

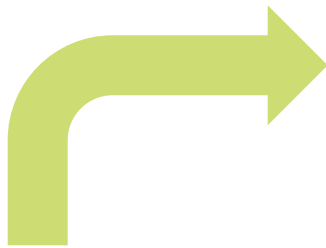


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Student Guide to Hiration

Welcome to [Hiration](#), your ultimate tool for creating professional resumes and preparing for interviews! Hiration is here to help you stand out in the competitive job market with over **1 million** student and professional subscribers from across the globe.

Hiration is the **world's first** and most **feature-rich ChatGPT-powered career platform** where you can practice and prepare for interviews, build job-tailored resumes, instantly review your LinkedIn profile, and customize cover letters. Follow this comprehensive guide to make the most out of your experience with Hiration.



“The tool is extremely user friendly, offers a lot of templates and helped me polish my resume in a short amount of time. Would definitely recommend others as well :)”

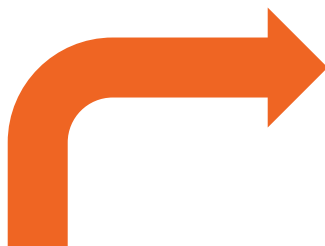
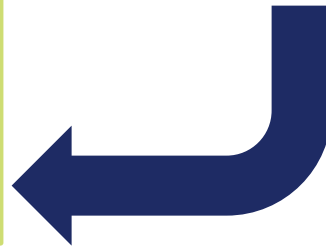


Mrunal Nerkar
Mumbai

“I have had a great experience in building my Resume from this site. I got great and wide range of theme options with and AI auto review functionality. I will highly recommend everyone to use their site if you want to build a strong Resume.”



Shreeya
Hyderabad



“The website works like butter, very easy to use and very self-sufficient to create marvel resumes. I loved the results and am genuinely happy with what they have done. Too happy and too satisfied - Thanks guys!”



Abir Chatterjee
Kolkata



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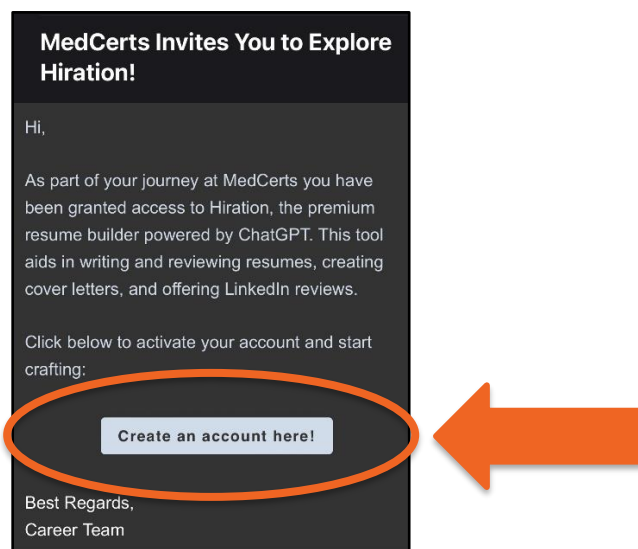
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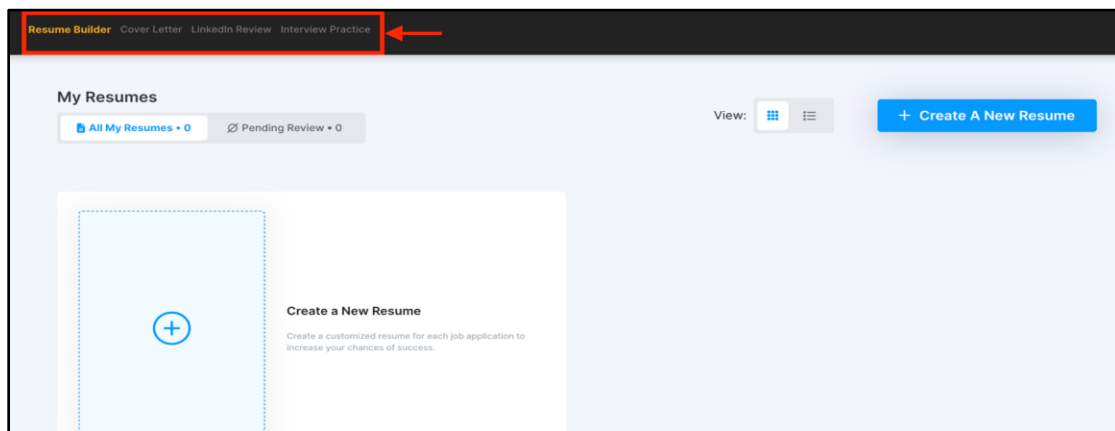
Setting You Up for Success

On the day you begin your MedCerts program, you will be sent an email inviting you to join Hiration. The email will be sent from medcertscareerservices@hiration-notifs.com. *Hiration is not mobile compatible.

1. Simply click the **Create an account here** button in the invitation email to begin!



2. This is your dashboard once you log in. The **Resume Builder** opens by default and you can see tabs on the top left for **Cover Letter**, **LinkedIn Review**, and **Interview Practice**.





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HIRATION

BOOST YOUR INTERVIEW SHORTLISTS WITH YOUR OWN

AI Resume Builder



**Ready-to-use
Templates**

Pre-filled content for
your target job in
customizable designs!



**Live Resume
Reviewer**

Instant feedback
across all bullets and
sections!



**Real-Time
AI Assistance**

Next Word Prediction
with contextual
recommendations!



