

sprint CV

Onboarding Guide

Version 1.1.0. Click here to see the up to date version.

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1. Sign Up for a Company Account

Before a team can add consultants, generate CVs, or search their candidate database, the company must first register for an Enterprise account on Sprint CV, distinct from the individual Personal CV Manager option.

Steps to Sign Up

- **Create your account:** Open Signup on the Sprint CV website and select Enterprise CV Manager.
- **Enter your details:** Enter your name, surname, email and a password, then accept the terms and click Sign Up.
- **Confirm your email:** Open your inbox and confirm your email address.
- **Log in:** Log in with your email and password.

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2. Complete the Sprint CV Setup Wizard

After creating a company account, new users complete a setup wizard that configures their personal profile and company details, with most fields prefilled from sign-up so the process takes only a few minutes.

Steps to Complete Setup

- **Add your details:** Upload your photo and add your personal details.
- **Start the wizard:** Click "Start" on the company setup wizard and enter your company details.
- **Add your branding:** Add your "About Us" and logo.
- **Create groups:** Create company groups.
- **Upload your template:** Upload your CV template.
- **Review your plan:** Choose your plan and review company settings.

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3. Invite a Manager to Your Team

As a team grows, additional managers can be granted access to the consultant database through the Manager's Network section, with their role and permissions adjustable or revocable at any time.

Steps to Invite a Manager

- **Open Manager's Network:** Head to the company dashboard and click "More" on Manager's Network.
- **Add a manager:** Click "Add Manager."
- **Enter their details:** Enter their email, name and surname, and check the consent boxes.
- **Create the account:** Press "Create Account" — adjust role or access anytime.

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4. Reset Your Password

Users who forget their Sprint CV password can regain account access without contacting support by using the self-service reset flow, which requires only an email address and takes four steps.

Steps to Reset Your Password

- **Request a reset:** Click "Forgot your password?" and enter your email.
- **Verify you're human:** Complete the captcha and click Send Instructions.
- **Set a new password:** Open the email, click the reset link, and set your new password.

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5. Add a New Consultant

Recruiting and HR staff use this feature to create a new consultant profile by entering a few fields and uploading a CV, which Sprint CV automatically parses into a ready-to-review profile.

Steps to Add a Consultant

- **Start a new profile:** Click "New Consultant" and enter their name.
- **Import their CV:** Choose the profile language, and import their existing CV.
- **Review the import:** Click "Create Account" and review what was imported.

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6. Edit a Consultant Profile: CV Summary

Once a consultant profile exists, its CV Summary can be updated at any time, either written manually or generated with the AI Assistant using a prompt pre-populated from the consultant's existing data.

Steps to Edit the CV Summary

- **Open the summary field:** Open the profile, click "Edit Profile," then the pencil icon on CV Summary.
- **Write the summary:** Write it yourself or use AI Assistant.
- **Save your changes:** Review the result and click "Save."

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7. Edit a Consultant's Tech Stack and Skills

The Skills & Evaluations section lets recruiters add, organize, and remove a consultant's technical skills, individually or in batches, since keeping the tech stack accurate improves every CV and client match.

Steps to Edit Skills

- **Open Skills & Evaluations:** Enter "Edit Mode," and click the pencil icon on "Skills & Evaluations."
- **Add skills:** Click "Add Skill," or "Add Multiple Skills" to add several at once, and assign them to projects.
- **Sort by experience:** Click "Auto-Rating" to sort by years of experience.
- **Save your changes:** Click "Save" to confirm the changes.

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8. Edit a Consultant's Languages

Because language proficiency can make or break a submission, this feature lets recruiters add, rate, and remove languages on a consultant profile, scoring written, spoken, and understanding ability separately under European conventions.

Steps to Edit Languages

- **Open Languages:** Enter "Edit Mode," and click the pencil icon on "Languages."
- **Add a language:** Click "Add Language," select it and set the proficiency level.
- **Remove a language:** Click the "X" next to a language to remove it.
- **Save your changes:** Click "Save" to confirm.

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9. Edit a Consultant's Roles

Roles and evaluations shape how a consultant is matched and presented to clients, so this feature lets recruiters add, sort, merge, and delete roles to keep a consultant's experience areas accurate and organized.

