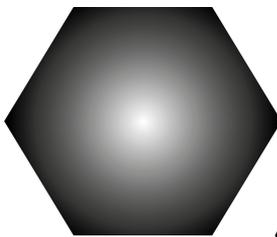
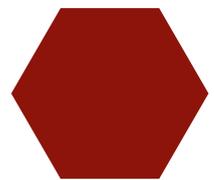
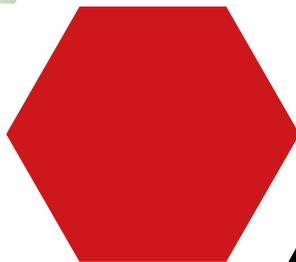


CVTube Handbook

2018



Co-funded by the
Erasmus+ Programme
of the European Union





CONTENTS

1. INTRODUCTION TO CVTube PROJECT

- 1.1. Description**
- 1.2. Objectives**
- 1.3. Beneficiaries**
- 1.4. Partners**
- 1.5. Video presentation of the project**
- 1.6. About this handbook**

2. VIDEO PRODUCTION

- 2.1. Surroundings and preparation**
 - 2.2.1. Setting**
 - 2.2.2. Speech**
- 2.2. Content**
- 2.3. Advices**
- 2.4. How to edit videos?**
 - 2.4.1. Filmora video editor**
 - 2.4.2. Create video curriculum**
 - 2.4.3. Export video**
- 2.5. How to upload videos to Youtube?**

3. CVTube PLATFORM INTRODUCTION

- 3.1. Parts of the CVTube platform**
- 3.2. Terms and conditions of the CVTube platform**
 - 3.2.1. Your relationship with CVTuber**
 - 3.2.2. Accepting the Terms**
 - 3.2.3. Changes to the Terms**
 - 3.2.4. CVTuber accounts**
 - 3.2.5. General restrictions on use**
 - 3.2.6. Copyright policy**
 - 3.2.7. Content**
 - 3.2.8. Rights you licence**
 - 3.2.9. CVTuber content on the Website**

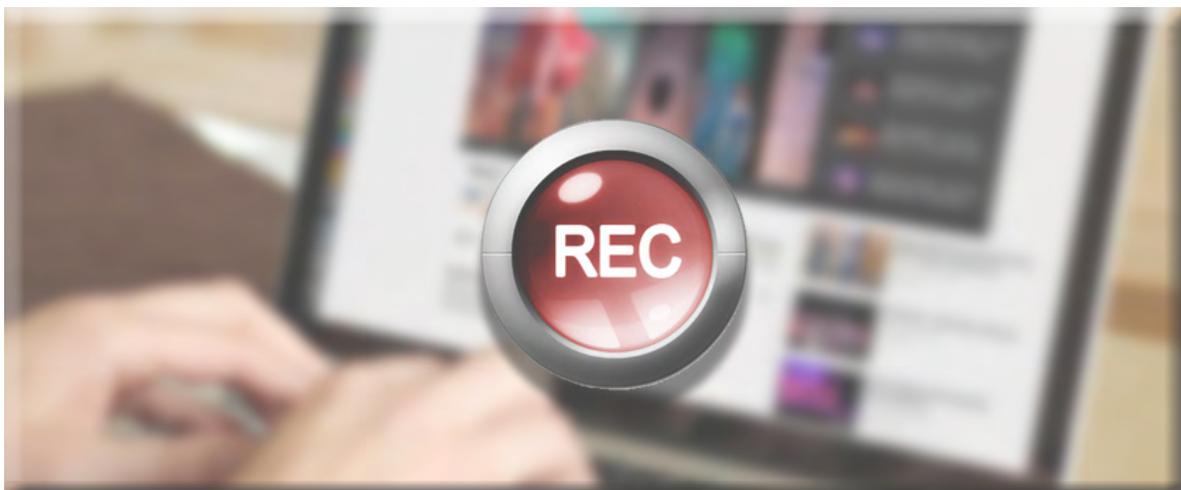


- 3.2.10. Links from CVTuber**
- 3.2.11. Ending your relationship with CVTuber**
- 3.2.12. Exclusion of Warranties**
- 3.2.13. Limitation of Liability**
- 3.2.14. General legal terms**

- 4. HOW TO CREATE A PROFILE? (for students, youth)**
 - 4.1. Registration and profile information**
 - 4.2. How to edit/delete a profile**

- 5. HOW TO CREATE A PROFILE? (for HR professionals)**
 - 5.1. Registration and profile information**
 - 5.2. How to edit/delete a profile**
 - 5.3. How to search a potential employee?**

- 6. GOOD PRACTICES**
 - 6.1. Czech Republic**
 - 6.2. Germany**
 - 6.3. Portugal**
 - 6.4. Spain**



1. INTRODUCTION TO CVTube PROJECT

1.1. DESCRIPTION

CVTube is a project funded under the call Cooperation for innovation and the exchange of good practices – Strategic Partnerships for higher education (resgistration number: 2017-1-CZ01-KA204-035613). The CVTube project aims at giving an answer to the urgent need to tackle youth unemployment. The goal is to develop an interactive online talent platform for young people to directly link them to potential employers. The CVTube platform will enable young people to create videos for self-presentation that will be linked to their digitalized CVs. Young people are more likely to convince potential employers with their personality rather than with written CVs, as they often cannot yet show a long impressive biography list. The platform will counteract this disadvantage by opening up a way of addressing employers in a more direct and individual way that emphasizes the impact of charisma and personality. This will raise young people's chances of making an impression on the employer and will therefore increase their prospects of being hired. The overall objective of CVTube is to reinforce Europe's potential of inclusive growth & a high employment economy (Europe2020 strategy).



CVTube

Home About News Outcomes Contact English

CVTube

<http://project.cvtuber.eu>



1.2. OBJECTIVES

- To develop a platform which can help to increase youth employability by up-taking videopresentations for job application to give youth the chance to creatively present themselves for potential employers.
- To better link the business sector and potential employers with skilled young people among Europe and help our youth to successfully enter the labour market.
- To increase youth mobility for those who cannot find a job in their home country but may score with their qualifications abroad.

1.3. BENEFICIARIES

The beneficiaries of the project are **young people from the European Union**, jobseekers, HR departments, VET teachers, National Employment Services and National Recruitment agencies.

1.4. PARTNERS



EuroProfis

www.europrofis.cz



EditValue

www.editvalue.com



IAT

www.iat.eu



ANCED

www.anced.es



OA Písek

www.oa-pisek.cz



Chamber of Commerce, Industry and Services of Badajoz

www.camarabadajoz.es



University of Minho

www.uminho.pt

Universidade do Minho



UDIMA (associated partner)

www.udima.es

1.5. VIDEO PRESENTATION OF THE PROJECT

CvTube Project - Erasmus +

udima @nced

Management and Execution (II)

Online tutorials and creating sample videos

Elaboration of materials for the creation of tutorials of use of the platform. The materials produced will address issues such as:

- What are CVs for video?
- How to present yourself positively?
- What should I include in my video CV?
- How do I edit my CV on video?

Udimma @nced Erasmus+

<https://www.youtube.com/watch?v=7e1UDHjrlng>



1.6. ABOUT THIS HANDBOOK

This training manual is a guide for (VET) teachers, trainers and coaches who assist their students with the job search and preparation of application documents and last but not least for students themselves.

Here, students, teachers, trainers and coaches will find hints, advices, instructions for how to present oneself via the video-applications and a catalogue for best practices and examples of videos.

The aims of this handbook are:

- To empower teachers/trainers and other authorities to provide good recommendations for video-based applications to their students/clients.
- To support students and increase their motivation in seeking a job with using the modern and attractive video based tool.
- To give instructions, examples, script with background information, applicability issues and assessment criteria etc.
- To provide insights in specifics concerning video-applications.
- To give practical advice for creative profile-video creation.

2. VIDEO PRODUCTION

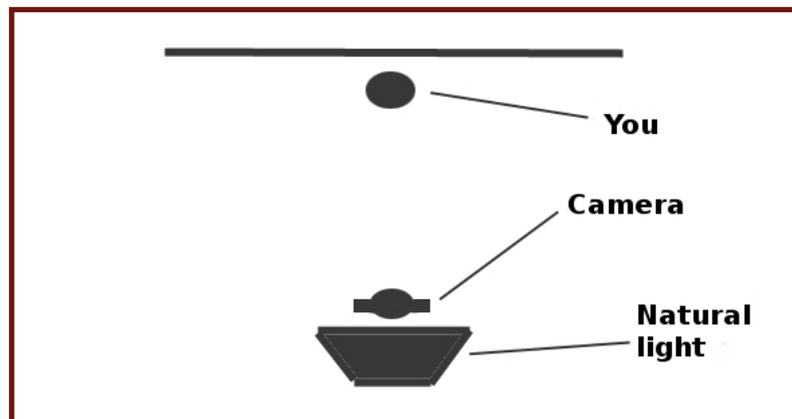
2.1. SURROUNDINGS AND PREPARATION

What you need to take into consideration to record your video:

2.2.1. Setting

Remember that the place chosen should help you and empower your video. The video should be recorded on a white wall, without mirrors, posters, painting and another distractors which could catch the attention from the viewers.

Where you are placed need to be natural and clean of noise. Not less important is illumination. Find a good natural light if that is possible.



2.2.2. Speech

Your speech is the main important thing. What you are saying and how you are saying it have to be clear, concise and true.

Employers seek natural people, that is given by practising. Prepare your speech in advance and practice it in front of a mirror, this will give you confidence of yourself.

When you record the video, look at the camera keeping the eye contact. Pay attention to your posture, speak slowly and smile.



Your video Cv is your first interview! Work on it and do not be nervous.

2.2. CONTENT

Your discourse should cover information about personal details (introduce yourself by saying your name and your last name), your last academic degree, a description of the position you are looking for and skills.

Talk about what and where you have studied, skills that you have acquired in your work experiences and the ones relate to your personality. What makes you unique? Emphasize your strengths and your add-value to the future employer!

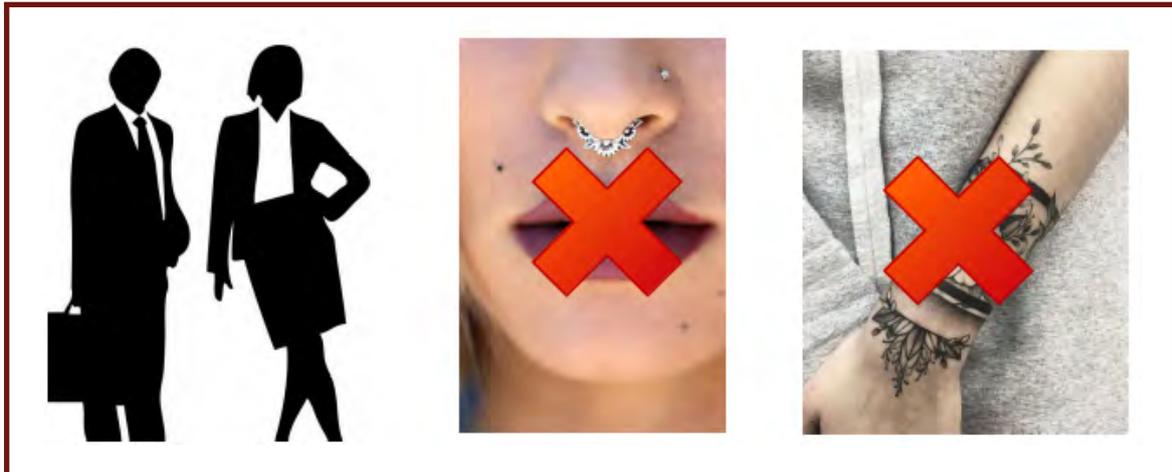
Nowadays, speaking foreign languages and IT skills are very considered, talk about this. Your interests and hobbies will give more information to employers who will use it to make an idea of you.



Remember to be natural, do not read out your Cv! You can repeat it as many time you want until you are happy with the final result!

2.3. ADVICES

It depends on the position which you are asking for, you should pay attention to your image. Some companies have a dress code so it might help you wear formal clothes. Girls need to pay attention to makeup, it should be natural.



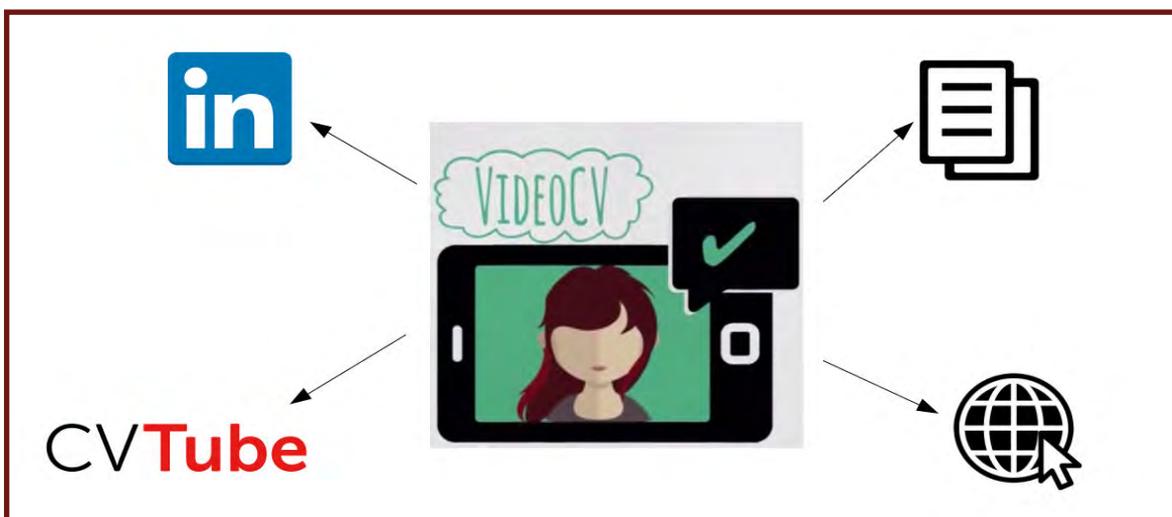
Piercing and tattoos are not allowed in some work places, think about the position you are looking for and remove piercing and try to hide tattoos in case it is requested.

