



HOW-TO: APPLYING FOR A JOB USING RECRUITIFI

Hello, job seeker! If you're reading this, you should have already had contact with a recruiter who has been working to match you with open positions that you would be a good fit for, and they think they've found one.

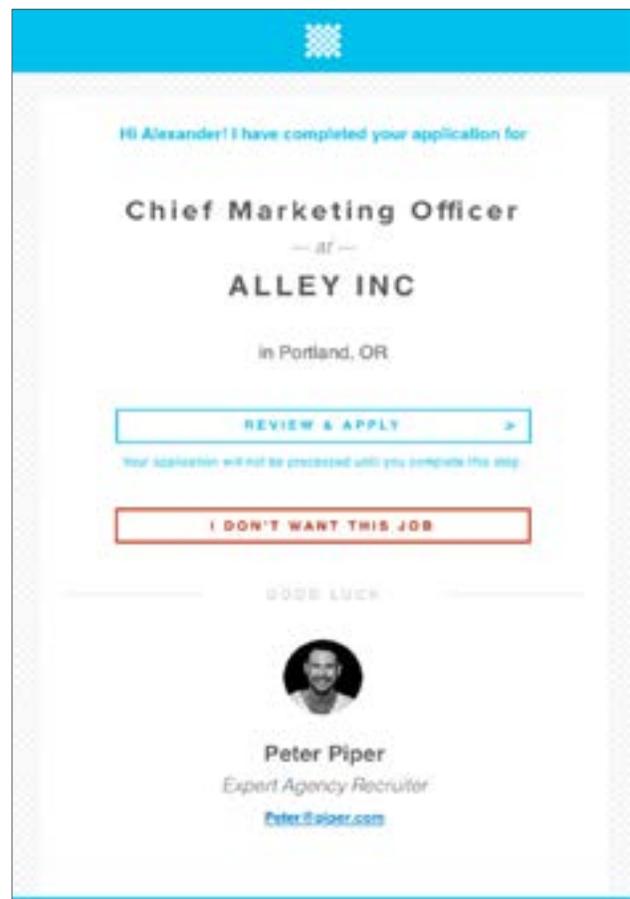
Your recruiter received this job through RecruitiFi, an online platform that matches employers with the best possible recruiters for their needs. This document is to help you understand how to apply for the job through the RecruitiFi platform. Don't worry - you don't need to sign up for another website. If you are truly interested in this position, follow these simple steps to confirm your application.

STEP 1: CHECK YOUR EMAIL

Once your recruiter submits you for the position, you will receive an email from RecruitiFi with a subject line "Confirm your interest in this position!" Sometimes these emails can get caught in your SPAM filter, so be sure to check that folder if you can't find the email.

When you open the email, it will look something like this (*right*):

The email tells you the name of the position, the company that posted the position, and the location of the position. At the bottom of the email you will also see a photo of your recruiter, their name, and their contact information so that you can reach out to them if you have any questions. Replying to the email you have received will not get you in contact with the recruiter, as the email has been generated by the RecruitiFi system, so if you need to reach your recruiter for any reason you will need to compose a new email and send it to the email address provided.





STEP 2: REVIEW THE JOB DESCRIPTION

When you receive the email, open it and click on the “Review & Apply” button. This will take you to a page that looks like this:

The screenshot shows the 'Review Job Description' page on the Recruitifi platform. The page header includes the Recruitifi logo and the title 'Review Job Description'. The job details are as follows:

- Job Title:** Chief Marketing Officer
- Company:** ALLEY INC
- Location:** Portland, OR
- Categories:** Marketing & Advertising, Sportswear & Apparel, Executive - Level

Key compensation and benefit information is displayed in a table:

SALARY RANGE	\$200,000 - \$300,000
PERFORMANCE BONUS	\$30,000 - \$60,000
SIGNING BONUS	None
BENEFITS	Medical Ins. Dental Ins. Vision Ins. Life Ins. Retirement

At the bottom of the page, there is a prominent button labeled 'REVIEW APPLICATION'.

This will show you all of the Job Description information that has been provided by the employer, which you should already be aware of because you have discussed it with your recruiter. Take one last look to make sure this job is one you are truly interested in.

If you are not interested in the position or it appears that the job is not what you thought it was when you were discussing it with the recruiter, please contact your recruiter before you click the “I don’t want this job” button in the email. This action reflects poorly on your recruiter, so please communicate with them first if there has been any misunderstanding.



