

Talentsbay - The Marketplace for Talent Referral

OVERVIEW



DEFINITIONS

Job Advertisers are Employers or their Agents who post job advertisements and offer fees for CV and Contact referrals.

Licensees are Talent Referrers with headhunting or recruitment experience who pay a license fee to Talentsbay to carry out a business of talent referral. Licensees can post CV and Contact referrals. Licensees must first register as Affiliates first and then apply to upgrade their status within their accounts.

Affiliates are Talent Referrers who register for free on Talentsbay. Any one may register as an Affiliate. Affiliates can post Contact referrals only.

A CV referral is the posting of a candidate's curriculum vitae

A Contact referral is the posting of a candidate's Name, Contact Number, Email and a Short Description about the candidate

How does it work? (CV Referral - Placement Option)



1. Job Advertiser buys prepaid credits and posts a Job Advertisement.
2. Job Advertiser opts for the Placement Option and makes an offer for CV referrals – the minimum offer allowed is 1,000 Credits. 1,000 Credits are debited from Job Advertiser's account as a Placement Fee Deposit.
3. Licensee posts a suitable CV and may make a 1-time counter-offer of Placement Fee.
4. System sends an SMS* and/or Email to the referred candidate seeking his/her consent for his/her CV to be presented to Job Advertiser.
5. Once consent is received from the candidate, the CV is posted to the Job Advertiser.
6. Job Advertiser reviews the CV (without contact details) and decides whether to accept it; Job Advertiser may also make a final counter-offer of Placement Fee.

7. When an agreed Placement Fee is reached, Job Advertiser is required to top up the Placement Fee Deposit to an amount equivalent to the agreed Placement Fee, if the Placement Fee Deposit is less than the agreed Placement Fee.
8. Job Advertiser may then view the candidate's contact details and download his/her CV.
9. For each CV accepted or downloaded via this Placement Option, 10 Credits are debited from the Job Advertiser's account immediately.
10. Job Advertiser may then contact the candidate directly for interviews and all subsequent hiring steps.
11. When a candidate referred via this Placement Option is successfully hired by Job Advertiser, the agreed Placement Fee is debited from the Placement Fee Deposit, with the balance, if any, refunded to Job Advertiser.
12. Job Advertiser may claim back the Placement Fee Deposit after 6 months from the date the Job Advertisement is posted if no candidate is successfully hired or remains in the interview process and the Job Advertisement has expired at the point when the claim is made.
13. Throughout the period when a Job Advertisement remains live on the site, Job Advertiser and Licensee may provide feedback and ratings on each other, viewable publicly.

** An SMS costs 0.10 credits and is borne by a Licensee in the case of a CV referral*





How does it work? (Contact Referral - Placement Option)



1. Job Advertiser buys prepaid credits and posts a Job Advertisement.
2. Job Advertiser opts for the Placement Option and makes an offer for Contact referrals – the minimum offer allowed is 100 Credits. No further Placement Fee Deposit is required as one has already been made for CV referral.
3. Licensee or Affiliate posts a suitable Contact and may make a 1-time counter-offer of Placement Fee.
4. Job Advertiser reviews the Contact (without contact details) and decides whether to accept it; Job Advertiser may also make a final counter-offer of Placement Fee.
5. When an agreed Placement Fee is reached, Job Advertiser is required to top up the Placement Fee Deposit to an amount equivalent to the agreed Placement Fee, if the Placement Fee Deposit is less than the agreed Placement Fee.
6. System sends an SMS* and/or Email to the referred candidate seeking his/her consent to be contacted by the Job Advertiser to explore the job opportunity.
7. Once consent is received from the candidate, Job Advertiser may then accept and view the candidate's contact details.
8. For each Contact accepted via this Placement Option, 5 Credits are debited from the Job Advertiser's account immediately.
9. Job Advertiser may then contact the candidate directly for interviews and all subsequent hiring steps.
10. When a candidate referred via this Placement Option is successfully hired by Job Advertiser, the agreed Placement Fee is debited from the Placement Fee Deposit, with the balance, if any, refunded to Job Advertiser.
11. Job Advertiser may claim back the Placement Fee Deposit after 6 months from the date the Job Advertisement is posted if no candidate is successfully hired or remains in the interview process and the Job Advertisement has expired at the point when the claim is made.
12. Throughout the period when a Job Advertisement remains live on the site, Job Advertiser and Licensee or Affiliate may provide feedback and ratings on each other, viewable publicly.

** An SMS costs 0.10 credits and is borne by a Job Advertiser in the case of a Contact referral*

HOW TO JOIN TALENTSBAY?

- 1  Go to **www.talentsbay.com**
- 2  Register as an Employer
- 3  Log in to your account
- 4  Buy prepaid credits
- 5 Follow the **CV** and **Contact Referral** processes described above.

Visit www.talentsbay.com for more information

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