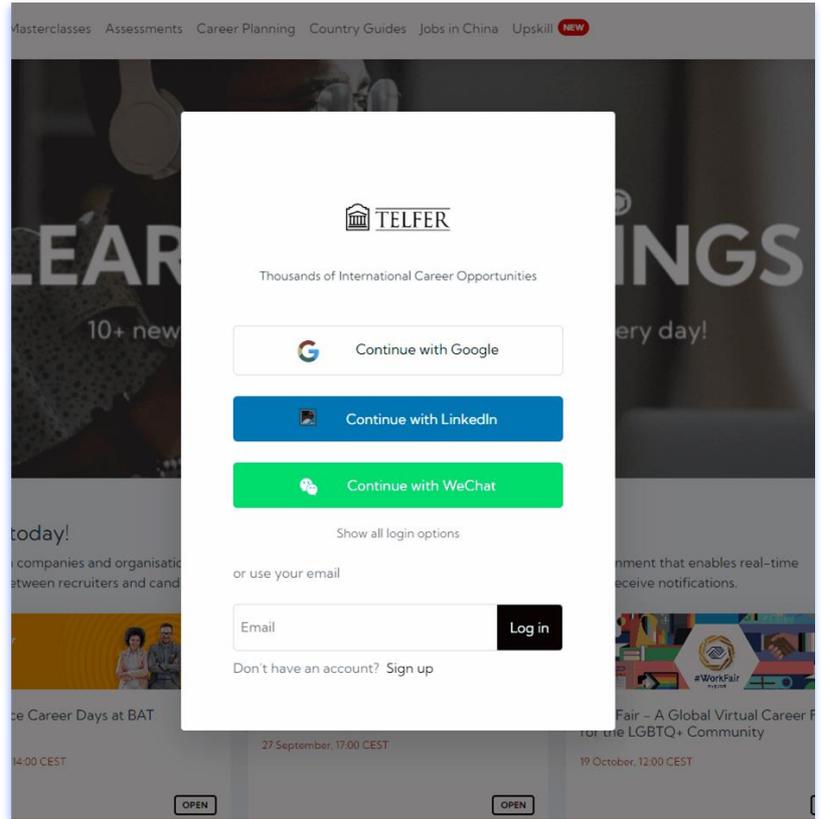




Talent user guide

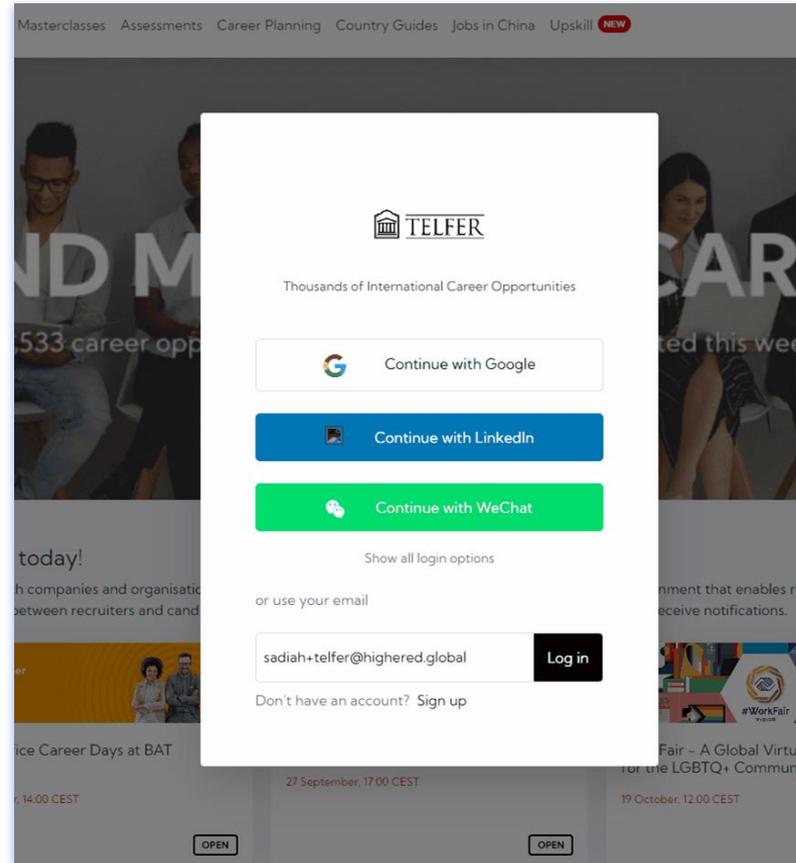
Sign Up

- If you don't have an account, sign up to your school's HigherEd student platform: gtk.gethighered.global
- You can sign up with your personal email or LinkedIn; but to access some features you will need to verify your account by using your **school email**.



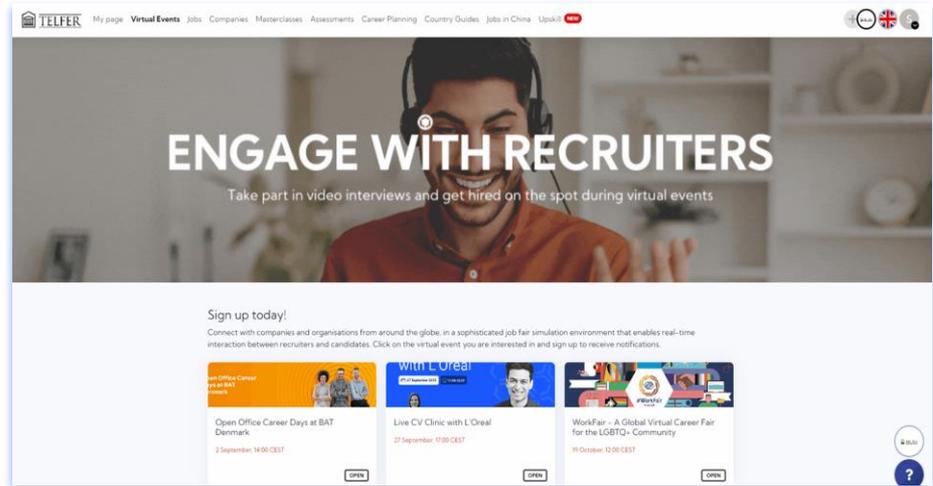
Log in

- Log in to your school's gethighered.global platform.
- You can log in with your personal email or LinkedIn but to access some features you need to verify your account by using your school email.



My page

- Click on **My Page** and you will find submenus including the following:
 - My profile
 - CV Upload
 - Favorites
 - Assessments
 - Resources
