

Creating a Passport to Employment in Google Sites

User's Guide



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What is a passport to employment?

The passport to employment helps you to present your interests, skills, education and work experience when you are applying for a job.

The passport to employment is created on a Senel passport template, which can be found in the Google Sites Template Gallery on

<https://sites.google.com/site/passportemployment> If you have a Google account, you can copy the template to your account. You can then create your passport to employment and share it to employers or other people on the Internet .

About this user guide

This user guide gives instructions on how to:

- Copy the passport template from the Google Sites Template Gallery to your Google Account.
- Create your passport in Google Sites in your Google Account.
- Share your passport to employment on the Internet.

How can I edit the passport to employment?

You can write text and add pictures, documents and links to videos and other material in the passport. You can also delete pages and create new pages.

The image shows a screenshot of a 'Passport to Employment' user interface. On the left is a navigation menu with the following items: 'YOUR NAME', '1. MY STORY', '2. INTERESTS', '3. EDUCATION', '4. SKILLS AND COMPETENCIES', '5. WORK EXPERIENCE', and '6. SPECIAL NEEDS'. The main content area displays 'Your name' at the top, followed by a note: '**Note** Anyone on the Internet can find and access this template. To change access rights, click "Share" and select your preferred access rights. For further information, contact Google Sites support www.support.google.com/sites.' Below this is a paragraph: 'This portfolio contains information about me and my skills and competencies. You can view the information by clicking the headings on the left side of the page.' This is followed by another paragraph: 'If you would like to get in touch to know more about me and arrange an interview, do not hesitate to contact me. My contact information is below. I am looking forward to hearing from you.' Below that is the text 'Kind regards, Your name'. At the bottom left, there are labels for 'Name:', 'Age:', 'Phone:', 'Email:', and 'Address:'. In the center, there is a dashed orange box with the text '(Hint: Add your picture here.)'. On the right side, there is a blue rectangular area with a light blue silhouette of a person and the text 'Your picture' below it. Several callout boxes with orange backgrounds and white text are overlaid on the screenshot: one at the top center says 'You can delete and add text'; one on the left side says 'You can delete and add pages and change page names'; one on the right side says 'You can add pictures'; and one at the top right says 'Note Anyone on the Internet can find and access this template. To change access rights, click "Share" and select your preferred access rights. For further information, contact Google Sites support www.support.google.com/sites.'

You can delete and add text

You can delete and add pages and change page names

You can add pictures

Note Anyone on the Internet can find and access this template. To change access rights, click "Share" and select your preferred access rights. For further information, contact Google Sites support www.support.google.com/sites.

Your name

This portfolio contains information about me and my skills and competencies. You can view the information by clicking the headings on the left side of the page.

If you would like to get in touch to know more about me and arrange an interview, do not hesitate to contact me. My contact information is below. I am looking forward to hearing from you.

Kind regards,
Your name

Name:
Age:
Phone:
Email:
Address:

(Hint: Add your picture here.)

Your picture

You can remove text fields and tables that are not relevant to you. You can also create text fields and tables for topics that you want to share with an employer.

YOUR NAME

- 1. MY STORY
- 2. INTERESTS
- 3. EDUCATION
- 4. SKILLS AND COMPETENCIES
- 5. WORK EXPERIENCE**
- 6. SPECIAL NEEDS
- SITEMAP

5. Work experience

| Dates of Employment | Company name (Hint: Remember to list on-the-job training jobs and work. You can include unpaid and full-time work.) | Description of my tasks |
|---------------------|--|-------------------------|
| | | |
| | | |

You can remove and add tables

You can remove and add text fields

Further information about my work

Further information about my work

Video
(Hint: You can add a link to a video about you at work.)

