

# OPCV™:

## *The One-Page Curriculum Vitae*

### **Abstract**

The One Page Curriculum Vitae (OPCV) provides a useful tool to anyone who needs to select a candidate who best fits a job position. The novelty of the proposed OPCV's method is to synthetically collect—into a single page and in a graphical view (i.e., bar chart)—the most important set of information needed in order to make the best decision.

Decision makers typically have a short amount of time available to make important choices, and it could happen that they miss important pieces of information about the candidate simply because the information is not highlighted in both the standard résumé and the cover letter.

By using a timing diagram, it is possible to evaluate the time sequence of the most meaningful information and, at the same time, to evaluate previous professional experiences and activities.

Additionally, by organizing the most important information into one page and graphically grouping it into “Work Experience,” “Education,” “Language Skills,” and “Continuous Improvement,” decision makers will quickly understand how and when professional growth has been carried out which, consequently, allows them to select the candidate who best fits the selection criteria.

*For the tool and more information, visit [http://www.opcv-curriculum.eu/wp/en\\_GB/services/](http://www.opcv-curriculum.eu/wp/en_GB/services/).*

### **Introduction**

The idea of OPCV came to me when I was hiring the first team member of a project I was managing. Internally, I was unable find a suitable resource with the required skills. After going through many résumés and reading each of the top candidates' information twice, I found a young engineer who captured my attention because of some “useful” experiences he had during his university studies.

The characteristics I was looking for were extremely difficult to find, and the standard résumé template does not highlight similar important items. I realized this happens because the working experience stated in the document is typically positioned far away from the educational information.

Thinking about my own working experience and its representation in my résumé, I realized my résumé did not highlight my professional experience, growth, and development. As an example, I performed more similar jobs in the same period of time, and attended university courses while I

was also employed full-time. My résumé did not emphasize this important aspect of my work ethic as well as my commitment to continuous learning. Moreover, the recruiter is typically more focused on titles and descriptions, instead of the dates.

Typically, the only way to highlight similar values and complex information is to write them in the cover letter. But, does that always get read?

Often, the preliminary selection has been done by a third party or human resources colleagues who fill in an internal database. In this case, it is possible that the information in the cover letter could become lost. Moreover, it could happen that the cover letter does not exist at all (maybe it is not required), or that it is structured and adapted to highlight what the job seeker believes the recruiter/decision maker is looking for.

OPCV is the solution. It is the tool that improves and optimizes hiring procedures and gives a better picture of candidates in a glance. When I started to design the OPCV tool, I realized that, apart from the time relationship, it brings other very important advantages:

- A picture of the type of professional growth (vertical vs. horizontal)  
*Some people prefer to grow vertically after few years of operative roles, while others prefer to grow horizontally, experiencing different operative roles before starting to grow vertically.*
- An additional class of information called “continuous improvement”  
*Many people, after a bachelor’s or a master’s degree, end their studies and let their job develop their professional growth by itself, without investing extra time in increasing knowledge and skills.*  
*Many companies organize internal courses (mainly for secondary languages).*  
*Unfortunately, it happens that for small-medium companies, the courses are addressed only to a limited number of employees.*
- A data model made using XML is useful to get the info from a database or from other formats. On the other side, it is useful to automatically fill the info into a database.

In the following paragraph, the characteristics of the OPCV are described together with the advantages resulting from using this tool.

## OPCV Description

How will project managers or decision makers be sure that they are hiring *the right candidate*?

During the project planning—when the company needs to hire a new resource—the project manager must take into account the estimated time this issue takes. Project managers can also be directly involved in the selection of candidates. This is a very important **responsibility** and, typically, it requires **many hours or days** to be performed.

### Where We Are: The Knowledge Area

The Knowledge Area is “Project Human Resource Management,” which notably includes the following processes:

- Planning of human resource management
- Acquisition of the project team

If it is not possible to internally find a resource fitting with the required skills, the company needs to hire a new one. This requires planning all the related activities:

- Preparing job descriptions
- Publishing job descriptions with expiration dates
- Analyzing all received applications
- Interviewing selected candidates (often, more than one interview is required by the hiring process)
- Hiring the chosen candidate

### **Who Is Involved: The Project Manager, With the Support of Other Area Managers**

Usually, project managers have the support of the human resources, but they must take into account the time needed for all the steps of the process.

Each minute, each hour, and each day saved for the candidate's selection is important to help fulfill the project schedule, due dates, and milestones.

How can you speed up the candidate selection while being impartial and objective at the same time?

### **When: During Project Planning**

When the feasibility of a new project is shared with the project sponsor, an estimation of the needed resources must be produced as well. In the event of having limited time, a solution can be to outsource the activity. Alternatively, the company may start the selection procedure as the first task after the project kickoff.

In any case, a large number of extra activities must be managed before the first working day of the new resource. Additionally, if the new resource is not fully skilled, additional training activities must be managed.

