

# Textio handleiding



Powered by data

Simple to use

Get Textio

[Continue writing](#)

[Document library](#)

[Analytics](#)

In hiring, every word counts.



“You will **manage** customer relationships.”

Could **nurture** attract more women?



# Textio helpt bij het verbeteren van vacatureteksten

- Op basis van analyse data van 10.000.000 vacatures per maand + sollicitatiedata
- Advies over woordkeus en vorm, niet inhoud
- Herkent mannelijke en vrouwelijke woorden en geeft rating & suggesties
- Hogere score leidt tot meer, betere sollicitanten die sneller solliciteren (kortere time to hire)

# Login

- Ga naar [www.textio.com](http://www.textio.com)
- Maak een account aan met je Utwente mail adres
- Je komt automatisch in de Utwente groep en je kan gebruik maken van de publieke templates van collega's

# Ga naar Everyone's documents

The screenshot shows the Textio web application interface. The browser address bar displays the URL <https://textio.com/app/docs/all>. The page title is "Everyone's documents". The interface includes a search bar, a "Continue writing" button, and an "Analytics" link. A user profile "Bas" is visible in the top right corner. The main content area lists documents with their scores and status:

Score	Document Title	Author	Status
100	ASSISTANT PROFESSOR - BIOMEDICAL DESIGN	By Bas van de Haterd · Job listing · Engineering · Enschede	Finished
99	ASSISTANT PROFESSOR - CLINICAL NEUROPHYSIOLOGY	By Bas van de Haterd · Job listing · Research · Enschede	Finished
99	ASSISTANT PROFESSOR - Interaction Technology	By Sandra Prent · Job listing · Research · Enschede	Shared
99	PHD position SURGICAL ROBOTICS	By Bas van de Haterd · Job listing · Research · Enschede	Finished
	POSTDOC IN PHILOSOPHY AND ETHICS OF TECHNOLOGY		

A sidebar on the right side of the page provides navigation options:

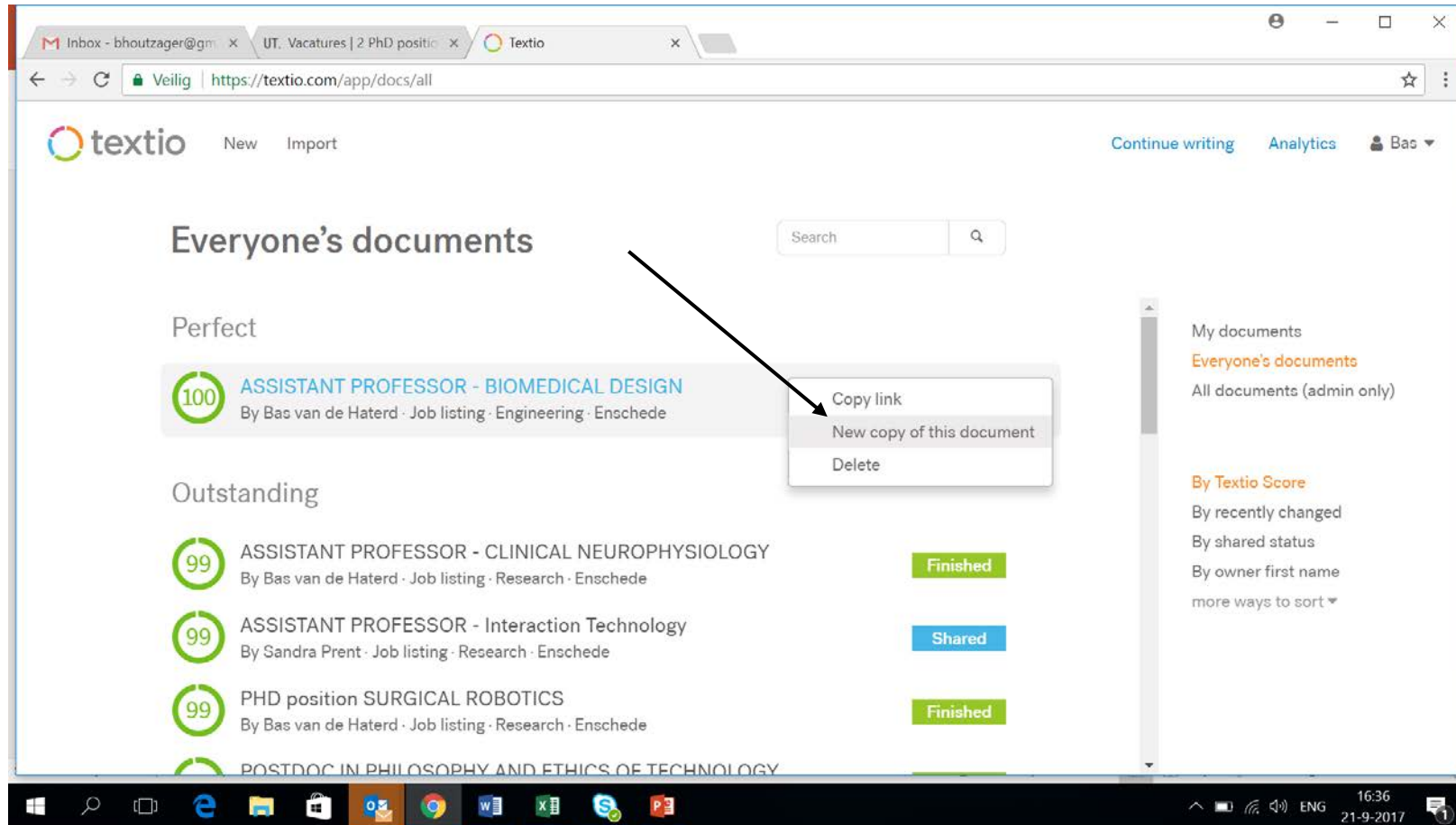
- My documents
- Everyone's documents** (highlighted)
- All documents (admin only)
- By Textio Score
- By recently changed
- By shared status
- By owner first name
- more ways to sort

