

OPERATING REGULATIONS

WEBSITE PROVIDING E-COMMERCE SERVICES – TALENTAXIS

I. General principles

1. Purpose of operation

- TalentAxis is an online space that helps Employers more easily manage candidate profiles and optimize the recruitment process.
- It is an online tool with integrated AI support and automated processes, helping Employers save time in processing profiles, accelerate recruitment speed, enhance user experience, and contribute to shaping the modern human-resources sector of Vietnam.
- TalentAxis helps Candidates access job information posted by Employers, and enables them to create CVs, upload CVs, and apply.

2. Operating principles

- Comply with the relevant provisions of the laws of the State of Vietnam.
- Build, develop, and ensure a civilized and healthy online environment.
- Place the interests of consumers first.
- Comply with the rules on the confidentiality of users' personal information.

3. Website access addresses for each category of user

- Address for buyers: jobs.talentaxis.ai
- Address for sellers: talentaxis.ai (with subdomains pointing to the website: talentaxis.vn, app.talentaxis.ai, hire.talentaxis.ai, and jobs.talentaxis.ai)

II. General provisions

- The website providing e-commerce trading platform services, talentaxis.ai (with subdomains pointing to the website: talentaxis.vn, app.talentaxis.ai, hire.talentaxis.ai, and jobs.talentaxis.ai), is referred to in brief as TalentAxis.
- Employer: Includes enterprises, organizations, individuals, or headhunters that have recruitment needs and use the platform to manage candidate profiles, track the recruitment process, and post jobs.
- The Employer must initially register and declare the relevant information, be officially recognized by the TalentAxis Management Board, and be permitted to use the services.

- The Employer may create their own account in order to use it and to post candidates' CVs in accordance with the standards and commitments of lawful members published on the platform.
- Candidate/Job Seeker: Persons who have a need to find a job or Candidates who have a need to use the CV design templates on TalentAxis (hereinafter referred to as the Candidate).
- Member: Includes both the Employer and the Job Seeker/Candidate.
- Services on the website:
 - + Candidate profile management;
 - + Recruitment process automation: changing candidate statuses, sending notification emails, scoring CVs;
 - + Posting job advertisements;
 - + Candidates creating application CVs or searching for job information.

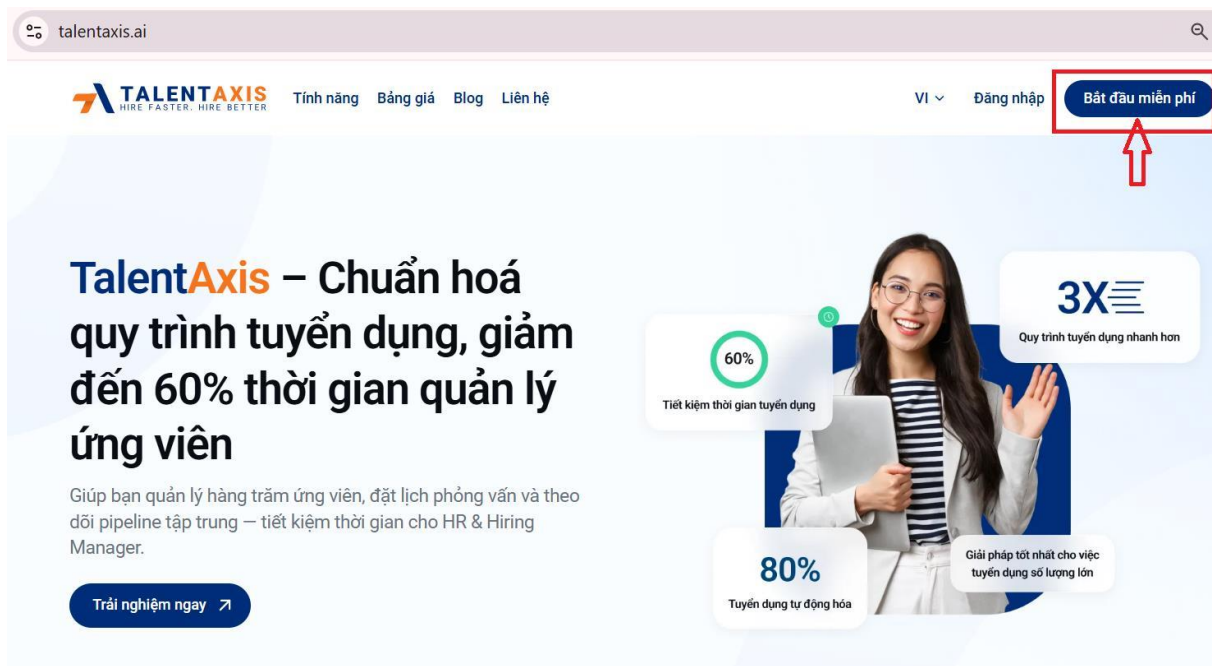
III. Transaction process

1/ Process for Employers

(i) Creating an Employer account

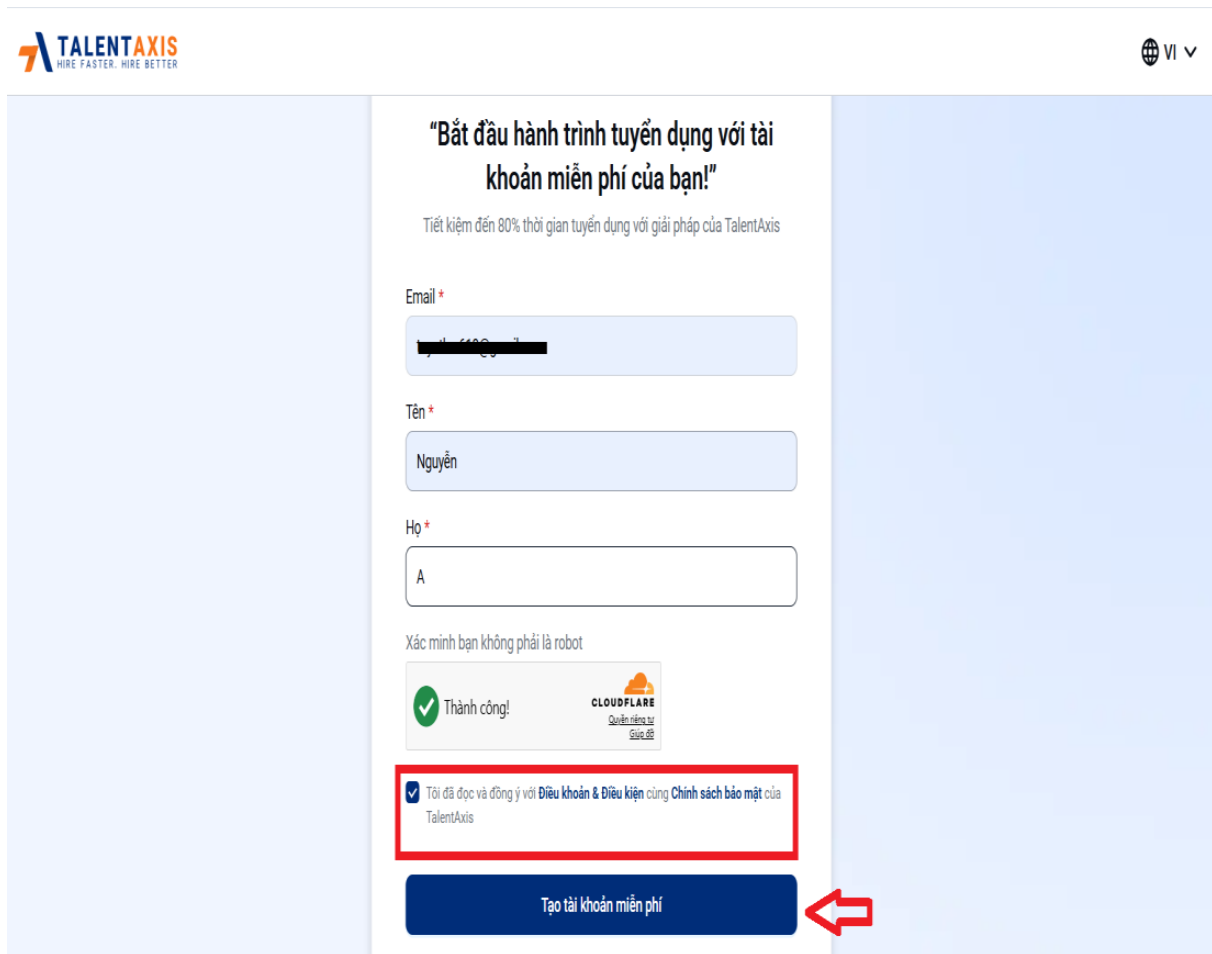
Step 1: Account registration

- The Employer accesses the website <https://talentaxis.ai> and selects "Start for free" to proceed with account registration.



- The Employer enters the email and the representative's full name to register an account and, by agreeing, proceeds to select "I have read and agree to the Terms

& Conditions and the Privacy Policy of TalentAxis". The Employer then selects "Create a free account".



The screenshot shows the TalentAxis registration page. At the top left is the TalentAxis logo with the tagline "HIRE FASTER. HIRE BETTER". At the top right is a globe icon and the text "VI" with a dropdown arrow. The main heading is "Bắt đầu hành trình tuyển dụng với tài khoản miễn phí của bạn!" (Start your hiring journey with your free account!). Below this is a subheading: "Tiết kiệm đến 80% thời gian tuyển dụng với giải pháp của TalentAxis". The form contains the following fields: "Email *" with a masked input, "Tên *" (First Name) with the value "Nguyễn", and "Họ *" (Last Name) with the value "A". Below these is a CAPTCHA section titled "Xác minh bạn không phải là robot" (Verify you are not a robot) with a "Thành công!" (Success!) message and a Cloudflare logo. A red rectangle highlights a checkbox that is checked, with the text "Tôi đã đọc và đồng ý với Điều khoản & Điều kiện cùng Chính sách bảo mật của TalentAxis" (I have read and agree with the Terms & Conditions and Privacy Policy of TalentAxis). At the bottom is a blue button labeled "Tạo tài khoản miễn phí" (Create free account), with a red arrow pointing to it from the right.

After selecting "Create a free account", the Employer enters the following information: Company name; Size; Phone number; Company website (if any) and selects "Complete registration".

Chỉ còn một bước nữa

Hãy cho chúng tôi biết thêm về công ty của bạn

Tên công ty *

Nhập tên công ty của bạn

Quy mô công ty *

Chọn quy mô công ty của bạn

Số điện thoại *



+84

Website công ty

www.yourcompanywebsite.com

Hoàn tất đăng ký



Nếu bạn muốn thay đổi phương thức đăng ký, [Quay lại trang đăng ký](#)

- TalentAxis sends a verification link to the email entered by the Employer.

Xác nhận địa chỉ email của bạn

Chúng tôi đã gửi một email đến [email address]
Vui lòng kiểm tra hộp thư đến của bạn để tiếp tục.
Nếu không thấy email, hãy kiểm tra các thư mục Spam hoặc Quảng cáo.

Không nhận được email? Gửi lại sau 31s
Quay lại trang [Đăng ký](#)

- The Employer selects "Confirm Email address" to verify the registered email.

Kính gửi Nguyễn A,

Cảm ơn bạn đã tạo tài khoản TalentAxis AI, vui lòng xác nhận địa chỉ email của bạn để kích hoạt tài khoản.

Xác nhận địa chỉ email

Hoặc dán liên kết bên dưới vào trình duyệt của bạn để tiếp tục:

https://hire.talentaxis.ai/vi/authentication-result/?status=review&token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJzdWIiOiI2OWU2MzAwODU0YWM0NTcyOTdmODBmM2JmODQ5MzdjZiIsImVtYWlsIjoiaHV5ZXRsYW42MThAZ21haWwY29tliwiYXVkljoiZmFzdGFwaS11c2Vyczp2ZXJpZnkiLCJleHAiOiJlE3NzIiwiaXNzcyNDN9.EV1FPQA-UsPHIW6FFBaEsxGgXhh3RvkG8-T_

After entering the password in full, the Employer selects "Create password".

Email đã được xác nhận thành công

Đặt mật khẩu

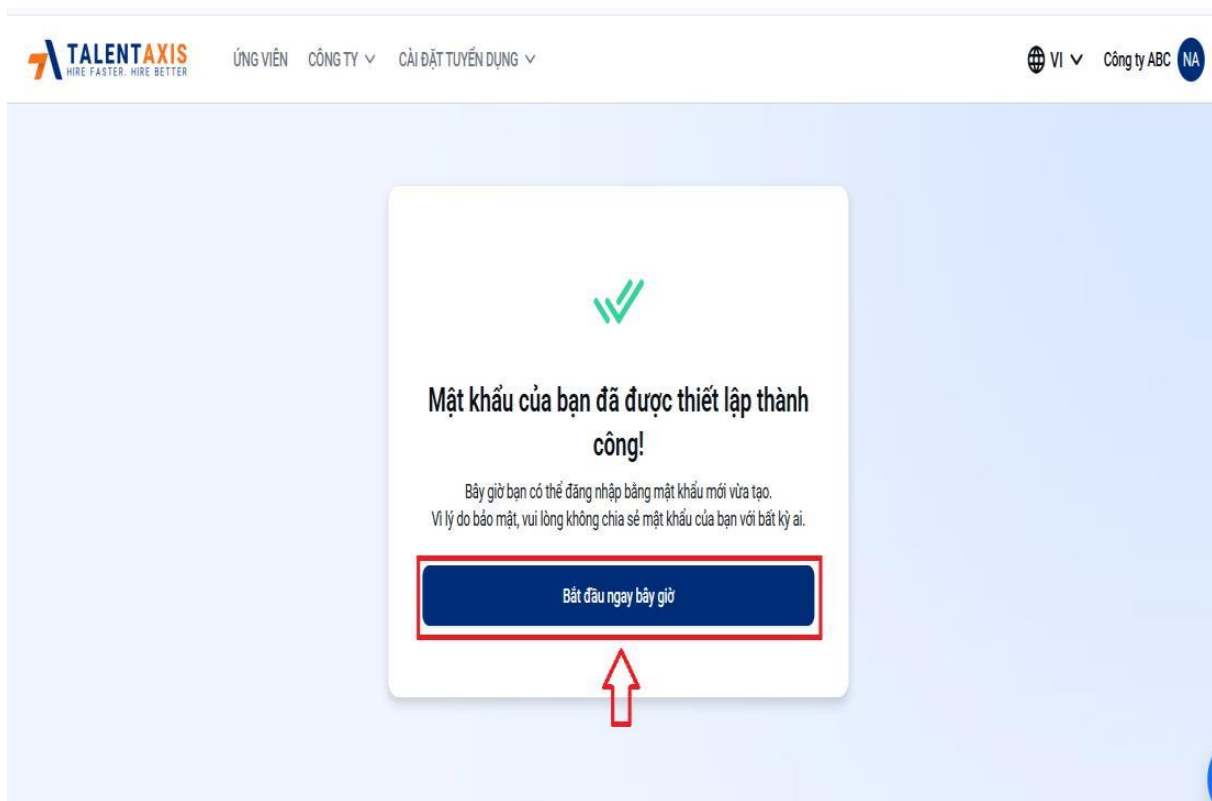
Bạn đang đặt mật khẩu mới cho tuyetlan618@gmail.com

Mật khẩu mới *

Xác nhận mật khẩu *

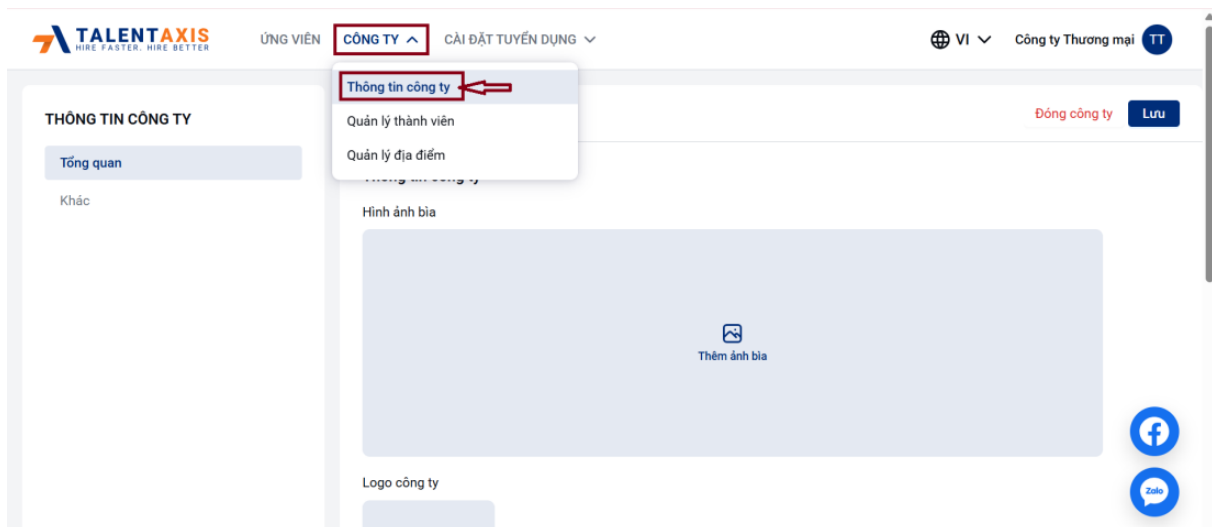
Tạo mật khẩu

After completion, the screen will switch to a notification page, and the Employer selects "Get started now" to begin using the website.