### **Why: High Responsibility That Normally Requires Many Hours/Days**

The main reason is that choosing the wrong collaborator could lead (in the worst case) to the failure of the project. Hiring the right resource(s) is a very big responsibility for the project manager, not only related to the ongoing project, but also to other projects (current/future) or the company itself (e.g., permanent contract). Another reason is that the initial phase of the projects (in the real world) is very short and most of the resources should be available from the start.

A lack of resources and a very short timeframe for recruitment can result in a risk which must be managed. Human resources needs the support of a tool that facilitates the selection process, and the project manager needs a tool to save hours/days.

### **What: Existing Technology**

For many years (for example, in Europe), a standard template needed to be filled in by everyone, using the official "EuroPass" website, where it is possible to export a CV in PDF and in XML format and create a cover letter. Nowadays, each different kind of company in the public or the private sphere, each human resources recruiting company, and each online job search engine usually has their own database with a related template to fill in. The main issues of the current status of the art are summarized as follows:

- Each company uses a different database, and normally their applications do not import a CV directly from specific formats (e.g., European standard CV format). The majority of online job search engines ask users to create an account (sometimes facilitated through some social network links), forcing the user in any case to fill in all the data/info (education, experience, skills, etc.).

How many times do people write the same info in different databases?

- During the selection phase, many database queries are performed, giving priority to specific items, often with simple rules. This can lead to a high risk of losing the best candidate (maybe for a few acceptable deviations). How can this risk be avoided?
- After the first selection/sorting process, the decision maker (project manager or area manager) must select the right candidate. They must then analyze—for the first time (best case) or for the third time (worst case)—all the résumés.

How does the recruiter evaluate the differences between the candidates? How does the recruiter understand which professional history and growth is the best for the available position? How can the recruiter save time?

### **How the OPCV Can Help and What the OPCV Can Do: A Quick Picture on One Page**

The goal of the OPCV is to solve the above described issues and to improve the selection process through a better comprehension of the candidates' competences and skills. OPCV helps by focusing on competences and skills, which are typically the most important information for a required position. OPCV uses a *bar chart* with a timing reference to show the main and most important information. All of them will be gathered into four groups:

- Work Experience
- Education
- Language Skills
- Continuous Improvement

The bar chart can be realized through an electronic worksheet or, alternatively, through a dedicated software application. In any case, a *data model* based on the exchange model language (XML) could be exported. The data model is useful to upload the contents to whatever IT platform (web-based or not); it is possible to translate the model into a timing graph, independently from the software application development language or operative system.

Considering the three main issues previously described, the OPCV proposes the following solutions:

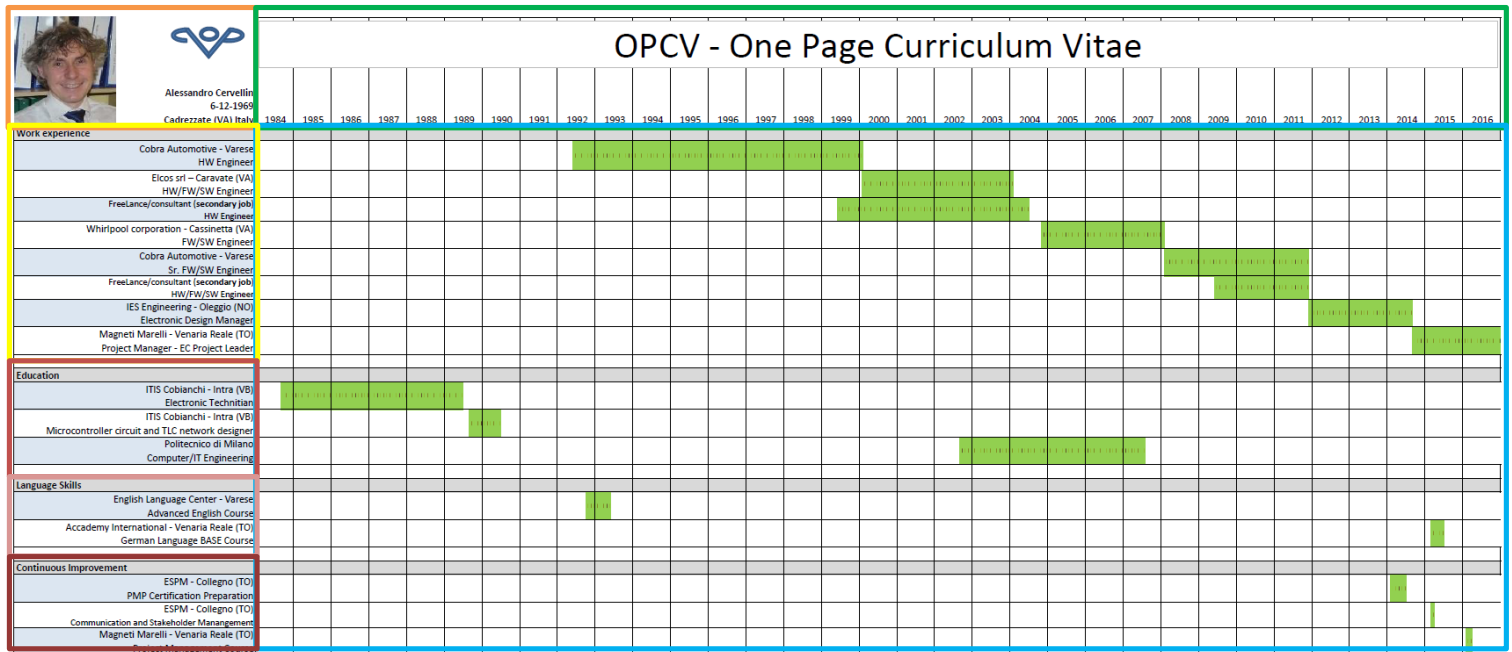
- After the main information collection into an electronic worksheet, it is possible to export the main information to a complete data model (XML), which most of the database could be programmed to import.
- Many database queries will not be necessary anymore. With a high-level description on a single page per each candidate, it will be possible to have a real picture in one shot, giving importance to all the information together, with an overall timing-related picture.

