

HAYS HUB USER GUIDE

The Hays Hub makes temporary working even easier.

Find everything in one place

A central hub for everything you need.

Access jobs instantly

Receive and accept temporary assignments anywhere and at anytime.

Manage your schedule

Advise of your availability and view your assignments with one click.

We are delighted to introduce you to a new way of engaging with Hays. This short guide explains what you need to know about the Hays Hub.

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

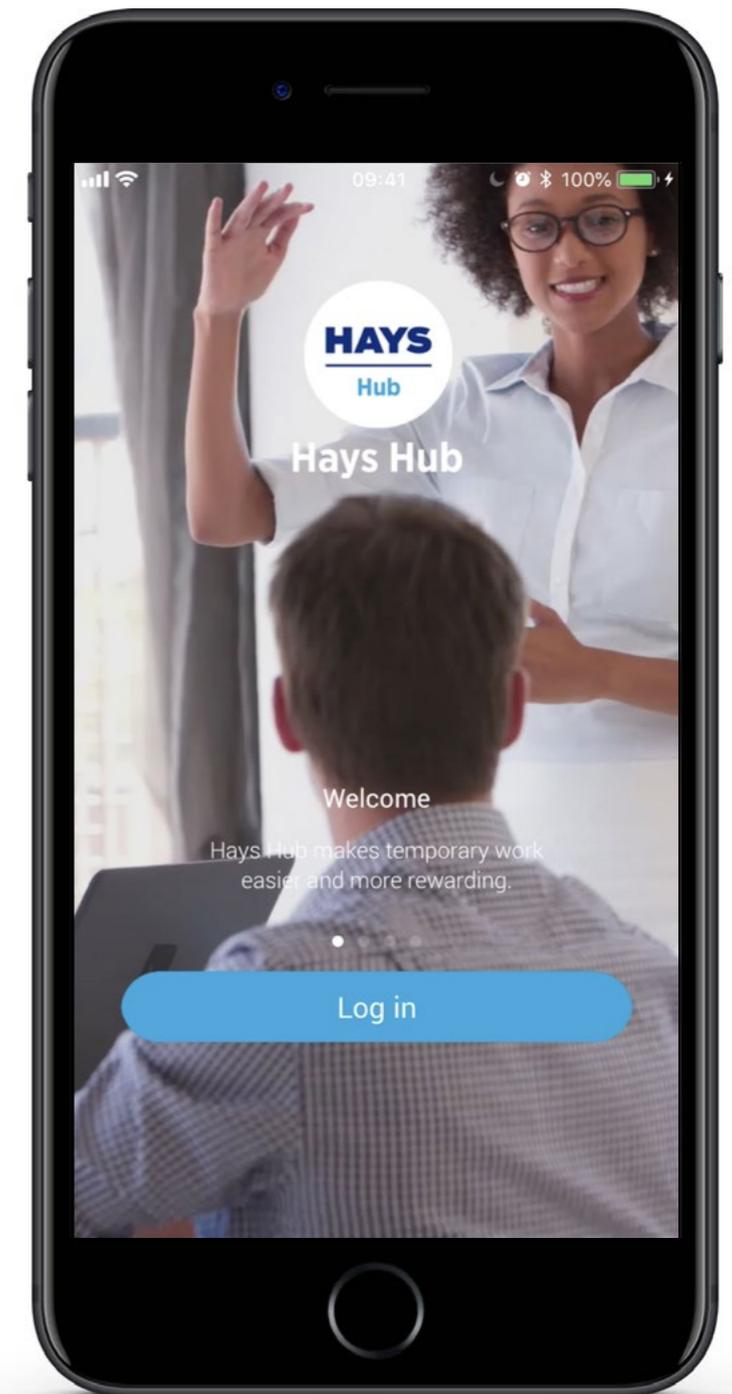


WHAT IS THE HAYS HUB?

