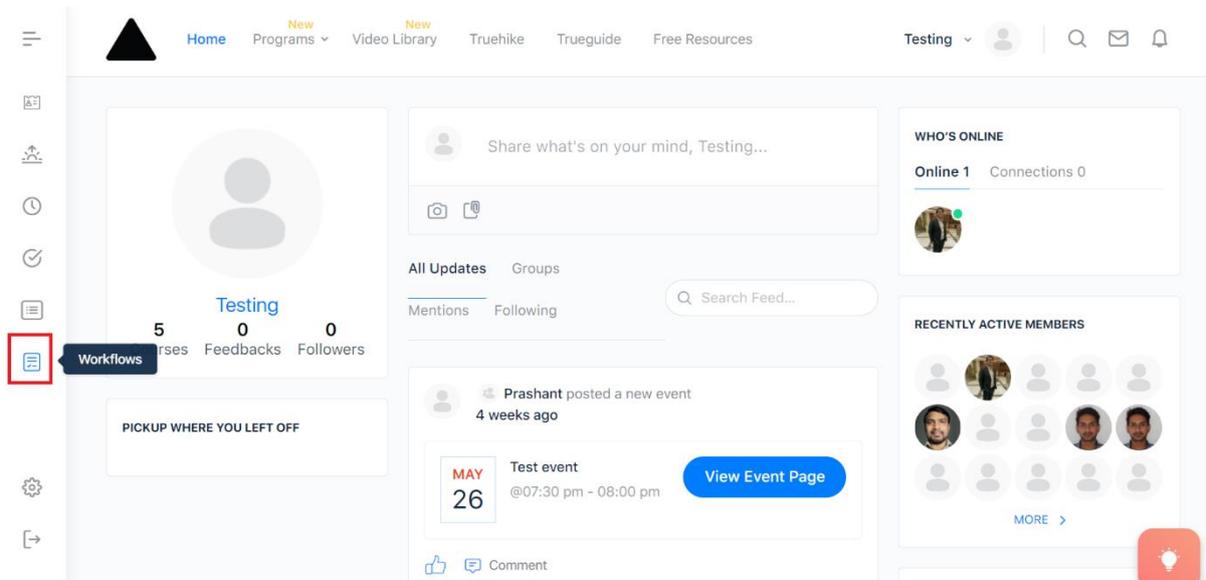
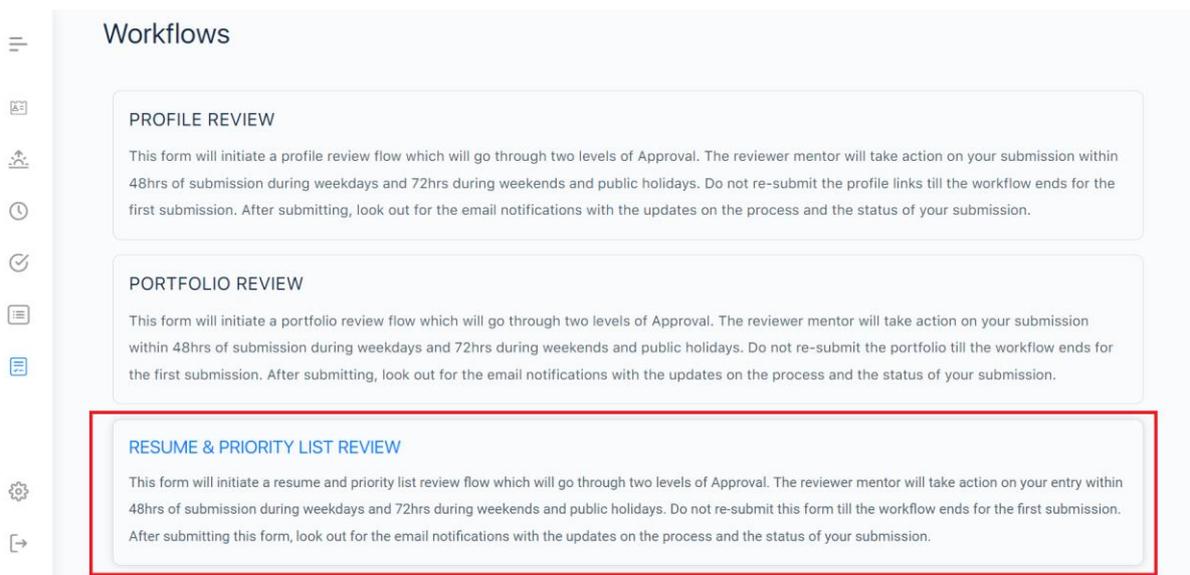


New Resume-Review Flow Updates

We are delighted to introduce the updates in the resume building and review flow for our learners. Follow the steps below to build and get your resume approved!



