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**Cegeka**

**CV Tool Manual**

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## DOCUMENT HISTORY

### Document Version

Version 1.0

### Revision History

Date of this revision:20210519

Date of next revision:

Revision Date	Version	Summary of Changes	Changes marked
20210401	0.1	Inventory	
20210430	0.2	Elaboration & screenshots	
20210512	0.3	formatting	
20210518	0.4	Finalisering content	
20210519	1.0	Eindredactie	

# 1. INTRODUCTION

Welcome to the new and improved CV tool.











This new tool was built from the ground up using the low-code platform, Outsystems.

The CV tool is used by Cegeka to store all its employee's CVs and easily find the right person for a project, based on his/her skill set and experience.

To do so, we of course need your help to provide us with the correct data about your professional experience, education, certifications, functional skills, technical skills, soft skills, and language skills.

The tool should be fairly self-explanatory, but this short manual will give you some more insight into the various sections of the new CV tool.

## 2. TLDR;

1.  = add a new entry in this section
2.  = edit this section
3.  = save this entry / section
4.  = close this entry without saving
5.  = delete this entry
6.  = download file
7.  = expand this section
8.  = collapse this section
9.  = sort the list with this column / reverse the sorting
10.  = you changed something in one language, and need to review the item in another
11. **Agile coach** (Bold suggested value) = this value is presented by Cegeka and has a translation
12. **Architect** (Suggested value) = this value is allowed by Cegeka, and has a translation

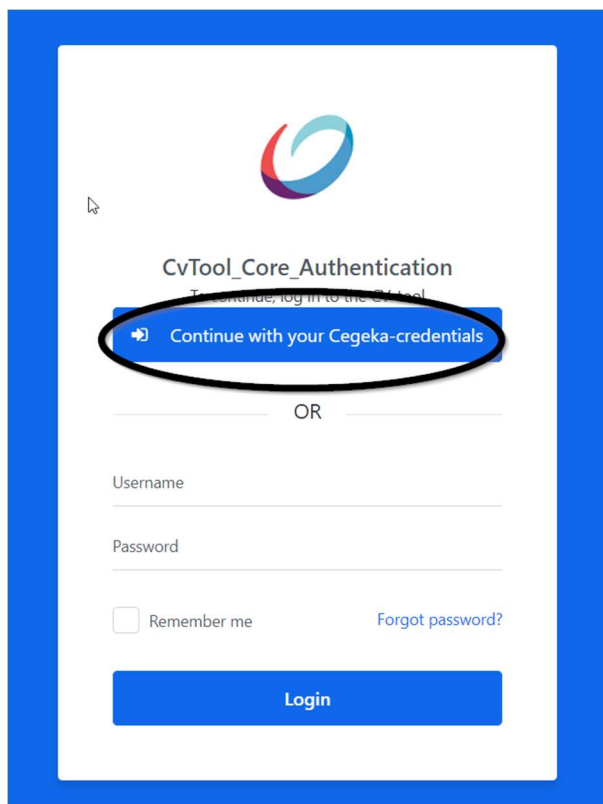
## 3. GENERAL

### 3.1. Logging in

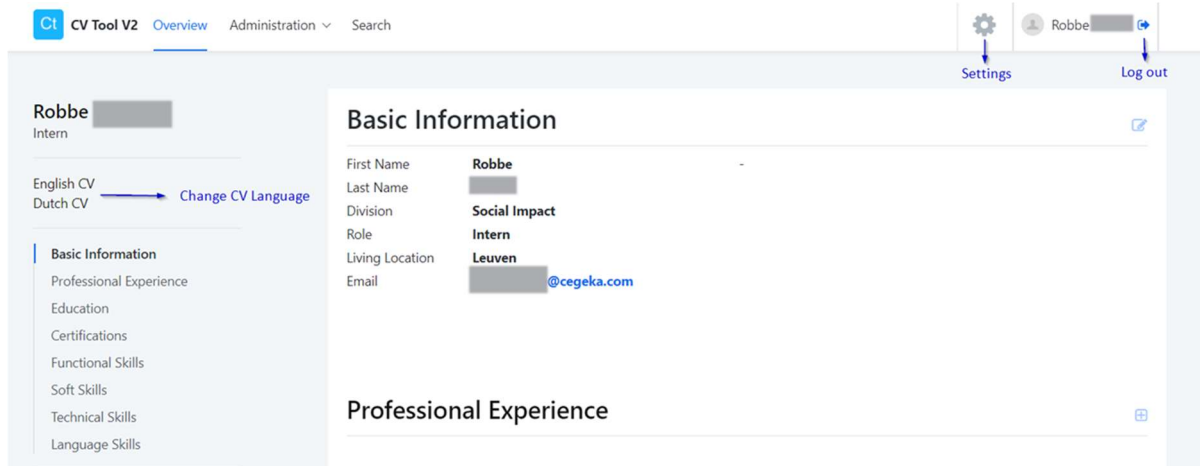
The CV Tool is available at the following URL :

<http://outsystems.cegeka.com/cvtool>

You can log into the CV Tool by clicking "Continue with your Cegeka-credentials" and filling in your normal Cegeka credentials.



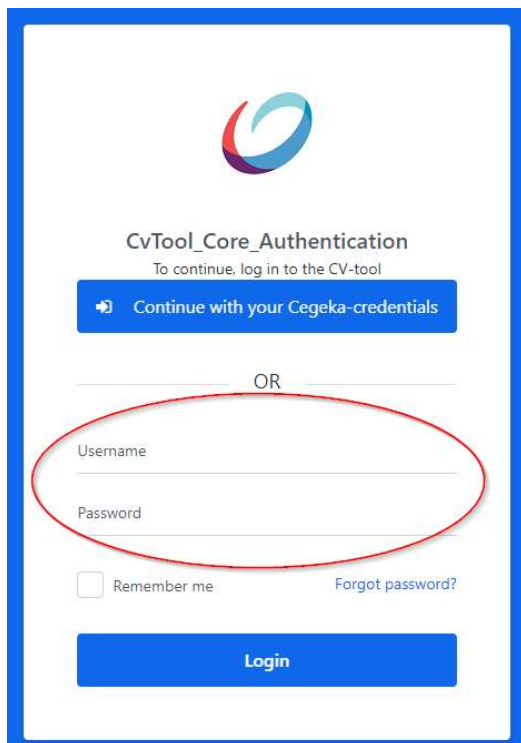
Once logged in you'll see your new CV. In the upper right-hand corner, you'll see your name and the ability to log out of the tool. Next to your name, you'll see a settings icon. This takes you to the settings page where you can modify your general settings. Currently this is limited to defining the the interface language.



### 3.2. Logging in without a Cegeka Account

If you don't have a Cegeka Account, and you still need to compile your Cegeka CV, please contact the CV Tool Admin. They will provide you with a user name and a password that will allow you to log in.

