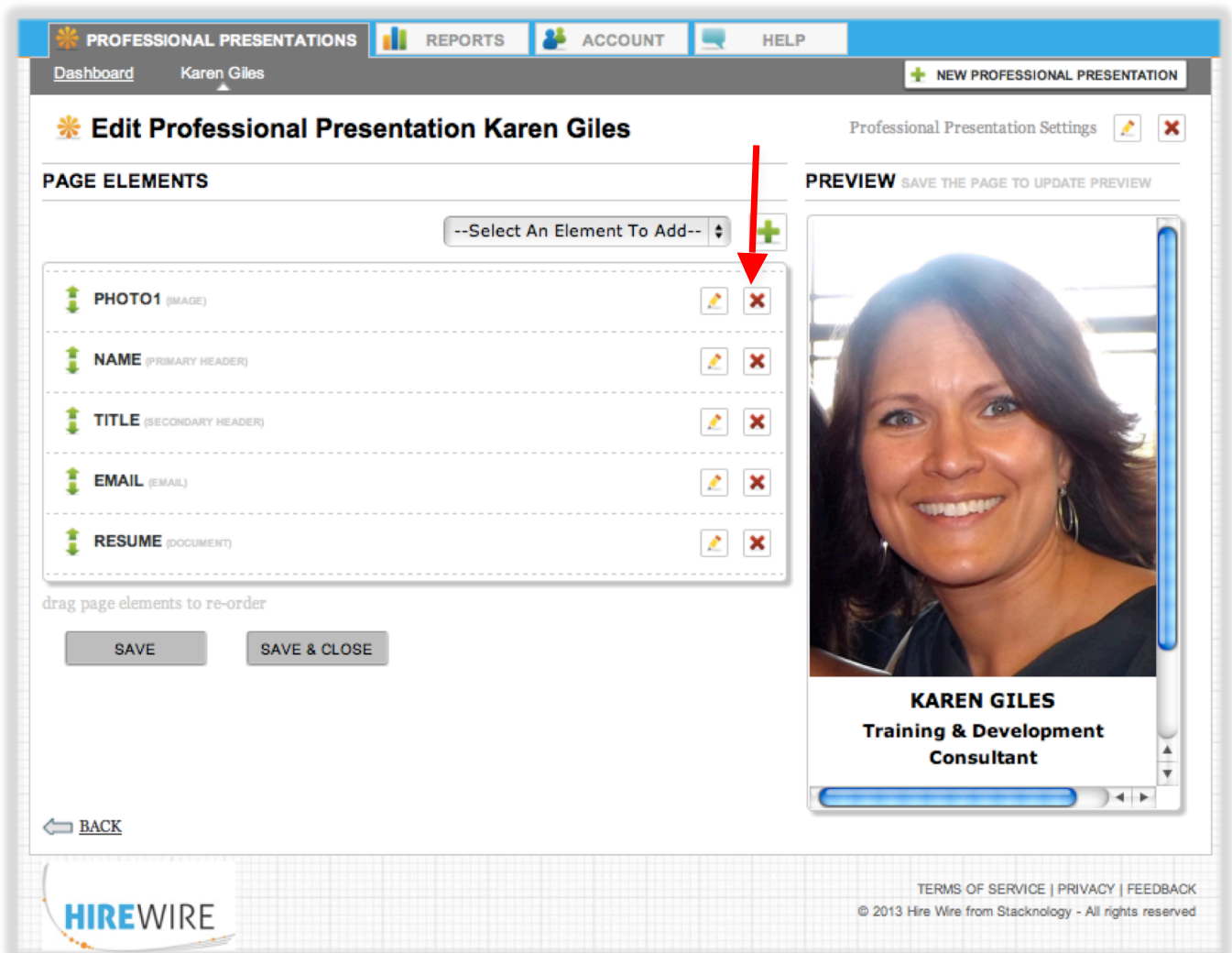
Click here first

Choose an element to add

Click here last

DELETING an Element

- 1) Click the  next to the element you want to delete



PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard Karen Giles | NEW PROFESSIONAL PRESENTATION

Edit Professional Presentation Karen Giles

Professional Presentation Settings [edit] [close]

PAGE ELEMENTS

--Select An Element To Add-- [add]

- PHOTO1 (IMAGE) [edit] [X]
- NAME (PRIMARY HEADER) [edit] [X]
- TITLE (SECONDARY HEADER) [edit] [X]
- EMAIL (EMAIL) [edit] [X]
- RESUME (DOCUMENT) [edit] [X]

drag page elements to re-order

SAVE | SAVE & CLOSE

PREVIEW SAVE THE PAGE TO UPDATE PREVIEW


KAREN GILES
Training & Development
Consultant

← BACK

HIREWIRE

TERMS OF SERVICE | PRIVACY | FEEDBACK
© 2013 Hire Wire from Stacknology - All rights reserved