1. Login into Truemerit
2. From the Left Panel Menu select “Workflows”



3. Select “RESUME & PRIORITY LIST REVIEW” to reach the “Submit Resume” page

The screenshot shows the 'Submit Resume' page with the following fields:

- Resume Name ***: Testing
- Reason for another resume ***: Please Select
- Enter the reason**: (Empty text area)
- Your email ***: gowyka@inboxbear.com
- Professional title ***: e.g. "Web Developer"

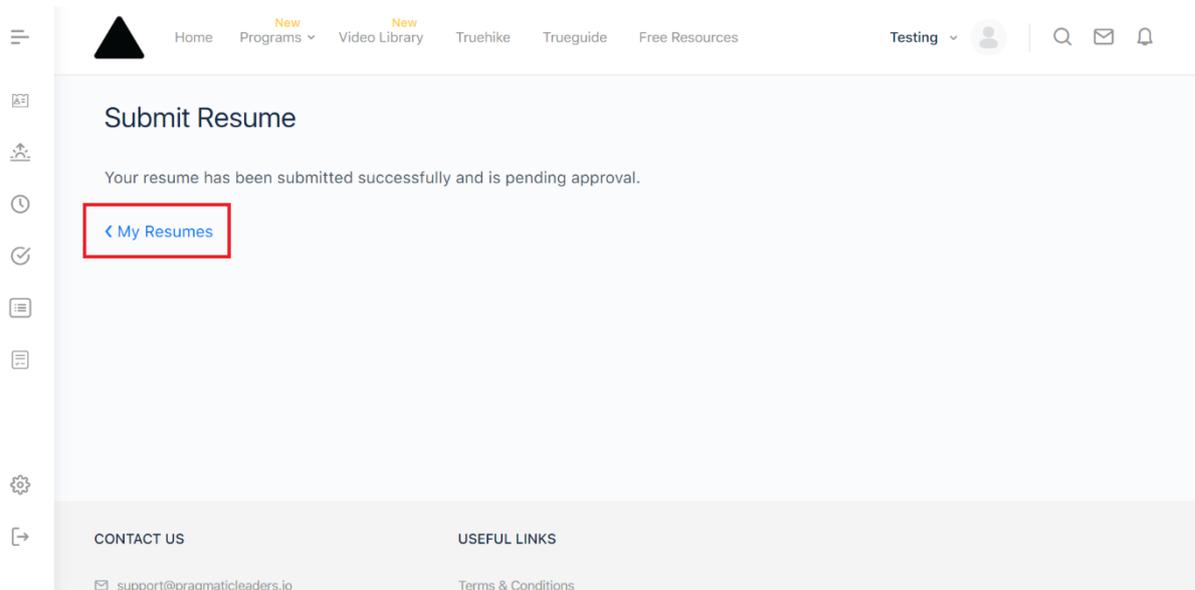
4. On the “Submit Resume” page you will observe that some of the fields are pre-populated with details pulled from your Truemerit Profile. If you have not updated your Truemerit Profile, then these fields will be empty here. In both the cases you can edit all the fields.
5. Fill the Submit Resume form and click on “Preview”

The screenshot shows the 'Submit Resume' page with a preview of the resume. The preview includes:

- Preview** button and **Edit resume** / **Submit Resume** buttons.
- Testing** (PM, Dehradun, Updated 1 second ago, Preview)
- Experience** section:
 - Total Work Experience: 5 Years
 - Entrepreneurial Exp.: 2 Years
 - Industry Exp.: 1 Year
 - Startup Exp.: 1 Year
 - Enterprise Exp.: 3 Years
- Profile & Portfolio** section:
 - Profile & Portfolio (LinkedIn)
 - Resume (Click Here to view)
 - Priority List (Click Here to view)
 - Product Management (button)
 - Support System (button)