 - Plans & Billing
 - Refer a Friend



My profile & CV Upload

- Complete your profile by filling in all required information.
- Click **CV Upload** and upload your CVs using the **Upload CV** button. If you upload multiple CVs, you can click the star icon and set one of the CVs as your primary version and make it the default document available for recruiters.

My profile

Profile completion 30%

Showcase yourself to employers by completing the last 70% of your profile

Add first name	+10%
Add last name	+10%
Add nationality	+10%
Add your gender	+5%
Add your phone number	+20%
Add a language	+15%

Terms & Conditions Privacy policy School/Employer?

CVS

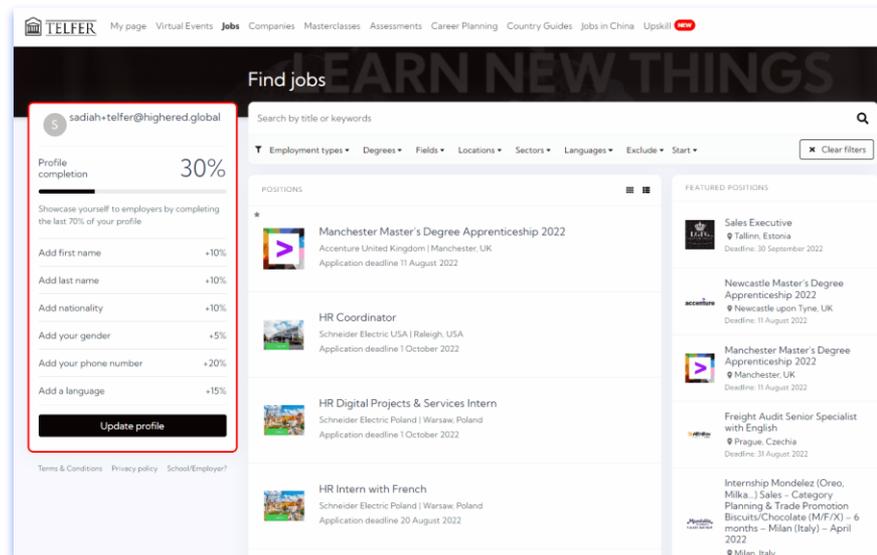
You can upload several CVs. Select the default CV by clicking the star icon.