Step 2: Fill in completely and accurately the information required in the profile

In the Company menu, select Company information.



In the Overview section, the Employer fills in the Company information: Cover photo; Logo; Company name; Display name; Brand name; Email; Phone; Company website; Company size.

Fill in the Company Address section: Country; Address; Suite; City; State/Province; Postal code.

Fields marked with (*) are mandatory; the remaining fields are optional.

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục >

Thêm logo công ty

Tên công ty *

Tên hiển thị *

Tên thương hiệu *

Công ty ABC

Công ty ABC

Công ty ABC

Email *

Điện thoại *

Mã công ty

tuyetlan618@gmail.com

 ▼

+84 388883333

CONG-TY-ABC

Website công ty

Quy mô công ty

www.yourcompanywebsite.com

50-500 Nhân sự ▼

Địa chỉ công ty

Quốc gia *

Địa chỉ *

Vietnam ▼

Nhập địa chỉ đường phố

Căn hộ

Thành phố

Tiểu bang/Tỉnh *

Mã bưu điện

Nhập số căn hộ

Nhập thành phố

Chọn hoặc nhập tiểu bang/tỉnh ▼

Nhập mã bưu điện

Step 3: Review the information and click "Save".



For the Other section, the Employer may update the Working hours; Language; and Communication channels.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty ABC

NA

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục >

THÔNG TIN CÔNG TY

Tổng quan

Khác

Khác

Lưu

Giờ làm việc

Các ngày làm việc trong tuần

CN

T2

T3

T4

T5

T6

T7

8:00 AM

đến

5:00 PM

(UTC+7:00) Bangkok, Hanoi, Jakarta

Khác

Nguồn ngữ

Tiếng Việt

Dịch vụ tích hợp lịch

Google Calendar

Calendly

Phương tiện truyền tải

Email

Kênh giao tiếp

Email liên hệ

Nhập địa chỉ email

Kênh tích hợp khi đặt lịch phỏng vấn với ứng viên

Kênh giao tiếp với ứng viên

Facebook

Zalo

Company member management process

On the "Company" menu bar, the Employer/Enterprise selects "Member management" to manage the members of the company on the system.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

THÀNH VIÊN (1)

+ Thêm thành viên

Tìm kiếm

TT

(Bạn) Thao Thu

@gmail.com

Chủ sở hữu công ty

Thông tin công ty

Quản lý thành viên

Quản lý địa điểm

Lưu

Thông tin cơ bản

Tên *

Họ *

Mã nhân viên

Thao

Thu

Nhập mã

Email tài khoản *

Email liên hệ

Số điện thoại *

@gmail.com

@gmail.com

+84

Quốc gia *

Vị trí *

Vai trò thành viên *

Vietnam

Trụ sở chính

Chủ sở hữu công ty

Chức vụ

Nhập chức vụ

Facebook

Zalo

In the "Company" section, the Employer/Enterprise may view and manage the list of members belonging to the company on the system.

The Employer/Enterprise clicks "Add member", enters the necessary information, selects the appropriate member role, and clicks "Save" to update on the system.

This function helps manage internal personnel participating in the recruitment process, assign roles, and coordinate work handling more effectively.

The screenshot shows the 'Add member' form in the TalentAxis system. The form is titled 'THÀNH VIÊN (1)' and includes a search bar and a list of members. A red arrow points to the '+ Thêm thành viên' button. Another red arrow points to the 'Lưu' (Save) button. The form fields include: Tên (Name), Họ (Surname), Mã nhân viên (Employee ID), Email tài khoản (Account Email), Email liên hệ (Contact Email), Số điện thoại (Phone Number), Quốc gia (Country), Vị trí (Position), Vai trò thành viên (Member Role), and Chức vụ (Job Title). The form is currently in the 'Bước 1 trên 5' (Step 1 of 5) stage.

Location management process

In the "Company" section, the Employer/Enterprise selects "Location management" to view and manage the company's recruitment locations on the system.

TALENTAXIS
HIRE FASTER. HIRE BETTER

ỨNG VIÊN **CÔNG TY** CÀI ĐẶT TUYỂN DỤNG

VI Công ty Thương mại TT

ĐỊA ĐIỂM TUYỂN DỤNG (2) +

Remote
Trụ sở chính

Thông tin công ty
Quản lý thành viên
Quản lý địa điểm

Đang tuyển dụng ☒

Tên địa điểm * ID địa điểm Mã khu vực

Trụ sở chính Nhập ID địa điểm Nhập mã khu vực

Điện thoại Email Múi giờ

+84 Nhập email địa điểm (UTC+7:00) Bangkok, Hanoi, Jakar...

Địa chỉ

Quốc gia * Địa chỉ *

Vietnam 20/5 Hà Thị Thân

Căn hộ Thành phố Tiểu bang/Tỉnh * Mã bưu điện

Nhập số căn hộ Nhập thành phố Đà Nẵng Nhập mã bưu điện

Xuất

Lưu

After selecting the recruitment location to be managed, the system displays the detailed information of that location. The Employer/Enterprise may edit the location name, contact information, address, time zone, and the "Recruiting" status.

After completing the update, the Employer/Enterprise clicks "Save" to save the location information on the system.

TALENTAXIS

HIRE FASTER. HIRE BETTER

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

ĐỊA ĐIỂM TUYỂN DỤNG (2)

+

Trụ sở chính

Đang tuyển dụng

Trụ sở chính

Tên địa điểm *

Trụ sở chính

ID địa điểm

Nhập ID địa điểm

Mã khu vực

Nhập mã khu vực

Điện thoại

+84 848387489

Email

Nhập email địa điểm

Múi giờ

(UTC+7:00) Bangkok, Hanoi, Jakarta

Địa chỉ

Quốc gia *

Vietnam

Địa chỉ *

20/5 Hà Thị Thân

Căn hộ

Nhập số căn hộ

Thành phố

Nhập thành phố

Tiểu bang/Tỉnh *

Đà Nẵng

Mã bưu điện

Nhập mã bưu điện

Facebook

Zalo

The Employer/Enterprise clicks the "+" icon in the "Recruitment location" section to add a new area or add a location for the company on the system.

TALENTAXIS

HIRE FASTER. HIRE BETTER

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

ĐIỂM TUYỂN DỤNG (2)

+

Trụ sở chính

Lưu

Remote

Trụ sở chính

Thêm khu vực

Thêm địa điểm

Đang tuyển dụng

Tên địa điểm *

ID địa điểm

Mã khu vực

Điện thoại

Email

Múi giờ

Địa chỉ

Quốc gia *

Địa chỉ *

Căn hộ

Thành phố

Tiểu bang/Tỉnh *

Mã bưu điện

Trụ sở chính

Nhập ID địa điểm

Nhập mã khu vực

+84 848387489

Nhập email địa điểm

(UTC+7:00) Bangkok, Hanoi, Jakarta

Vietnam

20/5 Hà Thị Thân

Nhập số căn hộ

Nhập thành phố

Đà Nẵng

Nhập mã bưu điện

When selecting "Add area", the system displays the screen for creating a new area. The Employer/Enterprise enters the required area information, including the area name, the area's external identifier code, and the time zone.

After completing the information, the Employer/Enterprise clicks "Save" to create and save the new area on the system.

TALENTAXIS

HIRE FASTER. HIRE BETTER

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

ĐỊA ĐIỂM TUYỂN DỤNG (2)

Khu vực mới

Remote

Trụ sở chính

Khu vực mới

Xóa

Lưu

Thông tin khu vực

Tên khu vực *

Mã định danh ngoài của khu vực

Múi giờ

Khu vực mới

Nhập mã định danh ngoài của khu vực

(UTC+7:00) Bangkok, Hanoi, Jakarta

Facebook

Zoom

The image shows a web interface for creating a new recruitment location. At the top, there is a navigation bar with the TALENTAXIS logo and several menu items: 'ỨNG VIÊN', 'CÔNG TY', and 'CÀI ĐẶT TUYỂN DỤNG'. On the right, there are user profile icons for 'VI' and 'Công ty Thương mại'. Below the navigation bar, a progress indicator shows 'Bước 1 trên 5' (Step 1 of 5) and a 'Tiếp tục' (Continue) button. The main content area is divided into two sections. On the left, under the heading 'ĐỊA ĐIỂM TUYỂN DỤNG (2)', there is a list of location types: 'Khu vực mới' (New area), 'Remote', and 'Trụ sở chính' (Headquarters). The 'Khu vực mới' option is selected. On the right, the 'Khu vực mới' form is displayed. It has a title 'Khu vực mới' and two buttons: 'Xóa' (Delete) and 'Lưu' (Save). The 'Lưu' button is highlighted with a red box and a red arrow. Below the title, there is a section 'Thông tin khu vực' (Area information) with three input fields: 'Tên khu vực *' (Area name *), 'Mã định danh ngoài của khu vực' (External area identifier), and 'Múi giờ' (Time zone). The 'Tên khu vực *' field contains 'Khu vực mới'. The 'Mã định danh ngoài của khu vực' field contains 'Nhập mã định danh ngoài của khu vực'. The 'Múi giờ' field is a dropdown menu showing '(UTC+7:00) Bangkok, Hanoi, Jakarta'. At the bottom right of the page, there are two social media icons: Facebook and Zoom.

When selecting "Add location", the system displays the screen for creating a new location. The Employer/Enterprise enters the necessary information about the recruitment location, such as the location name, contact information, time zone, and address.

After completion, the Employer/Enterprise clicks "Save" to create and save the new recruitment location on the system.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Hướng dẫn thiết lập

Bước 1 trên 5

ĐIỂM TUYỂN DỤNG (2)

+

Điểm mới

Xóa

Lưu

Điểm mới

Remote

Trụ sở chính

Thông tin địa điểm

Đang tuyển dụng

Tên địa điểm *

Địa điểm mới

ID địa điểm

Nhập ID địa điểm

Mã khu vực

Nhập mã khu vực

Điện thoại

+84

Email

Nhập email địa điểm

Múi giờ

(UTC+7:00) Bangkok, Hanoi, Jakarta

Địa chỉ

Quốc gia *

Vietnam

Địa chỉ *

Nhập địa chỉ đường phố

Căn hộ

Nhập số căn hộ

Thành phố

Nhập thành phố

Tiểu bang/Tỉnh *

Chọn hoặc nhập tiểu bang/tỉnh

Mã bưu điện

Nhập mã bưu điện

Regarding the Configuration of the recruitment process

The recruitment process of each account will affect the transition of candidate statuses during the selection process.

When an account is created, the TalentAxis system displays a default Recruitment process for each account; however, the Employer may adjust the existing process (adding or moving recruitment steps) or create a new process to suit the actual recruitment process at the enterprise.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty ABC

NA

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

QUY TRÌNH TUYỂN DỤNG + Thêm quy trình

Default Hiring Flow

Apply

Screening

Scheduling

Offer

Onboarding

Apply

Xóa giai đoạn

Lưu

Tên giai đoạn*

Mã ngoài

Kiểu giai đoạn*

Loại

Apply

Nhập mã ngoài

Ứng tuyển

THÊM TRẠNG THÁI MỚI

Tên trạng thái*

Mã ngoài

Loại

Cần thực hiện

Nhập tên trạng thái

Nhập mã ngoài

Thêm

Tên trạng thái	Mã ngoài	Loại	Cần thực hiện	Thao tác
Apply In Progress	-			
Apply Passed	-			
Apply Failed	-			

Steps to Add a recruitment process

Step 1: The Employer clicks the "+ Add process" icon, and the system will require the Employer to enter the name of the process to be added in order to distinguish it from the existing process in the system. After entering the name, the Employer clicks "Add" to proceed to the next step.

TALENTAXIS

HIRE FASTER. HIRE BETTER

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

Hướng dẫn thiết lập

Bước 1 trên 5

QUY TRÌNH TUYỂN DỤNG

+ Thêm quy trình

Default Hiring Flow

Apply

Screening

Scheduling

Offer

Onboarding

Apply

Tên giai đoạn*

Mã ngoài

Kiểu giai đoạn*

Apply

Nhập mã ngoài

Ứng tuyển

THÊM TRẠNG THÁI MỚI

Tên trạng thái*

Mã ngoài

Loại

Nhập tên trạng thái

Nhập mã ngoài

☐

Tên trạng thái	Mã ngoài	Loại
Apply In Progress	-	☐
Apply Passed	-	☐
Apply Failed	-	☒

Hủy

Thêm

Thêm quy trình tuyển dụng mới

Tên quy trình tuyển dụng*

Nhập tên quy trình tuyển dụng

Step 2: Enter the information to be changed

After clicking "Add", the Employer proceeds to change the information for the new recruitment process.

The system will provide the Employer with basic recruitment steps by default. In the "Stage name" section, the Employer may change the stage name as appropriate and select the Stage type.

The status section will be the sub-steps within each stage; after editing (adding or removing), the Employer clicks "Add" and "Save" to update the new recruitment process.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty ABC

NA

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

QUY TRÌNH TUYỂN DỤNG + Thêm quy trình

Default Hiring Flow

ABC

Apply

Screening 1

Scheduling

Offer

Onboarding

Apply

Xóa giai đoạn

Lưu

Tên giai đoạn*

Mã ngoài

Kiểu giai đoạn*

Loại

Apply

Nhập mã ngoài

Ứng tuyển

THÊM TRẠNG THÁI MỚI

Tên trạng thái*

Mã ngoài

Loại

Cần thực hiện

Nhập tên trạng thái

Nhập mã ngoài

Thêm

Tên trạng thái	Mã ngoài	Loại	Cần thực hiện	Thao tác
Apply In Progress				
Apply Passed				
Apply Failed				

Nút "Loại" sẽ giúp hệ thống nhận diện được đâu là trạng thái loại ứng viên khỏi vòng ứng tuyển

Regarding the Configuration of the automation process

Configuring the automation process helps the Employer eliminate manual stages such as sending notification emails to candidates, and keep track of each application status of each candidate.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Quy trình tuyển dụng

Quy trình tự động hóa

Công việc

Widget công việc

Default Automation Flow

Ứng viên

Email

Default Hiring Flow

Nhiệm vụ

Confirm Appl...

For each account, the system has a default automation process available; the Employer may adjust it as appropriate to their own selection process or may create an entirely new process.

Steps to add an automation process:

Step 1: Create the automation process information

The Employer clicks "Add process" and fills in completely the fields marked with (*). In the recruitment process section, the Employer selects the appropriate process as previously configured in the Recruitment process section.

The "On" toggle means that this automation process can be put into use and the automated tasks within it will be activated toward the candidates.

