



Professional - How to Guide

Welcome to TerraTal – The Global Talent Exchange!!! We would like to thank you for joining The Global Talent Exchange to become a registered Professional and look forward to working with you as you grow your Professional Network. The purpose of this document is to provide guidance on how to navigate getting setup and using the basic functionality within The Global Talent Exchange.

Table of Contents

1. *How to register as an Professional (Getting Setup)*
2. *How to log into the system as a Professional*
3. *How to create a Professional Profile*
4. *How to evaluate opportunities*
5. *How to express interest in appealing opportunities*
6. *How to edit your Professional Profile*
7. *How to refer a Professional into to The Global Talent Exchange*

i. How to Register as a Professional

- a. You should have received a welcome email from TerraTal containing a link. You will click on that link and it will immediately redirect you to the Professional registration page where it will require you to change your password and accept the website User Policy Agreement. Once that is completed you are now registered as a Professional and can begin creating your Professional Profile and review highly matched opportunities on The Global Talent Exchange.

ii. How to Log into your Dashboard

- a. To log back in as a Professional you can click on the Professional Login buttons on the website's home page and enter your username and password. The system will know where to direct you by these credentials.

iii. How to create your Professional Profile

- a. Once you are registered and logged in, the site will automatically prompt you to begin the process of creating your Professional Profile.
- b. The site will walk you through a series of questions that captures information by each of the following domains:
 - i. Contact Information
 - ii. Education
 - iii. Career/Field Experience
 - iv. Desired Personal Attributes
 - v. Personal & Workplace Environment Preferences
 - vi. Current Work Environment



- vii. Rewards & Benefits
 - viii. Logistics
 - ix. Personal Attributes
 - x. Career / Job skills
 - xi. Opportunity Ranking & Requirement Factors
 - c. Once you complete your Professional Profile, the system will automatically assess each active Position Profiled on The Global Talent Exchange against the specific details in your Professional Profile to produce a percentage match. It will provide you with a list of Positions sorted by the highest matching percentage to the lowest on your personal Dashboard. The system will not show any opportunity with a match under 50% as these do not represent a good fit for what you are looking for to advance your career. Every time you log into the system your list of opportunities that have the highest match will be updated to reflect the active positions profiled on The Global Talent Exchange.
- iv. **How to evaluate opportunities**
 - a. To further evaluate a specific opportunity or opportunities from the your Dashboard, click on the blue button labeled “Position Profile Summary”, which brings up all of the necessary and available information about that specific opportunity to determine your initial interest.
- v. **How to “Express Interest” in a Position Profile**
 - a. When you identify a Position Profile that you are interested in you can express interest to the employers by checking the box in the interested column in the corresponding row with the position of interest. This allows the employer to see that all of your credentials anonymously and if they are interested to purchase your contact information. This prevents people from wasting your time as they will not buy your full profile (includes contact information) unless they are serious about you as a candidate.
- vi. **How to edit your Professional Profile**
 - a. You can edit your Professional Profile by clicking on the Edit Position Profile tab in the menu bar and clicking on the domain in the list on the left hand side of the page that represents the section you want to modify. You can change or modify your Professional Profile as often as you would like.
- vii. **How to Refer a Professional into The Global Talent Exchange**
 - a. Once registered and logged in the site you can click on the Referrals tab in the menu bar. Here is where you can refer new professionals and track whether they register and create a professional profile.
 - b. On your Referrals tab there will be a Professional Invite section. You will enter the first name, last name and email address in the applicable fields and click on the blue “Send Invitation” button. This will send an automated email to the Professional indicating that



they have been selected to move forward in the process and the next step is to register on The Global Talent Exchange and complete their Professional Profile. In the email there is a link and if they click on the link and register they become part of your Professional Network by that email address and you will be able to see how they match to your Position Profile(s).

***You are able to track all of your Professional referrals through the system in the Referral Tracker section of the Professionals Dashboard just under the Professional Invite section. It will also tell you how many times there profile has been purchased.

This concludes our How to Guide for Professionals. If you should have any questions please email us at Professionals@terratal.com. Again, we are excited that you are part of The Global Talent Exchange!!!!

Sincerely,

The TerraTal Executive Team