REORDERING Elements

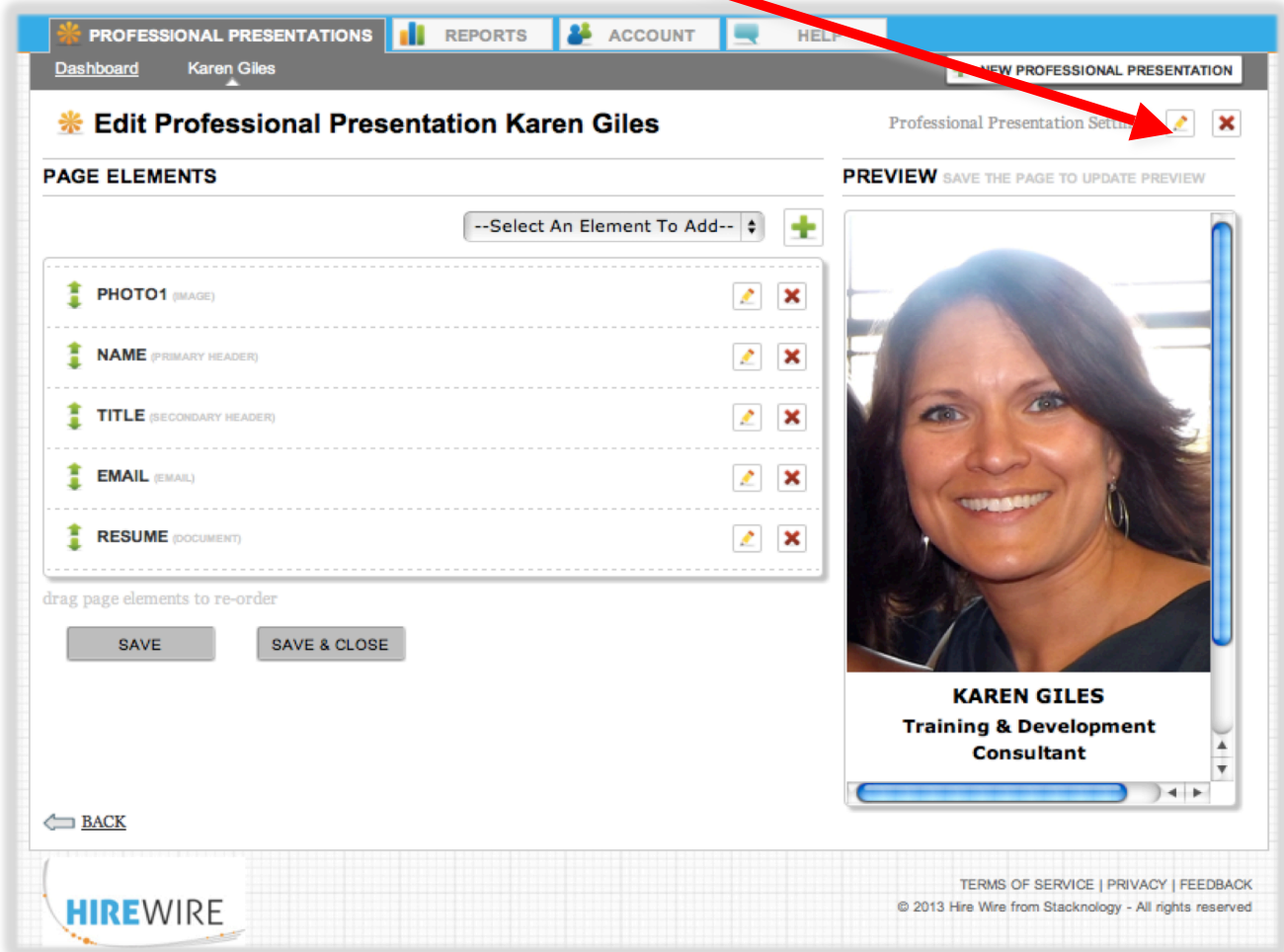
- 1) **CLICK** the  next to element you wish to move and **DRAG** it up or down on the list to desired position
- 2) **Click SAVE** to see changes in the Preview Window on right

Click AND drag

Click SAVE to view changes

CHANGING Your Professional Presentation Category and/or Tags

- 1) Click on the  next to Professional Presentation Settings



The screenshot displays the 'Edit Professional Presentation Karen Giles' interface. At the top, there is a navigation bar with 'PROFESSIONAL PRESENTATIONS', 'REPORTS', 'ACCOUNT', and 'HELP'. Below this, a breadcrumb trail shows 'Dashboard' and 'Karen Giles'. The main content area is divided into two sections: 'PAGE ELEMENTS' and 'PREVIEW'. The 'PAGE ELEMENTS' section contains a list of elements: PHOTO1 (IMAGE), NAME (PRIMARY HEADER), TITLE (SECONDARY HEADER), EMAIL (EMAIL), and RESUME (DOCUMENT). Each element has a pencil icon and a close icon. The 'PREVIEW' section shows a photo of Karen Giles and her name and title: 'KAREN GILES, Training & Development Consultant'. A red arrow points to the pencil icon in the 'Professional Presentation Settings' header.

NOTE: If you choose to change your Professional Presentation Category, the new Tags will auto-populate. You can then select the Tags that are applicable.