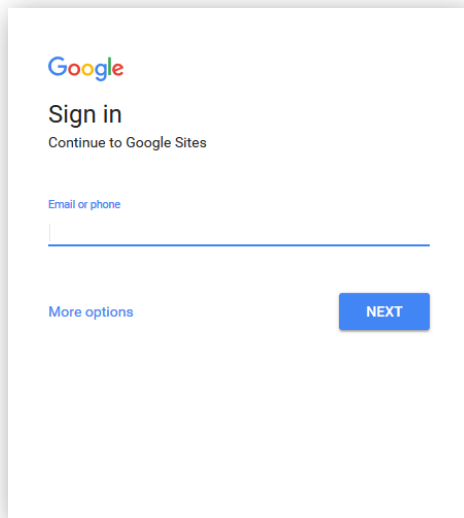
You can add links to videos and other material

Before you start

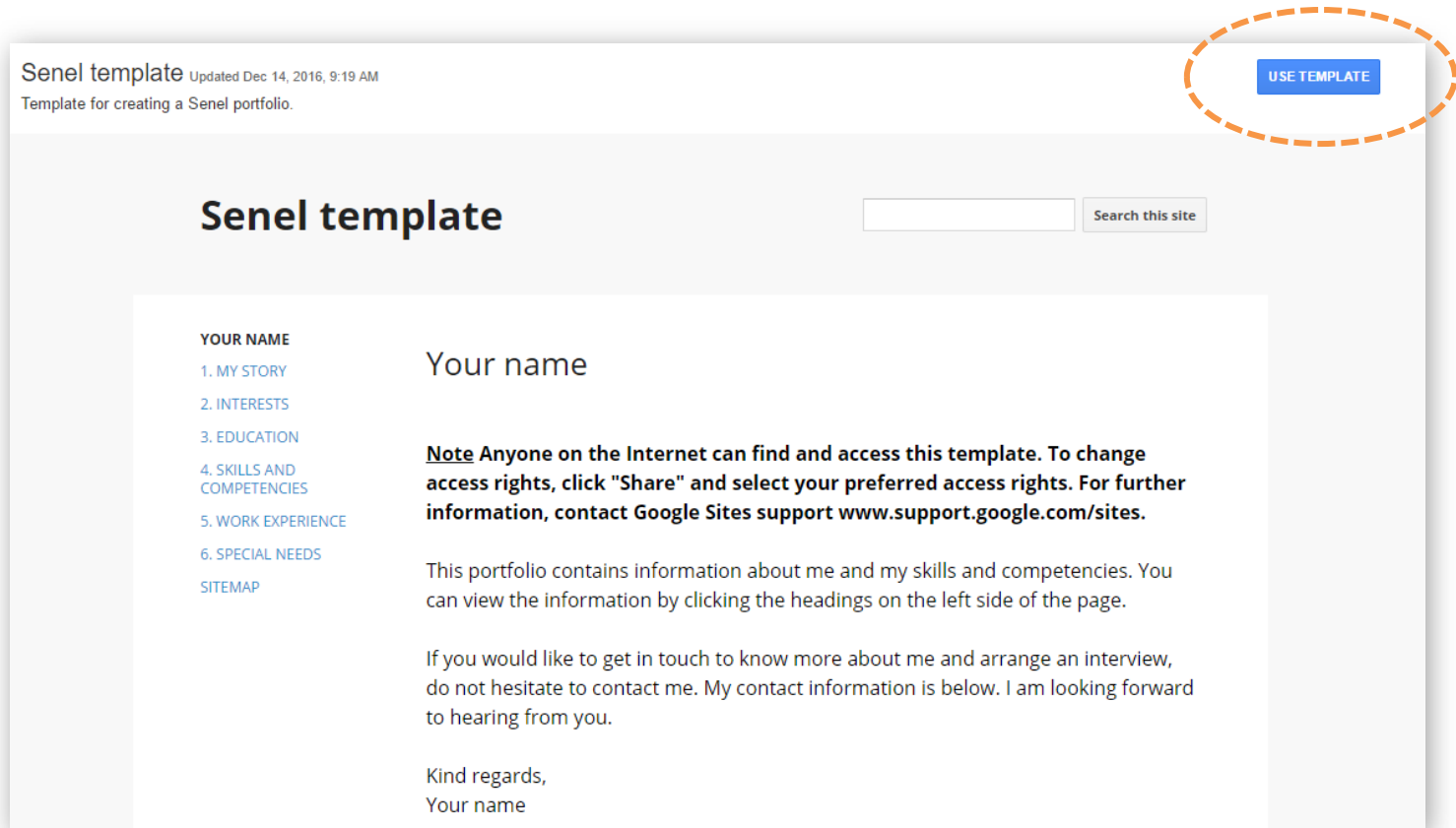
You can create your passport on the passport template in Google Sites. To use the template, you need a Google Account. For information on how to create a Google Account, see <https://accounts.google.com/signup>.