Steps to Edit Roles

- **Open Roles and Evaluations:** Enter "Edit Mode," and click the pencil icon on Roles and Evaluations.
- **Add a role:** Click "Add Role," type the name and select the right suggestion.
- **Link it to projects:** Choose the projects in which that role was performed.
- **Reorder and save:** Reorder with Auto-Rating, then click "Save."

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10. Edit a Consultant's Education

Managing a consultant's academic background in Sprint CV covers course details, degree type, and enrolment dates, with optional diploma uploads, so clients can review and verify credentials during a submission.

Steps to Edit Education

- **Open Educational Details:** Enter "Edit Mode," and click the pencil icon on Educational Details.
- **Add an entry:** Click "Add Education" and enter the course name, degree type and dates.
- **Save your changes:** Upload the diploma if you want, then click "Save."

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11. Edit a Consultant's Training Details

Recording a consultant's completed training programs and certifications documents their ongoing professional development, rounding out a profile's credibility before the consultant is presented to clients.

Steps to Edit Training Details

- **Open Training Details:** Enter "Edit Mode," and click the pencil icon on Training Details.
- **Add a training:** Click "Add Training" and enter the name, type, institute and dates.
- **Save your changes:** Upload the certificate, then click "Save."

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12. Add a Professional Experience

Adding professional experience entries to a consultant's profile captures job details, related projects, and skills, with optional AI assistance for writing descriptions — useful when building a CV with detailed work history rather than just titles and dates.

Steps to Add Experience

- **Open Professional Experience:** Enter "Edit Mode," and click the pencil icon on Professional Experience.
- **Add the entry:** Click "Add Experience" and enter job title, company and industry.
- **Set the timeline:** Set the dates, and add projects if relevant.
- **Describe the work:** Write the mission and tasks and responsibilities, and select roles.
- **Add the skills used:** Add skills manually or auto-detect them.
- **Save your changes:** Refine with AI Assistant if needed, then click "Save."

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13. Generate a CV

Generating a formatted CV from an existing consultant profile involves choosing a template and output settings, giving recruiters and consultants a polished, client-ready CV in PDF or Word without manual formatting.

Steps to Generate a CV

- **Start generating:** Open a consultant profile and click "Generate CV."
- **Choose your settings:** Choose your output format, language and template.
- **Generate and review:** Click "Generate CV" and check the result.

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14. Generate a CV in a New Language

Generating a consultant's CV in a language other than the default follows the same process as a standard CV, with one added language-selection step — handy when applying to international positions or preparing documentation for specific language markets.

Steps to Generate a Translated CV

- **Start generating:** Click "Generate CV" on the profile and select a template.
- **Choose the language:** Select the language from the dropdown.
- **Generate the CV:** Click "Generate," and answer any extra questions if prompted.
- **Get your file:** Download the file, or check your email.

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15. Generate an Anonymous CV

An anonymous CV hides a consultant's name and contact details using the Corporate Anonymous template, letting a client evaluate a candidate's skills while protecting the consultant's identity and the recruiter's relationship with them.

Steps to Generate an Anonymous CV

- **Start generating:** Click "Generate CV" on the consultant's profile.
- **Choose the anonymous template:** Select the "Corporate Anonymous" template.
- **Generate the CV:** Click "Generate," and add extra information in the popup if you'd like.
- **Get your file:** Check your email for the anonymized CV.

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16. Create a Consultant Profile and Generate a CV through Email

The Sprint CV Mailbox automatically creates a consultant profile and formatted CV by parsing a CV emailed to a dedicated address, speeding up onboarding of candidate information and flagging missing details as profile warnings before sharing with clients.

Steps to Use the Sprint CV Mailbox

- **Start a new email:** Create a new email addressed to your Sprint CV Mailbox.
- **Attach the CV:** Type the consultant's name as the subject and attach the original CV.
- **Send it:** Click "Send."
- **Get the result:** Check your email in a few minutes for the new profile and CV.

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17. Export CVs at Scale

Exporting CVs at scale downloads multiple consultant CVs at once as a single zip file instead of generating each one individually — useful for large requests, such as a tender or a big client ask, once the consultant database has been filtered.

Steps to Export CVs at Scale

- **Filter your consultants:** Filter consultants in Advanced Search and click "Apply."
- **Start the export:** Click "Export CVs" on your homepage.
- **Choose your settings:** Select the template, language and file format, then click "Export."
- **Download the files:** Open the email and click the zip download link.

