QUINNCIA QUICK TIPS

Quinncia (Quinn) uses the same ATS software to scan your resume as today's major employers. It is an AI tool that provides helpful feedback, but it is not perfect and may make mistakes. We recommend using its advice along with the expertise of ECS staff and resources on Handshake.

LOG IN

- Start by going to **quinncia.io**, and click "Sign In/Up" at the top right.
- Then type in your terpmail.umd.edu email address and click "Sign in Now"
- You will be directed to log in using UMD's Central Authentication Service (CAS)
- Click "activate your license" to begin. Your year subscription begins on the date of your activation, not the academic school year.
- To use the LinkedIn and Interviewing features, you must upload a Resume first.
- Resumes and Interviews are unlimited; LinkedIn reviews are limited to five per year.

RESUME TOOL

- You will have two options to upload your resume: as PDF or DOCX.
    ⇒ We suggest using DOCX to enable the online editing feature. Edits can be re-analyzed as you go if using this feature and changes made on Quinncia can be downloaded as DOCX or PDF (they are ATS-friendly to upload to employer sites).
- After processing your resume, Quinn will provide you with a score, a detailed analysis, and tools to help you improve your resume
- On the right-hand side, there will be an analysis section with a few categories. You must click on each individual section to see how many "flags" and "improvements" you received within that section.
    ⇒ "Flags" are the priority and most likely should be changed (however, we remind you that some flags may be erroneous); "improvements" are optional suggestions. If you notice a flag that seems incorrect, please report it to ECS: careerengr@umd.edu. Some issues we have seen include flags for study abroad programs, or multiple roles/projects within a company. We work with Quinncia to resolve such issues.
- Below your resume analysis, you'll find a few tools.
    ⇒ The Skill Gap Analyzer allows you to see how well your resume matches a job description.
    ⇒ The Essential Skills tool lists every skill found in your resume and sorts it by frequency.
    ⇒ The Search for Technical Skills tool allows you to see how ATS will pick up a skill
    (e.g. "Adobe Photoshop" instead of "Photoshop").

LINKEDIN TOOL

- You will have two options: upload a PDF or use Quinn's Extension.
  - ⇒ We suggest the extension. The PDF option does not capture as much information compared to the extension and requires manual inputting of several sections of your profile.
  - ⇒ For the Extension, click on the Quinncia logo at the bottom left of your screen; make sure you only click on the prompts it provides and do not navigate to any other page.
  - ⇒ Make sure you only have one LinkedIn page open and click on "Start LinkedIn Analysis" to begin.
  - ⇒ Click "Proceed" to add information on the current page. Then, it will navigate to a new section of your profile.
  - ⇒ Clicking "Skip" will move on the next page without adding information from the current section.
  - ⇒ Click "Submit Analysis" to finish the process. You will be redirected to Quinncia.
- Quinn provides you with a score, analysis, and tools like those in the resume section.
- Quinn compares your LinkedIn to your resume to point out anything that might be missing. Make sure you include projects from your resume on your LinkedIn profile.
  - ⇒ Quinn may confuse some of your projects with work experience and create flags for missing ones.
  - ⇒ The PDF upload can only capture three skills; the Extension allows the Skills tools to be more effective.

INTERVIEWING TOOL

- After clicking to "schedule" a new interview, you will be able to input an industry, job title, or job description.
- You will be required to "schedule" for at least five minutes in the future. Then, you will have 48 hours to begin after the scheduled start time; you can reschedule the interview at any time.
- Choose "Real Time Interview" to get feedback after each question or "Standard Interview" to get feedback after the interview.
- You will receive an email link when you can begin the interview. You will be prompted to test your audio and video equipment to begin (Quinncia analyzes your facial expressions along with your stated answers).
- Quinn's interview feedback includes audio, video, and content (please report issues, such as duplication of one of the categories).
  - ⇒ There will be eight statistics under the primary categories.
  - ⇒ **Rate of Speech** analyzes words per minute and suggests an optimal range.
  - ⇒ **Filler Words** counts how many fillers words you use per minute.
  - ⇒ **Essential and Technical Skills** count every skill you mentioned so you can see if you are incorporating key skills into your interview answers.
  - ⇒ **Answer Length** can help evaluate questions you may need to prepare more for (if the answer seemed short).
  - ⇒ **Speech Analytics** rates how analytical, confident, or tentative you appeared.
  - ⇒ **Eye Contact** shows the percentage of eye contact made.
  - ⇒ **Enthusiasm** shows how excited you were during each question and explains the importance of showing enthusiasm throughout an interview.
  - ⇒ **Micro-expressions** showed your perceived emotions. See a breakdown of your emotions over time in the "View Emotion Analysis". However, please do not weigh this section heavily as it's not as reliable as the others.

Please remember to report any issues or concerns to our office: careerengr@umd.edu.

We encourage you to visit our office with questions about your Quinncia results.