



東華學院
TUNG WAH COLLEGE

TUNG WAH COLLEGE

LIFE PLANNING CENTRE PORTAL GUIDEBOOK

For Student

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Overview

The Tung Wah College (TWC) Life Planning Centre Portal is a platform that facilitates resume creation and career improvement for TWC students.

1. Account Setting

1a. Login (Sign In With Microsoft)

1. Visit this login page: <https://twclpc.app.kinobi.asia/login>

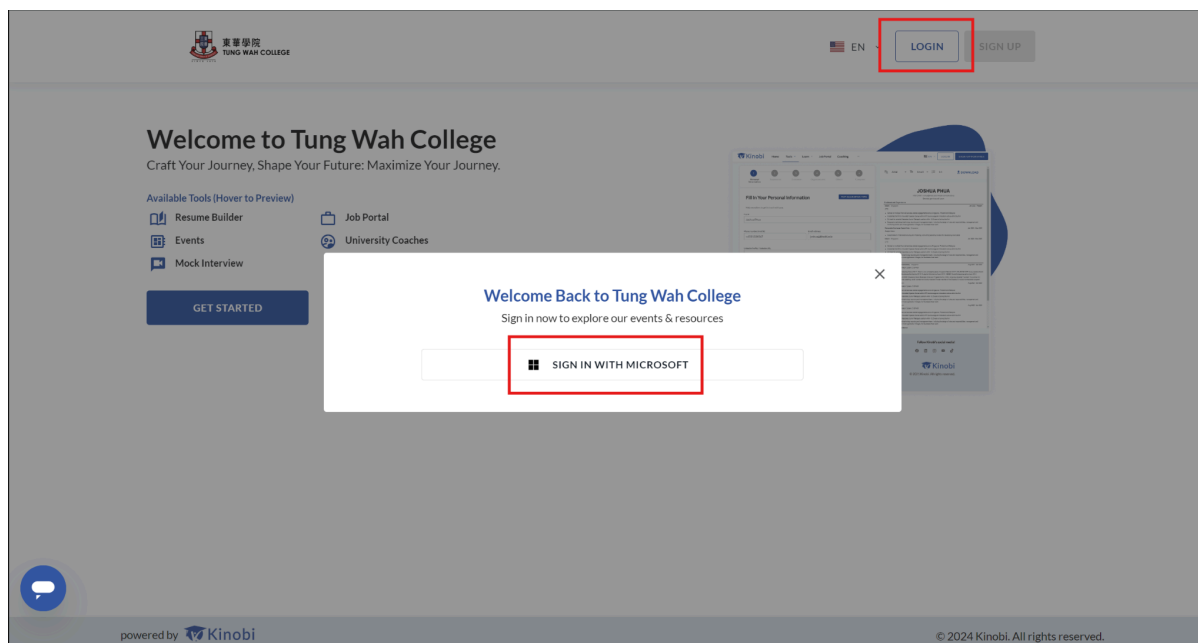


Illustration: Successful Log-In

2. On the top right corner, please click “**LOGIN**”.
3. You will need to click “**SIGN IN WITH MICROSOFT**”.
4. Choose your student email and enter your password if asked.
5. You will see the below picture if you successfully log in.

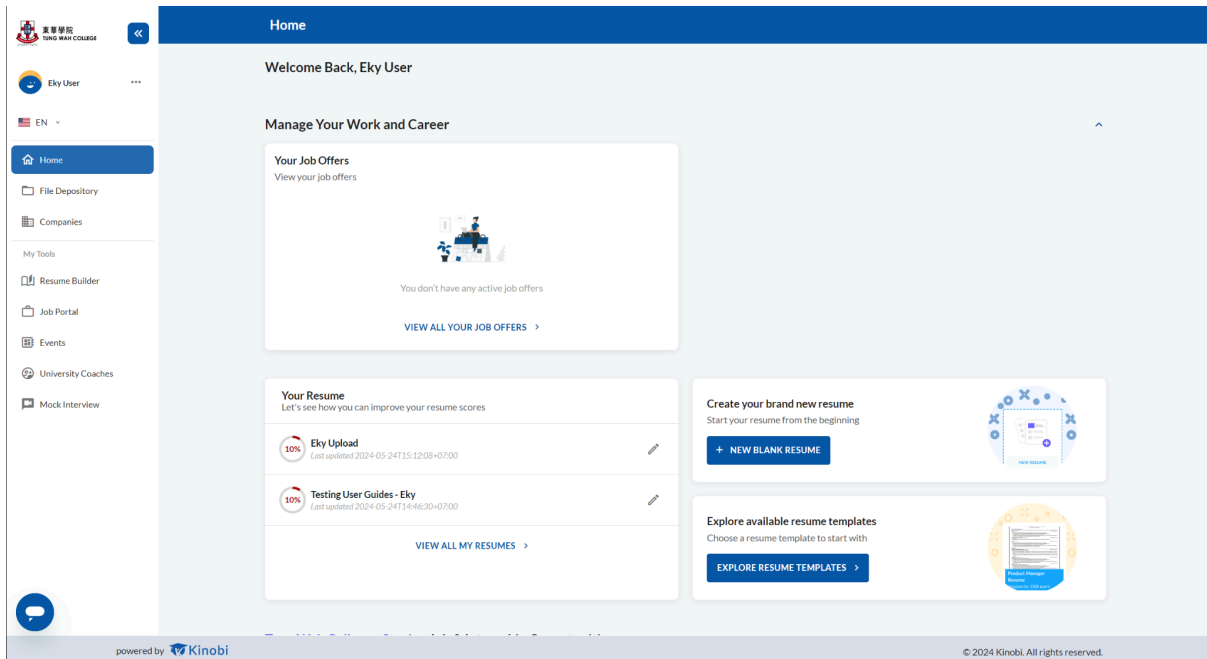


Illustration: Successful Log-In

1b. Accessible Feature

- File Depository
- Companies
- Resume Builder
- Job Portal
- Events
- University Coach
- Mock Interview

2. Resume Builder

There are three options for creating your resume, such as starting from scratch, choosing from available templates, or importing from an existing PDF.

2a. Creating a Resume from Blank

1. Click on **“Resume Builder”** on the left tab under **My Tools**.
2. Click on **“New Resume”**.

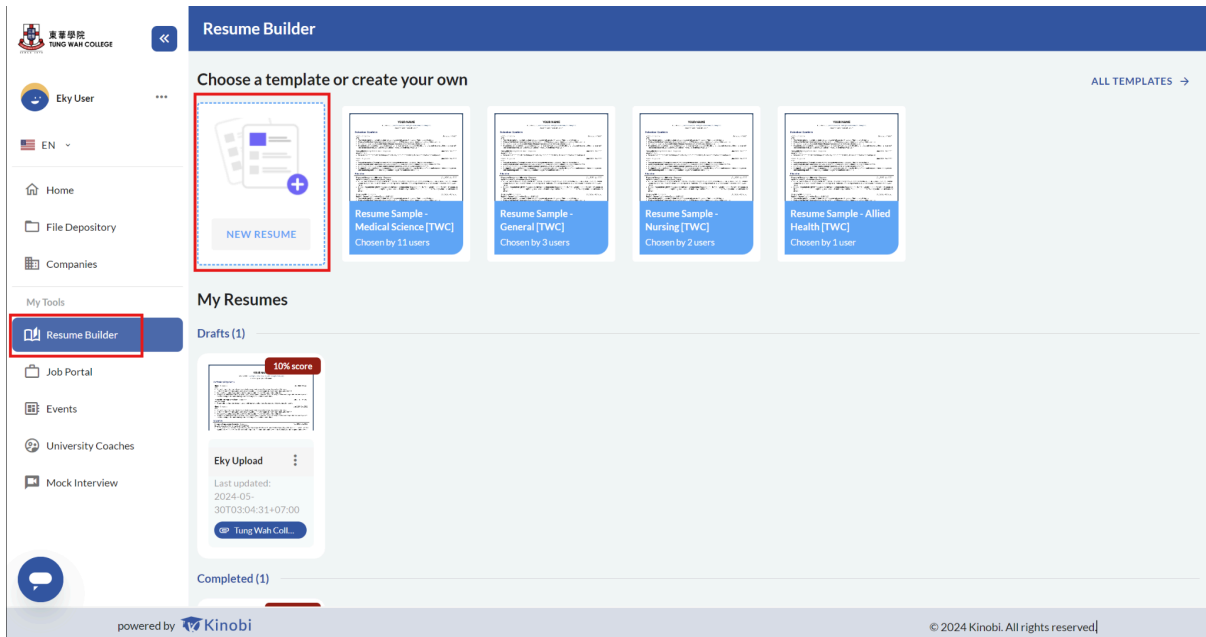


Illustration: Resume Builder Page

3. Enter your resume title.
4. Fill in all the required information on your resume.

2ai. Entering Your Personal Information

1. Fill in your personal information.
 - a. Name.
 - b. Phone Number (Optional).
 - c. Email Address (Required).
 - d. LinkedIn Profile (Recommended).
 - e. Short description of yourself.
 - f. Photo (Optional with JPG, JPEG, or PNG format).
2. You can click the **Tips** button to view the Resume Builder Guide video and other tips to help you achieve the maximum score on your resume.
3. Click **“Save & Continue”**.

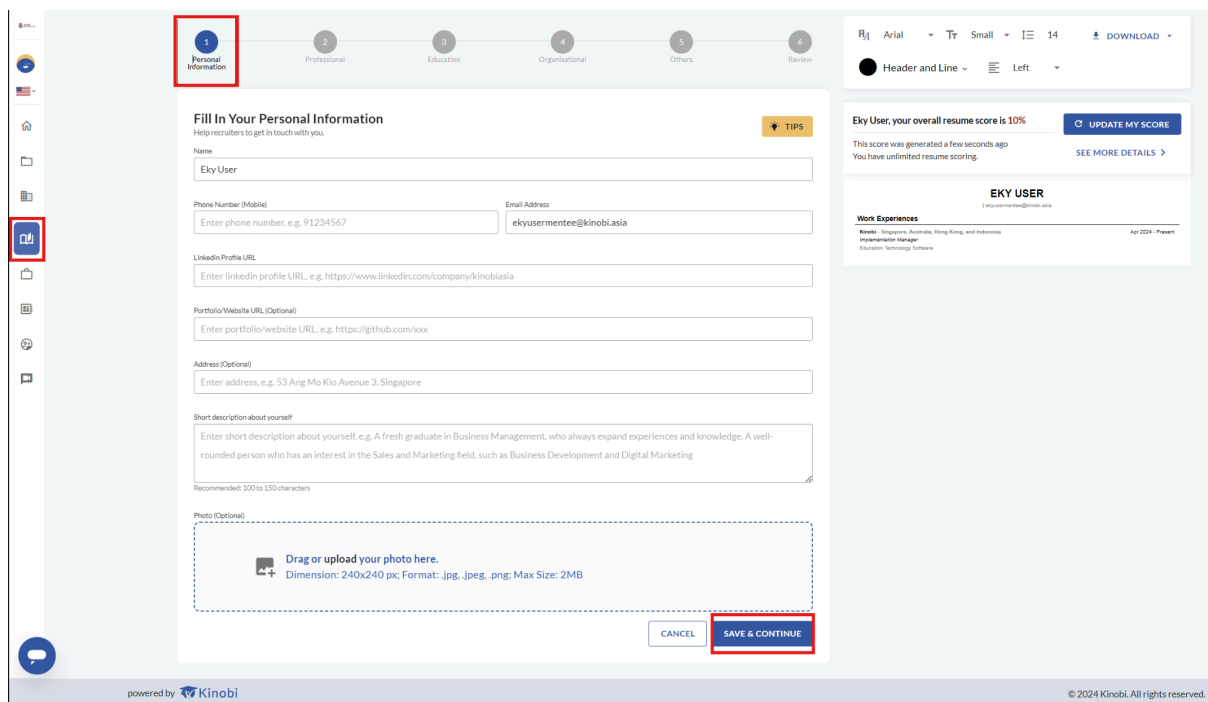
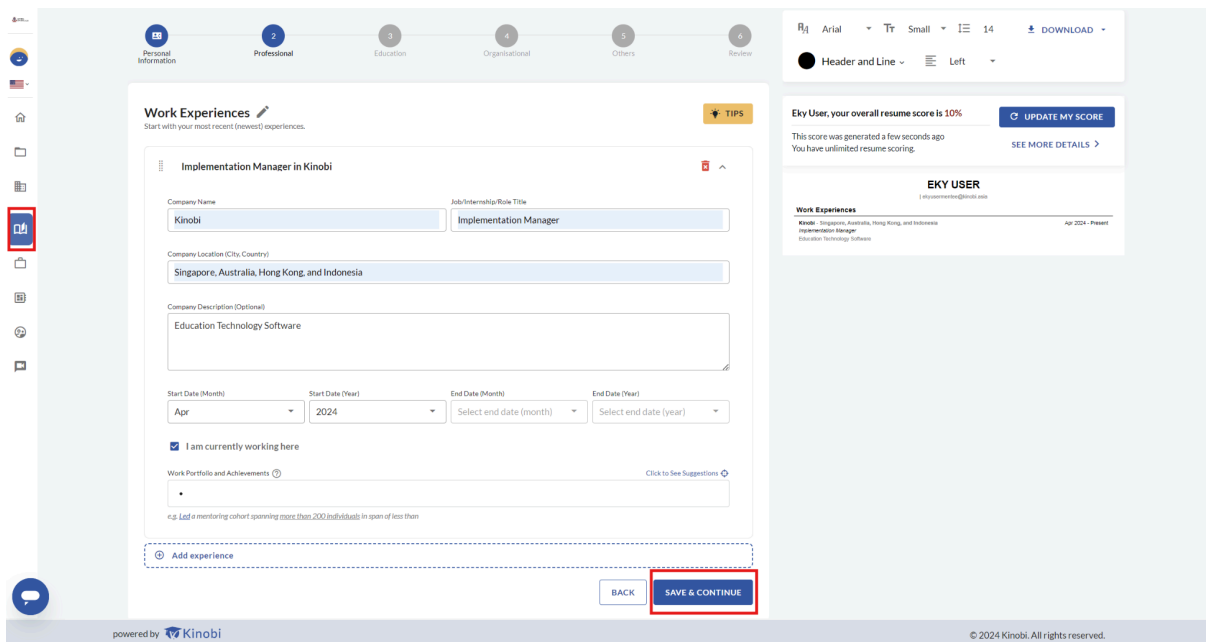


Illustration: Resume Builder Page (Personal Information)

2a. Adding Your Work Experience

1. Click on the pencil icon to edit the section name **"Work Experience"** if needed.
2. Click on **"Add Experience"**.
3. Enter your professional experience:
 - a. Company name.
 - b. Job/Internship/Role Title.
 - c. Company Location (City, Country).
 - d. Company Description (Optional).
 - e. Start and End Date (Check the **"I am currently working here"** box to see if it is your current job).
 - f. Work Portfolio and Achievements
4. Click **"Add Experience"** to add other professional experiences.
5. Click **"Save & Continue"**.



