



JobNow User Guide

What is Brainfuse?

Brainfuse is based in NYC and for over a decade, has developed and provided virtual learning solutions for schools, libraries, colleges, and universities. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better educational experience for learners of diverse backgrounds. Brainfuse helps veterans, students, and job seekers reach their goals by connecting them with qualified Veteran Navigators, eTutors, and Job Coaches anytime, anywhere. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform gives users the power to manage outcomes better by seamlessly integrating the latest online technology.

Who are your tutors?

Brainfuse experts are screened, trained, and managed directly by Brainfuse. Our experts are recruited from a diverse pool and include a mix of professional tutors, retired instructors, graduate students and college faculty members. Only experts with proven backgrounds in their respective fields are hired by Brainfuse. Over 80% of our experts have a Master's degree or a Ph.D. in their field.

Brainfuse regularly reviews and updates its recruiting, training and monitoring procedures to provide the highest possible online assistance experience for all users. We have a unique live monitoring system where interactions with users are reviewed by a live monitor and immediate feedback is given for an ongoing professional development.



➤ SYSTEM REQUIREMENTS

Windows

- Windows 95 and above
- Active Internet connection

Mac

- Mac OS X and above
- Active Internet connection

➤ BRAINFUSE TECHNICAL SUPPORT

Send an email to support@brainfuse.com or call toll-free at 1-866-272-4638, Ext. 510.

Brainfuse JobNow

Personalized Career Coaching

Brainfuse JobNow is an all-in-one suite of services designed for a wide range of career needs: whether it's tackling a resume, writing a cover letter, developing additional skills, or adjusting to a new career. JobNow services include expert coaching and self-study tools to empower users. Users may access live, on-demand assistance from expert Job Coaches for assistance with interview preparation, resume creation, or job searching. With JobNow, users communicate in real time in our online whiteboard by typing, drawing, and marking-up lessons and web content. Plus, users can use our secure file sharing feature in the writing lab to submit career documents to our Job Coaches any time of the day. The Brainfuse full-service test center offers practice tests for all levels in math, reading, and writing as well as college preparatory tests - including the SAT.

The screenshot shows the Brainfuse JobNow website. At the top left is the logo, which consists of a purple circle containing a white icon of a person with a briefcase and a bar chart, followed by the text "brainfuse JobNow". To the right of the logo is a blue "Login" button. Below the logo is a navigation bar with a search icon and links for "Home", "Resume", "Job Interviews", "Career Resources", and "My Account". A blue banner below the navigation bar reads "JobNow Coaches are available:". Below this banner are two search boxes: "Search Job" (with the subtext "Job title, keywords or company name") and "Location" (with the subtext "City, state or zip code"), followed by a purple "Search" button. The main content area is divided into three columns: "Resume", "Job Interviews", and "Career". Each column has a header with a purple icon and a list of services with their own icons and descriptions.

brainfuse JobNow

Home Resume Job Interviews Career Resources My Account ▾

JobNow Coaches are available:

Search Job
Job title, keywords or company name

Location
City, state or zip code

Search

Resume

- Live Resume Expert**
Resume Assistance from live experts
- Resume Templates**
Get started by downloading a winning resume template
- Resume Resources**
Online resources to help you prepare your resume
- Resume Lab**
Submit your resume and receive expert feedback

Job Interviews

- Live Interview Coach**
Interview coaching from live experts
- Interview Tips**
Helpful tips for interview success
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Carefully-selected resources to help you prepare for your interview

Career

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Expert assistance with searching, applying, and preparing for jobs
- Career Assessments**
Where to begin with your search
- Job Resources**
Begin your job search with these helpful resources
- SkillSurfer**
Live skills building and a library of lessons, videos, tests and more
- eParachute**
Discover the college majors and careers that match your skills and interests.
- Optimal Resume**
Award-winning resume creation software, job interview preparation, and much more

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❖ Resume Help

Experience personalized assistance with a resume or cover letter by connecting with a live Resume Expert