Regarding communication, you must provide only true information. Control the speed of speaking and avoid colloquial expressions.

Remember to be natural, do not use formal vocabulary. It might help you to think of a friend conversation (in a polite way), talk in a relaxed and friendly way.

If you are a shy person, all these advices will help you to make a good video CV. Do not worry if you do not get it at the first time. All is given by practising.

Share the URL in the social networks like LinkedIn in your applications email, in your traditional CV and so on.





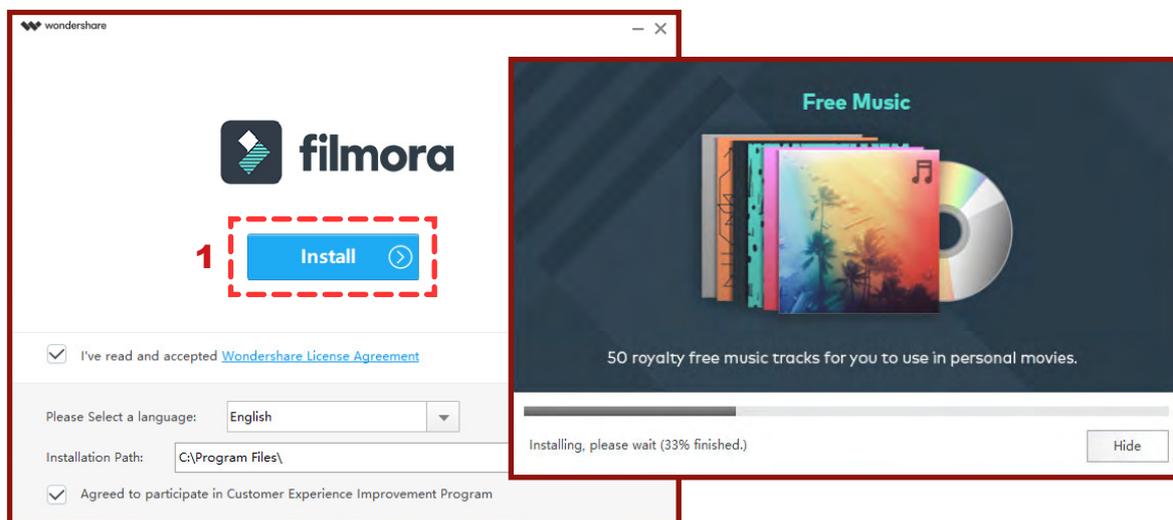
2.4. HOW TO EDIT VIDEOS?

2.4.1. Filmora video editor

Filmora Video Editor is a video editing software for users who do not have much experience in editing videos but want to make professional-looking ones. It provides almost all video editing tools: trim, crop, split, rotate, combine, aspect ratio, hue, brightness, speed, saturation, contrast, as well as amazing effects: filters, overlays, motion graphics, transitions, titles, PIP, face-off, etc. for users to make stunning videos. And this video editor for Windows allows users to export the result video to any video format users like, share on YouTube, Facebook, Vimeo or burn to DVDs.

2.4.1.1. Download and install

Download Filmora Video Editor¹ to create videos and install the Video Editor (**1**) on your PC. The installation is very simple, just follow the on-screen instruction to nish the installation process.



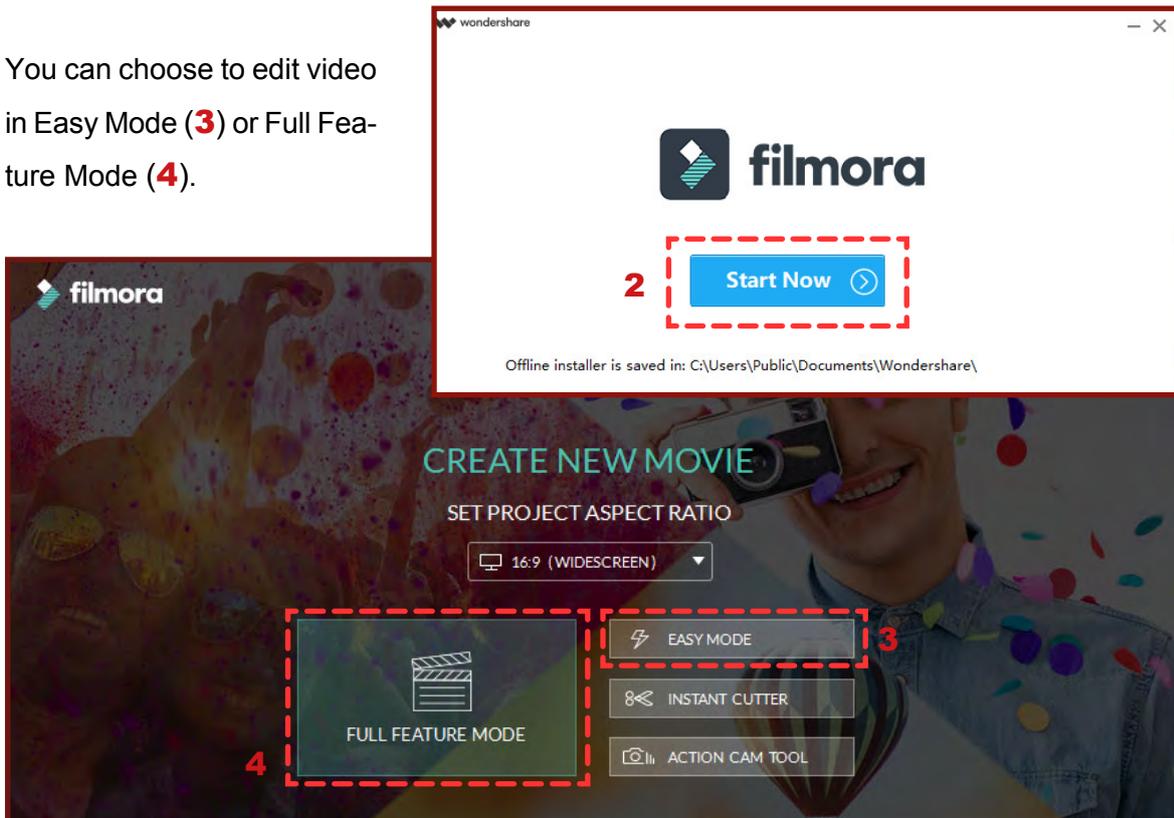
2.4.1.2. Start your video editing project

When the download is completed, you push "Start Now" (**2**) and you can select your desired aspect ratio (4:3 or 16:9) for your video display.

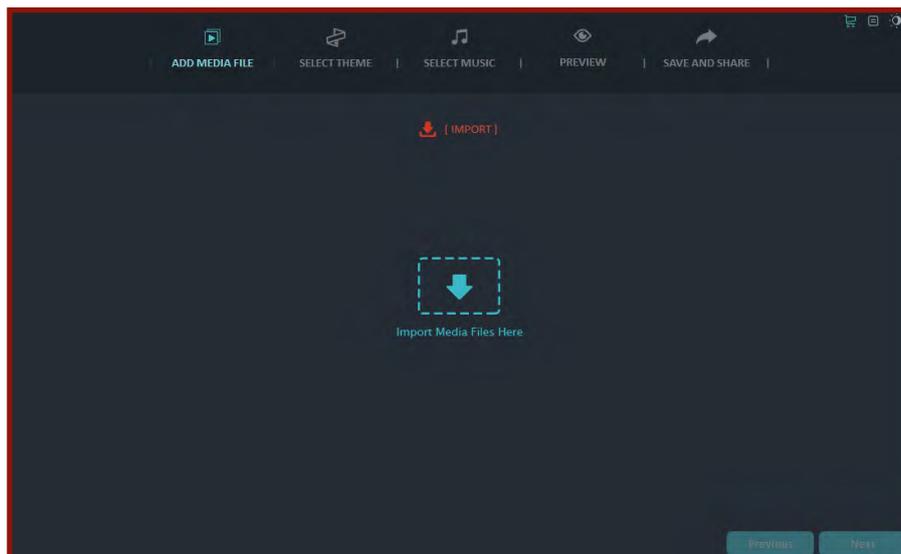
¹ <http://filmor.wondershare.es>



You can choose to edit video in Easy Mode (3) or Full Feature Mode (4).



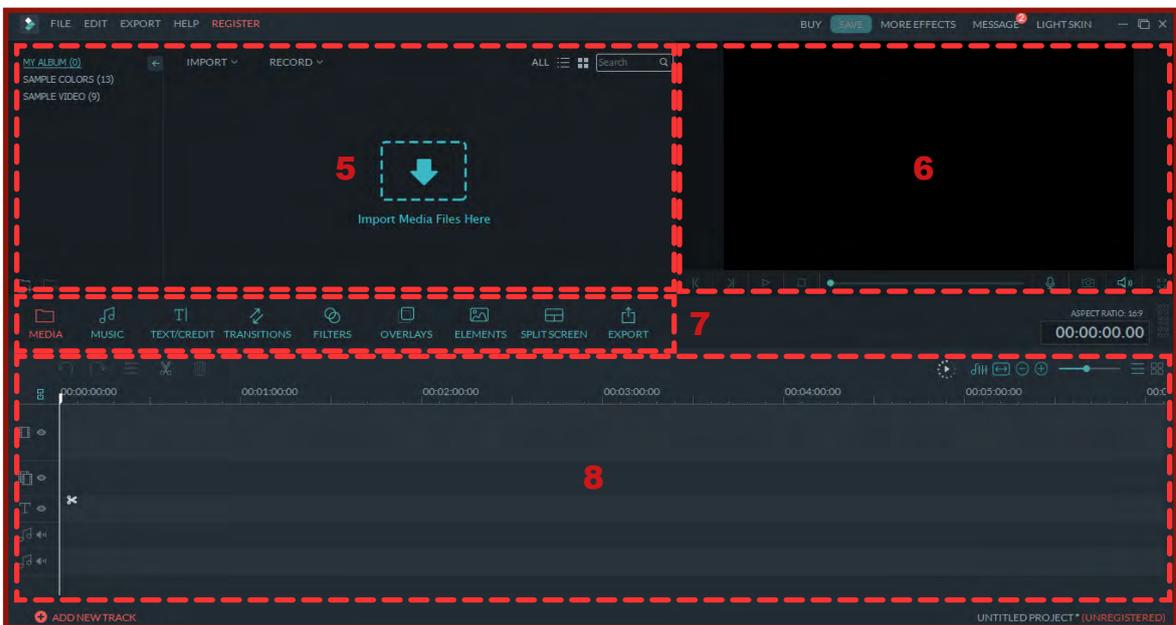
Easy Mode. The editing interface in Easy Mode is intuitive. You can import video, select theme and music, preview and export it. Filmora Video Editor supports to edit 4K videos and GIF files.



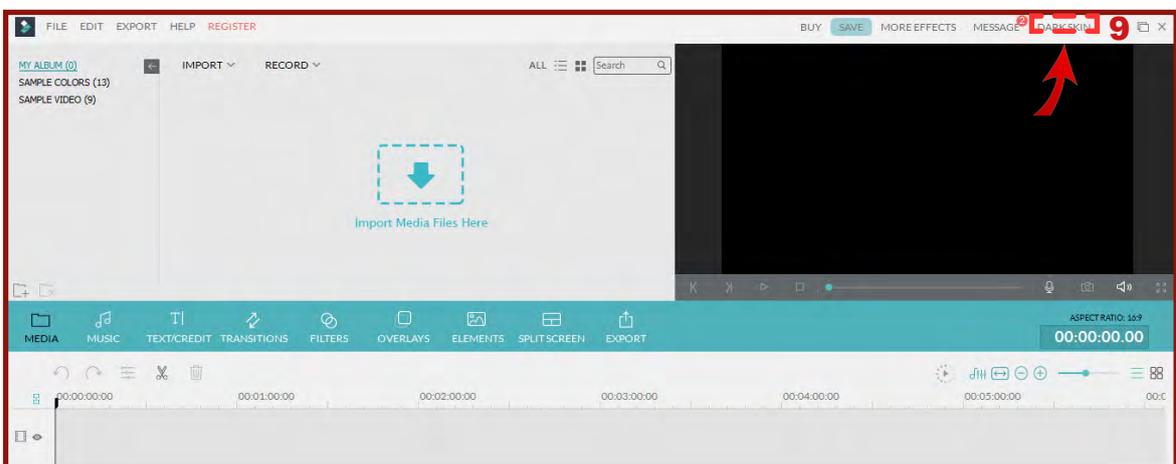
Full Feature Mode. You can have advanced editing tools in Full Feature Mode.



1. **Media Library (5)**. You can import media files, including videos, photos, and audio, to the library. It will display the thumbnail of your media file here.
2. **Preview (6)**. In the preview window, you can view and check your video.
3. **Toolbar (7)**. The toolbar provides you with various editing tools. You can edit video and add effects including text/credit, transitions, filters, overlays, elements, and split screen.
4. **Timeline (8)**. This is the storyboard that you assemble your video project. And you can perform video editing in this section.



You can shift the skin promptly by selecting "LIGHT SKIN" or "DARK SKIN" (9) at the right corner.