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18. Add a New CV Template

Uploading a custom CV template to the CV Portfolio in Company Settings lets Sprint CV's team implement it, giving a company additional CV formats for different clients or job categories beyond its initial setup.

Steps to Add a CV Template

- **Open CV Portfolio:** Go to your company dashboard, then Company Settings, then "CV Portfolio."
- **Start a new template:** Click "Add New."
- **Upload the template:** Upload your template and write instructions for the team.
- **Submit it:** Click "Send Email."

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19. Use Advanced Search

Advanced Search lets recruiters filter consultants by several criteria at once, such as experience, education, skills, languages, and certifications, making it easier to find candidates who match multiple specific requirements simultaneously rather than searching one attribute at a time.

Steps to Use Advanced Search

- **Open Advanced Search:** Click "Advanced Search" from your homepage.
- **Add your filters:** Add filters for experience, skills, languages and more.
- **Run the search:** Click "Apply" to run the search.

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20. Use the Talent Report

The Talent Report gives an aggregated view of a whole team's or a specific group's skills, roles, training, education, languages, and industries, helping recruiters and managers assess overall talent coverage instead of reviewing profiles individually.

Steps to Use the Talent Report

- **Open the report:** Click the Talent Report icon on your homepage.
- **Choose your scope:** Choose a topic (skills, languages, industries) and a group or the whole company.
- **Narrow the results:** Sort or search to narrow the results.
- **Export it:** Export the report to Excel.

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21. Add Tags to a Consultant

Tags let consultants be labeled with relevant keywords, such as skills or specializations, so profiles can be grouped and found again later through search, which is useful when managing a large consultant database.

Steps to Add Tags

- **Open the Tags section:** Scroll to the Tags section on the consultant's profile.
- **Add a tag:** Select a tag from the dropdown, or write a new one.
- **Manage your tags:** Manage the full tag list in Company Settings, and use Advanced Search to filter by tag.

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22. Create Groups for Your Talent Pool

Groups let an organization sort its talent pool into custom categories that fit its own way of working, and combined with search filters they make it faster to narrow down consultants in a large database.

Steps to Create Groups

- **Open Company Groups:** Go to Company Settings, then Company Groups.
- **Create a group:** Click "Add Group" and name it.
- **Assign consultants:** Assign consultants to a group from their profile dropdown.

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23. Validate a Consultant Profile

Validating a consultant profile confirms that its information is accurate and complete before it is sent to a client, giving managers, and consultants themselves, a way to review details and flag issues beforehand.

Steps to Validate a Profile

- **Open the validation option:** Click the validate button on the consultant's profile.
- **Set the status:** Choose whether the profile is valid or not.
- **Add your notes:** Add a comment with reasons or instructions, then click "Save Profile."

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24. Use Profile Warnings

Profile warnings flag missing or incomplete information directly on a consultant's profile, drawing attention to gaps that could weaken a client submission, with the triggering criteria adjustable or disableable in company settings.

Steps to Use Profile Warnings

- **Spot the warnings:** Look for profile warnings on the consultant's profile.
- **Resolve a warning:** Click "Show" and fill it in manually or with AI Assistant.
- **Dismiss warnings:** Click "Dismiss" for one, or "Dismiss All" to clear every warning.
- **Adjust the settings:** Set parameters or hide warnings entirely in Company Settings.

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25. Access the Profile Manager

The Profile Manager is the central place where a consultant's different profile versions, such as translated, client-tailored, or built from another CV, are organized and switched between, since a single consultant can hold several profiles at once.

Steps to Use the Profile Manager

- **Open Profile Manager:** In the consultant's profile, open the Profile Manager.
- **Edit or create a profile:** Click "Edit Selected" to edit the current profile, or "New Profile" to create one.
- **Set your options:** Set the language, privacy and AI Review options.
- **Choose the active profile:** Click "Set as Selected" to change the displayed profile.

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26. Translate a Consultant Profile (Profile Manager)

Within the Profile Manager, translating a profile creates a new, separate profile in the chosen language while the original stays untouched, letting the new version be named, marked private, and reviewed with features such as AI Review.

Steps to Translate via Profile Manager

- **Open Profile Manager:** Open Profile Manager on the consultant's profile.
- **Generate the translation:** Click "New Profile" and choose the language to generate.