- With an overall timing-related picture on a single page, it is possible to evaluate the different candidates by adopting a more objective approach. Two OPCVs can be easily compared against each other, and important activities (job history or academic studies) can be easily identified and placed in time order. This will help the recruiter save time, avoiding the need to analyze and read résumés multiple times.
- Moreover, if the recruiter is an expert of the related professional area (like many headhunters), he/she can recognize who has had the most efficient, complete, and relevant career (e.g., who has had a horizontal growth, rather than a vertical growth; or who has had a regular and continuous skill improvement, rather than who has not).

The *Continuous Improvement* task allows for quickly understanding the context in which the candidate has improved; all of this information is not easy to collect and find in the standard résumés or in standard cover letters.

#### **Quick Summary of OPCV Advantages**

- A clearer and quicker picture of each candidate to compare candidates
- More objectivity or impartiality during the selection process
- Standardization, with easier data transferring (importing, uploading) of the main data or records

**OPCV Layout**

- Title and Timing Bar
- General Information
- Work Experience
- Education
- Language Skills
- Continuous Improvement
- Bar Chart Representation

**OPCV Brand/Symbol**

Please notice that the **OPCV™** is trademarked and the OPCV concept obtained a copyright in Italy.



**OPCV XML Data Model****XML-DTD format example:**

```

<!ELEMENT opcv (EmployeeInfo, WorkExperience, Education, LanguageSkills, ContinuousImprovement)>
<!-- EmployeeInfo -->
<!ELEMENT EmployeeInfo (Name, birth-date, Address)>
<!ELEMENT Name (#PCDATA)>
<!ELEMENT birth-date (#CDATA)>
<!ELEMENT Address (#PCDATA)>
<!-- WorkExperience -->
<!ELEMENT WorkExperience (WorkItem+)>
<!ATTLIST WorkExperience title #PCDATA #REQUIRED>
<!ELEMENT WorkItem (Company, Description, StartDate, EndDate)>
<!ELEMENT Company (#PCDATA)>
<!ELEMENT Description (#PCDATA)>
<!ELEMENT StartDate (#CDATA)>
<!ELEMENT EndDate (#CDATA)>
<!-- Education -->
<!ELEMENT Education (EducationItem+)>
<!ATTLIST Education title #PCDATA #REQUIRED>
<!ELEMENT EducationItem (School, Description, StartDate, EndDate)>
<!ELEMENT School (#PCDATA)>
<!-- LanguageSkills -->
<!ELEMENT LanguageSkills (LangItem+)>
<!ATTLIST LanguageSkills title #PCDATA #REQUIRED>
<!ELEMENT LangItem (School, Description, StartDate, EndDate)>
<!-- ContinuousImprovement -->
<!ELEMENT ContinuousImprovement (ContImpItem*)>
<!ATTLIST ContinuousImprovement title #PCDATA #REQUIRED>
<!ELEMENT ContImpItem (Company, Description, StartDate, EndDate)>

```

**XML format example:**

```

<opcv>
  <EmployeeInfo>
    <Name>Alessandro Cervellin</Name>
    <birth-date>06/12/1969</birth-date>
    <Address>Cadrezzate (VA) - Italy</Address>
  </EmployeeInfo>
  <WorkExperience title="Work Experience">
    <WorkItem>
      <Company>Cobra Automotive - Varese</Company>
      <Description>HW Engineer</Description>
      <StartDate>01/06/1992</StartDate>
      <EndDate>31/01/2000</EndDate>
    </WorkItem>
    <WorkItem>
      <Company>Elcos srl - Caravate - VA</Company>
      <Description>HW-FW-SW Engineer</Description>
      <StartDate>01/02/2000</StartDate>
      <EndDate>31/01/2004</EndDate>
    </WorkItem>
  </WorkExperience>