On the login page, enter your credentials (user name and password) and click "Login"

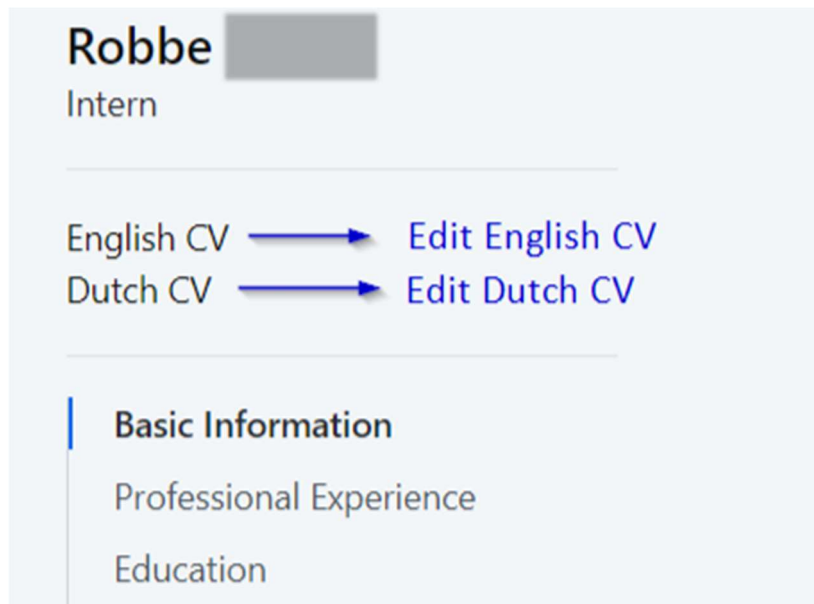


### 3.3.A bit about languages

Currently the CV Tool is available in two languages (Dutch and English), and it allows you to maintain your CV in two languages (again, Dutch and English). To avoid confusion, this needs some explanation.

The **interface language** determines in which language you'll use the CV tool. This does not impact the actual language of your CV. You'll be able to maintain your CV in both English and Dutch.

The **CV language** is the actual language of the CV. You can select the CV language you wish to edit in the navigation bar on the left-hand side of the screen. It should look something like this.



Whereas in the previous CV Tool you had to manually edit your CV in both languages, we have made some significant improvements to the tool, which will save you considerable time when filling out both CV's.

Let's say you've entered your English CV for example. If you then select the Dutch CV language, you will notice that a lot of information has been filled in already. Values that you've selected from any presented suggestions, will carry over and be translated to the other CV language.

When you've filled out some free text fields, we'll populate the corresponding field in the other CV language with a prefix, letting you know that you still have to translate this field. You will also see a little alert next to the section of the CV That still needs translating.

OutSystems developer

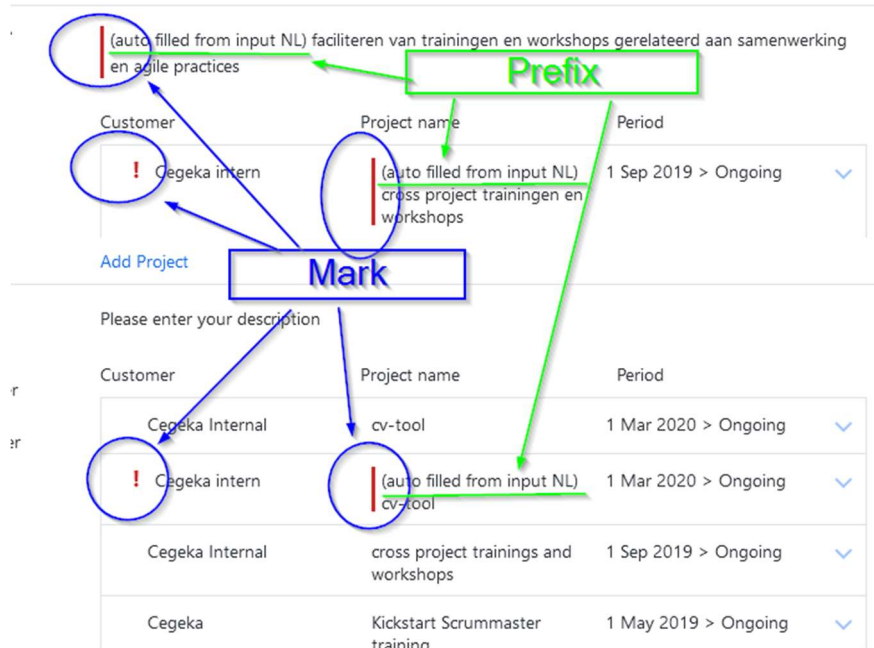
---

**English CV** 48 To be reviewed

Dutch CV 53 To be reviewed

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**Basic Information**



(auto filled from input NL) faciliteren van trainingen en workshops gerelateerd aan samenwerking en agile practices

**Prefix**

Customer	Project name	Period
! Cegeka intern	(auto filled from input NL) cross project trainingen en workshops	1 Sep 2019 > Ongoing

**Mark**

Please enter your description

Customer	Project name	Period
Cegeka Internal	cv-tool	1 Mar 2020 > Ongoing
! Cegeka intern	(auto filled from input NL) cv-tool	1 Mar 2020 > Ongoing
Cegeka Internal	cross project trainings and workshops	1 Sep 2019 > Ongoing
Cegeka	Kickstart Scrummaster training	1 May 2019 > Ongoing

So, no more going back and forth between the English and Dutch versions of your CV to complete both languages.

Beneath the CV language selector, you'll see the anchor links to the various sections of your CV.

We'll discuss each of these sections below.

Basic Information	Basis informatie
Professional Experience	Professionele Ervaring
Education	Opleiding
Certifications	Certificaten
Functional Skills	Functionele Vaardigheden
Soft Skills	Persoonlijke vaardigheden
Technical Skills	Technische vaardigheden
Language Skills	Talenkennis

## 4. CV SECTIONS

Your CV consists of the following sections :

- Basic information
- Professional experience
- Education
- Certifications
- Functional skills and soft skills
- Technical skills
- Language Skills

Let's look at each of these in more detail.

