


New User - How to build out the best version of you - with an NTM SeeMe Portfolio

You can take as long as required to complete your profile however, you will find that you will be timed out if left unused for too long and then you will need to follow the instructions for [Existing Users Below](#) - to finish completing your profile and obviously for continued updating of your lifelong portfolio.

This time out is a security setting to stop anyone having access to your profile should you leave your profile open on a laptop/PC or phone.

New Users		
Profile Development Stage	Tasks	Outcomes
Other Useful Guides	<ul style="list-style-type: none"> • Creating Videos – Use the Hints and Tips Guide to give you some ideas • How to register and create a perfect profile video guide: <ul style="list-style-type: none"> ○ Naturally Talented Me – Registering for a new account ○ Naturally Talented Me – How to create a stand-out SeeMe profile 	 Hints%20and%20Tips%20guide%20for%20 (Double click to open)
Step 1 - Unlock your Talents	Approx. 20 minutes to complete. <ul style="list-style-type: none"> • Register using an email address and choose a memorable password. • Then login • Your first step is to input your contact details – you are currently set to not share these but you can untick the box so people can see your details. • Put in a picture and maybe a few quotes that demonstrate you or leave this blank until you have started to build out your profile. <ul style="list-style-type: none"> ○ Once you have input data – Click the yellow under the Save button and you will be taken to the next screen – Hobbies. ○ Click on the Hobbies that you take part in the scrolling box and they will appear in your list – put a short intro to them in the box below. ○ Click the yellow arrow again and then you will be taken to the Interests screen where you tick the images that attract you or are interested in. ○ Once you have saved this you will then go to the next key step – seeing the Natural Talents that you have unlocked from your selections. ○ Click the yellow arrow 	<p>If at any point during this process you get timed out – you will need to refer to the steps for existing users to build out your profile.</p> <p>Now that you have completed Step 1 – you will be able to see your Natural Talents in the next screen, but you now need to start to build out this information. Step 2....</p>
Key Points to remember	<ul style="list-style-type: none"> ➤ Make sure it is a valid email address so that you can then receive information. ➤ The box to untick sharing data is on the main Dashboard and it will turn on all contact details. 	

	<ul style="list-style-type: none"> ➤ Social media is OK to use but be careful if you use it for personal interaction as this may not be suitable to share in your portfolio for all to see. ➤ Photos should always be the window to who you are so be careful what photo you use – smile and be natural or capture you when doing one of your hobbies. ➤ Hobbies are those that you do on a regular basis and if it is something that is not in the list – you can click on the add a new hobby button and we will get it set up for you. ➤ If you do not have many or any hobbies – do not worry, this is a point in time and as you grow and develop, you will start to add new hobbies which you can do at any time. ➤ Interests are visual as they are things that you see and enjoy seeing but do not just tick lots of pictures, really focus on those that create a real emotion or feeling when you look at them. ➤ IMPORTANT: There are no right, or wrong answers and you do not have to get everything ticked first time – remember that this is something that will help you to see your Dominant Talents, which will change over time, the more things you do and get involved in. This is about creating your SeeMe Portfolio to showcase your true potential to others! 	
<p>Step 2 – Understanding and Explaining your Talents</p>	<p>Initially Approx. 20 – 30 minutes to complete.</p> <ul style="list-style-type: none"> • Your Talents have been uncovered because of the hobbies and interests that you have selected. • You now need to think about why those talents reflect you, how you apply them and use them in your day-to-day routines, hobbies, and activities. Write a short description in each Talent so that they become visible on your profile. <p>Once you have completed this stage, you can then send a link to your profile to apply for a role, showcase to others but there is lots more still to do.</p> <p>To send a link:</p> <ul style="list-style-type: none"> • Now you need to click on the button - <ul style="list-style-type: none"> ○ Send Profile to an Employer (this could also be a friend or family member for them to review your profile) ○ Follow the 3 steps: ○ Step 1 -You will only have one version to select at this stage. ○ Step 2 – you can choose to send an email or create a link. ○ Step 3 – if you send via email fill in the details or ○ If you create a link you will then get a URL to copy 	<p>This step can be completed by you on your own or you can now start to develop this with a coach, mentor, careers advisor, support team or friends and family.</p> <p>You now have a profile that identifies your Natural Talents – you can print your word cloud which shows the potential that you have, keep it safe to remind you the skills you have.</p> <p>*To print your word cloud – click on the button – view my profile and then scroll down to the print button.</p>