The Windows taskbar at the bottom shows the time as 16:36 on 21-9-2017.

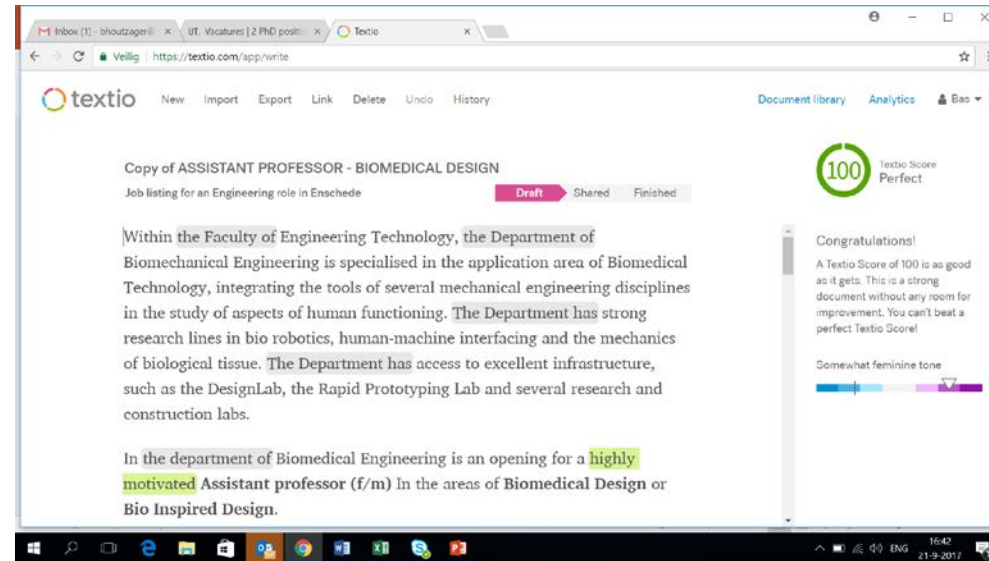
Ga naar het blauwe vinkje achter de juiste vacature (PhD, PDEng, Full prof, etc)

The screenshot shows the Textio web application interface. The browser address bar displays "https://textio.com/app/docs/all". The page title is "Everyone's documents". A search bar is located at the top right of the document list. The document list is organized into sections: "Perfect" and "Outstanding". The top document in the "Perfect" section is "ASSISTANT PROFESSOR - BIOMEDICAL DESIGN" with a score of 100, a "Finished" status, and a blue checkmark icon. A black arrow points to this blue checkmark icon. Below it are three documents in the "Outstanding" section, each with a score of 99 and a "Finished" status. The bottom document is partially visible: "POSTDOC IN PHILOSOPHY AND ETHICS OF TECHNOLOGY". On the right side, there is a sidebar with a "My documents" section containing "Everyone's documents" and "All documents (admin only)". Below that, there is a "By Textio Score" section with options: "By recently changed", "By shared status", and "By owner first name", followed by "more ways to sort". The Windows taskbar at the bottom shows the time as 16:39 on 21-9-2017.