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27. Translate a Consultant Profile (AI Options)

The AI Translate tab under AI Options offers a quicker way to translate a consultant's profile directly from within it, without managing a separate profile entity, and can optionally generate a translated CV at the same time.

Steps to Translate via AI Options

- **Open AI Translate:** Click AI Options and open the AI Translate tab.
- **Choose your settings:** Select the language, and check "Generate CV" if you want one too.
- **Generate and open it:** Click "Translate" and open the link in your email.

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28. Perform an AI Review on a Consultant Profile

AI Review lets a company rewrite most sections of a consultant profile at once, applying its own formatting and messaging standards instead of editing each field manually — typically used during onboarding or when refreshing older profiles for consistency and quality.

Steps to Run an AI Review

- **Open AI Review:** Click AI Options and go to the AI Review tab.
- **Run the review:** Choose whether to generate a CV as well, then click "AI Review."
- **Open the result:** Open the new profile from the link in your email.
- **Or do it while creating a profile:** Check "AI Review" when creating a new profile in Profile Manager.

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29. Use Sprint CV Match

Sprint CV Match generates a ranked shortlist of candidates from an emailed job description, scoring each consultant's match, partial matches, and experience gaps within minutes, so recruiting teams can avoid manually searching the database for client requests, framework contracts, or tenders.

Steps to Use Sprint CV Match

- **Submit the job:** Forward the job description to your Sprint CV Mailbox, with "job" in the subject.
- **Wait for the results:** Wait for the results email, usually under two minutes.
- **Review the shortlist:** Open the platform link to review the ranked shortlist.
- **Share the results:** Download the Excel report to share the results.

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30. Create a Job with AI

Creating a job with AI lets a recruiter describe a role and have Sprint CV generate the posting, qualification criteria, and matched consultants automatically, rather than building a listing and screening candidates by hand.

Steps to Create a Job with AI

- **Start a new AI job:** In your company page, click "More" under Active Jobs, then "New Job with AI."
- **Describe the role:** Enter the job requirements and image, then click "Generate Job."
- **Review the listing:** Review the listing and choose what to display.
- **Refine the requirements:** Review the tech stack, add filters, then click "Save."
- **Add matched consultants:** Auto populate with consultants from your talent pool (max number and minimum score).
- **Publish the job:** Set the job status to "online - public" to publish it.

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31. Review and Contact Job Candidates

Once a job posting has matched consultants automatically, recruiters can sort candidates by status, review how well each one fits the role's requirements, and send bulk emails to selected groups for faster, data-driven outreach.

Steps to Review Candidates

- **Review the matches:** View matched consultants, their scores and matched/missing requirements.
- **Classify them:** Change status and classify consultants.
- **Reach out:** Contact by status: "More Actions," then "Send Emails," write the message, select the status, and click "Send."

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32. Share a Job

Sharing a job generates a public link to its landing page, letting recruiters promote the posting on social media, by email, or on their own website beyond the Sprint CV platform, whenever a role needs wider visibility than internal matching alone provides.

Steps to Share a Job

- **Open the share option:** Click "Share" on the job's page.
- **Copy the link:** Copy the job landing page URL.
- **Post it:** Paste the link on your preferred social media.

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33. Create a Job-Tailored Consultant Profile

AI Job builds a version of a consultant's profile tailored to a specific job description, generating a matching CV at the same time — useful when submitting one consultant to several client opportunities that each call for a different emphasis.

Steps to Tailor a Profile

- **Open AI Job:** Click AI Options and select "AI Job."
- **Add the job description:** Paste the job description, and optionally choose to generate a CV.
- **Run it:** Click "AI Job" to run it.
- **Get the result:** Open the new profile, and check your email for the tailored CV.

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34. Launch a Skills Questionnaire

A skills questionnaire lets recruiters ask a consultant to confirm which skills they actually used on past projects rather than assuming from a CV alone; once submitted, the answers update the consultant's profile automatically.

Steps to Launch a Questionnaire

- **Start the questionnaire:** Click "Launch Questionnaire" and choose manual or AI.
- **Add the skills:** Add skills manually, or paste a job description for AI.
- **Review the list:** Review the skill list, add more if needed, then launch.
- **Send it out:** Send the link to your consultant.
- **Get the update:** Receive the updated profile once they finish.