**Resume Job
Matcher**

Get a matching score
for a resume tailored
to specific jobs!



**SCAN TO
SIGN UP**





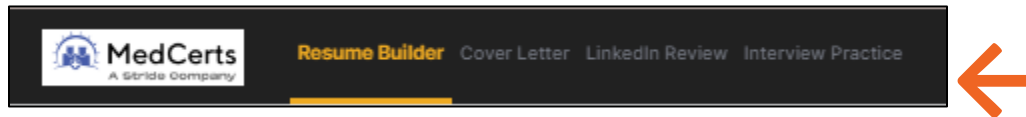
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Resume

The first step to career preparation is developing a strong and industry-targeted resume. A resume is often the first interaction a potential employer has with a candidate. It provides a snapshot of your qualifications, skills, and experience, creating a crucial first impression.

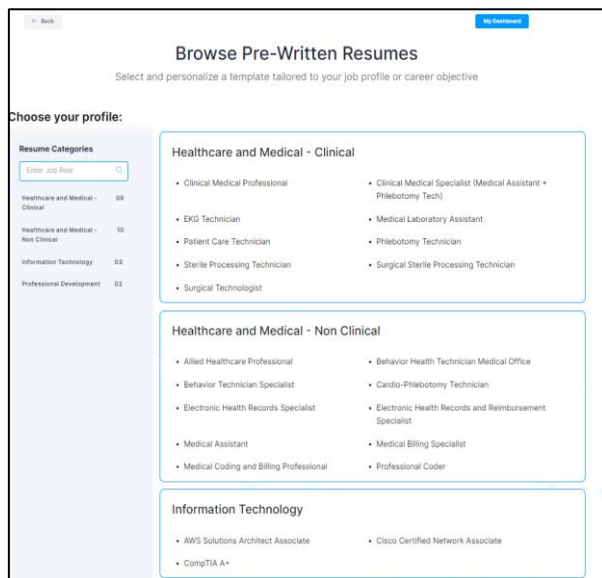
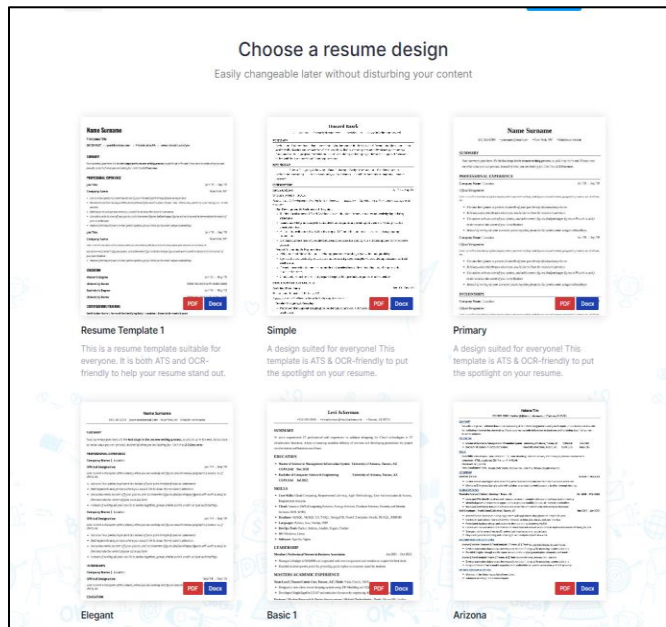
To begin developing your resume, select **Resume Builder** from the top left of the page.



The **My Resumes** dashboard will house all the resumes you have created in a grid or list view, with quick links to edit, duplicate, download, delete, and finalize (share) a resume.

Click on **Create A New Resume** (top right) and choose a resume design.

Next, select the **Pre-Written Resume** template for your MedCerts Program.



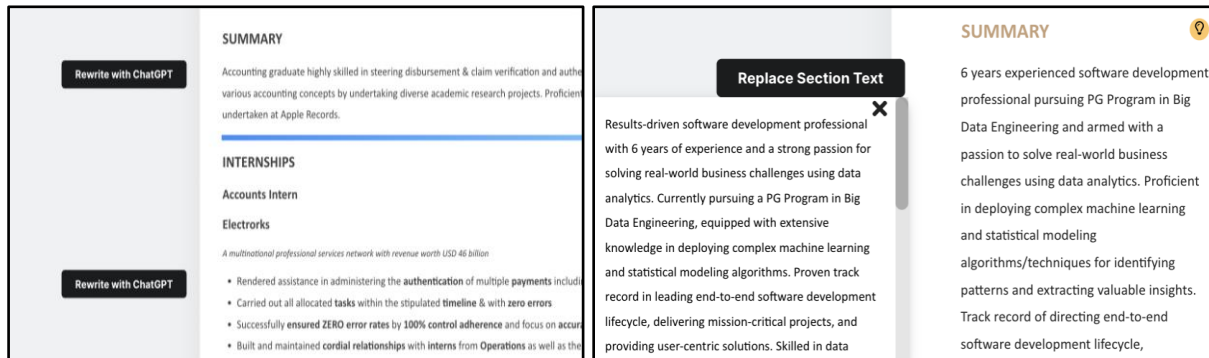


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AI Resume Builder and Optimizer

