CAREER COMPASS

USER GUIDE

"Your AI-powered dashboard for career success!"

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Introduction

Career Compass is a LLM integrated career development dashboard that assists users in career exploration by analyzing skills, generating career insights, and matching job opportunities. Users can interact with two primary features:

> ① **Career Analysis Report** – Evaluates users' career path, strengths, and skill gaps in different dimensions.
> ② **Find Matching Positions** – Identifies the most relevant job opportunities based on users' profile and qualifications.

The platform is designed to provide a streamlined experience with an intuitive user interface and AI-driven insights.

Welcome Screen (Introductory Page)

Purpose

The Welcome Screen introduces Career Compass and provides users with an overview of the dashboard's functionalities. It ensures users understand the core features before proceeding.

Visual Elements

- **Institution Logo** – Represents the institutions' identity located at the top left corner.
- **Briefcase Icon** – Represents career exploration.
- **Headline & Tagline** – "Welcome to Career Compass" and "Your AI-powered tool for career success!"
- **Two Main Sections**:
  - **Generate Your Career Analysis Report** – Guides users toward a career assessment.
  - **Find Your Perfect Job Match** – Helps users explore job opportunities.
- **"How It Works" Section** – Displays a four-step process for using the tool.
- **"Get Started" Button** – The only clickable button that directs users to the **profile setup page**.

Interaction

- **Hovering Over Sections**: Displays tooltips with descriptions.
- **Clicking "Get Started":** Redirects users to the profile setup interface.

Career Compass Profile (User Information Input)

Purpose

This interface collects users' input details to generate personalized profile analysis insights and job matches according to their preferences.

Visual Elements

- **Institution Logo** – Represents the institutions' identity located at the top left corner.
- **Headline & "Back" Button** – "Career Compass Profile" and back option for users to return to the previous page (Welcome Screen).
- **Input Field** – Gathers user's input.
- **Path Selection Field** – Asks users to choice between two analysis solutions.

Input Fields

Users will provide:

- **Personal Information**: Name, Location, Certificate.
- **Educational Background**: Education Level, Field of Study.
  Note: Users can optionally add multiple fields of study, separated by a comma (e.g., "Computer Science, Business Administration").
- **Professional Experience**: Work/Internship/Co-op Experience (Years), Current Role.
  Note: Users can optionally add multiple current roles, separated by a comma (e.g., "Project Manager, Student").
- **Career Preferences**: Career Goal, Industry Sector Interest.
  Note: Multiple career goals and industry interests can be entered, separated by a comma (e.g., "Business Analyst, Technical Lead", "Technology, Healthcare, Finance").
- **Languages**: Primary and additional languages spoken.
- **Skills**: Selection of **Soft Skills** (e.g., leadership, communication) and **Technical Skills** (e.g., Python, SQL, data visualization).

Note: All skills are listed alphabetically A-Z & "Other" option available.

Interaction

- **Clicking "Career Analysis Report":** Directs users to the career analysis processing screen.
- **Clicking "Find Matching Positions"**: Redirects users to the job-matching analysis.

Career Analysis Report

Purpose

To provide users with an in-depth evaluation of their current career standing, strengths, and areas for improvement.

Processing Stage

- A **waiting screen** appears, indicating that the AI is analyzing the user's profile.
- Progress indicators show:
  - Current position assessment.
  - Industry alignment and market trends.
  - Skill gap analysis and recommendations.

Career Analysis Report Sections

① Career Path Analysis

- Display users' **current role, industry alignment**, and **short/long-term career plan.**
- Provides AI-driven recommendations for career growth:
  - **Current Position Assessment:** Evaluates users' current professional standing.
  - **Industry Alignment & Trends:** Assesses how users' skills and experience align with market trends.
  - **Short-term Plan (12 Months):** Outlines immediate steps for career advancement.
  - **Long-term Roadmap (2-5 Years):** Suggests strategies for sustained growth.
  - **Learning & Credential Strategy:** Provides recommendations for acquiring new competencies.
  - **Professional Growth:** Identifies networking and career opportunities.

② Skills Assessment

- Uses interactive visualizations to compare users' skill levels with **industry benchmarks.**
- Provides a **radar chart** to illustrate users' competencies across:
  - Technical Skills
  - Soft Skills
  - Certifications
  - Work Experience
  - Education Level
- Identifies strengths and areas that require further development.

③ Skills Gap Analysis

- **Compares users' skill levels** with market expectations, highlighting gaps in:
  - Certifications
  - Education
  - Work Experience
  - Soft Skills
  - Technical Skills
- Uses a **comparative table** showing users' current scores against industry benchmarks.
- **Categorizes performance into:**
  - Strong (80-100%)
  - Moderate (50-79%)
  - Needs Improvement (0-49%)
- Provides actionable insights to **bridge skill gaps**, including:
  - Suggested certifications, courses, and projects for improvement.

Interaction

- Users can navigate different sections using tabs.
- Users can directly go to "View Job Matches" or exit to the previous input page.

Find Matching Positions

Purpose

To provide users with tailored recommendations based on their profile and career goals during the job hunting.