- **Live Resume Expert:** Users may access a live resume expert for assistance creating or updating a resume
- **Resumes Templates:** Resume templates are provided to assist users create or update the important career file.
- **Resumes Resources:** Additional resume resources and tips are provided to assist users develop their personal marketing tool.
- **Resume Lab:** Users may submit their resumes or cover letters for a review by a Brainfuse Expert

❖ Job Interview Tools

Individualized support for patrons preparing for the interview process

- **Live Interview Coach:** Use Live Interview Coach to connect with an expert for help preparing for any aspect of the interview process.
- **Interview Tips:** Our interview tips provide self-guided resources to assist the user through the entire interview process.
- **Interview Resources:** This curated list of resources can be accessed to gain further insight into successful interview practices.

❖ Career Resources

Powerful online learning tools for users exploring the job market, developing skills, or updating career documents

- **Live Job Coach:** Use Live Job Coaching for assistance preparing for interviews, updating a resume, or searching for open positions.
- **Career Assessments:** Our career assessments provide users resources to assist them in determining careers of interest.
- **Job Resources:** Users can review a unique list of national and local links for assistance starting the job search.
- **SkillSurfer:** Our skills building service helps users master a concept or skill through online lessons and videos.
- **eParachute:** Use eParachute to discover your strengths and unique talents to map out your future career.
- **Optimal Resume:** Users can create resumes, cover letters, and portfolios in a sleek, easy-to-use system.

Live Career Assistance

Users enter a virtual meeting space and receive live, one-on-one assistance.

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Live Job Coach: For general career assistance, including a job search, select **Live Job Coach** under the Career header

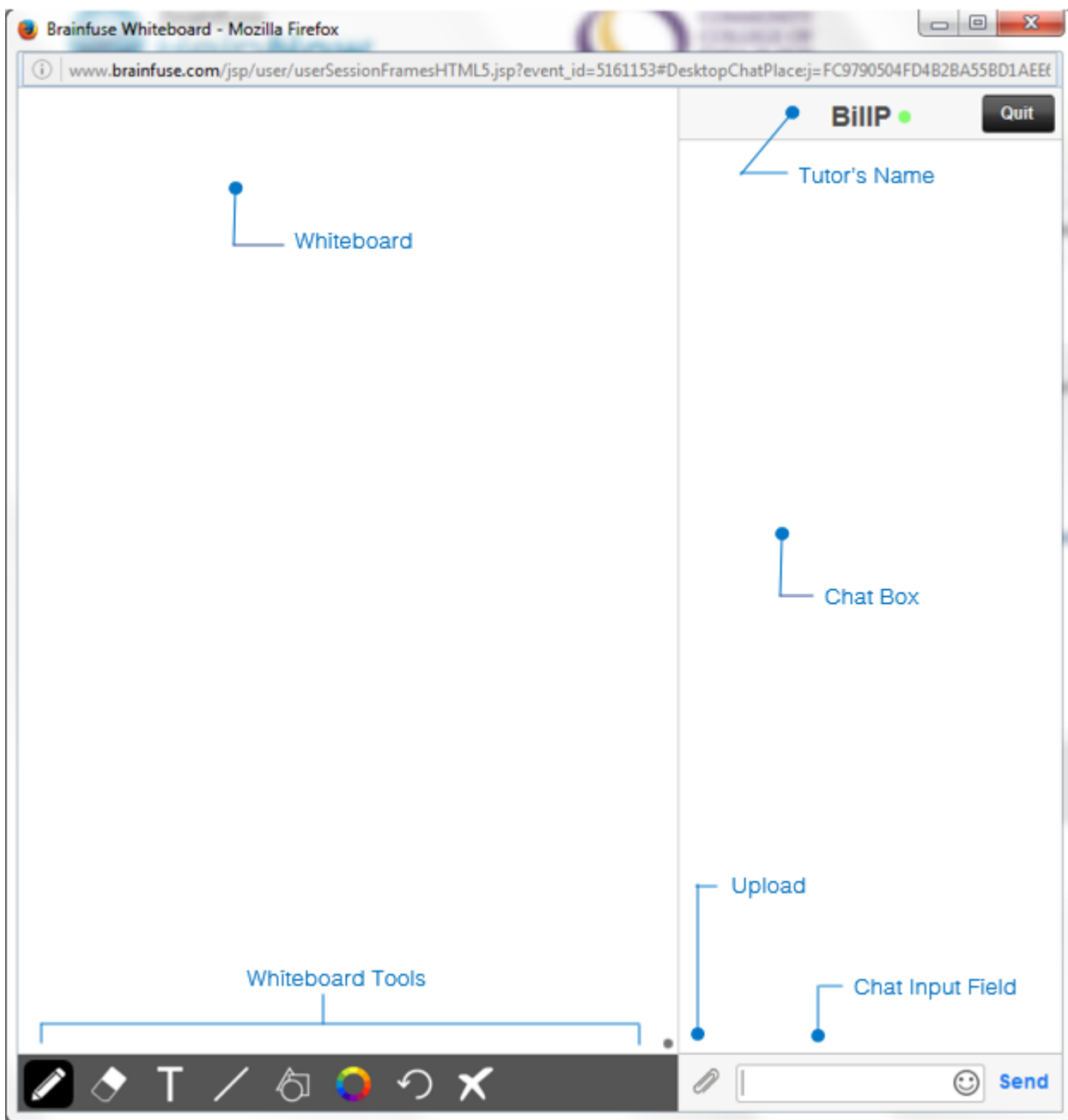
Live Resume Expert: For resume specific assistance, select **Live Resume Expert** under the Resume header