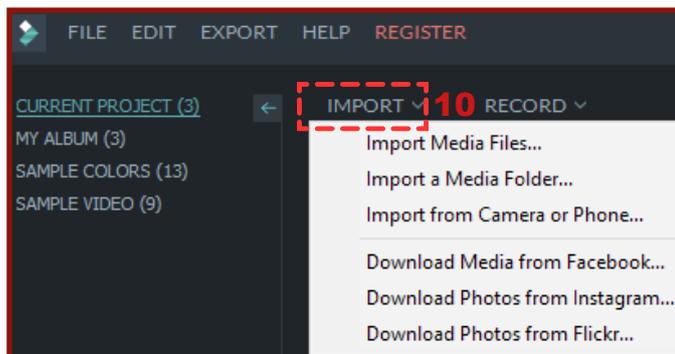




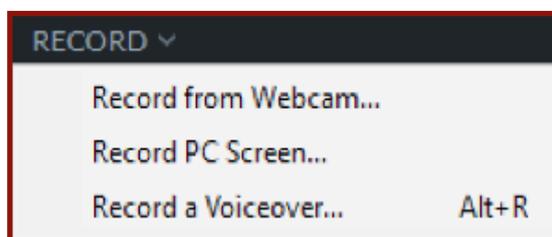
2.4.2. Create video curriculum

2.4.2.1. Import media files

Click "FILE", "IMPORT" (**10**), choose Import media files/Import a media folder/Import from camera or phone...



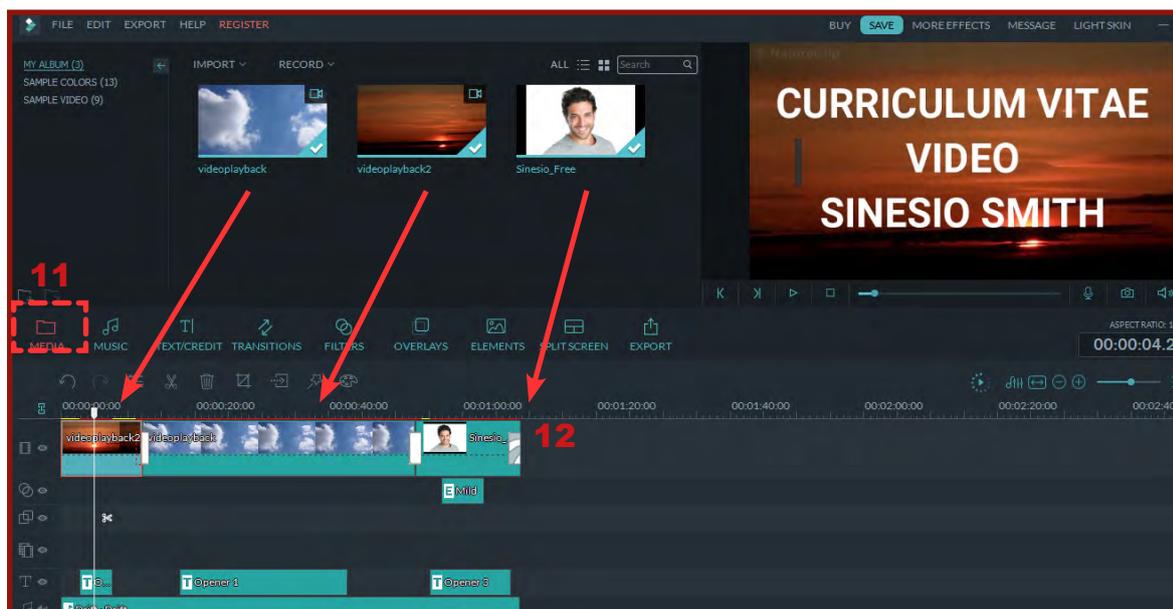
- Click Import Media Files.
- Drag and drop the files to the Media Library panel.
- Import a Media Folder.
- Import from Camera or Phone.



You can also record a video file from Webcam, register PC screen and a voiceover using the built-in video recorder.

2.4.2.2. Add clips to a video sequence in the timeline

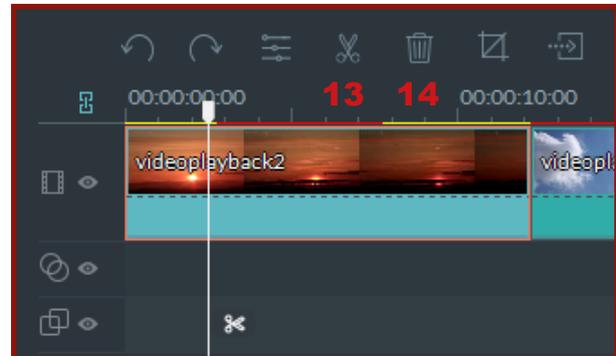
Drag and drop the thumbnail of the media file in the media library panel (**11**) to the timeline (**12**).





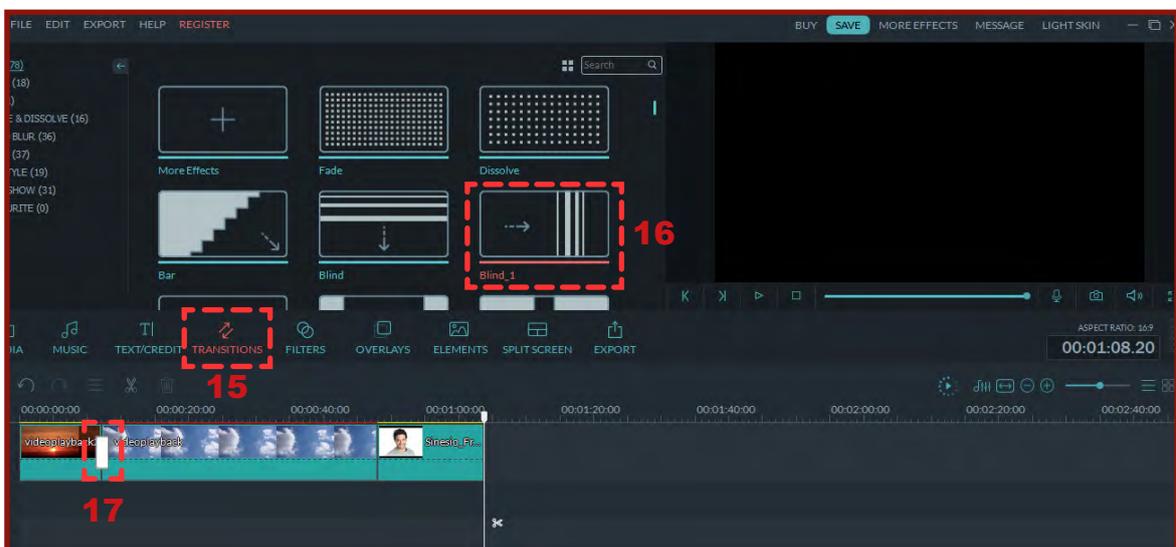
If you need to trim the video from the beginning or the end of the video, hang your mouse at the front/rear of the clip until  shows, drag it forward or backward to unleash in the position where you want to trim an unwanted part.

If you need to cut a section in the middle of the video, drag the slider to the start point and the end point of the unwanted part, press the scissor icon, "Split" (**13**), to split the video first, select the unwanted part, press "Delete (Del)" (**14**) button to remove it.



2.4.2.3. Apply transitions

Access the transition library, which enables you to apply the transition to a single video/image or between videos and images on a track in video production. Currently the transition can be applied to the files on the video track (first line of the timeline) only.



To apply the transition follow below steps:

- Drag and drop the video/image to the first line of the timeline.
- Select "TRANSITIONS" (**15**) to access the transition library.
- Select one transition style (f.e., Blind_1) (**16**) and then drag it to the start or the end of a video/image on the video track.

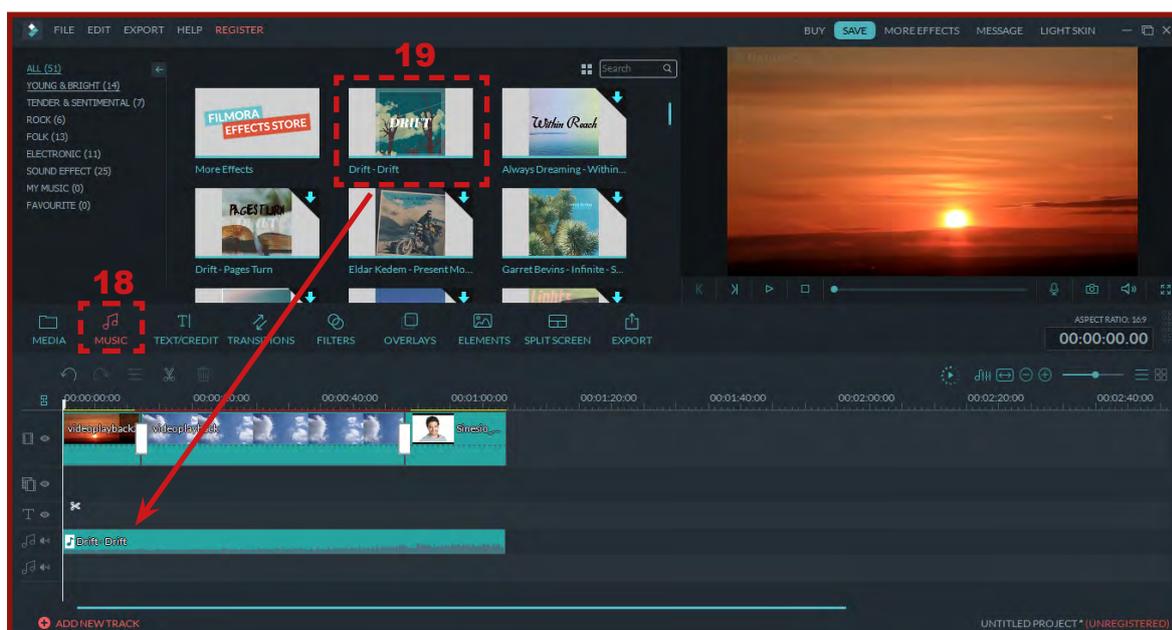


- You can double click the transition on timeline, and then enter the duration value you need. Or you can click and drag its start/end points (**17**) of the clip forward or backward within the video/image. The default duration is two seconds.

To remove a transition effect from the video track in your project, right click the transition in the video track in the timeline and select "Delete" from the menu.

2.4.2.4. Add background music to the video

To add a sound effect to your project, go to "MUSIC" (**18**), look for the folder called "SOUND EFFECT", select the sound effect you want (f.e., Drift-Drift) (**19**) to add to your project. Next, drag the sound effect from the Media Library and drop it on the sound track in the timeline.



To adjust a sound effect:

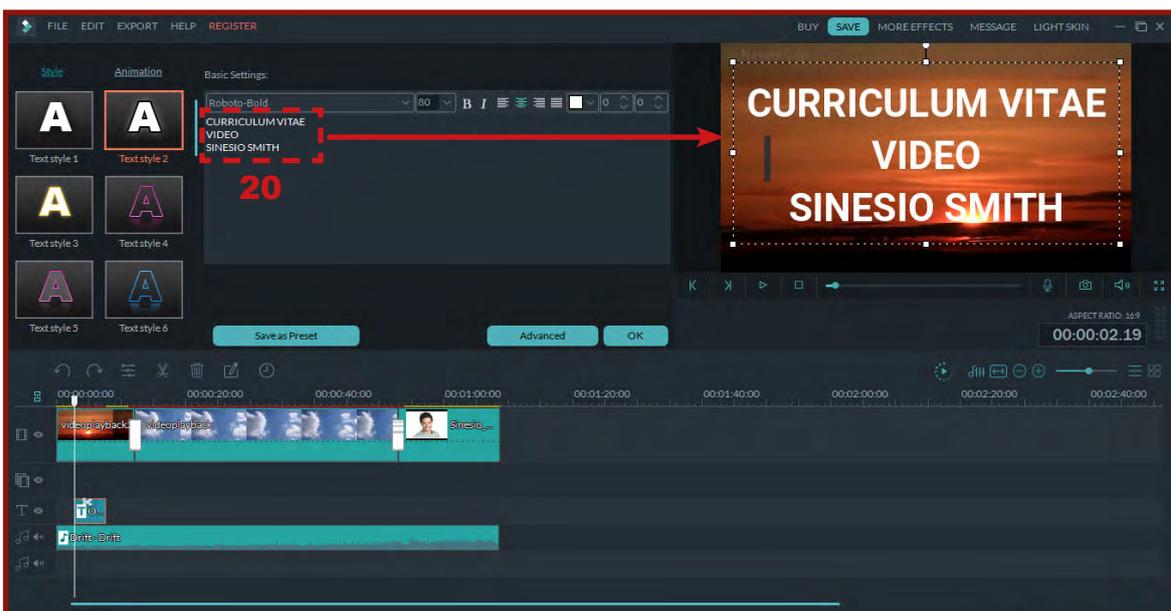
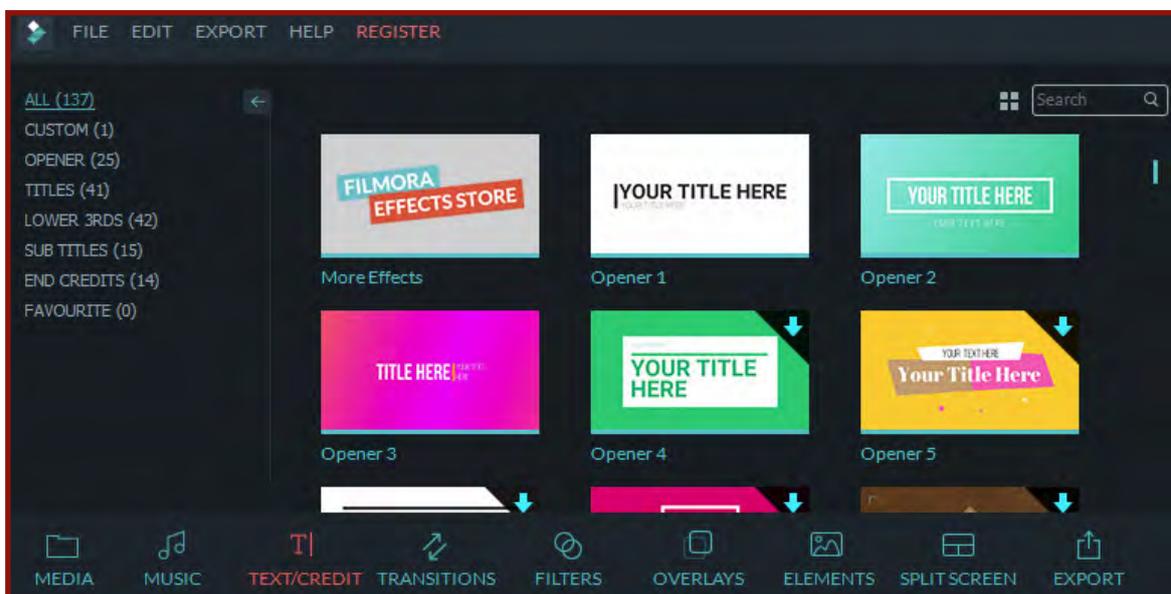
- **Fade in/ fade out a sound effect.** Double click on the sound effect in the sound track to bring up the setting window, adjust the sliders to add a Fade In or Fade Out effect to the sound effect.
- **Adjust the speed and volume of a sound effect.** Double click on the sound effect in the sound track to bring up the setting window, adjust the sliders to adjust the speed or the volume of the sound effect.



