



Thrive User Guide

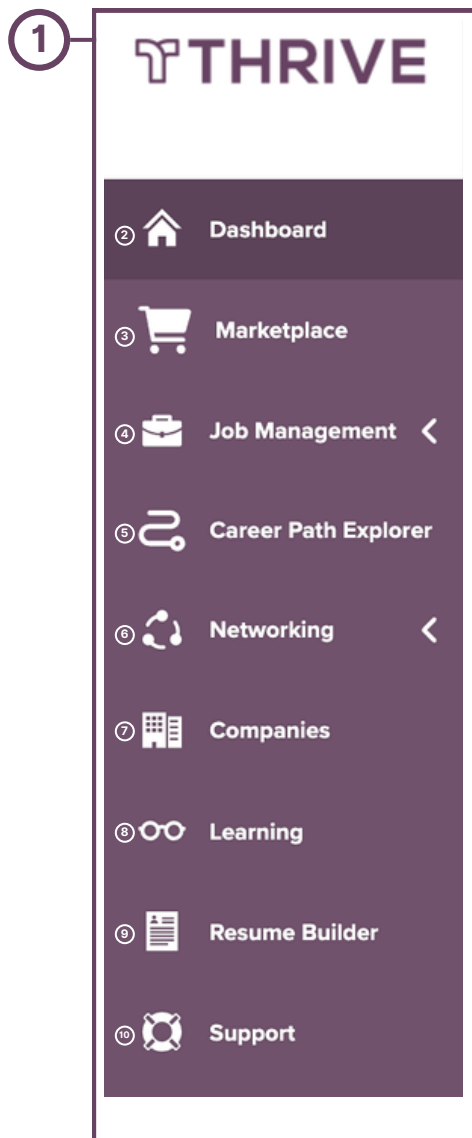
Table of Contents

App Layout	1
Side Nav Menu	2
Top Menu	4
Dashboard	5
Job Applications Card	7
To-Do Card	7
Contacts Card	7
Online Learning Card	8
Other Cards	8
The Marketplace	9
What Is The Marketplace?	10
How to Make A Purchase	11
Job Management	12
Job Search	13
Job Tracker	13
Opportunity Details	14
Chrome Extension	15
SmartTracker	16
Networking	18
Networking Dashboard	19
Event Search	20
Email Builder	20
Contacts	20
Companies	21
Learning Centre	23
Resume Builder	25
Career Path Explorer	28
Support & Account Settings	34

Chapter 1

App Layout

Side Nav Menu



① The menu bar on the left side of the screen allows you to access the different features in the app.

② The **Dashboard** gives you an overview of your overall progress.

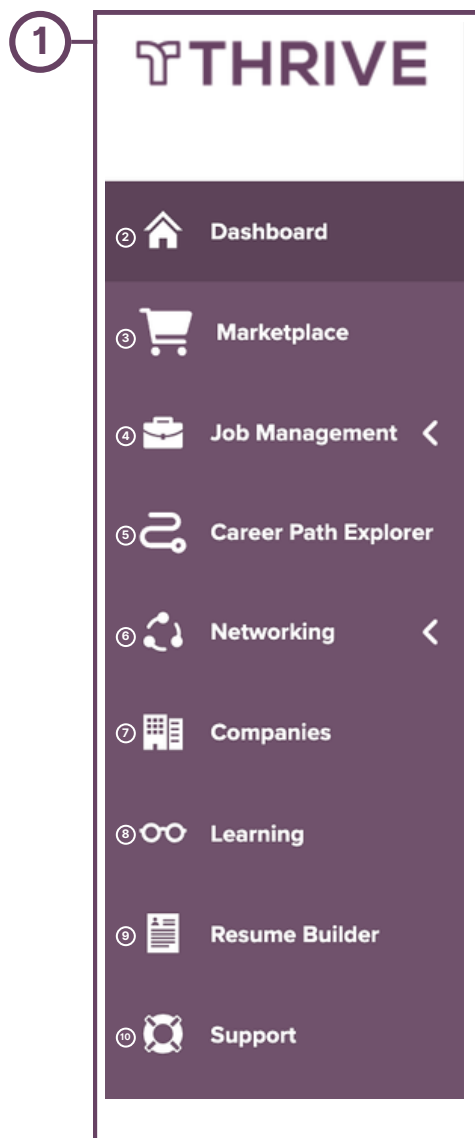
③ The **Marketplace** is where you can browse different services available and spend your tokens how you want.

④ **Job Management** lets you search, track, and plan for jobs.

⑤ **Career Path Explorer** helps you find relevant roles for your existing skill set and see which in-demand skills you are missing.

⑥ **Networking** helps you discover interesting events, manage your contacts, and grow your network.

Side Nav Menu



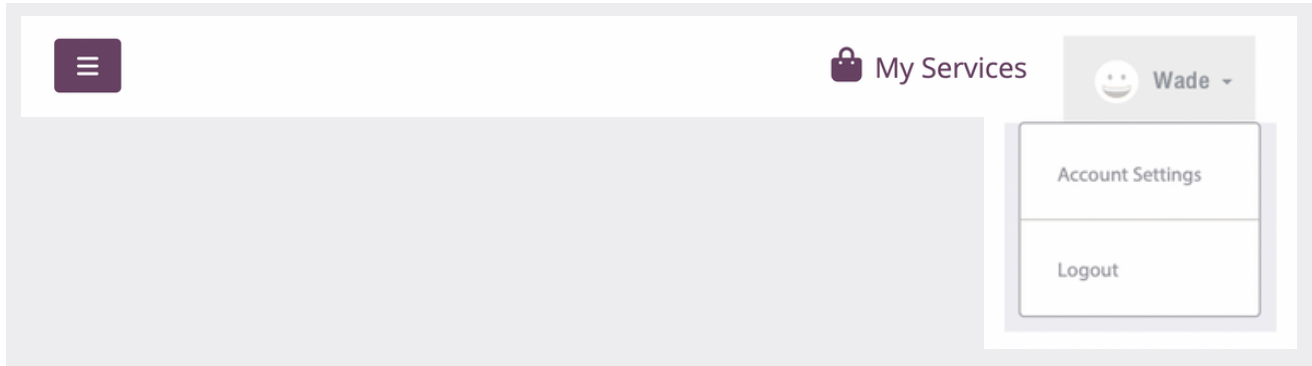
⑦ **Companies** keeps track of relevant companies and aids in research.

⑧ The **Learning** tab is an online center and teaches you what you need to know to get a job, from resume building to interview prep.

⑨ The **Resume Builder** will take you through a step-by-step process to help you create a new resume, which you can then export.

⑩ **Support** takes you to a help center where you may look for solutions in the knowledge base, submit help tickets, or request features.

Top Menu




At the top left of the screen, there is a purple button () used to minimize the side nav. This may be useful if you have limited screen space or a small monitor.

Clicking the My Services button on the top right, will take you to a page with a list of all your services and the option to access them.

Under your name on the top right, you can access your account settings or log out.