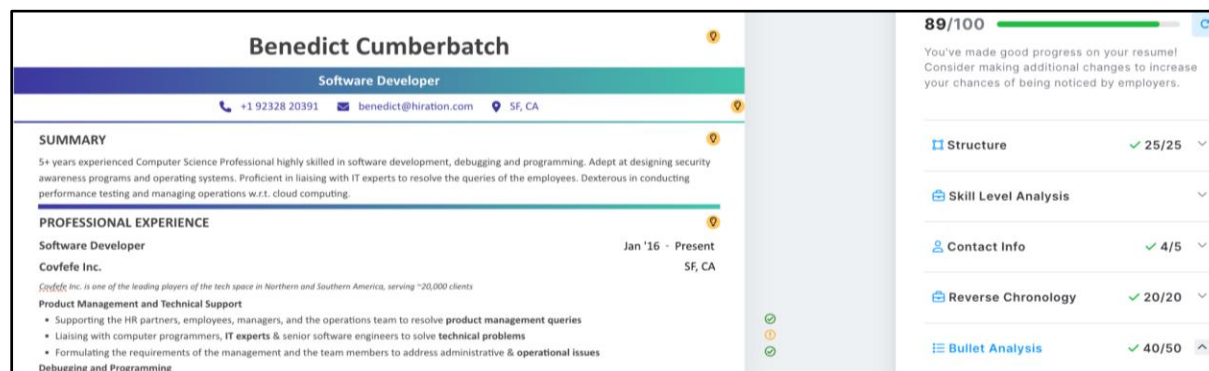
Hiration's groundbreaking AI capabilities will transform the way you approach resumes. You can rewrite resume sections via ChatGPT. Look for the **Rewrite with ChatGPT** black button for key sections while in the resume editor. You can create multiple versions of an entire section in a single click.



The **Replace Section Text** button will replace the existing text with the entire output right away. Alternatively, just select and copy the text you want to include.

Instant AI Resume Review

See those lightbulbs floating on the right next to every section? These are tips to increase your score once Hiration's AI reviews your resume structure, skills, format, and every bullet point.





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A **green** icon next to a bullet is great; **orange** and **red** means some rework should be considered to further elevate your resume content.

All the bullet points are grouped under **Poor**, **Okay**, and **Great**, so you can prioritize accordingly.

The screenshot shows a resume review interface. On the left, there's a list of bullet points under the heading 'PROFESSIONAL EXPERIENCE'. The first job is 'Software Developer' at 'lovfe Inc.' from Jan '16 to Present in SF, CA. The second job is 'Associate Software Engineer' at 'etSecure Cyber Security' from Sep '13 to Dec '15 in Utica, NY. A red box highlights a specific bullet point: 'Strengthened company security by deploying various firewalls and security tools and minimized breach by 99.99%'. To the right of the resume, there's a vertical column of colored icons (green, orange, red) corresponding to the quality of each bullet point. On the far right, there's a summary panel showing 'Poor Bullets 2', 'Okay Bullets 7', and 'Great Bullets 8'. Below this, there's a list of feedback comments, some with green checkmarks and some with orange exclamation marks.

Job-Resume Matcher

Customizing your resume to different jobs has never been easier! The **Job Match** tab is in the same sidebar as **Resume Review**. Paste the job description of the role you are targeting, click on **Analyze**, and sit back while Hiration identifies the skills that are missing from your resume.

The screenshot shows the 'Job Match' tab in the resume review interface. It has a header with 'Resume Review' and 'Job Match'. Below the header, there's a text input field with a copy icon and the text 'Paste the Job Description below.'. Underneath, there's a list of bullet points describing a job: 'Develop user interfaces using the AngularJS framework', 'Work closely with web developers and backend engineers', 'Create high-performing, responsive, and interactive web applications', 'Unit-test the code and debug the application.', 'Create custom directives and components', and 'The Angular developer'. At the bottom, there's a blue button labeled 'Analyze'.



The screenshot shows the 'Job Match' results interface. At the top, it says '41% Match' with a progress bar. Below that, there's a message: 'Your resume has a lower match score. Consider adding the "critical skills" that your resume lacks, improve your score and get shortlisted'. There are two buttons: 'Critical Skills 10' and 'Good To Have Skills 0'. Below that, there's a message: 'Consider adding these critical skills to improve your match score and chances of being shortlisted.'. Then, there's a red box around a message: '9 Critical Skills missing'. Below that, there's a list of skills with plus signs: 'AngularJS', 'Develop user interfaces', 'Angular', 'AngularJS framework', 'Web Developers', 'Interactive Web Applications', 'Unit-test', 'Karma', and 'Unit Testing Tools'. At the bottom, there's a green box around a message: '1 Critical Skills found', and below that, a green box with the text 'Debugging'.



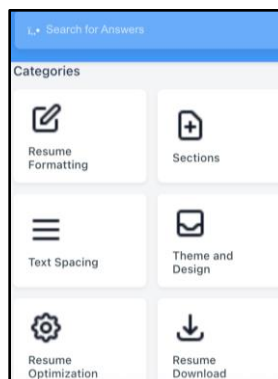
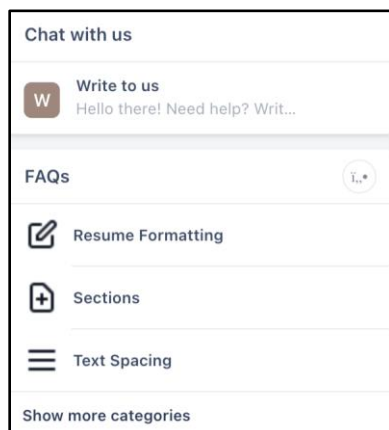
Resume Editor

Hiration's resume editor goes beyond basic formatting!