To remove a sound effect from the sound track in your project, right click the sound effect in the sound track in the timeline and select "Delete".

2.4.2.5. Apply text into your video project

Texts and titles can be created easily and quickly, with animated text effects such as headers and dialog balloons. You can add a title to your video using the various text effects that are offered. To do so, drag and drop an effect from the text effects library and double-click on it to edit the text (**20**).

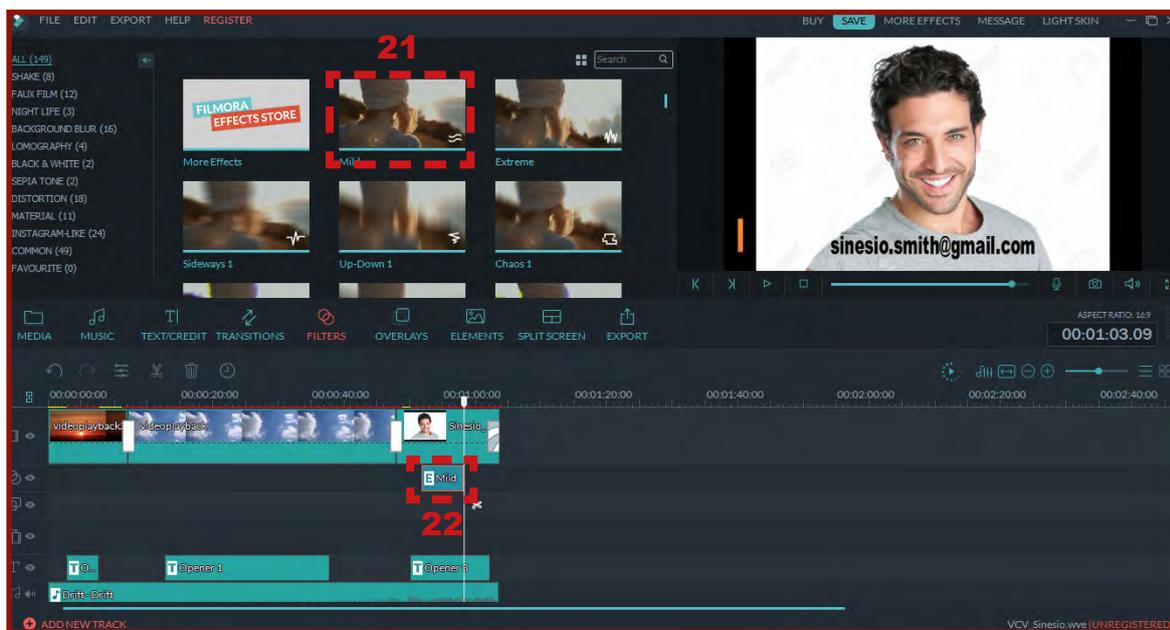


To remove a text effect, right click and choose "Delete".



2.4.2.6. Apply filters

In the Media Library, select the filters that you want to add to your project (**21**). Drag the filter from the Media Library to the Overlay Track on the timeline (**22**).



To remove filters from your project, right click the target filter in the overlay track and select "Delete" from the menu.

2.4.3. Export video

2.4.3.1. Save and export the project with a specific video format

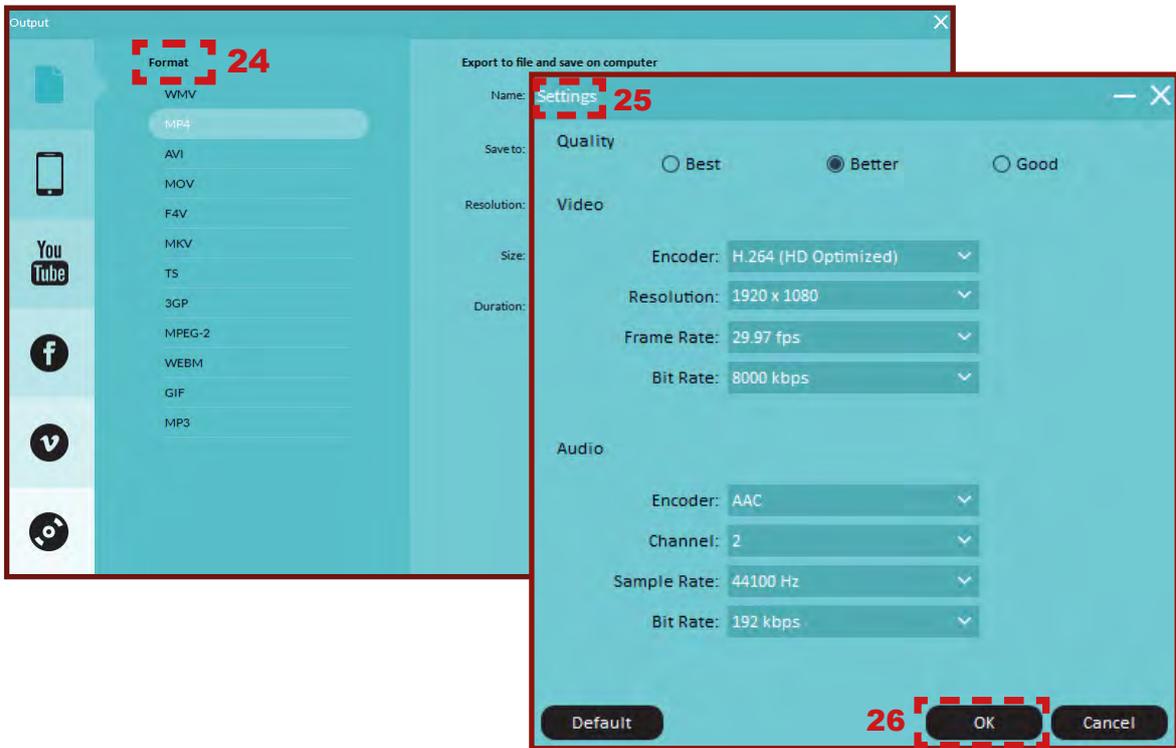
Once you've done with all the editing works, next step would be saving and exporting your work.

If you want to save the project on your computer with a specific video format, after you click the "EXPORT" button (**23**), please choose "Format" (**24**) tab and select the format required. Currently, Filmora supports to export in WMV, MP4, AVI, MOV, FLV, MKV, TS, 3GP, M-PEG-2, WEBM, GIF and MP3 formats.

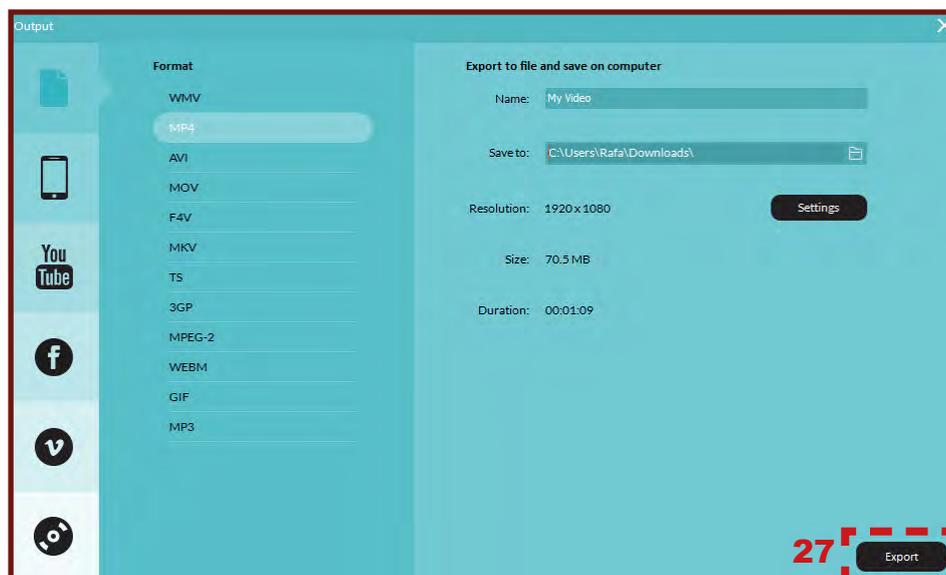




After selecting the output format, you can rename the video and change the location where you save it. Also you can check the output size before conversion. Furthermore, you are eligible to adjust output quality by pressing "Settings" (**25**) tab (in default, the exported video is in Better level).



When you finish the adjustment, press "OK" (**26**) to save all the setting. Lastly, press "Export" button (**27**) to start the conversion.

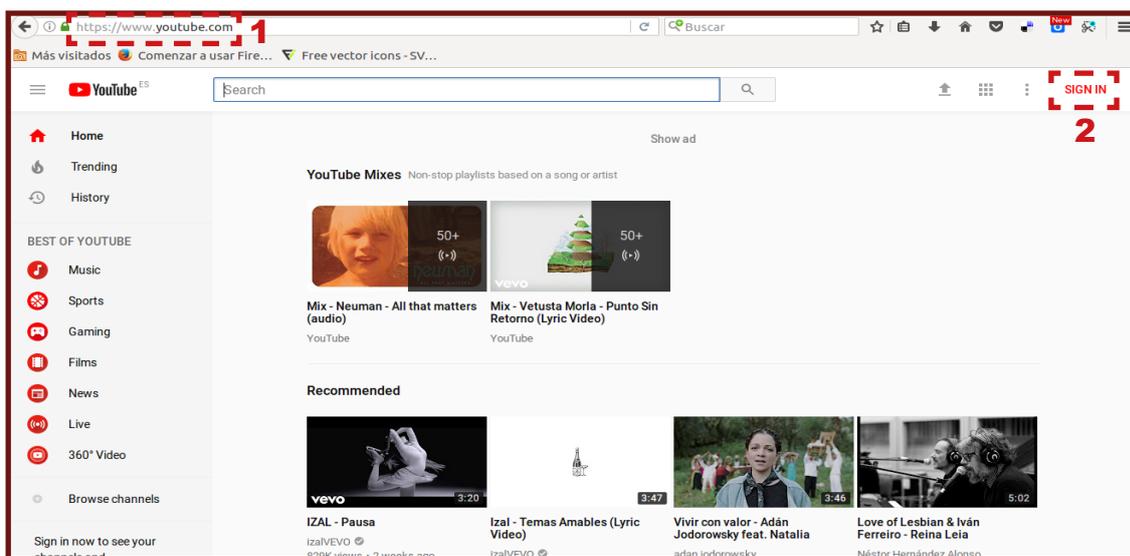




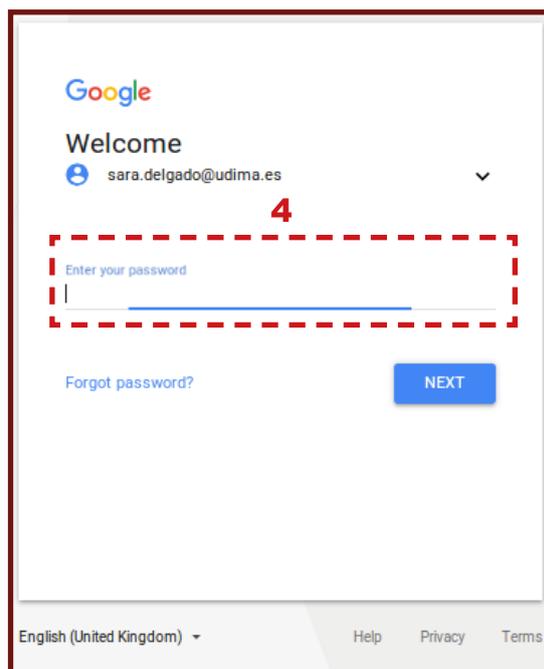
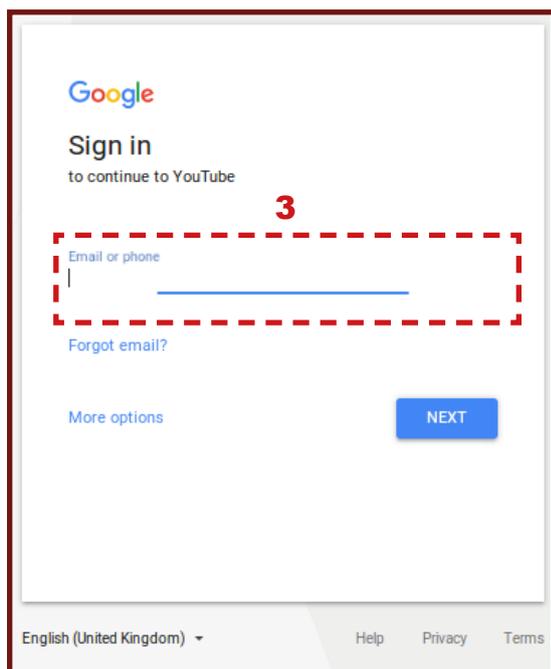
Tips: The size of the video depends on the length of the project and the bit rate. If you found the size is incredibly huge after conversion, please go back to the settings window to adjust above two factors.