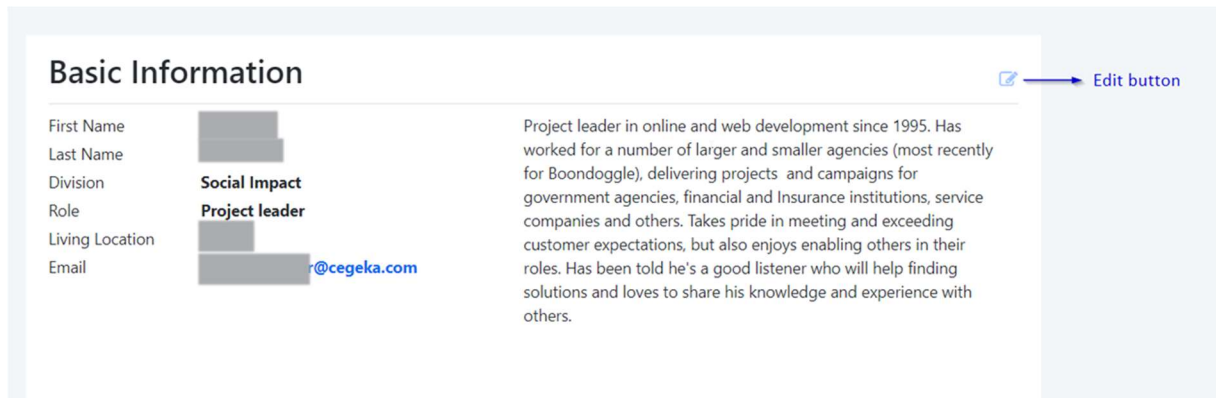
### 4.1. Basic information

This section displays the most basic information about your CV and includes the following fields:

1. First name
2. Name
3. Division (the division for which you work within Cegeka, see Camis)
4. Role (your current role within Cegeka, see also Camis)
5. Living Location
6. Email
7. Profile description

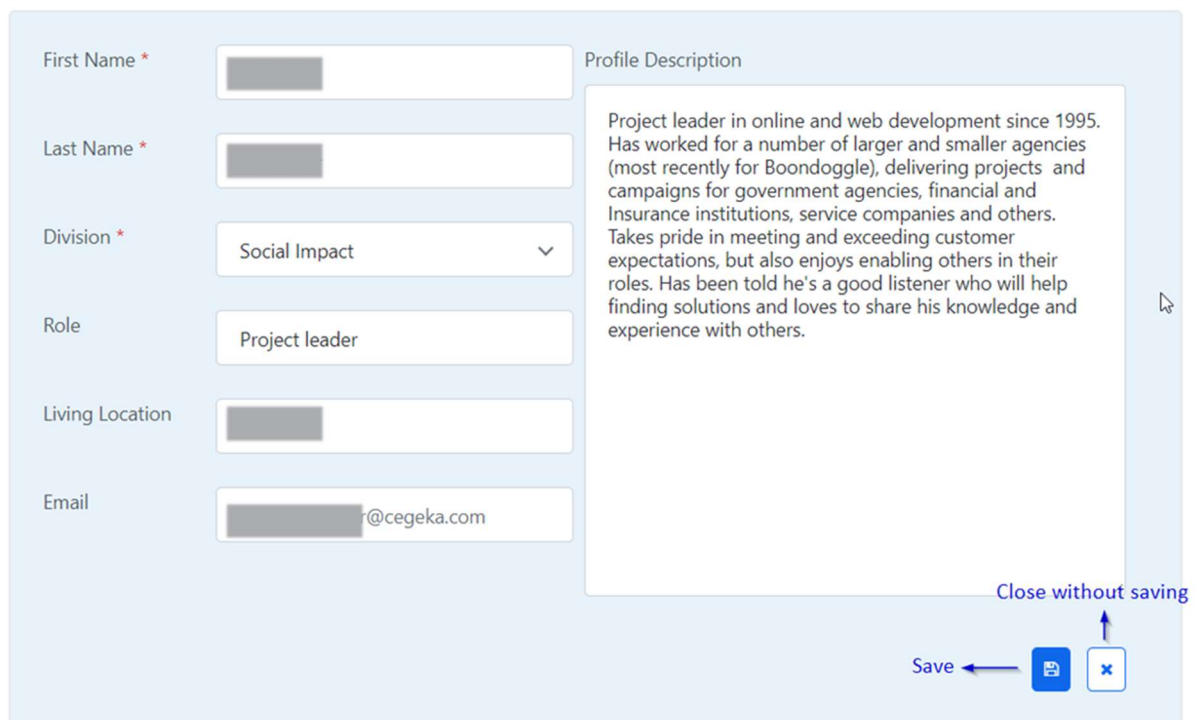
Here you can provide a short introduction that represents you as a Cegeka employee. A short bio about your professional experience and expertise.

Here's an example of what it looks like:



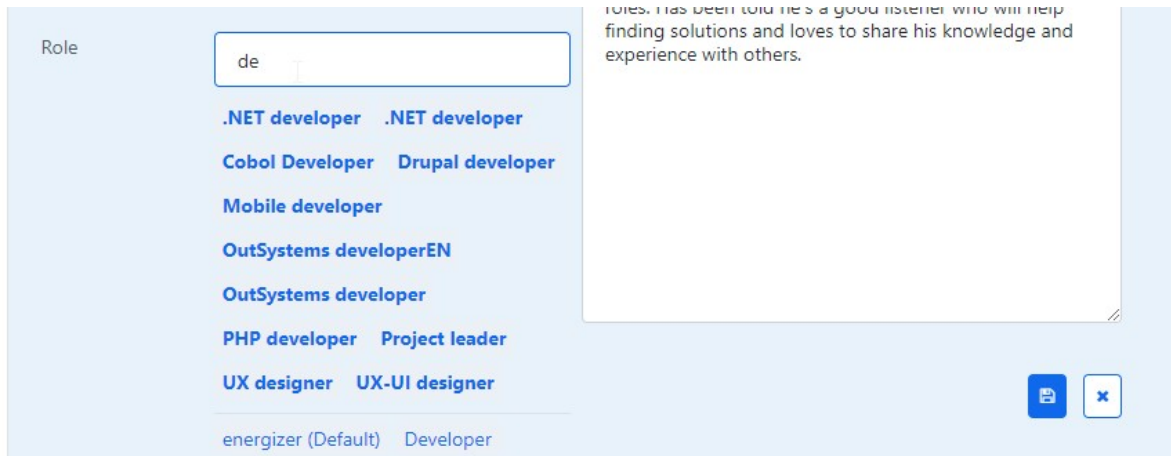
To edit the basic information, simply click the edit button on the top right (as indicated on the image above) and edit the fields.

### Basic Information



The “Role” field is a good example of a mechanism we use throughout the tool.

This is a text field, that allows you to enter any value you want, but where we hope we can present you with the right suggestions to make your life a little easier and to ensure we don’t have an overload of similar values.



When you clicking in this field, you'll see some suggestions in bold. Already see the role you're looking for? Just click on it to select it. Not quite what you're looking for? Just start typing. The suggestions will adapt to what you're entering. The suggestions in bold are the Cegeka curated values. Suggestions in normal font and under a thin line, are values that have already been entered by colleagues of yours and approved by a CV tool admin. Still not what you're looking for? Feel free to enter the exact role you had in mind.

To save your changes, you'll always have to click the save icon in the bottom right corner.

## 4.2. Professional experience

In the "Professional experience" section, you can enter the various companies and projects you worked on in your career.

Click on the "+" sign next to the title of this section to add a new experience

**Professional Experience**
⊕

Start by adding a company you've worked for with start and (if applicable) end date, a short description about your work for that company, and the role or roles you've held in this company.

### Professional Experience

Company\*

Employment Description

Startdate \*

End date

Roles \*

+ Add role

+
x

Once you’ve created your work experience for a specific company, you can then choose to add one or more projects to this work experience by clicking “Add project”.