The screenshot displays the 'Quy trình tự động hóa' (Automation Process) setup interface. The top navigation bar includes the TalentAxis logo and user information. The sidebar on the left contains a '+ Thêm quy trình' button, a search bar, and a 'Default Automation Flow' section. The main content area is titled 'Quy trình tự động mới' and includes a 'Thông tin quy trình tự động hóa' section with a 'Bật' toggle switch. Below this, there are input fields for 'Tên quy trình tự động', 'Đối tượng', 'Kênh liên lạc', and 'Quy trình tuyển dụng'. At the bottom, there is a table for tasks with columns 'Tên nhiệm vụ', 'Trạng thái', 'Thực hiện', and 'Thao tác'. A red box highlights the 'Tạo' button in the top right corner.

Step 2: Create tasks for the automation process

Within an automation process, the Employer may set up multiple tasks therein, in accordance with the actual recruitment process at the enterprise.

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty ABC

NA

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục >

QUY TRÌNH TỰ ĐỘNG HÓA

+ Thêm quy trình

Tìm kiếm

Default Automation Flow

ĐÃ TẮT • Ứng viên

Quy trình tự động mới

Hủy bỏ

Tạo

Thông tin quy trình tự động hóa

Bật

Tên quy trình tự động *

Đối tượng *

Kênh liên lạc *

Quy trình tự động mới

Ứng viên

Email

Quy trình tuyển dụng

Default Hiring Flow

Nhiệm vụ

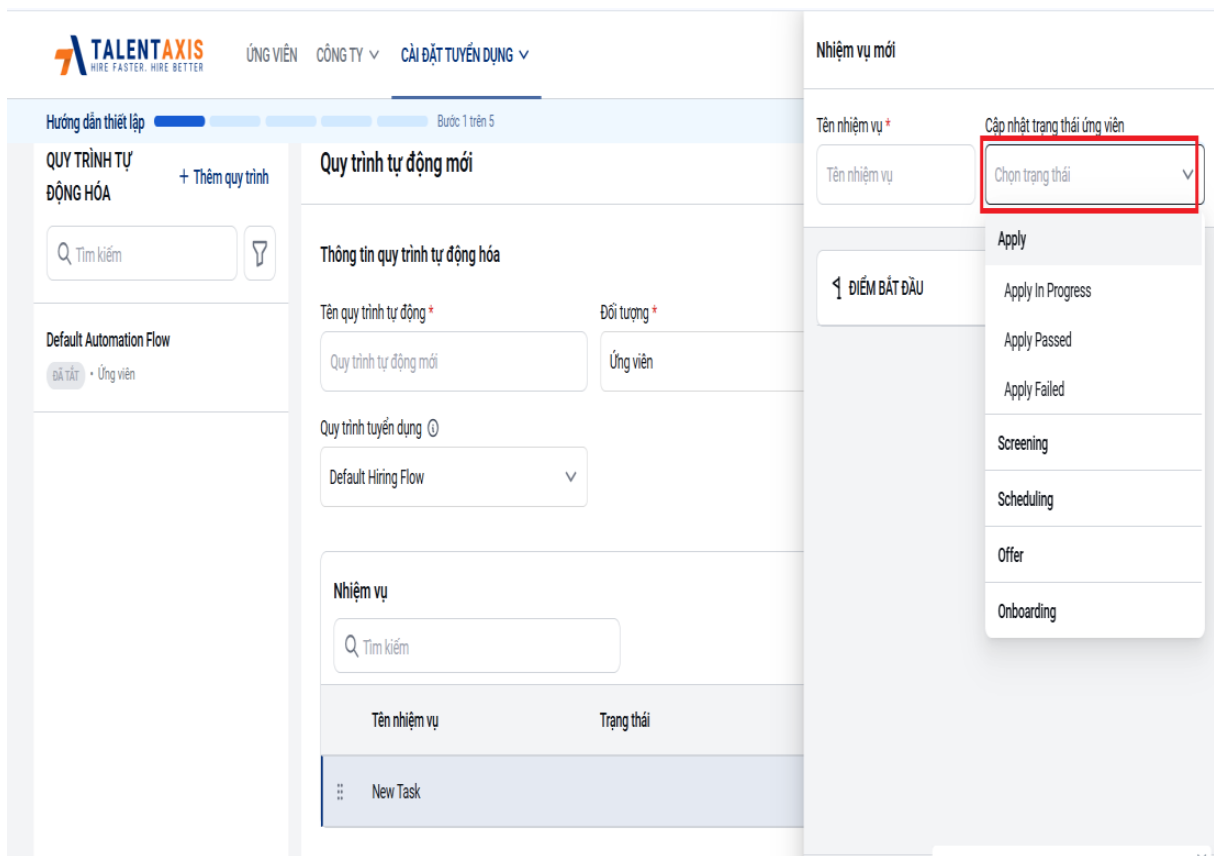
Tìm kiếm

+ Thêm nhiệm vụ

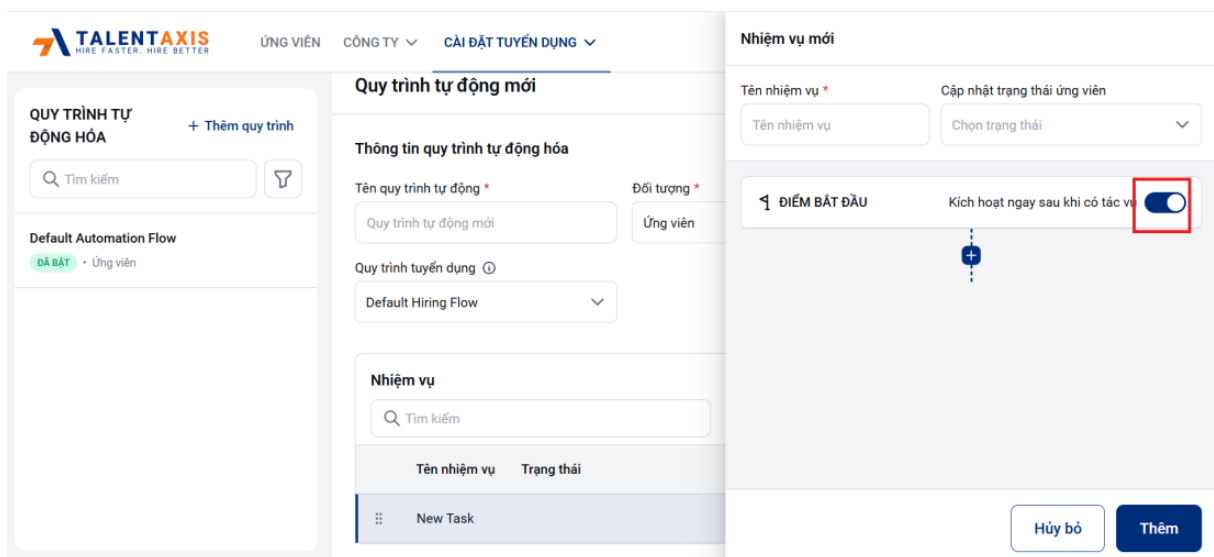
Tên nhiệm vụ	Trạng thái	Thực hiện	Thao tác
Không có dữ liệu trong bảng			

The Employer clicks "+ Add task", and the system will display the information configuration form.

- Task name
- Update candidate status: This section will define that when a candidate is moved to this status, the system will perform the configured automated task. These statuses will be displayed according to the previously configured recruitment process.



Configure the starting point. When the "Activate immediately upon task" toggle is on, it means that the task will be performed as soon as the candidate is moved to the defined status.



If the "Activate immediately upon task" toggle is off, the Employer may set the execution time for that task.

TalentAxis

HIRE FASTER. HIRE BETTER

ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

Hướng dẫn thiết lập

Bước 1 trên 5

QUY TRÌNH TỰ ĐỘNG HÓA

+ Thêm quy trình

Tìm kiếm

Default Automation Flow

ĐÃ TẮT · Ứng viên

Quy trình tự động mới

Thông tin quy trình tự động hóa

Tên quy trình tự động *

Đối tượng *

Quy trình tự động mới

Ứng viên

Quy trình tuyển dụng

Default Hiring Flow

Nhiệm vụ

Tìm kiếm

Tên nhiệm vụ

Trạng thái

New Task

Nhiệm vụ mới

Tên nhiệm vụ *

Chọn trạng thái

ĐIỂM BẮT ĐẦU

Kích hoạt ngay sau khi có tác vụ

Thời gian

Trước/Sau

1

Ngày

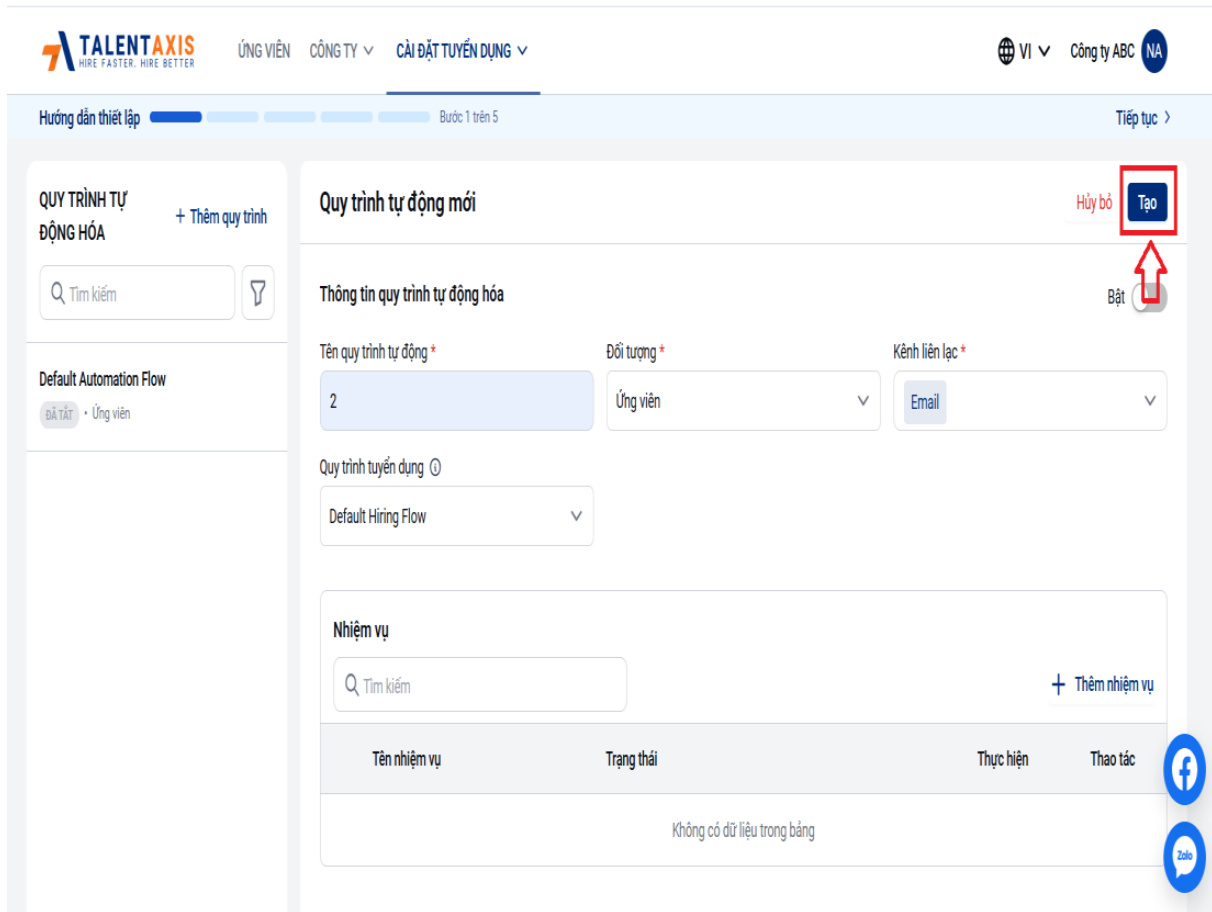
Sau

Hoạt động

Kích hoạt

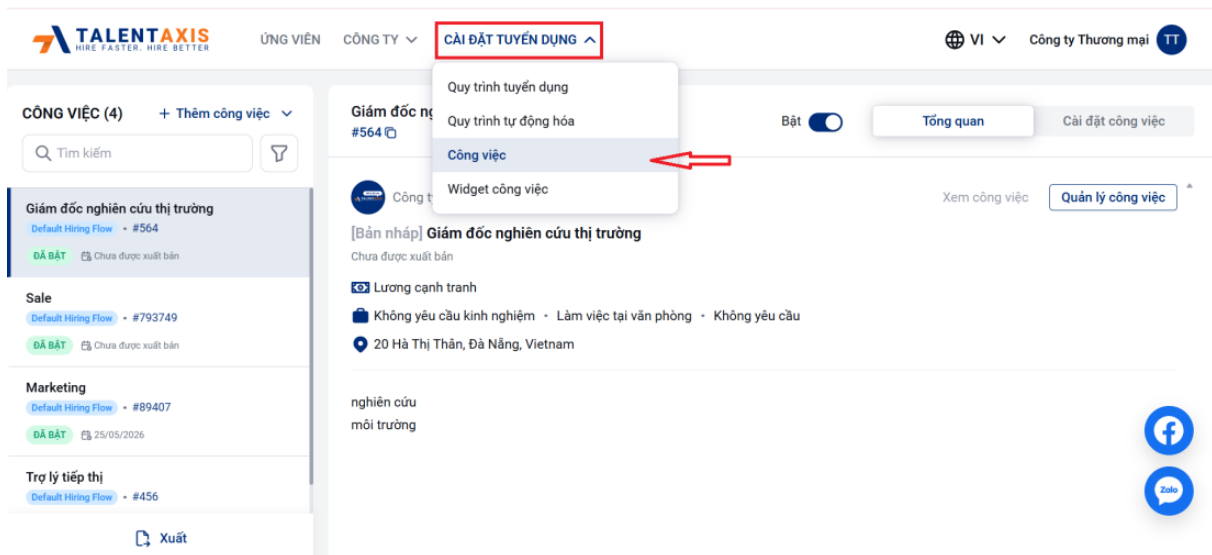
Create the task content:

There are 2 tasks that the Employer may configure, namely Send notification and Change status.



Regarding the job management process

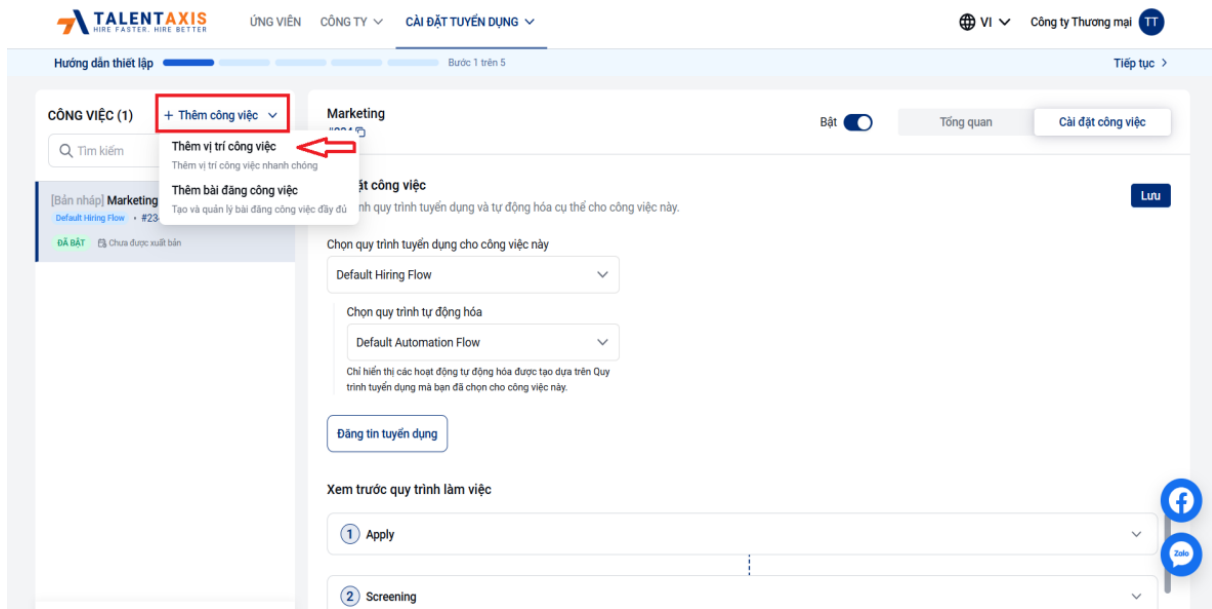
Step 1: The Employer goes to "Recruitment settings" and selects the "Jobs" section.



