Foxjob User Guide

Overview

Welcome! Foxjob is your personal job search assistant that helps match your qualifications with job opportunities. By combining a Chrome extension with a powerful web application, Foxjob analyzes job descriptions against your resume to help you focus on positions where you're most likely to succeed.

Getting Started

1. Create Your Account

1. Visit the Foxjob web application (www.foxjob.io)
2. Click "Sign In with Google" to create your account

2. Set Up Your Profile

1. After logging in, upload your resume - this is essential for Foxjob to analyze job matches
2. Your resume will be processed to identify your skills, experience, and qualifications

3. Install the Chrome Extension

1. Click on the "Extension" button in the navigation bar to visit the Chrome Web Store or use this link.
2. Click "Add to Chrome" to install the Foxjob extension
3. The Foxjob icon will appear in your browser's extension toolbar, it is helpful to "pin" the extension to show it permanently, click the puzzlepiece icon and click on the "pin" button.

How to scan and view job assessments

A. Scanning Job Listings with the Extension

1. Browse any job board (LinkedIn, Indeed, company careers pages, etc.)
2. When you find potential positions, click the Foxjob extension icon
3. Use the "Scan" button to capture the job description
4. Continue browsing and scanning multiple positions - Foxjob processes them in the background

B. Viewing Your Job Analysis in the Webapp

1. Click the "Library" button in the extension or visit the Foxjob web application
2. Your scanned jobs will appear with detailed analysis:

Understanding the personalized job match analysis

Foxjob organizes and summarizes and matches each job description in a unified format. This allows you to quickly grasp deciding information, instead of looking for them in a lengthy job description:

Job Overview - Just facts

- Job title and company name
- Industry classification
- Compensation details (when available)
- Remote work status (when available)
- Company description
- Core job responsibilities

Match Analysis - the quick and dirty assessment

- Overall match score
- Top 3 strengths - highlight these in your cover letter or when networking
- Top 3 weaknesses - rephrase, reformulate these before applying, networking

Detailed Breakdown - deep dive

To see this, click the "Show Details" Button on the bottom of each job card

- "Big Six" Requirements Analysis
    - Top six job requirements with direct quotes
    - Your match score for each requirement

- Hard Skills Assessment
  - Five most crucial technical skills
  - Relevant job description excerpts
  - Your proficiency match including an assessment
- Domain Expertise Evaluation
  - Industry knowledge requirements
  - Your experience match assessment
  - Importance level for the role

Typical User Actions: Managing Your Job Search

- Bookmark promising positions for later review
- Remove jobs you're no longer interested in
- Click "Apply to Job" to return to the original job posting

Tips for Best Results

- Keep your resume up-to-date for accurate matching and comprehensive analysis
- Scan multiple positions before returning to the webapp to compare opportunities effectively
- Focus your time on roles where you show strong matches (typically 65% or higher)
- Leverage your identified strengths
  - highlighting them in your cover letters
  - during networking conversations
- Leverage your identified weaknesses
  - Rephrase and reframe your existing experience to better match job requirements
  - Prepare talking points for addressing potential concerns in interviews
- Use the detailed analysis to customize your application materials for each role, ensuring you speak directly to the company's needs

Need Help?

If you encounter any issues or have questions:

- Send us an email, we read and answer all of them :) konkaiser@gmail.com
- Use the "Give Feedback" button in the app.

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*Note: This guide reflects the current version of Foxjob (*Webapp Version 0.2 / Chrome-Extension 0.19*). Features and interfaces may be updated as we continue to improve the platform.*