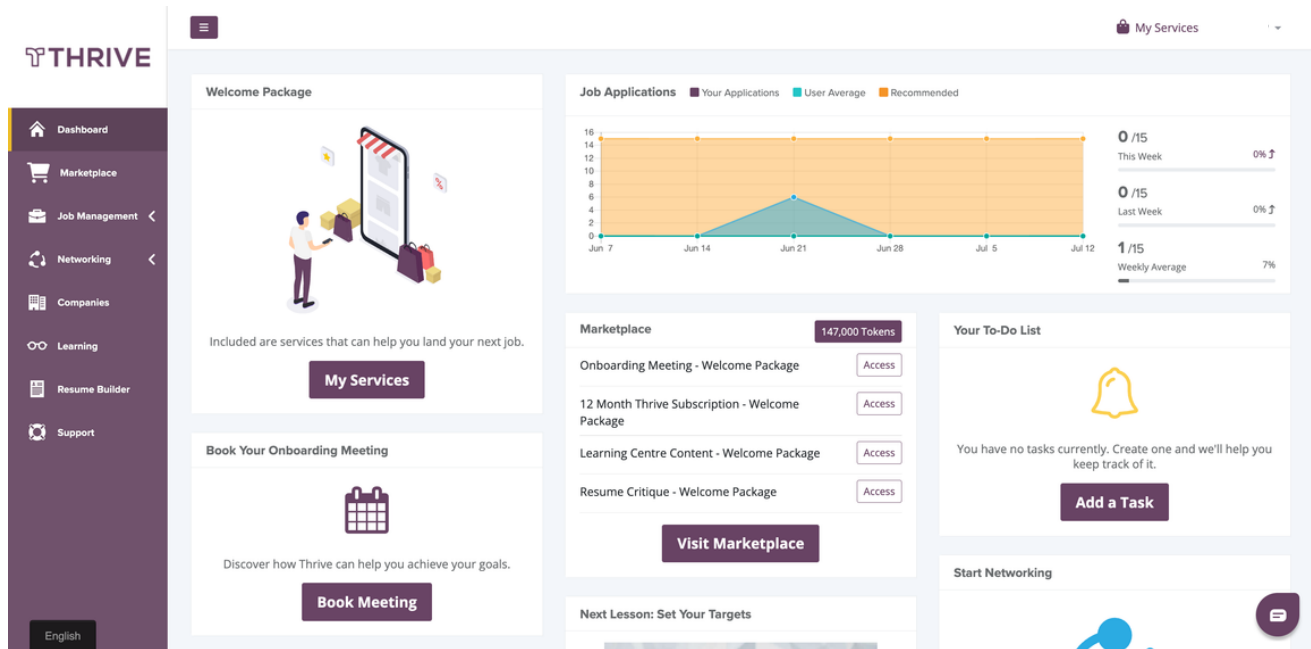
Once you click on your name, you will see additional options.

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Chapter 2

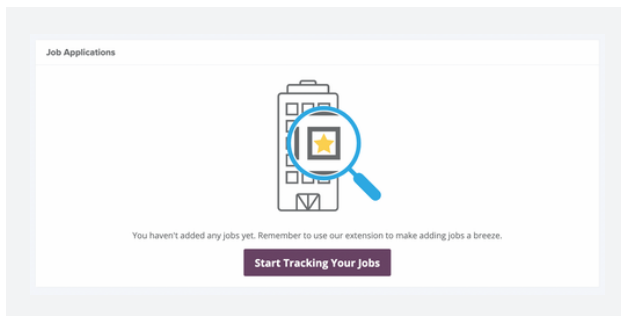
Dashboard

Overview



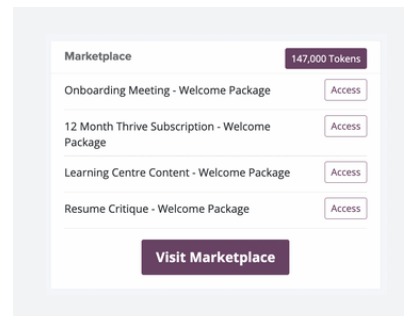
The Dashboard contains several cards that show you meaningful data, reminders and actions. From this screen, you can see your job applications, your marketplace services, your to-do list, recommended job postings and more. This section will highlight each of the card's features and purposes.

Job Applications Card



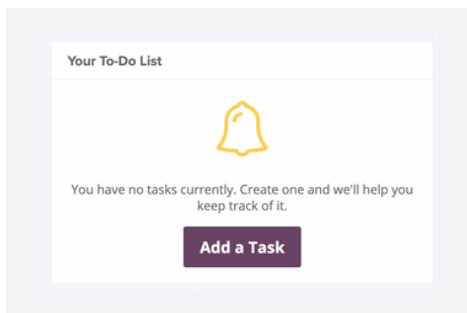
See your weekly job application progress, meet your goals and compare your performance to how others are doing.

Marketplace Card



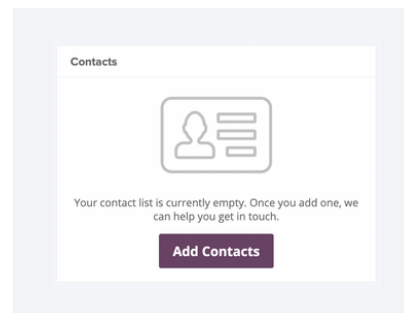
The marketplace card displays the number of tokens you have, and it displays a list of services that you have purchased already. You can access your services from here and view the details of your order.

To-Do Card



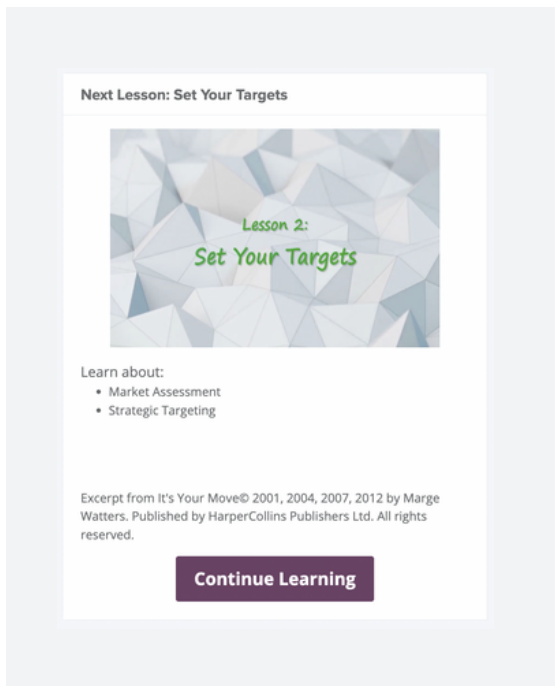
The To-Do List is a user-created list of reminders to keep you on task throughout the job search journey.

Contacts Card



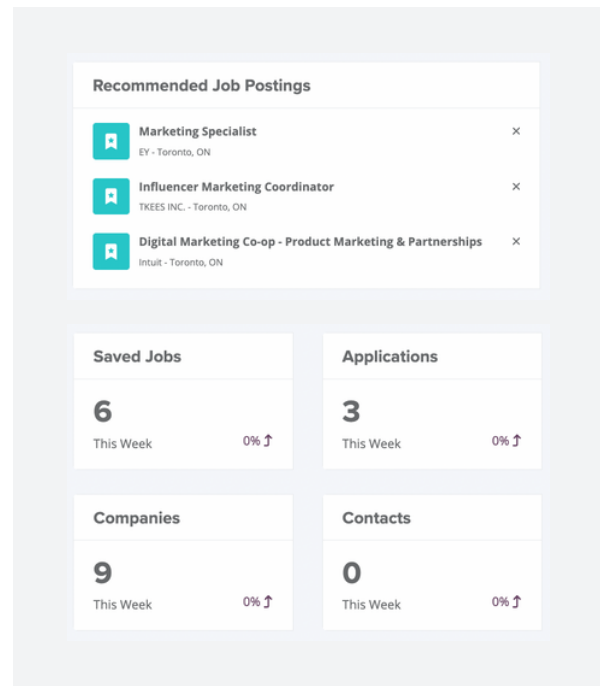
View, manage, and reach out to your contacts once you have added or imported them into the app.

Online Learning Card



Start learning with the online video courses, or continue where you left off, straight from the dashboard. The card contains a brief summary of the video's content for your convenience.