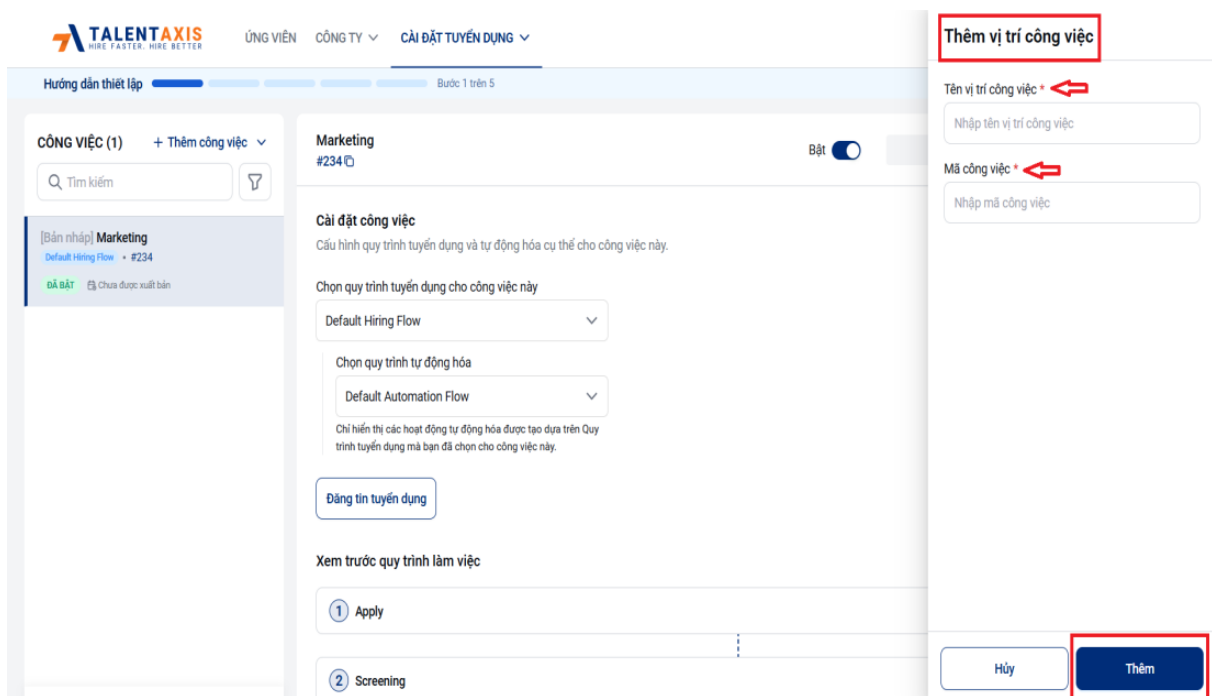
The Employer may separately configure the recruitment process and the automation process for each job position, in order to manage candidates and track recruitment progress in line with each specific recruitment need.

The screenshot displays the TALENTAXIS recruitment system interface. At the top, the logo 'TALENTAXIS' is visible with the tagline 'HIRE FASTER. HIRE BETTER'. Navigation links include 'ỨNG VIÊN', 'CÔNG TY', and 'CÀI ĐẶT TUYỂN DỤNG'. The user is logged in as 'Công ty Thương mại TT'. The main section is titled 'Hướng dẫn thiết lập' and 'Bước 1 trên 5'. On the left, a sidebar shows 'CÔNG VIỆC (1)' with a search bar and a list of jobs. The 'Marketing' job is selected, showing its status as 'Đã bắt đầu' and 'Chưa được xuất bản'. The main area is titled 'Cài đặt công việc' for 'Marketing #234'. It includes a toggle for 'Bật' and buttons for 'Tổng quan' and 'Cài đặt công việc'. The 'Cài đặt công việc' section contains two dropdown menus: 'Chọn quy trình tuyển dụng cho công việc này' (set to 'Default Hiring Flow') and 'Chọn quy trình tự động hóa' (set to 'Default Automation Flow'). Below these is a 'Đăng tin tuyển dụng' button. The 'Quy trình làm việc' section shows a workflow with steps '1 Apply' and '2 Screening'. Social media icons for Facebook and Zalo are on the right.

Step 2: In the "Jobs" section, the Employer selects "Add job", then clicks "Add job position" to create a new recruitment position on the system.



After the "Add job position" window appears, the Employer enters in full the mandatory information including the Job position name and the Job code. After completing the information, the Employer clicks "Add" to create and save the new job position on the system.



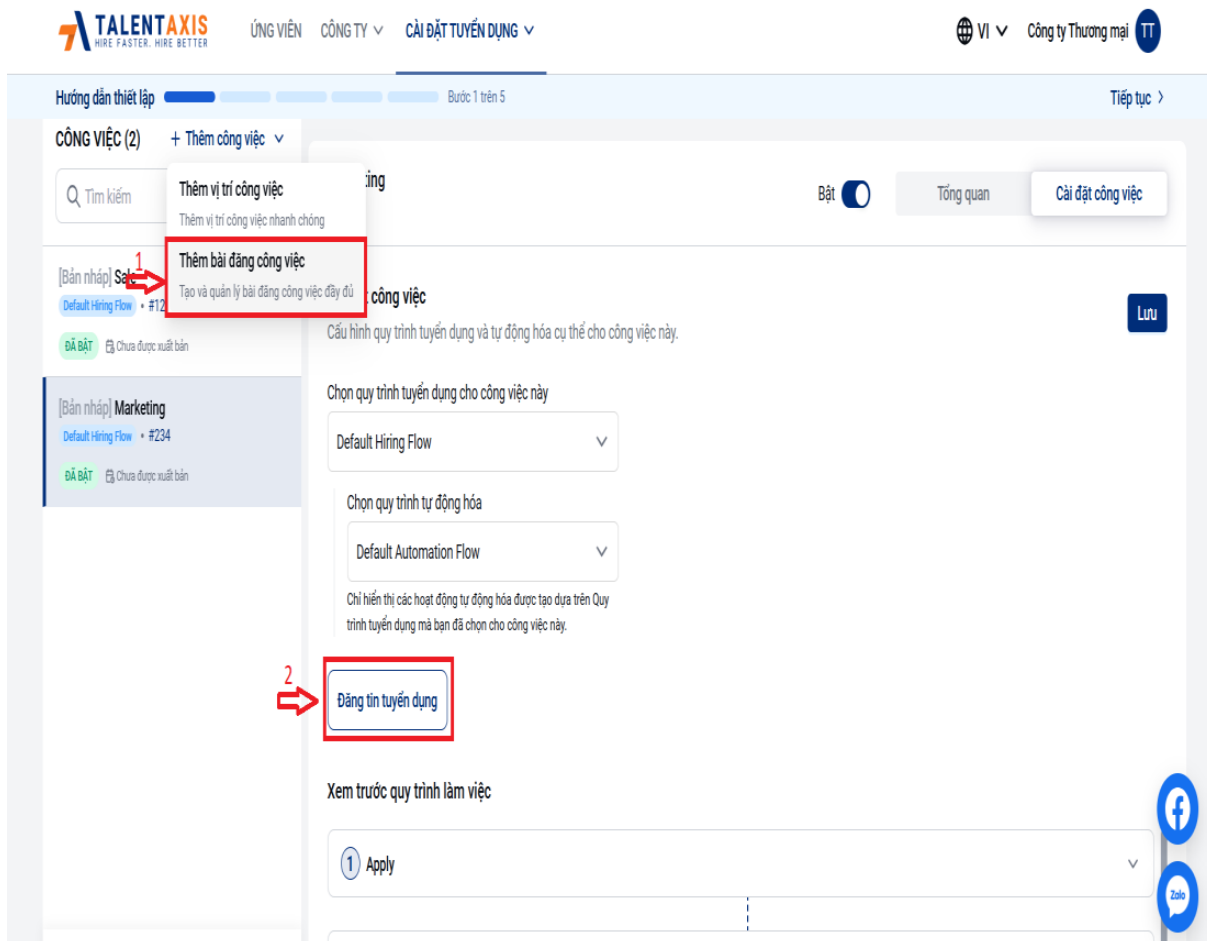
Step 3: The Employer clicks the "On" button to activate the job position, after which they may continue to configure the recruitment process, the automation process, and post a job advertisement for that position.

Process for creating a job posting

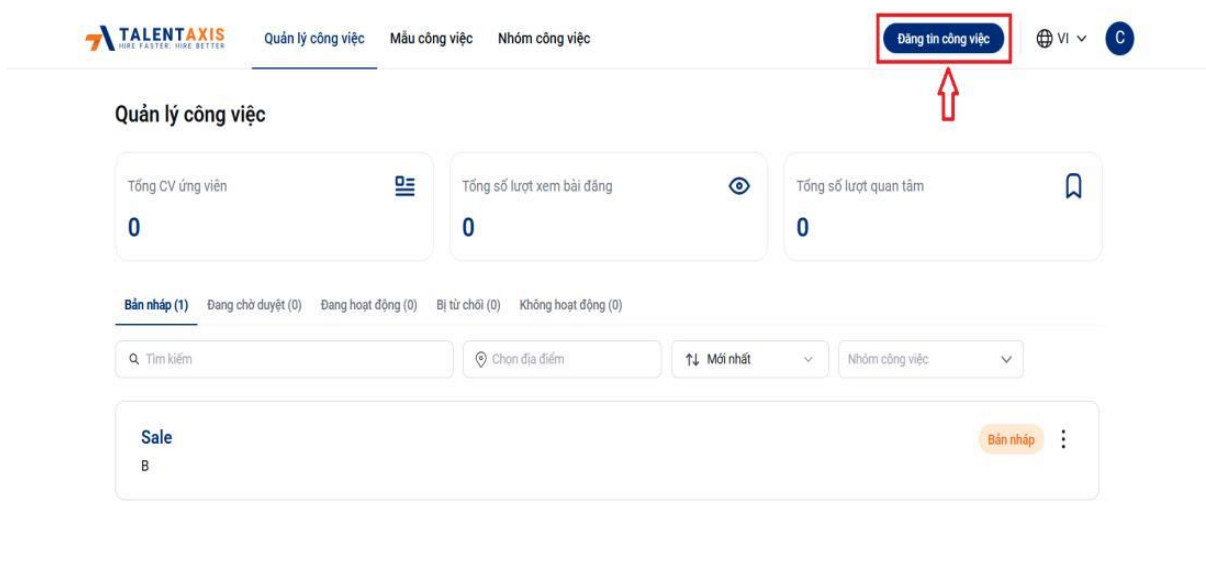
There are 02 ways for the Employer to access the job posting creation page for employers:

Method 1: In the "Jobs" section, the Employer selects "Add job", then clicks "Add job posting" to create and manage a new job posting.

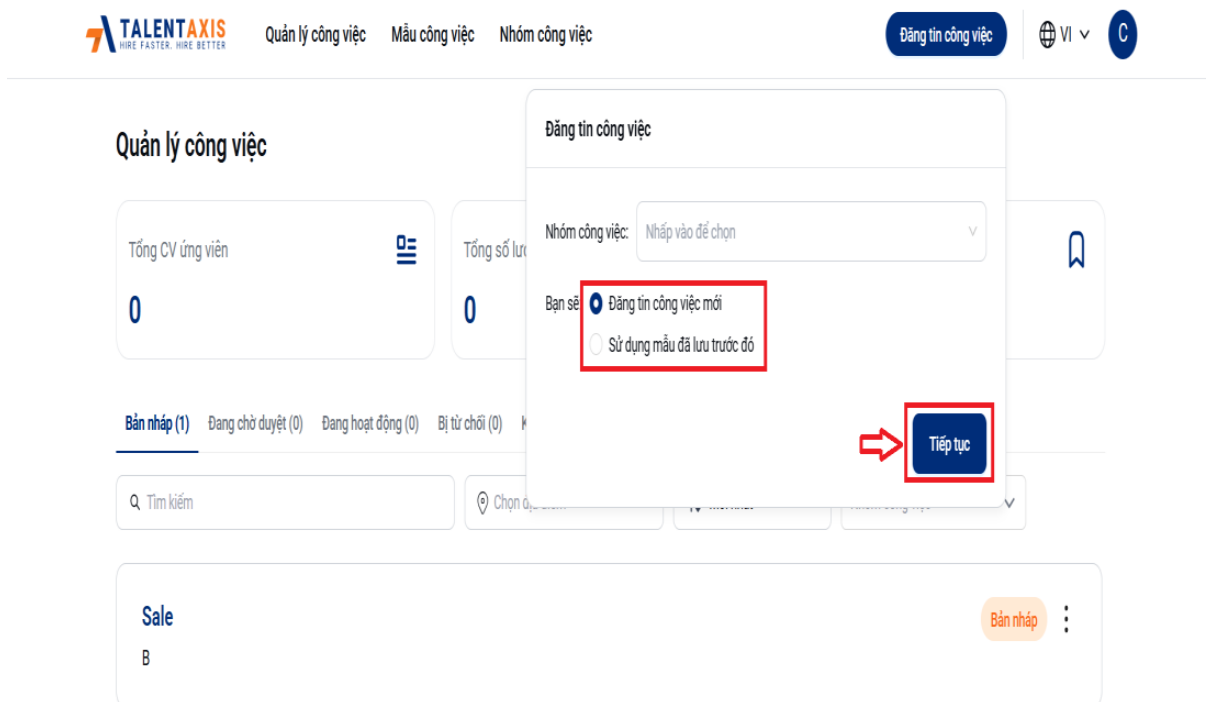
Method 2: The Employer selects an already-created job position, then clicks the "Post job advertisement" button in the job settings to navigate to the job posting creation page for that position.



Step 1: On the Job Management page, the Employer clicks the "Post job" button to begin creating a job posting.



The Post job dialog box appears, and the Employer fills in the information in the "Job group" section and selects "Post a new job" or "Use a previously saved template". Select "Continue" to begin posting.



Step 2: When selecting "Post a new job" and "Continue", the screen will switch to the Post job section. The Employer proceeds to enter all the necessary information for the recruitment position.

The information items marked with (*), the "Job description" section, and the "Benefits" section are mandatory fields.

Enter complete information related to the job position. The information content must be complete and include:

- Recruiting enterprise name;
- Employer information;
- Job title;
- Industry;
- Job type;
- Job level;
- Work experience;
- Job group;
- Application deadline;
- Work location; Work office;
- Content of the description of the job position being recruited;
- Benefits;
- Salary;
- Special requirements.

After entering all the information, the Employer clicks "Next".

Ensure that the posting content is clear and easy to read, with no spamming of job postings, no abbreviations, and no violation of fine customs and traditions.

After entering the information, the Employer may preview the posting or save it.

Quản lý công việcMẫu công việcNhóm công việc

Đăng tin công việc

VI

C

← Tạo bài đăng

Xem trướcLuu

Thông tin chung

Tiêu đề công việc *

Kiến trúc sư

Mã công việc *

13RT

Ngành *

IT phần mềm

Loại hình công việc *

Trình độ làm việc *

Kinh nghiệm làm việc *

Nhóm công việc *

B

Hạn nộp hồ sơ *

08/07/2026

Step 3: Post the advertisement

After saving the posting, the Employer returns to the TalentAxis page.

