



Emapta Talent Marketplace

USER GUIDE

JULY 2025

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Introduction & Overview

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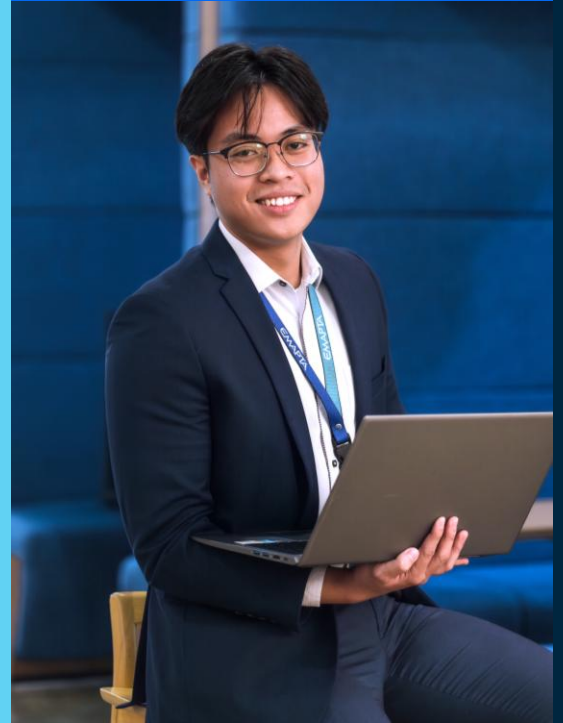
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Introduction & Overview

Emapta[™]



What is Emapta Talent Marketplace?

A comprehensive platform designed to transform your talent acquisition experience with powerful search capabilities and transparent hiring processes.

360° Talent Profiles	Access comprehensive candidate information with vetted candidate profiles complete with talent introductory videos, recruiter notes and Q&As
Intelligent Search	Find the right talent quickly with intelligent search and filtering tools
Transparent Process	Gain visibility into every step of the hiring journey
Reduced Time-to-Hire	Streamline transitions and accelerate your hiring process

PLATFORM VISION

"Transforming talent acquisition, talent search and the talent recruitment experience"



The platform is continuously evolving with new features and improvements based on your feedback and industry best practices.

Accessing Emapta Talent Marketplace

1 If you have an Emapta Account

You can simply login using your existing credentials through the link provided below.

2 If you don't have an Emapta Account

You will receive an email from Emapta with an invitation to create an Emapta account and instructions to setup your credentials.

3 Access the Platform

Log in at <https://talentmarketplace.emapta.com/>



Bookmark the login page for quick access to your talent marketplace

USER ROLES AVAILABLE TO YOU

Decision Maker

Full access to create job requests, view and approve service proposals

Hiring Manager

Access to create job requests and manage the hiring process

SECURITY FEATURES

Multi-Factor Authentication

Enhanced security for your account

Secure Access Controls

Role-based permissions for appropriate access

Understanding the Interface

The Emapta Talent Marketplace platform is organized into three main sections for easy navigation and efficient talent management.

Marketplace

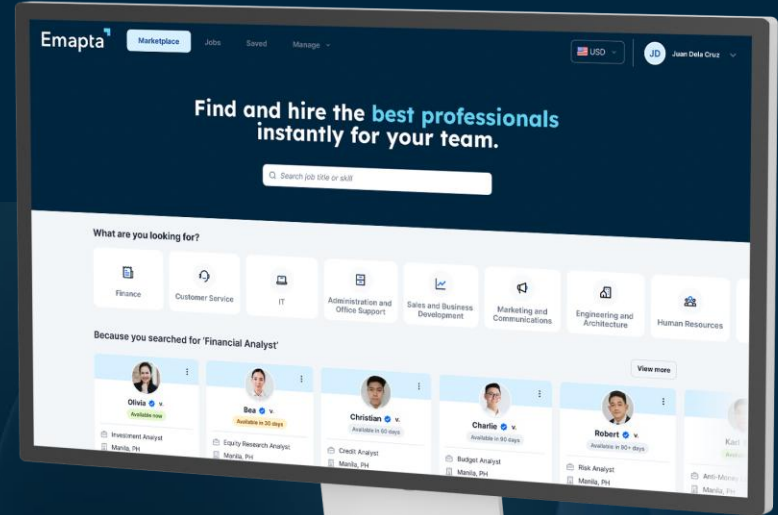
Browse and search for available talent with comprehensive filtering options

Jobs

Create and manage job requests and track candidates through the hiring pipeline

Saved Lists

Access your saved talent lists and organize candidates by project or role



Main Navigation Bar



The main navigation bar remains consistent throughout the platform for easy access to all sections.