Highered_CV_Template (3) (2) - Copy.docx	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highered_CV_Template (3) (2).docx	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Upload CV

Favorites

- This feature helps you save any jobs you are interested in and want to apply for or explore more in the future.
- To save your favorite positions, go to any position you are interested in and then click on the **Add to favorites button** on the right side.



The screenshot displays the HigherEd Jobs website interface. On the left, a user profile completion progress bar is highlighted with a red box, showing 30% completion for the user 'sadiyah-telfer@highered.global'. The progress bar includes a list of items to be completed: Add first name (+10%), Add last name (+10%), Add nationality (+10%), Add your gender (+5%), Add your phone number (+20%), and Add a language (+15%). An 'Update profile' button is located below the list. The main content area is titled 'Find jobs' and features a search bar with the placeholder text 'Search by title or keywords'. Below the search bar are navigation filters for Employment types, Degrees, Fields, Locations, Sectors, Languages, Exclude, and Start. The job listings are divided into 'POSITIONS' and 'FEATURED POSITIONS'. The 'POSITIONS' section lists several roles, including 'Manchester Master's Degree Apprenticeship 2022', 'HR Coordinator', 'HR Digital Projects & Services Intern', and 'HR Intern with French'. The 'FEATURED POSITIONS' section lists roles such as 'Sales Executive', 'Newcastle Master's Degree Apprenticeship 2022', 'Manchester Master's Degree Apprenticeship 2022', 'Freight Audit Senior Specialist with English', and 'Internship Mondelez (Oreo, Milka...) Sales - Category Planning & Trade Promotion Biscuits/Chocolate (M/F/A) - 6 months - Milan (Italy) - April 2022'.

Assessments

- Under **Assessments**, you are able to take two different assessments. Here you will also find an overview of your progress from these assessments.
 - **Note:** To access **Assessments** you will need to verify your school email.

TELFER My page Virtual Events Jobs Companies Masterclasses Assessments Career Planning Country Guides Jobs in China Upload

My profile My page CV Upload Favorites Assessments Resources Plans & Billing Refer a friend

Check your progress

Here is an overview of your progress in career assessments

[More information](#)

Free Assessment Testing

Take these tests to familiarize yourself with the testing methods of the assessments and get basic reports to identify your skills.

[Take the free tests](#)

3 tests ~ 27 min € Free

Numerical Reasoning (~ 9 min)
How good are you with numbers? This test measures your understanding of numerical information and reaching logical conclusions.

Deductive-logical Thinking (~ 9 min)
See how good you are with using knowledge and applying rules - this test measures your analytical and problem-solving abilities.

Inductive-logical Reasoning (~ 9 min)
How well can you identify rules and patterns? Check with this test which measures your analytical and problem-solving abilities.

Assessment Report
The free Aon assessments tests are a great starting point to begin your preparation for actual assessments during selection processes. Try it out today to get comfortable with the format, questions and methodology behind online assessments used in recruitment. You will receive a basic report after the completion of each assessment task. For a more detailed career assessment report consider taking the Pathfinder Assessment.

Pathfinder Assessment Testing

Take ownership of your career planning! Going down the wrong career path and discipline of study is extremely costly. Avoid this mistake by taking the Pathfinder Assessment and receive an in-depth career path mapping based on your strengths and potential for improvement.