Copying the passport template into your Google Account

1. Sign in to your Google Account on www.sites.google.com.



2. Go to <https://sites.google.com/site/passportemployment>
3. Click **use template**.



Senel template Updated Dec 14, 2016, 9:19 AM
Template for creating a Senel portfolio.

Senel template Search this site

YOUR NAME

- 1. MY STORY
- 2. INTERESTS
- 3. EDUCATION
- 4. SKILLS AND COMPETENCIES
- 5. WORK EXPERIENCE
- 6. SPECIAL NEEDS
- SITMAP

Your name

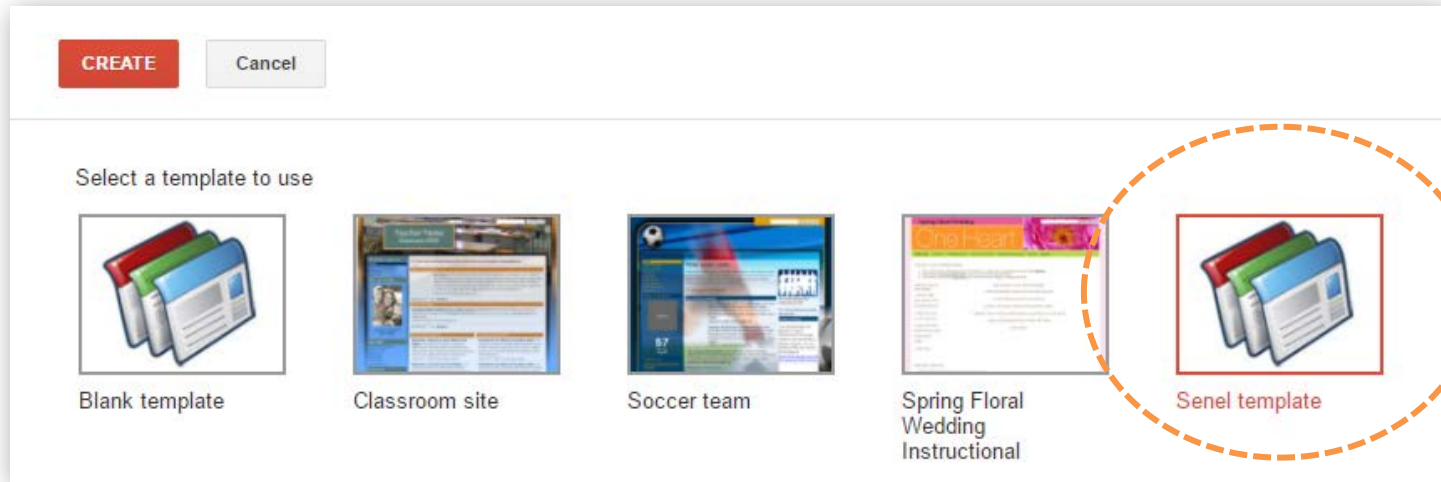
Note Anyone on the Internet can find and access this template. To change access rights, click "Share" and select your preferred access rights. For further information, contact Google Sites support www.support.google.com/sites.

This portfolio contains information about me and my skills and competencies. You can view the information by clicking the headings on the left side of the page.

If you would like to get in touch to know more about me and arrange an interview, do not hesitate to contact me. My contact information is below. I am looking forward to hearing from you.

Kind regards,
Your name

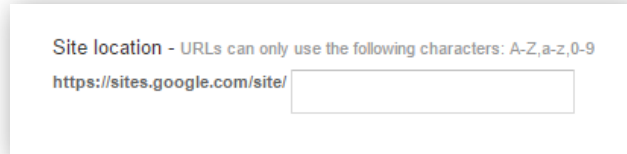
4. Select Senel template.