1. Switch to any design in a single click, any time, and the content always stays in place.
2. Add **advanced custom sections**, standard sections, dated sections, blank sections...
3. The formatting toolbar for highlights, alignments, adding links, undo/redo, etc.
4. Uniformly change the font face and size for all resume headers or body in one go
5. No more manually tweaking the margins - choose from **Narrow**, **Compact**, or **Normal**.
6. Our favorite! **Uniformly increase/decrease line height** of the entire resume in a few clicks. No need to unnecessarily add/delete content just to have a full-bodied resume.

Once complete, send your resume to your MedCerts Career Coach by clicking on **Get Expert Review** or **Preview & Download** it in PDF or Word format.



FYI: There's always Hiration's **24x7 chat support** which you can access from the bottom right corner.

Hiration's FAQs are also grouped under relevant categories based on your requirements and common concerns.

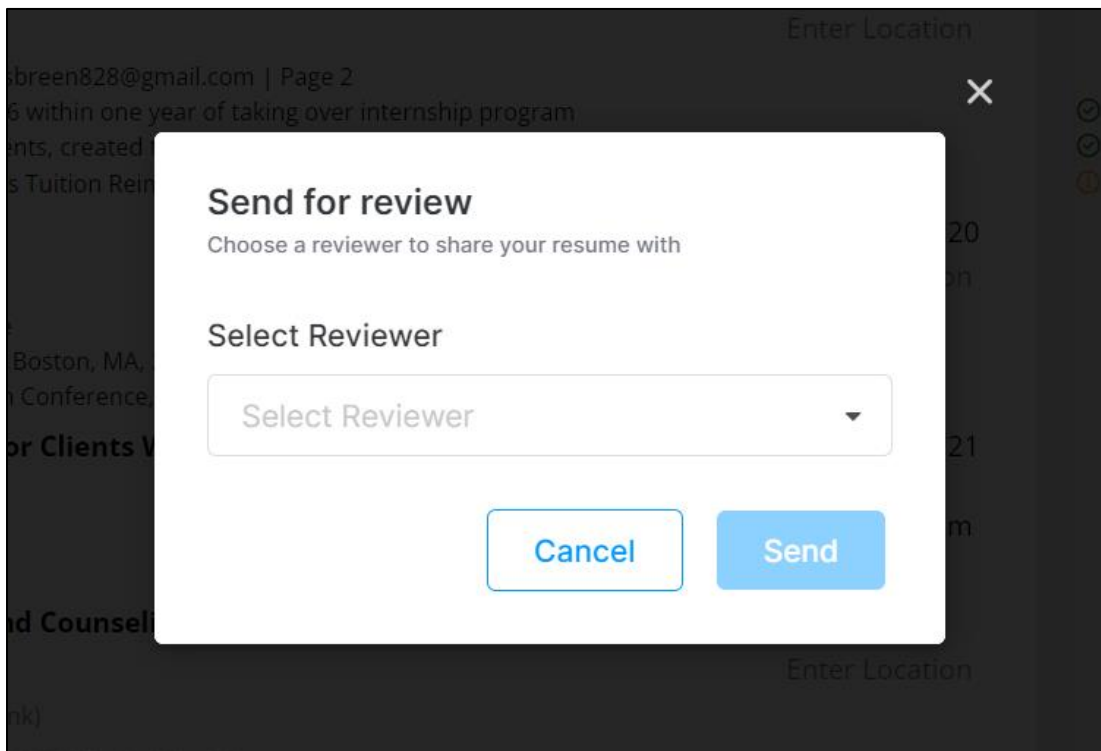
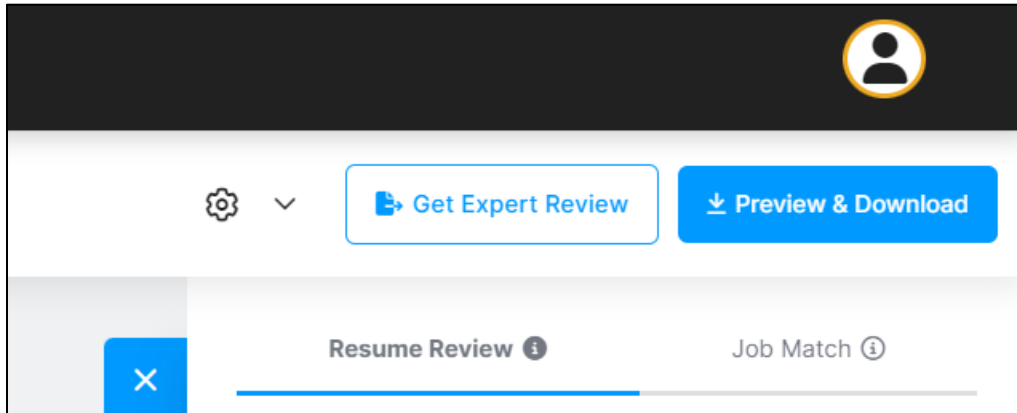


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Resume Submission and Review

Once your resume has all the required information completed, click on [Get Expert Review](#) for grading. You must be at **70/100 or higher** to **submit your resume for expert feedback**. Select your Career Coach's name for review.