Quản lý công việcMẫu công việcNhóm công việc

Đăng tin công việc

VI

C

← Tạo bài đăng

Xem trướcLuu

Thông tin chung

Tiêu đề công việc *

Nhập công việc cần tuyển

Mã công việc *

Nhập mã công việc

Ngành *

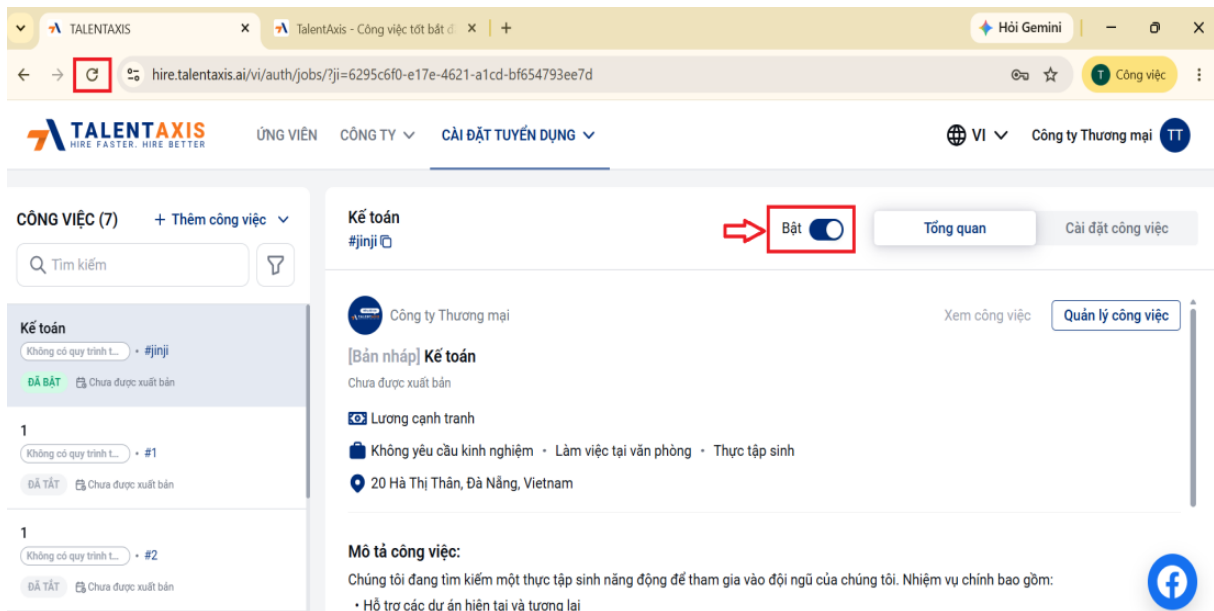
Chọn ngành

Loại hình công việc *

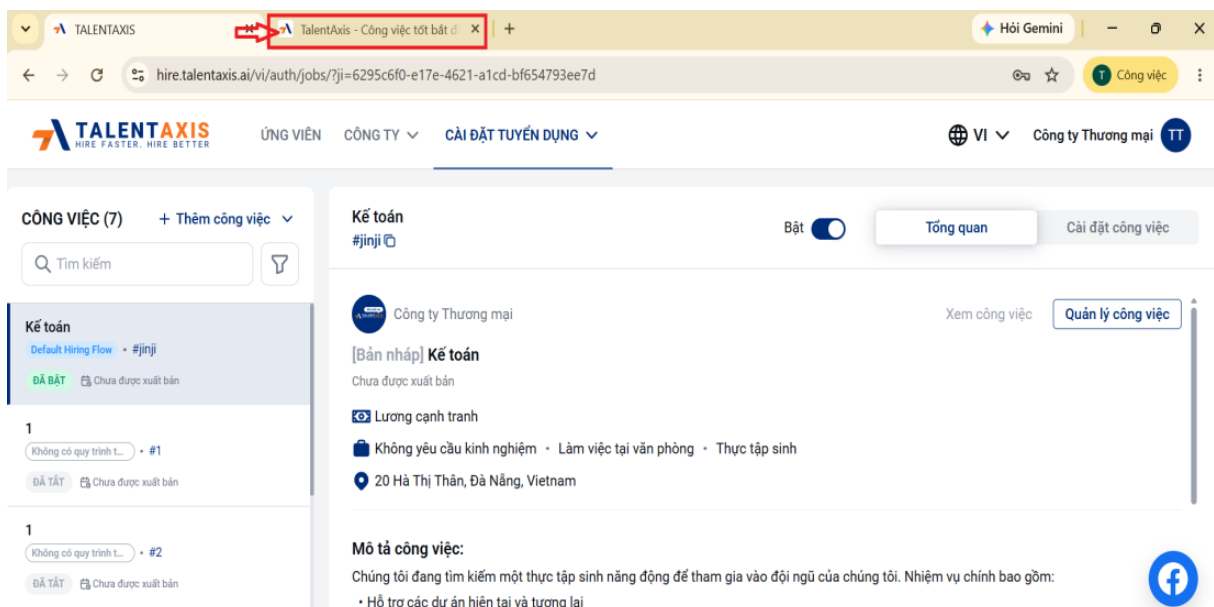
Toàn thời gian

When returning to the TalentAxis page, if the newly created posting does not immediately appear in the job list, the Employer may reload the page so that the system updates the posting.

At that point the posting has been updated and displayed on the system, and the Employer selects the previously saved posting again, then clicks the "On" button to activate the job.



After activating the job, the Employer returns to the posting management page on TalentAxis.



After returning to the posting management page on TalentAxis, the Employer selects the saved posting and clicks "Publish".

TALENTAXIS HIRE FASTER. HIRE BETTER

Quản lý công việc Mẫu công việc Nhóm công việc Đăng tin công việc VI C

0 13 9

Chưa đăng (2) Đang chờ duyệt (3) Đang hoạt động (1) Bị từ chối (0) Không hoạt động (0)

Q Tìm kiếm Chọn địa điểm Mới nhất Nhóm công việc

1 Chưa đăng

Thư kí

Kế toán B Chưa đăng

Chia sẻ công việc để thu hút ứng viên Đăng bài

After clicking "Publish", the system displays the notification "Posting request sent successfully; your request will be reviewed within 24 hours". At that point, the posting will be moved to the pending-approval status for the Administration Board to check before it is officially displayed on the system.

TALENTAXIS HIRE FASTER. HIRE BETTER

Gửi yêu cầu đăng bài thành công, yêu cầu của bạn sẽ được kiểm duyệt trong vòng 24h Đăng tin công việc VI C

Quản lý công việc

Tổng CV ứng viên 0 Tổng số lượt xem bài đăng 13 Tổng số lượt quan tâm 9

Chưa đăng (1) Đang chờ duyệt (4) Đang hoạt động (1) Bị từ chối (0) Không hoạt động (0)

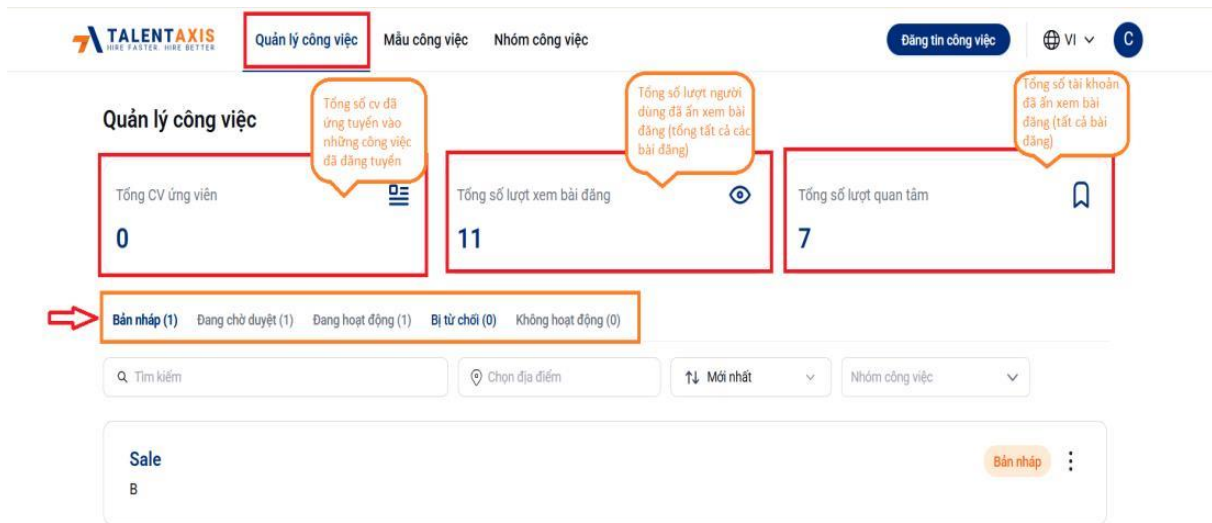
Q Tìm kiếm Chọn địa điểm Mới nhất Nhóm công việc

1 Chưa đăng

Thư kí

Step 4: Manage published jobs

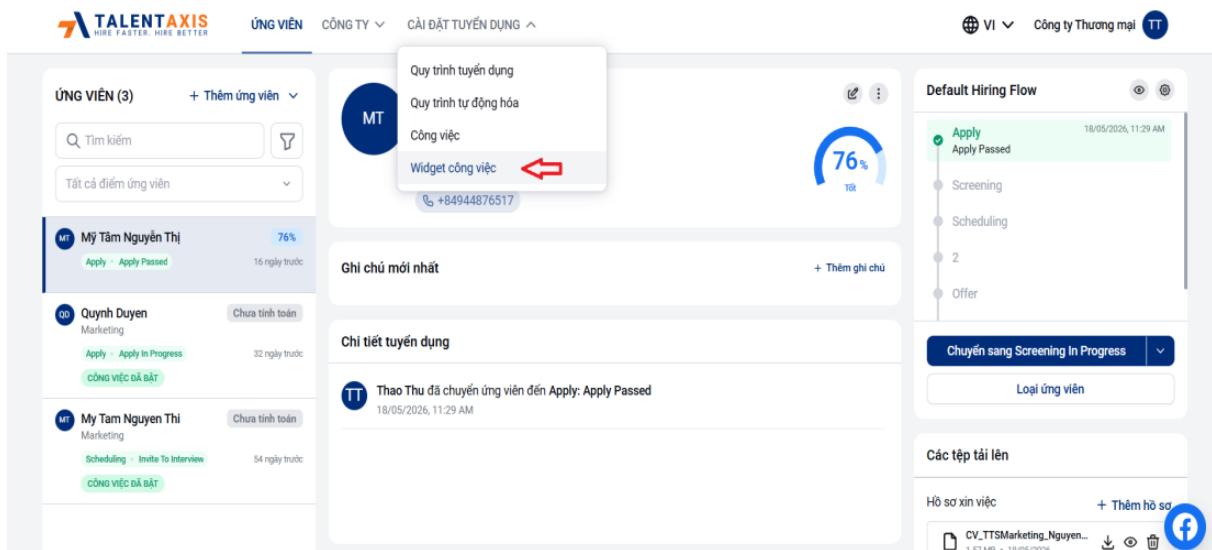
The Employer clicks "Job management". The Employer may track the Total candidate CVs, Total number of views, Total number of interests, and other information.



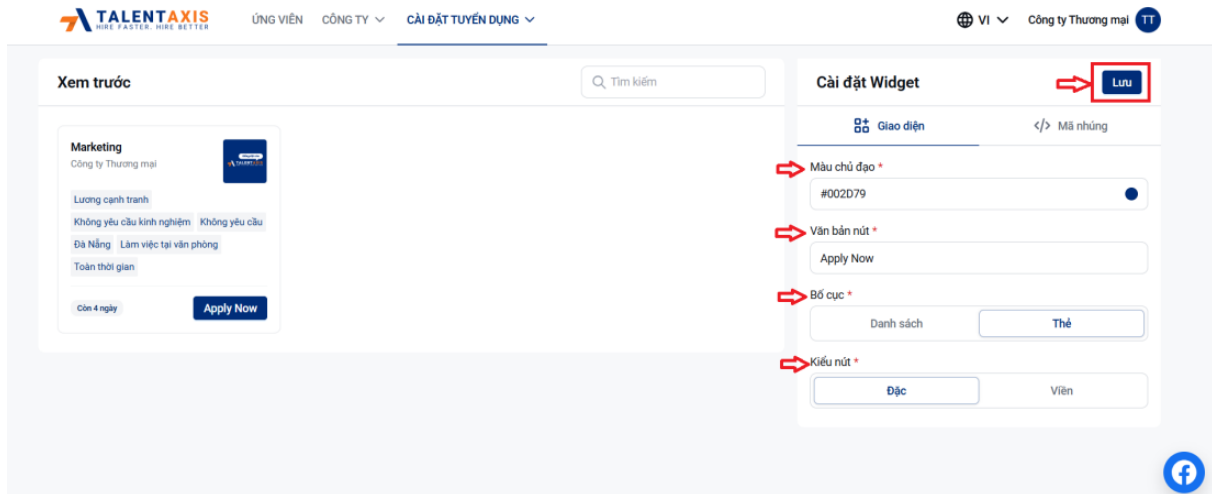
After the posting has been reviewed and approved by the Administration Board, the job advertisement will be synchronized and displayed on the website for Job Seekers/Candidates of TalentAxis. This is a separate interface for Candidates, linked with the Employer's posting system, helping Candidates search for jobs, view recruitment information, and apply.

Job Widget setup process

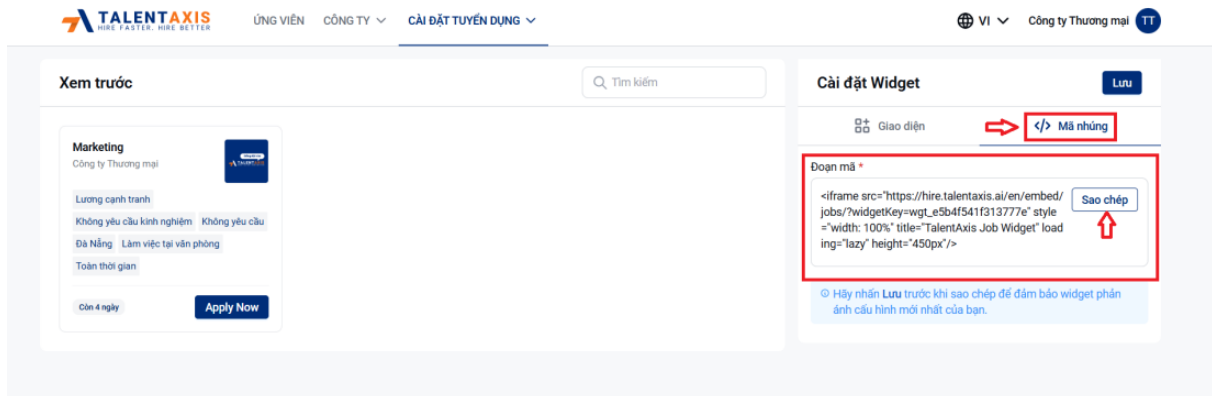
The Employer/Enterprise goes to the "Recruitment settings" section and selects "Job Widget".



On the "Widget settings" screen, the Employer/Enterprise may customize the display interface of the Job Widget, including the primary color, the apply-button text, the display layout, and the button style. After completing the setup, the Employer/Enterprise clicks "Save" to update the Widget interface.



On the "Embed code" tab, the system displays the embed code for the Job Widget. The Employer/Enterprise may "copy" this code and attach it to their website to display the list of jobs currently being recruited from TalentAxis. When visitors access the website, they may view the enterprise's recruitment positions and apply online through the Widget.



Regarding the candidate profile management process

Steps to upload candidate profiles to the system

Step 1: Log into the previously registered Employer/Enterprise account

The Employer accesses the "Candidates" section to manage candidate profiles. Here, the Employer may go to "Add candidate" when there is a new profile.

The screenshot displays the Talentaxis recruitment portal interface. At the top, the logo 'TALENTAXIS HIRE FASTER. HIRE BETTER' is visible on the left, and navigation links 'CÔNG TY' and 'CÀI ĐẶT TUYỂN DỤNG' are in the center. On the right, there are language and company selection options: 'EN' and 'Công ty thương mại TT'. Below the header, a progress bar indicates 'Hướng dẫn cài đặt' and '1/5 bước'. The main content area is divided into three columns. The left column shows a list of candidates under the heading 'Ứng Viên (0)'. A red box highlights the '+ Thêm ứng viên' button, and a red arrow points to it. Below this, a search bar and a filter icon are visible. A candidate card for 'My Tam Nguyễn Thị - Tiếp thị' is shown, indicating 'Không được tính toán' and '21 ngày trước'. The middle column displays the profile of 'My Tam Nguyễn Thị - Tiếp thị', including a profile picture, name, position, and a 'Đánh giá ngay' button. Below the profile, there is a 'Ghi chú mới nhất' section and a 'Thông tin tuyển dụng' section with three items. The right column shows the 'Quy trình tuyển dụng mặc định' (Default recruitment process) with steps: 'Áp dụng', 'Sàng lọc', and 'Lên lịch'. A 'Đã gửi yêu cầu phỏng vấn' button is present, along with a 'Bị loại' button. At the bottom right, there are social media icons for Facebook and Zalo.