### Professional Experience

**Cegeka**

1 Nov 2019 > Ongoing

> Project manager

✎ 🗑

Empower high performant teams, facilitate ceremonies and negotiate with stakeholders

Customer	Project name	Period
Medicim	DTX Core On Cloud - Foundation Phase	1 Nov 2020 > 1 Dec 2020 <span style="float: right;">▼</span>
OCW	Pradoweb	1 Nov 2019 > 1 Jul 2020 <span style="float: right;">▼</span>



Add Project

This project information includes:

- Customer (optional)
- Project name
- Description
- Start date
- End date (optional)
- Role(s)
- Responsibilities
- Technical skills

## Professional Experience +

**Cegeka**  
1 Nov 2019 > Ongoing

> Project manager  
 


Empower high performant teams, facilitate ceremonies and negotiate with stakeholders


### New project

Customer

Project name \*

Description

Start date on project \*  
 

ending date on this project  
 

Roles \*

Responsibilities

In the “Roles” and “Technologies” field, you will see once more our input suggestion function.

It is not mandatory to add a project to a company, so you can still just list work experiences that were not project-based or where it isn’t relevant to mention the projects you did for this work experience.

Here’s an example of a completely filled out “Professional experience” section.

## Professional Experience +

### Cegeka

1 Nov 2019 > Ongoing

Empower high performant teams, facilitate ceremonies and negotiate with stakeholders

> Project manager



Customer	Project name	Period
Medicim	DTX Core On Cloud - Foundation Phase	1 Nov 2020 > 1 Dec 2020 <span>▼</span>
OCW	Pradoweb	1 Nov 2019 > 1 Jul 2020 <span>▼</span>

[Add Project](#)

### Boondoggle

1 Jun 2014 > 1 Nov 2019

Various web development projects, including analysis, ux/ui design and development, most often with a cms (Umbraco, Wordpress, Sitecore).

> Scrum master  
> Project manager



For Moneyou I managed a team of consultants that were embedded in the general operations of the customer

- Responsibilities
- Scope and time management
  - Team management
  - Quality assurance management
  - Delivery

In this picture, two companies were added, a first one with two companies, and a second one with just general information.

## 4.3. Education

In this section, you can add relevant diplomas and training courses you've obtained during your career.

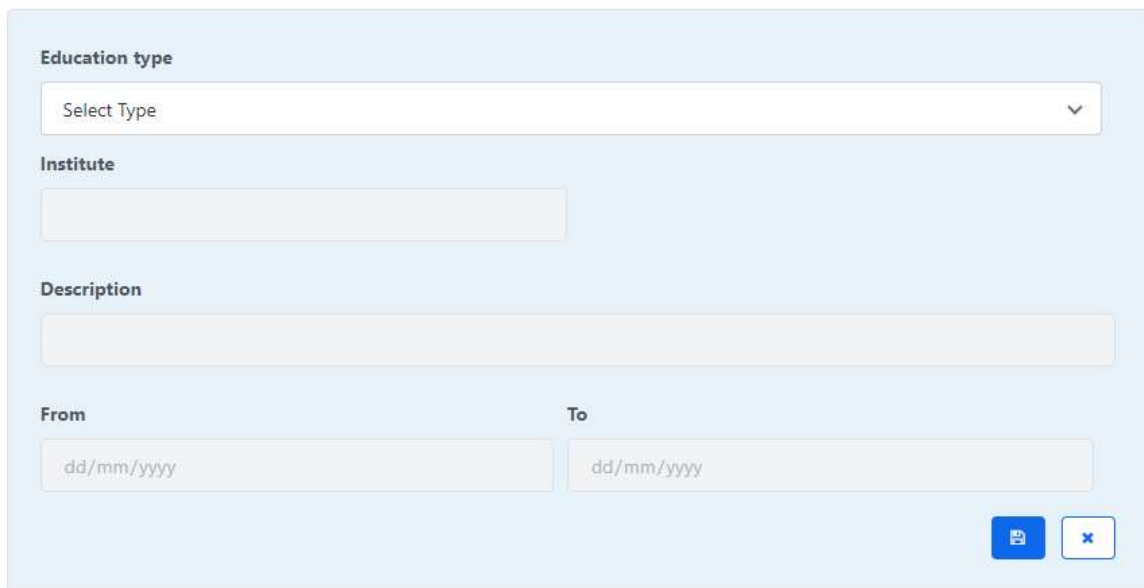
### Education +

---

First, select your education type (diploma or training course).

Then select the institute at which you've obtained this education. For institute, you can once again select an institute from the suggestions or enter your own if it's not on the list.

## Education



**Education type**  
Select Type

**Institute**

**Description**

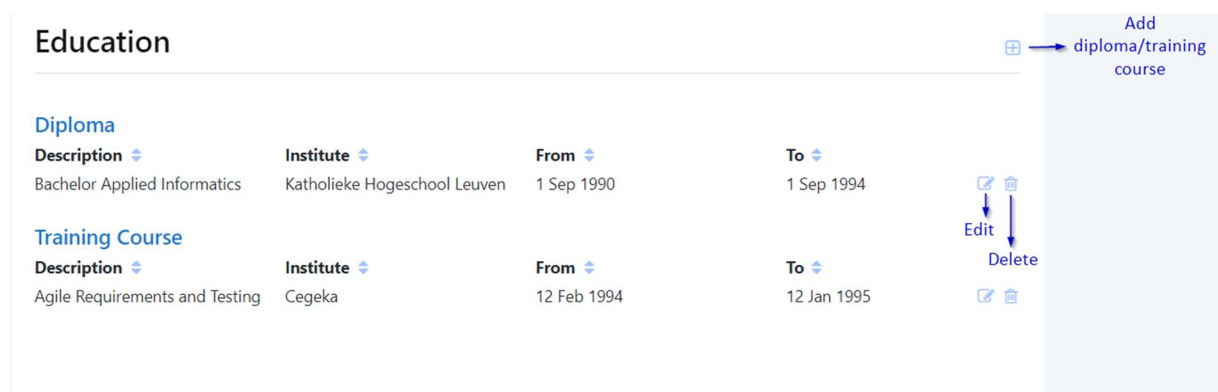
**From** dd/mm/yyyy **To** dd/mm/yyyy

Save Close

In the description field, you can enter the name or general information about the diploma or course.

Finally, you can enter the “from” and “to” date. If the course or diploma is still ongoing, feel free to leave the “to” field blank.

In the image below you’ll see an “Education” section with one diploma and one training course.



Education				
<b>Diploma</b>				Edit Delete
<b>Description</b>	<b>Institute</b>	<b>From</b>	<b>To</b>	
Bachelor Applied Informatics	Katholieke Hogeschool Leuven	1 Sep 1990	1 Sep 1994	
<b>Training Course</b>				Edit Delete
<b>Description</b>	<b>Institute</b>	<b>From</b>	<b>To</b>	
Agile Requirements and Testing	Cegeka	12 Feb 1994	12 Jan 1995	

Add diploma/training course

## 4.4. Certifications

Ever obtained a certificate? You can enter this information here by clicking the + icon, as indicated by the picture below.