5. Write a name for your passport's website in the "Name your site" box. This name will be shown on the top of you passport. You can use a name that describes your passport, such as ***Portfolio Mary Smith***.

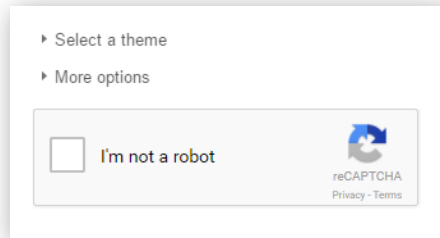
Name your site:

6. Enter the site location (URL) for your portfolio in the "Site location box". The URL is the internet address of your portfolio. Your URL can only use lower-case letters and numbers.




Site location - URLs can only use the following characters: A-Z,a-z,0-9
https://sites.google.com/site/

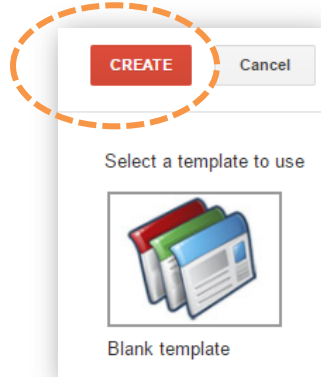
7. Tick the box next to "I'm not a robot".



▸ Select a theme
▸ More options


I'm not a robot 
reCAPTCHA
Privacy - Terms

8. Click **Create**.



CREATE Cancel

Select a template to use



Blank template

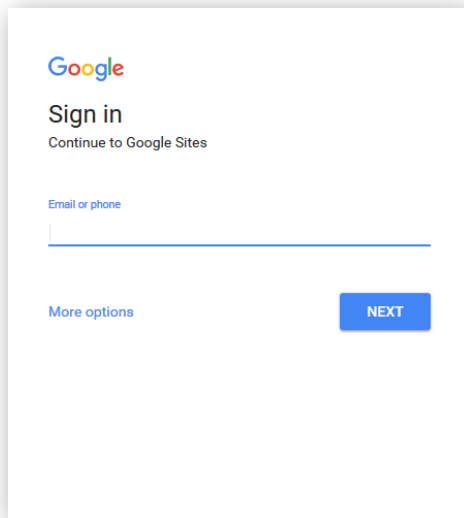
The passport template is copied to your Google Account and you can create your passport to employment on it.

IMPORTANT! Anyone on the Internet can view the passport template you copied to your Google Account . To share your passport to employment only to specific people, you have to change permissions. For instructions, see "Sharing your passport".

Creating your passport to employment

Before you start

1. Make sure that you have a Google Account. For information on how to create a Google Account, see <https://accounts.google.com/signup>.
2. Make sure that you have copied the passport template from the Google Sites template gallery into your Google account and that you have defined who can view the portfolio. See instructions in the section “Copying the passport template into your Google Account” above.
3. Sign in to your Google Account on www.sites.google.com.



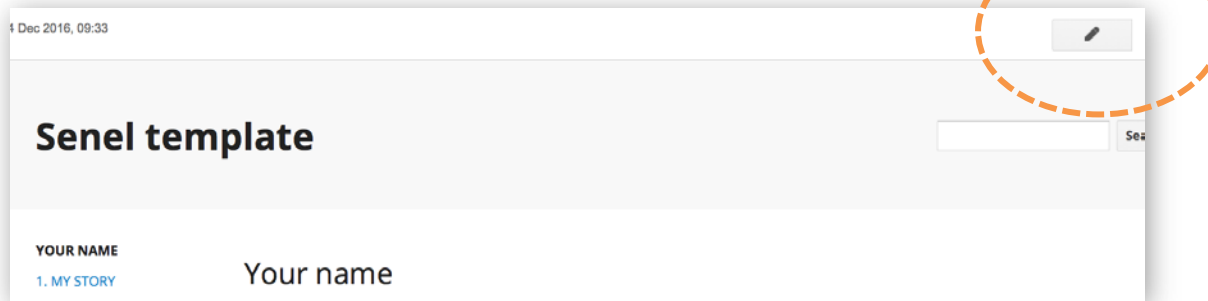
What to do if you cannot find your passport to employment in your Google Account

If you have copied the passport template into your Google Account but you cannot find it make sure that you are not using the new version of Google Sites. Google Sites has two versions, a classic version and a new version. **The passport template can only be found and it can only be edited in the classic version of Google Sites.**

You can switch from the new version of Google Sites to the classic version by clicking the button that opens the classic version on the bottom left hand corner of the new Google Sites. Also, if you are asked to select between the new and classic versions of Google Sites, select the classic version.