And when clicking the "add a candidate" item, there are 2 options:

- Add a candidate
- Import candidate

The screenshot displays the TalentAxis interface. At the top, the logo 'TALENTAXIS HIRE FASTER. HIRE BETTER' is visible alongside navigation links for 'ỨNG VIÊN' (Candidates), 'CÔNG TY' (Companies), and 'CÀI ĐẶT TUYỂN DỤNG' (Recruitment Settings). The user is logged in as 'Công ty Thương mại' (Commercial Company).

The main content area shows a candidate profile for 'Quynh Duyen • Marketing'. The profile includes contact information: 'Trụ sở chính' (Headquarters), 'Trực tiếp' (Direct), email 'thao.ho@cvtot.vn', and phone '+84969955445'. A red arrow points to the 'Thêm một ứng viên' button in the left sidebar, which is part of the 'ỨNG VIÊN (2)' section. Other buttons in this section include 'Tìm kiếm' (Search), 'Thêm một ứng viên' (Add a candidate), and 'Nhập ứng viên' (Import candidate).

The right sidebar shows the 'Default Hiring Flow' with steps: 'Apply' (13/05/2026, 09:39 AM), 'Screening', 'Scheduling', '2', and 'Offer'. Below this is a 'Chuyển sang Apply Passed' button and a 'Loại ứng viên' (Remove candidate) button. The 'Các tệp tải lên' (Upload files) section shows a file 'Quynh Duyen - UI/UX Desig...' (6.84 MB, 13/05/2026) with social media icons for Facebook and Zalo.

The "Add a candidate" item allows the Employer to proactively enter candidate information manually and upload the candidate's CV directly to the system.

The fields marked with (*) are mandatory information that must be filled in completely before saving or creating the candidate profile. After entering all the information, the Employer reviews it and clicks "Add candidate".

The Employer may upload the candidate's profile to the system in formats such as Excel, Word, or PDF. After uploading, the Employer clicks "add candidate", and the software will automatically analyze and extract the candidate's information to create a profile on the system.

Talentaxis
HIRE FASTER. HIRE BETTER

ỨNG VIÊN CÔNG TY Cài đặt tuyển dụng

Hướng dẫn cài đặt 1/5 bước

Chọn loại tệp bạn muốn nhập
Tải lên tệp có dung lượng tối đa 500 MB.

Bảng tính PDF, Word

Lịch sử nhập khẩu
Danh sách các tệp được sử dụng để nhập ứng viên

KHÔNG.	Tên nhập khẩu	Hồ sơ đã nhập
1	Tam của tôi	1 / 1

Tải lên tệp PDF hoặc Word

Tên nhập khẩu *
Quỳnh Duyên

Công việc *
Tiếp thị

Vị trí *
Trụ sở chính

Kéo và thả hoặc chọn tệp PDF hoặc Word.
Tải lên tệp có dung lượng tối đa 500 MB.
Mỗi ứng viên cần cung cấp các thông tin sau: "Họ tên", "Email", "Số điện thoại".
Hãy làm theo hướng dẫn của chúng tôi để tránh lỗi nhập liệu.

Tệp đã tải lên

Quỳnh Duyên - UI/UX Design CV.pdf
6,8 MB • Tải lên thành công

Hủy bỏ Thêm ứng viên

After completing the profile upload, when the Employer returns to the "Candidates" section, the system will automatically update the candidate list so that the Employer can easily monitor and evaluate.



ỨNG VIÊN

CÔNG TY

CÀI ĐẶT TUYỂN DỤNG

VI

Công ty Thương mại

TT

Hướng dẫn thiết lập

Bước 1 trên 5

Tiếp tục

ỨNG VIÊN (2)

+ Thêm ứng viên

Tìm kiếm

QD

Quỳnh Duyen

Marketing

Chưa tính toán

0 phút trước

CÔNG VIỆC BẮT

MT

My Tam Nguyen Thi

Marketing

Chưa tính toán

22 ngày trước

CÔNG VIỆC BẮT

QD

Quỳnh Duyen • Marketing

Trụ sở chính

Trực tiếp

Đánh giá ngay

Ghi chú mới nhất

+ Thêm ghi chú

Chi tiết tuyển dụng

TT

Thao Thu đã cập nhật thông tin ứng viên

13/05/2026, 02:30 PM

TT

Thao Thu đã cập nhật thông tin ứng viên

13/05/2026, 02:30 PM

TT

Thao Thu đã cập nhật thông tin ứng viên

13/05/2026, 02:30 PM

Default Hiring Flow

Apply

Apply In Progress

13/05/2026, 09:39 AM

Screening

Scheduling

2

Offer

Chuyển sang Apply Passed

Loại ứng viên

Các tệp tải lên

Hồ sơ xin việc

+ Thêm hồ s

Quỳnh Duyen - UIUX Desig...

6.84 MB • 13/05/2026

Thư úm tuyển

Candidate profile evaluation feature

After a candidate profile is uploaded, the system will automatically evaluate the candidate's suitability for the job position and display the result as a percentage for the Employer to monitor.

Hướng dẫn thiết lập Tiếp tục >

Bước 1 trên 5

ỨNG VIÊN (3) + Thêm ứng viên

Tìm kiếm

MT

Mỹ Tâm Nguyễn Thị

Sale

Apply • Apply In Progress

0 phút trước

CÔNG VIỆC ĐÃ BẮT

QD

Quỳnh Duyên

Marketing

Apply • Apply In Progress

4 ngày trước

CÔNG VIỆC ĐÃ BẮT

MT

My Tam Nguyen Thi

Marketing

Scheduling • Invite To Interview

26 ngày trước

CÔNG VIỆC ĐÃ BẮT

MT

Mỹ Tâm Nguyễn Thị • Sale

Trụ sở chính

Trực tiếp

nguyentmytam170@gmail.com

+84944876517

76%

Khả

Ghi chú mới nhất

+ Thêm ghi chú

Chi tiết tuyển dụng

Hiện tại không có chi tiết nào

Default Hiring Flow

- Apply (18/05/2026, 11:07 AM)
- Apply In Progress
- Screening
- Scheduling
- 2
- Offer

Chuyển sang Apply Passed

Loại ứng viên

Các tệp tải lên

Hồ sơ xin việc + Thêm hồ s

CV_TTSMarketing_Nguyen...
1.57 MB • 18/05/2026

Thư ứng tuyển

MT Mỹ Tâm Nguyễn Thị

In the default recruitment process "Default Hiring Flow", the system displays the candidate at the Apply stage with the status "Apply In Progress". The Employer may click the "Move to Apply Passed" button to update the processing status of the candidate's profile.

TALENTAXIS
HIRE FASTER. HIRE BETTER

ỨNG VIÊN CÔNG TY CÀI ĐẶT TUYỂN DỤNG

VI Công ty Thương mại TT

Hướng dẫn thiết lập Bước 1 trên 5 Tiếp tục >

ỨNG VIÊN (3) + Thêm ứng viên

Tìm kiếm

MT Mỹ Tâm Nguyễn Thị Sale 76%
Apply - Apply In Progress 0 phút trước
CÔNG VIỆC ĐÃ BẮT

QD Quỳnh Duyen Marketing
Apply - Apply In Progress 4 ngày trước
CÔNG VIỆC ĐÃ BẮT

MT My Tam Nguyen Thi Marketing
Scheduling - Invite To Interview 26 ngày trước
CÔNG VIỆC ĐÃ BẮT

MT Mỹ Tâm Nguyễn Thị Sale
Trụ sở chính
Trực tiếp
nguyentmytam170@gmail.com
+84944876517

76%
Khả

Ghi chú mới nhất + Thêm ghi chú

Chi tiết tuyển dụng
Hiện tại không có chi tiết nào

Default Hiring Flow

Apply 18/05/2026, 11:07 AM
Apply In Progress
Screening
Scheduling
2
Offer

Chuyển sang Apply Passed

Loại ứng viên

Các tệp tải lên

Hồ sơ xin việc + Thêm hồ sơ

CV_TTSMMarketing_Nguyen...
1.57 MB • 18/05/2026

Thư ứng tuyển

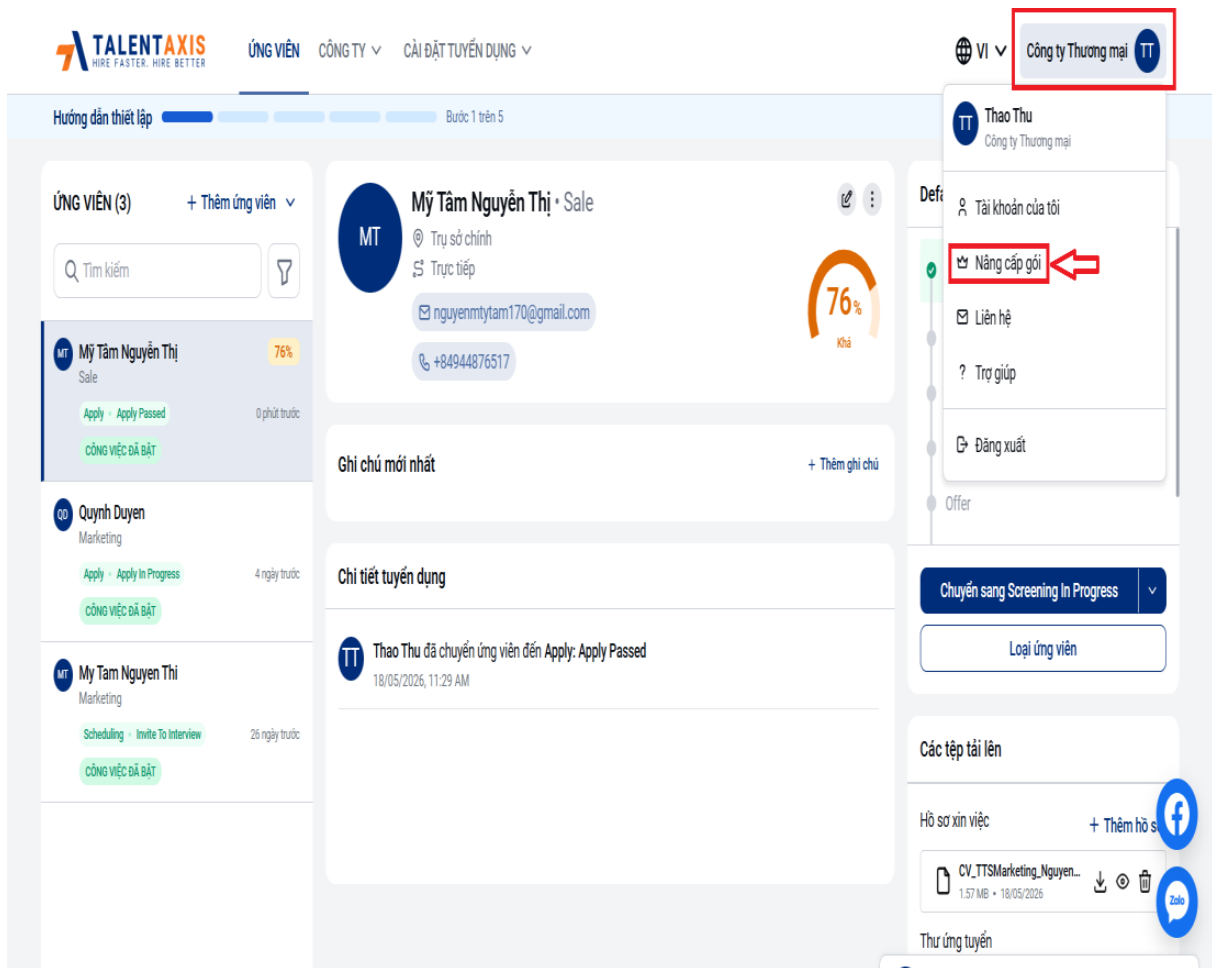
After the Employer clicks the status-change button, the system displays the "Recruitment process" table comprising stages such as Apply, Screening, Scheduling, Offer, and Onboarding. Here, the Employer may select the appropriate status, for example "Move to Apply Passed", to update the progress of processing the candidate's profile in the recruitment process.

The screenshot displays the TalentAxis recruitment management system. At the top, there's a navigation bar with the TalentAxis logo and various menu items. The main area is divided into three columns. The left column lists candidates, including Mỹ Tâm Nguyễn Thị (Sale) and Quỳnh Duyen (Marketing). The middle column shows the detailed profile of Mỹ Tâm Nguyễn Thị, including her contact information and a 76% status. The right column shows the 'Default Hiring Flow' with steps: Apply (Apply Passed), Screening, Scheduling, 2, and Offer. A red arrow points from the candidate list to the 'Chi tiết tuyển dụng' (Recruitment Details) section, which contains a log entry: 'Thao Thu đã chuyển ứng viên đến Apply: Apply Passed' dated 18/05/2026, 11:29 AM. The 'Default Hiring Flow' section also includes a 'Chuyển sang Screening In Progress' button and a 'Loại ứng viên' button. At the bottom right, there's a section for 'Các tệp tải lên' (Uploaded files) showing a file named 'CV_TTSMMarketing_Nguyen...' and a 'Thư ứng tuyển' (Application letter) section.

After the Employer moves the candidate's status to the appropriate step, the system will automatically update the new status in the "Default Hiring Flow" and save the operation history in the "Recruitment details" section. At that point, the Employer may track the process of handling the candidate's profile through each stage of the recruitment process.

Process for Purchasing a service package on TalentAxis

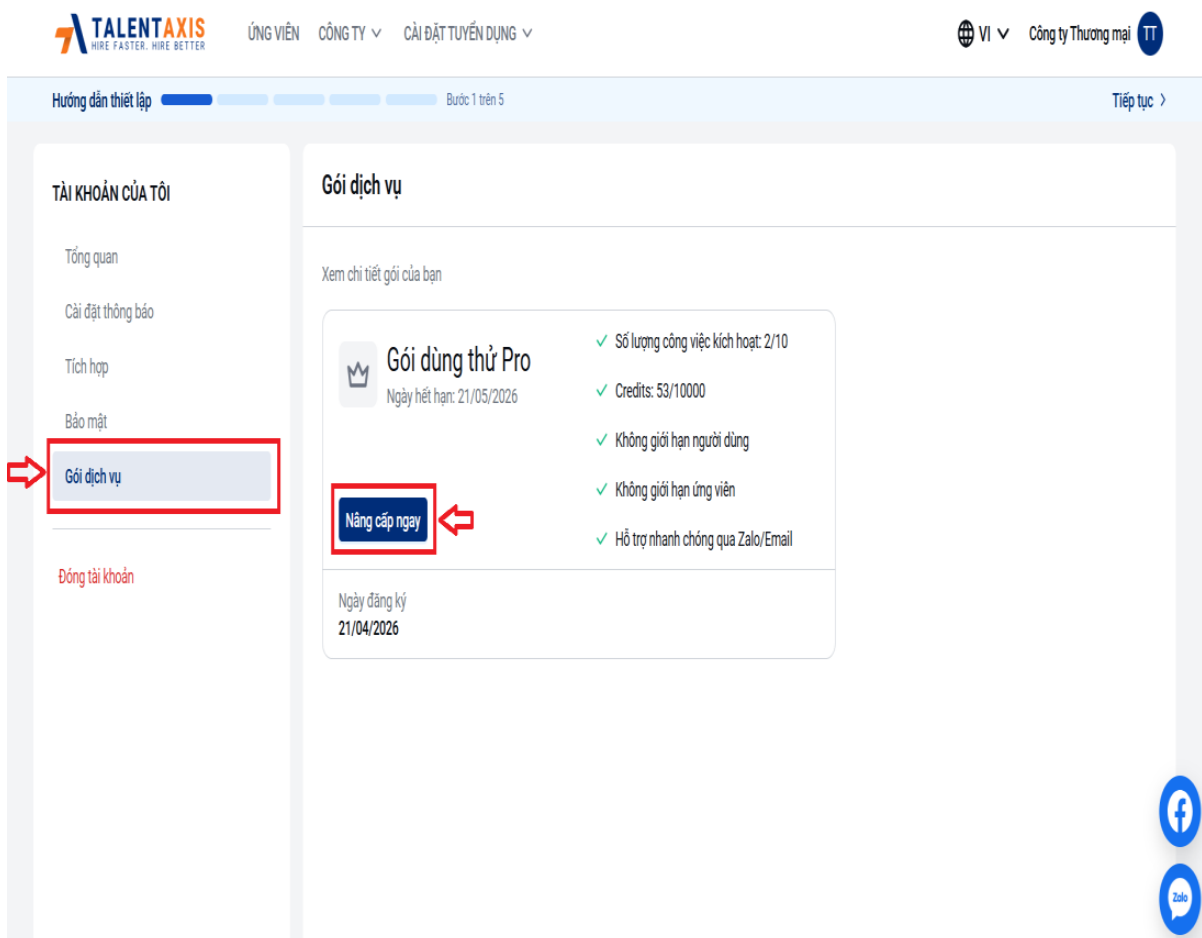
Step 1: The Employer/Enterprise selects the account icon and clicks "Upgrade package" to begin the process of purchasing or upgrading a service package on TalentAxis.



