

## HIRE Strategies Avionte 24/7 Guide

**Register**

Add Photo

This is used to help identify you. Please use an accurate photograph.

PERSONAL INFORMATION

Username

Password

First Name

Last Name

Gender

### How to register for work in the app:

1. On your Android or iOS device, download the \*Avionte 24/7\* app from the Google Play or App Store.
2. Once you have loaded the app, select the 'Worker Registration' button on the bottom of the first page.
3. From here, you will answer each of the subsequent questions relevant to your qualifications and contact information.
4. Note that the address you enter and '*Distance you are willing to travel for work*' fields will have an effect on how many jobs you will qualify for. Answer honestly with as far as you'd be willing to travel but keep in mind that a larger distance will likely help you to qualify for more jobs.
5. Once you have completed the required fields with truthful information, press 'Submit' on the last page to have your registration submitted for review.
6. You will have a banner in your app that reads 'Awaiting Verification' until we have reviewed your application. You may be required to complete additional forms, interviews, or compliance tests before being approved for work. If you have any questions about your verification status, please contact HIRE Strategies at (919) 615-3105.
7. Once your application is approved, the 'Awaiting Verification' banner will be removed, and you will become eligible to receive work appropriate to your skills and proximity to job sites requesting workers.

**WorkN**

AVAILABLE SHIFTS

20+ 2

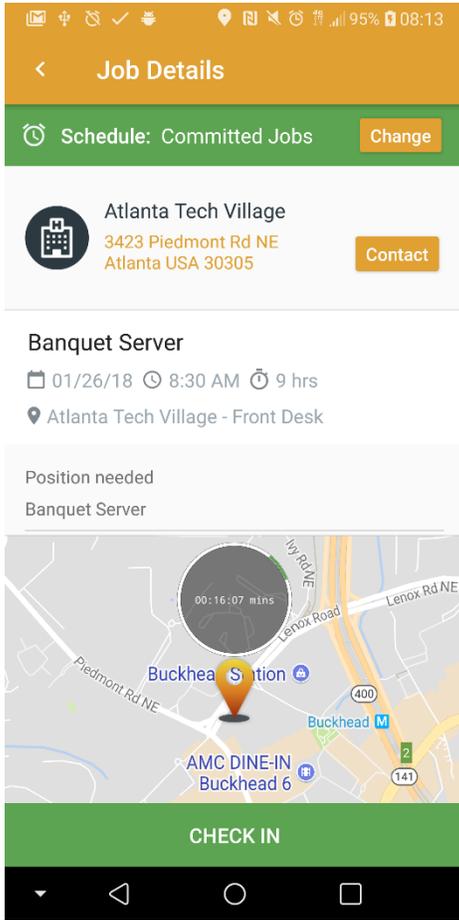
SHOW ALL

**Administrative**  
04/04/17 4:00 AM 9 hrs  
Test  
Response Time **18:24:12 hrs**

**Chef**  
04/04/17 11:00 AM 9 hrs  
atv  
Response Time **21:41:12 hrs**

### How to receive and accept jobs:

1. Most importantly, make sure that your contact info (email and phone #) are correct on your profile page and that you have enabled the permission for app notifications (this is asked when you first sign up). Email and push notifications from the app will be your primary way of being notified of available work.
2. When a job request is submitted, you will be notified by the app (first) and immediately after by email.
3. Click on the notification or view your 'Available Shifts' page in the app to see details about the job.
4. From here, you can review job details and even preview direction to the job site before pressing 'Accept' to claim the shift. Sometimes, another worker may accept the shift before you - this will remove the shift from your app and you will no longer be able to accept the job. Do not worry though, another job should become available soon once an employer has requested a need for workers.



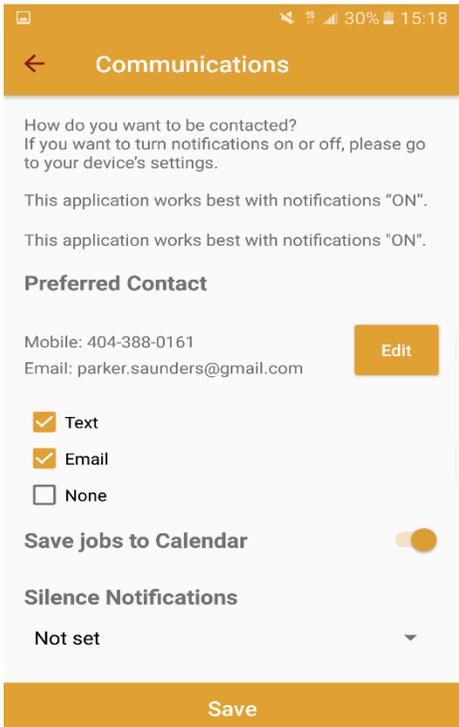
**How to cancel a shift you've accepted:**

If you have accepted a shift through the app, you may run into emergency circumstances where you need to cancel. If you are canceling a shift at the last minute, you should contact the employer directly by tapping the shift and pressing the 'Contact' button.

1. To cancel you shift and request a replacement, you must first tap on the shift you need to cancel.
2. Once viewing the shift details, you should see a button called either 'Change' or 'Replace Me'. Tap this button.
3. You will receive an alert letting you know that you are canceling your shift and are requesting a replacement.
4. Once you press OK on this alert, you will have dismissed the shift and the shift will be removed from your calendar (in the app and on your device).

**How to update your profile:**

1. In the Settings menu in the app, select 'Profile' to access your profile information. This info will be the same as the info you submitted when you registered on the app.
2. Only certain fields can be updated directly from the app; certain critical fields such as your skills may require you to contact \*the staffing company\* to update your profile information.



**How to update your communication preferences:**

1. In the Settings menu in the app, select 'Communications' to access communication preferences.
2. On this page, you can update your info and preferred contact methods.
3. You can also silence push notifications for a certain amount of time if desired.
4. Lastly, this page gives you permission to toggle whether you would like your work to automatically hold a spot on your native calendar (typically Google Calendar or Apple calendar) for work you accept. We HIGHLY recommend turning this setting on to stay organized and receive calendar reminders about scheduled work.