

## USER GUIDE

### USER GUIDE: END CLIENT

#### IN A NUTSHELL

freelancesupermarket.com is a professional networking website, showcasing the best and worst of freelance services in the UK. Our members are made up of freelance contractors, recruitment agents, recruitment agencies, end clients, Umbrella Companies and Accountancy Service Providers (ASP).

The majority of our users are contractors, both new to the market and long term professionals. They visit the website to apply for freelance jobs, to submit their CV to end clients or recruitment agencies and to network and connect with other users.

#### BENEFITS TO YOU

- Free access to contractors; contact and interview them today.
- Search for a contractor by skills, location, availability & competencies.
- Provide feedback to the contractors, agents and agencies you have worked with.
- Post contract jobs for free or let us locate the perfect contractor.
- Contractors contact you direct and send you their CV securely online.

#### YOUR ACCOUNT

To make full use of freelancesupermarket.com, you will need to sign up and create an account. If you have received a contractor feedback email, this has already been done for you. Once you have logged in for the first time, the four red buttons at the top of the screen will change to a thin blue Account Toolbar.

#### YOUR ACCOUNT TOOLBAR

From here you are able to post your job vacancies, send and receive messages, provide feedback and utilise freelancesupermarket.com recruitment services.

Please see below for a brief description of your account toolbar functions

<a href="#">post a job</a>   <a href="#">view all jobs</a>   <a href="#">recruitment services</a>   <a href="#">inbox</a>   <a href="#">feedback</a>   <a href="#">account</a>		
Logged in: <a href="#">Bodenko Ltd</a>	<a href="#">message inbox</a>	<a href="#">logout</a>
<a href="#">jobs</a>   <a href="#">hot contractors</a>   <a href="#">forum</a>   <a href="#">resources</a>   <a href="#">calculator</a>	<a href="#">sent messages</a>	<a href="#">showcasing you</a>
	<a href="#">compose message</a>	

#### POST A JOB

You can post, edit and manage your live contract job vacancies through our website. Once created, your jobs are viewable to contractors in our hugely popular jobs section.

Click on the 'post a job' link located to the far left of your account toolbar. You can create a job, write a title, description and include the usual information required before posting it online. Please click the green update button before adding a new job.



## VIEW ALL JOBS

You can view, edit and delete your current job vacancies by clicking on 'view all jobs'.

After updating each job, please click the green update button to save the information before moving on the next page.

## RECRUITMENT SERVICES

We can provide a single point of contact for all your company's recruitment needs. This means that your HR staff do not have to contact a number of recruitment agencies to fill freelance vacancies, leaving them free to focus on core projects.

You can use freelancesupermarket.com as sole recruitment suppliers for specific job disciplines, or as a neutral vendor across the board with many supply agencies. Arrangements can be put in place whatever your requirements. We guarantee that you will receive a minimum of 10 applications or CVs to each job posting managed by us. We work closely with a number of preferred suppliers, enabling us to target your requirements directly and ensure an efficient turnaround to fulfillment.

If you have freelance job vacancies and wish to use our managed services, click on the 'recruitment services' link located in the middle of your account toolbar. You can send a job to us using our secure, encrypted 'submit a job' form. Please help us to find the most suitable applicants for your business by providing clear and detailed information. Once you have completed and submitted the necessary information, a representative from the freelancesupermarket.com managed services team will call you back within 2 business hours to take further details of your vacancy.

## INBOX

Click on the 'inbox' link located in the middle of your account toolbar to display your message options. The message centre operates in the same way as your usual email account, allowing you to send / receive messages and view sent messages.

Our internal messaging system allows you to contact other members in a structured and controlled way. Please note you can only send a message to those members who wish to be contacted by end clients. On each user profile page there is a contact preferences section, this will display whether the user wishes to be contacted by each user group.

## FEEDBACK

If you would like to provide feedback for an individual or company, you can do so by clicking the 'provide feedback' button in the top section of their online profile. To locate a user, please type their name into one of the red search boxes that are found on every page of the website.

If you would like to provide feedback for an individual or company and cannot find them in our freelance directory, click on the 'feedback' link located in the middle of your account toolbar. The following menu will appear:

Provide feedback – enter the email address of the individual or company

Create a profile – ask us to create a user profile for an individual or company.

## ACCOUNT

You can change your account details and password by clicking on the 'account' link located to the far right hand side of your account toolbar.