<p>Key Points to remember</p>	<ul style="list-style-type: none"> ➤ These are your dominant talents that have been unlocked due to the choices of hobbies and interests that you have selected today but these may change over time as you find new hobbies to get involved with. ➤ This list is based on the most frequently selected talents from your selections and ranked as your top 10 for the most times they have come up. ➤ It may not be obvious to you, as to why these talents have come up and it is sometimes good to chat with someone else to look at your previous selections as these are a good indicator. ➤ Talents are the natural day to day ways that you perform tasks, and you may not always recognise or see that you have and can be surprising. Do not worry if you really do not know what to write – think about it and discuss with others or drop NTM an email and we can try to help. ➤ You will need to put some information against each of your talents so that they then show on your profile, but take you time – as mentioned, there are no right or wrong answers, this is all about developing and showcasing you. 	
<p>Step 3 – Building your Portfolio through visual evidence</p>	<p>This can take up to an hour or more to complete if you want to start to build a rich visual portfolio and a video. It can be completed as an initial demonstration of you, but it is advisable to spend as much time as you can so that a future employer or opportunity really gets to see the potential that you have.</p> <ul style="list-style-type: none"> ○ If you have clicked the yellow arrow from step 2 then you will be taken to this next step. ○ If you have saved and are now coming back to this – you will need to refer to Step 3 in the Existing User details below. ● This will allow you to create a video directly from the screen or you can start to upload documents such as a CV or achievement awards etc. ● You can also upload pictures as evidence of your hobbies e.g., pictures of cakes you bake, team pictures and more. ● If you are unable to launch the video from your desktop you can also create your video using your phone and then upload or post on YouTube with a link on the page. 	<p>This is the fun part where you can now spend as much or as little time on developing a visual image of you. We suggest that you at least provide some evidence of your hobbies/interests and if possible, a short video to introduce yourself and tell people about who you are and what you like doing. This is something that you should continue to develop – adding in achievements, awards, success stories and any development work that you do including actual learning or work experience, volunteering and more</p>
<p>Key Points to remember</p>	<ul style="list-style-type: none"> ➤ Developing your SeeMe Profile is the key to how you are seen and discovered as people get to see the real you, the potential that you have and the talents that demonstrate those natural abilities that many employers are looking for. ➤ Include as many pieces as possible of evidence that showcase your hobbies and the activities that you do, which may include an award for best player or even a local competition where you were recognised for the work that you did and so 	

	<p>much more. This is about your qualities as a person which define the talents you have.</p> <p>➤ Videos can be direct to camera, or they can be someone videoing you in action – taking part in your hobby or show you in action. Only post videos that really make you stand out and if talking to camera, try it a few times first to make it as natural as possible.</p>	
<p>Step 4 – Build out the picture with more detail and evidence</p>	<ul style="list-style-type: none"> • If you are still building from being a new user – then great to see you keeping going and you will now have clicked the yellow arrow which has now opened the next screen. • This is about providing more detail, which you may not have at this time or depending on your experience, you may have lots of information on. Take as little or as much time needed – you can always go back and add more – which is what you will be doing with this lifelong Portfolio of you. • Click the yellow arrow once more and you will go to: • Edit My Learning – this is all about how you learn and what you have learnt. This does not have to be academic learning but things that you may have learnt yourself – such as: I taught myself to cook or play an instrument. • Edit My Experiences – This does not have to be job specific – it could be volunteering or being a prefect at school or captain of the rugby team – all demonstrations of your talents. • Edit My Introduction Text – this is your personal statement, which can be a difficult task to do but use all the SeeMe portfolio to craft a picture of who you are in words. • Once you have completed all the screens that you can or have time for – Save and submit your profile from the last screen – my introduction – this will then take you to your dashboard where there are additional fields that you can customise to reflect you including changing your profile colour – see the Dashboard and additional/optional applications below in Existing Users details 	<p>This is something that you can do yourself or you can use this to work with others such as friends, family, careers advisors, mentors, coaches, and carers to start to build a view of all the things that you have done or are doing.</p> <p>Do not think of this as being about qualifications but about the qualities that you have and how you use them to do lots of different things. Helping at a charity event or teaching or helping someone else is a great talent and should be showcased in your SeeMe portfolio, so people can really see the true you.</p>
<p>Key Points to remember</p>	<p>➤ To go back to your dashboard at any time you can click on the NaturallyTalentedMe logo in the left-hand corner.</p> <p>➤ Once you have started the process of completing your profile you now have access at any time to add in your imagery and information.</p> <p>➤ The system is security protected so that you do not leave you information visible to others and will log you out automatically if you leave it open and unused for a period. All you need to do is log back in and it will open up your dashboard again</p>	

