

HAYS HUB USER GUIDE

Hays Hub makes temporary working even easier.

Access jobs instantly

Receive and accept the latest job opportunities from anywhere, anytime.

Job information at your fingertips

A central hub for job assignment details, maps and real-time updates.

Manage your schedule

Update your availability, view your assignments and check-in easily with the Hays Hub app.

We're delighted to introduce you to a new way of working with Hays. This short guide explains what you need to know about Hays Hub.

- > [What is Hays Hub?](#)
- > [Get started with Hays Hub](#)
- > [How it works](#)

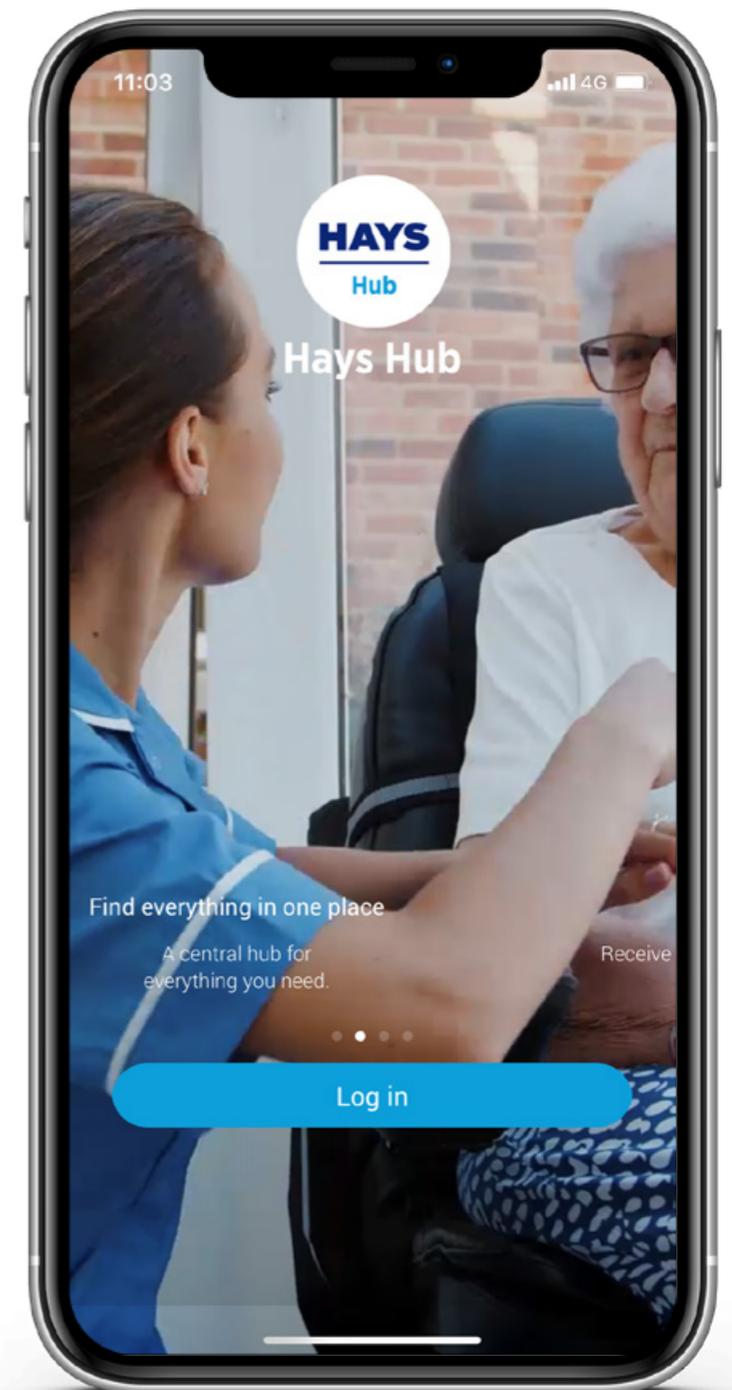


WHAT IS HAYS HUB?

Hays Hub is designed to make temporary working even easier. By downloading the app you will receive instant notifications of temporary positions from Hays, at a touch of a button. You'll save time while gaining access to temporary jobs faster than ever before.

With one click you can:

- Manage your work schedule all in one place
- Receive assignment information, including maps and requirements for new roles
- Send your Hays consultant real-time availability updates – letting us know when you're free to work
- Accept or decline roles



GET STARTED WITH HAYS HUB

Follow these three steps to get started:



First you need to register with Hays, by contacting your Hays consultant or local office, and complete our standard compliance checks.