Other Cards

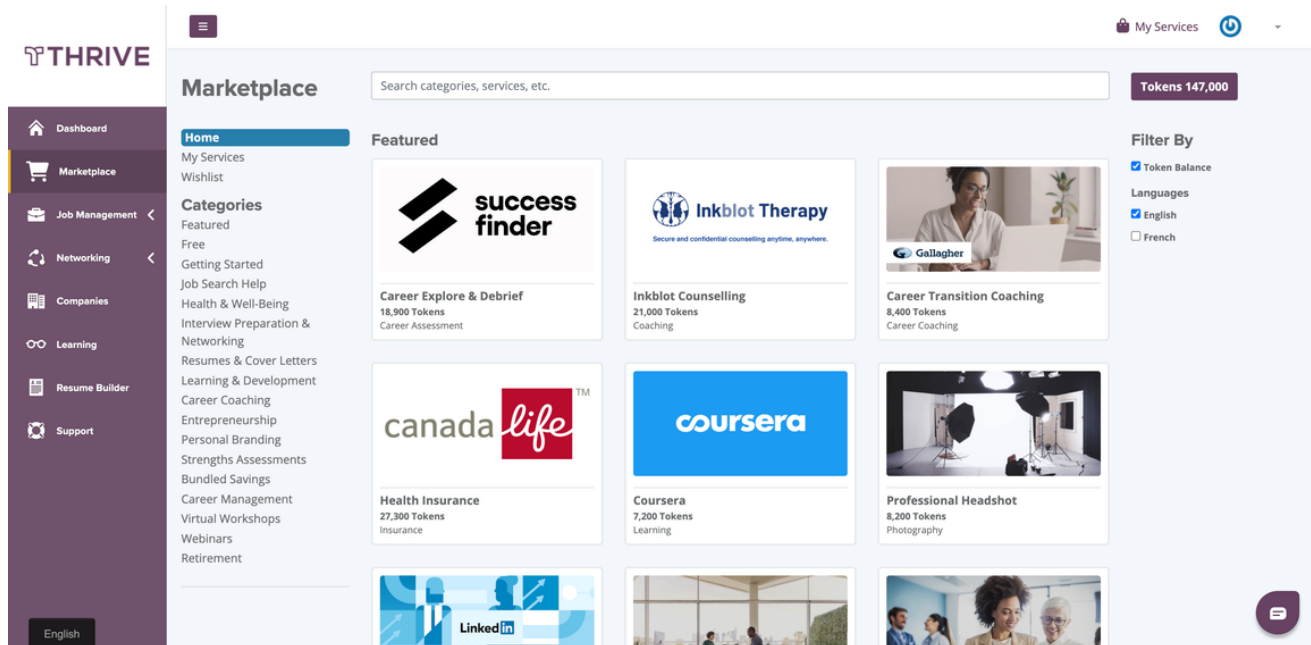


There are several smaller cards that contain suggestions or personalized data for your review. There are job recommendations, follow-up suggestions, and a weekly usage summary.

Chapter 3

Marketplace

What is the Marketplace?



The Marketplace is where you can spend your tokens on career transition services. It is categorized into different types of services making it easy for you to find and sort through our many offered services.

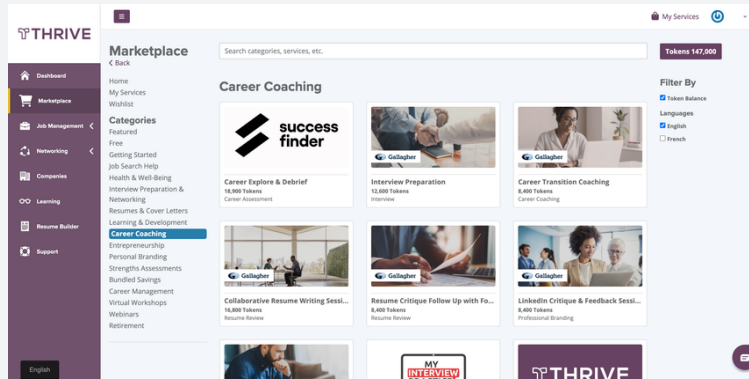
You can find world-class coaching services from our industry partners, services that can upskill and reskill your professional toolkit, and there is a wide suite of contemporary services that can suit your needs.



How to Make A Purchase

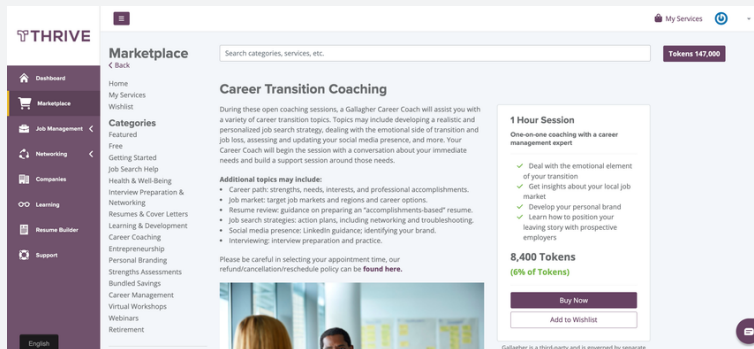
Making a purchase on the Thrive Marketplace is simple.

1



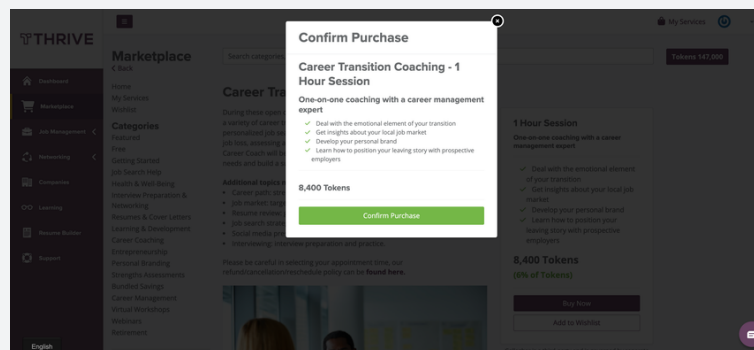
Select a service from the marketplace

2



Click "Buy Now" on the services details page

3



Click "Confirm Purchase" in the popup window

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Chapter 4

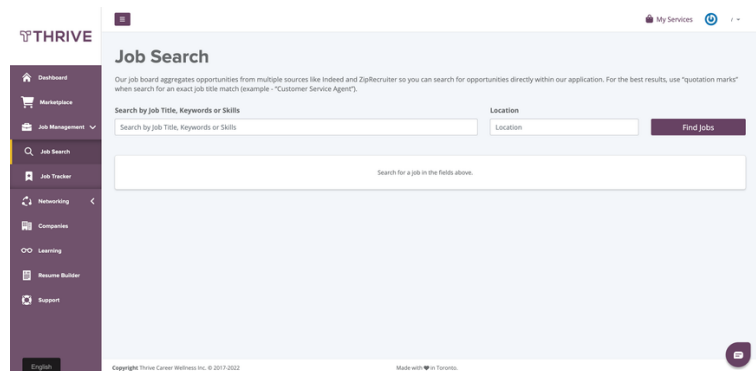
Job Management

Job Management

The job management tab will be the central location for managing your job search and opportunities on Thrive.

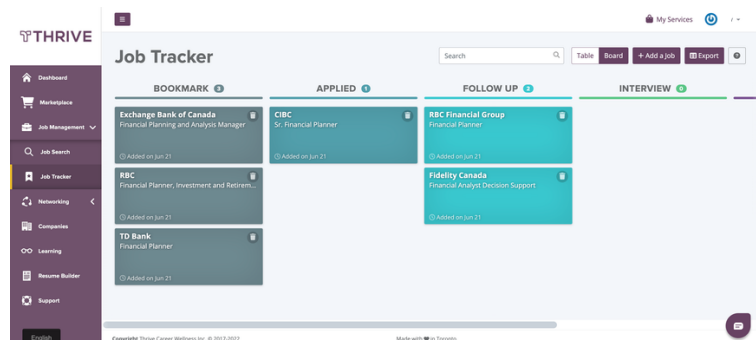
Job Search

Under the job search tab, you can search millions of opportunities hosted on company websites and a significant number of job boards across the world. You never need to leave Thrive to find opportunities.



Job Tracker

In the job tracker, you will be able to monitor each opportunity that you have engaged with through Thrive. By installing our Chrome Extension (more information available on page 14), you can save opportunities from any hiring resource directly to Thrive.