Processing Stage

If users select **Find Matching Positions or** click "**View Job Matches**" from the previous Career Analysis Report page, an AI-driven analysis begins. The process includes:

- Evaluating users' skills and experience.
- Calculating job match scores.
- Displaying top 5 highly matched jobs.

Matched Jobs Interface

① User Input Recap

- A side panel displays **user details** for easy reference, includes education, experience, skills, and career goals.

② Top 5 Best-Matched Jobs

Each job recommendation includes:

- **Company & Location**
- **Match Score (%)**: How well the job aligns with the user's profile.
- **Job Description**: Key tasks and responsibilities.
- **Required Skills**: Outlines necessary qualifications.
- **Tabs:**
  1. **AI Analysis & Recommendations**:
     - Key Matching Qualifications: Lists features that align with the job.
     - Skills Gap Insights: Suggests ways to acquire missing skills.
     - A Concise Overview of Job Description.
     - Resume Tailoring & Interview Tips.
  2. **Job Information:**
     - Detailed Job Description and Responsibilities.
     - Specific Requirements and Qualifications.
- **Navigation**: Users can flip between jobs using **"<Previous" and "Next>" buttons**.

③ Alternative Job Opportunities

- Once users finish viewing the best-matched jobs, an additional section appears.
- Displays alternative roles relevant to the user's background.

Interaction

- **Clicking on External Job Search Buttons:** Redirects users to external sources like LinkedIn, Indeed, or Glassdoor.
- **Switching Between Different Jobs & Alternative Jobs:** Users can freely view different job pages by clicking the "<Previous" and "Next>" tabs.
- **Switching to Career Analysis Report:** Clicking "View Career Analysis" at the right bottom corner takes users to view Career Analysis Report page.

Closing the Dashboard

Users can exit within the Career Compass dashboard at any time:

- **Close Dashboard**: Selecting the "Close Dashboard" button located in left bottom corner at Finding Job Positions interface will exit the current session and return users to the User Information Input page. This option allows users to restart their career analysis or job search from the beginning.

Summary of Key Functionalities

Feature	Action	Purpose
Welcome Screen	Click "Get Started"	Introduces Career Compass and navigates users to profile setup
Profile Setup	Enter details & select options	Gathers user data for personalized recommendations
Career Analysis Report	AI evaluates career path & skills	Provides career insights and identifies skill gaps
Find Matching Positions	AI recommends top job matches	Displays best-fit job opportunities
Alternative Job Opportunities	Lists related careers	Expands job search options beyond the top five matches

Data Privacy & Security

Career Compass prioritizes user privacy by implementing secure data handling, encryption, and anonymization to protect personal information. User data is processed only for career analysis and job matching, with no unauthorized sharing or long-term storage. All inputs are managed through session-based storage, ensuring that personal details are not retained beyond active use. By following industry security standards, Career Compass maintains confidentiality and safeguards user information at all stages.

Frequence Q&A

1. **What can I expect to get by using the dashboard?**

   The dashboard provides a personalized career development experience, including:

   - AI-driven career insights tailored to users' skills and aspirations.
   - Job matching based on qualifications and industry requirements.
   - Skill gap analysis to identify areas for improvement.
   - Resume and interview guidance to improve job application success.

2. **How do I get started with Career Compass?**

Click the **"Get Started"** button on the welcome screen. You will be guided to enter personal and professional details to generate career insights or job matches.

3. **What information is required for the Career Analysis or Job Matching?**

Users need to provide details such as education, work experience, career goals, industry interests, and key skills.

4. **How are job matches generated?**

The system uses AI to compare user profiles with job market data, evaluating skill alignment, experience, and industry trends to recommend the best-fitting roles.

5. **How is the match score (%) calculated?**

Career Compass calculates the match score in two ways. Simple similarity calculation using **Cosine Similarity,** then a deep semantic similarity is applied using a pretrain model **BAAI/bge-reranker-large,** combining both methods it could measure how closely a user's resume aligns with a job description by comparing their vector representations. Lastly, applied **Z-score normalization** to adjust the raw similarity scores, ensuring consistency across different job listings. This process, combined with AI-powered embeddings and similarity comparison, produces a final match percentage (0-100%) that accurately reflects job fit.

6. **What is included in the Career Analysis Report?**

   The report provides:

   - **Career Path Analysis** – Evaluates users' current role, industry alignment, and career growth plan.
   - **Skills Assessment** – Displays how users' skills compare to industry benchmarks.
   - **Skills Gap Analysis** – Identifies missing competencies and suggests ways to improve.

7. **Can I revisit or modify my inputs?**

   Yes. Users can navigate back using the Back Button (←) or restart the process by closing the dashboard and beginning a new session.

8. **How can I explore external job opportunities?**

   Each job listing includes buttons linking to LinkedIn, Indeed, and Glassdoor, where users can view and apply for roles directly.

9. **How do I close the dashboard?**

   Click "Close Dashboard" to return to the main menu. Alternatively, use the Back Button (←) to navigate to previous sections.

Support & Assistance

For any questions, please contact our technical support team:

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