THE SECOND SHIFT

How We Work

We help you access top-tier talent. Here is what to expect after you post.

1 Post Your Project. Find the talent & skills you need.

2 We notify members who match your specs.

3 Matched, interested Members send you pitches directly.

4 You select, negotiate and agree to project terms with her.

5 Our members deliver, we handle the rest.

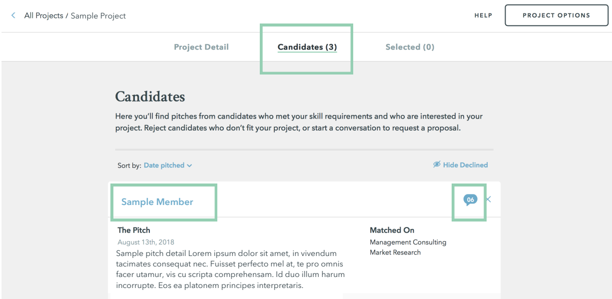
We will email you alerts along the way, but here is what to expect after your project is approved and how to engage with the platform:

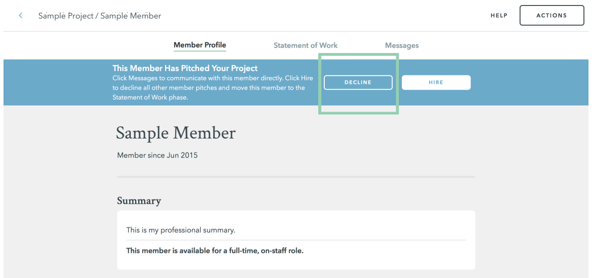
1. When you submit a project on our platform, a member of our team will review prior to approval. Once it is approved, it will be sent to all members that have any of the Must-Have skills for your project.

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. Click on the **candidates name** in the platform to get further details on that member (resume/LinkedIn, skills, work history, education etc).

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 work examples, etc. Set up a time with potential candidates to speak, video conference, or meet in person. Negotiate the details of your project directly with members.

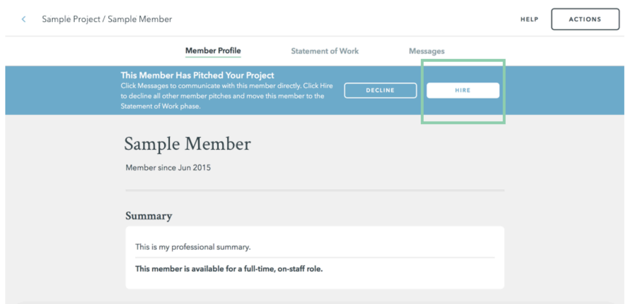
4. If you have questions about selecting the perfect candidate, our member team is happy to provide recommendations. If there are pitches that are not a fit for your project, please **DECLINE** them on the website and those members will be notified that they are not currently being considered for your project.



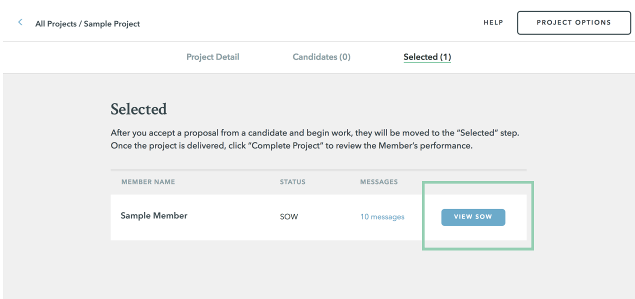


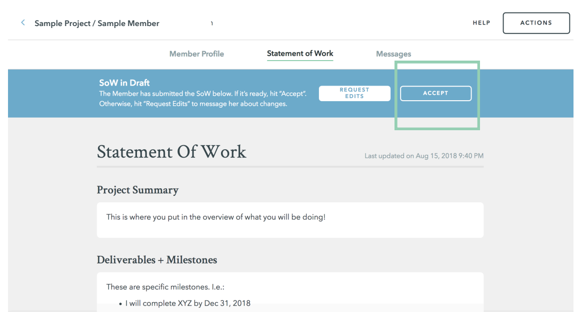
5. If your project doesn't receive the level of interest or quality you anticipated, we will pause the post after 14 days and will work with you to update the project description where possible. We will re-match your project to our member base after editing in order to garner additional interest. We will also send you email alerts along the way to remind you to review pitches, if the project has been paused, or if it has been outstanding for extended periods.

6. Once you settle on a member and work out the project parameters, login to your Second Shift employer account and please **HIRE** in order to hire the member.



7. She will then be prompted to complete a Second Shift Scope of Work (SOW) and send it to you. Login to your account, click on your project and **VIEW SOW** - if it looks good, you must **ACCEPT** it on our platform, then and ONLY THEN, can the project begin.

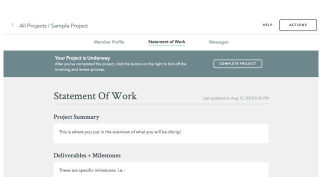


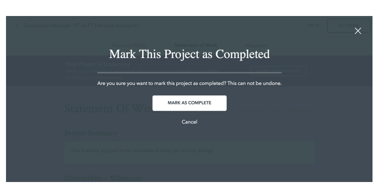


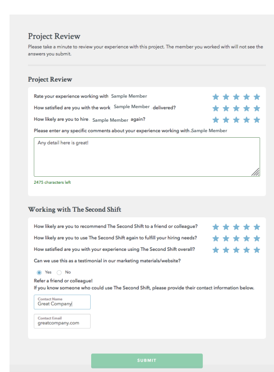
8. The Second Shift will handle all the invoicing and paperwork, issue 1099s (or W2 if necessary) and process payment directly. We are happy to process any necessary vendor paperwork as soon as you post the project.

9. You will receive an invoice from The Second Shift for the agreed cost of the project plus our fee (typically 15% for 1099, 20% for FTE, and 30% W2 unless otherwise agreed). We pay the members directly. Members are paid 95% of the total project fee.

10. When the project is done, and you click **COMPLETE PROJECT** you will be asked to rate and review your experience, and she will do the same.







THANK YOU!