The 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 are free to work
- Accept or reject roles

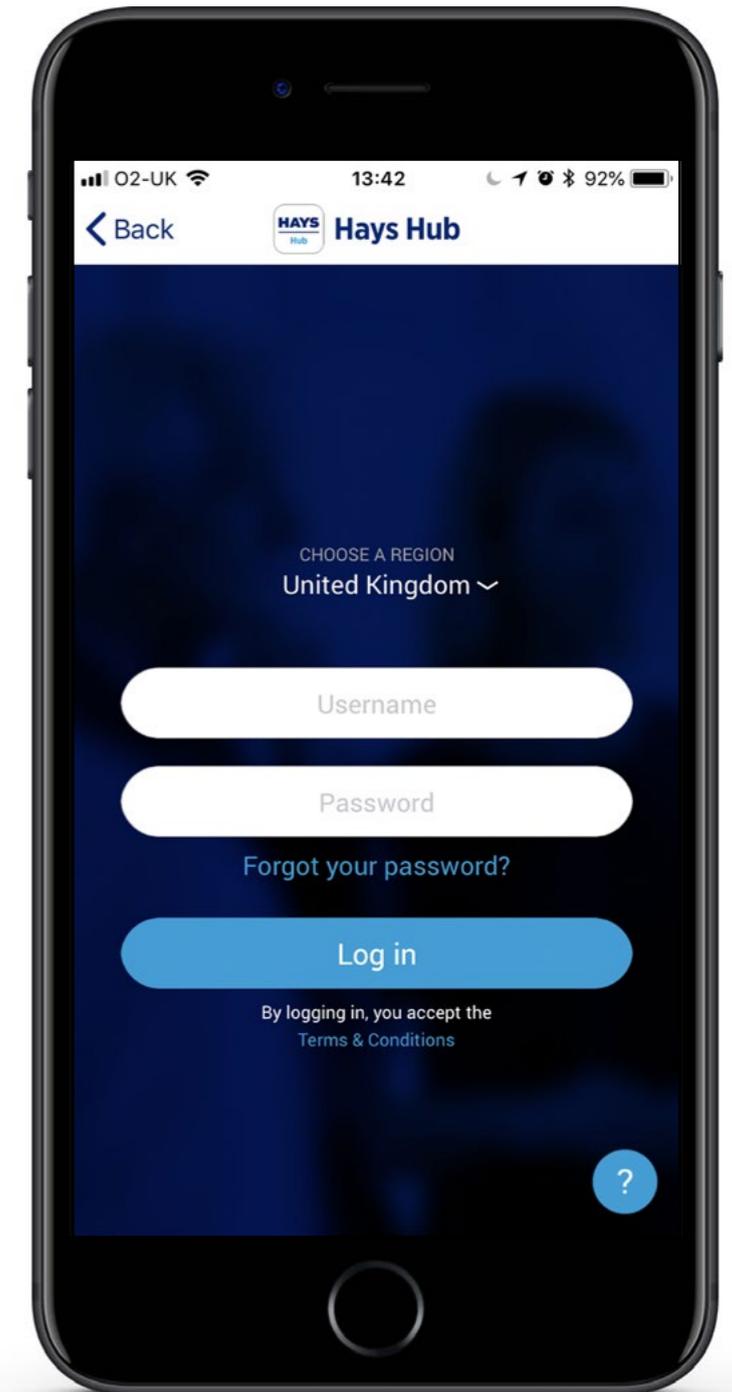


GET STARTED WITH THE HAYS HUB

First you need to register with Hays and complete our standard vetting checks. Following successful registration, we will register you with the Hays Hub. You will receive an email containing your username, login details and a link to set your password, plus 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.



