



HOW-TO: SET YOUR SETTINGS FOR SUCCESS

BEFORE YOU START REVIEWING JOBCASTS AND SUBMITTING CANDIDATES, MAKE SURE ALL OF YOUR PERSONAL INFORMATION IS IN ORDER.

To access your settings, click on the gear button next to the “Dashboard” button in the upper right hand corner of your page. This will produce a drop down menu with the following selections: profile, organization, jobcast settings, email settings, payments, security, and logout. Click on any of these selections to access the page you are looking for.

PROFILE

Review your name and contact information to make sure that everything is correct.

The screenshot displays the Recruitifi user interface. At the top, the Recruitifi logo is on the left, and a user profile with a circular photo and the name 'CHAD W' is on the right. Next to the name is a 'DASHBOARD' button with a gear icon. Below this is a horizontal blue bar. Underneath the bar, the word 'Profile' is centered, with an 'UPDATE' button to its right. The main content area contains several form fields: 'FIRST NAME' with 'Chad W', 'LAST NAME' with 'Pry', 'EMAIL' with 'chad@recruitifi.com', 'PHONE' with '555-555-1212' and a country flag dropdown, 'EXTENSION' (empty), 'PHOTO' with a 'Choose File' button and 'No file chosen' text, and 'COUNTRY' with a dropdown menu showing 'United States'.

On this page, you can upload a profile photo. This is the photo that clients will see when you submit candidates, so make sure it is a professional representation of yourself.

If anything is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.



ORGANIZATION

Review and provide the contact information for the company that you work for.

The screenshot shows the 'Organization' form in the Recruitifi dashboard. The form is titled 'Organization' and has an 'UPDATE' button in the top right corner. The form fields are as follows:

- * NAME:** Recruitifi
- * PHONE:** 555-555-1212 (with a country code dropdown set to US)
- EXTENSION:** (empty)
- WEBSITE:** http://www.recruitifi.com
- ADDRESS:** (empty)
- ZIP CODE:** 10036
- CITY:** Manhattan
- * COUNTRY:** United States (dropdown)
- STATE:** New York (dropdown)
- * INDUSTRY:** (empty)

If anything is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.

JOBCAST SETTINGS

The screenshot shows the 'Your JobCasts' page in the Recruitifi dashboard. The page has a sidebar menu on the right with the following options: PROFILE, ORGANIZATION, JOBCAST SETTINGS (selected), EMAIL SETTINGS, PAYMENTS, SECURITY, and LOGOUT. The main content area shows a job listing for 'LINUX SYSTEM ADMIN/SOFTWARE DEVELOPMENT ENGINEER' by 'STRYKER'. The job details include 'MID-LEVEL', '\$75,000 — \$100,000', and 'FORT LAUDERDALE, FL'. There is a 'PREVIEW OF JOB REQUIREMENTS' section with three bullet points: 'Bachelor's degree in computer science or computer engineering', 'Recent software engineering experience (design, analysis, verification)', and 'At least 3 years of Linux System administration experience'. The job status is 'UNDEFINED UNTIL IN REVIEW'. There is an 'ACCEPT JOBCAST' button with a 'QUALITY BONUS - \$0' and a 'REMOVE JOBCAST' button.

You will receive JobCasts based on the choices you make in this section, so review the choices you have made and ensure that they are accurate. The more thoughtfully you fill out this section, the more relevant your JobCasts will be.

You may update this section at any time in the future if your areas of expertise change.



Roles

CHAD W

DASHBOARD

Edit Roles

Edit Industries

Edit Network

UPDATE

Role The function that a candidate fills within a company.
In priority order, select up to four roles that you recruit. You will receive JobCasts that match these roles.

4 ROLES SELECTED
SELECT UP TO FOUR

FINANCE AND INSURANCE	IT SYSTEMS & DEVELOPMENT	PRODUCT MANAGEMENT	LEGAL
Accounting	Administrative	Analyst	
Civic & Government	Consulting	Creative, Design, & Media	
Customer Service	Education	Engineering	
Finance and Insurance	Food & Hospitality	Health Care	
Human Resources	IT Hardware, Network, & Support	IT Systems & Development	
Labor & Service	Legal	Marketing	
Product Management	Production	Purchasing	

Review the roles that you typically recruit for. While many of the categories that you see listed may appear to be industries, these indicate the type of role within a company that you recruit for. You will select the industries that you recruit for in the next section. For example, if you recruit candidates for legal positions at finance companies, select “legal” in the roles section and “finance” in the industries section. You may select up to four (4) roles. Clicking on a role will add it to the list of four at the top of the page. Clicking on the role a second time will remove it from the list.