Live Interview Coach: For interview related assistance, including mock interviews, select **Live Interview Coach** under the Job Interviews header

How to use the Whiteboard

The whiteboard area is on the left side. You can use your mouse to draw or the text tool to type on the whiteboard. Any images uploaded will appear on the whiteboard as well. Use the chat box on the right side to converse with your tutor. Type your message in the Chat Input Field to send your message.

The Whiteboard



Whiteboard Tools (left to right)



PEN: Write/draw with your mouse



ERASER: Erase



TEXT TOOL: Click on the Whiteboard to start typing. Also expands to:



SUPERSCRIPT: Changes text into superscript



SUBSCRIPT: Changes text into subscript



PASTE: Paste text onto the Whiteboard



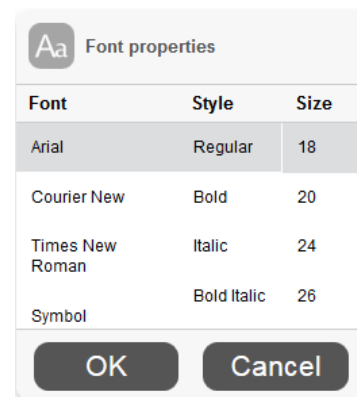
FONT: Change your font style and font size



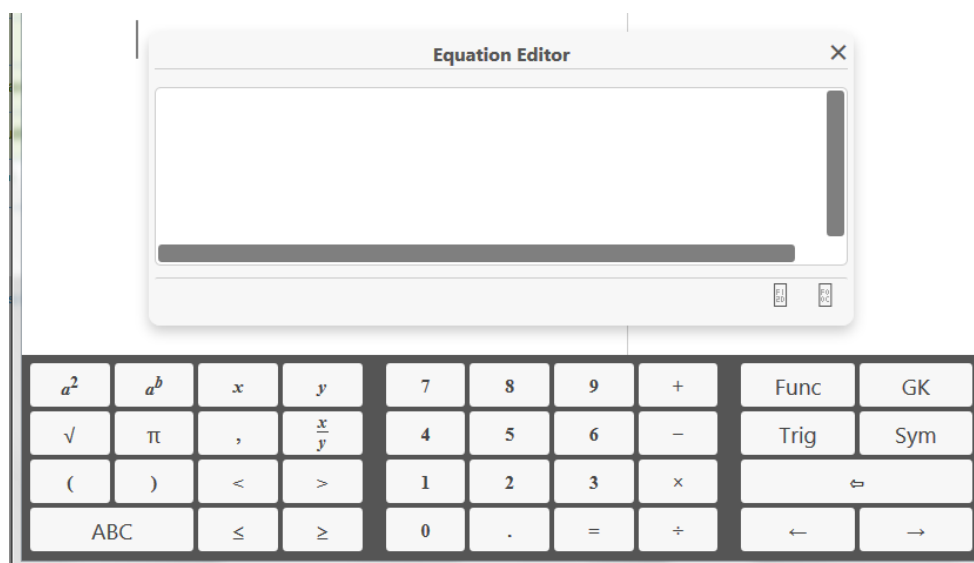
MATH SYMBOLS: Enter a mathematical symbol



