




Sample Appraisal
 Performed by our
 experts using our
 SUCCESS criteria

CV appraisal

Prepared for:	Joe Bloggs
Appraisal date:	31 July 2009
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S.U.C.C.E.S.S	APPRAISAL & TIPS FOR YOUR CV	A	B	C
Sign Posts <i>Easy to read & navigate around your CV</i>	<p>The sections in your CV are not very clearly defined. TIP: Introduce sections and sub-sections with section breaks, headings, bolding, consistent formatting and suitable spacing.</p> <p>You have several inconsistencies with formatting: font, bullets and indentations. The layout is sometimes confusing and untidy. TIP: Your CV is a good length of 2-3 pages, but try to use one modern font (such as Arial or Calibri rather than Times New Roman) throughout and use your bullet points and indentation to improve readability.</p>			<input checked="" type="checkbox"/>
Underwritten <i>Evidence to back up the claims you make</i>	<p>Claims you have made in the profile and in job summaries are clearly demonstrated in your job detail, using similar language. The reader is likely to trust the content of your CV.</p> <p>Your referees are named or references are made to them, which is good, but try to associate referees with specific achievements or jobs to make your claims more trustworthy.</p>		<input checked="" type="checkbox"/>	
Common Threads <i>Transferable skills are clearly highlighted</i>	<p>You have not grouped your skills, meaning you may have a long list of similar skills for the reader to digest. TIP: Group skills together where they are related or of a similar type and get rid of any duplicates.</p> <p>Your CV could also benefit from more information about the level of skill you have. TIP: Try to include more meaningful skill levels (beginner, intermediate, advanced) for those skills most relevant to the job for which you are applying.</p>			<input checked="" type="checkbox"/>
Character <i>Presence of personality, passion & motivation</i>	<p>You have used the 1st person: 'I' or 3rd person: 'she/he' consistently throughout, which is great. We advocate using 1st person as it's more personal.</p> <p>There are clear sentences within parts of your CV which show evidence of personality and motivation, but little or none in your personal statement. TIP: Ensure there is always a sentence demonstrating your individuality in your personal statement.</p>		<input checked="" type="checkbox"/>	
Error Free <i>Perfect punctuation, spelling & grammar</i>	<p>1 or no spelling mistakes. Excellent!</p> <p>Several punctuation mistakes. TIP: Ensure you use complete sentences. Read your CV out loud or ask someone else to do it and see if it is read how you meant it to be read.</p> <p>Ask family or friends to review your CV for errors and readability.</p>			<input checked="" type="checkbox"/>

<p>Successes <i>Tangible, measurable achievements included</i></p>	<p>You have not clearly separated responsibilities and achievements. TIP: Responsibilities are the things you were supposed to do; achievements are the things you actually achieved in the role, using your own initiative. Claims and achievements need supporting details to make them more believable. TIP: Include timeframes, number of people involved, outcomes etc.</p>	
<p>So What <i>The value you bring to the reader is clear</i></p>	<p>You have made no reference as to the value you might bring to a potential employer. You need to be explicit about this even using the phrase "I will bring...". You have also not really made any attempt to relate your personal skills and achievements to the potential employer or job opportunity. TIP: Ensure you always make your CV relevant to the audience reading it and never send a generic CV.</p>	
<p>OVERALL CLEAR VIEW™ APPRAISAL RATING</p>		

Clear View™ Appraisal Definitions:

A	A CV which recruiters are excited to read. Highly likely to make it to interview stage.
B	A CV which is considered to be borderline. Likely to make it to interview stage.
C	A CV which will not make the cut. Highly likely to receive a rejection letter.

Other general notes & feedback regarding your CV:

- *Be aware that your score (C) relates to the presentation of your CV content not to the content itself. You have some great skills and experience and excellent things to say about yourself just make sure you say them and present them in the most effective way.*
- *The primary issue relating to punctuation is your use of incomplete sentences, which makes your CV difficult to read. Read it out loud slowly to yourself or get a friend to read it out loud to you and see if it makes sense. Do not overuse dashes as a way to avoid punctuation. Use full sentences with commas, full stops and colons (:).*
- *Group your skills into a skills section and try to draw out the common skills you have gained from your work experience. Put the skills section early in your CV.*
- *You are using a personal email address. With an abintegro full membership account you get a professional email forwarding address.*
- *Using the abintegro CV tool helps you to layout your CV in a clear, professional way. You can enter all your CV information and then export a CV into MS Word where you can edit it further.*