[Unlock the tests](#)

Secure Payments Visa Mastercard American Express

3-in-1 test ~ 60 min € 79

Work-related Behavior (ADEPT-15) (~ 30 min)
What type of employee personality traits do you have? Find out by taking this test which identifies your work-based personality characteristics.

Working Memory (~ 15 min)
How well can you stay focused? This test measures ability to process and remember information in distracting environments.

flexTest (~ 15 min)
What are your interests? This questionnaire will help determine which career paths you might want to pursue.

Pathfinder Explorer Report
Once you finish these tests you will get a detailed report with a comprehensive overview of the free matches to jobs for which you are a great fit. These matches allow you to make an informed decision about your next career step. The summary of results will provide a snapshot of who you are, helping you to understand the strengths you can leverage and areas where you might wish to devote additional time for development. To guide your efforts, this report also includes development tips for each of the competencies described.

[Download Sample Report](#)

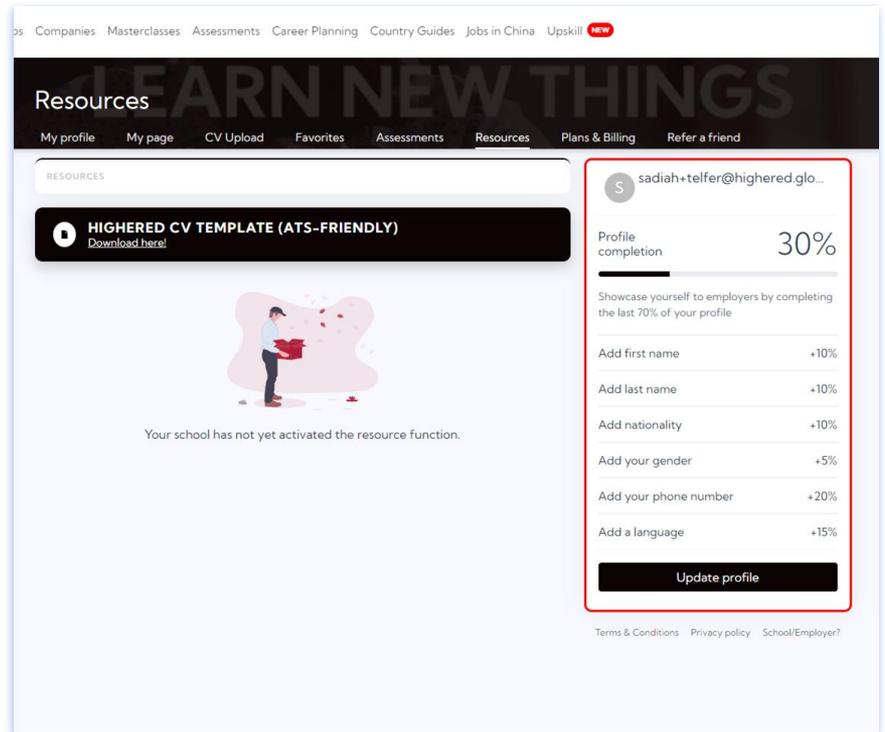
powered by **AON** Highered

ABInBev
To a Future With More Cheers

gethighered.globe

Resources

- Under this feature, you will find the **Highered ATS friendly CV template** and any resources that your school has made available to you.
 - **Note:** To access **Resources** you will need to verify your school email.



Companies Masterclasses Assessments Career Planning Country Guides Jobs in China Upskill **new**

Resources

My profile My page CV Upload Favorites Assessments Resources Plans & Billing Refer a friend

RESOURCES

HIGHERED CV TEMPLATE (ATS-FRIENDLY)
[Download here!](#)



Your school has not yet activated the resource function.

sadijah+telfer@highered.glo...

Profile completion **30%**

Showcase yourself to employers by completing the last 70% of your profile

Add first name	+10%
Add last name	+10%
Add nationality	+10%
Add your gender	+5%
Add your phone number	+20%
Add a language	+15%

Update profile

[Terms & Conditions](#) [Privacy policy](#) [School/Employer?](#)

Plans & Billing

- This is where all information about your subscriptions are stored.

Refer a Friend

- Win a free **Coursera** license for you and a friend when they sign up on their school's GetHighered platform.