CHANGING Your Professional Presentation Category and/or Tags

- 2) Click the Professional Presentation Category drop-down list to change your Professional Presentation Category
- 3) Make changes to Tags by clicking in the relevant boxes
- 4) Click SAVE

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard | Karen Giles | + NEW PROFESSIONAL PRESENTATION

Edit Professional Presentation Karen Giles

Professional Presentation Settings [Close]

✔ Your Professional Presentation has been successfully updated.

PROFESSIONAL PRESENTATION SETTINGS

first name: Karen

last name: Giles

employment classification: [Dropdown]

begin date: October 12, 2014 2 PM : 00

end date: October 12, 2015 2 PM : 00

Would you like to volunteer for The American Red Cross?

Are you a United States veteran?

Select Professional Presentation Category: Business Management: Sales [Dropdown]

tags:

<input checked="" type="checkbox"/> Account Manager Inside Sales	<input type="checkbox"/> Account Manager Financial Services
<input type="checkbox"/> Account Manager Outside Sales	<input type="checkbox"/> Account Manager Insurance
<input checked="" type="checkbox"/> Account Manager B2B	<input type="checkbox"/> Customer Service Representative
<input type="checkbox"/> Account Manager Medical	<input type="checkbox"/> Director of Sales
<input type="checkbox"/> Sales Manager	
<input type="checkbox"/> Account Manager Technical S	
<input type="checkbox"/> Manufacturer's Representative	
<input type="checkbox"/> Sales Coordinator	

PAGE ELEMENTS

--Select An Element To Add-- [Dropdown] [Add]

NEW IMAGE (IMAGE) [Edit] [Delete]

NAME (PRIMARY HEADLINE) [Edit] [Delete] **Click SAVE**

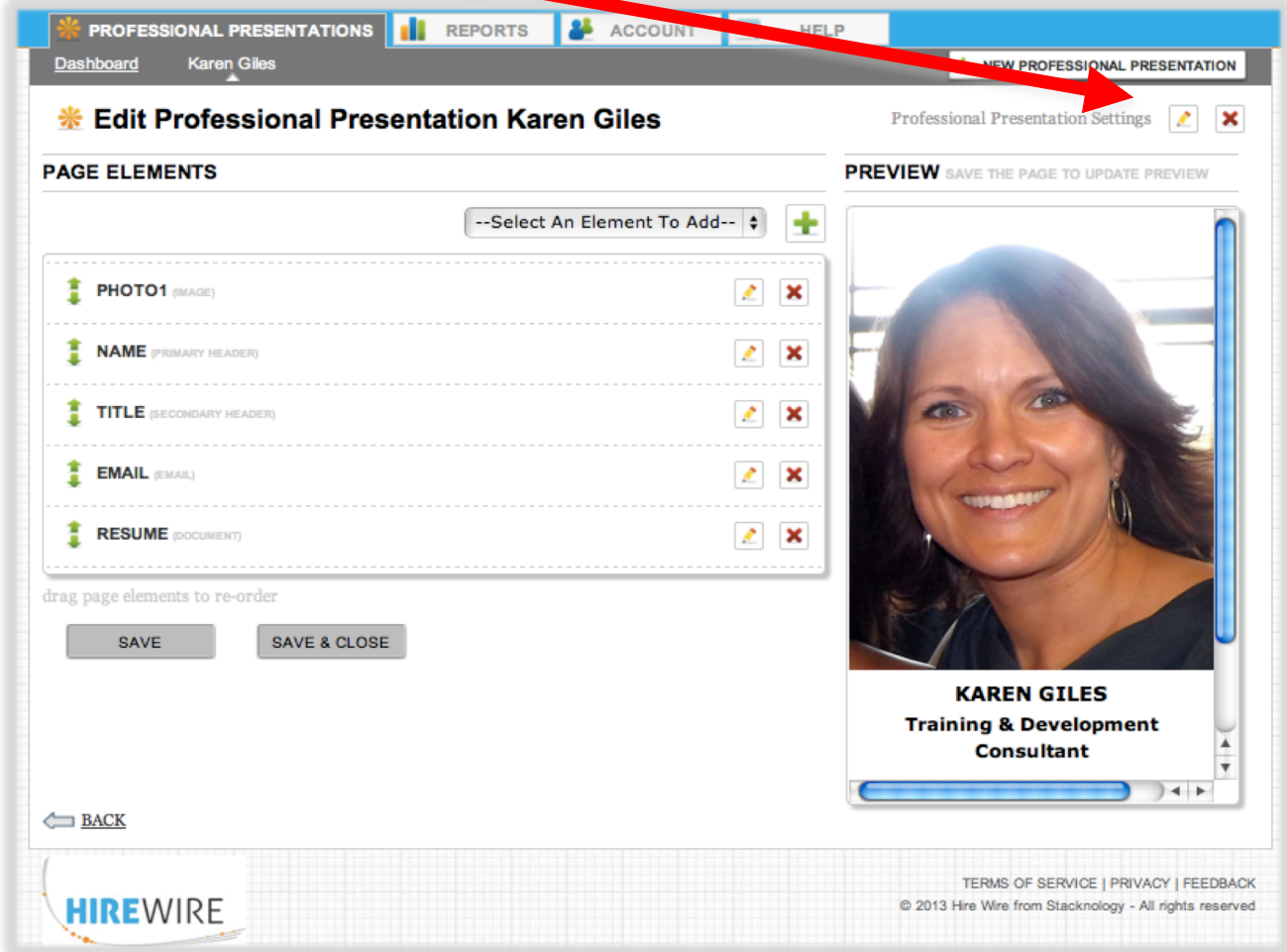
RESUME SALES (DOCUMENT) [Edit] [Delete]

