



# FEAUTURES & INSTRUCTIONS GUIDE

## Preview Before You Buy

A search provides a list of candidates, along with a mini profile for quick assessment.

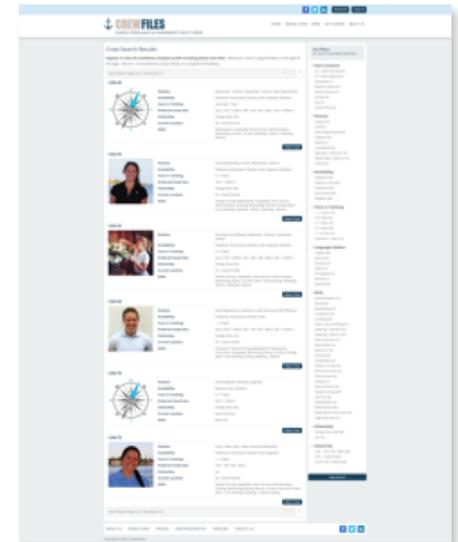
From the search results list, by selecting "View Crew", you will see a detailed crew profile plus gallery photos and video. (1) Credit can "Unlock" the candidates profile, revealing the resume, LinkedIn Profile, contact details and messaging feature.

You must be registered and have credits available to view more than the Quick Preview.

## Searching Crew

Our search criteria focuses on the most basic search requirements to connect you to the right crew member. Your search can use multiple options.

- ▶ Position
- ▶ Availability (Daywork, Freelance, Delivery Crew, Permanent, Rotation)
- ▶ Location
- ▶ US or Foreign (Due to US Vessel Restrictions)
- ▶ Languages
- ▶ Specialized Skills (Carpentry, Sailing, Massage Certification, etc.)
- ▶ Vessel Size Range
- ▶ Years of Yachting Experience



## Credits

Based on the quick assessment, *if they might fit your requirements, you have the 2 options:*

**“View Crew”** (Shows a more detailed profile about the crew member. Does not use a Download Credit.)

**“Unlock”** (Uses a credit and releases their Resume / CV, Contact Information, Messenger Feature, and LinkedIn Profile)

## Post Jobs for FREE

To receive applications from crew, you can Post a Job.

1. You will receive an email alert when a candidate applies to your job.
2. Sign in to your account manager and select your job from Application Activity. From here you can view crew the profile of crew that have applied to your job posting, or download their CV.

## Screening Questions

On the job posting form, the very last question asks if you would like to add screening questions. These can be very helpful as they require the crew member to answer yes or no in order for their application to be considered.

For example, If you're looking for a Y4 Engineer and you can't consider anything else....you might place this as a screening question. "Do you currently hold a Y4?" It may seem too simple, but this question can keep aspiring Y4 crew from your inbox, and streamline your efforts. Another example could be..."Are you willing to share a cabin with a crewmember of the opposite sex?" Create your own questions to optimize your results.

## Contacting Crew

Once you have “Unlocked” the candidate, the resume, LinkedIn profile, contact details and messenger will be immediately available. Use the messaging feature to ask the candidate questions, and their response will be sent to your email.

You are free to call or email to set up an interview or bring them in for immediate work. As we are not a placement agency, there is no need to let us know when you hire someone.

## Receiving Crew Alerts

A Crew Alert will notify you via email when a crewmember matching your requests registers on Crew Files. This is a great time saving tool when you need crew with a specific skill or language.

## Contacting Crew Marked Confidential

Some crew members may be marked as Confidential; which means its likely they are currently employed and looking discreetly. In this case, their name, photograph, full resume and contact details will be hidden. If you see that they have skills and certifications that meet your requirements, you may still contact them through our message system by selecting "Contact Crew Member" on their profile.

## Assistance from Crew Files

Just because our service operates online, doesn't mean the hand holding is over. Free phone assistance is available over the phone Monday - Friday, by contacting +1 954.491.5111 (9AM - 5PM). Emails and questions / comments submitted online will be answered within 24 hours.