The screenshot displays the 'Work Experiences' section of a resume builder. The form is titled 'Implementation Manager in Kinobi' and includes the following fields:

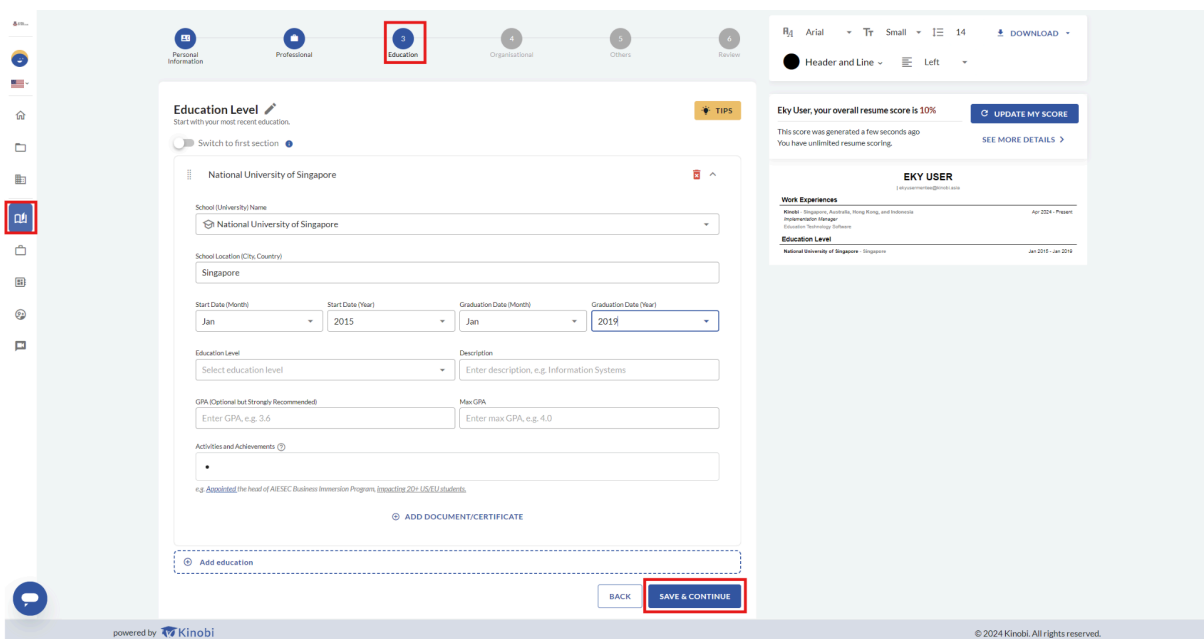
- Company Name:** Kinobi
- Job/Internship/Role Title:** Implementation Manager
- Company Location (City, Country):** Singapore, Australia, Hong Kong, and Indonesia
- Company Description (Optional):** Education Technology Software
- Start Date (Month):** Apr
- Start Date (Year):** 2024
- End Date (Month):** Select end date (month)
- End Date (Year):** Select end date (year)
- I am currently working here
- Work Portfolio and Achievements:** A text area with a 'Click to See Suggestions' link. An example text reads: 'Led a mentoring cohort spanning more than 200 individuals in span of less than'.

At the bottom of the form, there is an 'Add experience' button, a 'BACK' button, and a 'SAVE & CONTINUE' button. The 'SAVE & CONTINUE' button is highlighted with a red box. On the right side of the page, there is a summary card for 'EKY USER' showing an overall resume score of 10% and an 'UPDATE MY SCORE' button.

Illustration: Resume Builder Page (Work Experience)

2a.iii. Adding Your Education Level

1. Click on the “pencil” icon to edit the section name **Education Level** if needed.
2. Click on “**Add Education**”.
3. Enter your education history:
 - a. School (University) Name.
 - b. School Location (City, Country).
 - c. Start Date (Month) and Start Date (Year).
 - d. Graduation Date (Month) and Graduation Date (Year).
 - e. Education Level and Description.
 - f. GPA (Optional but Strongly Recommended) and Max GPA.
 - g. Activities and Achievements.
4. Click on “**Add Document/Certificate**” if you want to add your diploma or certificate.
5. Click on “**Add Education**” to add another education history.
6. Click on “**Save & Continue**”.



The screenshot displays the 'Education Level' section of a resume builder. The 'Education' tab is selected and highlighted with a red box. The form contains the following fields:

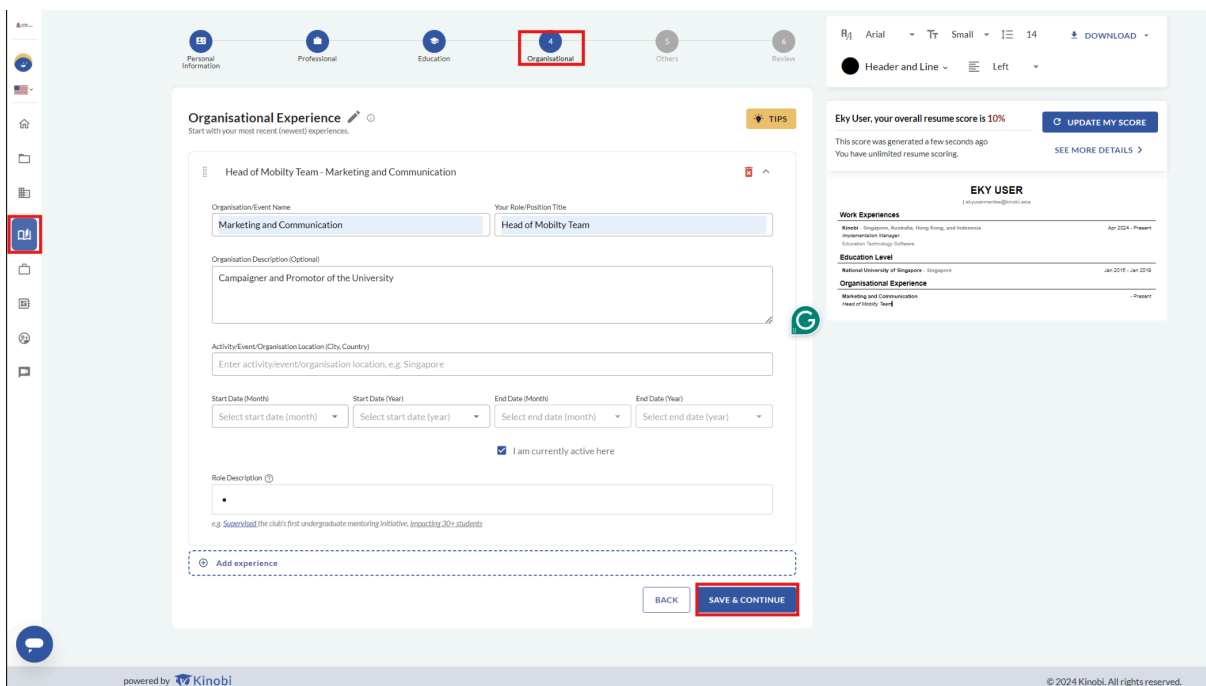
- School (University) Name:** National University of Singapore
- School Location (City, Country):** Singapore
- Start Date (Month):** Jan, **Start Date (Year):** 2015, **Graduation Date (Month):** Jan, **Graduation Date (Year):** 2019
- Education Level:** Select education level (dropdown), **Description:** Enter description, e.g. Information Systems
- GPA (Optional but Strongly Recommended):** Enter GPA, e.g. 3.6, **Max GPA:** Enter max GPA, e.g. 4.0
- Activities and Achievements:** (Empty field)

At the bottom of the form, there is a red box around the 'ADD DOCUMENT/CERTIFICATE' link and another red box around the 'SAVE & CONTINUE' button. The right sidebar shows a resume preview for 'EKY USER' with a score of 10%.

Illustration: Resume Builder Page (Education Level)

2aiv. Adding Your Organisational Experiences

1. Click the “pencil” icon to edit the section name **Organisational Experiences** if needed.
2. Click on “**Add Experience**”.
3. Enter your organisational experience:
 - a. Organisation/Event name.
 - b. Your Role/Position Title.
 - c. Organisation Description (Optional).
 - d. Activity/Event/Organisation Location (City, Country).
 - e. Start Date (Month) and Start Date (Year).
 - f. End Date (Month) and End Date (Year).
 - g. Check the “**I am currently active here**” box to see if you are still active in the organisation.
 - h. Role Description.
4. Click “**Save & Continue**”.



The screenshot displays the 'Organisational Experience' form in a resume builder interface. The 'Organisational' tab is selected and highlighted with a red box. The form contains the following fields:

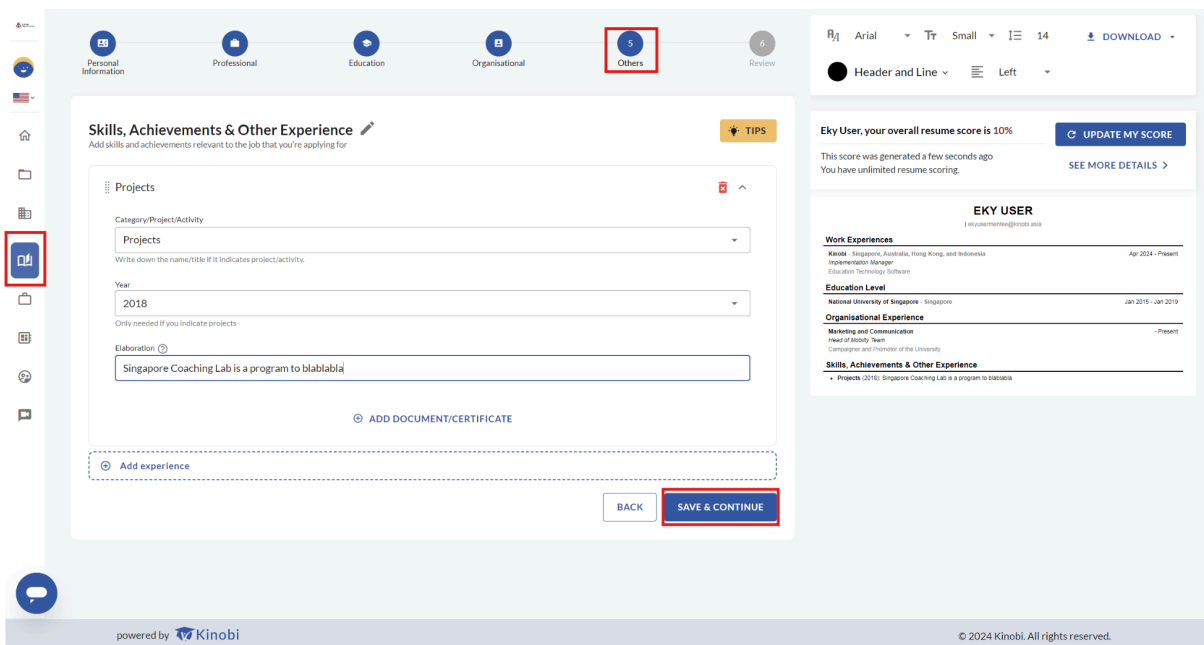
- Organisation/Event Name:** Marketing and Communication
- Your Role/Position Title:** Head of Mobility Team
- Organisation Description (Optional):** Campaigner and Promotor of the University
- Activity/Event/Organisation Location (City, Country):** Enter activity/event/organisation location, e.g. Singapore
- Start Date (Month):** Select start date (month)
- Start Date (Year):** Select start date (year)
- End Date (Month):** Select end date (month)
- End Date (Year):** Select end date (year)
- I am currently active here
- Role Description:**
 -
 - e.g. Supervised the club's first undergraduate mentoring initiative, supporting 30+ students

At the bottom of the form, there is an 'Add experience' button, a 'BACK' button, and a 'SAVE & CONTINUE' button (highlighted with a red box). The right sidebar shows a resume preview for 'EKY USER' with a score of 10% and a list of work experiences, including 'Marketing and Communication Head of Mobility Team'.

Illustration: Resume Builder Page (Organisational Level)

2av. Adding Your Skill, Achievements, and Other Experiences

1. Click the “pencil” icon to edit the section name **Skill, Achievements, and Other Experiences** if needed.
2. Click “**Add Experience**”.
3. Enter relevant experience, skills, or other achievements:
 - a. Category/Project/Activity.
 - b. Year.
 - c. Elaboration.
4. Click on “**Add document/certificate**” if you want to add your certificate or portfolio.
5. Click **Save & Continue**.

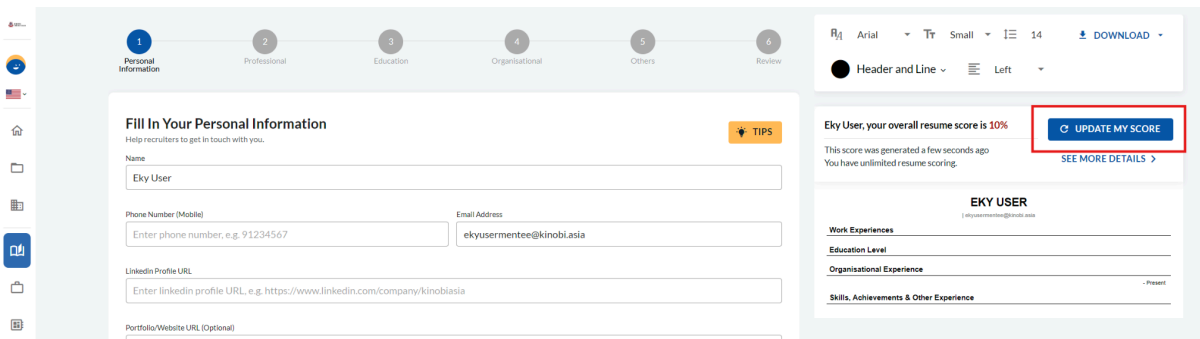


The screenshot displays the 'Resume Builder' interface, specifically the 'Others' section. The top navigation bar includes tabs for Personal Information, Professional, Education, Organisational, Others (highlighted with a red box), and Review. The main content area is titled 'Skills, Achievements & Other Experience' and contains a form for adding a new experience. The form includes a dropdown menu for 'Category/Project/Activity' (set to 'Projects'), a 'Year' dropdown (set to '2018'), and an 'Elaboration' text box containing the text 'Singapore Coaching Lab is a program to blablabla'. Below the form is a dashed box labeled 'Add experience' and a 'SAVE & CONTINUE' button (highlighted with a red box). To the right, a preview of the resume shows the 'Others' section with the added experience listed under 'Skills, Achievements & Other Experience'.

Illustration: Resume Builder Page (Others)

Zavi. Scoring Your Resume

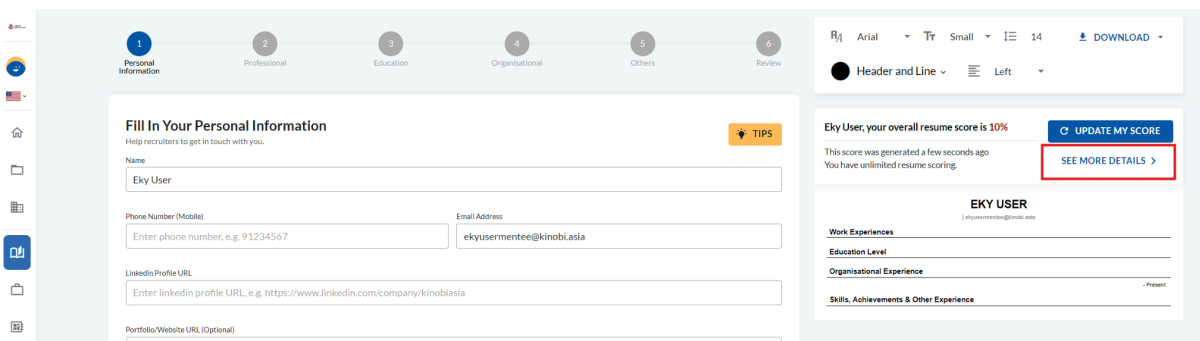
1. When you have completed your resume, click the **“Update My Score”** button to your right to have your resume scored.



The screenshot shows a web interface for creating a resume. At the top, there are six numbered steps: 1. Personal Information, 2. Professional, 3. Education, 4. Organisational, 5. Others, and 6. Review. The 'Personal Information' step is active. Below the steps is a form titled 'Fill In Your Personal Information' with fields for Name (Eky User), Phone Number (91234567), Email Address (ekyusermentee@kinobi.asia), LinkedIn Profile URL, and Portfolio/Website URL. To the right of the form is a 'TIPS' button. On the far right, there is a summary panel showing 'Eky User, your overall resume score is 10%' and a blue 'UPDATE MY SCORE' button highlighted with a red box. Below this is a 'SEE MORE DETAILS >' link. The summary panel also lists sections like Work Experiences, Education Level, Organisational Experience, and Skills, Achievements & Other Experience.