2.5. HOW TO UPLOAD VIDEOS TO YOUTUBE?

First, sign in to YouTube.



Enter your data: email or phone (3) and password (4).





If you do not have a Google account, you can create one. Go to the Google Account creation page².

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods
[Use my current email address instead](#)

Password Confirm password

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

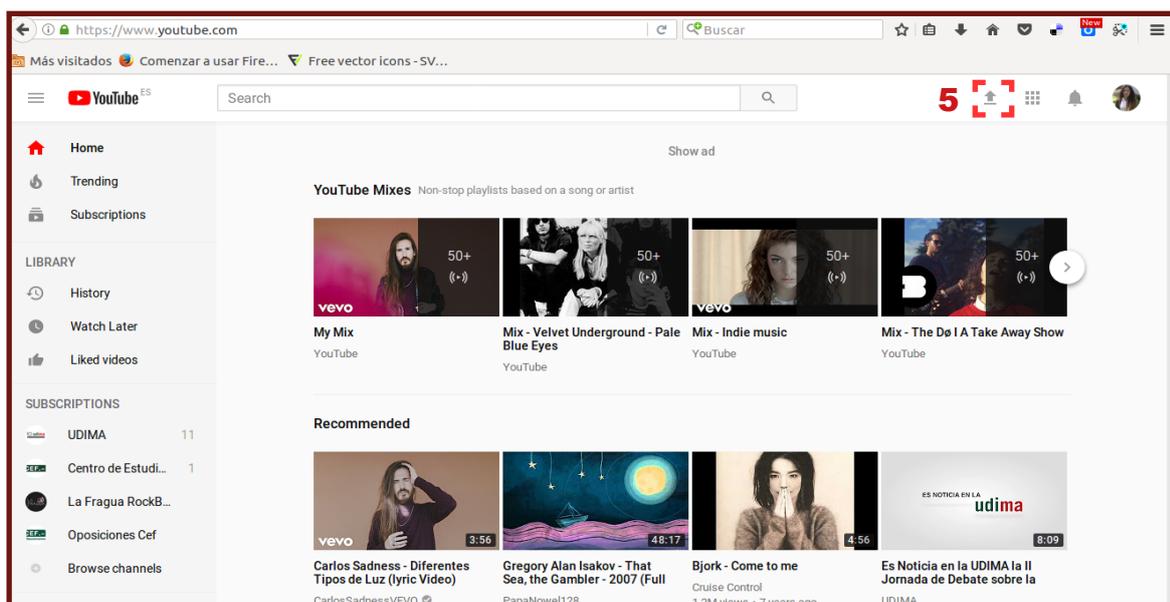
One account. All of Google working for you.

Follow the steps on the screen to set up your account.

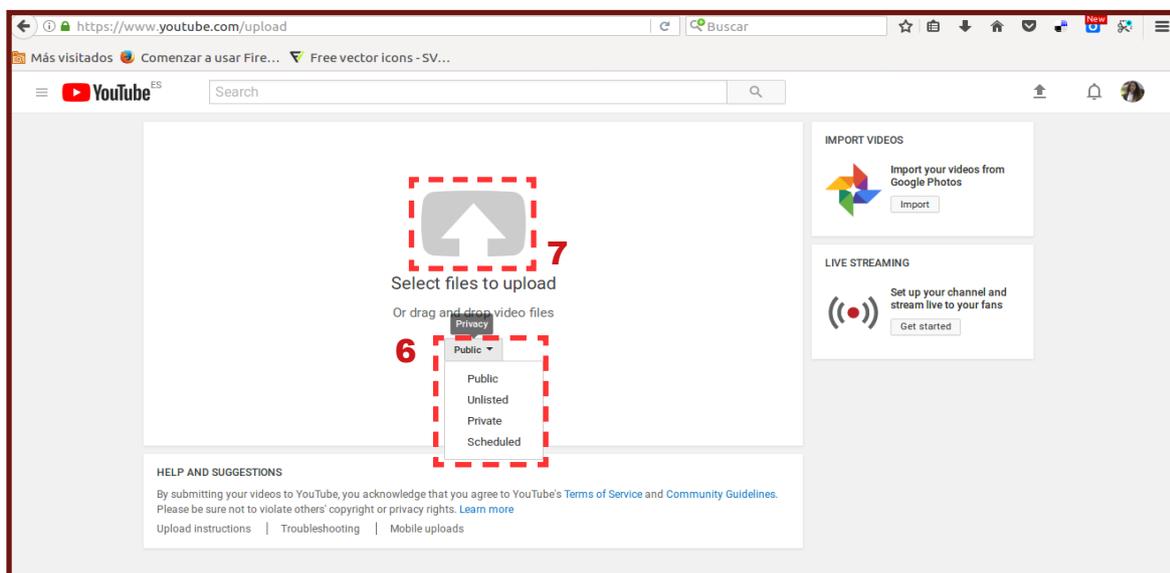
Once you have created your Google account, you can log in to YouTube using the “SIGN UP” button as you have seen before.

The following image shows the appearance of the page when you log in. To upload your videoCV to YouTube, click on the arrow button (step **5** in the next image).

² Url of google account creation page: <https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>



Before you start uploading the video, you can choose the video privacy settings (6) you prefer and select the video you'd like to upload from your computer (7).



You can easily change the privacy settings of your videos and manage who has access to viewing.

- **Public** videos and playlists can be seen by and shared with anyone.
- **Private** videos and playlists can only be seen by you and the users you choose.
- **Unlisted** videos and playlists can be seen and shared by anyone with the link.



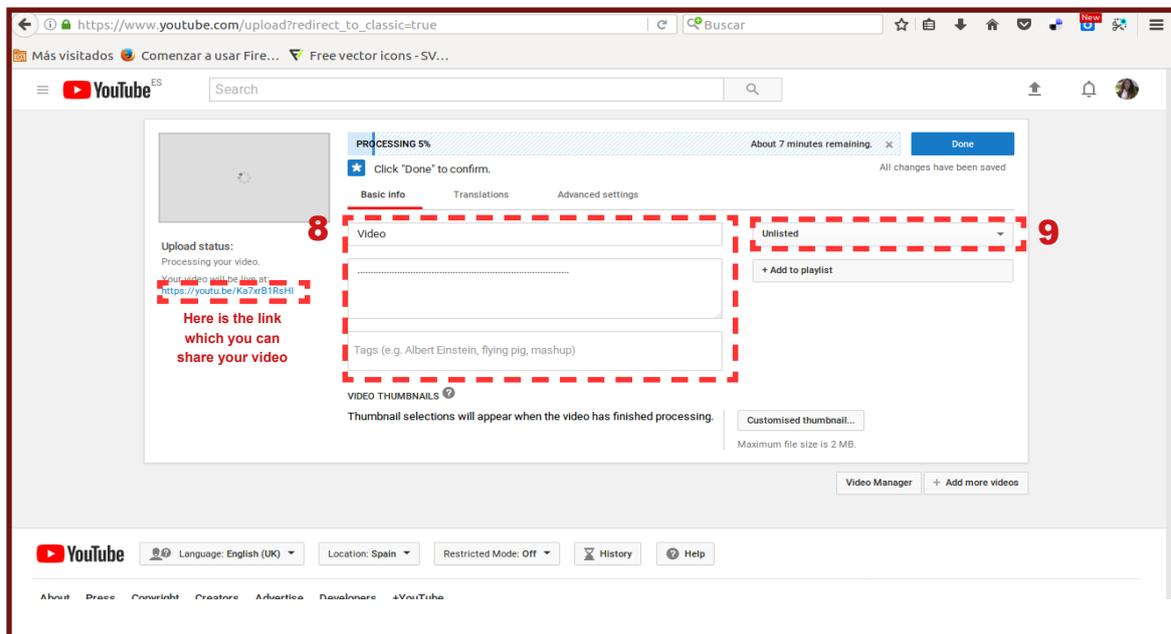
Feature	Unlisted	Private	Public
Can share URL	Yes	No	Yes
Can be added to a channel section	Yes	No	Yes
Shows up in search, related videos, and recommendations	No	No	Yes
Posted on your channel	No	No	Yes
Shows in subscriber feed	No	No	Yes

Source: <https://support.google.com/youtube/answer/157177?hl=en>

Normally it is advisable that you use the unlisted mode.

The supported YouTube file formats are: .MOV, .MPEG4, .MP4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM, DnxHR, ProRes, CineForm and HEVC (h265)³.

When you select the file, your videoCV starts to upload. You must wait for the video to reach 100% upload. You can add a title, a description and tags (8) and you can change the privacy mode again (9).



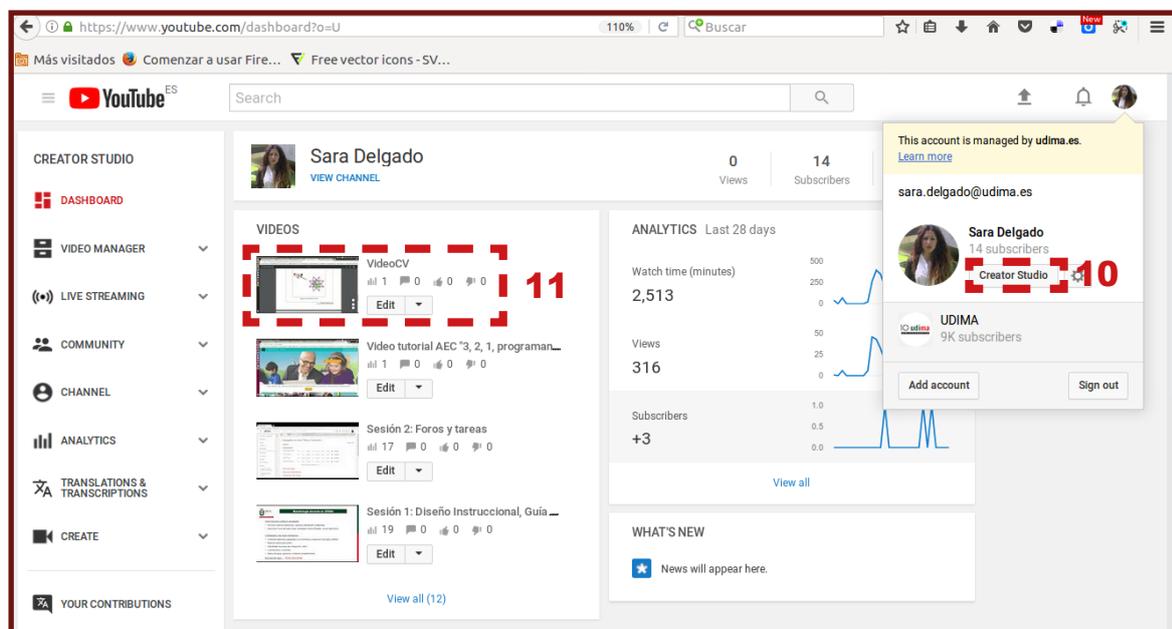
Click Publish to finish uploading a public video to YouTube. If you set the video privacy setting to Private or Unlisted, just click Done to finish the upload or click Share to privately share

³ If you need help about this, visit the web <https://goo.gl/Tf9sPp>

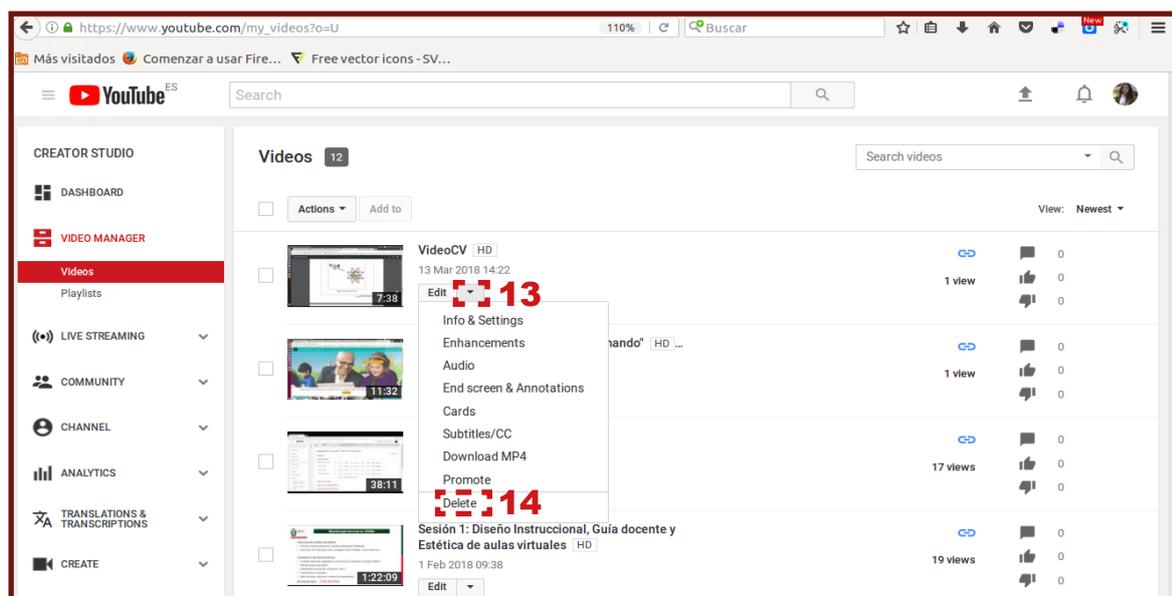


your video. If you have not clicked Publish, your video will not be viewable by other people. You can always publish your video at a later time in your Video Manager.