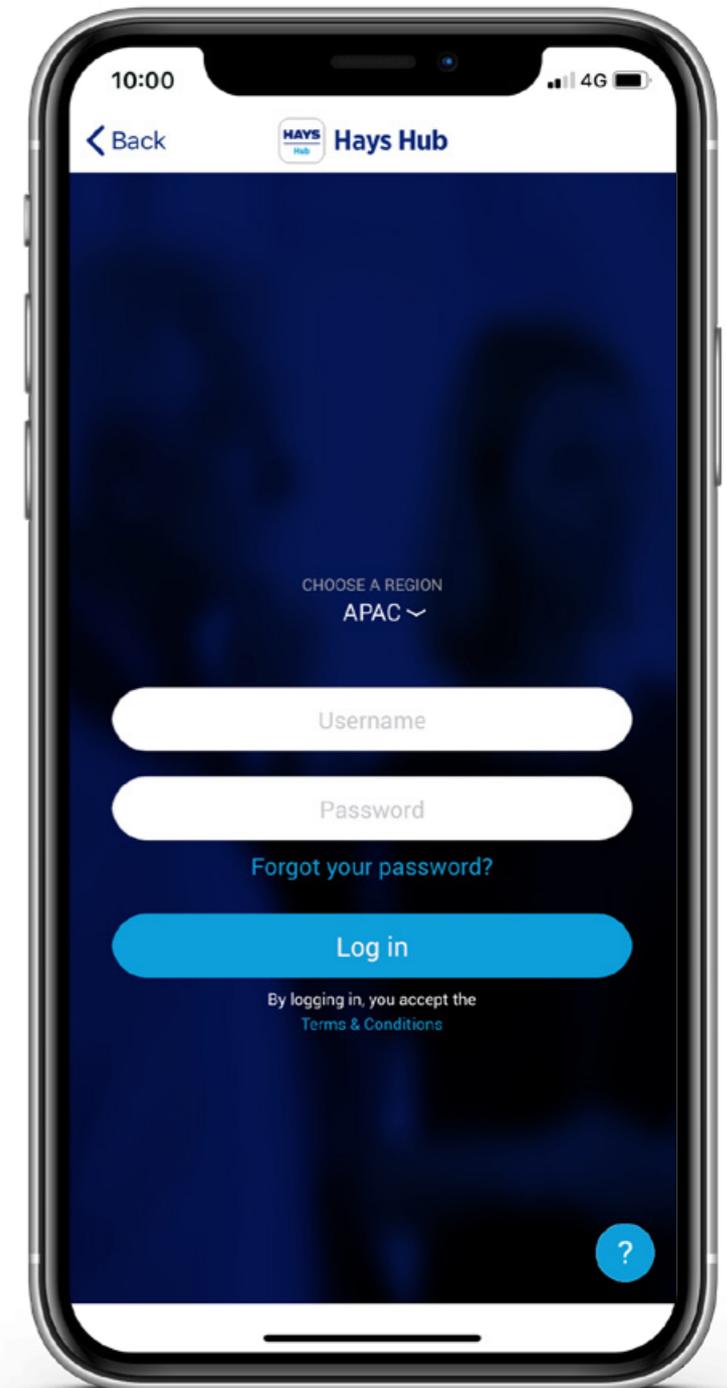


Following successful registration with Hays, we will provide you with details to set up your Hays Hub account. You will receive an email containing your username, login details, a link to set your password and links to download the app for iOS or Android.



When you first log in to the app, you will be asked to accept the terms and conditions and add a profile picture. The photo will be used to help verify you are the correct person for the placement with the organisation and will be seen by Hays staff and future organisations. Make sure you take a clear picture of your face with adequate light and a plain background.

The app has been designed to be very intuitive and easy to use, but if there are any questions please contact your Hays consultant.