Illustration: Creating a Resume Page

2. Click **“See More Details”** to see more explanations on the scoring factors under **ATS Resume Score**.



This screenshot is identical to the previous one, showing the same resume creation interface. The 'UPDATE MY SCORE' button is still highlighted in red. The 'SEE MORE DETAILS >' link is also highlighted with a red box, indicating the next step in the process.

Illustration: Creating a Resume Page

3. Click on **“See More Details”** to see **ATS Resume Score** and **Job Similarity**.

2avii. Completing Your Resume

1. Click on **“Save as Draft”** if you want to save your resume without downloading the resume.

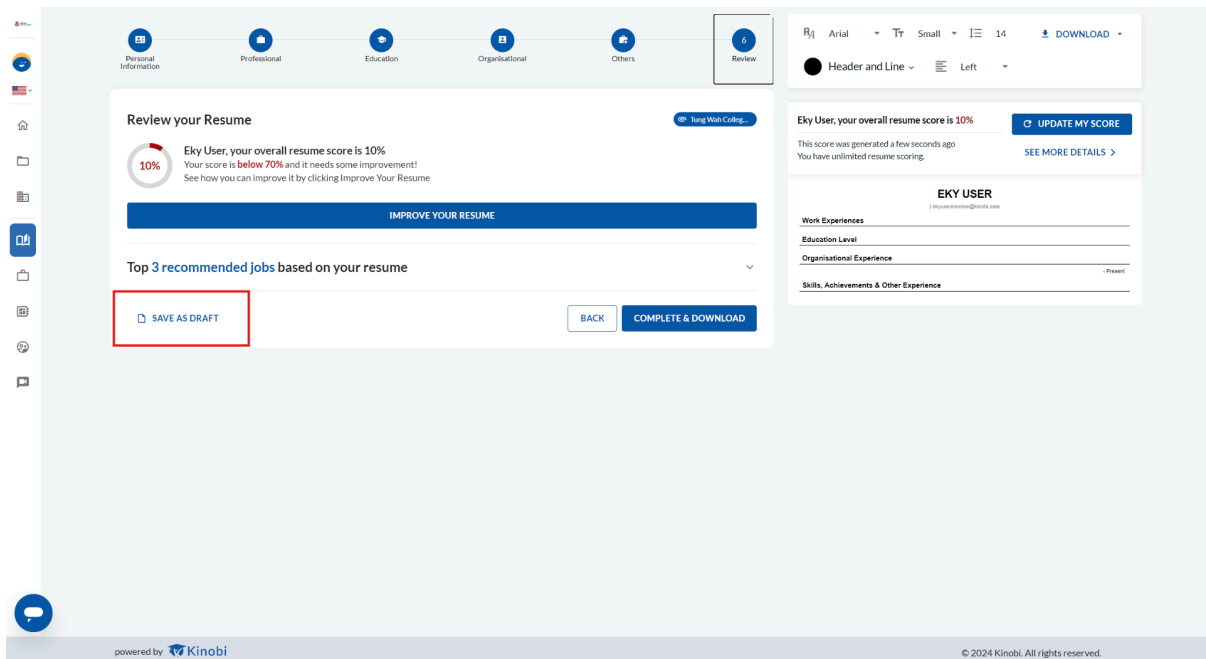


Illustration: Resume Builder Page (Review)

2. Click on **“Complete & Download”** to download your resume in PDF format.

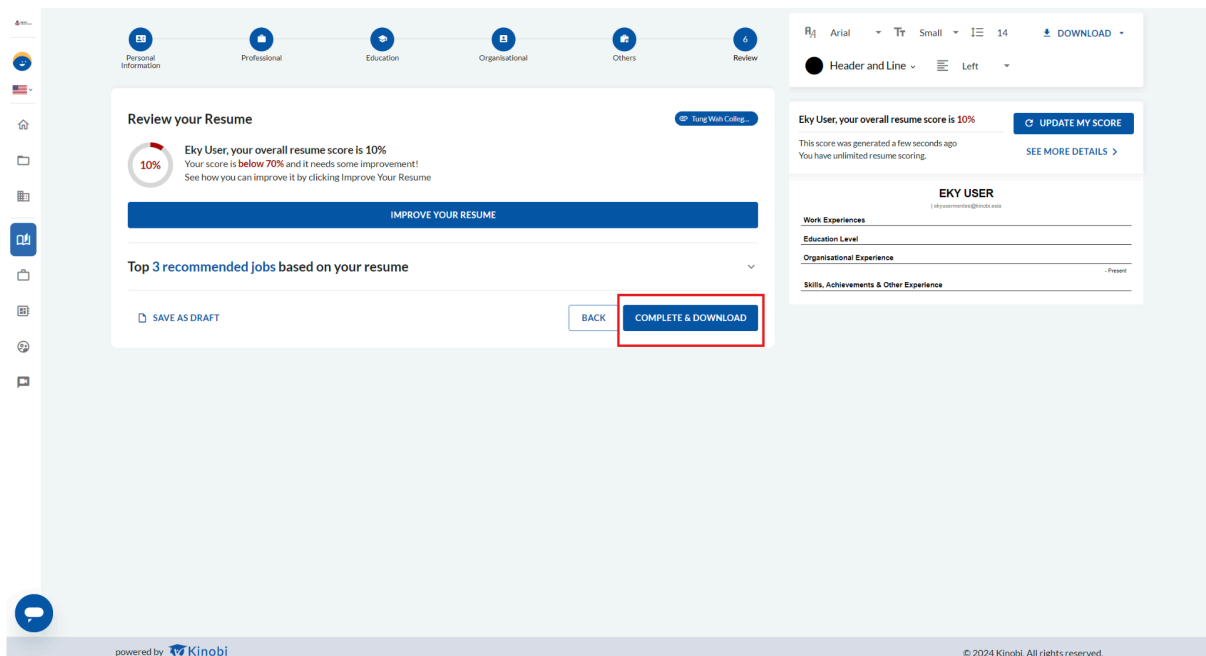


Illustration: Resume Builder Page (Review)

2b. Creating a Resume from Available Templates

1. Click on “**Resume Builder**” on the left tab under **My Tools**.
2. Click on “**All Templates**” in the top right corner, then click on the template you want to use.

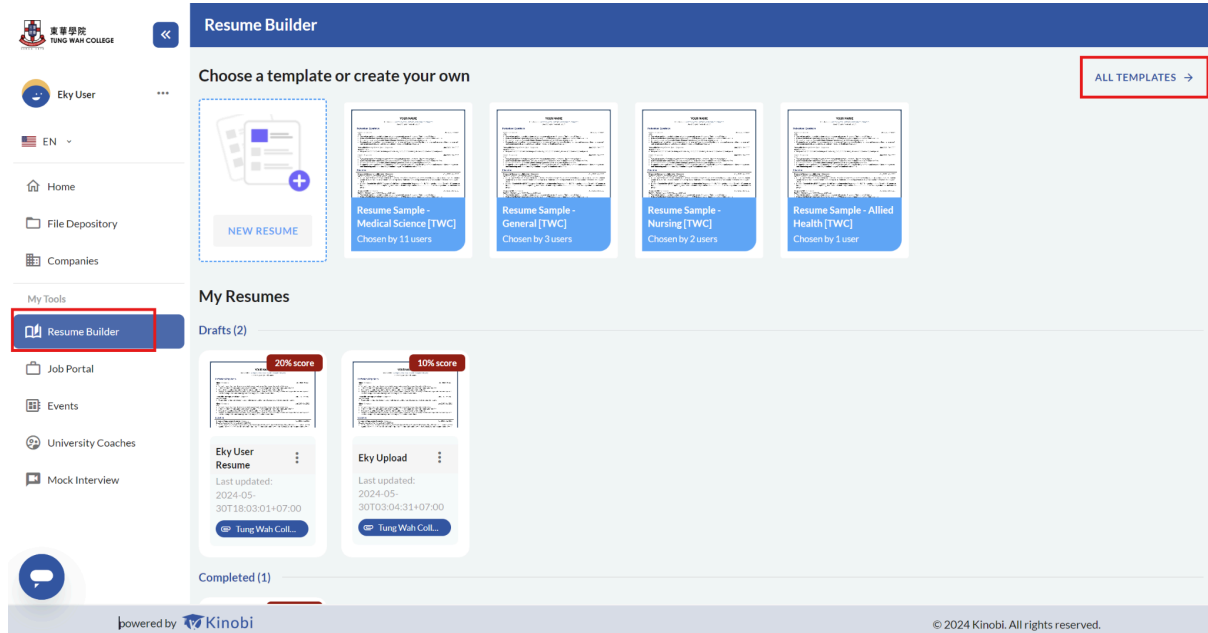


Illustration: Resume Builder Page

3. Click on “**Unlock Template & Create**”.
4. Continue by filling in the needed information by following the same steps as creating your resume from blank.

3. Job Portal

3a. Using the “Search” Feature

1. Click on “**Job Portal**” on the left tab.

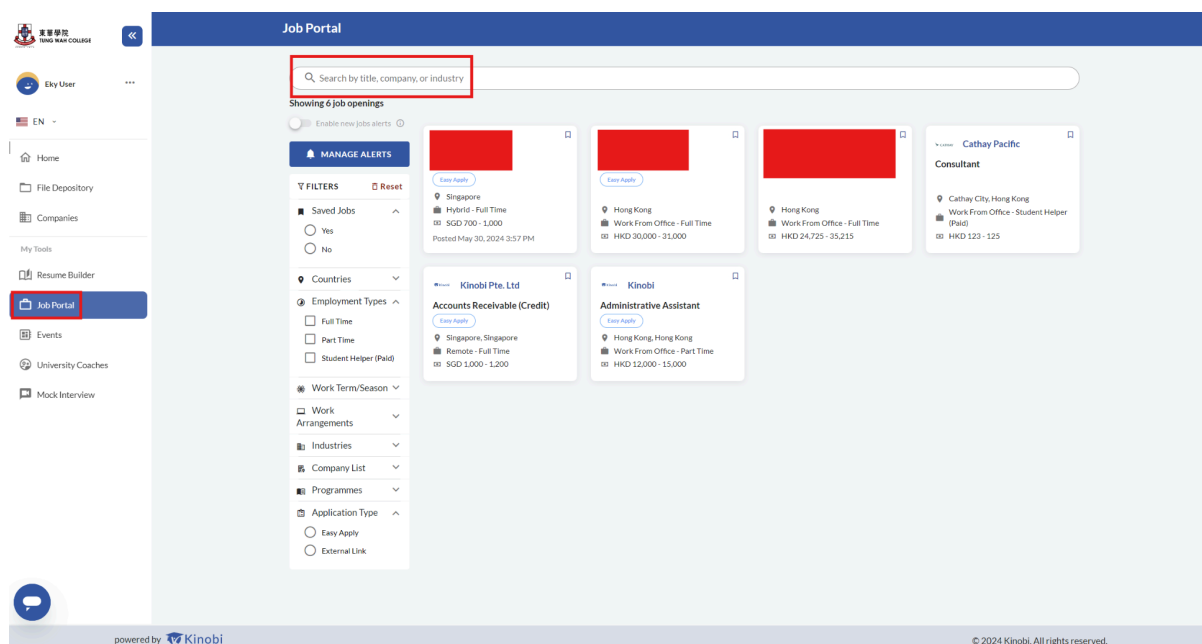


Illustration: Job Portal Page

2. Click on the “**search bar**” at the top and enter the job keyword you are looking for.
3. Click on the “**job vacancy**”.
 - a. Click on “**Save**” to save the job vacancy.
 - b. Click on “**Easy Apply**” and enter your information, then click “**Submit Application**” or click “**Apply Now**” to be redirected to the company website.

3b. Using the “Filters” Feature

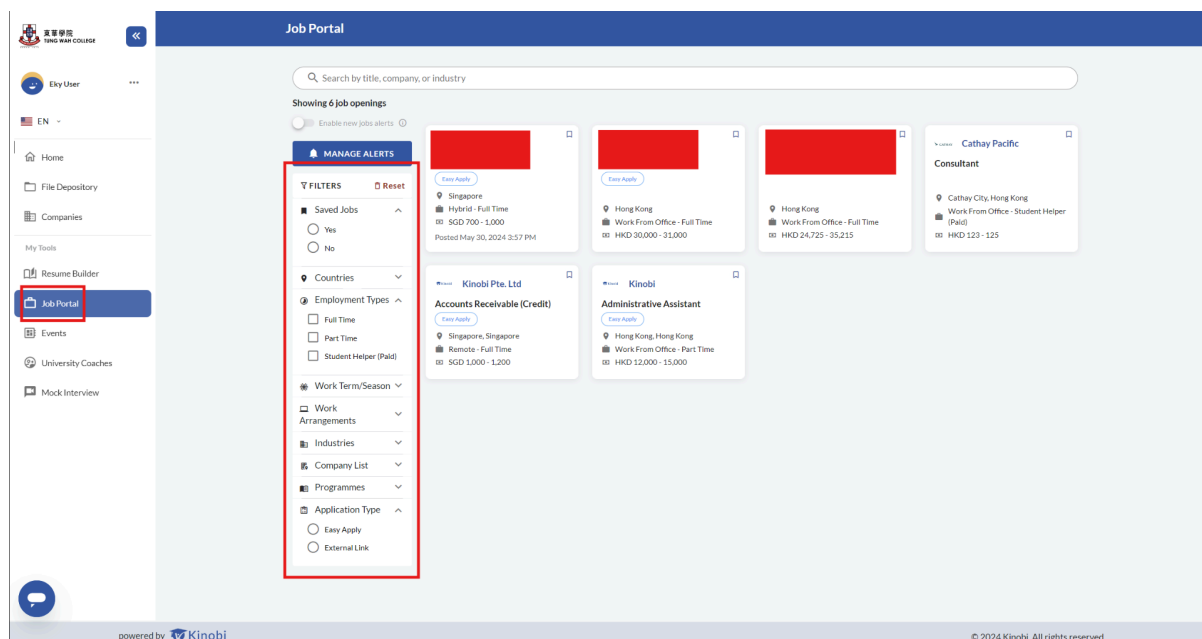


Illustration: Job Portal Page

1. Click on “**Job Portal**” on the left tab under **My Tools**.
2. Check Cities, Employment Type, Work Arrangement (Hybrid, Remote, or Work from Office), Industries, or Company List.
3. Click on the suitable job vacancy.
 - a. Click “**Save**” to save the job vacancy.
 - b. Click “**Easy Apply**” and enter your information, then click “**Submit Application**” or click “**Apply Now**” to be redirected to the company website.

3c. Two Types of Job Application Method

1. Easy Apply: Applicant Tracking Systems

- You can apply directly by clicking the **“Easy Apply”** button on the job vacancy page.
- You can use a system-made resume to apply to this job vacancy and your application will be sent directly to the HR of the company.
- Your application status can be tracked by clicking on the **“three dots”** to the right of your avatar/name on the left tab and selecting **Your Jobs**.