SCIENCE SYMBOLS: Enter a scientific symbol



EQUATION EDITOR: Click on the Whiteboard and you can type mathematical equations, functions, and symbols in the available box. Press Enter to make the expression appear on the Whiteboard.

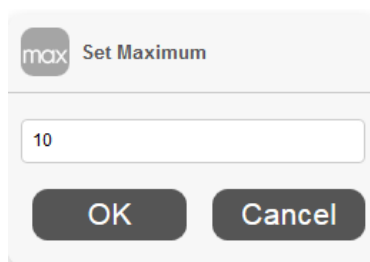
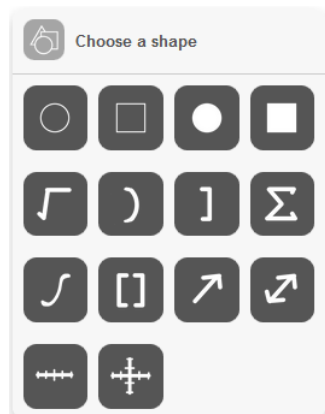




LINE: Draw a straight line



SHAPES: Select a shape from the menu to draw it on the Whiteboard

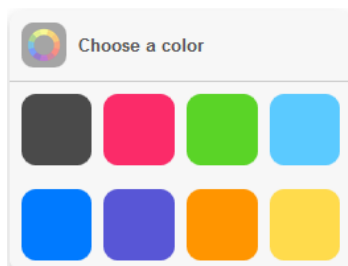


NUMBER LINES and GRAPHS:

Select MIN, MAX and INTERVAL MODE to adjust the minimum, maximum and interval values



COLOR PALETTE: Select from the menu to change pen/text color



UNDO: Undo the last action



CLEAR: Clears the entire Whiteboard




How to Take a Screenshot

Windows

Press **ALT + PrtScn**.

Mac

Press **Command ⌘ + Shift + 3**.

You may then copy (**Ctrl + C / Command ⌘ + C**) paste the screenshot onto the Whiteboard using the  **Paste** button.

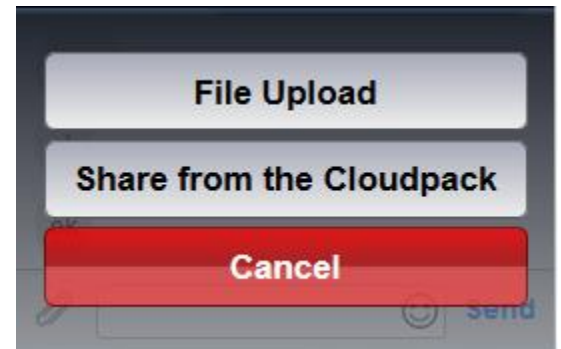
How to Upload an Image



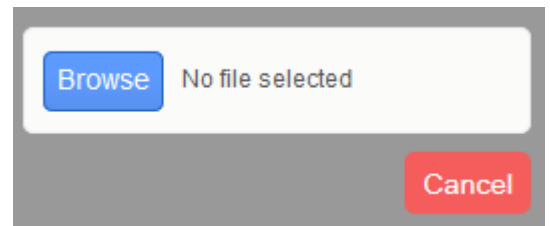
UPLOAD: Click on the Upload button (bottom left of the Chat Box)

When this menu appears, select **File Upload**.