6. You will see the Preview of your resume with the options to Edit or Submit it

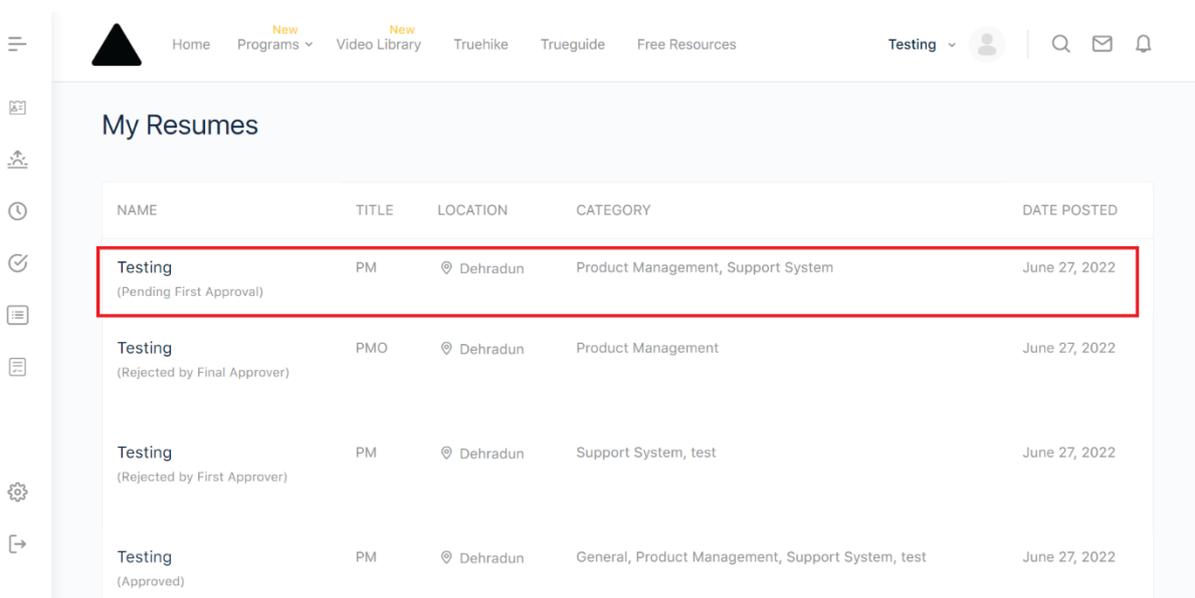
7. Once you are satisfied with your entry, click on “Submit Resume”



8. As soon as you click on “Submit Resume”, an approval workflow will start

9. You will see a success message with a link to “My Resumes” page

10. Click on “My Resumes”



11. “My Resumes” page is a single place where you can view all your resume entries and their statuses.

12. Now, PL mentor will review your entry and Approve, Revert with Feedback or Reject your entry.
13. The reviewer mentor will take action on your entry typically within 48-72 hrs of submission. The feedback shall be shared by the mentor in text format or audio recording.
14. You will receive both email and Whatsapp Notification for all updates in the status of your entry

The screenshot shows the 'My Resumes' page with a table of resume entries. The first entry is highlighted with a red box:

NAME	TITLE	LOCATION	CATEGORY	DATE POSTED
Testing (Reverted by First Approver) Edit	PM	Dehradun	Product Management, Support System	June 27, 2022
Testing (Rejected by Final Approver)	PMO	Dehradun	Product Management	June 27, 2022
Testing (Rejected by First Approver)	PM	Dehradun	Support System, test	June 27, 2022
Testing	PM	Dehradun	General, Product Management, Support System, test	June 27, 2022

15. If your entry is reverted with feedback for changes, you will be able to edit the entry from “My Resumes” page. You can visit “My Resumes” page from the drop-down menu in the header.

The screenshot shows the 'My Resumes' page with a user profile dropdown menu open. The 'Resumes' option is highlighted with a red box:

- Dashboard
- Profile
- Resumes**
- Calendar
- Programs
- Documents
- Activity
- Groups
- Connections
- Invites
- Log Out

16. The maximum time allocated for the Learner to make the changes as per the feedback received and make the revised submission is **72 hrs** from the receipt of feedback from the mentor. You are expected to adhere to this time line to continue with the seamless placement support process.

17. Once your resume is finally approved, you will find it in Truehike and Truejobs (The Job Board), where you can attach it in your job applications.

Important Note for Learners-

1. Please ensure that your Resume is aligned with the Resume Formatting Standards published in the Perfect Fit course:
<https://truemerit.io/courses/the-perfect-fit-in-your-career/lessons/assignment-resume/>

2. In some cases, wherever required PL Success team may connect the Learner with the reviewer mentor over a call on True merit but that will be decided once 2 reviews have already been conducted in the Workflow.