How to Use Job Tracker

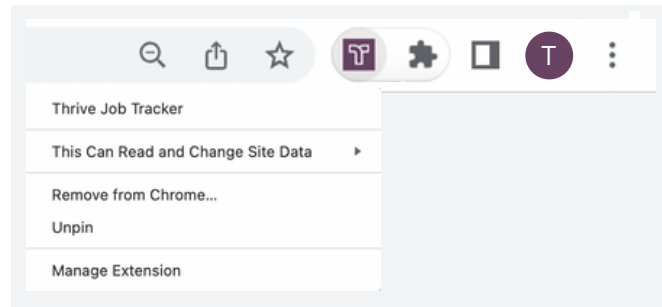
Opportunities can be added by using our Chrome Extension or manually by selecting the **+ Add a Job** button. After opportunities have been added, they are easy to manage. All you have to do is drag and drop prospects as you progress through the job application process. By clicking on an opportunity, you will be taken to the Opportunity Details page (view page 13 for more details).

Opportunity Details

Clicking a saved opportunity from the job tracker will bring you to a more detailed view of the job posting. Here you'll find the job description as well as company and contact information. You can also leave yourself notes about the application process and save interview times on this page.

Chrome Extension

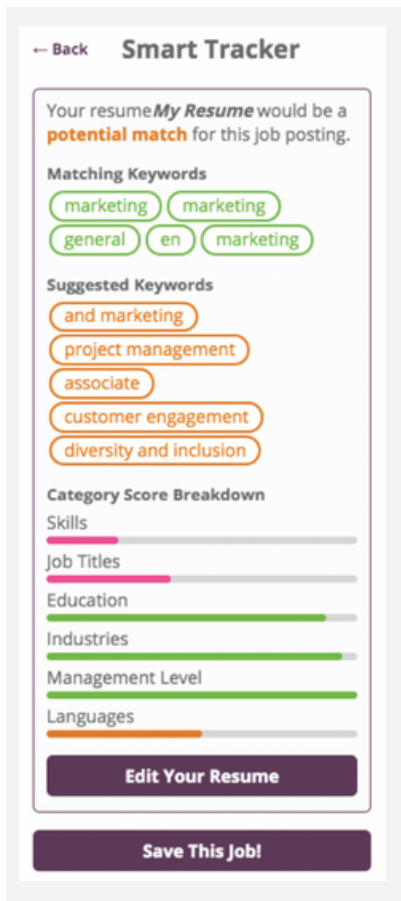
With the Thrive Chrome Extension, you can save opportunities to your account from any hiring resource. Now with our SmartTracker, you can also get immediate feedback on how your qualifications match up with the posting requirements.



How to Download & Use The **Chrome Extension**

Downloading and using the Thrive Chrome Extension is easy! A bar will appear on the job seeker portal dashboard, prompting you to add the extension. Simply click "Install for Chrome" and it's ready to go. Once the extension is downloaded, navigate to your favourite hiring resource and select an opportunity. The extension will pop up automatically encouraging you to save it to your account.

SmartTracker



An exciting new feature of the Thrive Chrome Extension is SmartTracker - the world's first-ever real-time resume analysis chrome extension. To use this feature you must have a resume written and saved in your Thrive account.



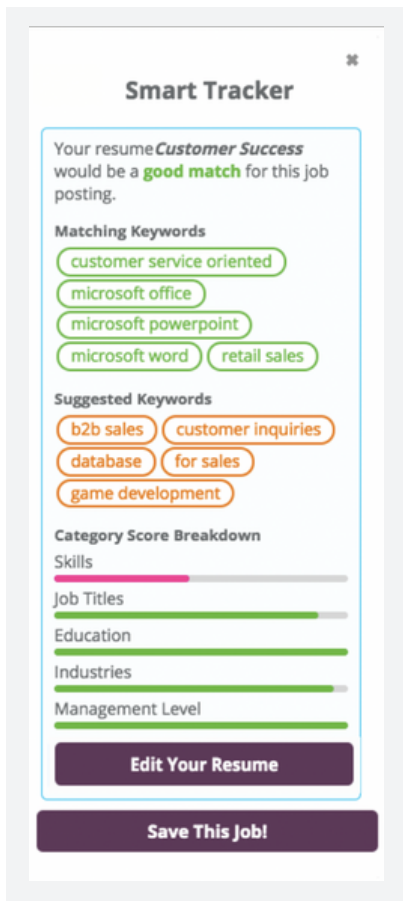
How to Use SmartTracker

Once you have a Resume saved to your account, you can begin comparing your resume with job postings.

Start by navigating to your favourite hiring resource and finding a posting you are interested in. Once you've selected an opportunity, the Extension should pop up with the prompts "Compare with your Resume" and "Save This Job!"

After selecting "Compare with your Resume" you will be prompted to choose one of the documents saved to your account. Once you've selected a Resume to compare SmartTracker will read the job posting and compare its requirements to your qualifications. SmartTracker will then give you feedback on how well your Resume matches the job description.

Edit & Reanalyze



How Does It Work?

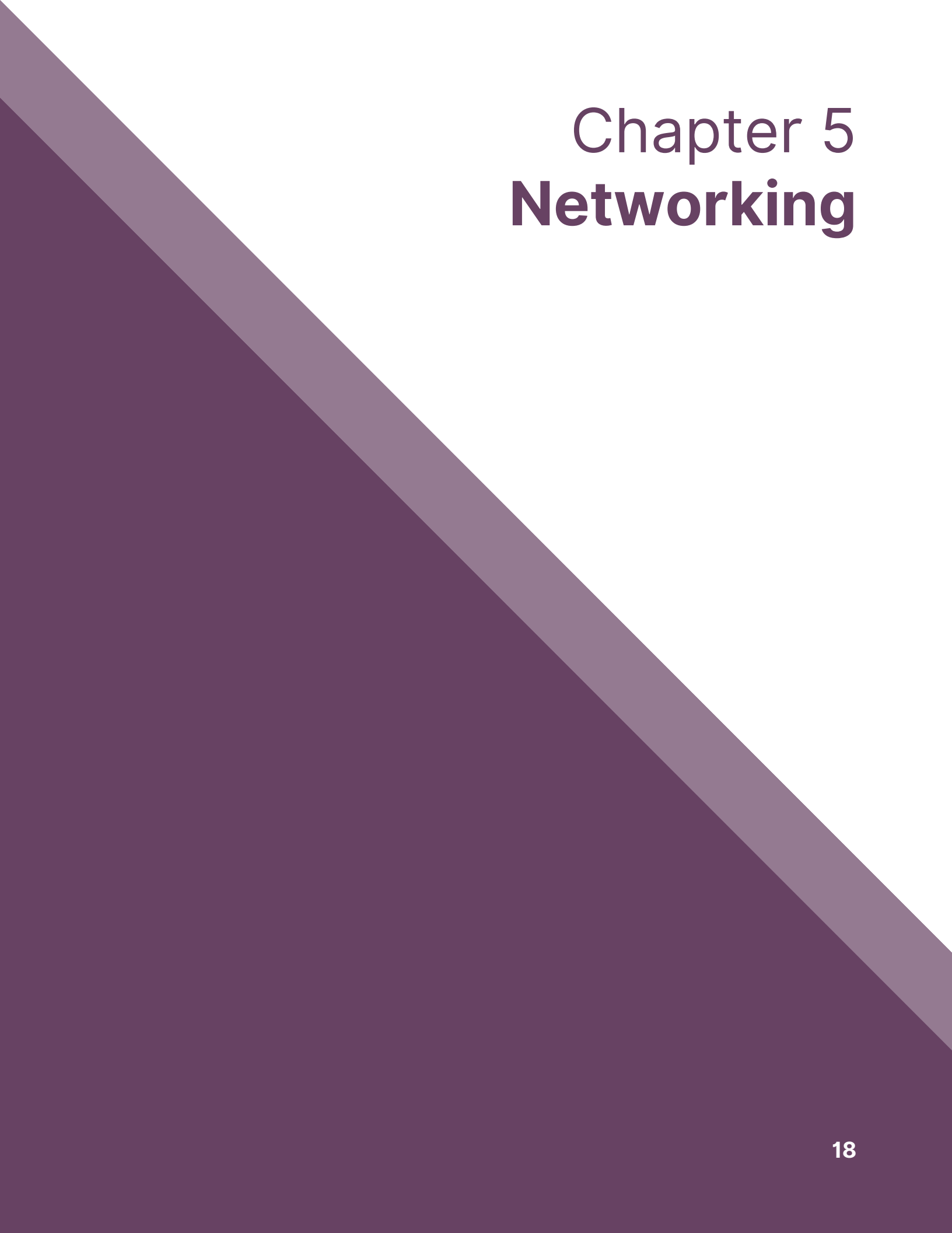
SmartTracker uses the same technology as Applicant Tracking Systems to compare your resume with the requirements in a job posting.