The screenshot shows the 'Refer a friend' section of a user's profile on the GetHighered platform. At the top, there are navigation tabs for 'SUBSCRIPTIONS', 'PURCHASES', and 'INVOICES'. Below these is a dropdown menu currently set to 'Coursera'. A link 'No plans yet. [Subscribe to a plan](#)' is visible. The main heading is 'Refer a friend' with a background image of 'MY DREAM CAREER'. A secondary navigation bar includes 'My profile', 'My page', 'CV Upload', 'Favorites', 'Assessments', 'Resources', 'Plans & Billing', and 'Refer a friend'. The central content area features a promotional banner: 'Win a free Coursera license for you and a friend when they sign up on GetHighered!' Below the banner is a blue graphic with a 'RAFFLE TICKET' and the text 'We are giving away 500 Coursera licenses'. Underneath, it says 'Share this unique link with your friends' and provides a URL: 'https://refer.gethighered.global/sadiahtelfer-1'. A social sharing bar includes icons for email, Facebook, Twitter, and a share icon. Below this, the text reads: '10x your chance of winning at the GetHighered Raffle. How? For every friend that enters the draw using your unique link, you get an additional entry into the raffle too. How cool is that?'. To the right, an email preview shows the sender 'sadiahtelfer@highered.global', the subject 'Hi friend! Join me at the GetHighered Raff', and the body text: 'Enter the GetHighered Raffle and win 1 of 500 Coursera licenses (with a certificate value up to \$5). GetHighered is a global career platform that helps you land your dream job. This will contain your sharing link'. A 'Send via email' button is at the bottom of the preview, and a link to 'Full details can be found in our [Terms & Conditions](#)' is at the very bottom.

Virtual Events

This is where all virtual events you may attend are stored. These events can be organized privately by your school or openly by a HigherEd corporate partner.

- Click on the virtual event you are interested in and register to receive notifications.
- You will find resources at the bottom of the page to prepare for the virtual event
 - **Note:** To access **Virtual Events** you will need to verify your school email and complete your **My Profile** section.

Companies Masterclasses Assessments Career Planning Country Guides Jobs in China Upskill **new**

ENGAGE WITH RECRUITERS

Take part in video interviews and get hired on the spot during virtual events

Sign up today!

Connect with companies and organisations from around the globe, in a sophisticated job fair simulation environment that enables real-time interaction between recruiters and candidates. Click on the virtual event you are interested in and sign up to receive notifications.

- Open Office Career Days at BAT Denmark**
2 September, 14:00 CEST
- Live CV Clinic with L'Oreal**
27 September, 17:00 CEST
- WorkFair - A Global Virtual Career Fair for the LGBTQ+ Community**
19 October, 12:00 CEST

Jobs

- Under **Jobs** you will find all available opportunities from different companies world wide.
- You can also search and filter jobs according to your own preferences.
- On the right side, you also have access to featured positions and companies.

Companies Masterclasses Assessments Career Planning Country Guides Jobs in China Upskill **NEW**

Find jobs

Search by title or keywords

Employment types Degrees Fields Locations Sectors Languages Exclude Start Clear filters