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HIRATION

UNLOCK ULTIMATE SUCCESS WITH CHATGPT POWERED

Interview Practice



ChatGPT Answer Review

Identifies strengths, areas to improve, and restructures answers maximizing success

Speech & Posture Review

AI provides speech rate, pitch, eye contact, & posture analysis

Counselor & Peer Review

Share interviews with mentors and peers for diverse insights and feedback

Learn Module

Comprehensive video lessons to ensure confidence and competence





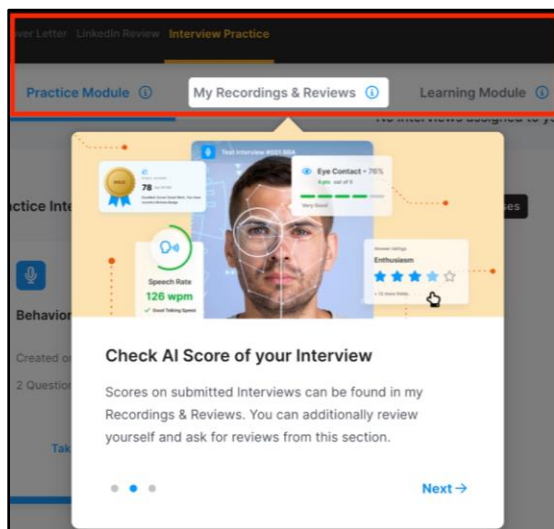
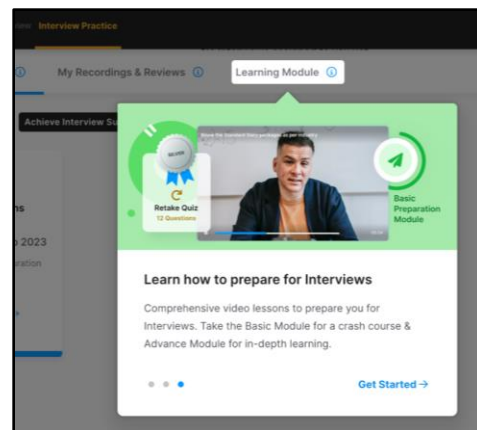
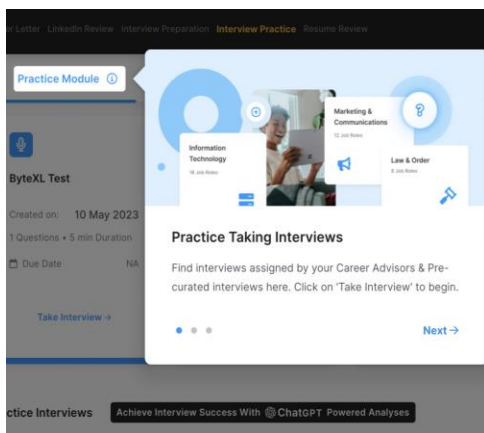
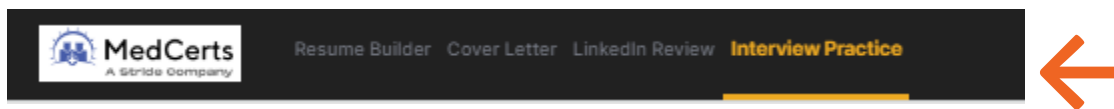
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Interview Preparation and Practice

Did you know only 2% of candidates land an interview? Job interview practice is important because it allows you to feel confident and comfortable during your real interview and ensures you are prepared to answer questions. Let Hiration's Job Interview Preparation platform help you cross the finish line!

Once you click on the **Interview Practice** tab on the top left, you'll see pop-ups for our **Practice Module** and **Learning Module** so you can easily find your way.



You'll find another tab sandwiched between the **Practice Module** and **Learning Module**.

A separate **My Recordings & Reviews** section is where you can access all your interview answers and performance reports.

For every question, you get **personalized AI feedback instantly** on factors ranging from speech and body language to the answer itself.

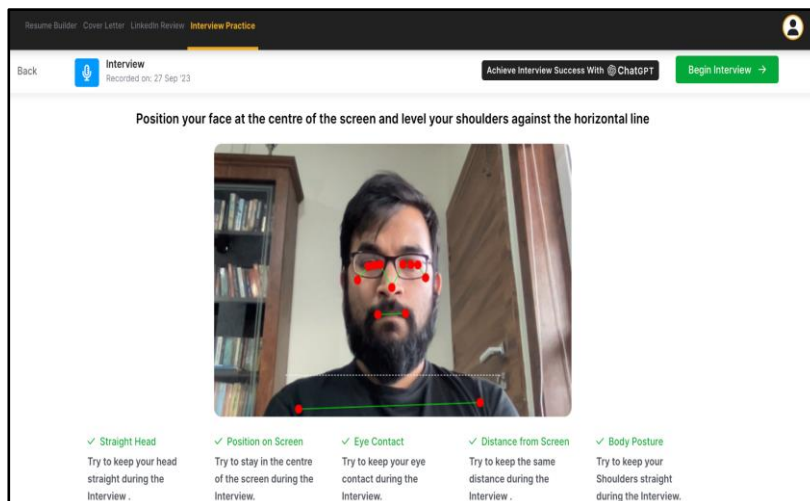
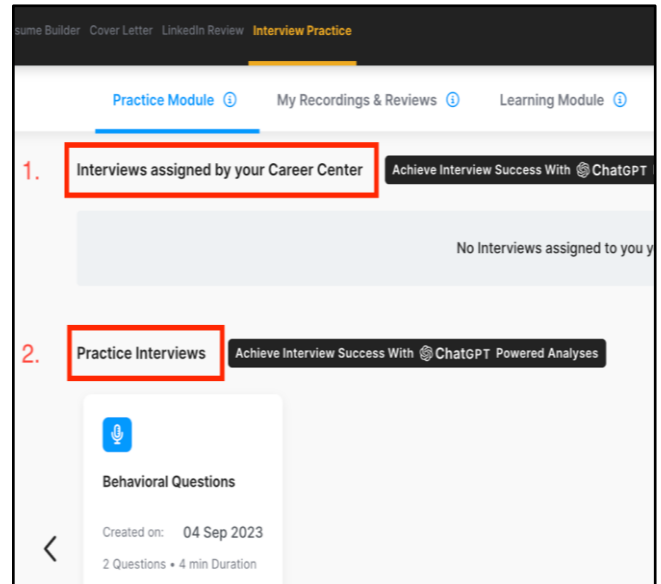