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35. Review and Validate Your Consultant Profile

Reviewing and validating a profile is how a consultant checks each section for accuracy — summary, details, education, certifications, and experience — before it reaches clients, flagging issues for correction along the way.

Steps to Review and Validate a Profile

- **Resolve the warnings:** Check the profile for flagged warnings and click "Show" to resolve each.
- **Review the content:** Review your CV summary, education, certifications and professional experience.
- **Regenerate if needed:** Regenerate AI-written sections if you change a tech stack.
- **Validate the profile:** Click "Validate Profile" once everything is resolved.

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36. Pro Tip: Fix CV Information with Quick Syncs

Instead of relying only on written updates, a short conversation with the consultant can quickly clarify missing or unclear information. A 5-to-10-minute call is often enough to validate project details, responsibilities or technologies used.

Update the profile directly during or right after the conversation. This avoids back and forth messages and ensures the information is accurate while it's still fresh. Over time, this habit significantly reduces correction cycles and speeds up the submission process.

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37. Give a Consultant Access to Their Account

Granting account access lets a consultant log in individually to manage their own profile rather than relying on shared credentials, useful when they need to update their details, validate information before client submission, or generate their own CVs directly.

Steps to Give Account Access

- **Set their email:** Click "Change Email" on the consultant's profile, enter their company email, and save.
- **Set a password:** Click "Change Password," enter and confirm the new password, and save.
- **Find the login link:** Find your company's login page link on the General tab of Company Settings.
- **Share the credentials:** Send the consultant the link, email and password.
- **They log in:** The consultant logs in and accepts the terms, data protection and privacy policy.

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38. Create and Use an AI Prompt Profile

AI Prompt Profiles let a company customize how the AI processes CV content for different workflows, such as migrating between CV templates, preparing interview notes, or tailoring a profile to a job description, instead of relying on the same default behavior every time.

Steps to Create and Use a Prompt Profile

- **Create the profile:** Go to Company Settings, select "AI Review," and click "Add AI Prompt Profile."
- **Name and configure it:** Enter a name for the profile and fill in the prompt fields for each CV section with instructions for your workflow.
- **Save it:** Click "Save" to complete the profile setup.
- **Add a consultant:** Click "Add a New Consultant" and enter their details.
- **Apply the profile:** Select the prompt profile you need to use from the "AI Prompt Profile" dropdown, check "Generate CV" if you want one, and choose an output template and file format.
- **Upload and create:** Upload the consultant's existing CV, then click "Create Account" to let the AI process it using your prompt profile.

Three Workflows, Same Feature

1. **Convert a DIGIT-TM II CV to DIGIT-TM III**: A pure parsing profile that maps CV sections into a target template, without rewriting the content.
2. **Tailor a CV to a Job Description**: Reorders and emphasizes a consultant's real experience around a job description, without inventing anything new.
3. **Generate Interview Notes from a CV**: Translates a CV's summary and projects verbatim, and turns each project into ready-made interview questions.

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39. Set Up and Use a Workflow in Sprint CV

A Workflow Profile saves a combination of settings — an AI Prompt Profile, a CV template, and an output format — as a single reusable preset, so you can apply the whole configuration in one click instead of setting it up manually every time.

Steps to Set Up and Use a Workflow

- **Open Workflow Settings:** Go to Company Settings and open the "Workflow Settings" tab.
- **Create and name the profile:** Click "Add Workflow Profile," give it a purpose-based name (e.g. "Interview"), and choose the profile language.
- **Choose an AI Prompt Profile:** Keep "AI Review" checked and select the matching AI Prompt Profile from the dropdown.
- **Set the CV output:** Check "Generate CV," then pick an output template and file format.
- **Save it:** Click "Save" to make the workflow ready to use.
- **Apply it to a consultant:** Click "New Consultant," import the CV, select the workflow, and click "Create Account" — or email the CV to the Sprint CV mailbox with "Workflow = Interview" plus the job description.
- **Answer and re-import:** Respond to the generated notes, then turn on "avoid duplicated consultants" and re-import the CV so the consultant's profile updates automatically.

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You're all set

As Sprint CV evolves, so does this guide. Every new feature comes with a tutorial added here, so this is the page worth bookmarking.

Still have questions?

Talk to our team at hello@sprintcv.com, or book a meeting and we'll walk you through it.