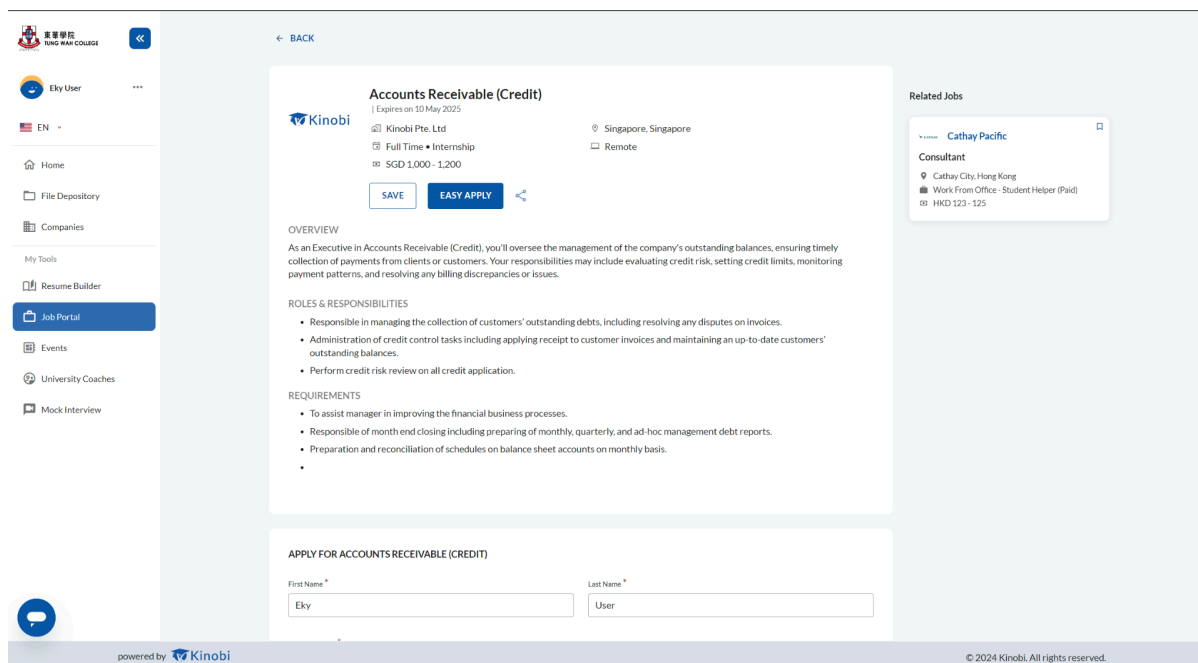


Illustration: Easy Apply: Applicant Tracking System

2. Apply Now: Redirect to the external job link.

- When you click the “**Apply Now**” button, you will be redirected to an external job application website.
- You can continue applying for the job by following the instructions on the company website.
- This application cannot be tracked from your profile.

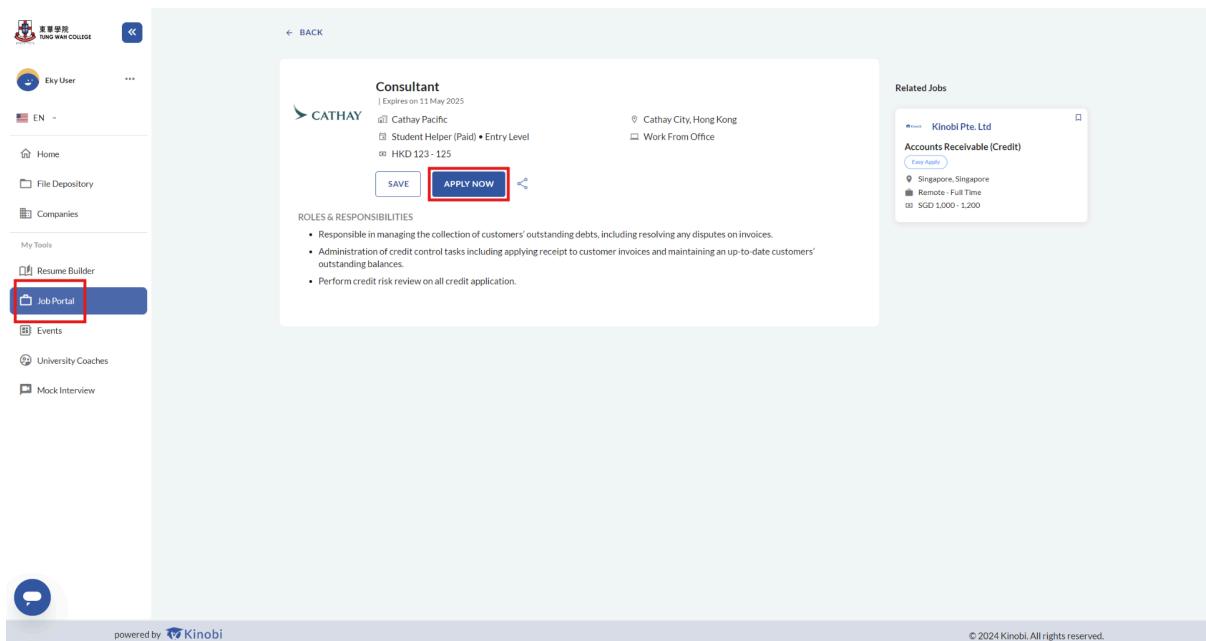


Illustration: Apply Now: Redirect to the external job link

3d. Viewing Your Job Progress (Via Profile Page)

1. Click on the “three dots” on the left sidebar and next to your profile avatar.

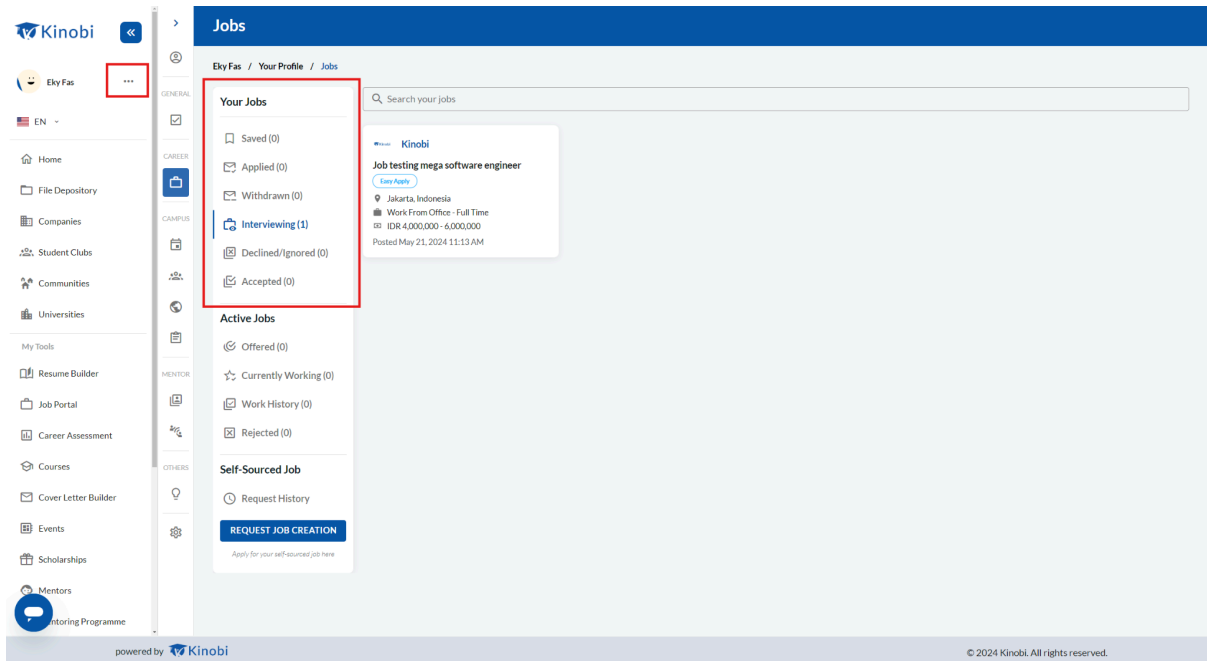


Illustration: Your Jobs Progress

2. Click on “Your Jobs”.
3. You will be able to see the jobs you have applied for.

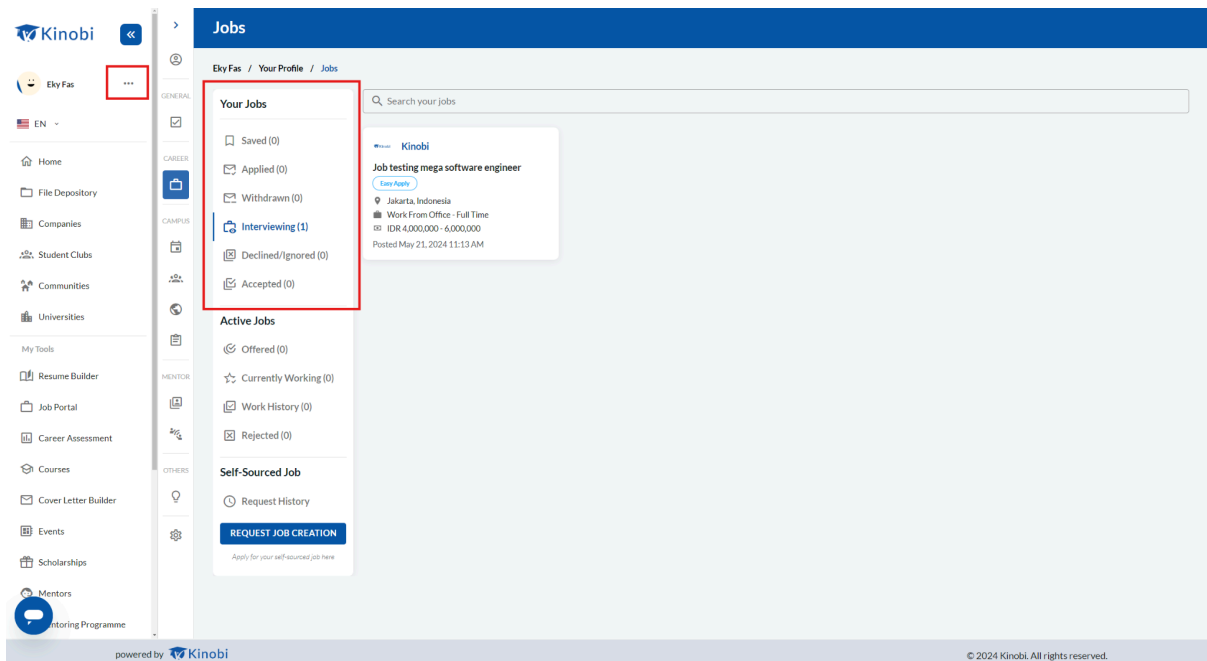


Illustration: Your Jobs Progress

4. Events

4a. Registering for an Event Without Prerequisites

1. Click “**Events**” on the left sidebar.
2. Find a certain event using **Filter** on the left side or Search Box.

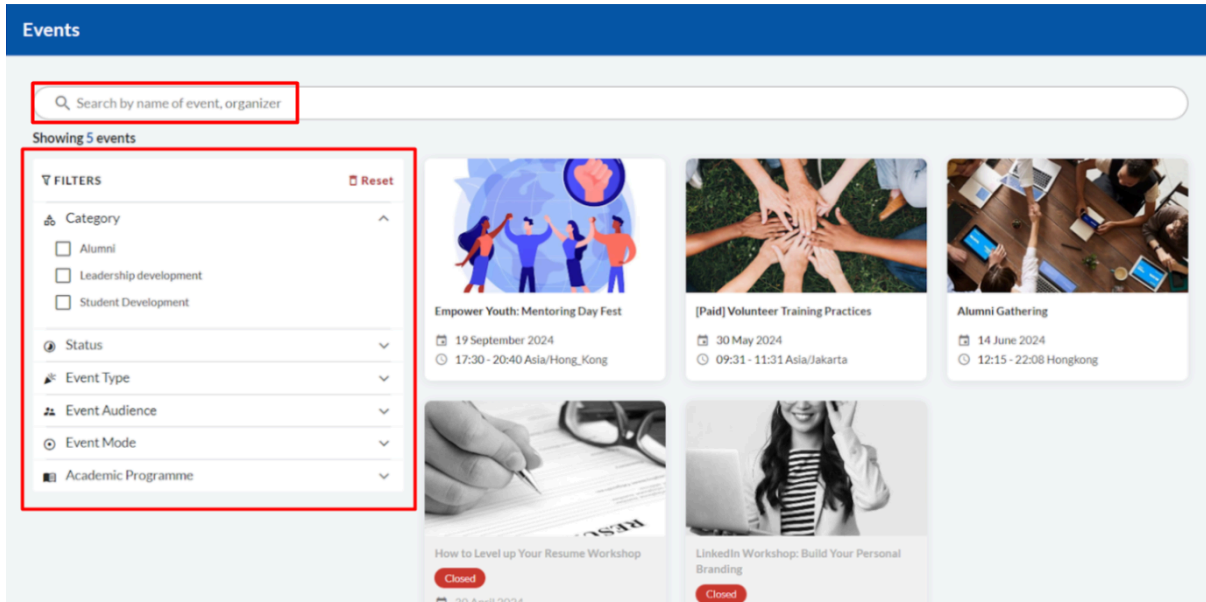


Illustration: Events Page

3. Click on a certain ongoing or upcoming event. Then you will find the event details on this page:

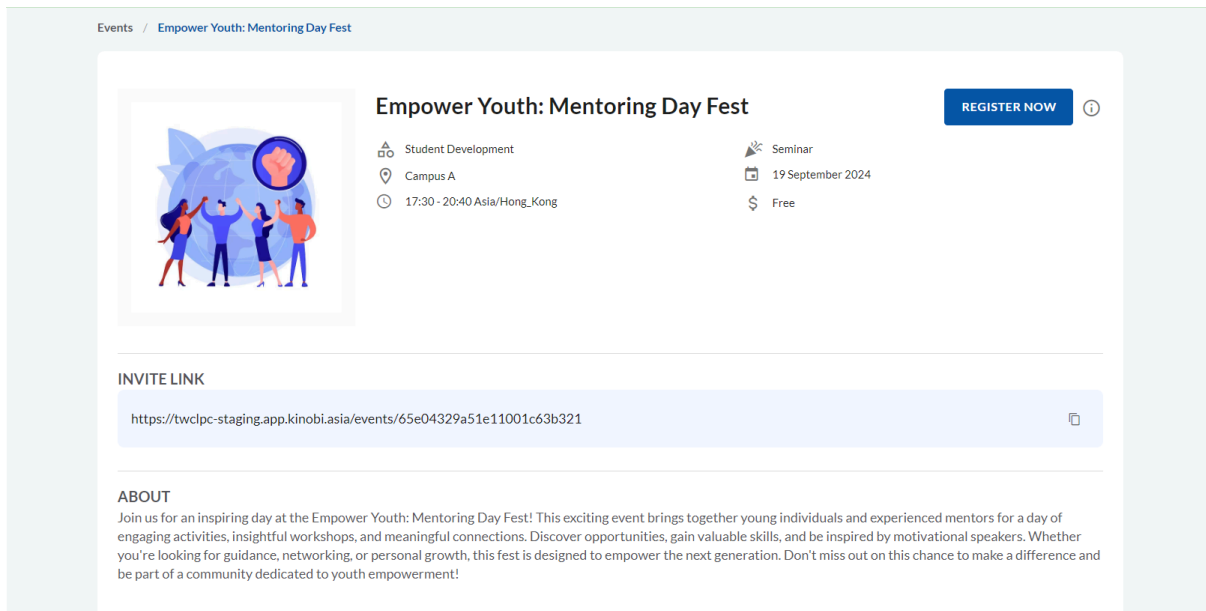
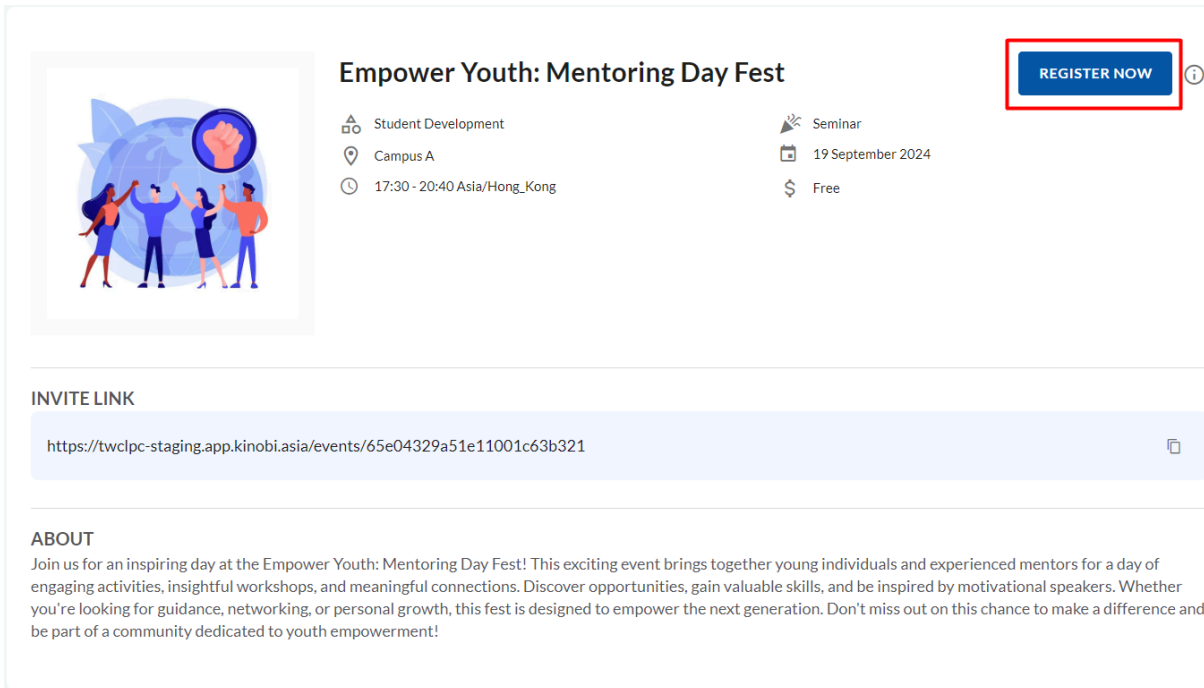


Illustration: Events Page

- Click **“Register Now”**, and you will be registered for the event.