If any of this information is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.



Industries

RECRUITIFI

CHAD W

DASHBOARD

Edit Roles

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UPDATE

Industry: The type of company at which you can place candidates.
Select all industries that apply; subcategory details will be listed below

4 INDUSTRIES SELECTED
SELECT ALL

Agriculture		Art		Construction	
Corporate		Education		Finance	
Goods		Government		Health	
Legal		Manufacturing		Media	
Non-Profit Organization		Recreation		Service	
Technology		Transportation			

LEGAL CATEGORIES

SHOW

CORPORATE CATEGORIES

SHOW

Click on “Edit Industries” to review the industries that you typically recruit for. You may select as many industries as you like.

Clicking on an industry will add it to your list of selected industries. Clicking on an industry a second time will remove it from the list. When you select an industry, a list of the categories that are included in this industry will appear near the bottom of the page. To review which categories are included in each industry, click on “show”. When you are finished reviewing the categories, click on “hide” to close the list.

If any of this information is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.



Network

CHAD W

DASHBOARD

Edit Roles

Edit Industries

Edit Network

UPDATE

Level: The seniority of your candidates.
Select all that apply.

1 LEVELS SELECTED

Junior	Mid-Level	Senior	Executive
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Geography: The areas where you have a network of candidates.
Select all that apply.

3 GEOGRAPHIES SELECTED

Northwest AK, HI, ID, OR, WA	Rocky Mountain CO, MT, ND, SD, UT, WY	Great Lakes IL, IN, MI, MN, OH, WI	New England CT, ME, MA, NH, RI, VT
Pacific Rim AZ, CA, NV	Heartland IA, KS, MO, NE	Mid-Atlantic DE, MD, PA, VA, DC, WV	Northeast NJ, NY
	Greater Southwest AR, LA, NM, OK, TX	Southeast Sunbelt AL, FL, GA, KY, MS, NC, SC, TN	

Click on “Edit Network” to review the level and geographic location of the jobs that you typically recruit for.

At the top of the page, select the role levels that you recruit for, you may select as many levels as are relevant to you. Clicking once will select the level, and clicking a second time will de-select the level.

At the bottom of the page, select the geographic areas in the United States that you have a network of candidates in. You may select as many levels as are relevant to you. Clicking once will select the area, and clicking a second time will de-select the area.

If any of this information is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.



EMAIL SETTINGS

The screenshot shows the Recruitifi dashboard for user CHAD W. The top navigation bar includes the Recruitifi logo, the user's name, and a 'DASHBOARD' button with a settings icon. A dropdown menu is open, showing options: PROFILE, ORGANIZATION, JOBCAST SETTINGS, EMAIL SETTINGS (highlighted), PAYMENTS, SECURITY, and LOGOUT. The main content area is titled 'Your JobCasts' and shows '5 MATCHES'. A filter button 'FILTER BY OPEN' is visible. The first job listing is for 'LINUX SYSTEM ADMIN/SOFTWARE DEVELOPMENT ENGINEER' by STRYKER, with a salary range of \$75,000 - \$100,000 in Fort Lauderdale, FL. It includes a 'PREVIEW OF JOB REQUIREMENTS' section with three bullet points: 'Bachelor's degree in computer science or computer engineering', 'Recent software engineering experience (design, analysis, verification)', and 'At least 3 years of Linux System administration experience'. There is an 'ACCEPT JOBCAST QUALITY BONUS - \$0' button with a checkmark and a 'REMOVE JOBCAST' button with a red X. The status at the bottom is 'UNDEFINED UNTIL IN REVIEW'.

Check your email settings to see if both checkboxes are selected so that you will review news and special updates as well as daily emails informing you about New JobCasts.

The screenshot shows the 'Email Settings' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Email Settings' and has an 'UPDATE' button in the top right corner. There are two checkboxes: 'Receive news and special updates' (checked) and 'Receive New JobCasts' (checked).

If you want to stop receiving news or daily JobCast emails at any time, you can return to this page and uncheck the appropriate checkbox.

If any of this information is incorrect, edit it and then click the “Update” button in the upper right hand corner to save your changes.