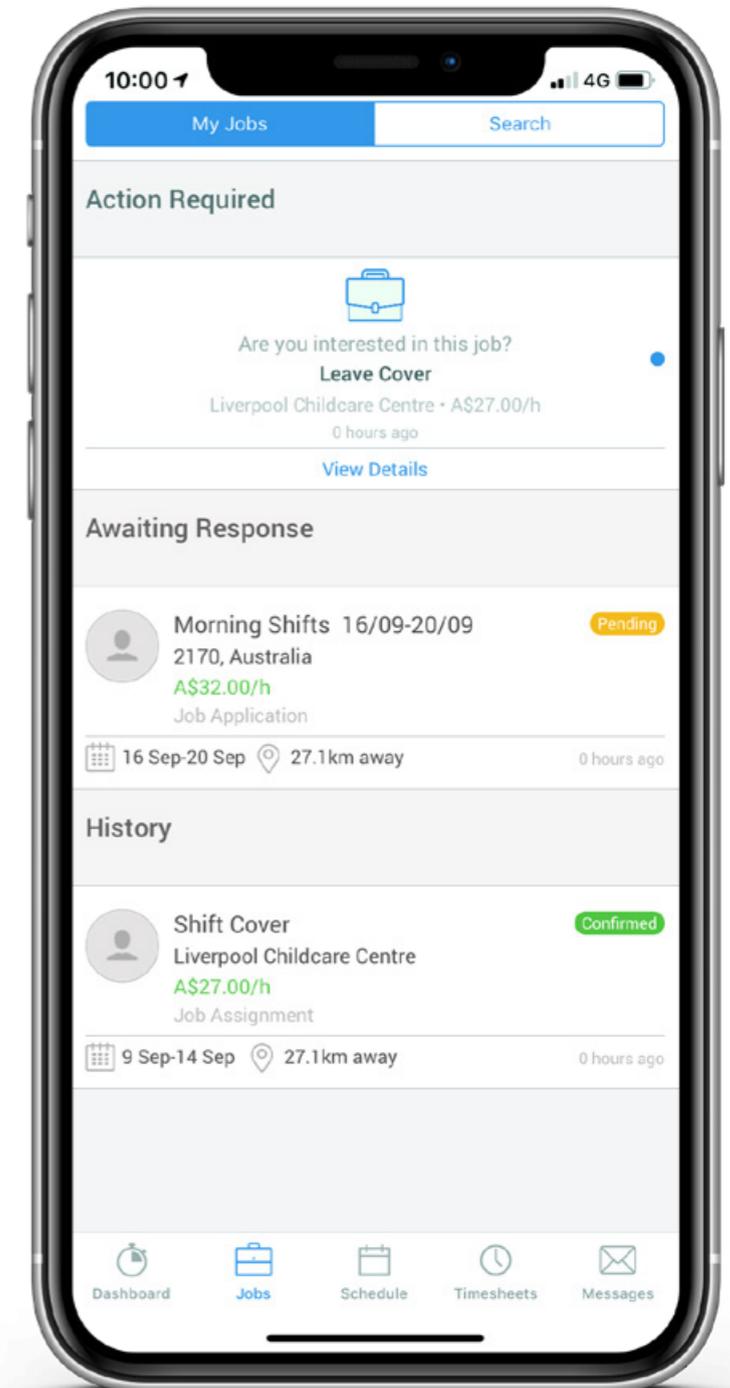
HOW IT WORKS JOB NOTIFICATIONS

You'll receive notifications of available temporary roles from Hays on your app or by email, according to your selected settings. When you click on the notification you'll be taken to your app messages where you can review the job details.

Your job notifications are all available in the Jobs section. From here, you will be able to view the job description, location, shift time(s) and date(s) and other relevant information.

With one click you can notify Hays if you are interested in the role.

- If your response was 'Yes, I'm interested' the job status will change to 'Pending' until your consultant confirms if you are successful or 'Expired' if the maximum number of applications has already been received.
 - You will then receive a second notification to confirm the assignment if you are successful. You will need to click 'Got it' to confirm.
 - If you are unsuccessful, the app will update the job to 'Cancelled' and you will need to click 'Got it' to confirm, and hide the job.
- If your response was 'Not interested', the job will update to 'Not Interested' in your job history.



HOW IT WORKS AVAILABILITY FOR WORK

- You will automatically be made available until you let us know otherwise. You are able to send your Hays consultant real-time availability updates, letting us know which days you're free to work.
- To update your availability, select the relevant day on the calendar and use the slider tool to indicate if you are not available to work. If you are only available for a set period of time on a particular day, you can select the time you are free to work.
- You can also let us know of ongoing shift patterns that re-occur every week using the  icon. For example, if you can only work Friday mornings, you would set weekly availability on a Friday to 07.00-12.00 and this would reflect across the year.

We will continually innovate and update Hays Hub to ensure it works best for you. If you have any feedback or would like to learn about upcoming features, speak to your Hays consultant.

For more information about Hays Hub, or if you have further questions, please contact your Hays consultant or visit hays.com.au/hays-hub-app.