drag page elements to re-order

SAVE | SAVE & CLOSE

CHANGING Your Professional Presentation Active Dates

- 1) Click on the  next to Professional Presentation Settings



The screenshot shows the 'Edit Professional Presentation' interface for Karen Giles. The page is titled 'Edit Professional Presentation Karen Giles' and includes a 'Professional Presentation Settings' link with a pencil icon. The interface is divided into two main sections: 'PAGE ELEMENTS' and 'PREVIEW'. The 'PAGE ELEMENTS' section contains a list of elements to be added to the presentation, including PHOTO1 (IMAGE), NAME (PRIMARY HEADER), TITLE (SECONDARY HEADER), EMAIL (EMAIL), and RESUME (DOCUMENT). Each element has a pencil icon for editing and a red 'X' icon for deletion. Below the list are 'SAVE' and 'SAVE & CLOSE' buttons. The 'PREVIEW' section shows a preview of the presentation, featuring a photo of Karen Giles and her name and title: 'KAREN GILES, Training & Development Consultant'. A 'BACK' button is located at the bottom left of the page. The HireWire logo is in the bottom left corner, and the footer contains 'TERMS OF SERVICE | PRIVACY | FEEDBACK' and '© 2013 Hire Wire from Stacknology - All rights reserved'.

NOTE: If you choose your Professional Presentation to be active on a future date, please understand that the Recruiters who are currently using Hire Wire will not be able to access you and your credentials.

CHANGING Your Professional Presentation Active Dates

- 2) Change to desired Begin Date/End Date
- 3) Click SAVE

PROFESSIONAL PRESENTATIONS | REPORTS | ACCOUNT | HELP

Dashboard | Karen Giles | **NEW PROFESSIONAL PRESENTATION**

Edit Professional Presentation Karen Giles

Professional Presentation Settings [Close]

PROFESSIONAL PRESENTATION SETTINGS

first name: Karen

last name: Giles

employment classification: [Dropdown]

begin date: October 12, 2014 10 AM : 00

end date: October 12, 2015 10 AM : 00

Would you like to volunteer for The American Red Cross?

Are you a United States veteran?

Select Professional Presentation Category: Human Resources: Consulting

tags: Consultant

PAGE ELEMENTS

--Select An Element To Add-- [Add]

- PHOTO1 (IMAGE) [Edit] [Delete]
- NAME (PRIMARY HEADER) [Edit] [Delete]
- TITLE (SECONDARY HEADER) [Edit] [Delete]
- EMAIL (EMAIL) [Edit] [Delete]
- RESUME (DOCUMENT) [Edit] [Delete]

drag page elements to re-order

SAVE **SAVE & CLOSE**

PREVIEW SAVE THE PAGE TO UPDATE

PREVIEW

Section 3

Appendices

APPENDIX I: Writing Your Hire Wire Professional Summary

The general purpose of the Hire Wire Professional Summary is to intrigue and inspire a Recruiter to want to learn more about *you*, the candidate. It often states your specific skills and experience, your current employment objective, and summarizes the value you bring to an employer.

Hire Wire suggests that your Professional Summary be three to four sentences that contain keywords related to your expertise. Below are some areas that you may want to include in your Professional Summary:

Your profession – Have years of experience made you an authority in your industry? Have you been in a leadership role in your profession?

A product you use as part of your work – Is there a specific product(s) of which you are quite knowledgeable or proficient at using?

Something you design, purchase, sell, or consult on – Have you become a subject matter expert on a given methodology, task, product or system?

A company you interact with frequently – Have you developed relationships with key stakeholders at a specific company(s)? Do you have a “book of business” that follows you?

A specific population/audience you interact with – Are you bilingual? Have you worked with diverse populations? Are you experienced in communicating to executives at all levels?

A technology you are familiar with- Are you an expert on a specific technology and/or the implementation of the technology?

SAMPLE Professional Summary:

Success-driven professional seeking opportunity in the Training Industry. Bachelors Degree in Human Resource Development. Strong background in project management and SAAS sales. Experienced in the design and development of training materials for use in both classroom and online formats among highly diverse audiences. Knowledgeable in Learning Management Systems, eLearning content, assessments, and various databases.