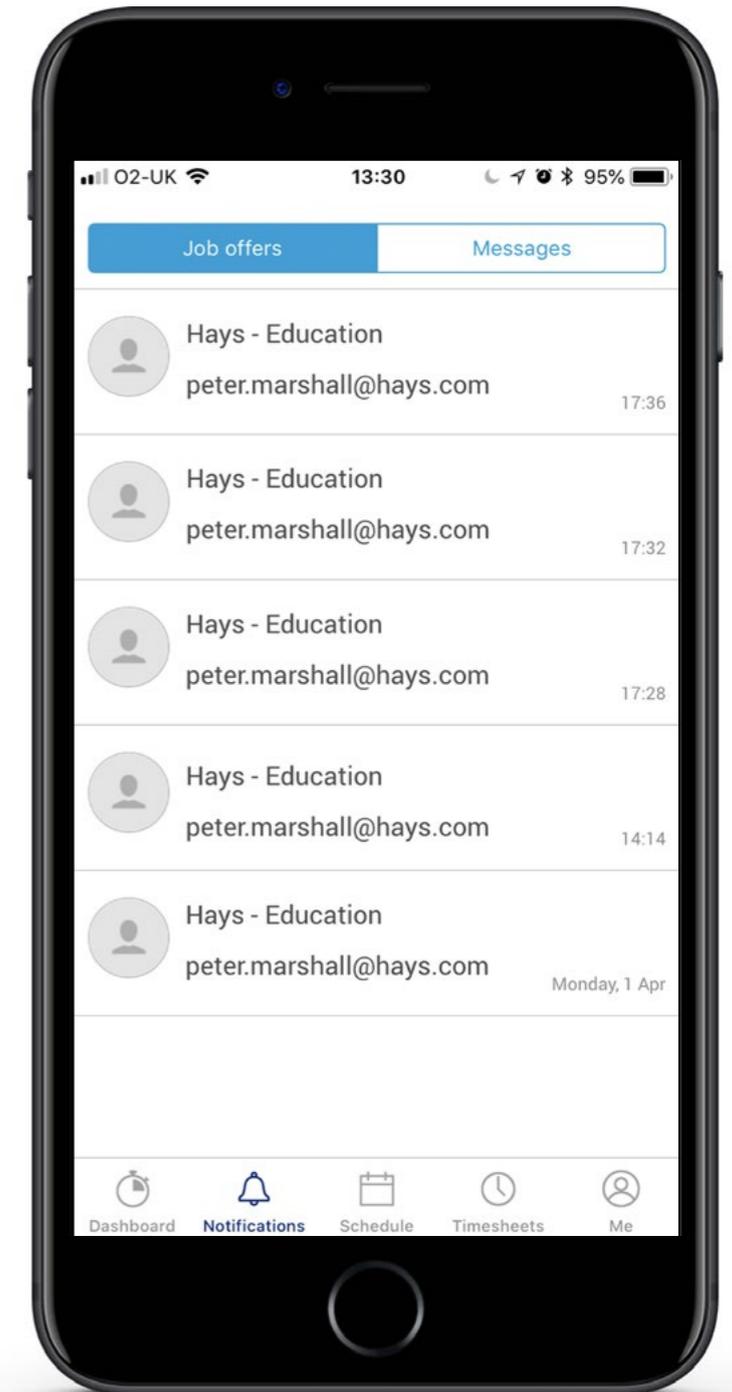
HOW IT WORKS

Job notifications

Going forward 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. You'll be given information on where the job is, the address, what time(s) and day(s) relate to your assignments and any other related information.

With one click you can 'accept' or 'decline' this job offer. You can write a message along with your response if you want. The job then disappears from the screen. If your response was 'accept', you'll see the job on the assignments screen where you'll be provided with details of the role along with a map.

If you 'decline' the job, your next action screen will say 'available now', allowing for other jobs to be sent to you.



HOW IT WORKS – continued

Availability for work

You will automatically be made available until you let us know otherwise by updating the app with the click of a button. You are able to send your Hays consultant real-time availability updates, letting us know which days you are free to work.

This can be done by selecting the relevant day on the calendar and using the slider tool to state you are not available to work. If you are not available on individual days for a set period of time, you can select the relevant 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.

The Hays Hub is designed and operated by TempBuddy, a third party technology provider engaged by Hays. We will be continually innovating and updating the app 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 the Hays Hub, or if you have further questions, please contact your Hays consultant or visit hays.co.uk/hays-hub-app