Certifications +

As you know, our customers are always interested to know that you're a certified scrum master or an AWS certified solutions architect, so be sure to add this important information to your CV.

### Certifications +

Institute

Cegeka Dolmen Outsystems Switchfully

Certificate

Achieved \*  📅

Expires  📅

or files or [Browse](#)

(png, jpeg, tiff, pdf)

May 2021 ▾
↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

📁
✕

When filling in your institute, the application will give you suggestions. Please use these suggestions as much as possible, as it greatly improves the value of the data you enter for the organisation.

Then add which certificate you obtained, when you achieved the certificate, and, when relevant, it expires.

Lastly, you can add a copy of the actual certificate by simply dragging the file to the grey area in the form. Accepted file formats include pdf, png, jpeg or tiff.

Don't forget to save when adding a new certificate!

Addressee  
 Cegeka

Version  
 0.4  
 16/27

Date  
 2021-05-12

## 4.5. Functional skills

Functional skills are divided into two categories: sectoral knowledge, and professional knowledge.

Do you have relevant knowledge about a specific sector? Like aviation or social security? You can add this functional skill under sectoral knowledge.

Just select or add the skill in the text field and set the correct skill level and status. A skill is considered passive when you haven't actively used this skill or knowledge in the past 2 years.

The same goes for professional knowledge. Do you have any relevant professional skills that aren't technology-related? Do you for example know analysis techniques or are you an expert user interface designer? This is the place to add these skills to your CV.

**Functional Skills**

Sectoral knowledge		
Skill	Skill level	Status
Bank & Insurance	Medior	Active
Government (federal -local)	Medior	Passive
Nonprofit	Medior	Passive

+

→ Add functional skill

Professional knowledge		
Skill	Skill level	Status
Analysis of needs	Medior	Active
Content management	Medior	Active
Document management	Medior	Passive
Project management	Senior	Active
Scope management	Senior	Active
Functional analysis	Medior	Active
Teaching	Medior	Passive

✎

✖

→ Delete functional skill

✎

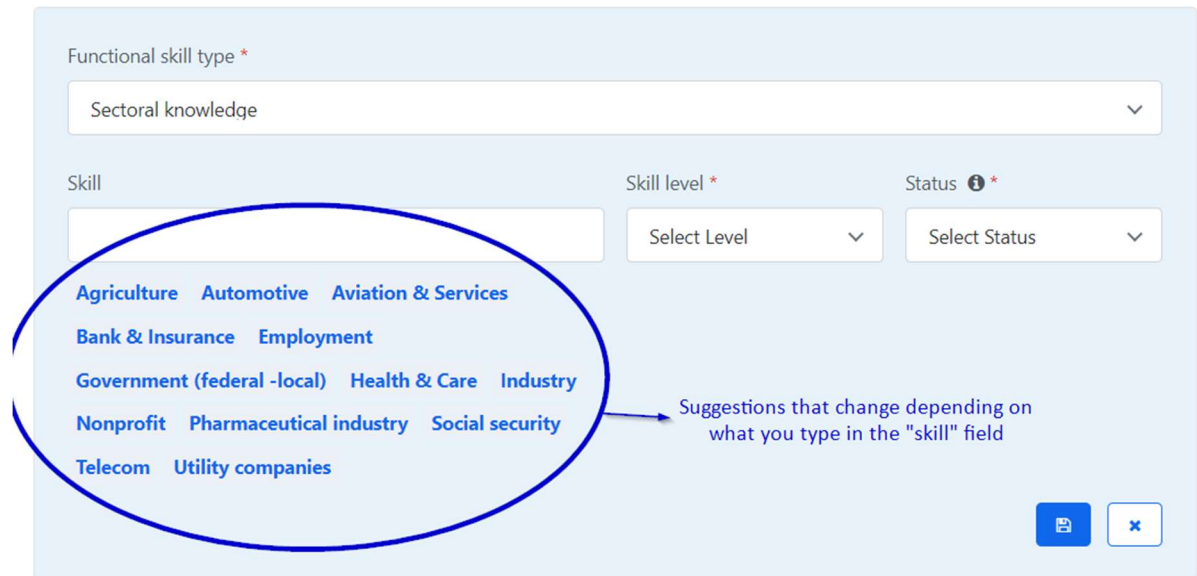
↓ Edit functional skill

To add a functional skill, click on the plus indicated in the picture above.

Select the skill type you'd like to add and start typing the skill.

You'll see suggestions below the text field, feel free to select one if it matches the skill you're trying to add. If there's no suggestion matching your skill, feel free to just type it.

## Functional Skills



Functional skill type \*

Sectoral knowledge

Skill

Skill level \*

Status ⓘ \*

[Agriculture](#)
[Automotive](#)
[Aviation & Services](#)  
[Bank & Insurance](#)
[Employment](#)  
[Government \(federal -local\)](#)
[Health & Care](#)
[Industry](#)  
[Nonprofit](#)
[Pharmaceutical industry](#)
[Social security](#)  
[Telecom](#)
[Utility companies](#)

Suggestions that change depending on what you type in the "skill" field

Save Cancel

After that, select your skill level and status and press save to finish adding your functional skill.

## 4.6. Soft skills

Soft skills are very important on your CV. Let Cegeka and possible customers know how you function in a team, how you handle difficult situations. After all, a person is more than just the sum of his functional and technical skills. What makes you you beyond the things you know? And how do you apply (this) these things in your everyday work life?

The soft skills field is a free entry field where you can write these things down.

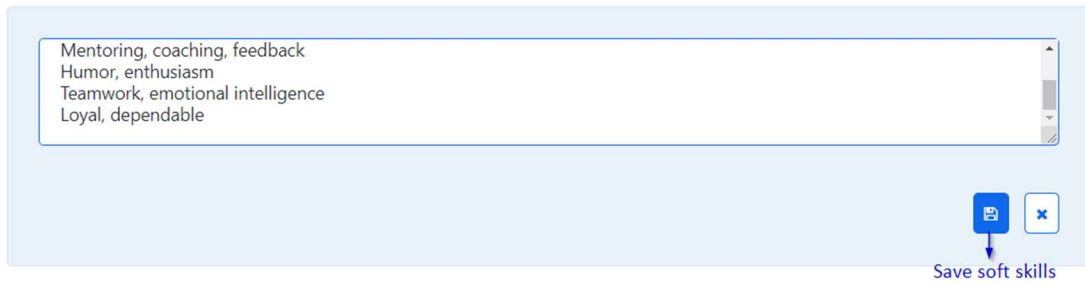
### Soft Skills

 [Edit soft skills](#)

Verbal communication, writing  
 Critical thinking, problem solving  
 Decision making  
 Mentoring, coaching, feedback  
 Humor, enthusiasm  
 Teamwork, emotional intelligence  
 Loyal, dependable

To add a soft skill, click edit icon (as pictured above).