Hire Wire Keyword List for Professional Summaries

Action Verbs

accelerated	activated	adapted	administered	analyzed
approved	assisted	completed	conceived	conducted
controlled	coordinated	created	delegated	developed
directed	eliminated	established	evaluated	expanded
expedited	experienced	expanded	facilitated	generated
implemented	improved	increased	influenced	initiated
interpreted	launched	lead	lectured	maintained
managed	mastered	motivated	organized	originated
participated	performed	pinpointed	planned	prepared
programmed	proposed	proved	recommended	reduced
reinforced	revamped	reviewed	revised	scheduled
set-up	simplified	solved	streamlined	structured
supervised	supported	taught	trained	worked
removed	reorganized	repeated	responsible	

Self-descriptive Words

accurately	active	adaptable	adept	aggressive
alert	ambitious	analytical	assertive	astute
attentive	aware	broad-minded	challenging	competent
conscientious	consistent	constructive	contributor	creative
dependable	determined	diplomatic	disciplined	discreet
diverse	dynamic	easily	economical	efficient
energetic	enterprising	enthusiastic	exceptional	experienced
expertise	extensively	extraverted	facilitator	fair
forceful	foresight	high-level	honest	imaginative
independent	initiative	innovative	instrumental	insightful
leading	logical	loyal	mature	methodical
objective	optimistic	participated	perceptive	personable
pioneering	pleasant	positive	practical	productive
readily	realistic	reliable	repeatedly	resourceful
responsible	responsive	self-reliant	sensitive	sincere
sophisticated	strongly	systematic	tactful	talented
unique	versatile	vigorous	will travel	will relocated

A

accomplished, acumen, aggressive, articulate, accurate, adaptable, ambitious, astute

B

bold, bright

C

capable, compassionate, comprehensive, controlled, career oriented, competent, confident, creative, certified, competitive, congenial, curious, committed, complete, conscientious

D

dedicated, dexterous, driven, dynamic, dependable

E

educated, energetic, entrepreneurial, expert, efficient, enthusiastic, exceptional

F

flexible, forceful, forward thinking

G

go getter

H

hands on, high caliber

I

Imaginative, independent, ingenious

J

judicious

K

knowledgeable

L

leader

M

mature, motivated

N

natural

O

organized, outstanding

P

pioneer, practical, professional, proficient, polished

Q

qualified, quick thinking

R

reliable, resourceful, responsible

S

savvy, self-motivated, sharp, superior, seasoned, self-possessed, shirt-sleeve supportive, select, self-starter, skilled

T

take-charge, tenacious, top-notch trained, talented

U

understanding

V

versatile, vigorous, visionary, vital veteran

W

well-mannered, well organized

APPENDIX II: Preparation for Your Hire Wire Video

The following outline contains user procedures recommended for use with your Hire Wire Professional Presentation. These suggestions are provided in order to optimize the production, upload and utilization of a professional video. Although the video feature of Hire Wire from Stacknology, Inc., can be used for any legal, professional content which the employment candidate feels captures the value he/she can bring to a potential employer, the procedures listed below apply to the production of a video which falls into one (1) of two (2) categories:

Category A: Candidate Introduction and Professional Summary

Category B: Candidate Introduction and Professional Summary, **PLUS**
Work Skill Demonstration

The following procedures are only recommendations:

Development of the Video Script

- I. Develop a script using language that applies to your background, your education, and your field. Use for **Category A and Category B**
 - A. Introduction
 1. Thank the viewer for taking the time to review your credentials
 2. Introduce yourself, first name at a minimum. Be polite and professional, but don't be afraid to stand out.
 3. State the industry, specialty, and/or position within which you are looking to secure employment.
 - B. Body: **Category A**
 1. Your education and career progression, e.g., "I started my career as an engineer, working in product development in the medical device industry."
 2. Your skills, capabilities, and passions.
 3. The projects you have worked on. The results.
 4. The value you developed and delivered
 - a. To the organization
 - b. To you
 5. Challenges and how you overcame them

6. How you developed and learned
7. The mentoring that you gave to your customers, employees, managers and colleagues.

C. Body: **Category B**

1. Your education and career progression
2. Your skills, capabilities, passions.
3. Introduce the work skill that you will demonstrate.
 - a. Use language which applies to the work skill that will be immediately recognizable.
 - b. If the demonstration requires any special considerations, such as, safety, hygiene, or any special preparation, explain that consideration.
4. Conclusion language for the work skill demonstration

D. Conclusion: Use for **Category A and Category B**

1. Be specific with regard to the position that you are seeking and the value that you can bring to that position.
2. Request an action from the viewer. Examples, include the following:
 - a. Please review the employment collaterals, hosted on my Hire Wire Professional Presentation.
 - b. Contact me at the locations on my Hire Wire PP.
3. Thank the viewer.
4. Salutation.

Rehearsing Your Video Script

- I. Practice saying your video script several times
 - A. Position yourself in front of a mirror.
 - B. Rehearse your script out loud.
 - C. Refine.
 - D. Ask another person to view your rehearsal and provide comments.
 - E. Attempt to commit the script to memory (the final version will come across more natural and relaxed if you do not appear to be reading the script).

- F. If you are producing a **Category B** video, rehearse using the work skill props and process, to the extent that is possible.
- G. Refine the language and the demonstration, if applicable, in order for the final version of the video to last between 90 seconds and two (2) minutes.