POSITIONS

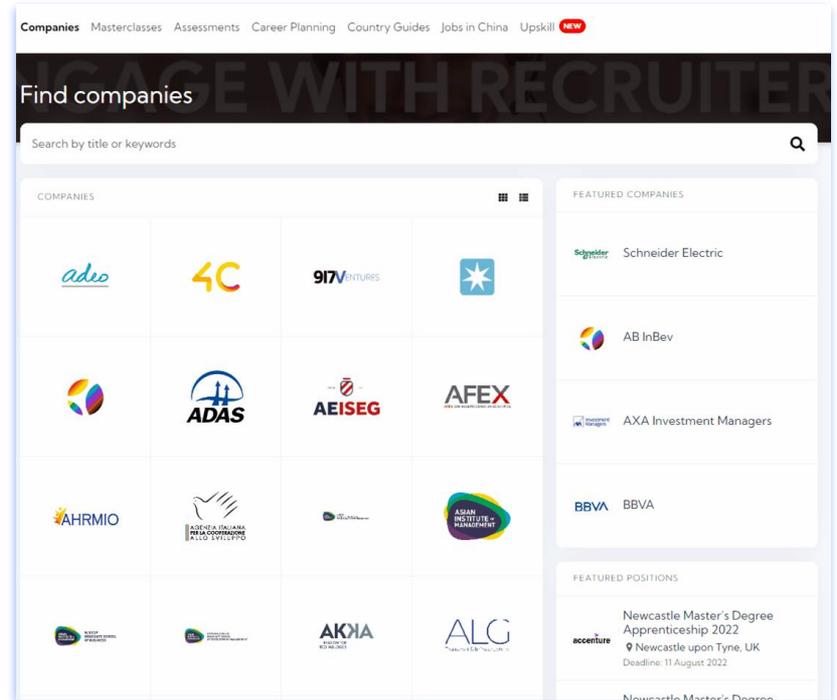
-  **Manchester Master's Degree Apprenticeship 2022**
Accenture United Kingdom | Manchester, UK
Application deadline 11 August 2022
-  **Firmware Engineer**
Schneider Electric Italy | Italy
Application deadline 1 October 2022
-  **Frontend Web Developer**
Schneider Electric Spain | Barcelona, Spain
Application deadline 1 October 2022
-  **GSC Europe Procurement Pole Manager - K5K6**
Schneider Electric Hungary | Hungary
Application deadline 1 October 2022

FEATURED POSITIONS

-  **Manchester Master's Degree Apprenticeship 2022**
Manchester, UK
Deadline: 11 August 2022
-  **Sales Executive**
Tallinn, Estonia
Deadline: 30 September 2022
-  **Internship Mondelez (Oreo, Milka...) Sales - Category Planning & Trade Promotion Biscuits/Chocolate (M/F/X) - 6 months - Milan (Italy) - April 2022**
Milan, Italy
Deadline: 2 August 2022
-  **Newcastle Master's Degree Apprenticeship 2022**
Newcastle upon Tyne, UK
Deadline: 11 August 2022
-  **Freight Audit Senior Specialist with English**
Prague, Czechia

Companies

- You can also search for opportunities by simply searching for your preferred companies under the **Companies** feature.
- On the right side, you can also access featured companies and positions.



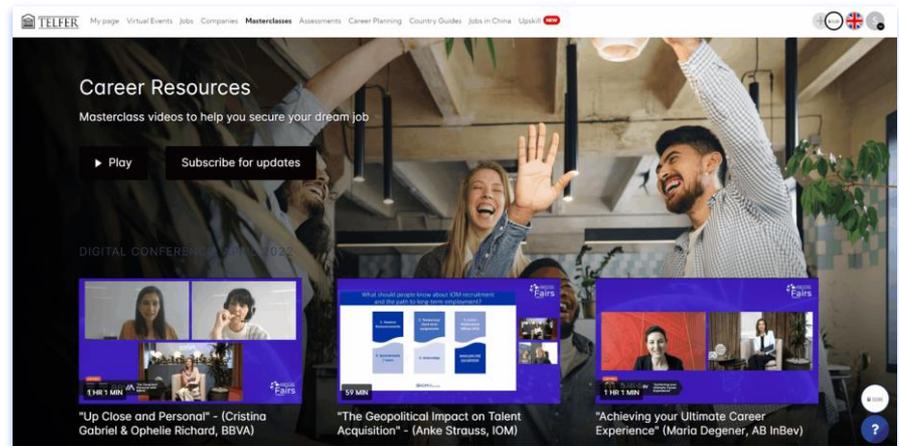
Masterclasses

- Here you will find previous masterclasses and conferences organized by HigherEd.