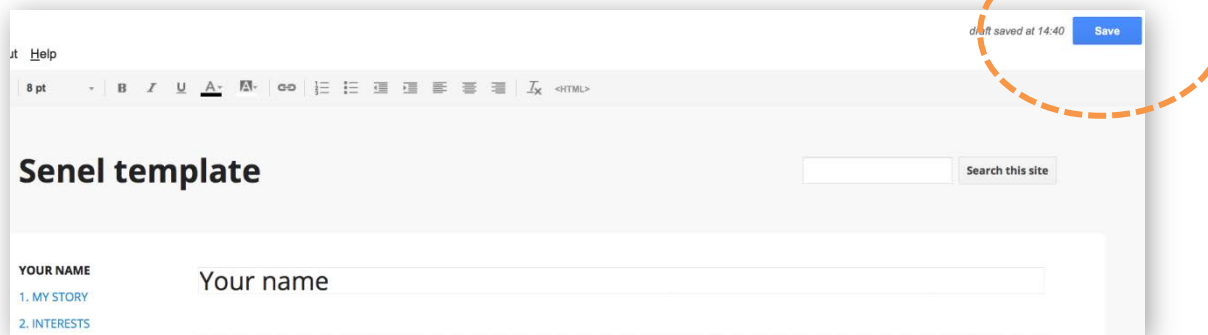
Editing a page

Click the pencil on the top right hand corner of the display.



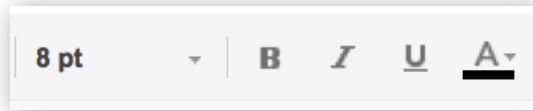
Saving changes

Click save on the top right hand corner of the display.



Editing text

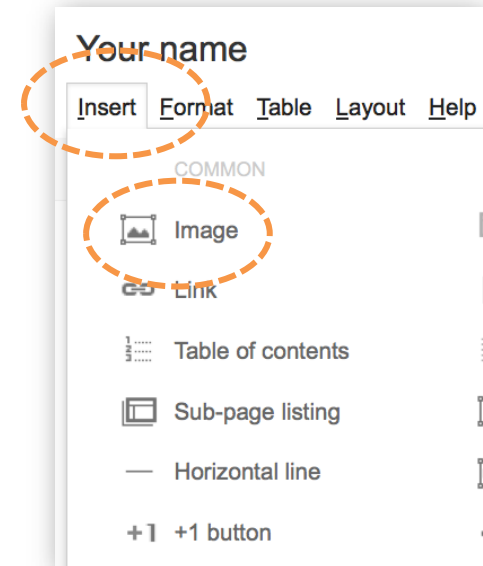
Use the functions on the top of the screen to change the size and colour of the font and to highlight text.



- To write bold text, click **B**.
- To use italics, click *I*.
- To underline text, click U.

Adding an image

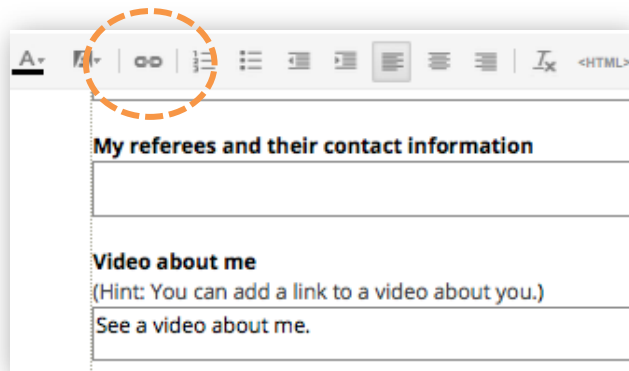
1. Select **Image** from the **Insert** menu.
2. If you want to upload the image from your computer, select **Upload** images
3. If you want to add a picture that is located on the Internet, select **Web address (URL)**.
4. Select the image you want to upload.
5. Click **OK**.