Producing Your Video

- I. Video Production - Checklist
 - A. Dress professionally
 - B. For **Category A** videos, position the camera so that the frame includes you from the elbows and above.
 - C. For **Category B** videos, position the camera so that the frame includes everything necessary for the work skill demonstration.
 - D. Smile.
 - E. Momentarily look at the camera before and after speaking.
 - F. Look directly at the camera.
 - G. Speak clearly.
 - H. Silence phones or other distractions.
 - I. If you need to be prompted, have the script positioned near the camera, so your line of sight is as close to the camera as possible.
 - J. Preview the video.
 - K. Refine.
 - L. Reproduce until you are satisfied with the final version.

Final Steps

- I. Uploading the video to You Tube
 - A. Go to www.youtube.com
 - B. Click on the “Sign In” icon at the top right of the screen.
 - C. Sign in to an existing You Tube account or use the “create an account” link at the bottom of the page.
 - D. Once signed in, Click on the “Upload” icon located at the top of the You Tube home page and follow instructions.

For additional support with uploading videos to You Tube please visit:
<https://support.google.com/youtube/answer/57924?hl=en>

Remember to write down the video ID from YouTube that you will embed. The video ID is the portion after the **?v= in a YouTube URL or after the **.be/** in the YouTube ‘share video’ web address.**

- II. Embedding the video into your Hire Wire Professional Presentation
 - A. Login to your Hire Wire Account
 - B. Follow Steps to “Edit Your Professional Presentation” found on page 29 of this User Guide.
 - C. Add an Element
 - 1. Select “You Tube Embedded Video” from the list of Elements to Add, Click the green Plus symbol.
 - 2. Enter the video ID from YouTube that you want to embed in the Content Box. The video ID is the portion **after** the ?v= in a YouTube URL or **after** the .be/ in the YouTube ‘share video’ web address.
 - 3. Change the Element Name to “Video”
 - 4. Click Save – The video should then appear in the preview box.

APPENDIX III: Sample Professional Presentations

Herbert C. Roy

Security / Information Officer



An armed security officer with ten years experience with Brinks, Inc.

U.S. Army Veteran - 1st Lt. - Armor - Honorably Discharged

[Herbert Roy's Security Officer Resume](#)

[612-240-4693](tel:612-240-4693)

herbertroy@comcast.net

[LinkedIn URL](#)

NOTE: When hired, the employer will be entitled to a WOTC tax credit of \$2,400-\$9,600, if application is made within 28 calendar days.

To access this HireWire site using a PC, use URL: "hired.mn/v/2oonbqa7"

Powered by [Hire Wire from Stacknology](#)
[Report Abuse](#)

CHRIS DOERING

Project Management | Process Improvement



I am an experienced PROJECT MANAGER who has spent over 15 years working for a Fortune 50 business. Those who have worked with me appreciate my positive attitude and ability to focus on delivering results. I am very passionate about advancing organizational capabilities. I have utilized my process improvement skills to develop and implement business solutions in a variety of functional areas. (Merchandising, Retail Operations, Store Development)

MY OBJECTIVE:

To work for a business who understands the needs of its customers and who is continuously striving to improve themselves to offer the best services and products. I have always enjoyed new challenges and am interested in continuing to transfer my project management skills to additional fields- health care and technology solutions in particular. My ideal role would allow me to work on a variety of projects.

MY EXPERIENCE:

- Six Sigma Project Management Office (PMO)
- Merchandising Services Support Group Leader
- Space & Floor Planning Optimization
- Assortment Optimization
- Oracle Retail Merchandising System Platform
- Store Development
- Supply Chain Optimization Initiatives
- Varied Business Projects and Programs

My degree in Architecture has provided me with the right skills necessary to orchestrate a team of experts from varied disciplines to achieve a common

chrisdoering@live.com

[952-277-9653](tel:952-277-9653)

[Professional Resume](#)

[LinkedIn](#)



Anne Toschak



SKILLS & QUALIFICATIONS

- Excellent written, verbal, and interpersonal communication skills
- Ability to multi-task and meet deadlines
- Strong working knowledge of Windows, Microsoft Word, Excel and Outlook, Internet Explorer, Firefox and various industry specific databases
- Prepared correspondence using proper business format
- Excellent problem solving skills
- Customer Service experience - including answering incoming phone calls, documenting customer requests and complaints calls
- Experience dealing with diverse populations including the use of interpreters and Minnesota Relay services

[6122817803](tel:6122817803)

atoschak@gmail.com

[Anne's Resume](#)



APPENDIX IV: QR Code Explanation

A Quick Response Code, more commonly known as a QR Code, is a two-dimensional barcode that is used to cause a Web page to download onto a user's Smartphone when scanned with a mobile tagging app.

As a benefit for its Candidates, Hire Wire generates a QR Code for each Professional Presentation created. When a Hire Wire QR Code is scanned, the correlating website is downloaded onto the mobile phone doing the scanning, taking users directly to the Candidate's Professional Presentation.