In the panel called "Creator Studio" (10) you can see your uploads (11).

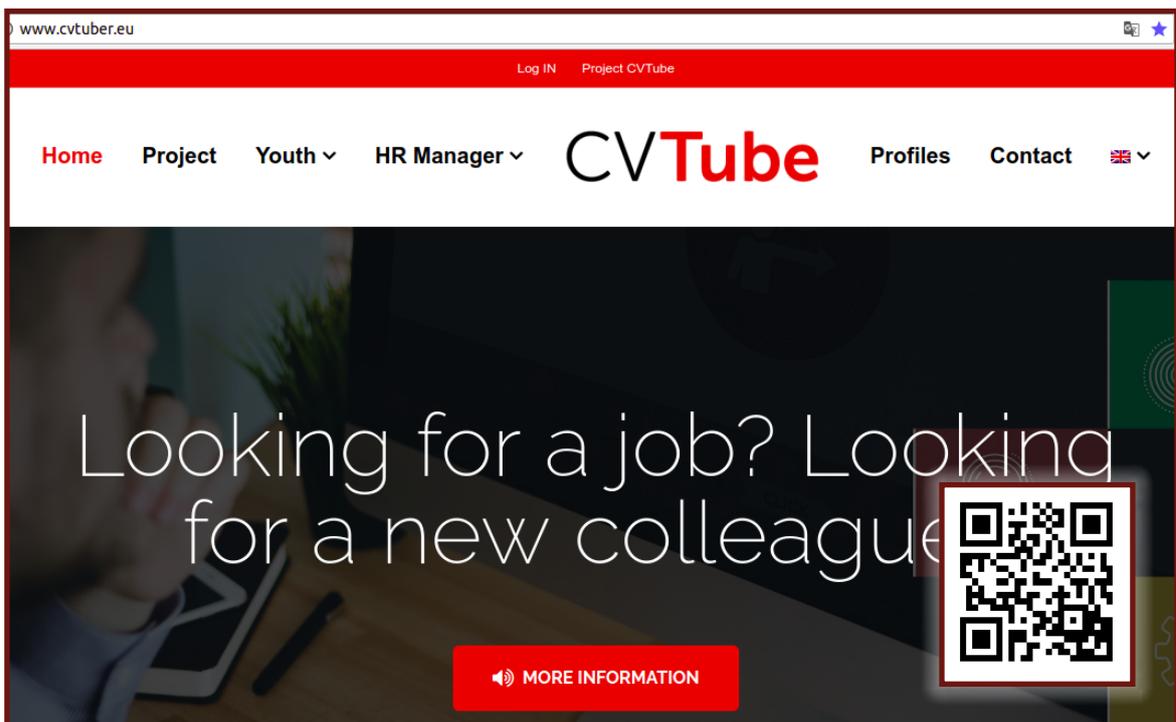


If you want to delete your videoCV, click on the "Delete" option on the drop-down button:



3. CVTube PLATFORM INTRODUCTION

3.1. PARTS OF THE CVTube PLATFORM



<http://www.cvtuber.eu/>

The CVTube platform is the most important result of the CVTube project.

The platform is accessible for both: job-seeking youth and potential employers. The created videos and profiles have different levels of visibility for better data protection and control by the user. The user can, for example choose, if his profile is openly accessible via a search engine or if it is rendered anonymous with personal data hidden for unauthorized viewers.

The platform has been developed under the responsibility of EuroProfis, our IT-specialist in the consortium. It has been pilot tested with VET students and employers/HR managers to make sure it is user-friendly and fulfils the expectations of both target groups. The feedback has been evaluated and corrective actions implemented where necessary. As most young



people use smartphones we have also developed a mobile access to the CVTube platform to facilitate the management of their application.

The CVTube online platform serves...

- To job-seeking young people for managing their job application process completely online and to apply in a unique and creative way that catches the employers' attention.
- To store and present all video-applications from young people all around Europe.
- To offer online tutorials and example videos for creating an effective video CV and online application documents
- To offer peer reviews and expert reviews of one's own profile and videos.
- To attract potential employers and facilitate pre-selection for employment candidates.
- To influence the process of how employers select their candidates to one that benefits particularly young people by offering the employers an alternative to the written CV.

3.2. TERMS AND CONDITIONS OF THE CVTube PLATFORM

3.2.1. Your relationship with CVTuber

1.1. Your use of the CVTuber website (the "Website") from or through the Website by CVtuber (collectively the "Service") is subject to the terms of a legal agreement between you and CVTuber. "CVTuber" means CVTube Erasmus+ project, cofinanced by EU, with coordinator EuroProfis, s.r.o., Vinohradská 29/93, Praha 2 CZ.

1.2. Your legal agreement with CVTuber is made up of (A) the terms and conditions set out in this document.

1.3. The Terms form a legally binding agreement between you and CVTuber in relation to your use of the Service. It is important that you take the time to read them carefully.



1.4. The Terms apply to all users of the Service, including users who are also contributors of Content, on the Service. "Content" includes the text, software, scripts, graphics, photos, sounds, music, videos, audiovisual combinations, interactive features and other materials you may view on, access through or contribute to the Service.

3.2.2. Accepting the Terms

2.1. In order to use the Service, you must firstly agree to the Terms. You may not use the Service if you do not accept the Terms.

2.2. You can accept the Terms by simply using the Service. You understand and agree that CVTuber will treat your use of the Service as acceptance of the Terms from that point onwards.

2.3. You may not use the Service and may not accept the Terms if:

- a) You are not of legal age to form a binding contract with CVTuber, or (b) you are a person who is either barred or otherwise legally prohibited from receiving or using the Service under the laws of the country in which you are resident or from which you access or use the Service.
- b) You should print off or save a local copy of the Terms for your records.

3.2.3. Changes to the Terms

CVTuber reserves the right to make changes the Terms from time to time, for example to address changes to the law or regulatory changes or changes to functionality offered through the Service. Therefore you must look at the Terms regularly to check for such changes. The modified version of the Terms (the "Modified Terms") will be posted at <https://www.CVTuber.eu> or made available within the Service (for any modified additional terms). If you do not agree to the Modified Terms you must stop using the Service. Your continued use of the Service after the date the Modified Terms are posted will constitute your acceptance of the Modified Terms.



3.2.4. CVTuber accounts

4.1. In order to access some features of the Website or other elements of the Service, you will have to create a CVTuber account. When creating your account, you must provide accurate and complete information. It is important that you must keep your CVTuber account password secure and confidential.

4.2. You must notify CVTuber immediately of any breach of security or unauthorised use of your CVTuber account that you become aware of.

4.3. You agree that you will be solely responsible (to CVTuber, and to others) for all activity that occurs under your CVTuber account.

3.2.5. General restrictions on use

5.1. CVTuber hereby grants you permission to access and use the Service, subject to the following express conditions, and you agree that your failure to adhere to any of these conditions shall constitute a breach of these Terms on your part:

- A) You agree not to distribute any part of or parts of the Website or the Service, including but not limited to any Content, in any medium without CVTuber's prior written authorisation, unless CVTuber makes available the means for such distribution through functionality offered by the Service (such as the CVTuber Player).
- B) You agree not to alter or modify any part of the Website or any of the Service.
- C) You agree not to (or attempt to) circumvent, disable or otherwise interfere with any security related features of the Service or features that
 - i) Prevent or restrict use or copying of Content, or
 - ii) Enforce limitations on use of the Service or the content accessible via the Service.
- D) You agree not to use the Service for any of the following commercial uses unless you obtain CVTuber's prior written approval:



- i) The sale of access to the Service.
 - ii) The sale of advertising, sponsorships or promotions on any page of an ad-enabled blog or website containing Content delivered via the Service unless other material not obtained from CVTuber appears on the same page and is of sufficient value to be the basis for such sales.
- E) Prohibited commercial uses shall not include:
- i) Uploading an original video to CVTuber.
 - ii) Maintaining an original channel on the Website in order to promote a business or artistic enterprise.
 - iii) Showing CVTuber videos through the CVTuber Player or otherwise on an ad-enabled blog or website, subject to those advertising restrictions set out in 5.1.E) iii) above; and
 - iv) Any use that is expressly authorised by CVTuber in writing;
- F) You agree not to use or launch any automated system (including, without limitation, any robot, spider or offline reader) that accesses the Service in a manner that sends more request messages to the CVTuber servers in a given period of time than a human can reasonably produce in the same period by using a publicly available, standard (i.e. not modified) web browser.
- G) You agree not to collect or harvest any personal data of any user of the Website or any Service (and agree that this shall be deemed to include CVTuber account names).
- H) You agree not to use the Website or the Services (including the comments and email features in the Website) for the solicitation of business in the course of trade or in connection with a commercial enterprise.
- I) You agree not to solicit, for commercial purposes, any users of the Website with respect to their Content; and
- J) You agree not to access Content or any reason other than your personal, non-commercial use solely as intended through and permitted by the normal functionality of the Service, and solely for Streaming. "Streaming" means a con-



temporaneous digital transmission of the material by CVTuber via the Internet to a user operated Internet enabled device in such a manner that the data is intended for real-time viewing and not intended to be downloaded (either permanently or temporarily), copied, stored, or redistributed by the user.

K) You shall not copy, reproduce, distribute, transmit, broadcast, display, sell, license, or otherwise exploit any Content for any other purposes without the prior written consent of CVTuber or the respective licensors of the Content.

5.2. You agree that you will comply with all of the other provisions of the Terms at all times during your use of the Service.

5.3. CVTuber grants the operators of public search engines permission to use spiders to copy materials from the site for the sole purpose of creating publicly available searchable indices of the materials, but not caches or archives of such materials. CVTuber reserves the right to revoke these exceptions either generally or in specific cases.

5.4. CVTuber is constantly innovating in order to provide the best possible experience for its users. You acknowledge and agree that the form and nature of the Service which CVTuber provides may change from time to time without prior notice to you.

5.5. As part of this continuing innovation, you acknowledge and agree that CVTuber may stop (permanently or temporarily) providing the Service (or any features within the Service) to you or to users generally at CVTuber's sole discretion, without prior notice to you. You may stop using the Service at any time. You do not need to specifically inform CVTuber when you stop using the Service.

5.6. You agree that you are solely responsible for (and that CVTuber has no responsibility to you or to any third party for) any breach of your obligations under the Terms and for the consequences (including any loss or damage which CVTuber may suffer) of any such breach.

3.2.6. Copyright policy

6.1. CVTuber operates a clear copyright policy in relation to any Content that is alleged to infringe the copyright of a third party. Details of that policy can be found here: <https://www.CVTuber.eu>



6.2. As part of CVTuber's copyright policy, CVTuber will terminate user access to the /Service if a user has been determined to be a repeat infringer. A repeat infringer is a user who has been notified of infringing activity more than twice.

3.2.7. Content

7.1. As a CVTuber account holder you may submit Content. You understand that whether or not Content is published, CVTuber does not guarantee any confidentiality with respect to Content.

7.2. You retain all of your ownership rights in your Content, but you are required to grant limited licence rights to CVTuber and other users of the Service. These are described in paragraph 8 of these Terms (Rights you licence).

7.3. You understand and agree that you are solely responsible for your own Content and the consequences of posting or publishing it. CVTuber does not endorse any Content or any opinion, recommendation, or advice expressed therein, and CVTuber expressly disclaims any and all liability in connection with Content.

7.4. You represent and warrant that you have (and will continue to have during your use of the Service) all necessary licenses, rights, consents, and permissions which are required to enable CVTuber to use your Content for the purposes of the provision of the Service by CVTuber, and otherwise to use your Content in the manner contemplated by the Service and these Terms.

7.5. You agree that your conduct on the site will comply with (and you agree that the content of all of your Content shall comply with) the CVTuber Community Guidelines, found at <https://www.CVTuber.eu>, as updated from time to time.

7.6. You agree that you will not post or upload any Content which contains material which it is unlawful for you to possess in the country in which you are resident, or which it would be unlawful for CVTuber to use or possess in connection with the provision of the Service.

7.7. You agree that Content you submit to the Service will not contain any third party copyright material, or material that is subject to other third party proprietary rights (including rights of privacy or rights of publicity), unless you have a formal licence or permission from the



rightful owner, or are otherwise legally entitled, to post the material in question and to grant CVTuber the licence referred to in paragraph 8.1 below.

7.8. On becoming aware of any potential violation of these Terms, CVTuber reserves the right (but shall have no obligation) to decide whether Content complies with the content requirements set out in these Terms and may remove such Content and/or terminate a User's access for uploading Content which is in violation of these Terms at any time, without prior notice and at its sole discretion.

7.9. You further understand and acknowledge that in using the Service, you may be exposed to Content that is factually inaccurate, offensive, indecent, or otherwise objectionable to you. You agree to waive, and hereby do waive, any legal or equitable rights or remedies you have or may have against CVTuber with respect to any such Content.

7.10. CVTuber will process any audio or audiovisual content uploaded by you to the Service in accordance with the CVTuber Data Processing Terms (www.CVTuber.eu).