Empower Youth: Mentoring Day Fest **REGISTER NOW** ⓘ

📍 Student Development
🗓 Seminar
📍 Campus A
📅 19 September 2024
🕒 17:30 - 20:40 Asia/Hong_Kong
💰 Free

INVITE LINK

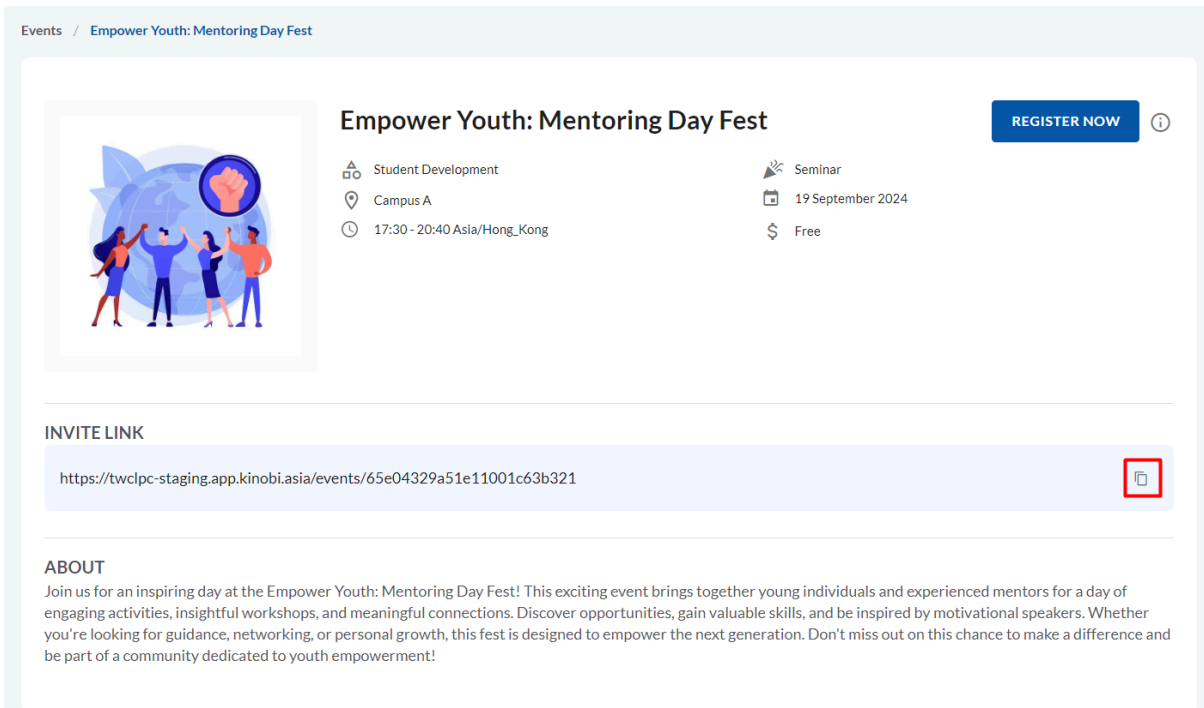
<https://twclpc-staging.app.kinobi.asia/events/65e04329a51e11001c63b321> 📄

ABOUT

Join us for an inspiring day at the Empower Youth: Mentoring Day Fest! This exciting event brings together young individuals and experienced mentors for a day of engaging activities, insightful workshops, and meaningful connections. Discover opportunities, gain valuable skills, and be inspired by motivational speakers. Whether you're looking for guidance, networking, or personal growth, this fest is designed to empower the next generation. Don't miss out on this chance to make a difference and be part of a community dedicated to youth empowerment!

Illustration: Events Page

- You can easily share the event link with your friends by copying the link provided under **Invite Link** and sending it to them.



Events / Empower Youth: Mentoring Day Fest

Empower Youth: Mentoring Day Fest **REGISTER NOW** ⓘ

📍 Student Development
🗓 Seminar
📍 Campus A
📅 19 September 2024
🕒 17:30 - 20:40 Asia/Hong_Kong
💰 Free

INVITE LINK

<https://twclpc-staging.app.kinobi.asia/events/65e04329a51e11001c63b321> 📄

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Illustration: Events Page

4b. Registering for an Event with Prerequisites

1. Click **“Events”** on the left sidebar.
2. Find a certain event using **Filter** or **Search Box**.
3. Click on a certain ongoing or upcoming event. Then you will see this page:

Please note that there are prerequisites that need to be completed before attending this event.



Empower Youth: Mentoring Day Fest


📍 Campus Project
👤 All Students
📍 Jakarta
🕒 13:00 - 16:30 Asia/Jakarta


🏠 Workshop/Training
👤 Face to face
📅 05 March 2024


INVITE LINK

<https://demo.app.kinobi.asia/events/655eeddb744fb001c2b11b5>

SPEAKERS

 Raina Lim
Singapore

 Xue Er
Indonesia

 Adrian Wong
Cto At Mixpanel
Indonesia

ABOUT
Empower Youth: Mentoring Day Fest is a dynamic event aimed at connecting experienced mentors with eager young minds. Through a series of engaging webinars and interactive workshops, participants will gain valuable insights, guidance, and skills to navigate their personal and professional journeys.

[REGISTER NOW](#)

Registration closes in 0 days 21 hours 13 minutes

Illustration: Events Page

4. Click **“Register Now”**.
5. You will be redirected to Your Events page under the Pending Info tab.

Events

Dinara Safina / Your Profile / Events

Registered (1) Waiting List **Pending Info (1)**

FILTER

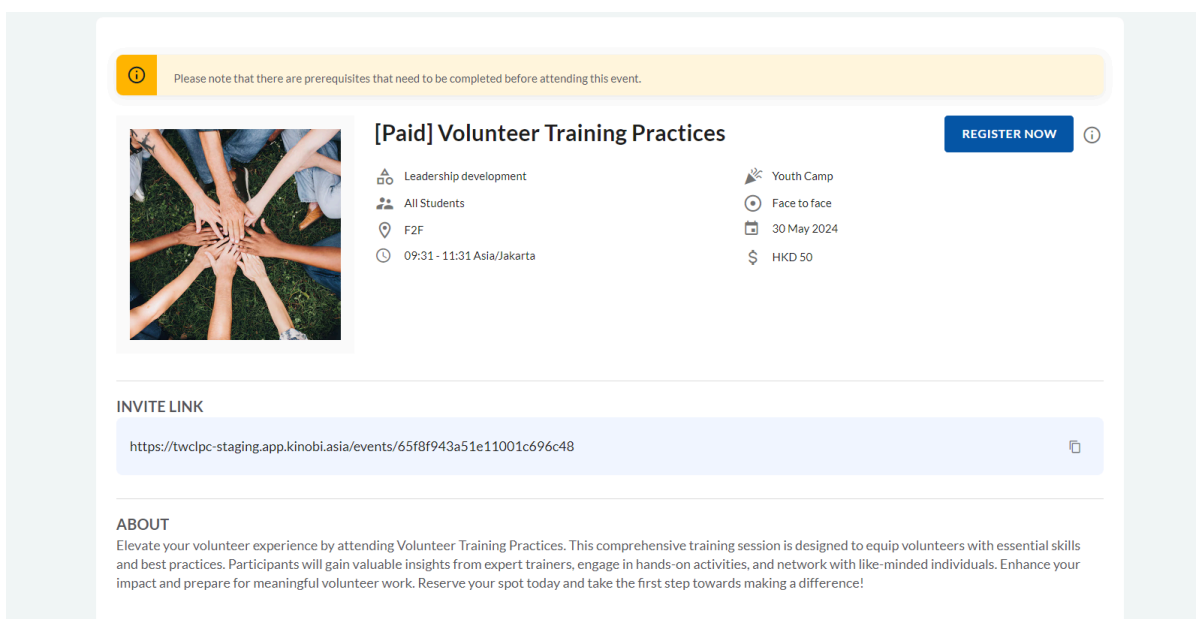
Event Name	Event Progress	Company	Prerequisite Status
<p>Empower Youth: Mentoring Day Fest <small>Expired on 5th March 2024 16:30 (+07)</small></p>	<p>0/1 Prerequisites Completed</p> <div style="width: 100px; height: 10px; background: linear-gradient(to right, #ccc, #ccc);"></div>	-	<p style="background-color: #ffc107; border-radius: 10px; padding: 2px 5px; display: inline-block;">Pending</p>

Illustration: Your Events Page

6. Click the Event Name.
7. Go to the Prerequisite tab.
8. You may have to upload a document, fill in a form, or tick **“I have read and agree to the [X] given above”** in order to register for the event.
9. After you submit the assignment, you will receive an email notifying you whether the admin has accepted or rejected it.

4c. Registering for A Paid Event

1. Click **“Events”** on the left sidebar.
2. Find a certain event using Filter or Search Box.
3. Click on a certain ongoing or upcoming event. Then you will see this page:



The screenshot shows a user interface for an event registration page. At the top, there is a yellow notification bar with an information icon and the text: "Please note that there are prerequisites that need to be completed before attending this event." Below this is the event card for "[Paid] Volunteer Training Practices". The card includes a photo of a group of people with their hands stacked in a circle. To the right of the photo, the event title is displayed, followed by a "REGISTER NOW" button and an information icon. Below the title, there are two columns of metadata:

- Left column: Leadership development (with a tag icon), All Students (with a person icon), F2F (with a location pin icon), and 09:31 - 11:31 Asia/Jakarta (with a clock icon).
- Right column: Youth Camp (with a flag icon), Face to face (with a play button icon), 30 May 2024 (with a calendar icon), and HKD 50 (with a dollar sign icon).

 Below the event card, there is an "INVITE LINK" section with a text box containing the URL: <https://twclpc-staging.app.kinobi.asia/events/65f8f943a51e11001c696c48>. At the bottom, there is an "ABOUT" section with the following text: "Elevate your volunteer experience by attending Volunteer Training Practices. This comprehensive training session is designed to equip volunteers with essential skills and best practices. Participants will gain valuable insights from expert trainers, engage in hands-on activities, and network with like-minded individuals. Enhance your impact and prepare for meaningful volunteer work. Reserve your spot today and take the first step towards making a difference!"

Illustration: Events Page

4. Click Register Now. Then click **“See Prerequisites”**

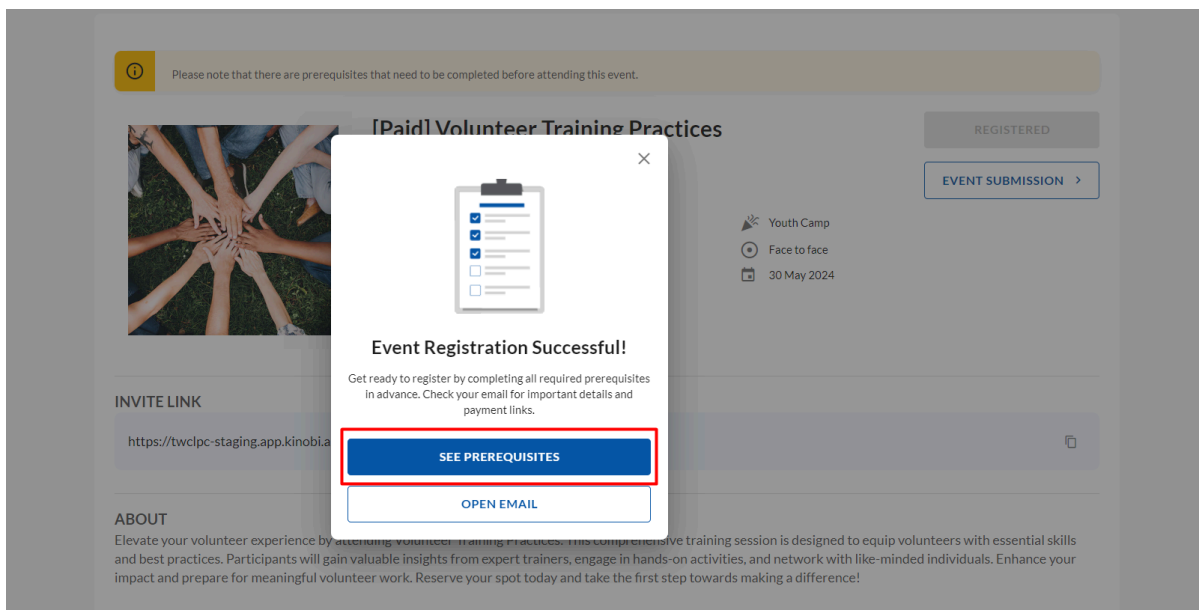


Illustration: Events Page

5. You will be redirected to this page. Then click the **blue text of Event Name** to complete payment prerequisites.

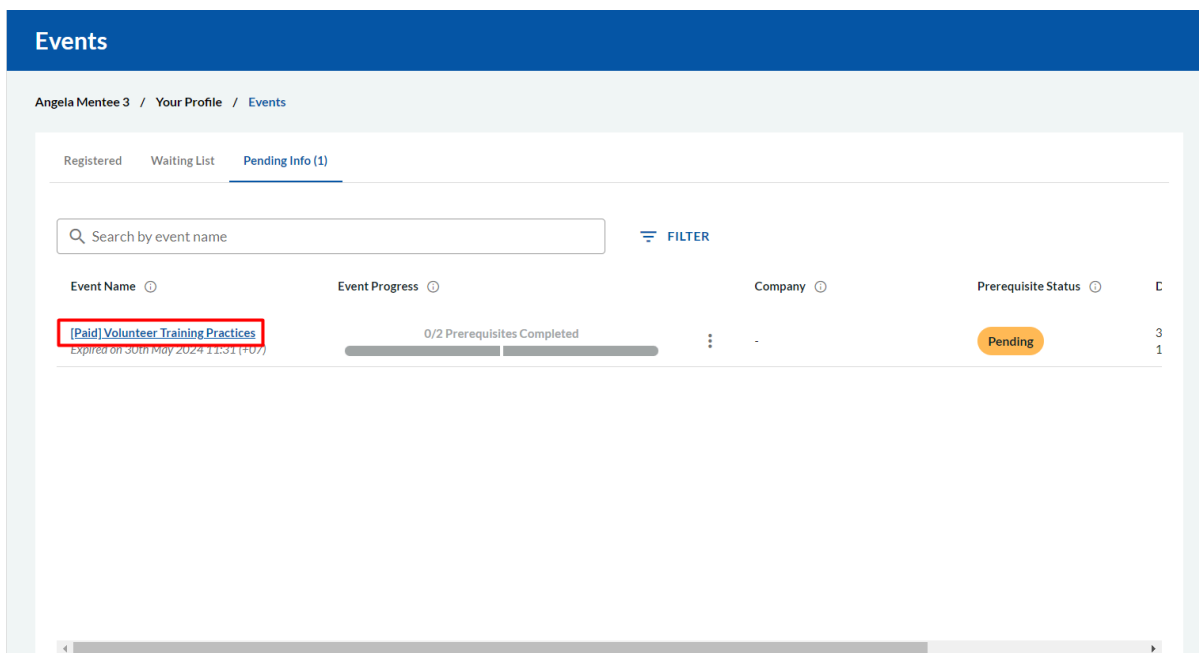


Illustration: Your Events Page

- Click on “**Payment Link**” Then, continue the payment process on the redirected external link page.