Search Bar
Quick keyword search



Marketplace
Browse candidates



Currency Filter
Change your currency



Profile
Account settings

Finding & Evaluating Talent

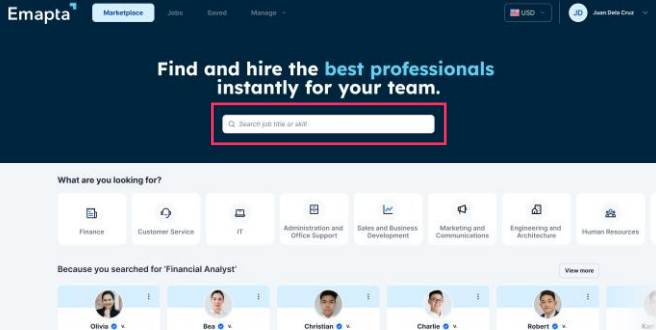
Emapta[™]



Searching for the Right Talent

The Marketplace provides multiple ways to find the perfect candidates for your needs:

Marketplace Search



Job Categories

Find and hire the **best professionals** instantly for your team.

Search job title or skill

Keyword Search

Use the search bar to find talent by job title or by skills

Browse by Category

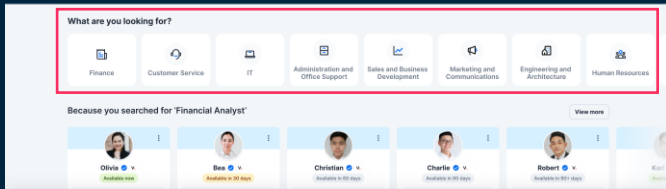
Explore talent by job categories such as Finance, IT, Customer Service, and more

Recent Searches

Quickly access your previous search queries for consistent hiring needs

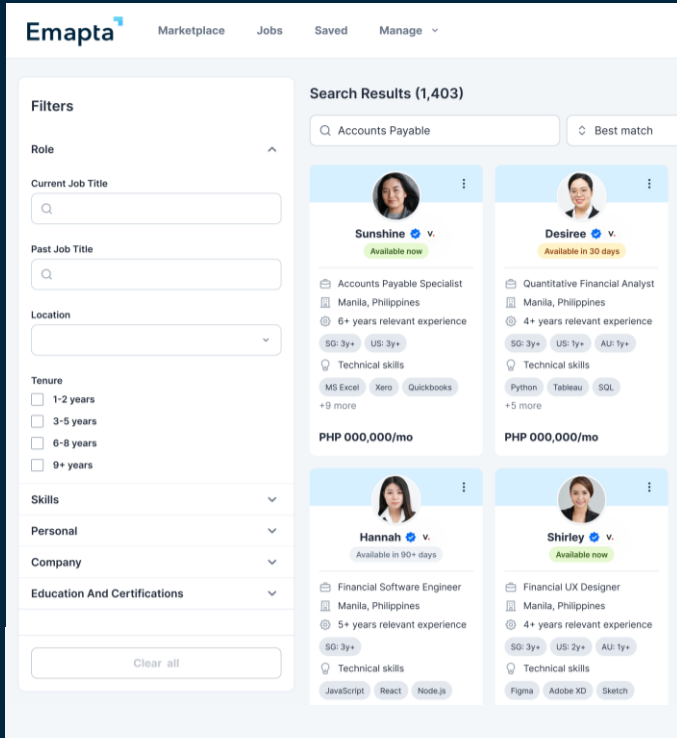


Be specific with your keywords to find the most relevant candidates. Try using specific skills or certifications.



Refine Your Talent Search

Use our powerful filtering options to narrow down your search and find the perfect candidates that match your specific requirements.



Role & Experience

- Current Job Title
- Post Job Title
- Tenure
- Industry
- Global Experience

Skills & Qualifications

- Technical Skills
- Soft Skills
- English Proficiency
- Education
- Certifications

Availability & Preferences

- Availability
- Work Preference
- Location

How to Use Advanced Filters

- You can see "Filters" on the left-hand side of the search results page
- Select your desired filter categories from the panel

Combine multiple filters for more precise results but avoid over-filtering which may exclude qualified candidates.