Adding a link

You can add a link to a video or other material that is located on the Internet.

1. Select the text you want to change.
2. In the toolbar click the link icon.



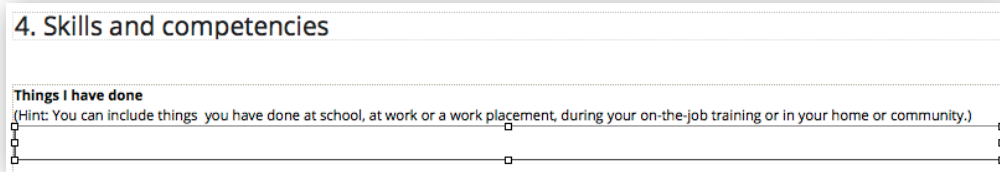
3. Follow the instructions on the display.

Deleting a heading and a text field

You can delete headings that are not relevant to you just like you delete text.

To delete a text field:

1. Activate the text field you want to remove by clicking its frames.



4. Skills and competencies

Things I have done
(Hint: You can include things you have done at school, at work or a work placement, during your on-the-job training or in your home or community.)

The screenshot shows a form with a heading "4. Skills and competencies" and a text field titled "Things I have done" with a hint. The text field has a border with small square handles at the corners and midpoints, indicating it is selected for editing.

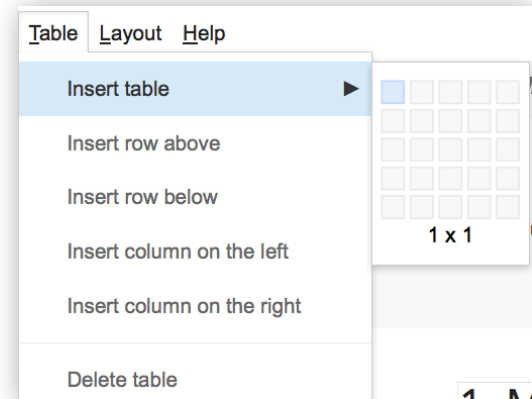
2. Select **Delete table** from the **Table** menu.

Adding a heading and a text field

To add a heading, click where you want to add the heading, select **B** from the toolbar and write the heading.

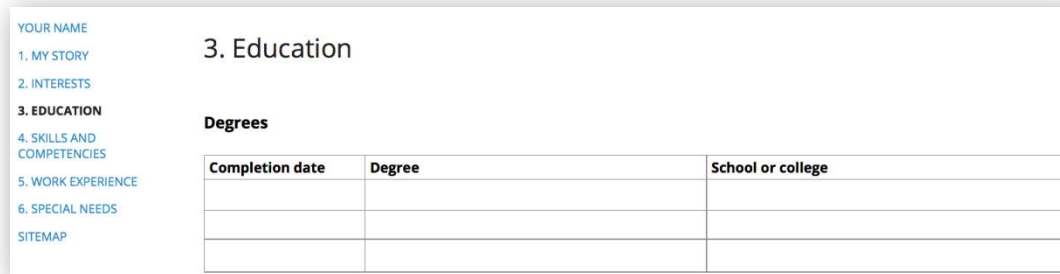
To add a text field under the heading.

1. Select **Insert table** from the **Table** menu
2. Select a 1 x 1 table.
3. To change the size of the field, activate the table by clicking its frames. Then drag the frames to change the size.



Deleting a table

You can delete tables that are not relevant to you. Below is an example of a table.