## Soft Skills



Mentoring, coaching, feedback  
Humor, enthusiasm  
Teamwork, emotional intelligence  
Loyal, dependable

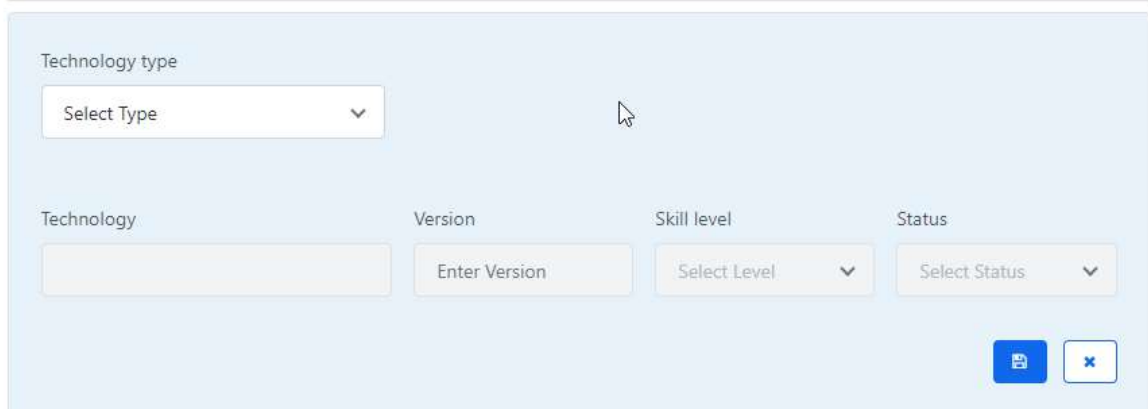
Save soft skills

A text field will appear where you can write down your soft skills. Don't forget to click save when you're done.

## 4.7. Technical skills

In the technical skills section, you can add the technologies you are proficient in, for which version, the level, and whether or not this is active knowledge.

### Technical Skills



Technology type  
Select Type

Technology  
Version  
Enter Version  
Skill level  
Select Level  
Status  
Select Status

A technology is categorized under a technology type, so please select a technology type first and then select or enter the specific technology you're looking for.

## Technical Skills

### Tools

Technology	Version	Skill level	Status
Trello		Medior	Passive

### Practices & methodologies

Technology	Version	Skill level	Status
Agile		Medior	Active
Scrum		Senior	Active
Waterfall model		Medior	Passive





When relevant you can also add the version of the technology.

You can of course add as many technologies as you'd like.

## 4.8. Language skills

The last block of your CV is the language skills section. Here you can add the various languages you speak and write.

## Language Skills

Language	Oral level	Written level
Language	Oral level *	Written level *
<input type="text"/>	Select level ...	Select level ...



You can select the relevant language or enter a new language. Then add the oral and written level for this language, ranging from notions to mother tongue. The oral and written level can of course differ.

## Language Skills

Language	Oral level	Written level
Dutch	Mother tongue	Mother tongue
English	Excellent	Excellent
French	Good	Basic



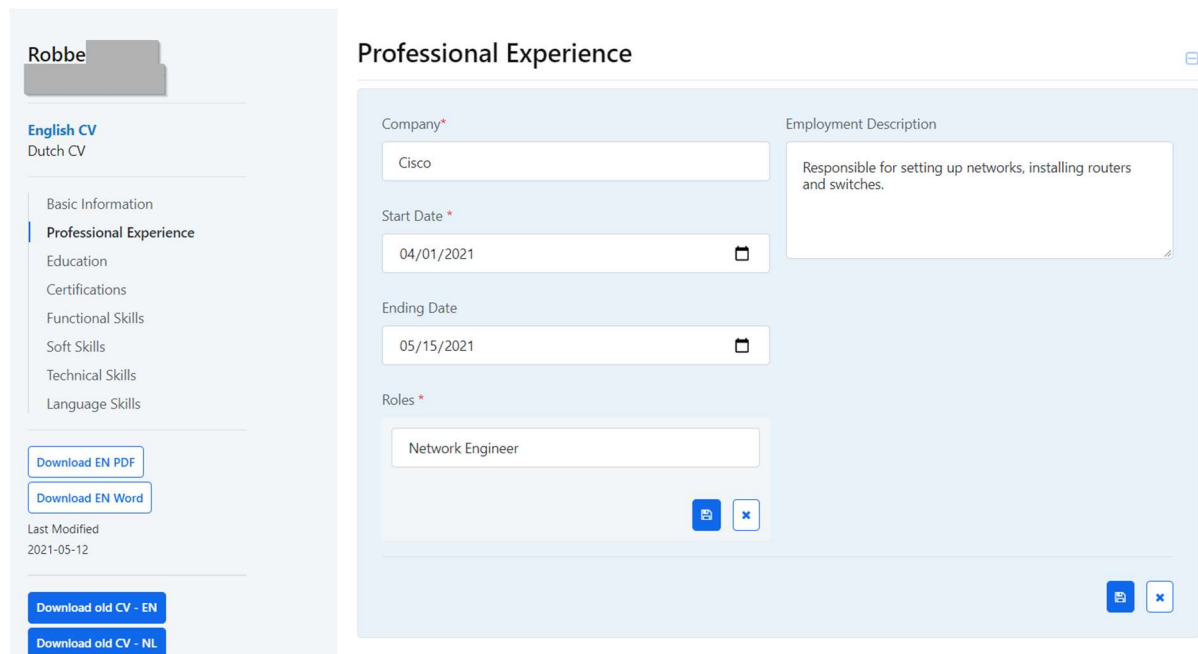


## 5. TRANSLATION

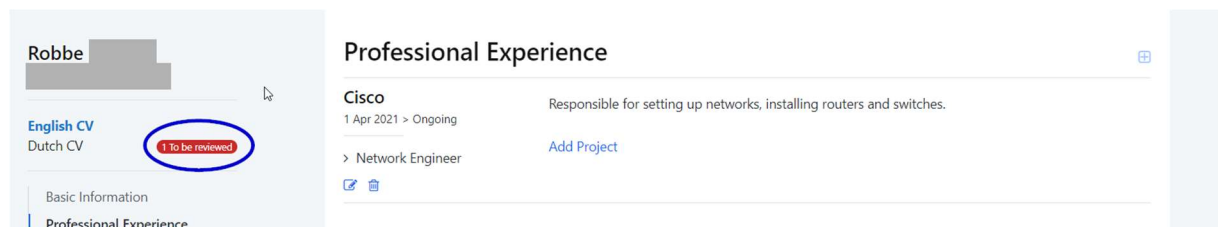
Congratulations! You've completed your CV -- in one language at least. In the old CV tool you had to start all over again in the other language. In the new CV tool you'll carry over all the info to the other language automatically.