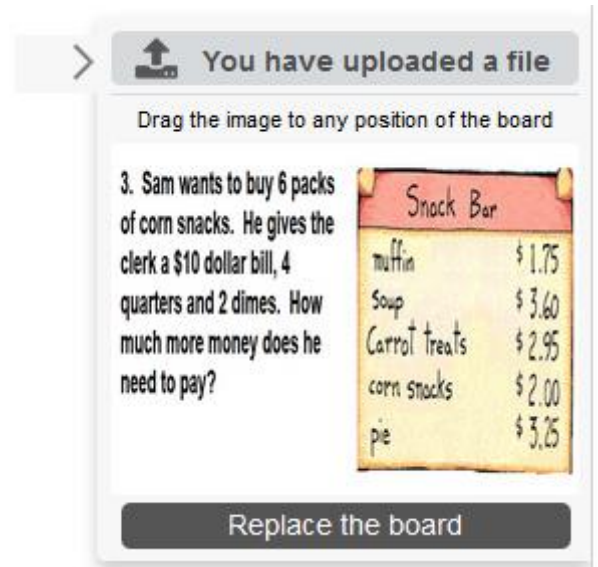
You can also upload from your **Cloudpack** if you have already stored documents or images there.



Then, click on **Browse** and search for the image in your computer and press **OK**.



When your image finishes uploading, drag the image onto the Whiteboard to share it with your tutor.



Resume Lab

The **Resume Lab** service allow users to seek assistance outside of a live session.

The screenshot shows the Brainfuse JobNow website interface. At the top left is the Brainfuse JobNow logo. To the right is a 'Login' button. Below the logo is a navigation menu with 'Home', 'Resume', 'Job Interviews', and 'Career Resources'. On the far right of the navigation bar is 'My Account' with a dropdown arrow. A blue banner below the navigation bar reads 'JobNow Coaches are available:'. Below this banner is a search section with two input fields: 'Search Job' (with placeholder text 'Job title, keywords or company name') and 'Location' (with placeholder text 'City, state or zip code'), followed by a 'Search' button. The main content area is divided into three columns: 'Resume', 'Job Interviews', and 'Career'. Each column contains several service options with icons and brief descriptions. In the 'Resume' column, the 'Resume Lab' option is highlighted with a green border. The footer contains links for 'Privacy', 'Terms of Use', 'FAQs', 'Announcements', 'Demo', and 'Contact Us', along with the copyright notice '© Brainfuse Inc. All Rights Reserved'. On the right side of the footer are logos for 'Download on the App Store', 'GET IT ON Google Play', and the Brainfuse logo with the tagline 'ignite your mind'.

The **Resume Lab** option provides users the freedom to receive assistance at any time of the without the need to connect to a live expert. Users can submit resumes through the Resume Lab for a detailed feedback and helpful hints for their resume. Brainfuse Coaches will return the resume with detailed comments, usually within 24 hours.

SkillSurfer

SkillSurfer is an e-Learning service that helps students master a concept or skill through state aligned online lessons with a live tutor.

Click on [SkillSurfer](#) on the main menu on the Brainfuse homepage.

Select a subject. Each subject is further divided into subcategories. Choose a subcategory to view its lesson videos and notes.

View online lesson videos or read lesson notes to learn a new skill or review a previously learned concept. [SkillSurfer](#) learning content is always available, so feel free to return and continue where you left off.

My Account

My Account is your personal Brainfuse profile and contains all past live tutoring sessions, submitted resumes, and tests taken. You can also view your scheduled MEET sessions here.

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Login

- My Account
- My Past Sessions
- My Message Center
- My Tests

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- **My Past Sessions:** A record of all previous live sessions. From this page, you can replay and e-mail your sessions to others.
- **My Message Center:** A record of all resumes sent to the Resume Lab and received from Brainfuse tutors.
- **My Tests:** All practice tests taken, along with the scores can be found here.
- **My Calendar:** Scheduled MEET sessions can be found here.
- **My Brainwaves:** All of the Brainwaves that you created are shown here. You can also use the Brainwave library where you can search for an existing Brainwave on a particular problem or a question created by other Brainwave users.
- **My CloudPack:** Create or upload images and documents to load onto the whiteboard later in a live session.

Questions?



info@brainfuse.com



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