The feedback generated by the SmartTracker should act as a guideline to help you tailor your application. Getting a Good Match is not a guarantee that you will receive an interview.

Use SmartTracker's feedback to improve your results. Click "Edit Your Resume" to return to the Resume Builder and make suggested changes.

After revisiting your resume to make changes, SmartTracker will prompt you to Reanalyze your compatibility with the posting.

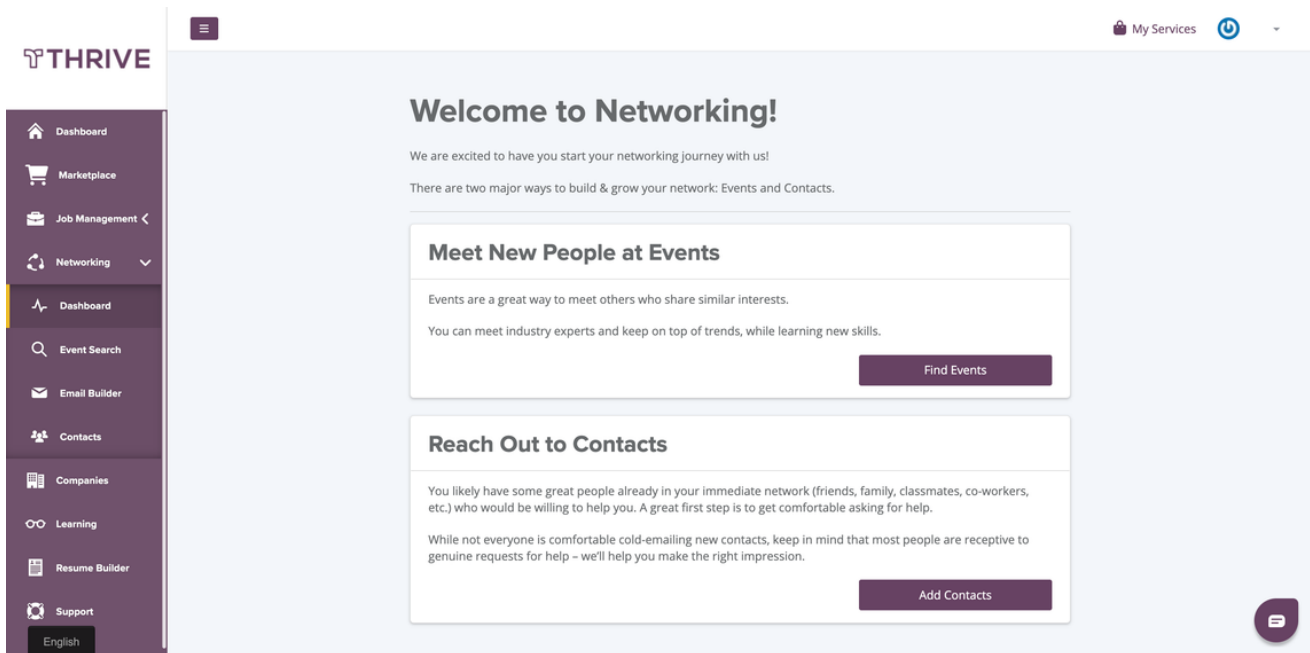
If you have made recommended changes to your resume you will see updated results after reanalyzing.

A wide diagonal band runs from the top-left corner to the bottom-right corner. It consists of a thin, light purple line on top and a thick, dark purple block below it.

Chapter 5

Networking

Overview



In networking, you will be able to manage relationships, track contacts, search for events, and use email templates to engage your professional network.

Networking Dashboard

From the Networking Dashboard, you will see a highlight of the activities you can accomplish on Thrive, including browsing events, syncing contacts, and managing a to-do list of networking activities.

Event Search

Under Event Search you will be able to browse events listed on public social event pages such as EventBrite. You will be able to update your Interests (the types of events you want to go to) and the location of where you would like to search for events. Once you find an event you can RSVP and share the invite and invite friends.

Email Builder

In networking, you will be able to manage relationships, track contacts, search for events, and use email templates to engage your professional network.

Contacts

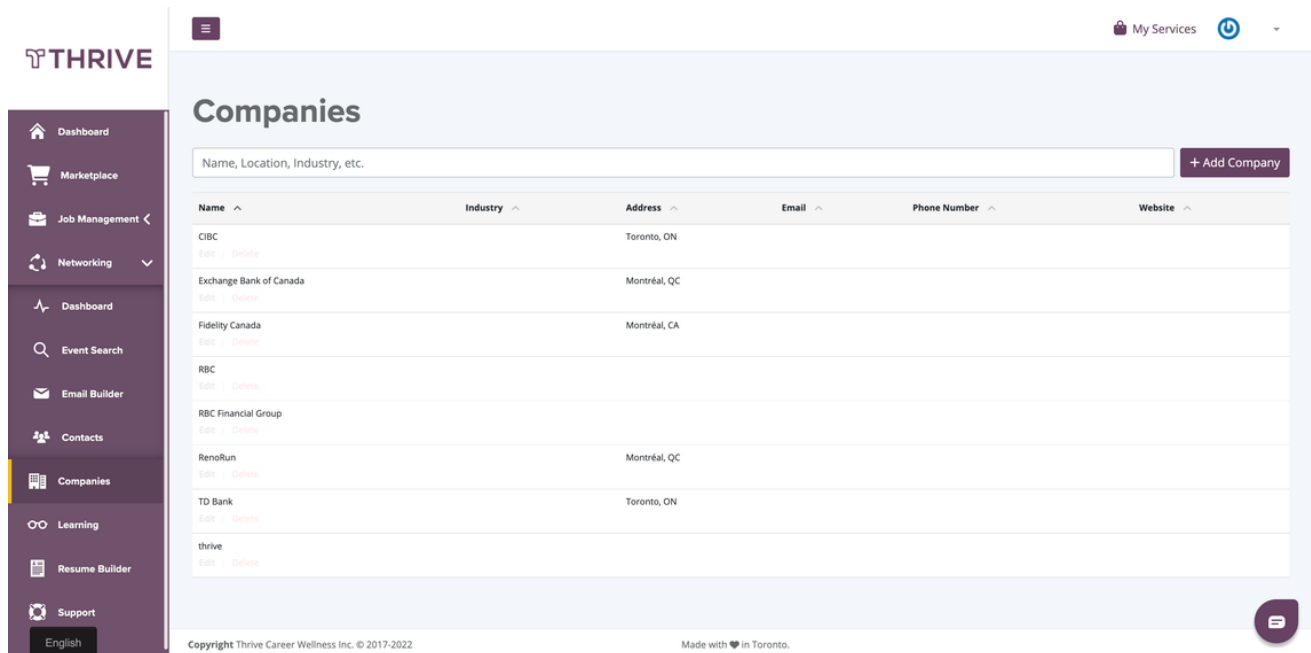
You can upload your contacts by importing a CSV document. You can also manually add contacts by selecting **+ Add Contact**.

