

## A GUIDE TO GETTING STARTED FOR

# TALENT MEMBERS

Congratulations! You've been accepted into the Elite Talent community. Below is a brief guide to help you get set-up for success within Elite Talent and how to get the most from your membership.

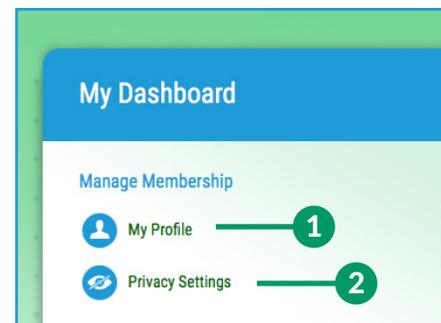
### Crucial First Steps

As confidentiality is key within Elite Talent, talent member profiles are initially set to the highest level of confidentiality by default. This is great to maintain your confidentiality, but also means that employers are unable to find you. We understand that everyone's comfort level when it comes to confidentiality will be slightly different and therefore offer a variety of settings to adjust your confidentiality based on your needs.

### Step 1 - Visit My Profile

While this was completed during the registration process, it is good to review and complete/update any fields you feel necessary. Be sure to save your updates.

Based on how confidential you'd like to remain, pay close attention to Education, Summary of Expertise and Employment History. Examples can be found here.



### Step 2 - Adjust Privacy Settings

As mentioned, your profile is very secure right now and will not allow employers to find or engage with you. Adjust your settings to your comfort level.

- **Highest Level of Confidentiality:** This may be where your comfort level lies at this point. You can still explore the community and reach out to employers in a confidential manner if you so choose.
- **Confidentiality with Employer Engagement:** If you'd like employers to be able to find and engage with you in an anonymous manner, you can do so by adjusting your Profile Type/Visibility to Public or Custom, but leaving your Profile Mode to Confidential.
- **Open Exploring:** If confidentiality is not as much of a concern, you can make your Profile Type/Visibility Public and your Profile Mode to Open.

A full explanation on these privacy settings can be found on your Privacy Settings page. The following is a brief overview:

**Profile Type/Visibility:** Controlled under Privacy Settings, this option allows you control over which employers are able to find your profile within the platform. Select from:

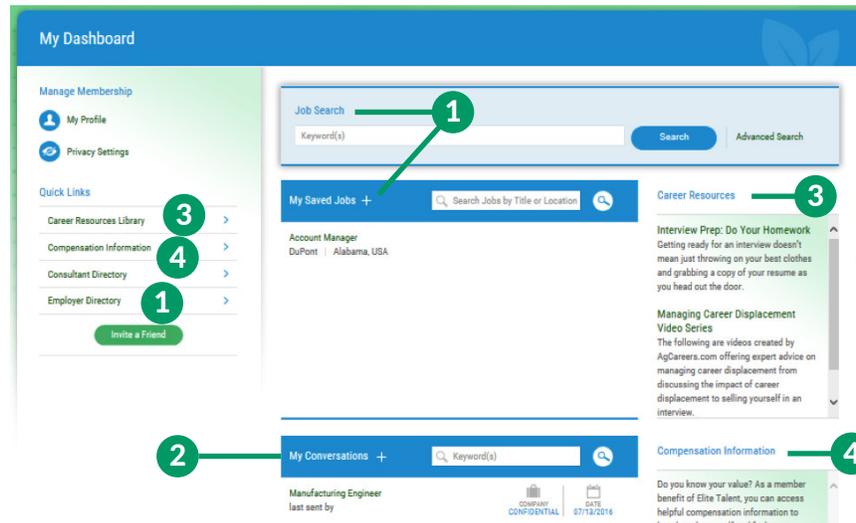
- **Public:** Visible to all employers when they search
- **Custom:** Allows you to select which employers can find your profile; notifications will be sent as new employers are added
- **Private:** Will not be visible to any employers that search for talent

**Profile Mode:** Also controlled under Privacy Settings, this option determines which information from your profile will be shared with the employer. Select from:

- **Open:** In an open profile mode, an employer that engages with you will see your contact name, information and resume (if available).
- **Confidential:** In a confidential profile mode, an employer that engages with you will see no personal identity information. Things like areas of interest, positions held, and sectors of specialty will be shared. Look for helpful information in building a confidential profile during account registration.

## Maximizing ELITE TALENT

You can now begin to use Elite Talent! The level engagement that employers have with you is dependent on your privacy settings, however you can begin to explore career opportunities and reach out to employers regardless of your privacy settings. Here are 4 key areas to check out within Elite Talent that can all be navigated to through your personal homepage.



### 1. Job Search/My Saved Jobs

- Quickly search for jobs by keyword or conduct an Advanced search. Career opportunities can also be located by employer, by clicking on Employer Directory in the Quick Links menu.
- Jobs are easy to save, apply to or as an access point to begin a conversation with an employer.
- Your profile makes applying very streamlined\* and your personal dashboard will help you keep track of your activity

*Note: some employers require candidates to apply through their online system. You will be notified and redirected from Elite Talent in order to do so.*

### 2. My Conversations

- Conversations (or engagements) are what makes Elite Talent unique. Talent members may start conversations with employers relative to a particular job or as a general inquiry.
- The conversation platform provides yet another level of confidentiality regardless of your overall privacy settings and allows members to communicate in Open or Confidential mode.
- Conversations are a great way to dig a little deeper and explore opportunities in a private manner.

### 3. Career Resources Library

- The Career Resource Library gives experience professionals, who may be a little out of practice when it comes to career transitioning, a variety of resources to navigate the journey.

### 4. Compensation Information

- This valuable tool provides Elite Talent members the opportunity to explore realistic agriculture industry salary data derived from AgCareers.com's Compensation Benchmark Review™.
- Members are allowed to run two reports annually due to the proprietary nature of this data. Reports selected will be available to view throughout the year.