

USER GUIDE

USER GUIDE: RECRUITMENT AGENCY

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 for freelance jobs, to sign up with a recruitment agent or agency and to network and connect with other users.

BENEFITS TO YOU

Our site is completely free to use and allows you to...

- Profile & showcase your services on our national freelance directory.
- Contractors send you their CVs, clients send you their jobs.
- FREE access to the largest contractor database in the UK.
- Search for a contractor by skills, location, availability & competencies.
- FREE contract jobs postings: reach the entire freelance chain.
- Request feedback from contractors you have placed to climb our league tables.
- Network and connect with other users with our internal messaging system.

MSC DEBT TRANSFER

Following the MSC (Managed Service Company) legislation in 2007, freelance agencies are now potentially liable for unpaid contractor taxes as part of the new debt transfer rules. **By referring contractors to our website (rather than one particular Umbrella or ASP) you will mitigate ALL risks to MSC debt transfer.**

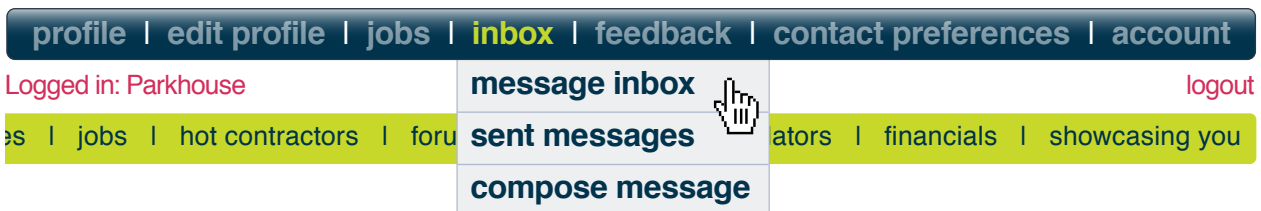
Contractors are able to search our directory for an Umbrella / ASP and either sign up online (through freelancesupermarket.com), request a call back or contact the company through our internal messaging system. **In most instances, contractors will be setup and ready to start their new assignment within the hour.**

YOUR ACCOUNT

An online profile may have already been created for your agency. If this is the case, please refer to your Account Manager for the email and password required to log into your profile. Once you have logged in, 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 edit your profile, add / manage jobs, send / receive messages, request contractor feedback and much more. Please see below for a brief description of your account toolbar functions.



profile | edit profile | jobs | **inbox** | feedback | contact preferences | account

Logged in: Parkhouse logout

es | jobs | hot contractors | foru **message inbox**  **sent messages** |ators | financials | showcasing you

compose message



PROFILE

The profile screen is your online shop window. Use your profile to showcase the services you provide and tell potential customers just how great you are. To view your current profile, click on the 'profile' link located to the far left hand side of your account toolbar.

Please note that when updating your profile not all of your details will be visible to other users. Fields in dark blue will be visible on your profile; fields in light blue will NOT be visible.

EDIT PROFILE

You can manage the information contained in your online profile by clicking on the 'edit profile' link located near the left hand side of your account toolbar. A drop down menu should appear for each function.

Personal – agency, location and postcode details.

Professional – description of the services you provide including in house qualifications.

Benefits Package – contractor benefits of using your recruitment service (yes / no).

Picture – for best results, use a 192 x 203 pixel image (JPEG, GIF or PNG only).

After updating each section, please click the green update button to save your details before moving on the next page.

JOBS

You can post, edit and manage your live contract jobs FOR FREE through our website. Once created, your jobs are viewable to contractors at the bottom of your online profile and in our popular jobs section.

Click on the 'jobs' link located in the middle of your account toolbar to add a new job. 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. You can view, edit and delete your current jobs by clicking on 'view all jobs'.

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 Agencies. 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

Improve your position in our national league tables and increase your exposure by requesting contractor feedback. Click on the 'feedback' link located in the middle of your account toolbar. The following menu will appear:

Provide feedback – use this page if you can't find a contractor in our freelance directory.

Request feedback – from your existing or previous contractors.

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

CONTACT PREFERENCES

You can control which user groups are able to contact you through our internal messaging system. Click the 'contact preferences' link located near the right of your account toolbar and update the radio buttons as required. Your contact preferences are visible to other users on your profile page.

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.