A wide, diagonal band of a lighter purple shade runs from the top-left corner to the bottom-right corner of the page, creating a sense of movement and depth.

Chapter 6

Companies

Overview



Under the Companies tab you will see all the companies that you have interacted with in your job search. This information is automatically saved from your activity in the Job Management section of the app.

If you want to focus on a company that you have yet to engage with, you can click the + Add Company button to add their information.

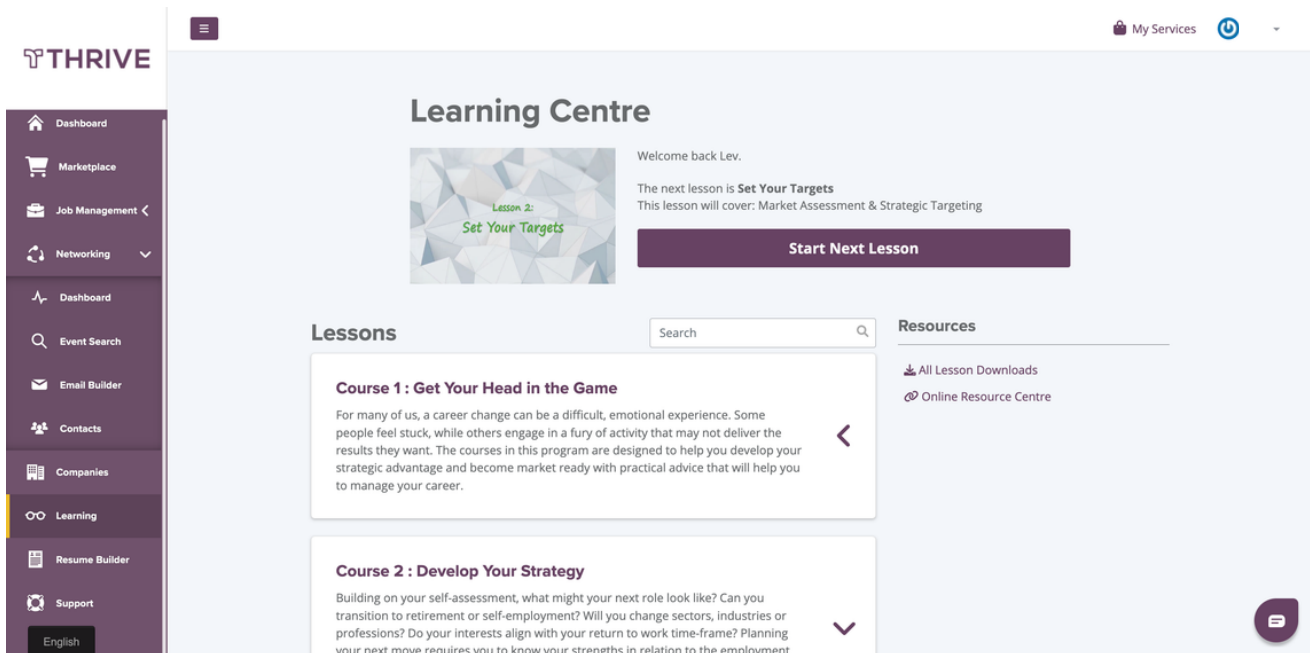
Features in this section work in a similar fashion to Job Management. You can store information, track progress, and do company research.

The companies page works just like the job tracker and contacts page.

Chapter 7

Learning Centre

Overview



In the Learning Centre, you will get access to content designed to walk you through the job search journey. The learning centre contains courses and lessons on specific job search topics.

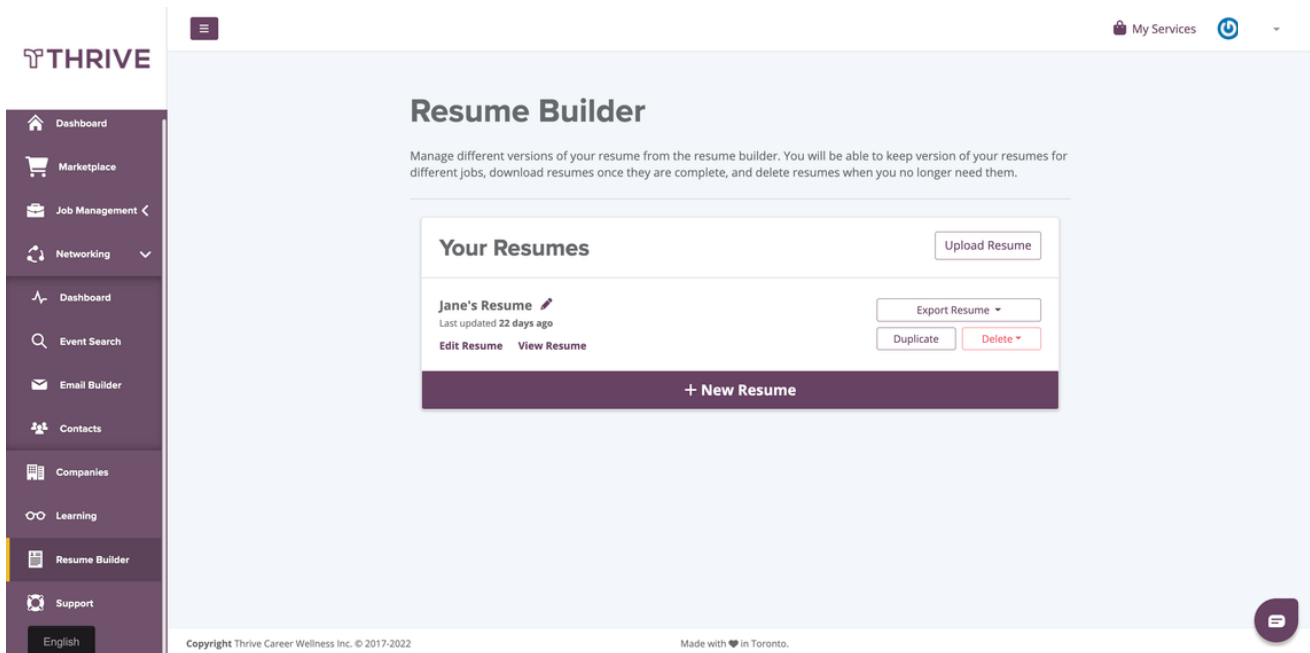
Your progress is automatically saved as you watch each video, so it is easy to continue where you left off. On the right-hand side, you can also download course content and get access to third-party content.

When you start a lesson, you will be able to watch the video, read the summary and the transcript, and access various lesson resources.

Chapter 8

Resume Builder

Overview



The Resume Builder helps walk you through the steps to creating a great resume that focuses on your accomplishments. It'll then save all of your resumes in the Resume Builder Dashboard.

Resume Dashboard

On the dashboard, you can view all of the resumes you have created in the app. You can duplicate a resume to make minor changes, as customization is encouraged for different job applications. Re-naming your resumes will help you differentiate them.

To create new resumes, click on + New Resume, where you will then be able to select a resume template and begin filling in your content.

The Resume Builder dashboard lists all of your resumes.