Step 2: Select the service package to upgrade

After entering the "Service package" section, the system displays the Employer/Enterprise's current service package information, including the package name, expiry date, number of activated jobs, number of credits, and the accompanying benefits.

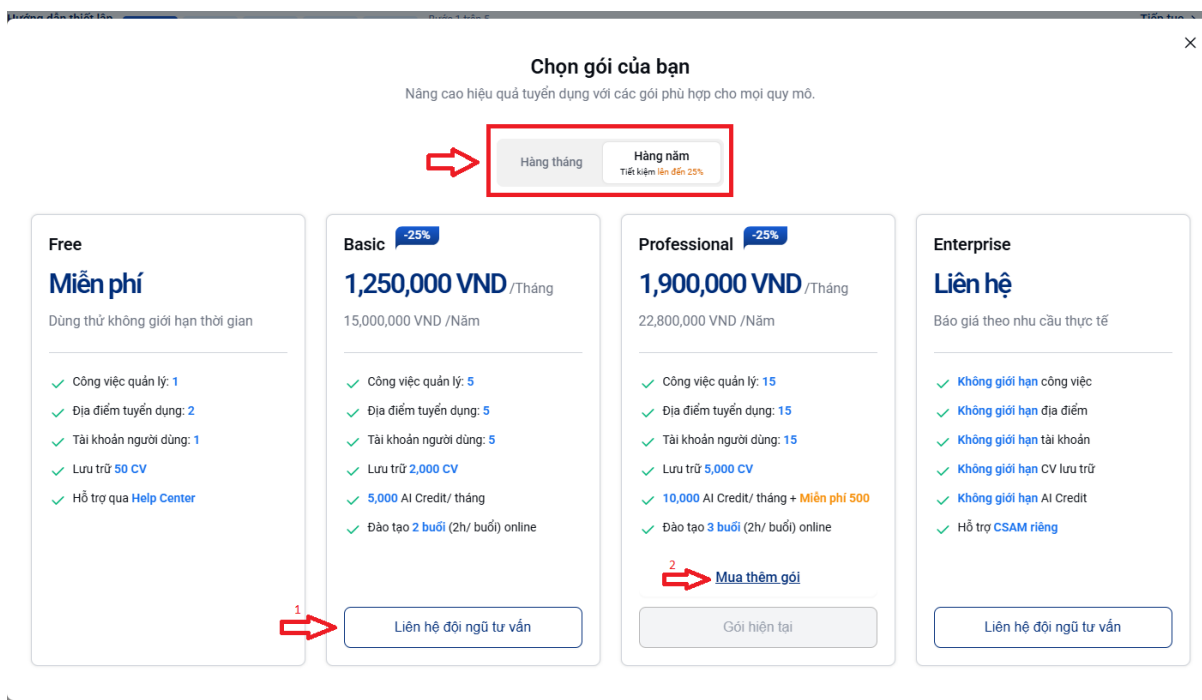
The Employer/Enterprise clicks "Upgrade now" to continue selecting and upgrading a service package suitable for their usage needs on TalentAxis.



Step 3: Select the service package

After clicking "Upgrade now", the system displays the service packages for the Employer/Enterprise to choose from. The Employer/Enterprise may select the "monthly" or "annual" usage form, then view the detailed information of each service package.

For each service package, the Employer/Enterprise may select "Buy additional package" to proceed with online payment or select "Contact the advisory team" to receive further advice and support before registering the service package.



Step 4: In the case of selecting "Contact the advisory team", the system will switch to the advisory contact page. The Employer/Enterprise must enter the following information in full:

Full name

Email

Company name

Phone number

Security confirmation

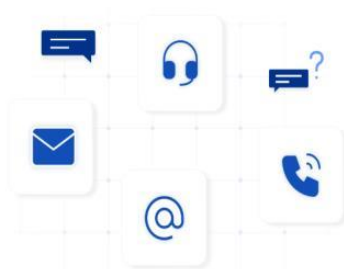
After completing the information, the Employer/Enterprise confirms agreement with the privacy policy and clicks "Send" the request so that the TalentAxis team contacts them for support.

Liên hệ đội ngũ tư vấn

Cùng khám phá giải pháp phù hợp cho doanh nghiệp của bạn

Trao đổi sự cố kỹ thuật hoặc phản hồi về sản phẩm

[Liên hệ đội ngũ hỗ trợ >](#)



Họ và tên *

Email *

Tên công ty *

Số điện thoại *

Vui lòng xác minh bạn không phải là robot

☒ Success!

☐ Chúng tôi xử lý thông tin của bạn theo [Chính sách bảo mật](#)



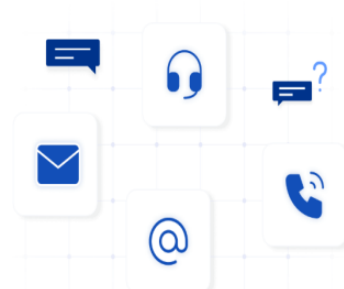
After successfully sending the contact information, the system displays the confirmation notification "Thank you for contacting us". TalentAxis will record the Employer/Enterprise's information, and the advisory team will contact them again to provide support as soon as possible.

Liên hệ đội ngũ tư vấn

Cùng khám phá giải pháp phù hợp cho doanh nghiệp của bạn

Trao đổi sự cố kỹ thuật hoặc phản hồi về sản phẩm

[Liên hệ đội ngũ hỗ trợ >](#)



Cảm ơn bạn đã liên hệ!

Chúng tôi đã nhận được thông tin của bạn và sẽ liên lạc với bạn sớm.

[Quay về trang chủ](#)



Step 5: In the case of selecting "Buy additional package", the system will switch to the order summary page. Here, the Employer/Enterprise may select the additional packages suitable for their usage needs, including:

- + Additional job posting package
- + Additional account package
- + Additional CV quantity package
- + Additional AI Credit package

The Employer/Enterprise clicks the "+" icon at the package to be purchased additionally, then selects an appropriate payment method such as "Credit/Debit card" or "Scan QR code". After selecting the package and payment method, the system will display the total amount payable for the Employer/Enterprise to proceed with payment.

In the case of selecting the "Credit/Debit card" method, the Employer/Enterprise must enter the card information in full as required by the payment gateway and perform the payment authentication steps if any. After checking the information, the Employer/Enterprise clicks "Pay now" to complete the transaction.

The screenshot shows the TalentAxis checkout interface. At the top, the logo 'TALENTAXIS HIRE FASTER. HIRE BETTER' is visible, along with navigation links for 'ỨNG VIÊN', 'CÔNG TY', and 'CÀI ĐẶT TUYỂN DỤNG'. The main content area is divided into two sections. On the left, a circular icon with a shopping cart symbol is accompanied by the text 'Mua gói bổ sung cho gói của bạn' (Buy additional packages for your package) and a note: 'Thêm các gói bổ sung để tăng giới hạn cho Professional Plan hiện tại của bạn tại đây. Hoặc liên hệ đội ngũ Sales để được hỗ trợ thêm.' (Add additional packages to increase the limit for your current Professional Plan here. Or contact the Sales team for further support). On the right, the 'Tóm tắt đơn hàng' (Order Summary) section lists the following items:

- Gói tin công việc bổ sung (Additional job posting package): 600,000 VND / 5 công việc (jobs).
- Gói tài khoản bổ sung (5 tài khoản) (Additional account package (5 accounts)): 750,000 VND / 5 tài khoản (accounts). This item is highlighted with a red box.
- Gói số lượng CV bổ sung (Additional CV quantity package): 500,000 VND / 2.000 CV.
- Gói AI Credit bổ sung (Additional AI Credit package): 1,000,000 VND / 5.000 Credits.

 Below the list, there are two payment method options: 'Thẻ tín dụng / Ghi nợ' (Credit card / Bill) with subtext 'Visa, Mastercard, Napas' and 'Quét mã QR' (Scan QR code) with subtext 'VietQR, VNPT Epay'. The 'Tổng thanh toán hôm nay' (Total payment today) is displayed as 750,000 VND. At the bottom, a checkbox is checked with the text 'Tôi đã đọc và đồng ý với Điều khoản dịch vụ của TalentAxis.' (I have read and agree with the Terms of Service of TalentAxis). This checkbox is also highlighted with a red box. Below it is a large blue button labeled 'Thanh toán ngay' (Pay now), which has a red house icon pointing to it.

After selecting the "Credit/Debit card" method, the system switches to the payment gateway interface. The Employer/Enterprise must check the order summary information, including the service package name, quantity, subtotal, VAT, and the total amount payable.

In the "Your details" section, the Employer/Enterprise enters the information as required by the system. Fields marked with (*) are mandatory information, including:

Email address

Country

After entering all the mandatory information, the Employer/Enterprise clicks "Continue" to proceed to the next payment step.

The screenshot displays a payment interface in 'Test Mode'. On the left, the 'Order summary' shows a total of 725.000 đ (including VAT) for 'TALENTAXIS - JOB PACK' (Qty: 1). A breakdown shows a subtotal of 580.000 đ, VAT of 145.000 đ, and a total 'Due today' of 725.000 đ. On the right, the 'Your details > Payment' section contains a text box for 'Email address' (with a red arrow pointing to it) and a dropdown menu for 'Country' (set to 'Viet Nam', also with a red arrow). A large blue 'Continue' button at the bottom right is highlighted with a red rectangle and a red arrow. The footer includes a language selector (English), a total amount in Vietnamese (Tổng thanh toán hôm nay: 600,000 VND), and a user email (hotthuthao210@gmail.com) with a 'Not you? Change' link.

At the "Payment" step, the Employer/Enterprise enters the card information in full as required, including:

Card number

Name on card

Expiration date

Security code

After checking the order information and the payment card information, the Employer/Enterprise clicks "Pay" to make the payment. The system will process the transaction through the payment gateway and notify the payment result after the transaction is completed.

Test Mode

View Testing Instructions

Order summary

725.000 đ inc. VAT

TALENTAXIS - JOB PACK

Qty: 1

Subtotal

580.000 đ

Add discount

VAT

145.000 đ

Add VAT number

Due today

725.000 đ

Your details > Payment

Card number

4000 0511 5511 5551

VISA

Name on card

Valid Visa debit card

Expiration date

08 / 2028

Security code

100

Pay 725.000 đ

English

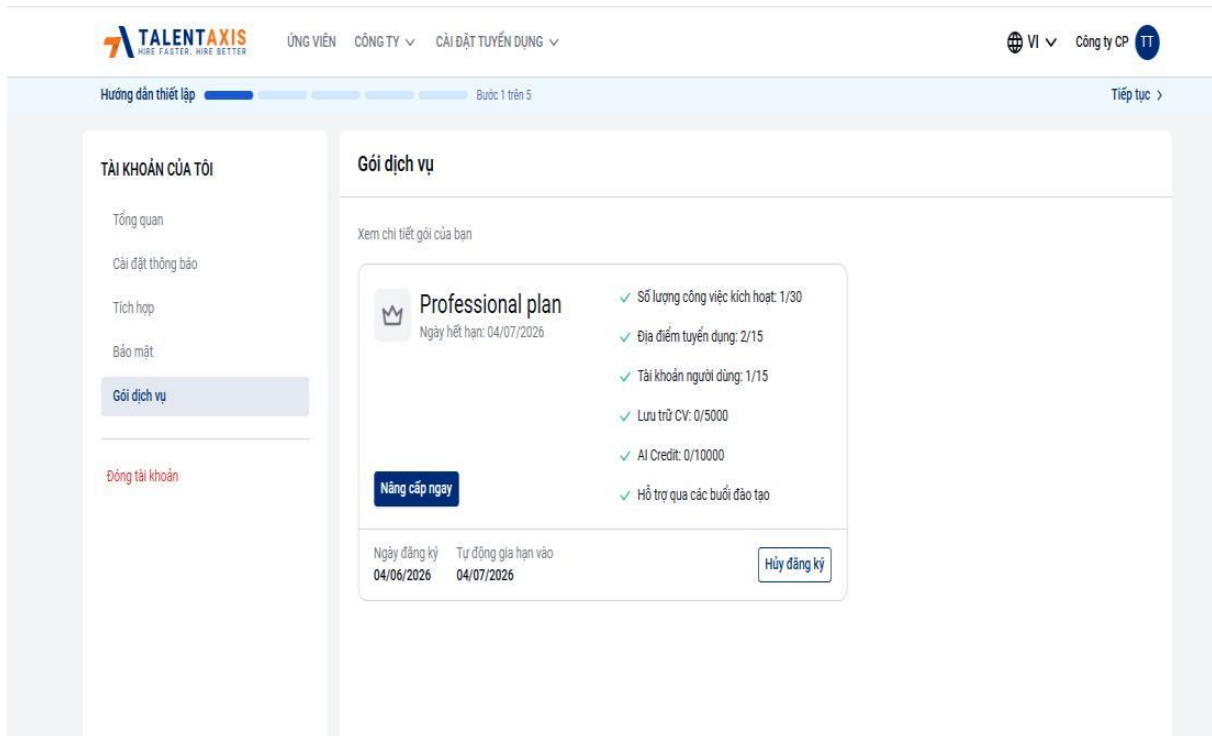
Tổng thanh toán hôm nay

hotthuthao210@gmail.com Not you? Change

600,000 VND

After successfully registering the service package, the system will display the package information in the "Service package" section. The Employer/Enterprise may view the package currently in use, the expiry date, the number of activated jobs, recruitment locations, user accounts, CV storage capacity, AI Credit, and the accompanying benefits.

In this section, the Employer/Enterprise may click "Upgrade now" to change the service package or click "Cancel subscription" if they do not continue to use/renew the package.



In the case of selecting the "Scan QR code" method, the Employer/Enterprise selects the additional package to purchase, checks the order information, VAT, and the total amount payable. Then, the Employer/Enterprise clicks "Pay now" to continue payment via VietQR/VNPT Epay.

[< Quay lại](#)


Mua gói bổ sung cho gói của bạn

Thêm các gói bổ sung để tăng giới hạn cho Professional Plan hiện tại của bạn tại đây. Hoặc [liên hệ đội ngũ Sales](#) để được hỗ trợ thêm.

Tóm tắt đơn hàng

Gói tin công việc bổ sung (5 công việc) 600,000 VND/ 5 công việc	- 1 +	600,000 VND
Gói tài khoản bổ sung (5 tài khoản) 750,000 VND/ 5 tài khoản	- 1 +	750,000 VND
Gói số lượng CV bổ sung (2.000 CV) 500,000 VND/ 2.000 CV	- 1 +	500,000 VND
Gói AI Credit bổ sung (5.000 Credits) 1,000,000 VND/ 5.000 Credits	- 1 +	1,000,000 VND


Thẻ tín dụng / Ghi nợ
Visa, Mastercard, Napas


Quét mã QR
VietQR, VNPT Epay

VAT (10%) 285,000 VND

Tổng thanh toán hôm nay 3,135,000 VND

☒ Tôi đã đọc và đồng ý với Điều khoản dịch vụ của TalentAxis.