	<p>➤ There is an auto save function built in so if you are logged out while you are inputting information, it should have saved in that time frame.</p>	
<p>Lifelong development of your SeeMe Portfolio</p>	<p>As you develop your skills, knowledge and experience it is important you continue to demonstrate this in your portfolio.</p> <p>Regular visits to your profile to change, add, update, and develop are key to being able to showcase your true potential so take pride in who you are – download the word cloud as a positive reminder of the talents you have and keep focused on how this can help you to attract employers or work-based outcomes to see the potential you have.</p> <p>You can continue to send your profile out to others via the process in Step 2 or you can download a copy of your profile to print. Click on the Print my Profile button on your main dashboard.</p>	<p>Every tiny achievement or activity that you do demonstrates your talent. Visit your SeeMe profile regularly – make sure you post pictures as you take them and keep adding as much evidence as you can to keep current so that you start to build a picture of how you are growing and developing your skills, abilities, and knowledge.</p>
<p>Existing User – those who have already registered for NTM</p>		
<p>If you registered but did not make progress with your profile, then you will need to follow the steps below. Upon login you will be taken straight to your Profile Dashboard.</p>		
<p>Profile Development Stage</p>	<p>Tasks</p>	<p>Outcomes</p>
<p>New User editing profile</p>	<ul style="list-style-type: none"> • Go to edit my profile. • You can now start from the beginning by selecting the Edit contact details and continue as per Step 1 – 4 above (New User) or select the area that you want to edit. You can take whichever piece of the profile to add or change at any time and it will update each time. 	<p>Now that you have completed Step 1 – you will be able to see your Natural Talents in the Edit My Talents/Attributes button, but you now need to start to build out this information. Step 2....</p>
<p>Dashboard and additional/optional applications</p>	<ul style="list-style-type: none"> • Shortcuts/Buttons: <ul style="list-style-type: none"> ○ View my Profile – as it says – see it all come together ○ Edit my Profile – Opens up the edit buttons for all the steps you have taken ○ Print my Profile – ready to download to send or print ○ Profile Views – see how many views you have had ○ Set-up auto-applications - Enabling Auto Applications allows you to automatically submit a chosen version of your profile to employers who 	<p>For any questions or to discuss your profile further – you can contact our team directly on:</p> <p>info@naturallytalentedme.com or nikki@naturallytalentedme.com or</p>

are looking for people with your talents/attributes to fill the type of vacancy you are looking for in your area.

- **Send profile to an employer** – by email or via a unique link
- **Account Settings** – select your colour scheme – get news feeds
- **Jobs and other opportunities** – all the options and live jobs
 - **Careers and other opportunities** will provide you with a generic list of roles that auto match to your current top dominant talents.
- ***Careers – This will only appear on sites where your community have purchased the careers page offering** - This is now yours and your communities link to the careers interaction that connects all your talents and career options plus feeds from the school/organisation.
 - You may see updates, information and details on activities, promotions, and opportunities that the school/organisation has organised so this is a page where you should keep reviewing and revisiting to see updates.
- **My availability** – up to you
- **Latest Messages** – sent to you because of your talents/profile
 - This might include careers information or opportunities that are directly aligned to your talents or hobbies, so it is advisable to keep reviewing this area so that you get the latest information/news.
 - If you open your messages, you will see all the messages that have been sent to you and who from
- **Latest news** – from industries you are registered for
- **Communities** – those that you want to align to and show on your profile – you can turn them off if you do not want to show on your actual profile
- **Industries** – those that you have been automatically matched to or ones you are interested in – this will feed your news and messages – if there are industries you are really interested in, this helps your career adviser to send you opportunities or information as it comes in.
- **Diversity** – we believe in being transparent and showcasing who you really are but it is optional
- Top right-hand burger – GDPR – protecting you

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