

HR Guide: See Me CV – Support for Applicants

Version:1.1



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Related HR Documents

- No related documents

Version Control

Version Number	Effective Date	Details of Last Revision
1.0	29.03.2021	Creation of HR Guide to support See Me CV Pilot
1.1	22.02.2022	Updated section 4 to reflect correct video format

Equality Impact Assessment: TBC

Prepared by: HR Team

1. Introduction

- 1.1 North Ayrshire Council are committed to providing a fully inclusive and accessible recruitment process.
- 1.2 As a Disability Confident Employer, the Council has introduced the See Me CV within the recruitment process for disabled candidates applying for Modern Apprentice roles.
- 1.3 As a Disability Confident Employer, disabled candidates will be guaranteed an interview provided they meet the essential criteria for the post.

1. What is a See Me CV?

- 1.1 A See Me CV is a video CV which is optional for disabled candidates to provide if they find it challenging to convey their skills and abilities in the traditional application form.
- 1.2 This is an optional element for candidates, however, will provide an alternative method for disabled candidates to demonstrate they meet all the essential criteria of the role and secure an interview.
- 1.3 If you provide a See Me CV this will be in addition to the traditional application form and will be shortlisted by Recruiting Managers.
- 1.4 All information provided in the See Me CV is treated as confidential under the Data Protection Regulations.

2. Preparation Tips before recording

- 2.1 Before recording your See Me CV ensure your device is prepared and practise your See Me CV before recording. The below preparation tips may assist to ensure you and your device are fully prepared.
 - Step1. Ensure you have a video recording facility on your phone
 - Step 2. Make sure you have enough charge in your phone to last for the full recording
 - Step 3. Make sure you have a quiet space / quiet room where you won't be disturbed

- Step 4. Locate your phone properly - find a place where you can position your phone which will show a good head and shoulders shot and has a plain background
- Step 5. Make sure you are dressed appropriately for an interview. Wear what you would if you had a face-to-face interview
- Step 6. Take notes prior to recording and practice before you start recording
- Step 7. Provide all the relevant information in relation to the essential criteria on the role profile and why you feel you would be a valuable addition to the team
- Step 8. Make good eye contact with the camera – remember to look straight ahead as though you were speaking to the interviewer
- Step 9. Remember your See Me CV should only last **1 – 2 minutes** anything over and above this time will not be taken into consideration when shortlisted by Recruiting Managers

3. How to create a See Me CV?

- 3.1 A See Me CV can be recorded on any device with a camera facility.
- 3.2 If you want to provide a See Me CV but do not have a device with a camera facility, please contact the Supported Employment Team (supportedemployment@north-ayrshire.gov.uk) who may be able to assist.
- 3.3 Once you have created your See Me CV video recording you can follow the below steps to create your URL link:

Device	Instructions
All devices	<p>If you are unable to use any of the above options, once you have recorded your video recording, follow the below steps to create a private URL link:</p> <ol style="list-style-type: none">1. Sign up to YouTube (Go to youtube.com-->Sign In-->Sign up or create an account & follow the steps)2. Look for the create or upload button in the top right corner of the page. Click that.3. Click upload video4. Select the file you wish to upload5. Uploading will begin, set title etc. as you wish6. Click on the visibility tab, click unlisted to make you video hidden to anyone without the link7. Click save and wait for upload to complete.8. You can now share this video using the URL. <p>Once the Job Advert has closed and the outcome has been confirmed, you can delete your See Me CV video.</p>

- 3.4 If you require any assistance with the creation of the See Me CV - URL link, please contact the Supported Employment Team on: supportedemployment@north-ayrshire.gov.uk.

5. Where to upload your See Me CV?

- 5.1 Once you have created your See Me CV and have a final version, complete your application form as normal. If you disclose within the application form you have a disability, you will be provided with an optional question if you would like to provide a See Me CV, insert the URL link as instructed in section 3, copy and paste this link into the question box.

6. Support and Contacts

- 6.1 If you have any problems or are worried about making your recording, please contact the below teams:

Equal Supported Employment Team

Email: supportedemployment@north-ayrshire.gov.uk

HR Team

Email: HROperationsTeam@north-ayrshire.gov.uk