## THE SECOND SHIFT

## How We Work

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

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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:

- 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.

< All Projects / Sample Project	HELP	PROJECT OPTIONS	< Sample Project / Sample Member ##	LP ACTIONS
Project Detail	Candidates (3) Selected (0)		Member Profile Statement of Work Messages	
Candidates Here you'l first pitches from candidates who met your skill requirements and who are interested in your project. Reject candidates who don't fit your project, or start a conversation to request a proposal.			Control March 1990     Control March 199	
Sort by: Date pitched V	# Hide Decimed		Sample Member Member aires Jun 2015	
Sample Member The Pitch August 139, 2018 Sample pitch detail Lorem ipsum dol	r sit amet, in vivendum Mangement Cansulting Market Research		Summary This is my professional summary.	
tacimates consequat nec. Fuisset per facer utamur, vis cu scripta compreh incorrupte. Eos ea platonem principe	acto mel at, te pro omnis 1sam. Id duo illum harum		This member is available for a full-time, on-staff role.	

- 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.

< Sample Project / S	ample Member	HELP	ACTIONS
	Member Profile Statement of Work Messages		
	This Member Has Pitched Your Project Click Messages to communicate with this member directly, Click Hre to decline all other member pitches and move this member to the Statement of Work phase.		
	Sample Member Member since Jun 2015		
	Summary		
	This is my professional summary. This member is available for a full-time, on-staff role.		

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.

< All Projects / Samp	e Project		HELP	PROJECT OPTIONS		Sample Project / Sample Member ) HELP ACTIONS	
	Project Detail	Candidates (0)	Selected (1)			Member Profile Statement of Work Messages	
	Selected					Soft An Dark The Menden has numbered by Soft Marken II fits randy to Mocopy? Otherwoo, 10: "Request Edits" to message har adout changes.	
After you accept a proposal from a candidate and begin work, they will be moved to the "Selecte Once the project is delivered, click "Complete Project" to review the Member's performance.				j" step.	Statement Of Work Last updated on Aug 15, 2018 PAD PM		
	MEMBER NAME	STATUS MESSAG	ES			Project Summary	
	Sample Member	SOW 10 mess	Iges VIEW SOW			This is where you put in the overview of what you will be doing!	
						Deliverables + Milestones	
						These are specific millestones. I.e.: • I will complete XYZ by Dec 31, 2018	

- 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.
- 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.

Project Review

< All Projects / Sample Project	HELF	C. Operative Measure - Film TU Andrea Accounts	Please take a minute to review your experience with this project. The member you worked with will not see the answers you submit.
Manches Public Statement of Work New Project is Underway	Messages	× Mark This Project as Completed	Project Review Rate year experience working with Sample Member
After you're samplered i're polynt, thab far lodar- on far rybt toliab af the mooting and range process.	COMPLETE PROJECT	Your Project is Underway	How satisfied are you with the work Sample Member delivered? $\star \star \star \star$
Statement Of Work		Are you sure you want to mark this project as completed? This can not be undone.	How likely are you to hire: <u>Sample Member Apple?</u> $\star$ $\star$ $\star$ $\star$
	Last applated on Jung 15, 2018 P.92 PM	Statement OF Wa	Any detail here is great
Project Summary This is where we not is the conview of what one all he defend		Canod	
This is sense you put in the conversion of sense per and be accept		Project Sammary	203 sharedan lah
Deliverables + Milestones		This is often you put in the memory of what you will be during?	
These are specific milestanes. Lo: • Letti complete XY2 by Dec 21, 2010		Deliverables - Milestones	Working with The Second Shift
		THANK YOU!	Note that propulse management the function that is a field or main strength of the sector of the se
			SUBWIT