



## SHIPTALK JOBS - RECRUITERS Q&A

**Q. Do you charge recruiters to register with ShiptalkJOBS?**

A. No, registration is completely free. Having registered with the site, we will approve your registration within 24 hours. Once your registration has been approved you will receive an email with a clickable link for you to verify your registration onto the site with your username and password.

**Q. Do you charge seafarers to use the site?**

A. No, we make no charge on seafarers for the use of the site. We are ethically and legally opposed to such practices that are in contravention of International Labour Standards and National Governmental Guidelines. If such practices are employed by recruiters on our site they will be immediately removed from our site.

**Q. Is Shiptalk Recruitment Limited a marine recruitment agent?**

A. Shiptalk Recruitment Limited is not a recruitment agent. As such we can make no guarantees as to the accuracy of vacancy postings or CV's published on the website. By agreeing to our terms and conditions both recruiters and job seekers agree to accept full responsibility for conducting all reasonable checks before entering into any contractual arrangements.

**Q. I am a recruitment agent, can I advertise on your site?**

A. All seagoing recruiters can benefit from the use of ShiptalkJOBS to advertise their vacancy postings. Owners, managers, agents are all welcome.

**Q. How do I advertise on your site?**

A. Once you have verified your registration you will gain access to your personal "Ad Manager" space. From your "Ad Manager" you are provided with options to purchase individual or multiple job postings, or one of our annual subscription plans.

**Q. How do I pay to advertise my vacancies?**

A. When posting your vacancy you will be given the option of two payment methods: Paying by invoice - You can elect to pay by invoice. By choosing this option an invoice will be automatically emailed to your registered email address. You will then be given access to upload your vacancy postings. Your vacancy will not be posted on the site until we receive payment of the invoice. If there is insufficient time to allow for the payment of the invoice before your vacancy posting needs to go live we would recommend that you contact our service team for further advice and/or choose the second payment method. Immediate online Payment - By electing to pay online you will be taken to a secure payment gateway, where you can fulfill the online payment process and thereafter advertise your vacancies without delay.

**Q. What currencies will you accept?**

A. All of our advertising plans are priced in US\$. When paying by invoice we will produce a US\$ invoice against which payment should be made. When paying online you are given the choice to pay by either US\$, £ or Euro. We can also produce a GBP invoice off line and our GBP rates can be found in our 2007 rate card.



**Q. Will I be charged VAT for this service?**

A. When you register with the site you will be asked to confirm if your company's registered address is in the EU. If you answer "yes" E.U. V.A.T. will be automatically added to your invoice and/or online payment.

**Q. What advertising opportunities are available to me?**

A. You have the option as a registered recruiter to purchase individual or multiple job postings, or an annual unlimited subscription.

**Q. Is there a limit on the amount of time my vacancy posting will be displayed on the web site?**

A. Yes, individual vacancy postings will be listed on the website for a maximum period of 28 days. Recruiters are provided with the opportunity to re-list or extend their job postings. For recruiters on an unlimited subscription plan, one credit will be deleted from their account when re-listing or extending each job postings. In the event that you have no credit available you will be advised to purchase additional posting credits in order to re-list or extend the vacancy posting.

**Q. Once I have posted my vacancy on the site can I amend the details of the posting?**

A. Yes you can amend the details of your vacancy at any time during the period your advert is posted on the site. However, once the vacancy has been posted on the site you will not be able to extend the display date beyond 28 days from the initial posting date, without using up an additional posting credit.

**Q. Where will my vacancy be displayed?**

A. The important details of your vacancy will be displayed on the homepage of the website. Registered jobseekers will be able to access full details of the vacancy by clicking on the vacancy and logging onto the site. The 10 most recent vacancies will also be displayed on [www.shiptalk.com](http://www.shiptalk.com) and the Shiptalk monthly online newsletter mailed directly to 30,000+ subscribers. The vacancies will also appear on any other websites displaying the ShiptalkJOBS "Current Vacancies RSS Feed".

**Q. How can I further increase the visibility of my postings?**

A. ShiptalkJOBS offers a "Featured Company" option to unlimited annual subscribers. By registering as a "featured company" your company logo and description will appear on the homepage of the website. When clicking your link/logo, your company details and all of your current vacancies will be displayed on the homepage of our website to enable ease of browsing.

**Q. Will other recruiters have access to my vacancy details?**

A. No, the full vacancy details are only visible to registered jobseekers.

**Q. How do jobseekers apply for the vacancy?**

A. When registered job seekers express an interest in your vacancy you will receive an email from the site including the details of the jobseeker and a link to their resume and their CV. (If they have chosen to upload a CV to our site) Having reviewed the jobseekers details it will then be your decision if you wish to contact the jobseeker further. The jobseeker is automatically advised that the recruiter has received written confirmation of their interest and they should assume that if they have not been contacted by the recruiter within a reasonable time that their application has been unsuccessful.

**Q. Is there a limit to the number of jobseeker details I can search on?**

A. No there is no limit to the number of jobseeker details you can search on whilst you have a current vacancy posted on the site. If you are an unlimited subscriber to the site you have unrestricted access to our jobseeker details at any time during the period of your subscription.



**Q. I like the site but I do not have time to manage my postings how can you help?**

A. Our enhanced service lets you pass on the management of your job adverts to us. You email us details of your new vacancy postings or changes to your existing postings and leave the rest to us - total hassle free advertising. To benefit from this service you must either purchase our unlimited enhanced annual subscription or be an unlimited subscriber who elects to upgrade to this enhanced service. If you are an existing unlimited annual subscriber please contact our service team who can assist you with the upgrade to this personalised service.

**Q. I have uploaded my vacancy postings to the site but do not have time to search for suitable candidates, how can you help?**

A. The site has been designed to allow you to perform an automated jobseeker "matching service" online. Once you have uploaded your job you will be given the opportunity to automatch your job with our database of jobseekers.

**For more information please contact us at:**

Office Suite 109, Design Works, William Street, Gateshead, Tyne and Wear, NE10 0JP England. tel: +44 (0)191 469 0877  
email: [enquiries@shiptalkjobs.com](mailto:enquiries@shiptalkjobs.com) [www.shiptalkjobs.com](http://www.shiptalkjobs.com)