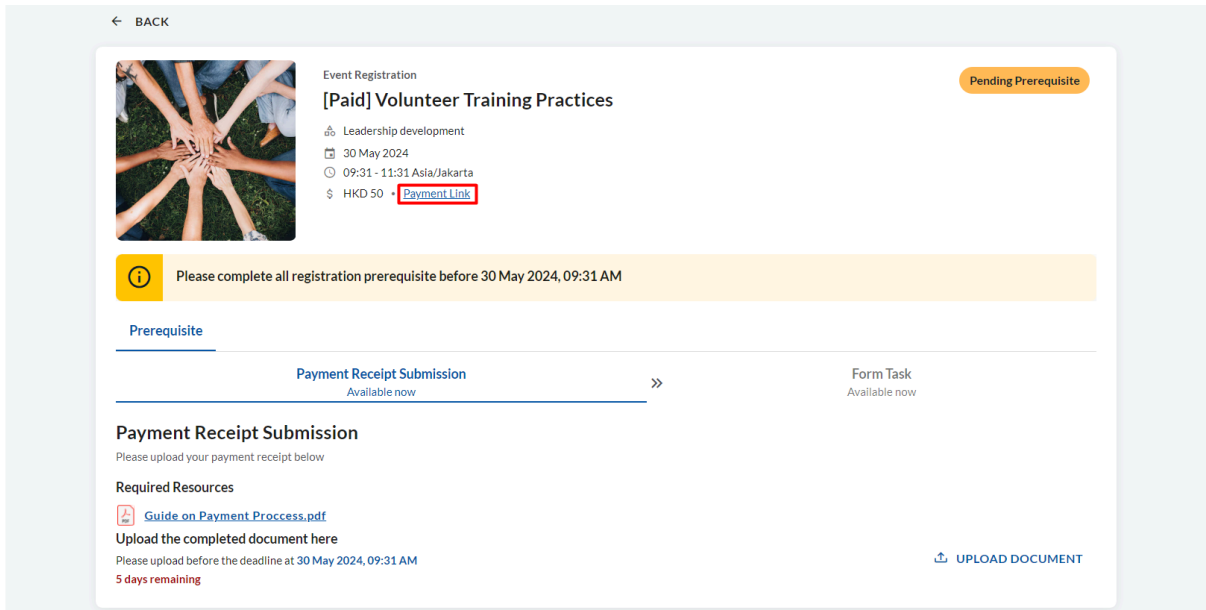


Illustration: Event Registration Page

- Upload your payment receipt by clicking “**Upload Document**”.

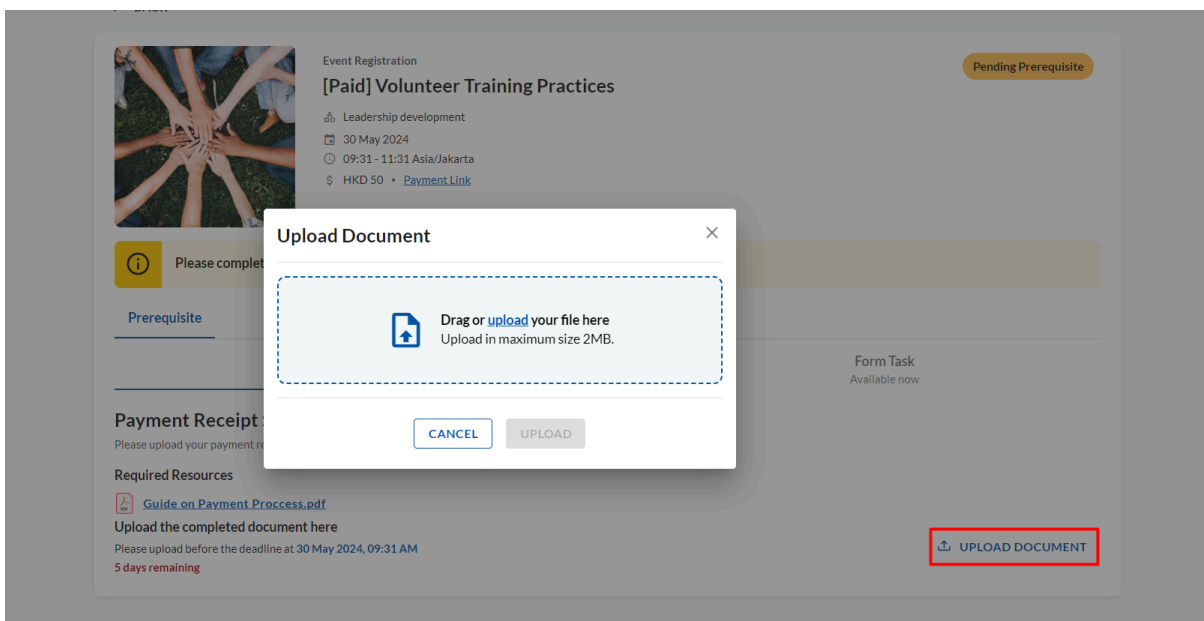


Illustration: Event Registration Page

- Wait for the administrator to validate your payment receipt. Once validated, you will see the status change to 'Registered'.

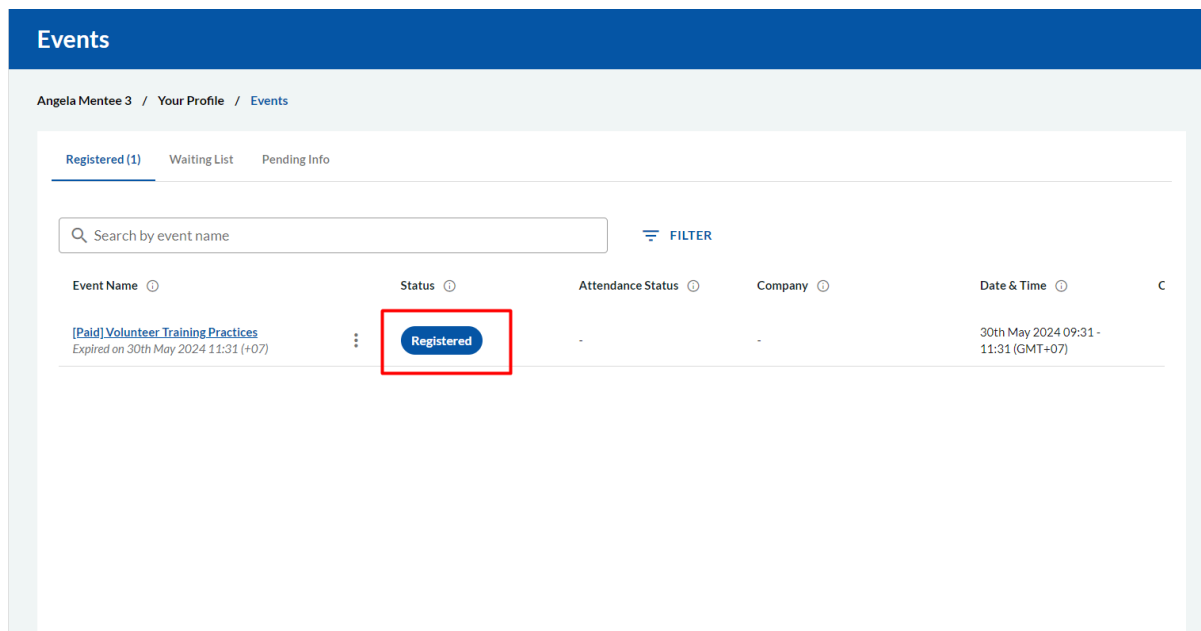


Illustration: Your Events Page

4d. Submitting Assignment During the Event

- Click the “three dots” next to your profile name.
- Click “Profile”.

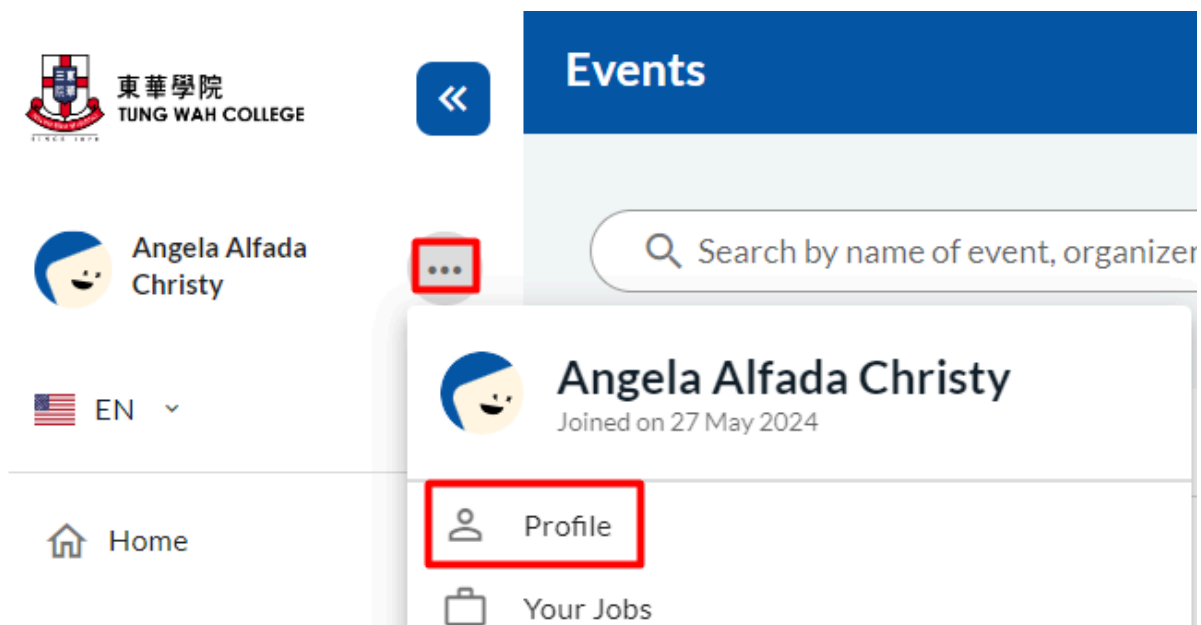


Illustration: Home Page

3. Click “**Events**” under **Campus**.
4. Click the event name.
5. Go to the “**During Event**” tab.
6. You may have to upload a document or fill in a form.

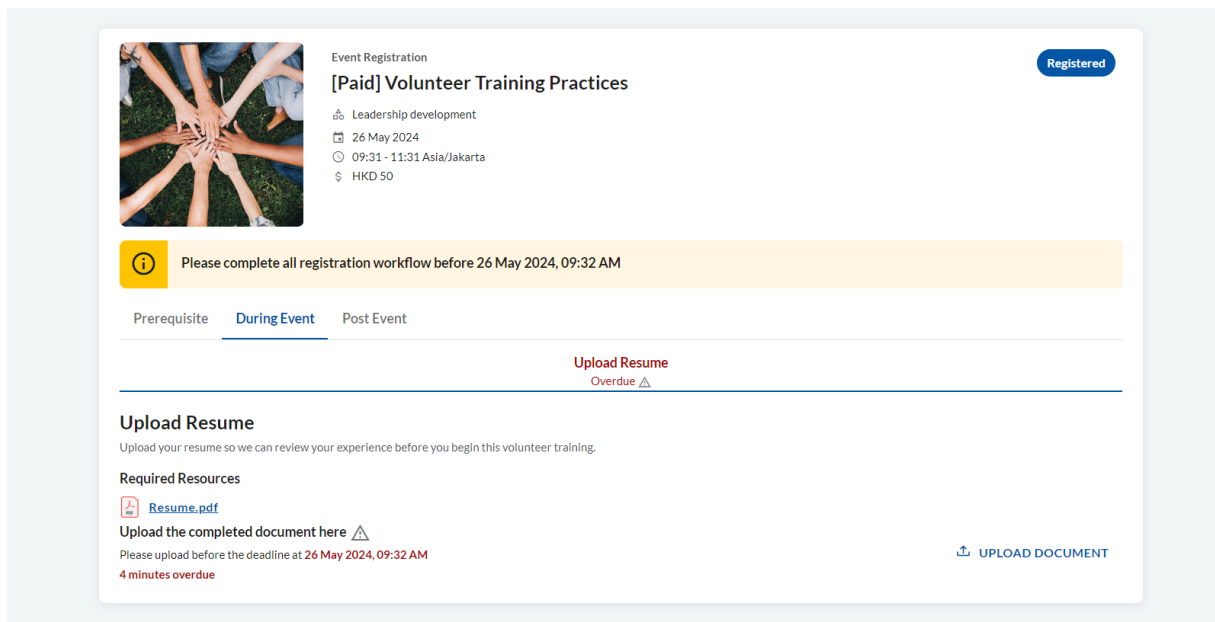


Illustration: Event Registration Page

4e. Submitting the Assignment Post-event

1. Click the “**three dots**” next to your profile name.
2. Click “**Profile**”.
3. Click “**Events**” under Campus.
4. Click the event name.
5. Go to the **Post Event** tab.
6. You may have to upload a document or fill in a form.

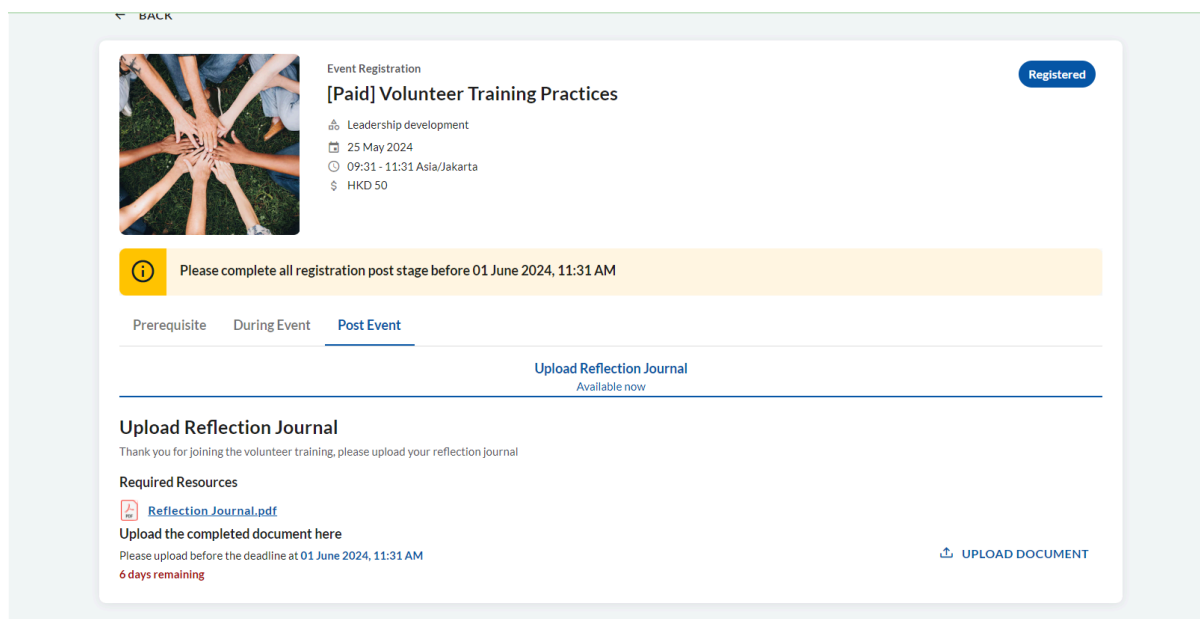


Illustration: Event Registration Page

4f. Entering the Waiting List for an Event

When the participant limit for the event is reached, attendees will be placed on a waiting list. While being on the waiting list does not guarantee participation, administrators will promptly notify students if a spot becomes available.