Practice Module

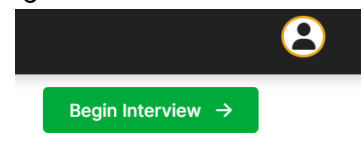
Your entire question bank is divided into:

1. Questions assigned by the MedCerts Career Services team, which are:
 - Program specific
 - MedCerts Career Coach + AI reviewed
2. Pre-curated mock interview questions, with:
 - Limitless attempts
 - Instant, AI feedback

Once you pick a category, Hiration checks if your body language is conventionally correct and upright before proceeding. As soon as you enable **camera + mic access** in your browser settings, Hiration's AI detects movement in real-time and assesses the position of your head and shoulders relative to the screen, the ideal eye contact levels, screen distance, and more!



Once you are ideally placed, click on **Begin Interview** (top right) and you are ready to record! This will open a new page with the question at the top. After 15 seconds of 'Think Time' the recording will start. Complete all questions in the assignment.

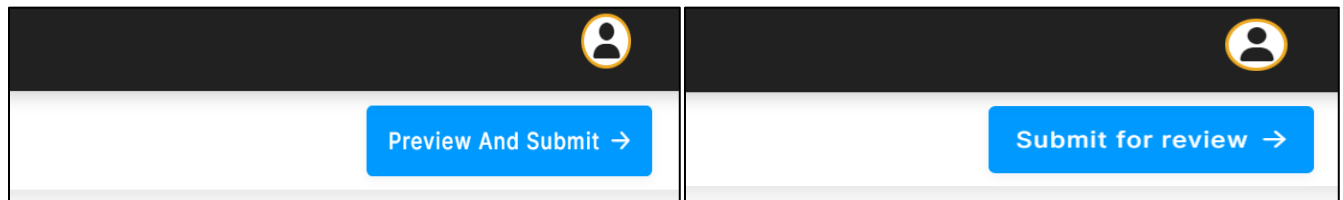




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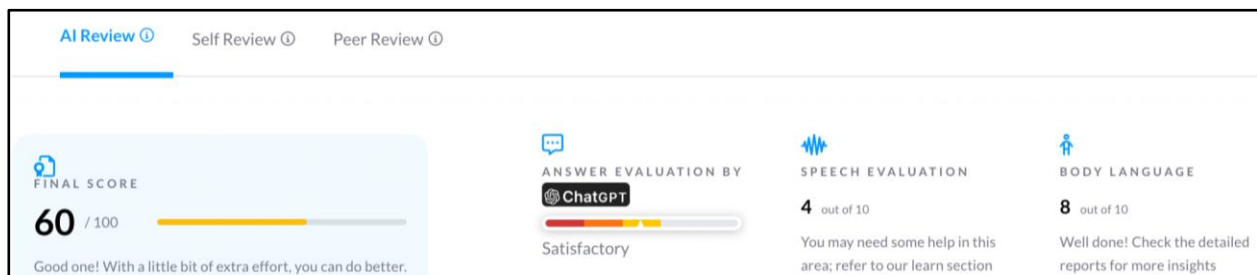
Once the interview is completed, click on [Preview and Submit](#). Next, click on [Submit for review](#).



Select your reviewer and submit!

AI Evaluation

Once the interview is over, click on [My Recordings & Reviews](#). Instantly, you will receive an overall score based on your answers, speech patterns, and body language.



1. how do you allocate marketing spends between google and meta for an early stage startup?

What Went Well
The candidate provided a clear distinction between marketing on Google and Meta based on the type of product or service.

What Needs Improvement
The candidate's answer lacked specific examples or data to support their allocation strategy.

What Would Have Impressed the Interviewer
To earn appreciation, the candidate could have mentioned the importance of tracking and analyzing data from both platforms to make informed decisions on marketing spend allocation.

Refined Answer: Putting it All Together
For an early stage startup, the allocation of marketing spends between Google and Meta depends on the nature of the business. If the startup is a B2C brand, it would be beneficial to invest in marketing on Meta platforms such as Instagram and Facebook, as they are more suitable for push marketing. On the other hand, if the startup has a product or service that people actively search for, Google ads would be more effective. In cases where there is uncertainty, starting with a 50-50 allocation and conducting A/B

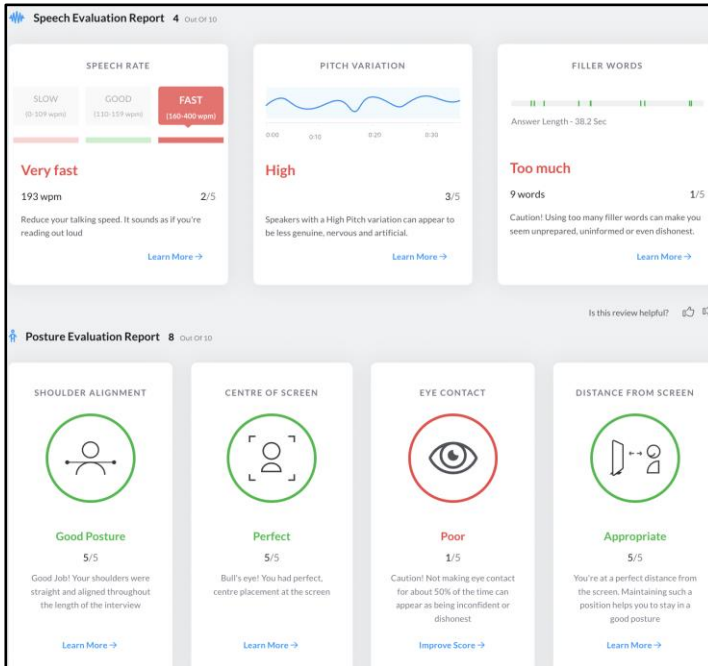
Hiration not only tells you **what went well** and **what needs improvement** with your answers, but also explains what recruiters might have expected from the question. Lastly, Hiration will package everything in a polished **Refined Answer** so you precisely know how to best answer the question next time.

