

## Vmock FAQ

### **What is the purpose of Vmock ?**

It is our on-line CV reviewing tool providing instant personalised feedback to enable you to improve your CV for successful applications.

University of Leeds has partnered with Vmock to bring undergraduates and postgraduates a new improved way of reviewing CVs. Vmock is an on-line tool that will let you upload your CV from wherever you are. Your CV is benchmarked against your peers and evaluated with smart data analytics.

### **Who can use VMock?**

All current undergraduates and postgraduate students are eligible to use Vmock. Each student has 10 uploads each academic year.

### **I'm an alumni, can I still use Vmock when I graduate?**

You can just use Vmock whilst you have your leeds.ac.uk address so make them most of your 10 uploads per academic year whilst you are a student here.

### **How does Vmock work?**

Once you log in and register with your leeds.ac.uk address, you can upload a pdf of your CV. The system will save your CV and provide detailed feedback within a minute.

### **Will Vmock make the necessary amendments to my CV?**

No, it won't. You need to look at the detailed feedback and make your own adjustments to your CV. You can then re upload your CV and keep refining it based on the feedback given.

### **How much time will it take to make the necessary amendments?**

The average time students take working on their CV after receiving their feedback is 30-60 minutes. The feedback is extremely comprehensive so, to take full advantage, allow yourself as much time as possible.

### **How can I improve my Vmock score?**

Review our guide on 'how to improve your Vmock score'. Don't forget to consult our 'University of Leeds Career Centre Guidelines for writing CVs and Covering Letters.'

**I made all the edits Vmock suggested but I still do not have a 100% score. Why is that?**

While Vmock will score your CV based on best practices in CV writing, the goal is not for each student to get a 100% score. It is to get in the green zone.

**Vmock gave me a green zone score but I wasn't offered an interview for the position I applied for. Why not?**

Using Vmock does not guarantee that you will receive an interview or job offer. To best qualify for a position, it is essential that you have the right background, skills and passion for that position. The Vmock 'green zone' scored CV is the first step in a successful application process. There are many other factors in a hiring decision that you may not know about, such as how competitive the rest of the applicant pool was for that position. This is a good time to assess what skills you would like to develop further at a higher level and work towards developing them.

**Will VMock give me feedback on my covering letter?**

No. Vmock only checks a standard non-targeted CV. It cannot interpret a job description and assess how you have targeted your experiences towards that vacancy which is what you need to do in a covering letter. Our CV guidelines provide you with help in writing a covering letter. Once you have achieved the minimum mark required by us (60) then you can book an appointment with a Careers Adviser and /or Faculty Team to go through your covering letter.

**What is the difference between 'System Feedback' and 'Targeted Feedback'?**

System feedback breaks down your CV score into three categories: impact, presentation and competency. The quality of your CV in each area is based on a colour system. Green indicates a high score. Yellow means there is some room for improvement. Red means there is a lot of work to be done.

Targeted feedback allows you to scan the CV bullet point by bullet point and make specific changes to maximise impact. By bullet, you receive feedback on topics such as the use of action verbs, bullet length and specifics.

**What do the impact, presentation and competency scores mean?**

Impact category measures how effectively you articulate your experience to grab a recruiter's attention.

The presentation category assesses its readability and overall organisation.

The competency category examines how well you showcase five major transferable skills (analysis, communication, leadership, teamwork and initiative) through your experience.

**Is there a limit to how many times a student can upload a CV to Vmock for review?**

Students may upload a maximum of 10 CVs for review per academic year.

**Can I edit the uploaded CV within VMock?**

No. Vmock can be used as a reference when you make changes to your CV on Word or a similar programme. Once you are satisfied with the updates to your CV, you should re-upload your updated version and receive new feedback.

**Will Vmock check for grammatical errors?**

No, you need to use the grammatical error check on your word processing software to do this but it will check for spelling errors.

**Vmock is saying there is a spelling error because it is a technical term/name. What can I do?**

You can add words that you know are spelt correctly to Vmock so that you won't be marked down for that.

**Can I print off my feedback from Vmock?**

No you can't. Vmock is designed to work with you viewing the feedback on the screen to give you the optimum experience.