

Member Sign Up

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.

Signing up as a Member

1. Visit www.TheSecondShift.com and click "Get Started".
2. Create your account by selecting "Become a Member" under "For Consultants"
3. You must agree to our Terms of Service & Privacy Policy.
4. Be sure to complete all fields where possible including:
 - Name
 - Location
 - Nearest Metro Area
 - Full Time Availability
 - Professional Summary
 - Education
 - Work History
 - Resume, LinkedIn & More
5. In order to Save & Continue - be sure each section of your profile has a green ✓ and not a red X.

NOTE:

- If you are having trouble saving your profile information on the second step of the sign up process, then try to add only 1-2 entities for your school or work history information. Our system sometimes has trouble saving more than that if they are new companies/ universities. Rest assured you will be able to add more schools or workplaces after you have been approved. In the meantime, our team will refer to your resume and LinkedIn profile to check your information for the vetting process.
- Unfortunately we cannot make any edits to a member profile until approval once you have submitted - so instead we can delete your profile in order to allow you to resubmit or you can wait to make changes once you are approved.

Your Profile
Professional Skills
References

Complete Your Profile

Tell us a bit more about you so we can match you to the projects that best suit your needs and experience.

The Basics

First Name
Kristin ✓

Last Name
Mason ✓

Your City & State
New York, NY, USA

Select your closest metro area (within 100 miles)

New York, NY

Would you consider a full-time, on-staff job?

☒ Yes
☐ No

Professional Summary

Your summary will be visible to hiring managers once you express interest in their project. Tell them in a few words about your professional life and personal experience.

Keep this to 150-250 characters.
Lorem ipsum dolor sit amet, paulo signiferumque te pri. Ut sumo oratio mnesarchum vix, id amet nominati has. An his accusan voluptatibus. Eu eam omittam assentior, illum nusquam quaestio qui id, qui ex populo.

7 characters left

Education

Show off your school spirit! Help companies select you for a project by providing information about your education history.

Education
Drew University

Degree
BA ✓

Add another school + degree

Work History

Let companies know where you've worked to help them better understand you career, qualifications, and professional interests.

Company Name
The Second Shift

Role
Head of BD ✓

of Years
1 ✓

Add another company and role

Resumé, LinkedIn, and More

All the news that can't fit: upload a resume (max 2MB), link out your portfolio or personal website, and share your LinkedIn profile.

LinkedIn URL
www.pleaseinclude.com ✓

Resume Example.pdf

Website (Optional)
www.optional.com ✓

Add another link

SAVE + CONTINUE >

Make the Best Match

Get matched to the best projects by selecting the most accurate set of Fields and Skills.

What you choose here affects what shows up in your Projects feed.
So be thorough, but select only the skills you have experience in.
You may select up to 10 skills.

Sales, Marketing, PR

1 selected



Financial Services



Corporate Services & Consulting

1 selected



Creative Services



Research & Analytics

1 selected



Product



Nonprofits



SAVE + CONTINUE >

Reference Check

References are a critical step in our vetting process. You will not be approved as a member until we receive at least two written references from your former (or current) colleagues, clients or managers.

Reference #1

Name
Make Sure To Fill



Email
put@anemail.com



Coworker



Reference #2

Name
Again



Email
fill@out.com



Coworker



Reference #3

Name
Important



Email
to@fillout.com



I reported to them



SAVE + CONTINUE >

Almost there.

To ensure we have only the highest quality candidates available for our companies, we check references and personally interview every member.

Here's what's next:



1. Checking Your Credentials

Our member success team looks at your work history to be sure it meets our criteria. Remember that all candidates must have a minimum of 10 years work experience in their selected field, and must have been actively working within the past two years.



2. Reference Check

It usually takes a few days for your references to get back to us. Ask your references to keep an eye out for an email from us.



3. Staff Interview

After your references check out, a member of The Second Shift team will contact you to schedule a 30-minute interview.



4. Approval

Once you pass the interview, your new homepage will be live - along with a list of projects that match your skills and location preferences.

Still have questions?

READ OUR FAQ

[Or contact a Second Shift admin >](#)

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!