PAYMENTS

The screenshot shows the RecrutiFi dashboard for user CHAD W. The main section is titled "Your JobCasts" and displays a job listing for "LINUX SYSTEM ADMIN/SOFTWARE DEVELOPMENT ENGINEER" by STRYKER. The job is mid-level, with a salary range of \$75,000 - \$100,000, located in Fort Lauderdale, FL. A preview of job requirements is shown, including a Bachelor's degree in computer science or computer engineering, recent software engineering experience, and at least 3 years of Linux System administration experience. The job status is "UNDEFINED UNTIL IN REVIEW". A sidebar menu on the right includes options for Dashboard, Profile, Organization, Jobcast Settings, Email Settings, Payments, Security, and Logout. The "Payments" option is highlighted.

When you first signed up for RecrutiFi, you were not asked to provide the information necessary for payments. In order to facilitate payments for any placements that you make, please update this section immediately.

The screenshot shows the "Payments" section of the RecrutiFi dashboard for user CHAD W. The main heading is "TAX DETAIL". Below the heading, a message states: "WE REQUIRE CUSTOMERS TO HAVE TAX INFORMATION ON FILE BEFORE PAYMENTS ARE SUBMITTED". The form contains four fields: "LEGAL NAME", "TAX ID", "LEGAL BUSINESS TYPE" (with a dropdown menu showing "Individual"), and "W9" (with a "Choose File" button and "No file chosen" text). An "UPDATE" button is located in the top right corner of the form. At the bottom of the form, it says "TAX DETAIL NOT YET VERIFIED".

In order to receive payment, you must provide your Legal Name, Tax ID, Legal Business Type, and upload a completed W9. A W9 is a document provided by the United States International Revenue Service, and is available to download online [here](#).



Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																		
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																			
	2 Business name/disregarded entity name, if different from above																																																			
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____																																																			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																			
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																																		
	6 City, state, and ZIP code																																																			
	7 List account number(s) here (optional)																																																			
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <small>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</small>																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			Social security number																				or										Employer identification number																			
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sign Here</td> <td style="width: 40%;">Signature of U.S. person ▶ _____</td> <td style="width: 45%;">Date ▶ _____</td> </tr> </table>			Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property)																																																				

When you are ready to upload your W9, take the following steps:

- Upload your completed W9 form
- Fill out all 'Tax Detail' fields
- Click the "Update" button in the upper right hand corner

A few tips for completing your Tax Detail settings:

- Complete your W9 first before filling this out, since most of the Tax Details are matched to the Legal Business Type field on your W9
- If you select "individual" as your legal business type, then you may enter your social security number in the Tax ID field
- If you select "corporation" as your legal business type, then you must use your business's Employer Identification Number (EIN) in the Tax ID field
- The number that you enter in the Tax ID field must match the Taxpayer Identification Number (TIN) in Part I of your W9

Once you have completed this section, click on the "Update" button in the upper right hand corner to save the changes you have made. Please note: we rely on our third party payment system, Stripe, to verify your tax information, and if your information is somehow incorrect we will not receive notification of this until we attempt to pay you.



SECURITY

RECRUITIFI

CHAD W

YOUR JOBCASTS

5 MATCHES FILTER BY **OPEN**

LINUX SYSTEM ADMIN/SOFTWARE DEVELOPMENT ENGINEER

STRYKER / MID-LEVEL / \$75,000 — \$100,000 / FORT LAUDERDALE, FL

PREVIEW OF JOB REQUIREMENTS

- ✓ Bachelor's degree in computer science or computer engineering
- ✓ Recent software engineering experience (design, analysis, verification)
- ✓ At least 3 years of Linux System administration experience

UNDEFINED UNTIL IN REVIEW

REMOVE JOBCAST

If you would like to update your password at any time, you may do so on this page. Type the new password you would like to use in both the “New Password” and “Confirm Password” fields and click “Change” in the upper right hand corner to save the new password.

If you would like to deactivate your Recruitifi account at any time, you may also do so on this page. Click on the red “Deactivate” button in the bottom left hand corner. You will then see a message asking you if you really want to deactivate your account. If so, please select “OK.” If you click on the deactivate button by accident, please select “cancel.”

RECRUITIFI

CHAD W

SECURITY

CHANGE

NEW PASSWORD

Password:

CONFIRM PASSWORD

Confirm password:

DEACTIVATE ACCOUNT

DEACTIVATE

Should you choose to deactivate your account, Recruitifi reserves the right to retain your account information and history as per the agreement listed in our Terms and Conditions. We retain your scoring history and results even if you are not an active user in order to ensure proper assignment of JobCasts to recruiters.



LOGOUT

If you need to logout of your account, you may select this option from the drop down menu. Once you've logged out, in order to access your account you must then log back in.