Emapta Vetted Comprehensive Profiles

Summary | Details | Interview Q&A

Introduction Video

Talent Introduction

5:07 / 15:28

Relevant Experience Per Country

- US 4 years
- AU 2 years

Skill Highlights

Technical Skills

- AWS (Amazon Web Services)
- Docker
- Elasticsearch
- GitLab CI/CD
- +9 skills

Soft Skills

- Adaptability
- Collaboration
- Communication
- Creativity
- Critical Thinking
- +7 skills

Professional Summary

- Christian is a Senior iOS Developer with over 5 years of experience building and maintaining high-quality mobile applications for various industries, including e-commerce and finance.
- For the past 2 years, he led the development of a major mobile app for a US-based client, overseeing the full app lifecycle from design to deployment, resulting in a 40% increase in user engagement.
- Christian has been a key contributor to optimizing app performance, reducing load times by 30%, and implementing advanced features like push notifications, offline functionality, and in-app purchases.
- As a team lead, he mentored junior developers and facilitated code reviews to maintain coding standards and best practices.
- His technical expertise includes Swift, Objective-C, Xcode, Core Data, and integration with RESTful APIs, along with strong problem-solving and communication skills that enable effective collaboration with cross-functional teams.

Professional & Education Background

Detailed work history, role descriptions, professional achievements and academic background.

Technical & Soft Skills

List of technical and soft skills vetted by the Emapta recruitment team

Introduction Videos

Short introductory videos to assess candidate qualifications and cultural fit for your organization.

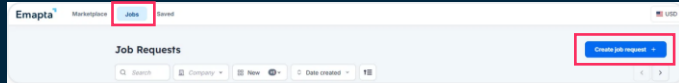
Interview Q&As

Complete Questions & Answers on candidates' background and the role captured by recruiters during vetting.

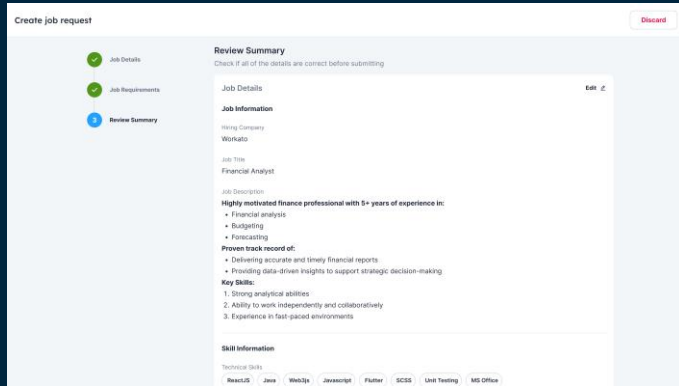


Click on Q&A tab to see detailed questions & answers on candidate background and role specific questions.

Step-by-Step Process



Job Requests Page



Review Summary Page

1 Navigate to Jobs

From the main navigation, click on "Jobs" to access the job requests page

2 Create New Request

Click the "Create job request" button in the upper right corner

3 Fill Job Details

Complete the required fields

4 Add Requirements

Specify job requirements

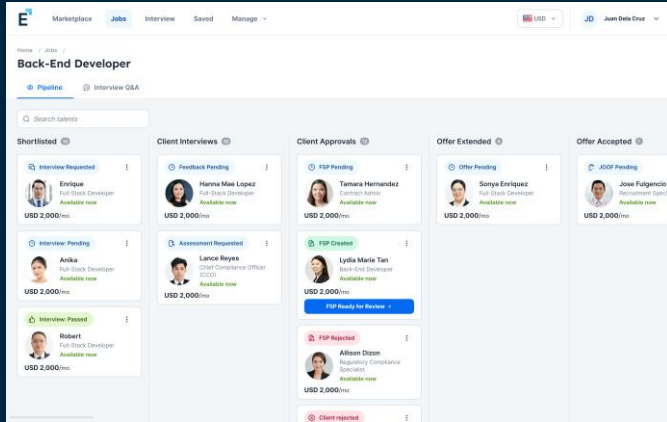
5 Review & Submit

Review all details and click "Submit" to create your job request



If you'd prefer to let your CXM handle the job creation, you can simply reach out to them as usual for white glove service.

Key Stages in Hiring Process



Talent Pipeline View

Shortlisted

Candidates who match your job requirements and are ready for initial evaluation

Interview Requested

Assessment Requested

Interview: *Status*

Client Interviews

Candidates who are actively being interviewed by your team

Feedback Pending

Proposal Requested

Client Approvals

Candidates awaiting final review and service proposal approval

FSP Pending

FSP
CreatedFSP
Rejected

Offer Extended

Candidates who have been approved and are in the final hiring stages

Offer Pending

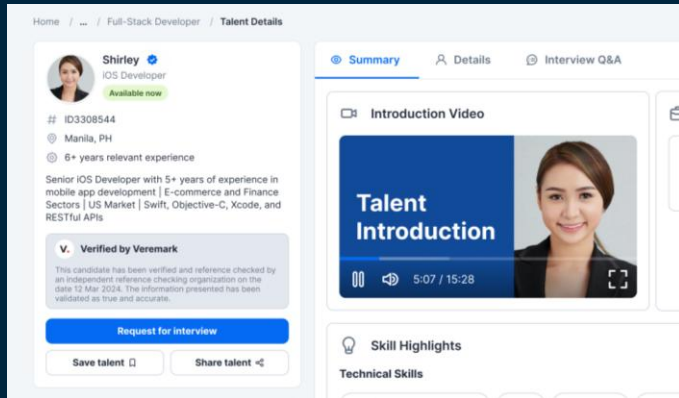
Offer Sent

Offer Rejected



Click on any candidate card in the pipeline to see detailed status information and available actions for that stage.