Hiration also analyzes your speech patterns and body movement, including filler words (*like um, uh, you know*), pitch, speed, alignment of shoulders, and much more!



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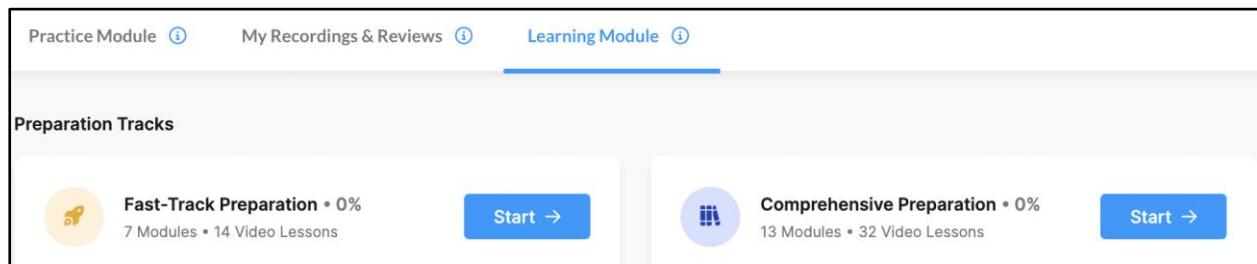
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For every parameter, Hiration studies their importance and scope for improvement. Just click on [Learn More](#) or [Improve Score](#) below the parameter of your choice. Here's what you see for [Eye Contact](#) and [Speech Rate](#), for example:

Learning Module

You can either **fast-track** your interview preparation (7 modules, 14 video lessons) if you're in a time crunch, (such as preparing for an upcoming interview). Or, do a **comprehensive** deep dive (13 modules, 32 video lessons).



The tutorials are designed to include all learning types and preferences - textual, visual, auditory, quizzes, etc.

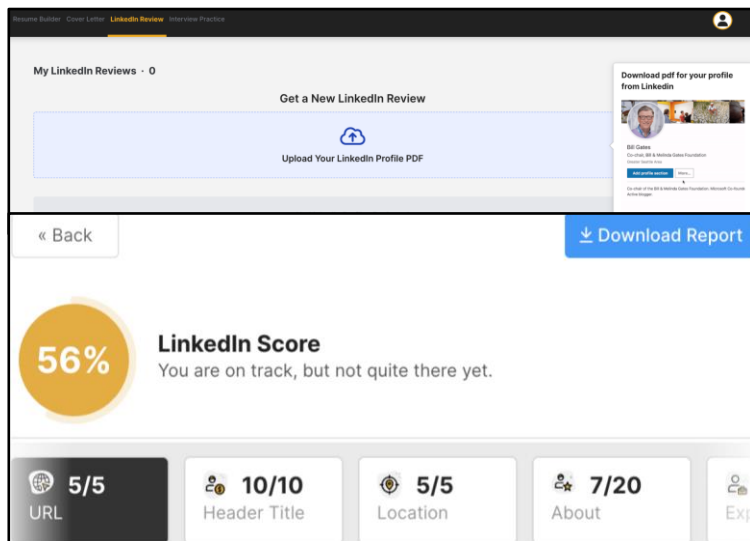
Additionally, Hiration has curated category-wise question banks by identifying hundreds of unique job roles comprising of **thousands of questions**. Helpful tip: [Be sure to search for job titles related to your MedCerts program of study!](#)



LinkedIn Review

A 2020 Harris Poll revealed that **70%** of recruiters and HR professionals in the U.S. indicated that a prospective employee's online reputation would likely influence their hiring decisions. Building a professional online presence through LinkedIn is important. Hiration's **LinkedIn Review** feature will ensure your profile puts your best self forward.

The **LinkedIn Review** tab may be located on the top black menu. From there, upload a PDF of your LinkedIn profile and get an **instant, in-depth review**.



When you hover near the **Upload** button, you get a pop-up gif on the right explaining how to download your LinkedIn profile as a PDF.

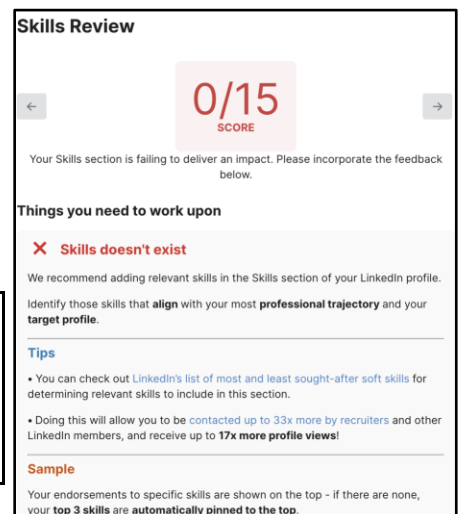
Once uploaded, Hiration will review each section:

- Profile URL
- Header
- Location
- About/Summary
- Experience
- Education
- Skills

All in a single downloadable report you can take with you!