- Masterclass Channel:

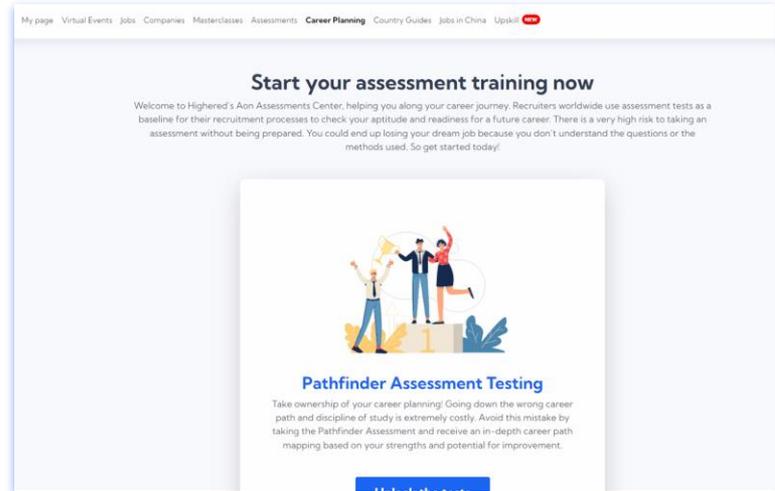
https://fast.wistia.net/embed/channel/jdct_s51v2e

- **Note:** To access Masterclasses you will need to verify your school email.



Career Planning

- Take ownership of your career planning! Going down the wrong career path and discipline of study is extremely costly. Avoid this mistake by taking the **Pathfinder Assessment** and receive an in-depth career path mapping based on your strengths and potential for improvement.



The screenshot shows a website page for HigherEd's Career Planning section. The navigation bar at the top includes links for My page, Virtual Events, Jobs, Companies, Masterclasses, Assessments, Career Planning (highlighted), Country Guides, Jobs in China, and Upsell. The main heading is "Start your assessment training now". Below this is a welcome message: "Welcome to HigherEd's Aon Assessments Center, helping you along your career journey. Recruiters worldwide use assessment tests as a baseline for their recruitment processes to check your aptitude and readiness for a future career. There is a very high risk to taking an assessment without being prepared. You could end up losing your dream job because you don't understand the questions or the methods used. So get started today!". The central focus is a white card titled "Pathfinder Assessment Testing" with an illustration of three people celebrating on a podium. Below the illustration, the text reads: "Take ownership of your career planning! Going down the wrong career path and discipline of study is extremely costly. Avoid this mistake by taking the Pathfinder Assessment and receive an in-depth career path mapping based on your strengths and potential for improvement." A blue button labeled "Make the assessment" is at the bottom of the card.

Upskill

- Get certified in the most in-demand skills employers are seeking today!
- You can search courses according to your preferred categories.

The screenshot shows the Highered Upskill website. At the top, there is a navigation bar with links for Events, Jobs, Companies, Masterclasses, Assessments, Career Planning, Country Guides, Jobs in China, and Upskill (highlighted in red). Below the navigation bar is a 'Categories' section with dropdown menus for Arts and Humanities, Business, Computer Science, Data Science, Health, Information Technology, and Language Learning. The main banner features a woman working on a laptop with the text 'Highered Upskill' and 'Get certified in the most in-demand skills employers are seeking today!'. Below the banner is a 'Browse Catalog' link and a search bar labeled 'Search for courses...'. The main content area includes a heading 'Become the preferred candidate with Highered Upskill powered by Coursera' and a paragraph explaining the program: 'For only 49 Euros you will get direct access to unique custom skills curations based on the needs of the companies looking for talent today. The 49€ include unlimited courses and certifications for one month, certifications you should have on your CV or LinkedIn profile to stand out from the crowd.' Below this are three bullet points: '✓ Build important in-demand skills that will set you apart from the competition in the application process. Take courses from top employers to become the preferred candidate.', '✓ Showcase your new abilities with unlimited certificates for Guided Projects and Professional Certificates.', and '✓ Start using Highered Upskill today and increase your chances to land that dream job early.' The section concludes with the heading 'Highered Upskill in Leading Remotely' and a row of four small images representing different companies or courses.

Technical Tips to Remember

- This platform works best with Google Chrome.
- Once you receive verification to enter your school's GetHighered platform,, if you can't see a feature properly, you will need to refresh your screen, perhaps log out and log in again to see the changes.



higherred.global