YOUR NAME

1. MY STORY

2. INTERESTS

3. EDUCATION

4. SKILLS AND COMPETENCIES

5. WORK EXPERIENCE

6. SPECIAL NEEDS

SITEMAP

3. Education

Degrees

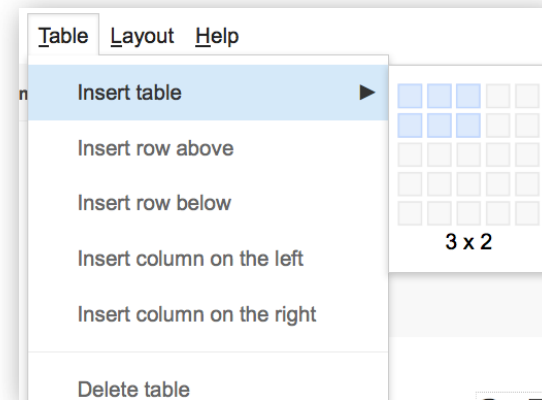
| Completion date | Degree | School or college |
|-----------------|--------|-------------------|
| | | |
| | | |
| | | |

Select the table you want to remove by clicking its frames.

Select **Delete table** from the **Table** menu.

Adding a table

1. Click where you want to add the table.
2. Select **Insert table** from the **Table** menu
3. Click the number of rows and columns you want in your table.
4. You can change the size of the table by clicking on it and dragging it.

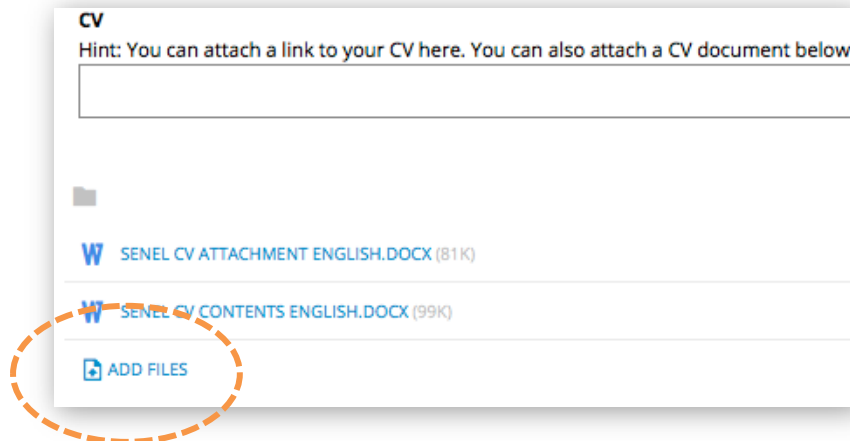


Changing the order of pages

Pages are automatically listed in numerical order on the left side of the passport. To change the order of the pages, change the page heading numbers. To change the numbers, click **Edit** and then edit the heading.

Adding a CV document and other document files

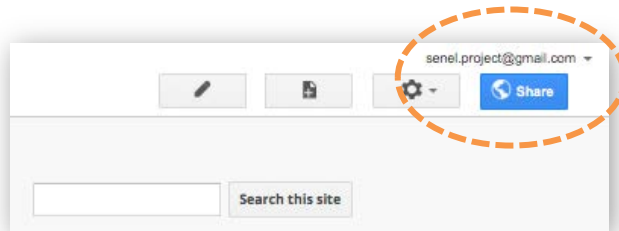
To add a CV or another document to your passport, click “Add files” at the bottom of the page, select the file you want to add and click **Open**.



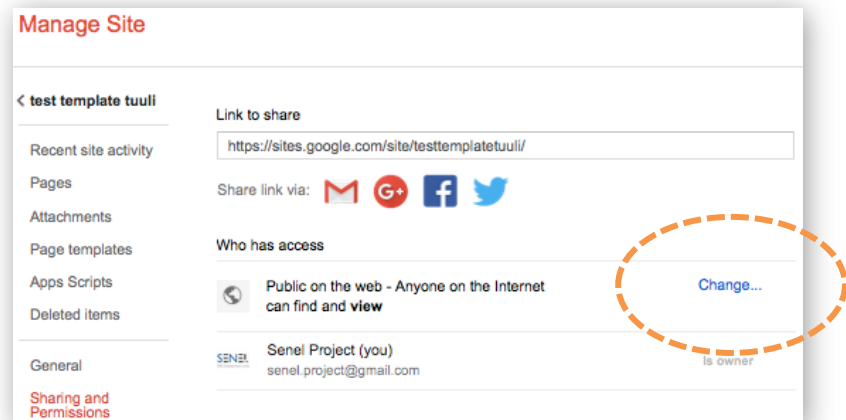
Sharing your passport to employment: defining who can view your passport

You can share your passport to employment with an employer or other people on the Internet. Sharing is done by changing permissions.