1. Click “**Events**” on the left sidebar.
2. Find a certain event using **Filter** on the left side or **Search Box**.
3. Click on the event, and you will see the “**Enter Waiting List**” button.

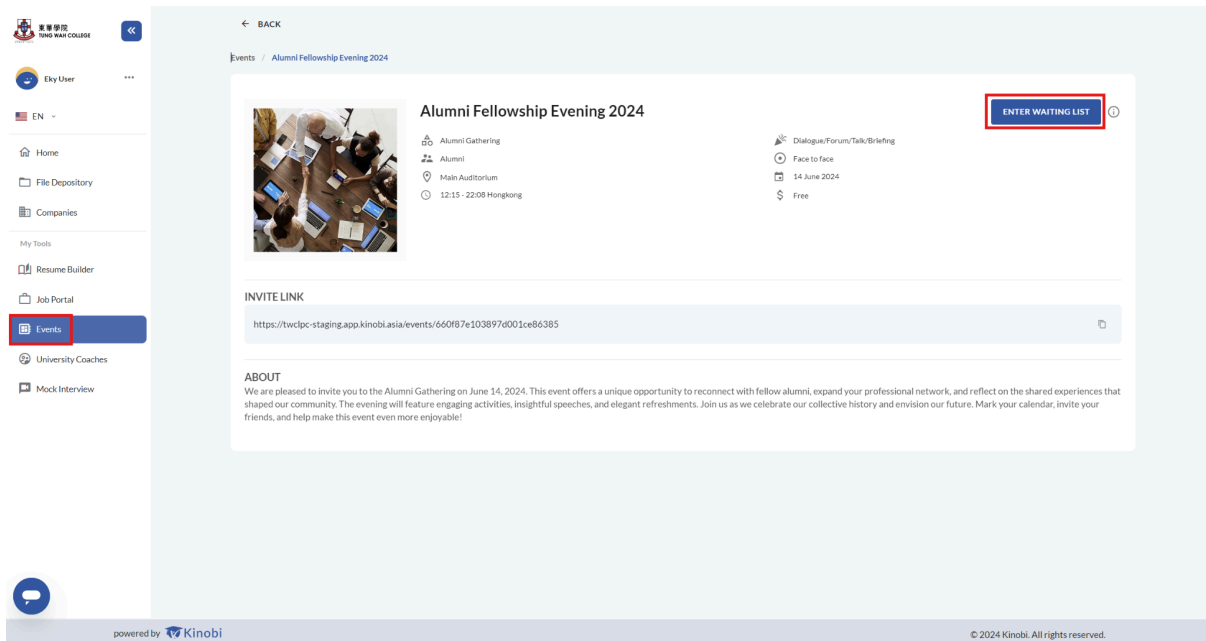


Illustration: Events Page

4. Upon entering the waiting list, you will receive an email notification with the subject “[Event Name] - You are on the Waiting List!”.
5. You will then be moved to the “Waiting Lists” section on your event page. To see this, you can click the **“three dots”** next to your profile name > click **“Profile”** > click **“Events”** > click the **“Waiting List”** tab.

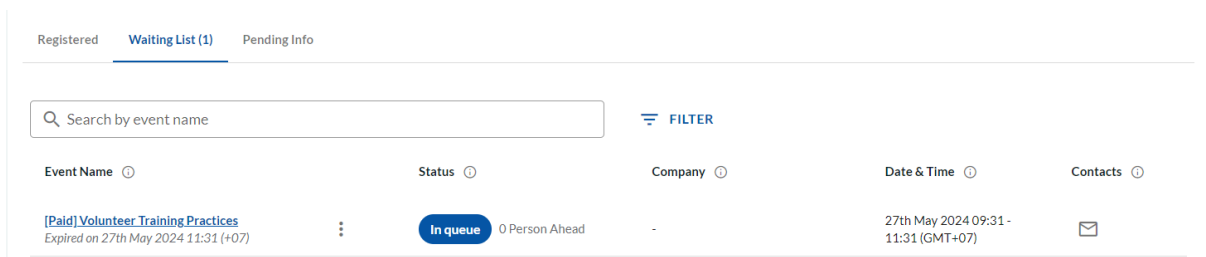


Illustration: Your Events Page

4g. Withdrawing from an Event

1. Click the **“three dots”** next to your profile name.
2. Click **“Profile”**.
3. Click **“Events”**.
4. Go to the **Registered/Waiting List/Pending Info** tab.
5. Click the **“three dots”** next to the event name.
6. Click **“Withdraw”**.

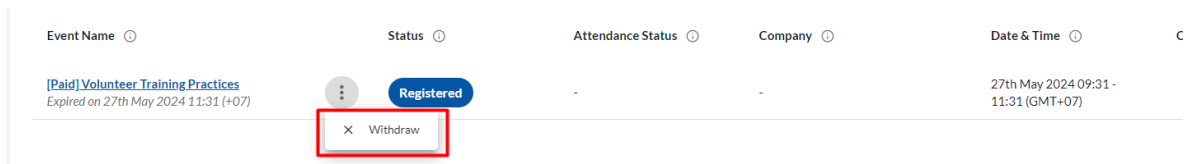


Illustration: Your Events Page

7. Fill in the reason for withdrawal.
8. Once filled, click “**Submit**”.
9. If you receive a notification “You cannot withdraw this event”, it means that you have passed the cancellation deadline for this event. You need to contact the administrator to withdraw.

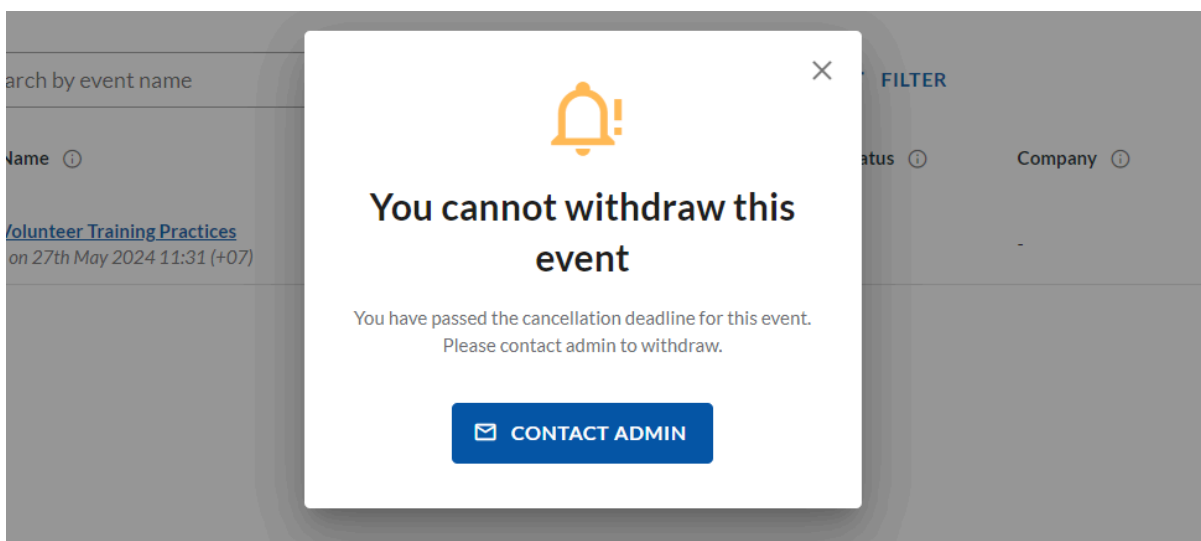


Illustration: You Cannot Withdraw this Event Notification

5. Book a Coach [Personal Coaching]

Connected coaches are automatically assigned to you, fostering an initial connection. However, if you're interested in exploring additional coaching opportunities beyond your connected coaches, you have the flexibility to do so.

5a. Book with Unconnected Coaches

1. Click **“University Coaches”** on the left tab under **My Tools**.

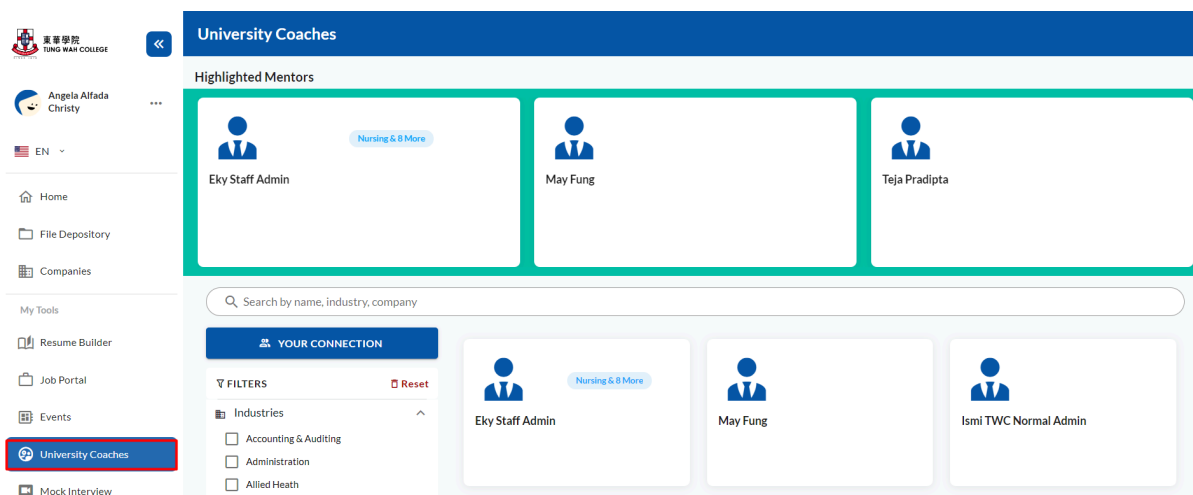


Illustration: University Coaches Page

2. Click on the coach you want to book.

Then you will see this page:

Book Your Coaching Session ×

Personal & Group Coaching

What do you want to do during the coaching session? *

- Sharing session
- Resume review
- Mock interview
- Industry overview

Personal Coaching Group Coaching

Available Session Date and Time


When do you want to do the coaching session? *

Preferred Date
📅

Additional Details *

Share your meeting link and burning questions.

You are about to book a personal coaching session with



May Fung

CANCEL
REQUEST CONNECTION

Illustration: Book Your Coaching Session (Personal Coaching)

3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Personal Coaching).
 - c. Additional Details.
4. Once completed, click on **“Request Connections”**.

5b. Book with Connected Coaches

1. Click **“University Coaches”** on the left tab under **My Tools**.
2. Click on the coach you want to book.
3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Personal Coaching)
 - c. Additional Details
4. Click **“Book Now”**.

6. Book a Coach [Group Coaching]

6a. Book with Unconnected Coaches

1. Click “**University Coaches**” on the left tab under **My Tools**.
2. Click on the coach you want to book.

Then you will see this page:

Book Your Coaching Session ×

Personal & Group Coaching

What do you want to do during the coaching session? *

- Sharing session
- Resume review
- Mock interview
- Industry overview

Personal Coaching **Group Coaching**

Available Session Date and Time


📅 31 May 2024 1 Requested

🕒 16:00 Hongkong 29 Slot Lefts

👥 10 - 30 Students

Additional Details *

You are about to book a personal coaching session with



May Fung

CANCEL
REQUEST CONNECTION

Illustration: Book Your Coaching Session (Group Coaching)

3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Group Coaching).
 - c. Additional Details.
4. Click “**Request Connections**”.
5. You will not be able to join the coaching session if the session does not reach the minimum member.

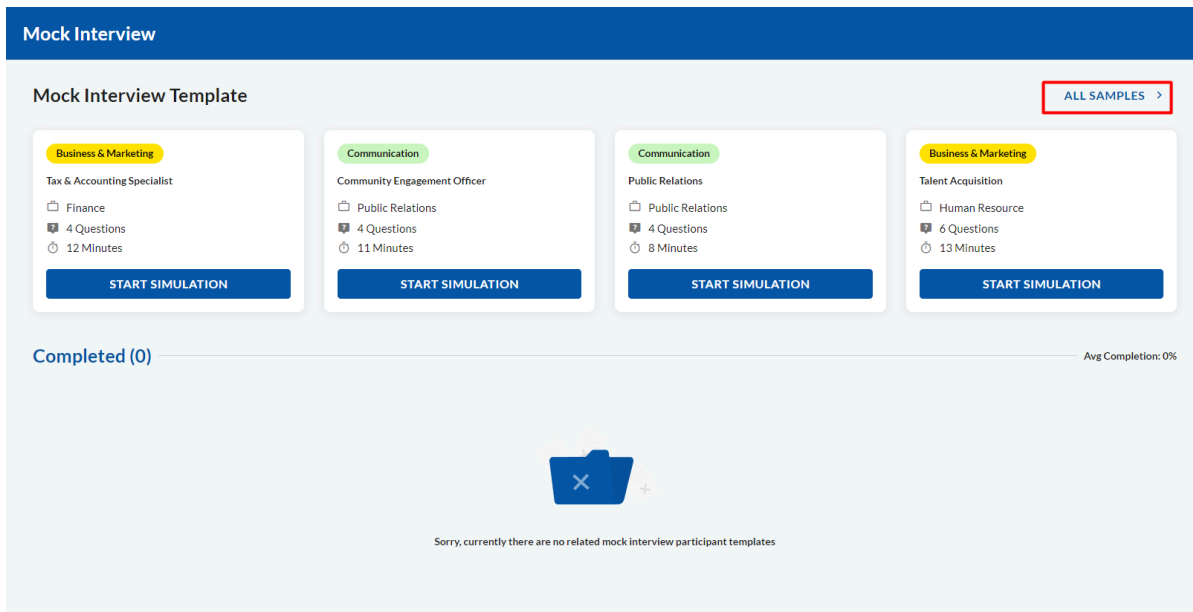
6b. Book with Connected Coaches

1. Click "**University Coaches**" on the left tab under **My Tools**.
2. Click on the coach you want to book.
3. Continue by filling in the needed information:
 - a. What do you want to do during the coaching session?
 - b. When do you want to do the coaching session? (under Group Coaching).
 - c. Additional Details.
4. Click "**Book Now**".
5. You will not be able to join the coaching session if the session has not reached the minimum member.

7. Mock Interview

7a. Select Mock Interview Template

1. Click "**Mock Interview**" on the left tab under **My Tools**.
2. Click "**All Samples**" to view all Mock Interview Templates.



The screenshot displays the 'Mock Interview' interface. At the top, there's a blue header with 'Mock Interview'. Below it, the title 'Mock Interview Template' is centered. On the right, there's a red-bordered button labeled 'ALL SAMPLES'. Four template cards are arranged in a row:

- Card 1:** Business & Marketing (yellow tag), Tax & Accounting Specialist, Finance, 4 Questions, 12 Minutes.
- Card 2:** Communication (green tag), Community Engagement Officer, Public Relations, 4 Questions, 11 Minutes.
- Card 3:** Communication (green tag), Public Relations, Public Relations, 4 Questions, 8 Minutes.
- Card 4:** Business & Marketing (yellow tag), Talent Acquisition, Human Resource, 6 Questions, 13 Minutes.