3.2.8. Rights you licence

8.1. When you upload or post Content to CVTuber, you grant:

- A) To CVTuber, a worldwide, non-exclusive, royalty-free, transferable licence to use, reproduce, distribute, prepare derivative works of, display, and perform that Content in connection with the provision of the Service in any media formats and through any media channels – except the private account, where you do not wish to display your content to wide public.
- B) To HR user of the Service, a worldwide, non-exclusive, royalty-free licence to access your Content through the Service, and to use, reproduce, distribute, prepare derivative works of, display and perform such Content to the extent permitted by the functionality of the Service and under these Terms.

8.2. The above licenses granted by you in Content terminate when you remove or delete your Content from the Website. The above licenses granted by you in textual comments you submit as Content are perpetual and irrevocable, but are otherwise without prejudice to your ownerships rights, which are retained by you as set out in paragraph 7.2 above.



3.2.9. CVTuber content on the Website

9.1. With the exception of Content submitted to the Service by you, all other Content on the Service is either owned by or licensed to CVTuber, and is subject to copyright, trade mark rights, and other intellectual property rights of CVTuber or CVTuber's licensors. Any third party trade or service marks present on Content not uploaded or posted by you are trade or service marks of their respective owners. Such Content may not be downloaded, copied, reproduced, distributed, transmitted, broadcast, displayed, sold, licensed, or otherwise exploited for any other purpose whatsoever without the prior written consent of CVTuber or, where applicable, CVTuber's licensors. CVTuber and its licensors reserve all rights not expressly granted in and to their Content.

3.2.10. Links from CVTuber

10.1. The Service may include hyperlinks to other web sites that are not owned or controlled by CVTuber. CVTuber has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party websites.

10.2. You acknowledge and agree that CVTuber is not responsible for the availability of any such external sites or resources, and does not endorse any advertising, products or other materials on or available from such web sites or resources.

10.3. You acknowledge and agree that CVTuber is not liable for any loss or damage which may be incurred by you as a result of the availability of those external sites or resources, or as a result of any reliance placed by you on the completeness, accuracy or existence of any advertising, products or other materials on, or available from, such web sites or resources.

10.4. CVTuber encourages you to be aware when you leave the Service and to read the terms and conditions and privacy policy of each other website that you visit.

3.2.11. Ending your relationship with CVTuber

11.1. The Terms will continue to apply until terminated by either you or CVTuber as set out below.



11.2. If you want to terminate your legal agreement with CVTuber, you may do so by:

- a) Notifying CVTuber at any time, and
- b) Closing your CVTuber account.

11.3. CVTuber may at any time terminate its legal agreement with you if:

- A) You have breached any provision of the Terms (or have acted in manner which clearly shows that you do not intend to, or are unable to comply with the provisions of the Terms); or
- B) CVTuber is required to do so by law (for example, where the provision of the Service to you is, or becomes, unlawful); or

11.4. CVTuber may terminate its legal agreement with you if:

- A) CVTuber is transitioning to no longer providing the Service to users in the country in which you are resident or from which you use the Service; or
- B) The provision of the Service to you by CVTuber is, in CVTuber's opinion, no longer commercially viable

and in the case of each of A and B of this clause 11.4 shall, where possible, give reasonable notice of such termination.

11.5. When these Terms come to an end, all of the legal rights, obligations and liabilities that you and CVTuber have benefited from, been subject to (or which have accrued over time whilst the Terms have been in force) or which are expressed to continue indefinitely, shall be unaffected by this cessation, and the provisions of paragraph 14.6 shall continue to apply to such rights, obligations and liabilities indefinitely.

3.2.12. Exclusion of Warranties

12.1. Nothing in the Terms shall affect any statutory rights that you are always entitled to as a consumer and that you cannot contractually agree to alter or waive.

12.2. The Service is provided "as is" and CVTuber makes no warranty or representation to you with respect to them.



12.3. In particular CVTuber does not represent or warrant to you that:

- A) Your use of the Service will meet your requirements,
- B) Your use of the Service will be uninterrupted, timely, secure or free from error,
- C) Any information obtained by you as a result of your use of the Service will be accurate or reliable, and
- D) That defects in the operation or functionality of any software provided to you as part of the Service will be corrected.

12.4. No conditions, warranties or other terms (including any implied terms as to satisfactory quality, fitness for purpose or conformance with description) apply to the Service except to the extent that they are expressly set out in the Terms.

3.2.13. Limitation of Liability

13.1. Nothing in these Terms shall exclude or limit CVTuber's liability for losses which may not be lawfully excluded or limited by applicable law.

13.2. Subject to the overall provision in paragraph 13.1 above CVTuber shall not be liable to you for:

- A) Any indirect or consequential losses which may be incurred by you. This shall include:
 - i) Any loss of profit (whether incurred directly or indirectly).
 - ii) Any loss of goodwill or business reputation.
 - iii) Any loss of opportunity; or
 - iv) Any loss of data suffered by you;
- B) Any loss or damage which may be incurred by you as a result of:
 - i) Any reliance placed by you on the completeness, accuracy or existence of any advertising, or as a result of any relationship or transaction between you and any advertiser or sponsor whose advertising appears on the Service;



- ii) Any changes which CVTuber may make to the Service, or for any permanent or temporary cessation in the provision of the Service (or any features within the Service);
- iii) The deletion of, corruption of, or failure to store, any Content and other communications data maintained or transmitted by or through your use of the Service;
- iv) Your failure to provide CVTuber with accurate account information;
- v) Your failure to keep your password or CVTuber account details secure and confidential.

13.3. The limitations on CVTuber's liability to you in paragraph 13.2 above shall apply whether or not CVTuber has been advised of or should have been aware of the possibility of any such losses arising.

3.2.14. General legal terms

14.1. The Terms constitute the whole legal agreement between you and CVTuber and govern your use of the Service and completely replace any prior agreements between you and CVTuber in relation to the Service.

14.2. You agree that CVTuber may provide you with notices, including those regarding changes to the Terms, by email, regular mail, or postings on the Service.

14.3. You agree that if CVTuber does not exercise or enforce any legal right or remedy which is contained in the Terms (or which CVTuber has the benefit of under any applicable law), this will not be taken to be a formal waiver of CVTuber's rights and that those rights or remedies will still be available to CVTuber.

14.4. If any court of law, having the jurisdiction to decide on this matter, rules that any provision of these Terms is invalid, then that provision will be removed from the Terms without affecting the rest of the Terms. The remaining provisions of the Terms will continue to be valid and enforceable.

14.5. You acknowledge and agree that each member of the group of companies of which CVTuber is a part shall be third party beneficiaries to the Terms and that such other com-



panies shall be entitled to directly enforce, and rely upon, any provision of the Terms which confers a benefit on (or rights in favour of) them. Other than this, no other person or company shall be a third party beneficiary of the Terms.

14.6. The Terms, and your relationship with CVTuber under the Terms, shall be governed by Czech law. You and CVTuber agree to submit to the exclusive jurisdiction of the courts of The Czech Republic to resolve any legal matter arising from the Terms. Notwithstanding this, you agree that CVTuber shall still be allowed to apply for injunctive remedies (or other equivalent types of urgent legal remedy) in any jurisdiction.

4. HOW TO CREATE A PROFILE? (for students, youth)

4.1. REGISTRATION AND PROFILE INFORMATION

To register as Youth, Click "Youth" at the top of the screen, and then slice the mouse arrow to "Register Youth" and click again.



Before starting to fill it you need to know that all fields with * icon are required, the rest you can leave it blank if you want.

You start by giving your full name (first name and surname) and what gender you identify with.

A screenshot of the 'Register Youth' form on the CVTube website. The form is titled 'Register Youth' in a red header. It contains the following fields: 'Mr./Mrs' (a dropdown menu), 'Name*' (a text input field), 'Surname*' (a text input field), and 'You are:' (radio buttons for 'Male' and 'Female'). The 'Male' radio button is selected. The navigation bar at the top is identical to the previous screenshot, with 'Youth' highlighted in red.



It is required your education levels. Click "High school" and choose the right option from you.

The screenshot shows the top navigation bar with links: Home, Project, Youth (with a dropdown arrow), HR Manager (with a dropdown arrow), CVTube, Profiles, Contact, and a language dropdown (UK flag with a dropdown arrow). Below the navigation bar, the 'Education level*' section is highlighted with a red dashed border. It contains a dropdown menu with 'High school' selected.

You can choose 1-3 languages and your level (English, German and French).

The screenshot shows the top navigation bar. Below it, the 'Language skills*' section is highlighted with a red dashed border. It includes the text: 'You can choose 1-3 languages, for selecting more than 1 please push and hold CTRL button and left click on selected language.' Below this text is a list of language options: English B1, English B2, English C1, and German B1. The 'English B1' option is currently selected.

The next step is to fill your contact details. You can give information about your address, phone number, email account and website. Remember those details with *icon are required (in this case, email account).

Slide the arrow over the field that you want to fill and click on it, then you can start to type.

The screenshot shows the top navigation bar. Below it, the contact details form is highlighted with a red dashed border. It contains the following fields: Address, Phone, E-mail* (with an asterisk indicating it is required), and Website. Each field has a text input area and a small arrow on the right side for clicking.

The website gives you the option to load your Cv in PDF format. Click "Choose file" and find the folder where your Cv document is saved in your Pc. You can give a URL with your video Cv. Click on the bar and type it.

The screenshot shows the top navigation bar. Below it, the 'Upload your CV in PDF' section is highlighted with a red dashed border. It contains a 'Choose File' button and the text 'No file chosen'. Below this is the 'URL with your video CV' section, which has a text input field.



In the next part, it is required a short description of yourself. Express with a few words how you are, skills, personality, competences...This will give an idea to employers of you.

Clicking on "Field of interest" you can choose those areas you are interested on.

The screenshot shows the CVTube website navigation bar with links: Home, Project, Youth (dropdown), HR Manager (dropdown), CVTube, Profiles, Contact, and a language selector (UK flag dropdown). Below the navigation is a text input field labeled "Just a few words about you*". Below that is a section titled "Field of interest*" with a red dashed border. It includes a sub-instruction: "You can choose 1-3 branches, for selecting more than 1 please push and hold CTRL button and left click on selecting branches." Below this is a list of branches: Marketing, Sale, Economics and Corporate Finance, and Tourism. The "Economics and Corporate Finance" option is currently selected.

Employers can seek candidates by job areas. Think of those ones fit the best with that you are looking for. Click on the bar and type words relating with your profile as worker.

The screenshot shows the "Keywords*" section of the registration form. It includes the instruction: "Please write down 1 – 5 keywords which fit your job the best (project, manager, office, business, etc.)" and "Separate multiple keywords by comma". Below the text is a text input field with a red dashed border.

This step is the last one. Once you have given all the information required (remember, at least the one has * icon) read Terms and Conditions of Use and choose if you would like your profile public or private one. Finish the registration by pressing "Save" and your profile will be created/registered.

The screenshot shows the "My profil will be:" section of the registration form. It includes the instruction: "Please read our Terms and Conditions of Use ("Terms") and Privacy Policy carefully because they affect your legal rights - BEFORE USING THIS SITE.)". Below this are two radio button options: "Public (everyone can see it)" (which is selected) and "Private (only HR can see it)". Below the options is a red "Save" button with a red dashed border.

4.2. HOW TO EDIT/DELETE A PROFILE

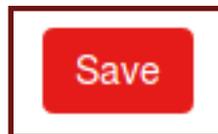
Once you have registered, you can change your profile as many times you want. Find at the top of the screen "Log IN" and insert you email account and your password to enter.



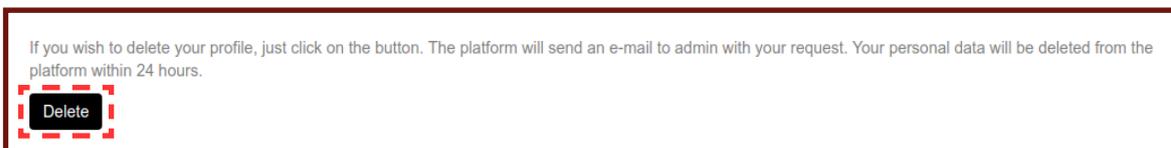
Click "EDIT" and choose the field you want to modify.



When the change is done, click "Save" to keep your shifts.



If you want to delete your profile, just go to the end of the editing page and click "Delete".



The platform will send an e-mail to the administrator with your request and your personal data will be deleted from the platform within 24 hours.

