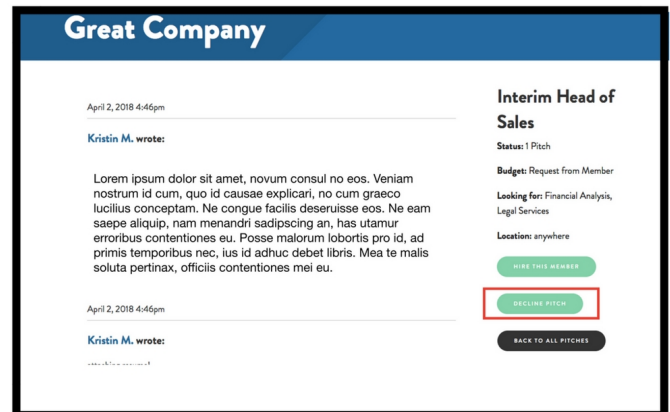
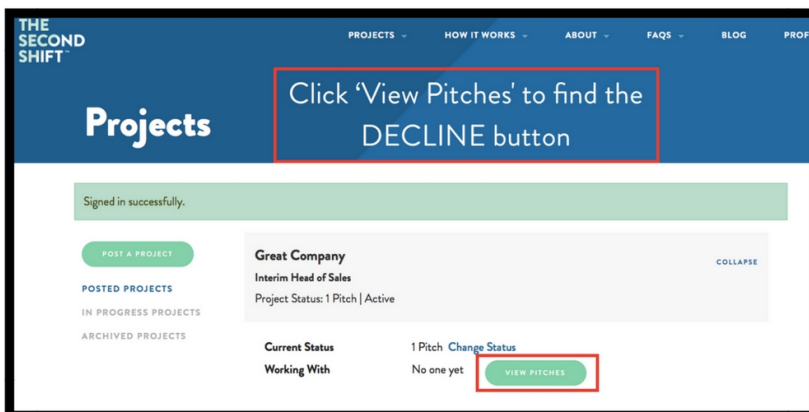
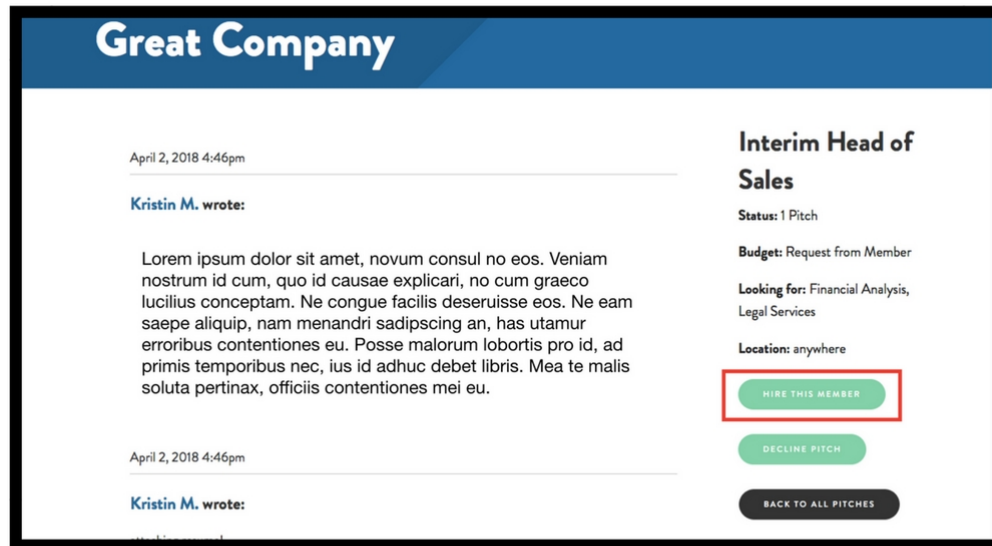


How We Work

1. Once your project is approved, it will be sent to all members that have the required skills for your project.
2. The contact whose email is listed on the project posting will begin receiving emails through our Second Shift platform with pitches from interested members.
3. Please respond directly via the messaging system on the website to engage with any members you are interested in interviewing. We encourage you to reply to pitches within 72 hours of receiving them. Feel free to ask for more info such as rates, work examples, etc. Set up a time with potential candidates to speak, Skype, or meet in real life. Negotiate the details of your project directly with members.
4. If you have questions about selecting the perfect candidate, our member team is happy to provide recommendations. If there are pitches that are not a fit for your project, please **DECLINE** them on the website and those members will be notified that they are not currently being considered for your project.



5. If your project doesn't receive the level of interest or quality you anticipated, we will pause the post after 14 days and will work with you to update the project description where possible. We will re-match your project to our member base after editing in order to garner additional interest.
6. Once you settle on a member and work out the project parameters, log in to your Second Shift employer account and Select Hire This Member.



7. She will then be prompted to complete a Second Shift Scope of Work (SOW) and send it to you - if it looks good, you must APPROVE it on our platform, then and ONLY THEN, can the project begin.
8. The Second Shift will handle all the invoicing and paperwork, issue 1099s and process payment directly. We are happy to process any necessary vendor paperwork as soon as you post the project.
9. You will receive an invoice from The Second Shift for the agreed cost of the project plus our fee (15% unless otherwise agreed). We pay the members directly. Members are paid 95% of the total project fee.
10. When the project is done you will be asked to rate and review your experience, and she will do the same.

THANK YOU!