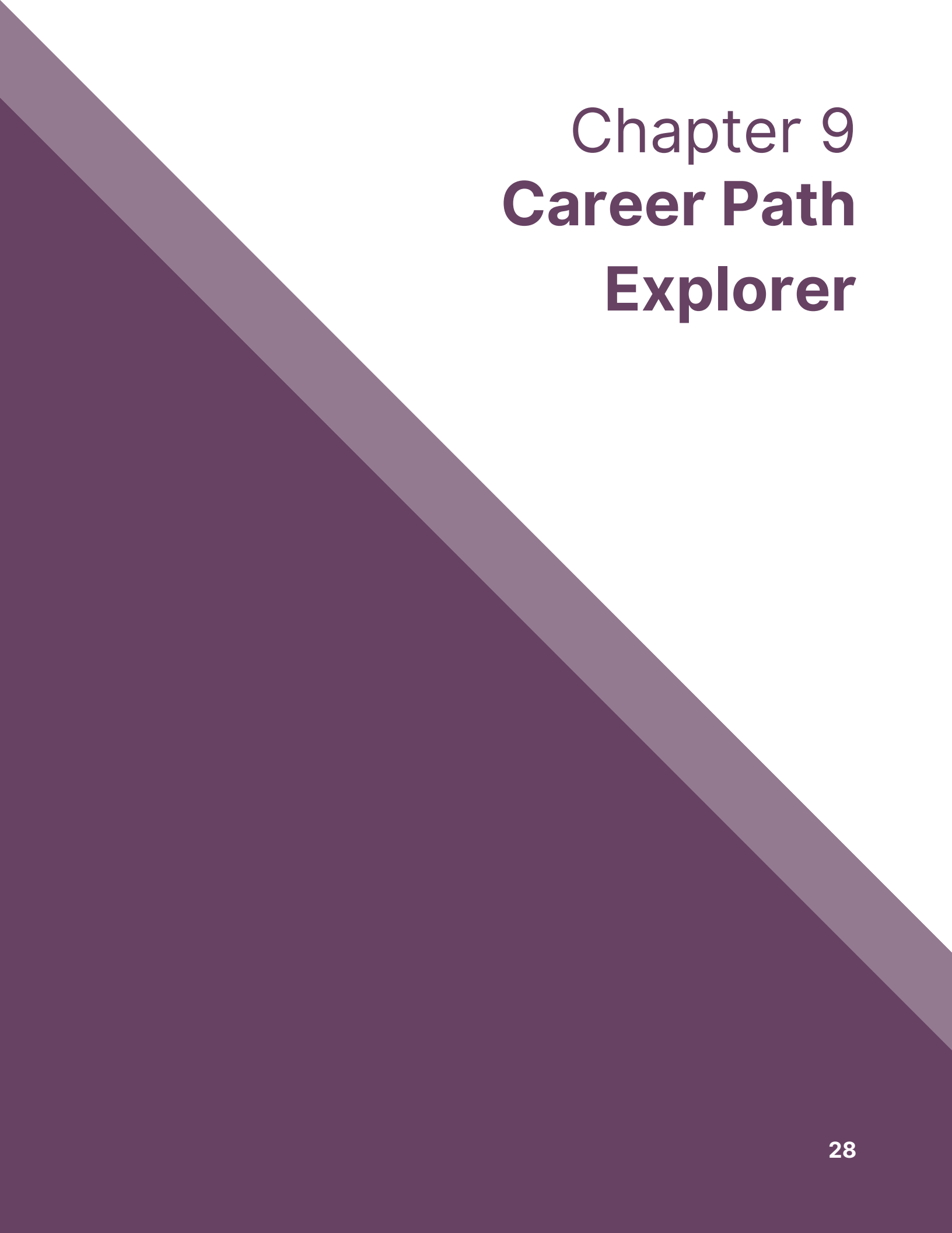
Resume Builder

The screenshot displays the THRIVE Resume Builder interface. On the left is a dark purple sidebar with a menu containing: Dashboard, Marketplace, Job Management, Networking, Dashboard, Event Search, Email Builder, Contacts, Companies, Learning, Resume Builder (highlighted), Support, and English. The main content area is titled 'Resume Builder' and features a progress bar with four steps: HOME, DESIGN, CREATE/EDIT (active), and REVIEW. Below the progress bar is a dark blue header for the 'Add Sections' step, which includes 'Quick Preview' and 'Review' buttons. The interface is divided into two columns. The left column lists 'REQUIRED SECTIONS' (1 - Header, 2 - Profile, 3 - Experience, 4 - Education) and 'OPTIONAL SECTIONS' (+ Affiliations, + Awards, + Certifications, + Interests, + Languages). The right column provides instructions for the 'Header' section: 'The header contains the most important information: your contact information. Make sure to double check that everything is right, or a potential employer will have no way to get in touch with you.' Below this, there are input fields for Name, Title, Phone Number, Email, and Location. A 'Website' label is visible at the bottom of the form area. A small chat icon is located in the bottom right corner of the interface.

After selecting a template, you are prompted to fill in the required resume sections – Header, Profile, Experience, and Education – while receiving tips and examples along the way. You can preview your resume as you build it, and once you are all finished, download the resume to Word or PDF to submit to an employer.

Remember to double-check your resume once you have exported it, and don't forget, you can always play around with the formatting in Microsoft Word to suit your needs!

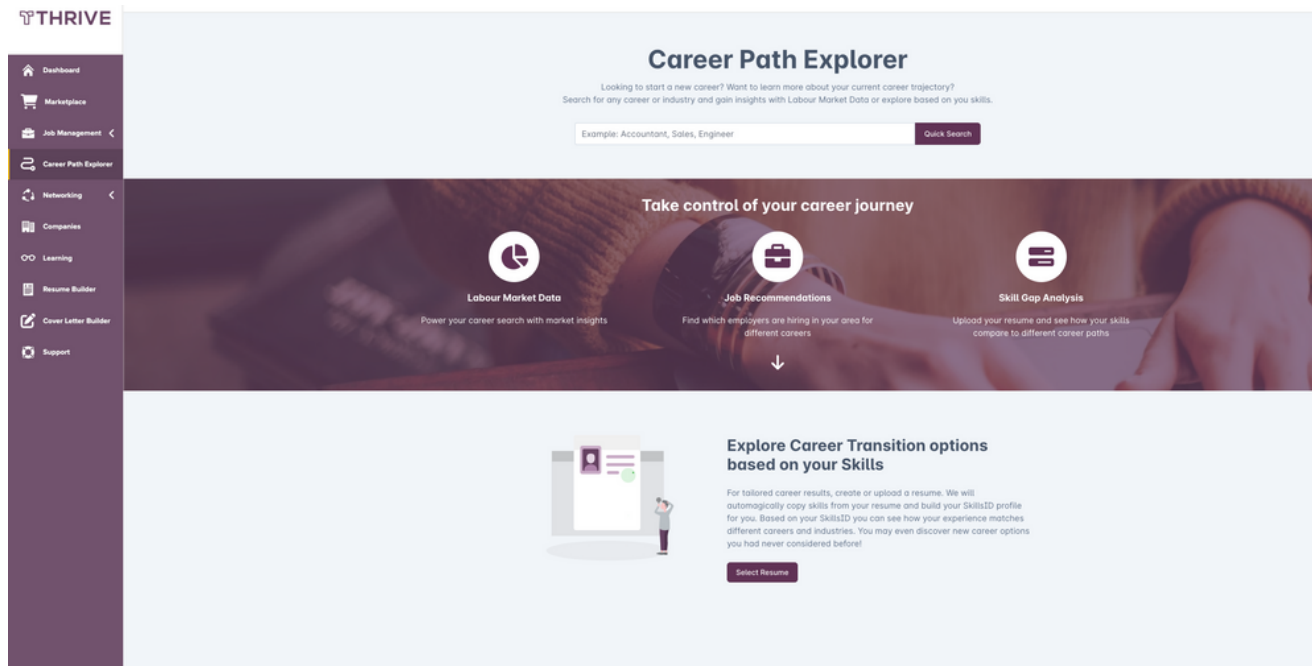
The Resume Builder walks you through a step-by-step process.