# Klik op New copy of this document



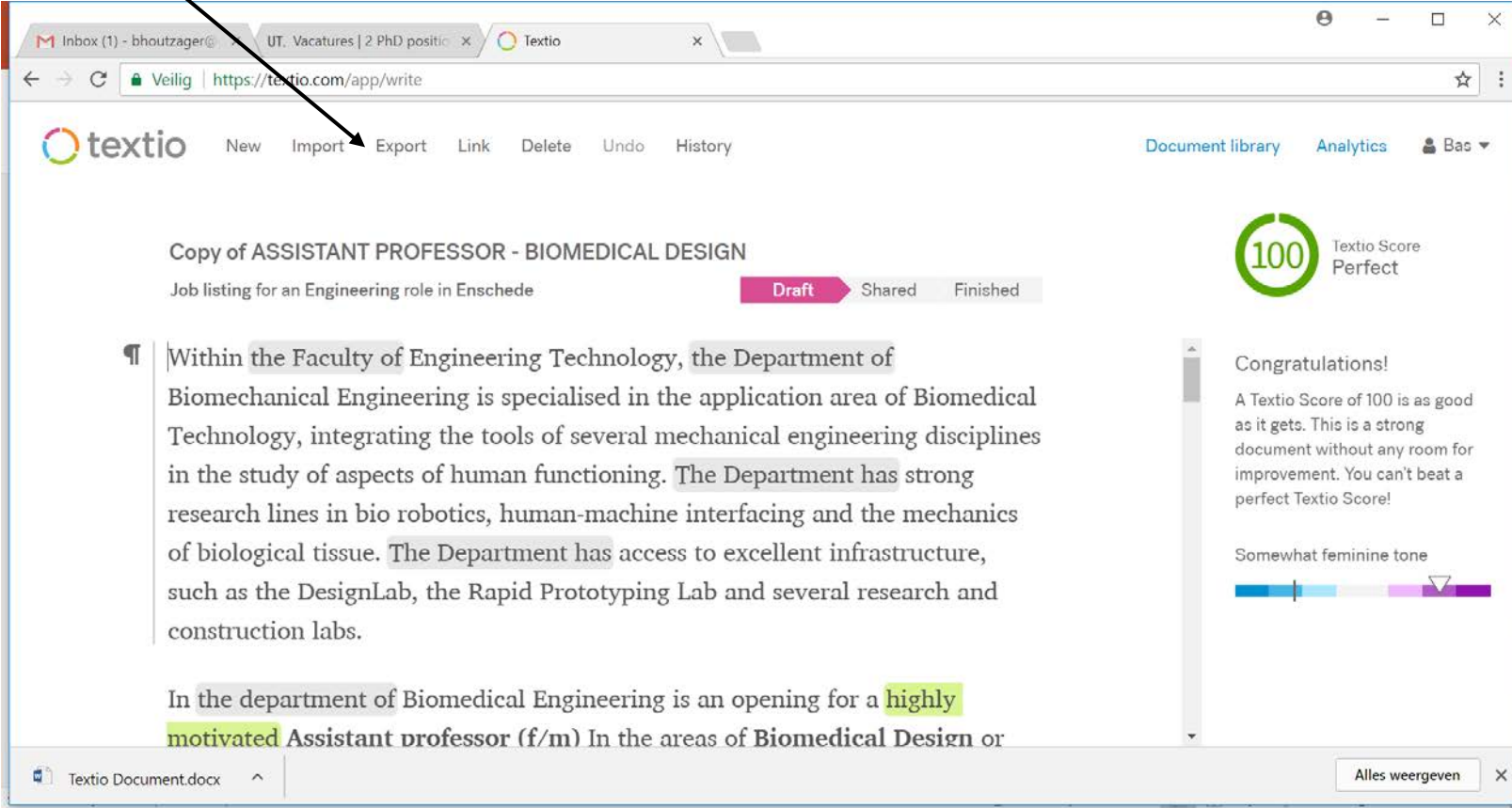
# Pas alleen de onderdelen aan die anders zijn



- Vaak is voor een functie alleen de vakgroep en het soort onderzoek anders.
- Pas bij “your profile” de opleidingsrichting en ervaring aan.
- Pas bij “our offer” de aanstellingsperiode en het salaris aan.
- Met relatief weinig aanpassingen is een tekst dus te optimaliseren.

Besteed geen tijd aan teksten als ‘over de UT’ of ‘over de faculteit’. Dit zijn standaard teksten die niet aangepast mogen worden, maar wel in Textio staan omdat Textio de hele tekst (waaronder de lengte van de tekst) analyseert ter beoordeling.

# Exporteer het document en klaar



The screenshot displays the Textio web application interface. At the top, the browser address bar shows the URL <https://textio.com/app/write>. The main navigation bar includes the Textio logo and menu items: New, Import, Export, Link, Delete, Undo, and History. The 'Export' button is highlighted with a black arrow. On the right side of the navigation bar, there are links for 'Document library', 'Analytics', and a user profile icon labeled 'Bas'. The central content area shows a document titled 'Copy of ASSISTANT PROFESSOR - BIOMEDICAL DESIGN' with a subtitle 'Job listing for an Engineering role in Enschede'. The document status is 'Draft', with 'Shared' and 'Finished' options also visible. The main text of the document is highlighted in grey, and the word 'highly' is highlighted in green. On the right side, a 'Textio Score' of 100 is displayed in a green circle, labeled 'Perfect'. Below this, a congratulatory message reads: 'Congratulations! A Textio Score of 100 is as good as it gets. This is a strong document without any room for improvement. You can't beat a perfect Textio Score!'. A tone analysis bar shows 'Somewhat feminine tone' with a corresponding color scale. At the bottom of the document editor, a file name 'Textio Document.docx' is visible, and a button labeled 'Alles weergeven' is present. The Windows taskbar at the bottom shows the time as 16:48 on 21-9-2017.