To further promote traffic to their Professional Presentation, Candidates can share their QR Code image on email signatures, printed materials such as resumes and business cards, and their social media websites.



APPENDIX V: Using Colors for Borders and Backgrounds

The use of color in the construction of websites is an easy way to draw the attention of viewers and highlight aspects of a message. For this reason, Hire Wire offers a large variety of palettes for coloring specific **Element Attributes** of a Professional Presentation, namely: **borders, backgrounds, and fonts**. Outlined below are the steps to follow if you wish to utilize colors with Hire Wire Element Attributes.

NOTE: The option to utilize colors in your Professional Presentation is available when adding or editing an element. If you have questions regarding how to add or edit an element, please refer to the instructions outlined in Section 1 of this manual.

Steps to follow when applying color to Element Attributes:

- 1) After choosing an element, an editing screen similar to the one shown below drops down. Color selection options are located beneath the right-hand column titled "STYLES". The color selections in this section allow you to add color to Element Attributes.

NAME (PRIMARY HEADER)

CONTENT

KAREN GILES

STYLES

border width -none-

border type solid

border color [Color Selection] (RESET)

background color [Color Selection] (RESET)

font Verdana

text align center

font color [Color Selection] (RESET)

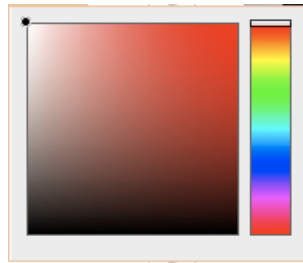
Element Name NAME

This is only used for your reference and not shown on the Professional Presentation

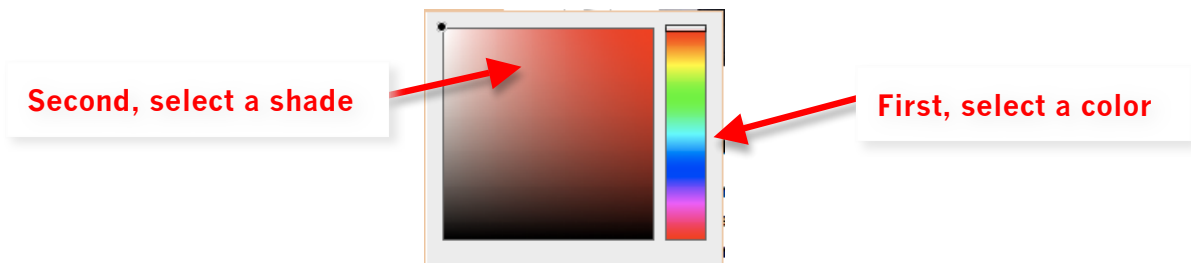
- 2) Once you have chosen the Element Attribute, click on the down arrow to its right to open the color palette.



NOTE: The color palette contains two (2) panes, a square pane on the left, and a rectangular pane on the right. The right pane contains the colors in the visible spectrum, from red to violet. The left pane contains the shade palette associated with the color selected by the user in the right pane.



- 3) In the rectangular pane, select the color you wish to apply to the Element Attribute.
- 4) In the square pane, select the shade of the color selected that you wish to use.



- 5) In order to preview the color-shade combination, click on the SAVE button at the bottom of the element editing page. If you are unhappy with the color changes, you can simply return to the element editing page and click “Reset” located under the color-shade catalog number you wish to change. The Element Attribute will then return to its default color.

Click “RESET” to return the Element Attribute to its original color

The screenshot shows the 'STYLES' panel with various attributes: border width (-none-), border type (solid), border color (white), background color (blue), font (Verdana), text align (center), and font color (white). A red box highlights the background color field, and a red arrow points to the 'RESET' button below it.

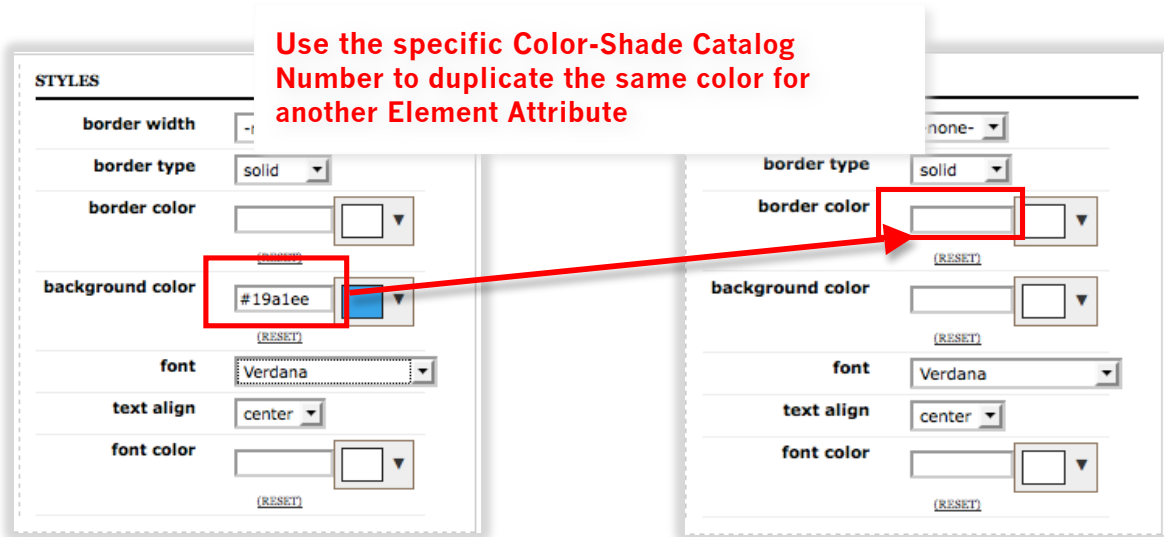
NOTE: After completing the previous step, a *color-shade catalog number* will appear in the field directly to the right of the Element Attribute name, as shown below. The color-shade catalog number allows you to copy precisely the color-shade combination used for one Element Attribute and apply it to multiple Element Attributes throughout the Professional Presentation.

