

## 5 FAQs posted on website

### **How do I sign up?**

*You can sign up [here](#). Once signed up you will receive two emails. The first one will ask you to verify your email address. The second one is sent once your account have been approved by the administrator.*

### **How do I submit a candidate?**

*You have to accept the job posting on RNR. Then you will be able to submit your candidate by entering their personal details and upload their resume. Once uploaded, your candidate will receive an email which asks them to accept the submission. Also, RNR's innovative technology will prevent duplicate candidates from being submitted. It works on a first come, first served basis. Duplicate candidates will automatically be rejected.*

### **I have a question about the job posting, how do I contact the employer?**

*You can ask the employer a question using the chat feature on RNR. A private message will be sent to the employer.*

### **Do I have to meet targets or place a minimum amount of candidates?**

*No, this is entirely up to you. You can use RNR as much or as little as you wish.*

### **When and how will I get paid?**

*You will be paid the recruiter fee during the first 30 days from the candidates start date. You'll be paid via direct deposit, postal check or PayPal. One of our account managers will be in touch to arrange payment.*

## Other Questions

### **How many candidates can I submit per job posting?**

*You can submit as many suitable pre-screened candidates as you wish.*

### **What happens after I submit a candidate?**

*Once submitted, your candidate will receive an email asking them to accept the submission. Once they accept this email, the resume is sent to the employer. They will shortlist the candidates and request interviews if necessary. You will see the candidates progress on your RNR account.*

### **What happens if I submit the same candidate as another recruiter?**

*RNR's innovative technology will reject duplicate candidates. This is done on a first come first served basis.*

### **How do I dispute an issue with candidate ownership?**

*The recruiter who first submits the candidate has ownership of the candidate. RNR rejects duplicate candidates submitted by another recruiter.*

### **Why was my candidate rejected?**

*It could be several reasons. Their resume does not meet the job description, some information was missing, another candidate was chosen etc.*

### **What is the recruiter fee?**

*The recruiter fee is a percentage of the salary. This is clearly displayed next to each job posting in CAD.*

### **Can I sign up if I am working with another agency?**

*It depends on your existing contract with your agency. However, all RNR roles are exclusive so your agency can sign up and use the platform too.*

**Do I receive a notification when a new position is listed?**

*Yes, you will receive a notification via email.*

**What happens if my candidate does not fulfil the contract within their first 3 months?**

*You will have to find a suitable replacement candidate for the client.*

**Do I manage my candidate after I have submitted them?**

*The employer will conduct their own interviews. However, you will be involved in arranging the interview time with the candidate and getting the candidate to sign the job offer letter if they are successful. You will be able to track your candidate's progress on RNR.*

**Who does the reference check?**

*The reference check is conducted by the recruiter.*

**Do I receive a notification when a new position is listed?**

*Yes, you will receive a notification via email.*

**Where are the active positions based?**

*At this moment, the active roles are primarily Vancouver based. However, going forward we are reaching out to employers across Canada.*

**What happens when the role is filled?**

*When a role is filled, we will let all the recruiters know via email. The job posting is removed from RNR. All job postings on the site are active.*

**Do you cover other fees incurred such as phone bill or premium LinkedIn account?**

*No, any fees associated with sourcing candidates are paid by the recruiter.*

**Where are you registered?**

*We are registered in Yaletown, Vancouver.*

**Who am I representing?**

*You sign up to RNR as an independent recruiter or as part of a recruitment agency, so you are representing yourself/your firm. RNR is a technology platform so you are using our service as a Business Development resource.*

**Will any favour be given to recruiters who continuously place successful candidates?**

*This is a feature that is in the pipeline, watch this space.*

**Will I receive a contract when I join RNR?**

*No, when you sign up you will view the terms and conditions. You are self employed, so no contract is issued by RNR.*

**Can I say I work at RNR on my LinkedIn profile?**

*Yes, you may want to add RNR as your current position as a Independent/Freelance Recruiter. This is optional and entirely up to you.*

**Can I post job adverts for open vacancies?**

*Yes, you may post job adverts as you wish. Please refrain from including the company name in any public posts.*

**Can I use the Recruit N Refer logo?**

*No, we do not advise you to use our logo on any documents or posts. As multiple recruiters can work alongside you on RNR, you could be advertising your competition.*

**How many recruiters on an average would be working on a position and do we get to know about that?**

*Currently, this information is not available. All recruiters can work on all positions. It is a feature that we are looking at adding in the future.*

**Do I need to be a registered business?**

*To receive the recruiter fee, you do need to be a registered business. You can sign up and register your business at a later date.*

**I'm in the USA, can I sign up to RNR?**

*Yes, as long as you are a registered business.*

**I have another question that is not listed on the FAQs, what do I do?**

*You can contact us via the [website](#), email ([info@recruitnrefer.ca](mailto:info@recruitnrefer.ca)) and any of our social media platforms ([Instagram](#)/[LinkedIn](#)).*