Each card has a blue 'START SIMULATION' button. Below the cards, it shows 'Completed (0)' and 'Avg Completion: 0%'. At the bottom, there's a blue folder icon with a red 'X' and a plus sign, followed by the text: 'Sorry, currently there are no related mock interview participant templates'.

Illustration: Mock Interview Page

3. Select the Mock Interview Template that you would like to try and click "**Start Simulation**".

7b. Take a Mock Interview with Video Response

Once you encounter interview questions that require you to record yourself, you can click "Start Recording" to respond in video form.

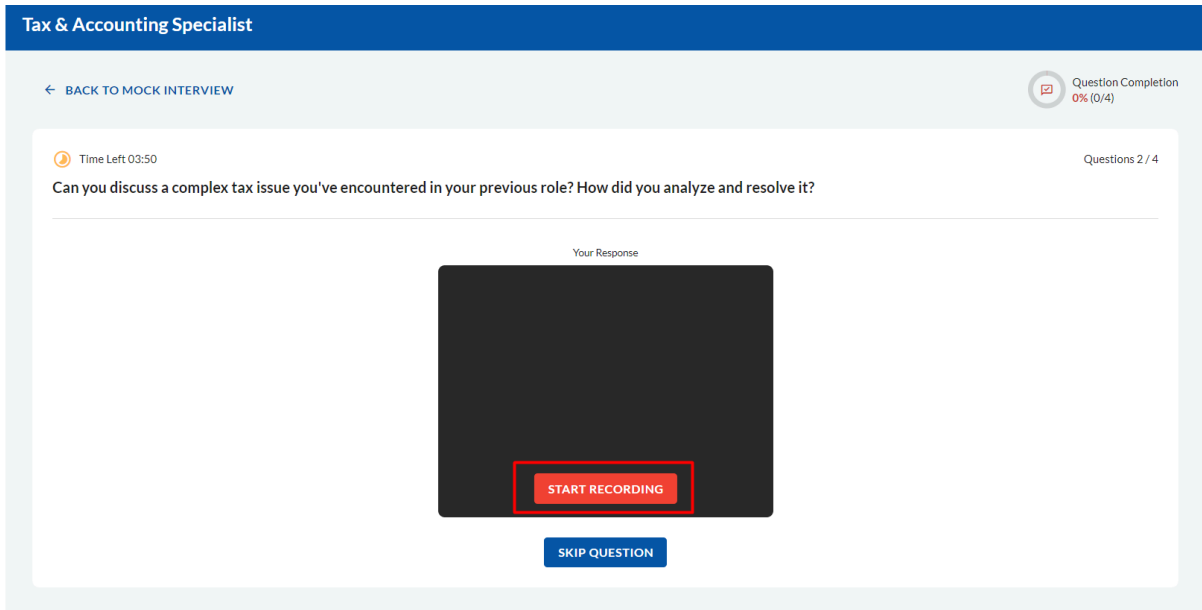


Illustration: Mock Interview Simulation

7c. Take a Mock Interview with Text Response

Once you encounter interview questions that require you to type your answer, you can type your response within the allotted time and click "Next Question".

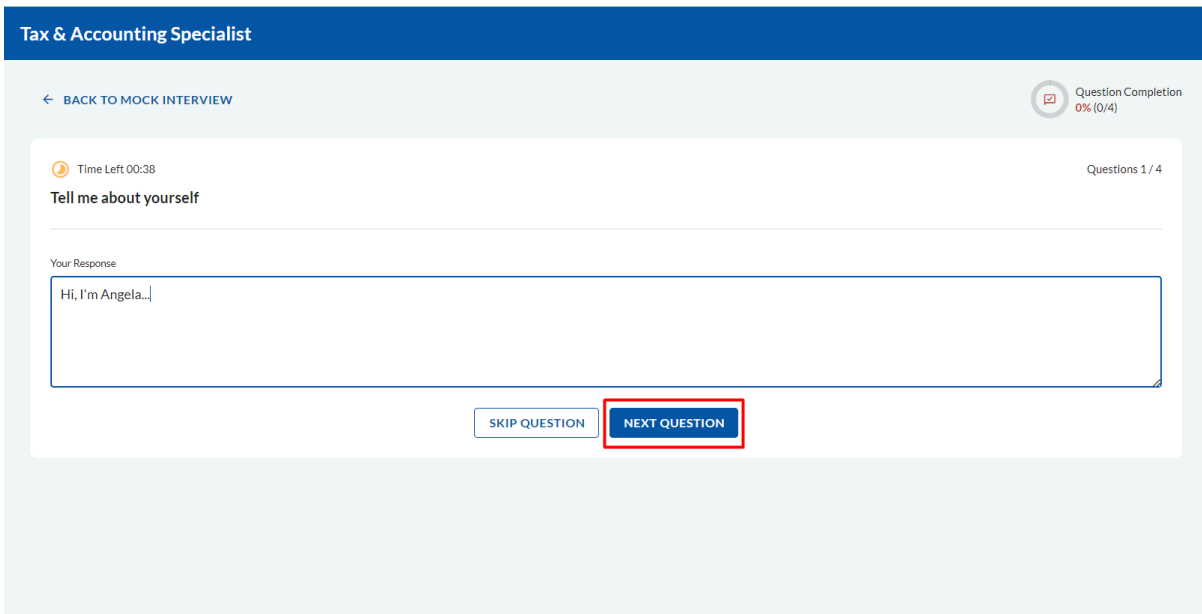


Illustration: Mock Interview Simulation

7d. Skip a question in a mock interview

You can skip any question during the mock interview session by clicking “**Skip Question**”.

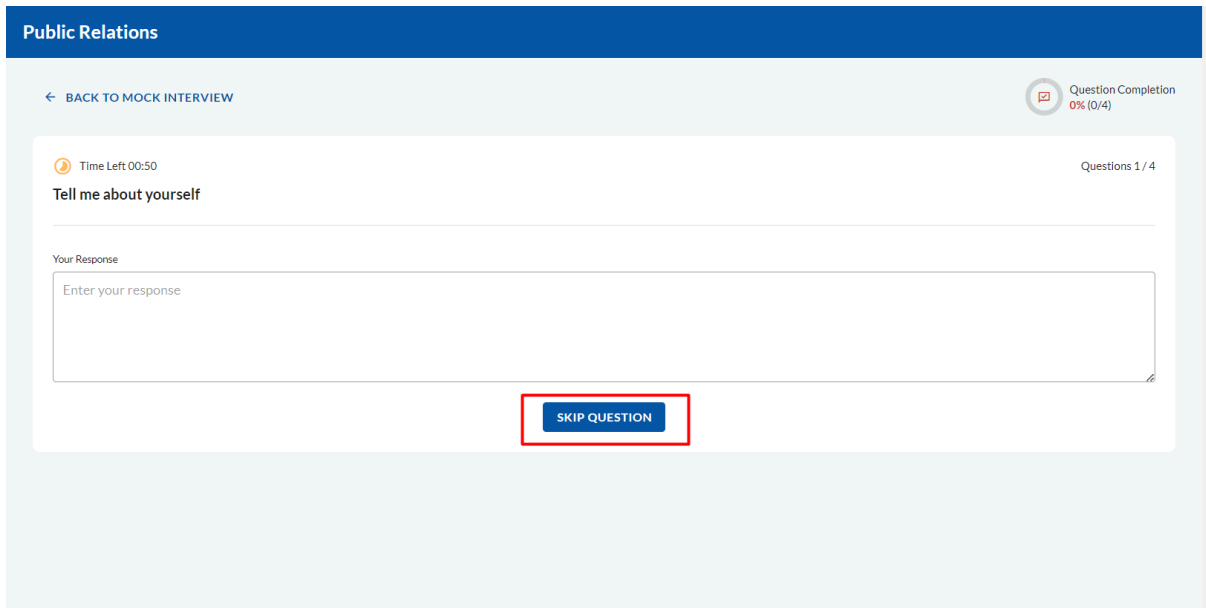


Illustration: Mock Interview Simulation

7e. View Mock Interview Submission and Feedback

1. Upon completion of a mock interview session, you can click “**Review Your Responses**”.

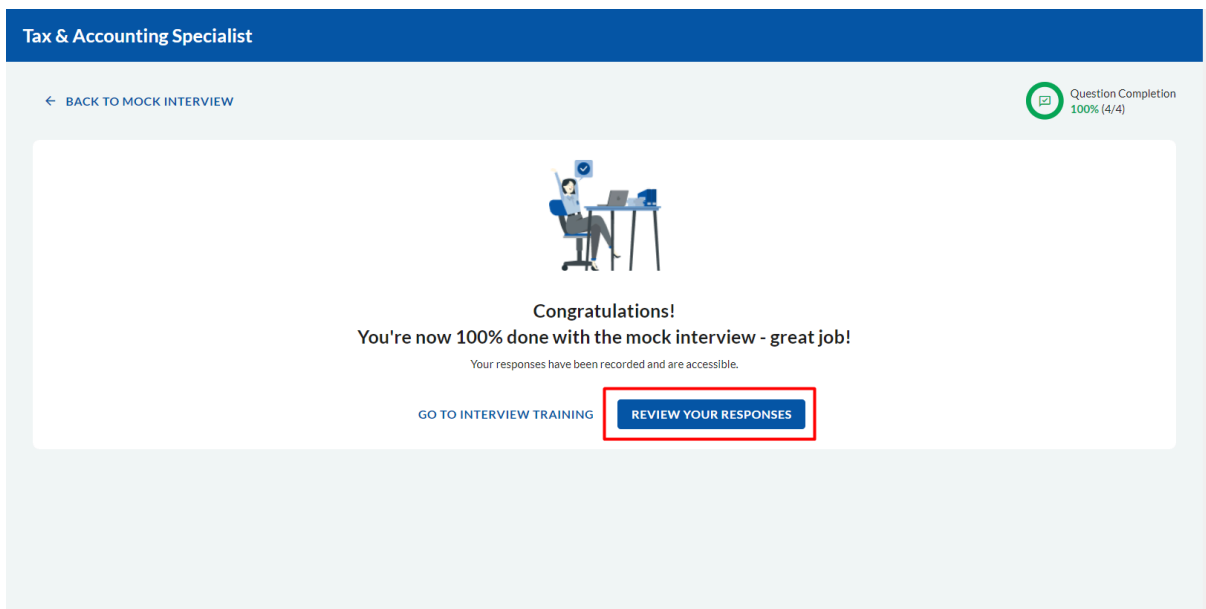


Illustration: Mock Interview Simulation

2. You will be redirected to this page. Here, you can view your responses and feedback provided by your coach, if any.

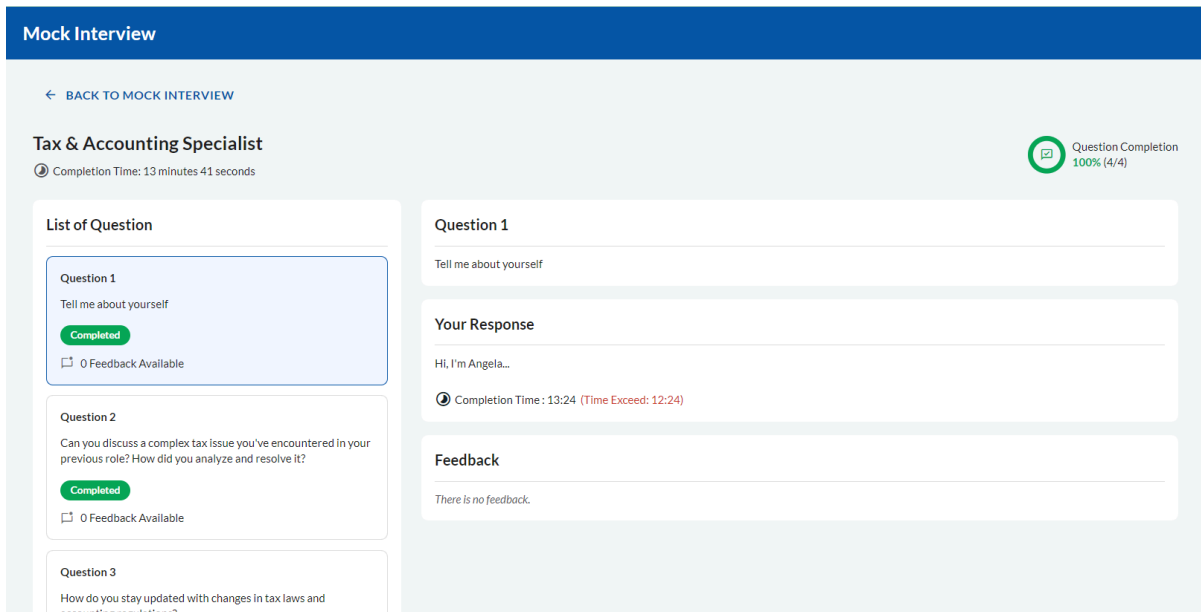


Illustration: Mock Interview Review

8. Logging Out

1. Click on the “**three dots**” on the left sidebar and next to your profile avatar.

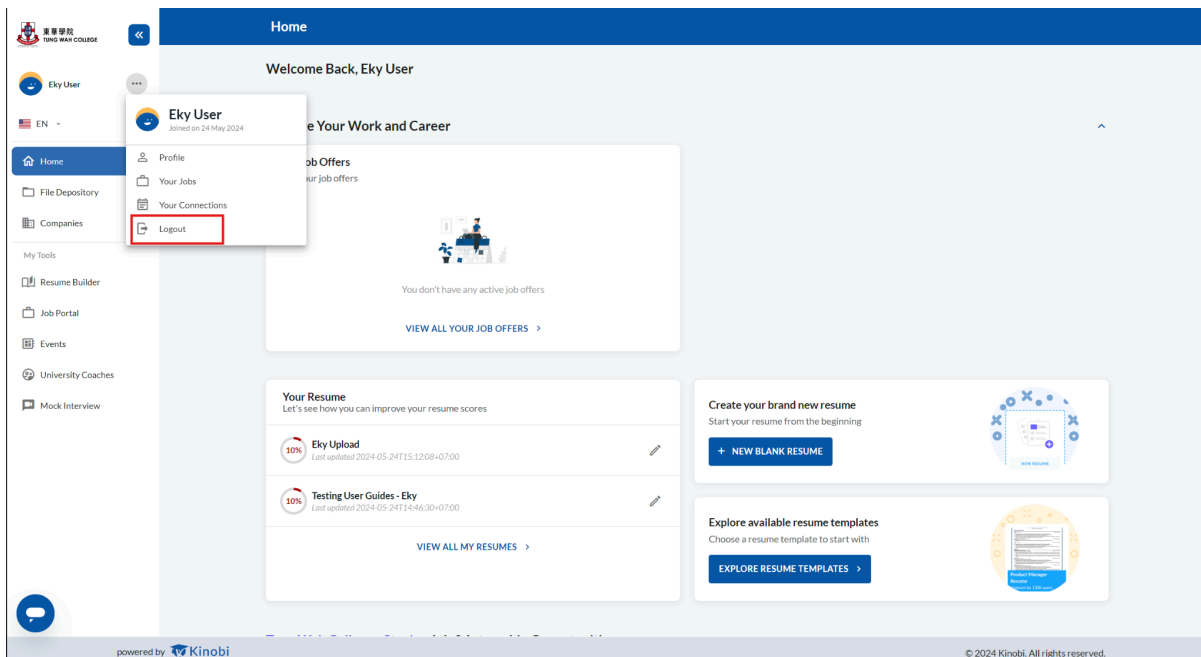


Illustration: Logout

2. Click on “**Logout**”.

9. Technical Support

Should you require any technical or non-technical support, our dedicated support teams are here to assist you. Please reach out by emailing sao@twc.edu.hk.

Please provide a screenshot of the error message so we can assist you promptly.