



# FEAUTURES & INSTRUCTIONS GUIDE FOR CREW

## How it Works

Once registered, you will have created a crew profile that will quickly highlight some of the most important details employers are looking for when they hire crew.

Captain X does a search based on his requirements:

(Ex. Stewardess, Fort Lauderdale, Freelance, US Crew)

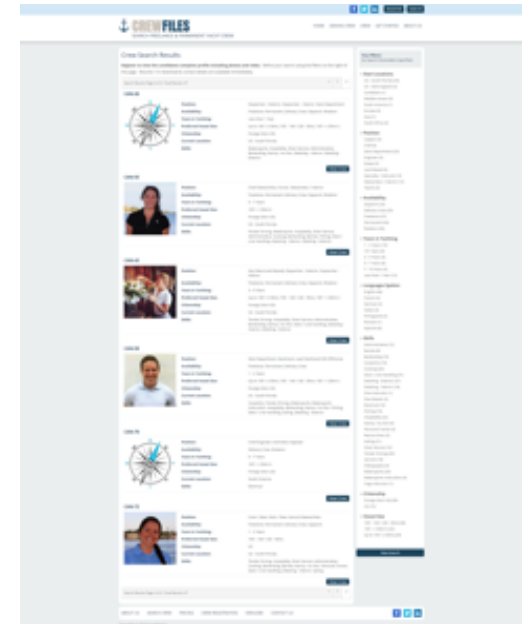
A list of matching previews will appear, then Captain X is able to make a quick assessment based on your preview. (The preview shows your skills, US or foreign citizenship, current location, photo, and preferred vessel size.)

If interested, Captain X has the option to view your full profile. When he is ready to view your CV and contact details, he will be required to "Unlock" your profile by using a "Resume Credit".

Captain X will be the one calling, so its important to answer your phone and emails promptly. Make sure you have your voice mail set up!

## Creating a Crew Profile - Always FREE.

Creating a profile is QUICK and EASY. Registration will prompt you to upload a CV and answer questions to set up your profile. Be sure to add a professional photo as well as any additional documents or letters of reference that you might have. (You will need to have a resume loaded in order to show in search results.)



## Your Contact Details

It is so important to keep your phone number and email current. Don't forget to set up your voice mail set up and be prompt about returning phone calls or emails.

## Your Location

Employers are searching based on your location; this is another area to keep updated.

## Gallery Images

The gallery is available for you to add photos that highlight your career, your skills and the professionalism of your career. They might include food images, table settings, flower arrangements, training exercises, your travel photography, crew photos and professional experiences related to yachting. These should always be appropriate and you should always be the original owner. Please see our Terms and Conditions for a full descriptions of photography rights and permissions.

All images must be submitted through the administrator, and will be subject to approval.

## Video Profile

By creating a video, this is a chance to really sell your professionalism, charm and excitement.

Keep the video 1-2 minutes; speak slowly and clearly. Be genuine. Share the qualities that make you a memorable contender for this position. Don't just recite your CV - express that you have a hardworking and flexible attitude and a willingness to learn. Videos will be viewed by the administrator and are subject to approval.

Wear what you would wear to an interview.

Be well groomed, clean shave and no heavy makeup.

*Still not sure where to start?*

Think about why you came to yachting and what your goals are.

How do you stay positive and motivated in your position?

## How Many Positions Can I Select for Myself?

When you register, select as many positions as you would like to be considered for. You will show in these search results. There is no limit and combinations do not restrict your ability to show in other searches.

## Daywork List

Being available for daywork means that you should be available for work that same day or the following day. If this is not true, please DO NOT select that you are available for this type of work.

Simply by selecting yourself as a "Daywork - Interior" or "Daywork - Exterior", you will automatically show up on the Daywork List. When you don't want to be considered for daywork or have work for several days, simply uncheck this option in your profile and you will be removed. Its easy to add back when you're ready.

## Appearing in Searches - Yes or No?

This feature can benefit you in 2 Ways:

1. If you've got work, turn your profile off temporarily or permanently by selecting to not show in searches. When you're ready to look for work again, select Yes.
2. By selecting No, you can apply for positions at your own discretion, without ever appearing in the search. (If you choose to apply for a position, they will only be able to view your resume.)

## Confidential Profiles

Keeping your profile confidential allows you to look for work, while keeping your identifying details private.

Confidential means that your name, photograph, full resume and contact details will remain hidden. You will still show in the search results.

Captain X may see that your skills and certifications are exactly what he needs. He will then message you through the Crew Files messaging system, alerting you by email. Captain X will share information regarding the position, and you can select to make your profile visible (only to them) or decline.

## Applying for Jobs

To apply for jobs, simply click "Apply", and Captain X will receive notice that you would like to be considered for that position. Captain X will then preview your profile, and if interested can "unlock your file" to view your full resume and contact details.

From this point, Captain X may call you to set up an interview or ask you to come in for immediate work. As we are not a placement agency, there is no need to let us know when you have being working.

## Captains are Searching Based on These Criteria

Our search criteria focuses on the most basic search requirements to connect Captains & Owners to the right crew member. A crew search can contain any combination of the following options:

- ▶ Position
- ▶ Availability (Daywork, Freelance, Delivery Crew, Permanent, Rotation)
- ▶ Location (International)
- ▶ US or Foreign Citizenship (Due to US Vessel Restrictions)
- ▶ Languages
- ▶ Specialized Skills (Carpentry, Cooking, Massage Certification, etc.)
- ▶ Vessel Size Range

## Assistance

Just because our service operates online, doesn't mean the hand holding is over. Assistance is available over the phone Monday - Friday (9AM - 5PM), by contacting +1 954 491 5111.