1. Open your passport in Google Sites.
2. Click **Share**.



3. Click **Change**.

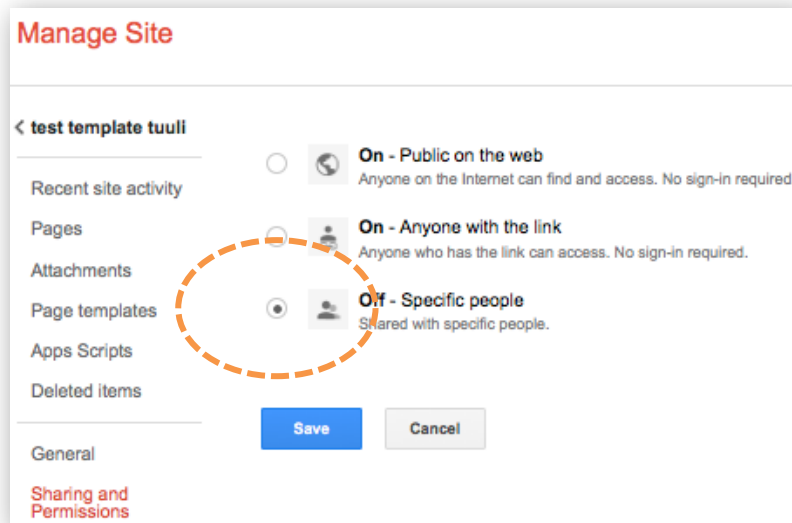


4. Select your preferred option:

To share the passport only with specific people,
click **Off – Specific people**.

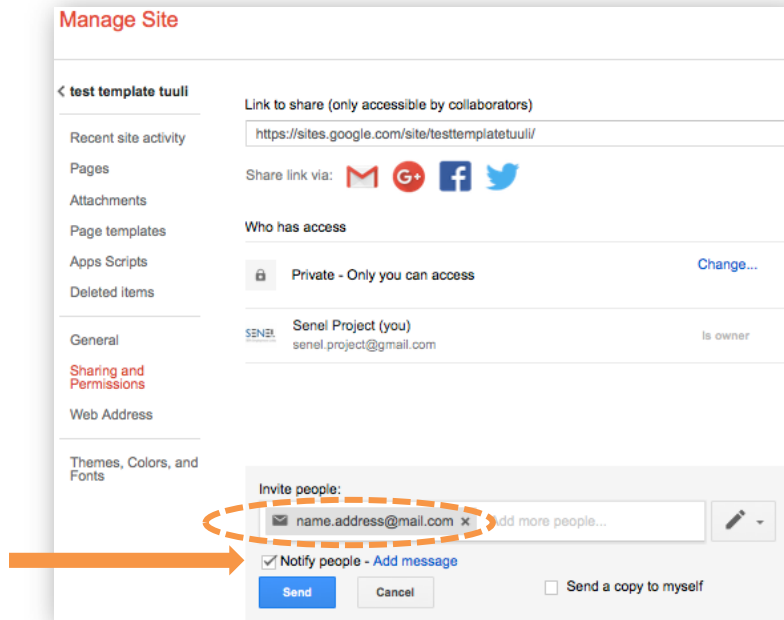
To let anyone on the Internet find and access the passport,
click **On – Anyone with the link**.

To let anyone that has the link to the passport access it,
select **On – Anyone with the link**



5. Click **Save**.

6. Write the email address of the person you want to share the passport with.



If you want to let the recipient know that you have shared your passport, tick the box next to “Notify people” and click **Send**. An email with a link to your passport will be sent to the email address.

Hint: You can also notify the recipient and send the a web link to your passport to the recipient later. If you do not want to send an email to the recipient now, untick the box next to “Notify people” and click **OK**.

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