Chapter 9

Career Path Explorer

Career Path Explorer



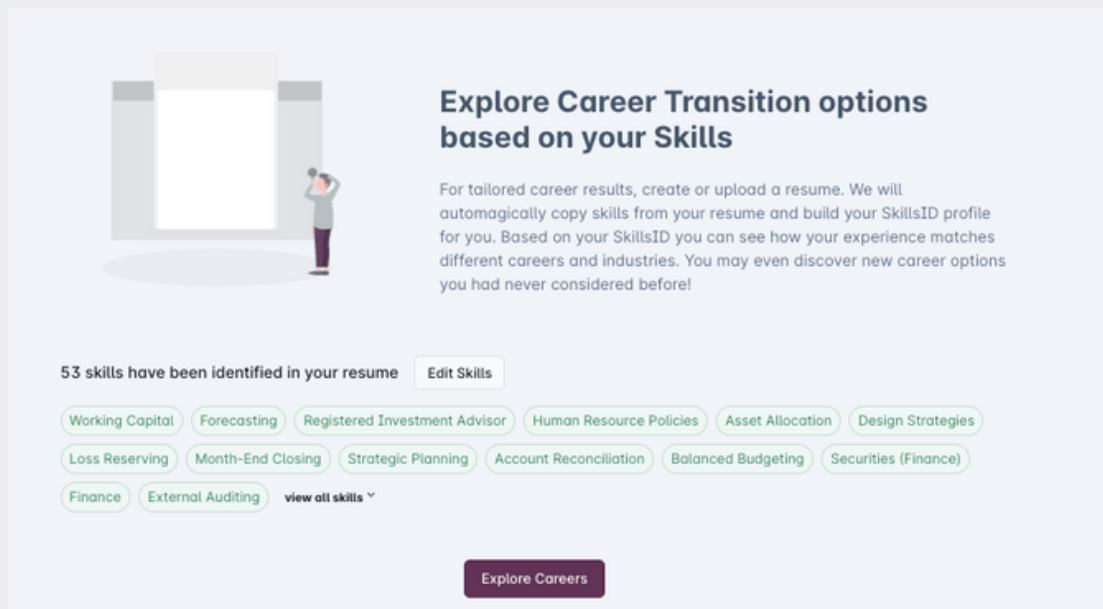
The Career Path Explorer leverages real-world job posting data and a continuously evolving skills database to help guide your career advancement decisions. With it, you can discover new career opportunities, whether employment demand for your desired career path is growing and view which in-demand skills you should focus on developing.

After uploading your resume, the Career Path Explorer will create your SkillsID and recommend jobs that use your existing skillsets. You can browse the types of roles your skills are a great match for and learn more about the job prospects within that field.

If you're interested in an entirely new role, this tool will show you what skills you already possess for the position and the top skills to acquire to become a competitive job applicant.



How to Use The Career Path Explorer



You can browse and learn more about career paths you're interested in right away by entering a keyword in the search bar. However, we recommend uploading your resume to get started! You can do this by clicking the "Select Resume" button at the bottom of the main Career Path Explorer page and uploading a resume from your computer or selecting a resume from the Thrive Resume Builder. Any new resume upload will automatically save to the Resume Builder.

Now that you have your list of skills, you can click "Explore Careers".



How to Use The Career Path Explorer

The screenshot displays the THRIVE Career Path Explorer interface. On the left is a dark purple sidebar with white icons and text for navigation: Dashboard, Marketplace, Job Management, Career Path Explorer (highlighted), Networking, Companies, Learning, Resume Builder, Cover Letter Builder, and Support. The main content area has a light blue header with the THRIVE logo and a search bar labeled 'Enter a new career search'. Below this is a section titled 'Explore Careers With Skill Gap Analyses' with a sub-header 'Based on your SkillsID we are able to analyze and rank career opportunities for you to explore where you have a high amount of transitional skills.' The main content is divided into two columns. The left column, 'Career Paths to Explore', includes a 'Custom Search' button and a 'Want some help using this tool?' section with a 'Book a session' button. The right column features a 'Finance Managers' job title card. This card includes a description: 'Directs and plans the financial activities of a company or organization. Prepares financial statements and business activity and forecasting reports; supervises accounting and preparation of financial reports; advises management with regard to finance decisions.' It lists 'Key Skills (21)' such as Analytical Skills, Organizational Skills, Microsoft PowerPoint, Verbal Communication Skills, and Generally Accepted Accounting Principles. It also shows 'Skills you have (26)' with a progress bar indicating a 'Skill Gap' of 26/47. A 'Learn More' button is located below the skill gap section. At the bottom of the right column, a 'Financial Analysts' job title card is partially visible.

You will be taken to a list of recommended career paths, based on your SkillsID profile. You can also search for careers that you're interested in by entering job titles or keywords into the top search bar.

Your SkillsID shows your skills versus the skills employers are often interested in for this role. The Key Skills list is a good indication of which skills are most valuable for you to learn.

You can click "Learn More" on any of the job titles for more information about the role, related job titles in that field, job demand and the median salary for this kind of role. You can compare these statistics with other geographic regions across Canada to watch trends in your career path and see what jobs are in demand based on your Key Skills, and where.



How to Use The Career Path Explorer

Labour Market Insights

See how your career search compares to Labour Market Insights in any geographic area in Canada. For more information about this data, [click here](#).

[Toronto](#) [Nearby Area](#) [Ontario](#) [Canada](#) [Q Search](#)



Job Opportunities in this Career

Here are some jobs in this career in your area.

Marketing Co-Ordinator

Gold Path Financial Services Inc.

North York, ON • Posted today

Act as spokesperson for an organization. Advise clients on advertising or sales promotion strategies. Answer written and oral inquiries.

[View Details](#)

[Save to Job Tracker](#)

Client Engagement Coordinator, Marketing (REMOTE)

Tegrita

Toronto, ON • Posted 1 day ago

Ideally, Client Engagement Consultants will have some experience/exposure to marketing and marketing technology.

[View Details](#)

[Save to Job Tracker](#)

[View More Job Recommendations](#)

If you see a job you're interested in, you can either click to view more details, or save it to your Job Tracker.

THRIVE

Job Tracker > Job Opportunity

Rhenus Logistics Canada
director, finance

STATUS

Bookmark Applied Follow Up Interview Offer Made

SECTIONS

Job Posting
Skills Gap 26/47

Company
This saved job falls under the career category of **Banking, Credit and Other Investment Managers (NOC 0122)**. Below is labour market data for this type of career.

Career Insights

Job Postings in your area
5,507

Job Demand
Growing

Median Salary
\$78,000

Who's Hiring
Scotiabank, Royal Bank of Canada +

Contacts

Notes
[View All Career Data](#)

Cover Letter



How to Use The Career Path Explorer

Once you've clicked "Learn More" on a career, you can scroll down to the Recommended Courses. You'll find course recommendations from LinkedIn Learning for skills related to this career. You can click "Access Course" to be taken to the page to redeem tokens for a LinkedIn Learning subscription or 'Learn More' to view the course if you already have LinkedIn Learning.

Recommended Courses

These course recommendations are based on the most in-demand skills from real job posts for this Job title. These courses will help you close the skill gap for this job title that you can then add to your resume.



Excel Essential Training (Office 365/Microsoft 365)

LinkedIn Learning

Get up to speed with Microsoft Excel, the world's most popular spreadsheet program. Follow along with Excel expert Dennis Taylor as he demonstrates how to efficiently manage and analyze data with this powerful program. Learn how to enter and organize data, perform calculations with simple functions, and format the appearance of rows,...

[Access Course](#)

[Learn More](#)



Job Skills: Learning the Basics

LinkedIn Learning

There are basic skills every professional needs to succeed in the workforce. This collection of short, animated videos addresses the top 12. Each video takes a core skill and breaks it down in a clear and easy-to-understand way. Learn skills like effective communication and decision-making—in two minutes or less! Find out how to prioritize...

[Access Course](#)

[Learn More](#)



Chapter 9

Support & Account Settings

Support

By clicking on support you will be redirected to our support solution center where you can browse general questions about our platform, submit a support tickets, or request features.

Account Settings

You can edit your account settings by clicking on your name on the top right hand corner and selecting Account Settings.

You can update your email address or change your password from this screen. Please note that changing your email will require you to log in again.

Thank You For Choosing **Thrive**

Thrive is here to support you in your career transition at every step of the way.

If you need any assistance or additional support, our client services team is ready to answer your questions. Simply send us an email at support@thrivemycareer.com and one of our team members will reach out.

We are thrilled to embark on this career journey with you!

Thrive Team