How to Request Candidate Interviews



Interview Request Process

What Happens Next?

Notification Sent

An email notification is sent to the recruitment team to coordinate the interview.

Scheduling

The recruitment team will coordinate a suitable interview time between you and the candidate.

Status Update

The candidate's status in your job pipeline will be updated based on your feedback.

- ### Navigate to Talent Profile

From the Marketplace or search results, click on a talent card to view their full profile.
- ### Request an Interview

Click the **"Request for interview"** button in the left part of the profile page.
- ### Select Job Position

Choose the relevant job from your active job listings that you want to interview the candidate for.

Note: Only jobs with status "New," "In Progress," or "Partially Fulfilled" will be shown.
- ### Confirm Request

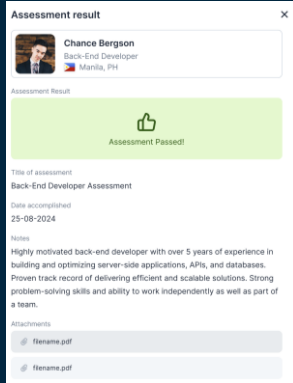
Click the **"Confirm"** button to submit your interview request. The talent will appear in your job pipeline under "Shortlisted" with "Interview Requested" status.



Use the share talent feature to quickly loop in colleagues and get their feedback.

Understanding Candidate Assessments

Assessments provide an objective evaluation of candidates' skills and abilities, helping you make informed hiring decisions.



Request Assessment Interface

Assessment Status Indicators

Assessment: Passed

Candidate has successfully completed the assessment

Assessment: Requested

Assessment has been requested and is in progress

Assessment: Failed

Candidate did not meet the required assessment criteria

Standard Vetting

All candidates undergo an Emapta vetting & evaluations process relevant to their role before being presented in the Marketplace.

Custom Assessment Request

Request specific skill evaluations tailored to your unique requirements.

 Request Assessment

Assessment Results

View comprehensive reports on candidate performance with detailed feedback.

 View Results

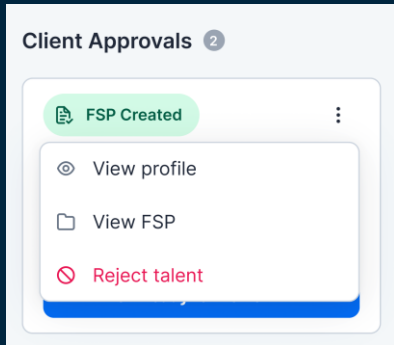
Informed Decision Making

Use assessment data alongside interviews and profile information to select the best candidates.



Request assessments early in the hiring process to efficiently filter candidates before investing time in interviews.

Managing Service Proposals



Service Proposal Review Screen

FSP Approval Process

What's Included

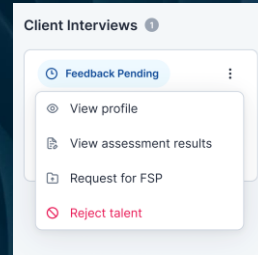
An email notification is sent to the recruitment team to coordinate the interview.

Who Can Approve

Decision Makers have full approval rights

Request Service Proposal

After interviewing a candidate, request a service proposal from their profile if you'd like to move forward with them.



Review Proposal Details

When ready, click "View Proposal" to review all details.



Approve or Reject

After reviewing, approve to move forward or reject with feedback.



When rejecting, provide specific feedback to help find a better match.

We Are Here to Help

Your Client Experience Manager

Your primary point of contact for strategic guidance, platform optimization, job requests, and escalated issues

Knowledgebase

Comprehensive user guides, demo video, and FAQs

Training Sessions

If you'd like a training session for your company please feel free to reach out to your CXM and we will be happy to walk you through the platform and answer any questions you may have.

Contact Methods



Email Support
(Mondays to Fridays, 24/5)

helpme@emapta.com



Support via your
CXM/Growth
Contact



Check out the video demo shared with you for a crash course on the platform. Reach out to your dedicated CXM to arrange a individual training session from the product team.