This means that values you selected from any suggestion list will be already there in the right place. Any free text you've entered will already be there as well with a prefix indicating you need to translate this block.

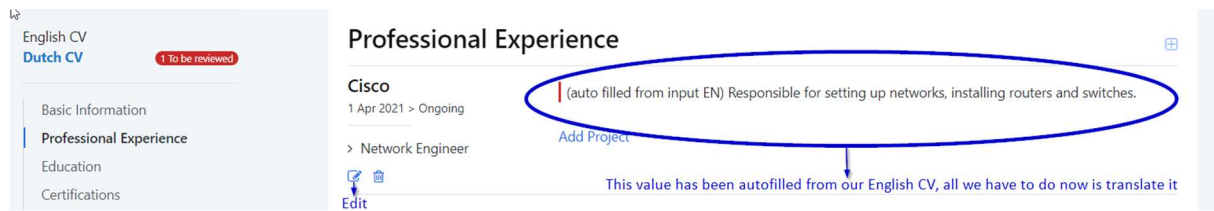
We'll demonstrate this feature with an example:



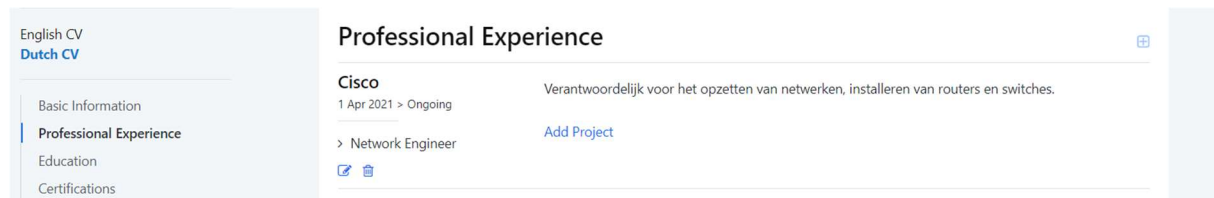
We've added an employment to our English CV, with a company, start and end date, a role and an employment description. When we click save, we can see that there is 1 item to be reviewed in our Dutch CV.



Let's go to our Dutch CV to check it out:



We can already see our employment filled in with the correct company name, date and role, only our employment description is still in English, which we'll need to translate to Dutch for this CV. The fact that there's still translating to be done is indicated in red, and by the "(auto filled from input)" text. To translate the value, click the edit button, translate the description to dutch, and hit save. In our example, it will look something like this:



Now that we've translated the description, there are no more red indicators, indicating we don't have anything left to translate!

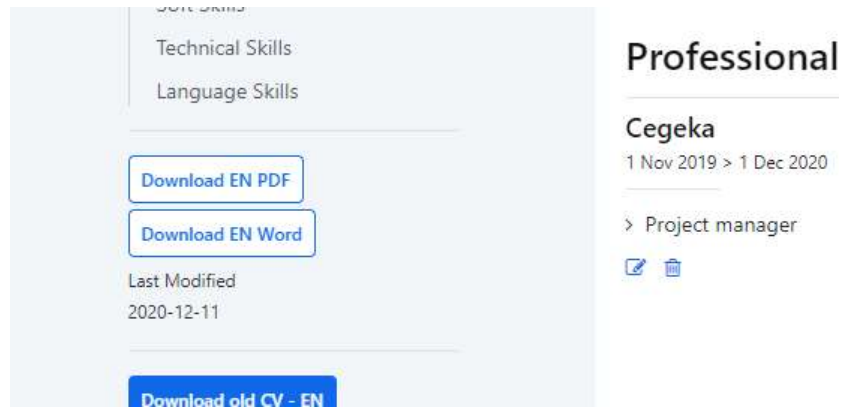
You've now successfully added an employment in both CV's!

We're sure that this feature will greatly help you enter the CV in both languages in no time!

## 6. EXPORT

Once you have completed your CV in both languages, you may want to make an export of your data. You can choose between an export to MS Word format, if you want to tweak your CV a little, or PDF, if you just want to forward the document without any further ado.

To do this, go to the language version of the CV you wish to export, and simply click the Download PDF or Download Word buttons in the left menu.



The screenshot displays a user profile for 'Cegeka' in a 'Professional' view. The profile includes a header with the name 'Cegeka' and a date range '1 Nov 2019 > 1 Dec 2020'. Below this, the role 'Project manager' is listed with edit and delete icons. On the left side, there are sections for 'Technical Skills' and 'Language Skills'. Two buttons are visible: 'Download EN PDF' and 'Download EN Word'. At the bottom, it shows 'Last Modified 2020-12-11' and a partially visible 'Download old CV - EN' button.

## 7. UPDATE REQUESTS

(not implemented yet)

## 8. ADDENDUM : THE CV TOOL IS ACTING WEIRD!

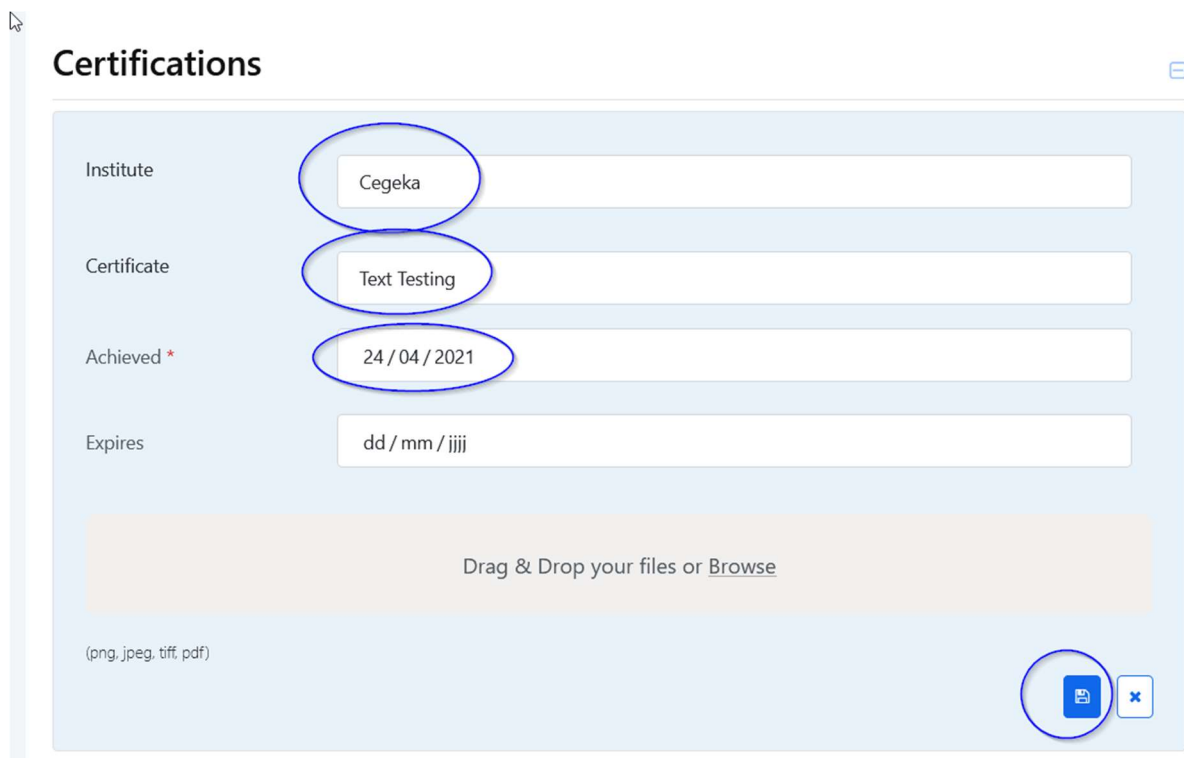
Sometimes the CV Tool may seem to act a little weird, but totally as intended. This addendum tries to make sense when context and intentions are explained.