5. HOW TO CREATE A PROFILE? (for HR professionals)

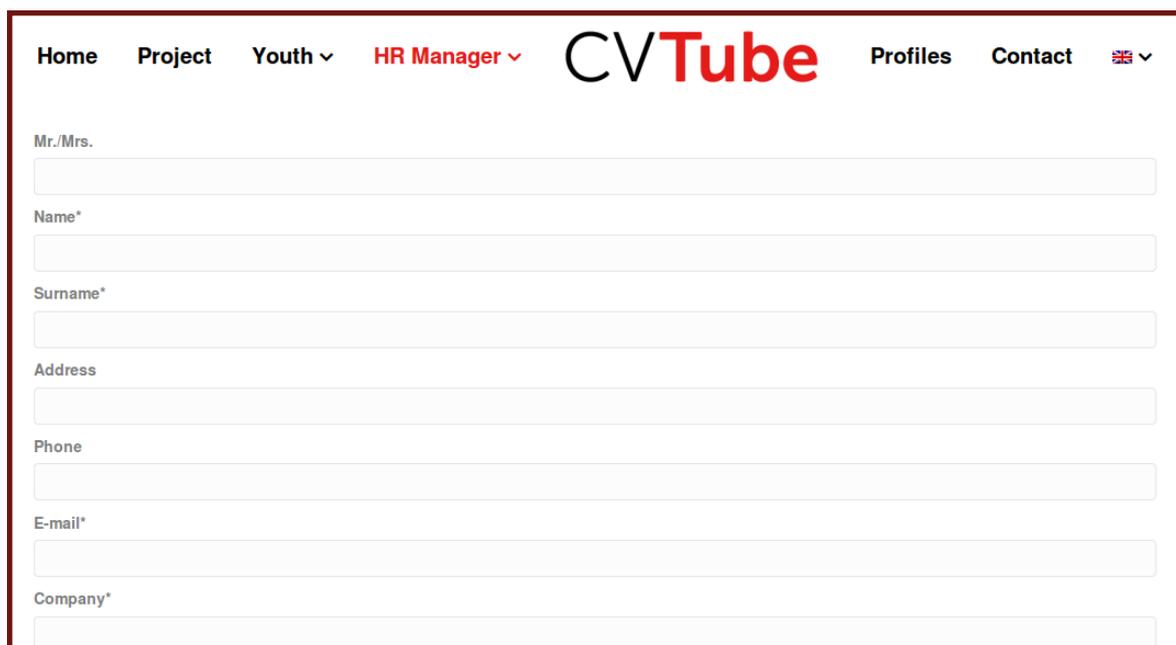
5.1. REGISTRATION AND PROFILE INFORMATION

To register as HR manager, Click "HR manager" at the top of the screen, and then slice the mouse arrow to "Register HR" and click again.



Before starting to fill it you need to know that all those fields with * icon are required, the rest you can leave it blank if you want.

You start by giving your full name (first name and surname), email account and the company you work for as fields required, the others are optional ones. However, as much information you give, better will be your profile.





If you want to add a document into your profile, click "CHOOSE FILE" and find the folder where your Cv document is saved in your Pc.

The screenshot shows the top navigation bar with links: Home, Project, Youth (with a dropdown arrow), HR Manager (with a dropdown arrow), CVTube (logo), Profiles, Contact, and a flag icon with a dropdown arrow. Below the navigation bar is an "Upload document" section with a "Choose File" button and the text "No file chosen".

Candidates can have an idea what you are looking for by giving a short description of your kind of employee, what they might need to have/ to be. Click on the bar and type it. Then choose where the job position would be in case you find the right person to work with.

The screenshot shows a form titled "If I find him/her, he/she will work*". Below the title is the instruction: "You can choose 1-3 branches, for selecting more than 1 please push and hold CTRL button and left click on selected branches." There is a dropdown menu with the following options: IT, Office - administration, Marketing, and Management.

Employees can seek companies by job areas. Think of the ones fit the best with that you are looking for. Click on the bar and type words relating on the candidate position.

The screenshot shows a form titled "Keywords*". Below the title is the instruction: "Please write down 1 – 5 keywords which fit your candidate position best (project, manager, office, business, etc.)." Below this is another instruction: "Separate multiple keywords by comma". There is a text input field below the instructions.

Finish the registration by pressing "Save" and your profile will be created/ registered.



5.2. HOW TO EDIT/DELETE A PROFILE

Once you have registered, you can change your profile as many times you want. Find at the top of the screen "LOGIN IN" and insert you email account and your password to enter.

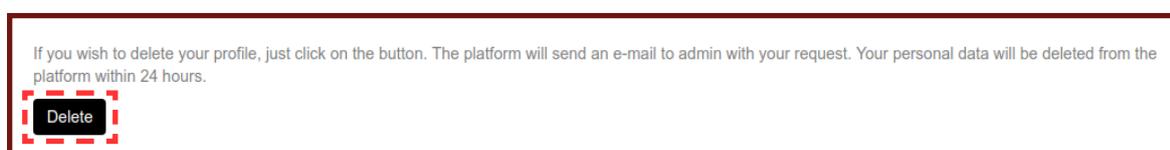


Click "EDIT" and choose the field you want to modify.



When the change is done, click "Save" to keep your shifts.

If you want to delete your profile, just go to the end of the editing page and click "Delete".



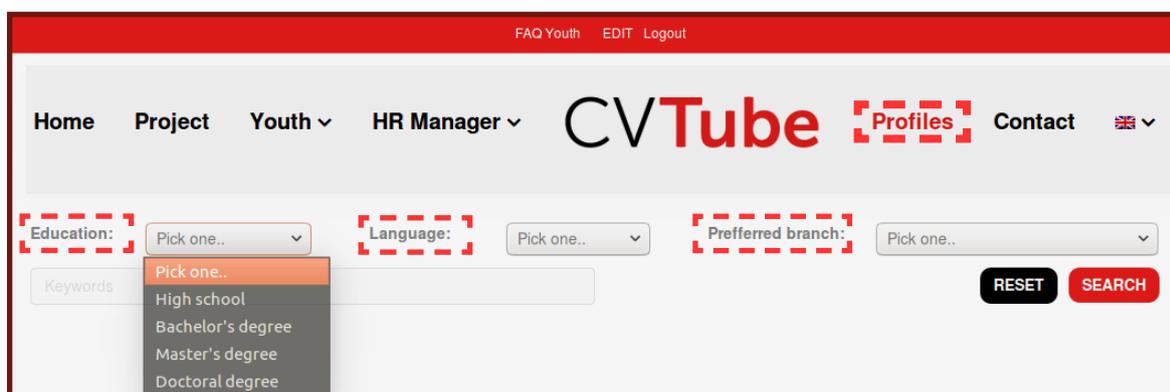
The platform will send an e-mail to the administrator with your request and your personal data will be deleted from the platform within 24 hours.

5.3. HOW TO SEARCH A POTENTIAL EMPLOYEE?

As a Hr Manager you can find candidates for your job vacancies. Click "Profiles" to check who are the potential employees.

You can seek selecting filter to make your search easier. The candidates can be filtered by education, language and preferred branch.

Click "Education", "Language" or "Preferred branch" and choose the option which fit better with your job vacancies.





Once all the filters that you want are selected, click “search” to find candidates according to this information.

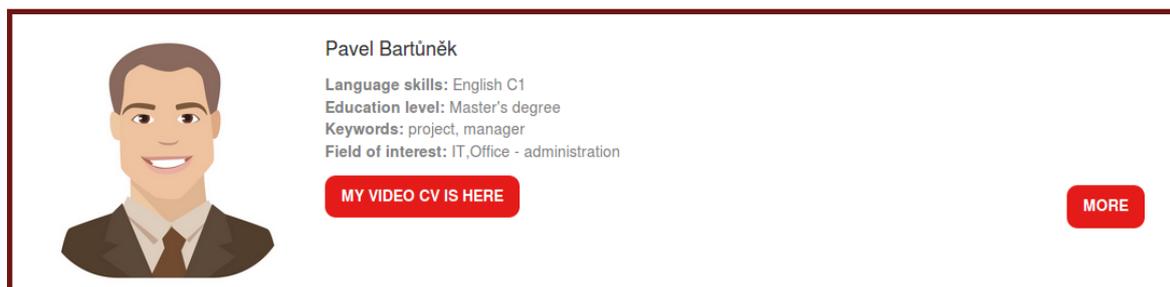
Relating your search it will give to you a list of those candidates who have the requirements that you have filtered previously. You might have more than one page of potential candidates, check the numbers of pages on the left side corner at the bottom of the screen, and click over them to go to the next page.

The screenshot shows a user profile for 'Eva Two' on the CVTube website. The navigation bar at the top includes 'Home', 'Project', 'Youth', 'HR Manager', the CVTube logo, 'Profiles', 'Contact', and a language dropdown. The profile features a cartoon illustration of a woman with brown hair wearing a green jacket. To the right of the illustration, the text reads: 'Eva Two', 'Language skills: English B2, German B2', 'Education level: Bachelor's degree', 'Keywords: IT, marketing, management, HR', and 'Field of interest: HR, Financial services, Media, Advertising, PR'. Below the text are two red buttons: 'MY VIDEO CV IS HERE' and 'MORE'. At the bottom right, a pagination control shows 'Pages: 1 2 3 ... 7'.

If you want to view their video Cv click "MY VIDEO CV IS HERE" and it will appear.

The screenshot shows a user profile for 'Pavel Bartůněk' on the CVTube website. The navigation bar is identical to the previous screenshot. The profile features a cartoon illustration of a man with short brown hair wearing a dark suit and tie. To the right of the illustration, the text reads: 'Pavel Bartůněk', 'Language skills: English C1', 'Education level: Master's degree', 'Keywords: project, manager', and 'Field of interest: IT, Office - administration'. Below the text are two red buttons: 'MY VIDEO CV IS HERE' and 'MORE'.

For further information about those candidates click “MORE” and you can access into their profiles and see a short description of them.



Pavel Bartůněk

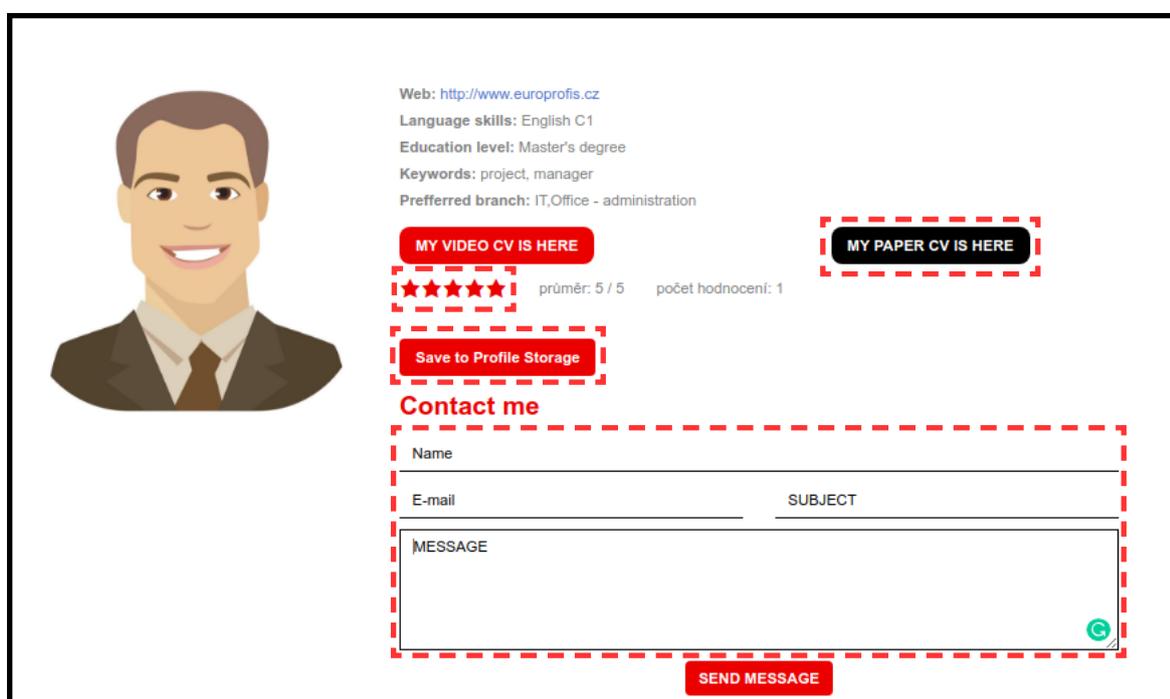
Language skills: English C1
Education level: Master's degree
Keywords: project, manager
Field of interest: IT, Office - administration

MY VIDEO CV IS HERE

MORE

Also, you are able to:

1. See their traditional CV in paper format by clicking "MY PAPER CV IS HERE".
2. "Save to Profile Storage". What do you have in the profile storage you can check on the very top line of the page: Profile storage.
3. Rank the profile – from 1 to 5 stars.
4. Contact that person ("Contact me" > "MESSAGE").



Web: <http://www.europrofis.cz>
Language skills: English C1
Education level: Master's degree
Keywords: project, manager
Preferred branch: IT, Office - administration

MY VIDEO CV IS HERE

MY PAPER CV IS HERE

★★★★★ průměr: 5 / 5 počet hodnocení: 1

Save to Profile Storage

Contact me

Name

E-mail SUBJECT

MESSAGE

SEND MESSAGE



6. GOOD PRACTICES

6.1. CZECH REPUBLIC



https://youtu.be/_agEszrCYpU



<https://youtu.be/XWL4cjVCvlg>



<https://youtu.be/bIW78nEq2xA>



<https://youtu.be/yfGmPdMOA7s>



<https://youtu.be/r-HcUAP9RnU>



<https://youtu.be/foRgRFheqDM>





6.2. GERMANY



<https://youtu.be/koT8arUmlH8>



<https://youtu.be/OPqwgkwf96Y>



<https://youtu.be/tg2ZY4JOFUE>



<https://youtu.be/JjZlOnAk-VM>



<https://youtu.be/tH2unlWyFjl>



<https://youtu.be/0IPYGyTIGLw>





6.3. PORTUGAL



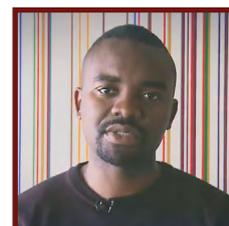
https://youtu.be/jT4F92e9_wU



https://youtu.be/rRWM51L_yc



<https://youtu.be/kwdXJuh9-WM>



<https://youtu.be/h58nLiur6KQ>



https://youtu.be/HdC0ySI_qrl



<https://youtu.be/Wu5RvOfmiiw>





6.4. SPAIN



<https://youtu.be/--zSKU5v8Uo>



<https://youtu.be/OcKiV3iX4GE>



<https://youtu.be/PgYlcktw80s>



<https://youtu.be/gbrDHcLghg8>



<https://youtu.be/Jj-3BKEYOdk>



<https://youtu.be/RRjRv7auyiY>