Your overall LinkedIn Score is based on analyzing and scoring all the sections listed above. Want to increase your score? Simply check the sections with low scores and get started!

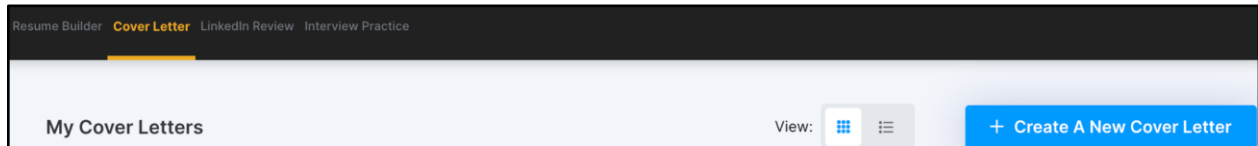
If you need assistance creating a LinkedIn profile, please submit an [Ask a Career Coach form](#) to connect with your MedCerts Career Coach. Also, don't forget to check out the [Career Center](#) for [LinkedIn resources](#)!





Cover Letter

A cover letter is a valuable tool for candidates to make a strong and personalized case for why they are the right fit for a particular job. It goes beyond the resume by *providing context*, *demonstrating enthusiasm*, and *showcasing communication skills*.



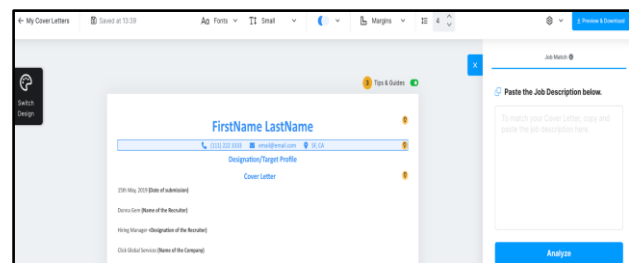
Once you click on the **Cover Letter** tab (top), you'll see the cover letter dashboard. All your cover letters will appear here.

To get started:

- Click on the blue **Create a New Cover Letter** button (right) and choose your design.
- Or, if applicable, you can select an existing role-based template closest to your profile.

Since there are no sections in the cover letter builder, the AI review isn't required. However, you can still use the **Job Match** feature to customize your cover letter to a specific job description.

Once finished, simply click on **Preview & Download** (top right) and you are good to go!



Helpful Tip

Once you have finalized your first cover letter, create multiple copies of the same from the dashboard - one for each unique company you are targeting.

Now, for each cover letter you send, you just need to change a few details around your target company while the rest of the content can remain the same!



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Account Issues and Password Reset

Forgot your Hiration password? Unable to access your Hiration account? Just follow these steps!

- Reset your password [here](https://hiration.com/accounts/password/reset/) (hiration.com/accounts/password/reset/)

Forgot Your Password?

Forgot your password? Enter your email below to receive instructions to reset it.

E-mail*

E-mail address

Reset My Password

[Return To Login](#)

- If you are unable to access your Hiration account after resetting your password, contact your *MedCerts Career Coach* for additional support.



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Data Protection and Privacy

At Hiration, we understand the importance of privacy for all our users, especially students who trust us with their educational and personal information.

Rest assured, we take your privacy extremely seriously and are fully committed to preserving the same in accordance with the *Family Educational Rights and Privacy Act (FERPA)*.

Our adherence to **FERPA** means that your educational records are guarded with utmost confidentiality, and our privacy practices ensure not just compliance but peace of mind.

We engage in robust protection of your personal data, and you have full control over all your information. You have the right to access, amend, and control the disclosure of your educational records, thereby ensuring that your academic journey remains completely private and secure.

We are also fully compliant with the General Data Protection Regulation (**GDPR**) and the California Consumer Privacy Act (**CCPA**) as part of equipping you with a suite of rights designed to affirm your autonomy over your personal data. Whether you're requesting access to your data, correcting inaccuracies, or even asking for your data to be deleted or its processing to be restricted, Hiration empowers you with the right to make these choices easily and effectively.

Our platform's privacy measures are a testament to our commitment to your data rights, underpinning our dedication to maintaining a trustworthy environment where your personal and educational aspirations can flourish without compromise.

You can check out Hiration's [entire privacy policy here](#).

Hiration Code of Conduct

1. **Authorized Use:** The Hiration platform and associated MedCerts Career Services resources are designated for the exclusive use of enrolled students and MedCerts graduates who are no more than 1-year post program completion.
2. **Individual Use Only:** Students are strictly prohibited from utilizing the Hiration platform to provide assistance, guidance, or services to any individuals who are not MedCerts students or alumni. This includes but is not limited to family members, friends, or clients.
3. **Confidentiality:** Students are responsible for maintaining the confidentiality of their login information and must not share it with others.



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4. **Responsible Usage:** Students should use the Hiration platform and MedCerts resources responsibly and respectfully. Any misuse, abuse, or unauthorized access will result in disciplinary action, which may include suspension or termination of access.
5. **Acknowledgment of Agreement:** By accessing the Hiration platform and MedCerts resources, students acknowledge their understanding of and agreement to abide by this code of conduct.

Violation of any provision outlined in this code of conduct may result in disciplinary action, up to and including expulsion from the educational program. Students are expected to review and adhere to these guidelines to ensure a positive and productive learning environment for all.