### 8.1. The value I enter on my cv, is not exactly shown after entry

Enter a new certificate

Let's say a user entered a new certificate using the English Interface:

- Institute: Cegeka (chosen from the list)
- Certificate: “**Text Testing**” (newly typed value, not chosen)
- Achieved: 24/04/2021



**Certifications**

Institute: Cegeka

Certificate: Text Testing

Achieved \*: 24 / 04 / 2021

Expires: dd / mm / jjjj

Drag & Drop your files or [Browse](#)

(png, jpeg, tiff, pdf)

They save the entry, after which in both the **English** and the **Dutch** interface, this value shows as “Text Testing”

**Austin Powers**  
OutSystems developerEN

English CV  
Dutch CV 49 To be reviewed

- Basic Information
- Professional Experience
- Education
- Certifications**
- Functional Skills
- Soft Skills
- Technical Skills
- Language Skills

### Certifications

Certificate	Institute	Achieved	Expires
Agile requirements and testing (Default)	Cegeka	4 May 2021	1 Jan 2099
newtestcertificateforintsute	testcertificateinstitute	3 May 2021	1 Jan 2099
certificatetest	test2021	3 May 2021	1 Jan 2099
texttest	Cegeka	3 May 2021	1 Jan 2099
<b>Text Testing</b>	<b>Cegeka</b>	<b>24 Apr 2021</b>	1 Jan 2099
Aardappel Oogstet (Default)	Cegeka	6 Apr 2021	1 Jan 2099
Professional Boomi Architect Certification (Default)	Dell Boomi (Default)	1 Sep 2020	1 Jan 2099
AWS Certificate 2 (Default)	AWS (Default)	1 Sep 2020	1 Jan 2099

### Functional Skills

**Austin Powers**  
OutSystems developerNL

Engels CV  
Nederlands CV 49 Na te kijken

- Basisinformatie
- Professionele ervaring
- Opleiding
- Certificaten**
- Functionele Vaardigheden
- Persoonlijke vaardigheden
- Technische vaardigheden
- Talenkennis

### Certificaten

Certificaat	Instelling	Behaald	Vervalt
Agile requirements and testing (Default)	Cegeka	4 May 2021	1 Jan 2099
newtestcertificateforintsute	testcertificateinstitute	3 May 2021	1 Jan 2099
certificatetest	test2021	3 May 2021	1 Jan 2099
teksttest	Cegeka	3 May 2021	1 Jan 2099
<b>Text Testing</b>	<b>Cegeka</b>	<b>24 Apr 2021</b>	1 Jan 2099
Aardappel Oogstet (Default)	Cegeka	6 Apr 2021	1 Jan 2099
Professional Boomi Architect Certification (Default)	Dell Boomi (Default)	1 Sep 2020	1 Jan 2099
AWS Certificate 2 (Default)	AWS (Default)	1 Sep 2020	1 Jan 2099

### Functionele Vaardigheden

This value is now on the admin's radar as a newly entered value. The admin will decide if this certificate will be shown as a suggestion for future use and if so, on what suggestion level. The admin will also take care of the translation values in the present languages (EN and NL for now)

In our example Admin decides:

- Reviewed list (not primary, not accepted)
- Translation:
  - English value: OK
  - Dutch value: **"Tekst Testen"**

Resulting in a translated value in the database

Now **YOU** are entering your cv data

You start from the Dutch interface in Dutch cv version

- Instelling: Cegeka (chosen from the list)
- Certificaat: **"Text Testing"** (newly typed value, not chosen as it is not available to choose)
- Achieved: 27/04/2021

**Laurent Toeng**  
cowboy

Engels CV  
**Nederlands CV** 17 Na te kijken

Basisinformatie  
Professionele ervaring  
Opleiding  
**Certificaten**  
Functionele Vaardigheden  
Persoonlijke vaardigheden  
Technische vaardigheden  
Talenkennis

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Laatst aangepast  
19-05-2021

### Certificaten

Instelling	Cegeka
Certificaat	text testing
Behaald *	27 / 04 / 2021
Vervalt	dd / mm / jiji

Drag & Drop your files or [Browse](#)

(png, jpeg, tiff, pdf)

You save the entry. You may upload your actual certificate file too, if you have that.

You will see that the value you entered as an English value in a Dutch interface, will be shown in Dutch.

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Engels CV  
**Nederlands CV** 17 Na te kijken

Basisinformatie  
Professionele ervaring  
Opleiding  
**Certificaten**  
Functionele Vaardigheden

### Certificaten

Certificaat	Instelling	Behaald	Vervalt
Tekst Testen	Cegeka	27 Apr 2021	1 Jan 2099
Citrix Certified Associate - Networking (CCA-N) (Default)	Citrix (Default)	1 Oct 2020	1 Jan 2099
Active Listening (Default)	CISCO (Default)	1 Oct 2020	1 Jan 2099

### Functionele Vaardigheden

In the English Interface, you see your actual value:

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English CV  
**Dutch CV** 17 To be reviewed

Basic Information  
Professional Experience

### Certifications

Certificate	Institute	Achieved	Expires
Text Testing	Cegeka	27 Apr 2021	1 Jan 2099
Citrix Certified Associate - Networking (CCA-N) (Default)	Citrix (Default)	1 Oct 2020	1 Jan 2099
Active Listening (Default)	CISCO (Default)	1 Oct 2020	1 Jan 2099

So, how does this happen?

We want to make data meaningful, and aim at a maximum reuse of existing values. For that reason we provide suggestions when you click in a field, and more as you type.

If you decide to use a suggested value, and click on it, translations will be available as provided by Admin. If however you type your own value, the system will also look for an exact match in the already present items (not case sensitive) in the different languages. If a match is found, the matched value is selected and provided with the available translation(s) on your cv data.



When no match is found, the value you entered is shown as is. And the value you entered pops up in the Admin pages to be reviewed (translated and given a suggestion level). After the Admin task is done, your values are translated when meaningful for the given context

By working like this, we minimize total database volume, we make sure that every separate user has less translation work, and we maximize the mapping of values between languages, resulting in better search results.