STEP 3: REVIEW YOUR APPLICATION

After you have reviewed the job description, click the “Review Application” button. This will take you to a page that shows all of your information which has been provided by your recruiter. It will look like this:

Chief Marketing Officer
ALLEY INC
Portland, OR
Marketing & Advertising | Spentower & Apponel | Executive - Level

SALARY RANGE	\$290,000 - \$300,000
PERFORMANCE BONUS	\$30,000 - \$60,000
SIGNING BONUS	None
BENEFITS	Medical Pk. Dental Pk. Vision Pk. 401K Pk. Retirement

REVIEW JOB DESCRIPTION

Overview
Your profile is ready for submission but please remember to add a cover letter photo, or delete the information below.

PERSONAL DETAILS
Please confirm your personal details are correct for the application you are applying for.

PERSONAL DETAILS
*FIRST NAME: Alexander
*LAST NAME: Das
*EMAIL: ACruz@fms.com
*PHONE: +1 415-642-0812
*CITY: Portland
*STATE: Oregon
*COUNTRY: United States
*TIMEZONE: PST/PDT

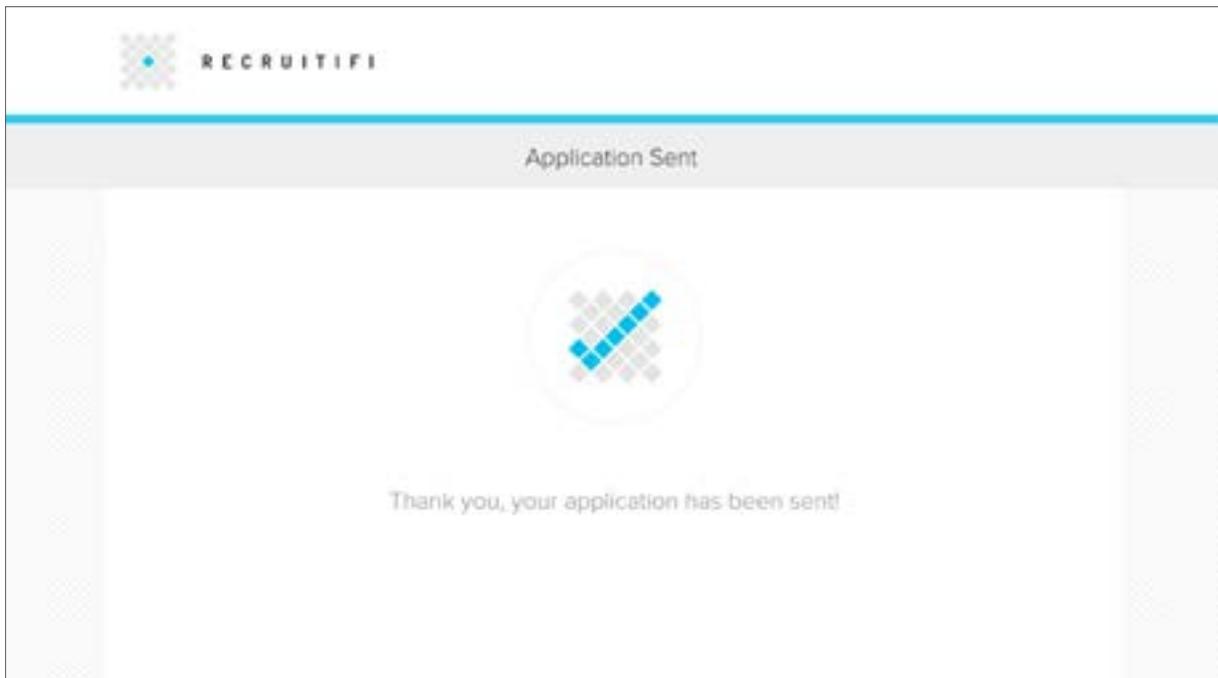
COVER LETTER

On this page you will be able to upload a cover letter if you choose. Make sure you have reviewed your cover letter with your recruiter before doing so.



STEP 4: APPLY

If all of the information in your application is correct and you are ready to apply for the position, click on the blue “Apply” button in the upper right hand corner of the page. This will confirm your application in the system and you will see the following page:



You’re done! Be sure to stay in close contact with your recruiter so that you know whether or not the employer is interested in you. If an employer reaches out to you before you have heard from your recruiter, contact your recruiter to let them know and inform them of any phone screens or interviews you may have set up.

IMPORTANT: If you have discussed applying for a position using a recruiter **DO NOT** go to the company’s website and apply for the position that way. Working with a recruiter allows you to get in front of corporate recruiters and hiring managers with an advocate who has determined that you are a great candidate. If you apply online, you are severely reducing your chances of having your resume seriously considered. RecruitiFi has a close relationship with these companies and they are considering the resumes they receive through this platform to be top quality, which is very much in your favor. If you apply through the website, you will not be seen as a RecruitiFi resume and will not receive the benefit of being designated a top candidate.

Good luck!