

How We Work

You bring the expertise. We bring the high value work. Here is what to expect as a member.



Pitch only what you want

Our matching algorithm means you only see opportunities that align with your interests.



Set the terms that work for you

Set your own rate & schedule directly with the company.



Focus on the work, we handle the rest.

We handle the invoicing, payments & tax paperwork.

We will email you alerts along the way, but here is what to expect after you become a member and how to engage with the platform:

1. You can now sign into your account with the username and password you created when you made your profile. Once logged in you will see all current projects that are matched with your skills. **Please be sure your profile is up to date!**
2. An email alert will be sent with all future project postings.
3. If you are interested, available and have the requisite experience, it is up to YOU to **PITCH IT**. Please keep communication through our internal messaging platform until a project begins.

Welcome to Our New Platform!

We have been working hard to make improvements to your experience using The Second Shift. These include more detailed profiles for you, so companies can get a better view on who you are and all of your great work experience.

This is where you come in.

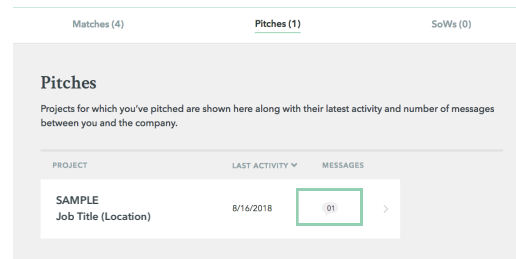
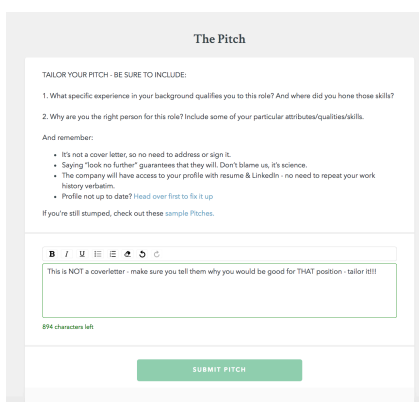
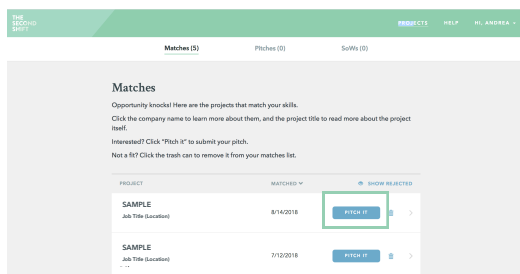
Before you continue with viewing and pitching projects, please be sure to:

- Add a link to your LinkedIn profile, upload your most recent resume, and add your website url (if you have one).
- Check that all of your skills are up to date. We have made many changes to our skills list, so this is important to ensure you're being properly matched to projects.
- Insert your work history.
- Select your nearest major metro area.

All of these updates will help to present you to companies in a better way, and, we hope, improve your matching and pitching process.

If you have any feedback about your experience with our new platform, please don't hesitate to contact us.

[Update Your Profile](#)



4. Remember that the project posting is the beginning of the negotiation, and if you want it, go for it!! Here is a link to a piece on our blog about pitching:

<https://blog.thesecondshift.com/post/173999686605/dos-and-dont-of-pitching>

5. Be patient. It can take a while for employers to respond. You will get an email if the work goes to another member or if we cancel the project for unresponsiveness.

6. When companies respond you will be alerted by email. It is up to you to set up an interview and negotiate details directly with employers. We are here to offer guidance as needed. Use the messaging platform on the site to communicate where possible.
7. When the details are worked out the hiring manager/ employer will select a member for the project and that member will receive an email prompt with a link to complete the **Statement Of Work (SOW)** form.

Statements Of Work

Here you'll find the projects that you've pitched and been selected by the Company to do. When you've completed a project, be sure to click "Complete Project" so we can invoice the client and you can provide feedback.

PROJECT	STATUS	DATE SELECTED
SAMPLE Job Title (optional)	SOW	8/15/2018

[Submit SOW](#)

Statement Of Work

Project Summary
Please provide a short description of the project. You can use the description provided by the company if available.
This is where you put in the specifics of what you will be doing!

Deliverables + Milestones
Describe the project you are pitching to the company, including deliverables and milestones you'll work towards throughout the duration of the project.
Please be specific and include:
• what you'll deliver by the end of the project

Location
Where will you be working?
New York, NY 10001

Project Duration
Start Date: 08/15/2018 End Date: 12/31/2018

Budget
Hourly: \$100.00

Terms Of Service
Before submitting your Statement of Work, please remember that you have already agreed to our Terms of Service when you signed up. [View our Terms of Service](#)

[Submit SOW](#)

8. The company will get an alert that the SOW is submitted and they will approve or send back for revisions.
9. Once approved the work can begin. Without an approved SOW we cannot guarantee payment for your work.
10. When it is time for you to invoice for payment please fill out the invoice form and send to us.
11. We process your invoices, collect payment, send you payment for the work and issue tax forms.
12. The Second Shift is the direct vendor of each company we work with. They pay us and we pay you. Members are independent contractors of The Second Shift and we will deduct our 5% service fee and then pay you directly. At the appropriate tax time we issue you a 1099 for the work (unless the company chooses to work via W2 or pay a flat fee. FTE is usually an upfront payment and there will be no charge to you).

Friendly reminder—The Second Shift is a special community with unique relationships with our members and client partners. We reserve the right to collect a fee for any follow on, subsequent, or related engagements that develop after the initial introduction between a member and a client. Please be a good citizen of our community and keep us informed of any changes or additions outside of the initial SOW.

In the spirit of building a strong business with our member community, we appreciate any introduction to a potential new client and expect you will make referrals for new members.

Finally, please follow us on social media for all the latest info you need to know about The Second Shift, jobs, clients, events and your fellow members.

Instagram / Facebook / LinkedIn

Thanks again for joining our network of amazing women!