```

```
<WorkItem>
  <Company>FreeLance-consultant - secondary job</Company>
  <Description>HW Engineer</Description>
  <StartDate>01/06/1999</StartDate>
  <EndDate>30/06/2004</EndDate>
</WorkItem>
<WorkItem>
  <Company>Whirlpool corporation - Cassinetta - VA</Company>
  <Description>FW/SW Engineer</Description>
  <StartDate>01/11/2004</StartDate>
  <EndDate>31/01/2008</EndDate>
</WorkItem>
<WorkItem>
  <Company>Cobra Automotive - Varese</Company>
  <Description>Sr. FW/SW Engineer</Description>
  <StartDate>01/02/2008</StartDate>
  <EndDate>30/11/2011</EndDate>
</WorkItem>
<WorkItem>
  <Company>FreeLance-consultant - secondary job</Company>
  <Description>HW/FW/SW Engineer</Description>
  <StartDate>01/06/2009</StartDate>
  <EndDate>30/11/2011</EndDate>
</WorkItem>
<WorkItem>
  <Company>IES Engineering - Oleggio - NO</Company>
  <Description>Electronic Design Manager</Description>
  <StartDate>01/12/2011</StartDate>
  <EndDate>31/08/2014</EndDate>
</WorkItem>
<WorkItem>
  <Company>Magneti Marelli - Venaria Reale - TO</Company>
  <Description>Project Manager - Project Leader</Description>
  <StartDate>01/09/2014</StartDate>
  <EndDate></EndDate>
</WorkItem>
</WorkExperience>
<Education title="Education">
  <EducationItem>
    <School>ITIS Cobianchi - Intra - VB</School>
    <Description>Electronic Technitian</Description>
    <StartDate>15/09/1984</StartDate>
    <EndDate>15/06/1989</EndDate>
  </EducationItem>
  <EducationItem>
    <School>ITIS Cobianchi - Intra (VB)</School>
    <Description>Microcontroller circuit and TLC network designer</Description>
    <StartDate>15/09/1989</StartDate>
    <EndDate>15/06/1990</EndDate>
  </EducationItem>
  <EducationItem>
    <School>Politecnico di Milano</School>
    <Description>Computer/IT Engineering</Description>
    <StartDate>01/09/2002</StartDate>
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```
        <EndDate>31/07/2007</EndDate>
    </EducationItem>
</Education>
<LanguageSkills title="Language Skills">
    <LangItem>
        <School>English Language Center - Varese</School>
        <Description>Advanced English Course</Description>
        <StartDate>01/10/1992</StartDate>
        <EndDate>31/05/1993</EndDate>
    </LangItem>
    <LangItem>
        <School>Accademy International - Venaria Reale (TO)</School>
        <Description>German Language BASE Course</Description>
        <StartDate>01/03/2015</StartDate>
        <EndDate>15/06/2015</EndDate>
    </LangItem>
</LanguageSkills>
<ContinuousImprovement title="Continuous Improvement">
    <ContImpItem>
        <Company>ESPM - Collegno (TO)</Company>
        <Description>PMP Certification Preparation</Description>
        <StartDate>01/02/2014</StartDate>
        <EndDate>30/06/2014</EndDate>
    </ContImpItem>
    <ContImpItem>
        <Company>ESPM - Collegno (TO)</Company>
        <Description>Communication and Stakeholder Manangement</Description>
        <StartDate>18/03/2015</StartDate>
        <EndDate>19/03/2015</EndDate>
    </ContImpItem>
    <ContImpItem>
        <Company>Magneti Marelli - Venaria Reale (TO)</Company>
        <Description>Project Management Course</Description>
        <StartDate>01/02/2016</StartDate>
        <EndDate>01/03/2016</EndDate>
    </ContImpItem>
</ContinuousImprovement>
</opcv>
```

## ***About the Author***

*Alessandro Cervellin is a technical project leader who manages the development of engine control and transmission control units at Magneti Marelli S.p.A. As a project leader, he currently manages internal and external resources including, but not limited to, mechanical, electronic, firmware, and software engineers.*

*His previous professional experience was conducted as a hardware and firmware/software engineer in different companies, mainly in automotive and LED lighting spaces. He holds a bachelor's degree in computer engineering and is a Project Management Professional (PMP)<sup>®</sup> certification holder.*

*For the tool and more information, visit [http://www.opcv-curriculum.eu/wp/en\\_GB/services/](http://www.opcv-curriculum.eu/wp/en_GB/services/).*