Element Attribute is “background color”

The screenshot shows the 'STYLES' panel with the background color field now containing the value '#19a1ee'. A red box highlights this field, and a red arrow points to it from the text box on the left.

Color-shade catalog number is #19a1ee

- 6) To apply the same color-shade combination to any Element Attribute, simply copy the color-shade catalog number and paste it into the field directly to the right of the Element Attribute to which the copied color will be applied. You can use this process to apply identical colors to various Element Attributes.



- 7) When all edits are complete, click the “SAVE & CLOSE” button to publish the Professional Presentation.

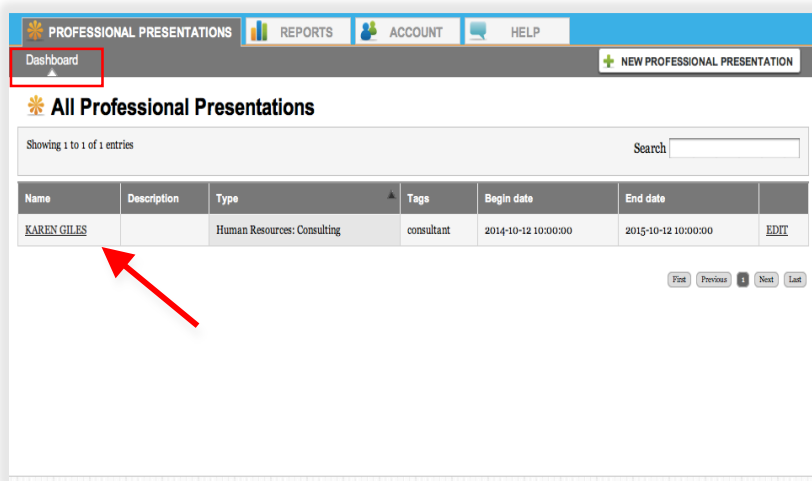
APPENDIX VI: Copying Professional Presentations

There are various reasons as to why users choose to copy a Professional Presentation. For example, users that have more than one career may wish to have multiple Professional Presentations, each with different industry classifications. The copy function allows the user to avoid recreating the entire content and element list of the original Professional Presentation.

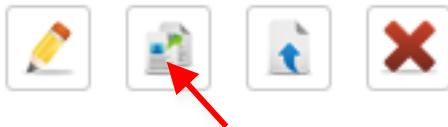
NOTE: The original Professional Presentation, i.e., the Professional Presentation which is to be copied, must be fully created and published prior to initiating the steps in the following user process.

Steps to follow when copying a Professional Presentation:

- 1) From the dashboard view, in the leftmost column, click on the link displayed as your first and last name.



- 2) In the upper right quadrant of the page that loads, you will see four icons. Click on the icon that resembles two sheets of paper.



NOTE: The page that will appear is titled “Copy Professional Presentation”.

- 3) Make all revisions, edits, additions, etc., which are associated with the creation of a new Professional Presentation.

NOTE: If necessary, please refer to Section 1 of this manual for detailed instructions on completing the fields.

- 4) After completing step 3, click “CONTINUE” located at the bottom of the screen.

- 5) On the page that appears, you will see the list of the copied elements that comprise both the original Professional Presentation and the copied Professional Presentation.
- 6) If desired, you may now add, modify, or remove elements from the new Professional Presentation.

NOTE: If necessary, please refer to Section 2 of this manual for detailed instructions on editing the displayed elements.

NOTE: If you are creating a Professional Presentation for employment efforts in a second Industry-Specialty-Position classification, strong consideration should be given to the content of ALL elements. These elements will be copied exactly from the original Professional Presentation and, as such, may not contain content aligned with the second Industry-Specialty-Position combination.

- 7) After completing step 6, click “SAVE & CLOSE” to publish the Professional Presentation.

NOTE: On the page that appears, i.e., the Professional Presentation, you will notice a QR code. This QR code is uniquely associated with the newly created Professional Presentation, not the original that was copied. This code will drive internet traffic to the new Professional Presentation only. For more information on QR codes, please refer to the appendix of this manual.

- 8) The newly published Professional Presentation will now appear in the dashboard view.