Thanh toán ngay



After clicking "Pay now", the system switches to the VNPT EPAY payment gateway and displays the QR code. The Employer/Enterprise scans the QR code using a banking application to complete the payment. When the transaction is successful, the system will record the payment and activate the service package immediately on the account.

Chuyển khoản

MÃ NỘP TIỀN ĐƯỢC CẤP THÀNH CÔNG
Vui lòng quét mã QR trên App Mobile Banking để hoàn tất thanh toán

[Lưu lại để thanh toán sau](#)
[Hướng dẫn chuyển khoản bằng QR](#) Đơn hàng hết hạn sau **262s**

Danh sách ngân hàng hỗ trợ VietQR

Thông tin đơn hàng
Mã đơn hàng
TALENTAX6d3cb54de9d349099fb9643cd0c90ba8
Nhà cung cấp dịch vụ
EPAY000001 ABC
Giá trị sản phẩm
1,063,334 VNĐ
Phí thanh toán
1,263 VNĐ

GIÁ TRỊ THANH TOÁN
1,064,597 VNĐ

Hoặc chuyển khoản vào tài khoản dưới đây

In addition to the QR-code scanning method, the Employer/Enterprise may scroll down to view the bank transfer information and make payment through the bank according to the information provided by the system, including:

- + Bank;
- + Account number;
- + Account name;
- + Payment deadline.

The Employer/Enterprise must transfer the correct amount and content according to the instructions so that the system records the transaction.

Chuyển khoản

[Hướng dẫn chuyển khoản bằng QR](#)
Đơn hàng hết hạn sau **105s**

Danh sách ngân hàng hỗ trợ VietQR

Hoặc chuyển khoản vào tài khoản dưới đây để hoàn tất thanh toán

Thông tin chuyển khoản

Ngân hàng: WOORIBANK

Số tài khoản: 902000228227

Tên tài khoản: EPAY000001 ABC

Hạn thanh toán: 05/06/2026 15:39:43

Lưu ý

Quý khách vui lòng chuyển đúng số tiền cần thanh toán vào tài khoản trên trước khi hết hạn thanh toán để hoàn thành đơn hàng.

Đơn hàng sẽ được tự động hủy nếu quý khách không chuyển đúng số tiền cần thanh toán trước ngày hết hạn thanh toán.

×

Thông tin đơn hàng

Mã đơn hàng

TALENTAX6d3cb54de9d349099fb9643cd0c90ba8

Nhà cung cấp dịch vụ

EPAY000001 ABC

Giá trị sản phẩm

1,063,334 vnd

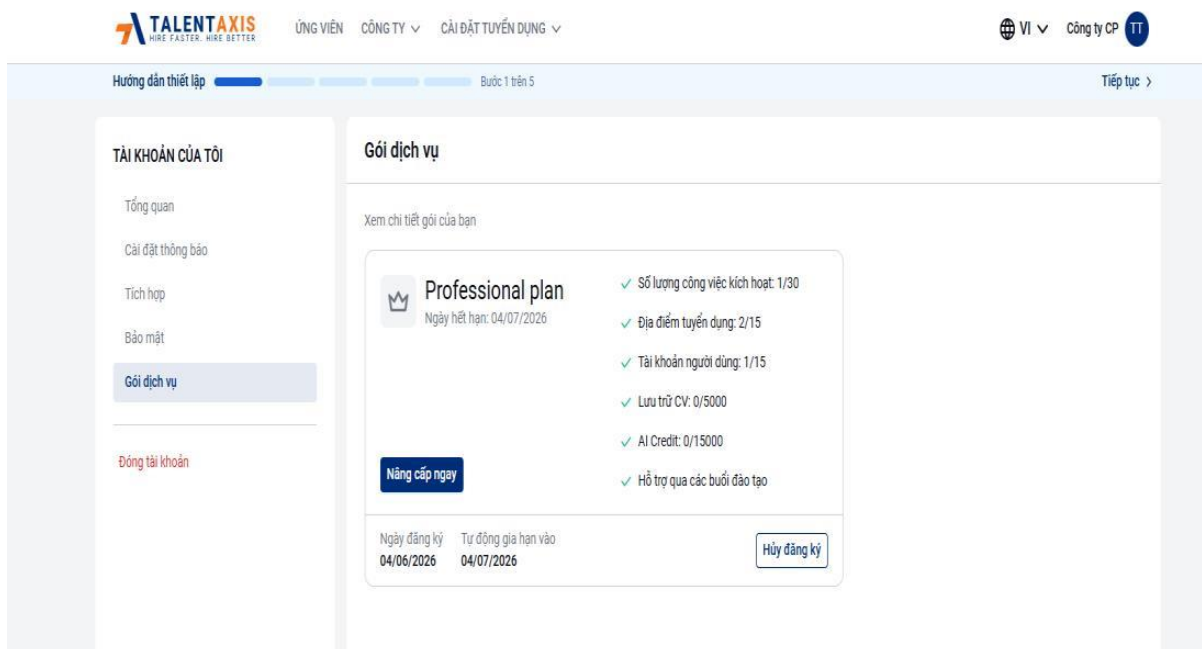
Phí thanh toán

1,263 vnd

GIÁ TRỊ THANH TOÁN

1,064,597 VNĐ

After successful payment, the system will also update the service package to the Employer/Enterprise's account. In the "Service package" section, the Employer/Enterprise may review the information of the package currently in use and the benefits that have been activated.



- Service provision agreement:

The Employer must read and agree to the "Service Usage Agreement" publicly published on the TalentAxis website before making payment.

This Agreement serves as an electronic contract between the User and CVTOT Joint Stock Company.

Agreement is expressed through the act of clicking confirmation (checkbox or button) at the payment step.

Electronic order:

After completing payment, the system will automatically record an online order, clearly showing:

- Transaction time
- Service package purchased
- Amount paid
- Order code

The order is stored in the Employer's account on TalentAxis. This is the basis for establishing the right to use the service and for proving the transaction between the two parties.

Tax invoice PAID

8th June 2026 - \$133.33

CVTOT JSC

via Paddle.com

Invoice to

Ni Na
thu.kieu+poen@cvtot.vn
Vietnam

Invoice from

Paddle.com Market Ltd
Judd House 18-29 Mora Street
London EC1V 8BT
United Kingdom

Payment method: - 5556

Tax ID: 9000000447
Company Number: 08172165

Invoice details

Invoice reference: 74008-10242
Billing period: 8th June 2026 - 8th July 2026
Transaction: txn_01ktjn5f3j8vgr31p7g5n2nksh
Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
TALENT AXIS - PRO	1	\$120.00	11.11%	\$120.00
8th June 2026 - 8th July 2026				
HIRE - Scale - Monthly				
		Subtotal		\$120.00
		FCT		\$13.33
		Total		\$133.33
		Amount paid		\$133.33
		Tax breakdown		
		Tax %		Tax
		11.11%		\$13.33
		Tax total		\$13.33

The \$133.33 payment will appear on your bank/card statement as:
PADDLE.NET* CVTOTJSC

If you have a problem with your order (e.g. don't recognize the charge, suspect a fraudulent transaction, etc.) please visit [paddle.net](#).

Paddle.com Market Ltd, Judd House, 18-29 Mora Street, London EC1V 8BT.
© 2026 Paddle. All rights reserved.

Invoices and documents:

- + The system allows users to request the provision of an electronic invoice after the transaction.

Địa chỉ/Address: 20/5 Hà Thị Thân, Phường An Hải Nam, Quận Sơn Trà, Thành phố Đà Nẵng, Việt Nam
Mã số thuế/Tax code: **0402267571**
Điện thoại/Tel: 0909 719 128

Ngày (date) tháng (month) năm (year)

Ký hiệu/Serial: 1C25TCV
Số/Inv.No : 00000000

Số tài khoản (Account No.) :

[illegible]

Người bán hàng
(Ký, ghi rõ họ tên)
(Seller, sign and full name)

Ký điện tử bởi: **CÔNG TY CỔ PHẦN CVTOT**
Ký ngày tháng năm

(Hóa đơn Điện tử được tra cứu trực tuyến tại tracuu.wininvoice.vn, mã tra cứu: _____, mã công ty: _____)
(Cung cấp giải pháp hóa đơn điện tử: Công Ty TNHH Win Tech Solution - MST: 0312303803 - www.win-tech.vn)

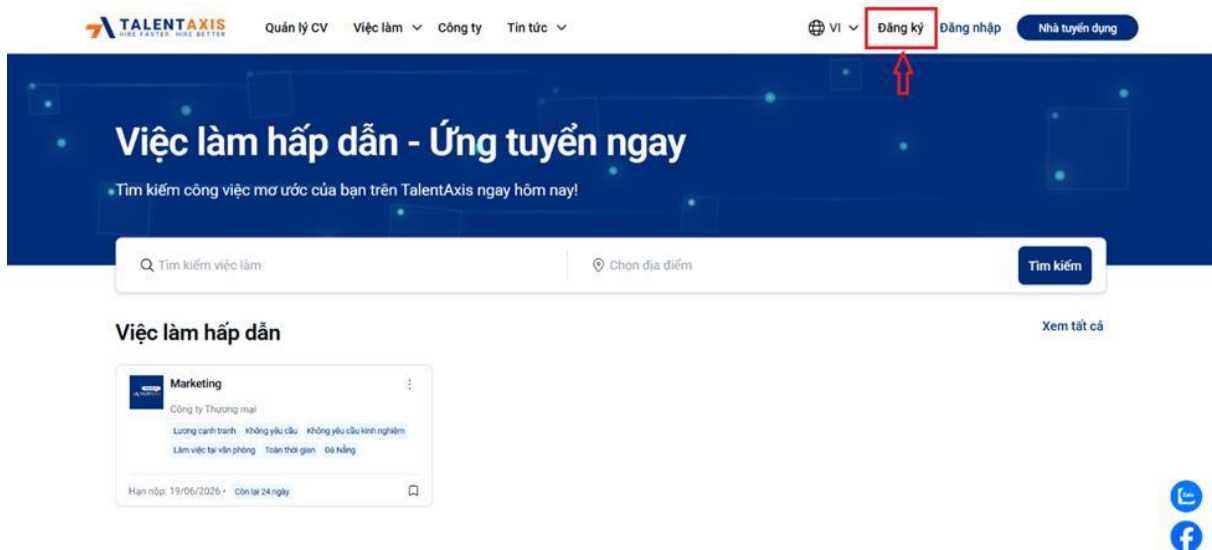
+ All transaction data is stored and secured in accordance with the applicable regulations.

2/ Process for Candidates

a. Regarding profile creation

Step 1: Account registration

- The Candidate accesses the website jobs.talentaxis.ai and selects "Register" to proceed with account registration.



- The Candidate enters the email to register an account and, by agreeing, proceeds to select "I have read and agree to the Terms and Conditions and the Privacy Policy of TalentAxis". The Candidate then selects "Create account".

Đăng ký

Nhập email của bạn

Xác minh bạn không phải là robot



Thành công!

☐

Tôi đã đọc và đồng ý với các [Điều khoản và Điều kiện](#) cũng như [Chính sách quyền riêng tư](#) của TalentAxis.

Tạo tài khoản

Đã có tài khoản? [Đăng nhập](#)

- TalentAxis sends a verification link to the email entered by the Candidate.



Vui lòng kiểm tra email của bạn

Chúng tôi đã gửi một email xác minh tới

thaotho@talentaxis.vn

Hãy mở email và làm theo hướng dẫn để hoàn tất xác thực tài khoản. Nếu không thấy email, vui lòng kiểm tra thư rác hoặc thư quảng cáo.

Vẫn chưa nhận được email? [Gửi lại email \(00:56\)](#)

[Quay lại trang Đăng ký](#)

- The Candidate selects "Set password" to verify the registered email.

Xác thực email để thiết lập mật khẩu

Cảm ơn bạn đã đăng ký tài khoản với TalentAxis. Để hoàn tất quá trình đăng ký và thiết lập mật khẩu cho tài khoản mới của bạn, vui lòng xác nhận địa chỉ email bằng cách nhấp vào liên kết bên dưới.

Nhấp vào liên kết này sẽ kích hoạt tài khoản của bạn và cho phép bạn đặt mật khẩu để bắt đầu sử dụng các tính năng và dịch vụ của TalentAxis.

Thiết lập mật khẩu



Nếu đây không phải yêu cầu của bạn, vui lòng không thực hiện yêu cầu hoặc xóa email này.

After entering the password in full, the Candidate clicks "Complete".



Thiết lập mật khẩu

Tạo mật khẩu cho tài khoản

.....@gmail.com.

- ✓ Mật khẩu phải có ít nhất 8 ký tự
- ✓ Bao gồm ít nhất một chữ cái và một chữ số


Hoàn tất

After completion, the screen will switch to a notification page, and the Candidate proceeds to Log in to access the website.



Bạn đã hoàn tất đăng ký tài khoản

Tài khoản [REDACTED]@gmail.com đã
được tạo thành công!

Vui lòng **Đăng nhập** để tiếp tục sử dụng dịch
vụ.

After having an account, the Candidate proceeds to log in in order to access and use TalentAxis's services.

The Candidate enters the registered Gmail address and password, clicks "Remember login information" for easier login on subsequent occasions, waits for verification that they are not a robot, and clicks "Log in".

Đăng nhập

testthinh01@gmail.com

.....

☒ Lưu thông tin đăng nhập

[Quên mật khẩu](#)

Xác minh bạn không phải là robot



Thành công!



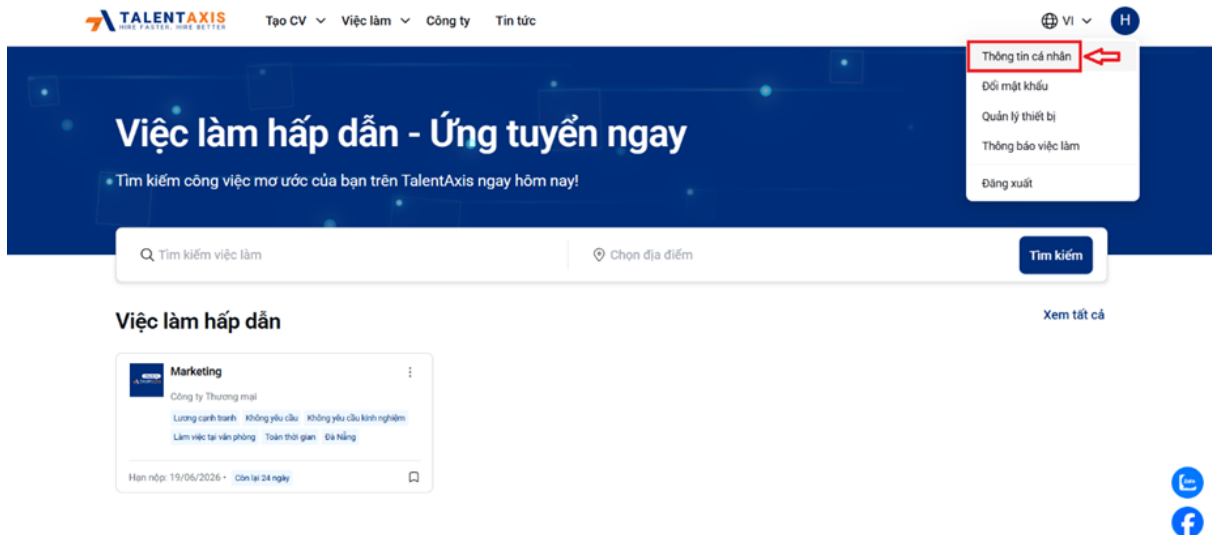
Đăng nhập

hoặc đăng nhập bằng



Chưa có tài khoản? [Đăng ký tài khoản](#)

Step 2: On the homepage after logging in, the Candidate clicks the account icon at the right corner of the screen, then selects "Personal information" to view and update their personal profile.



Step 3: Fill in completely and accurately the information required in the profile.

Fill in the Personal information section: Full name; Email; Date of birth; Gender; Phone number; Address.

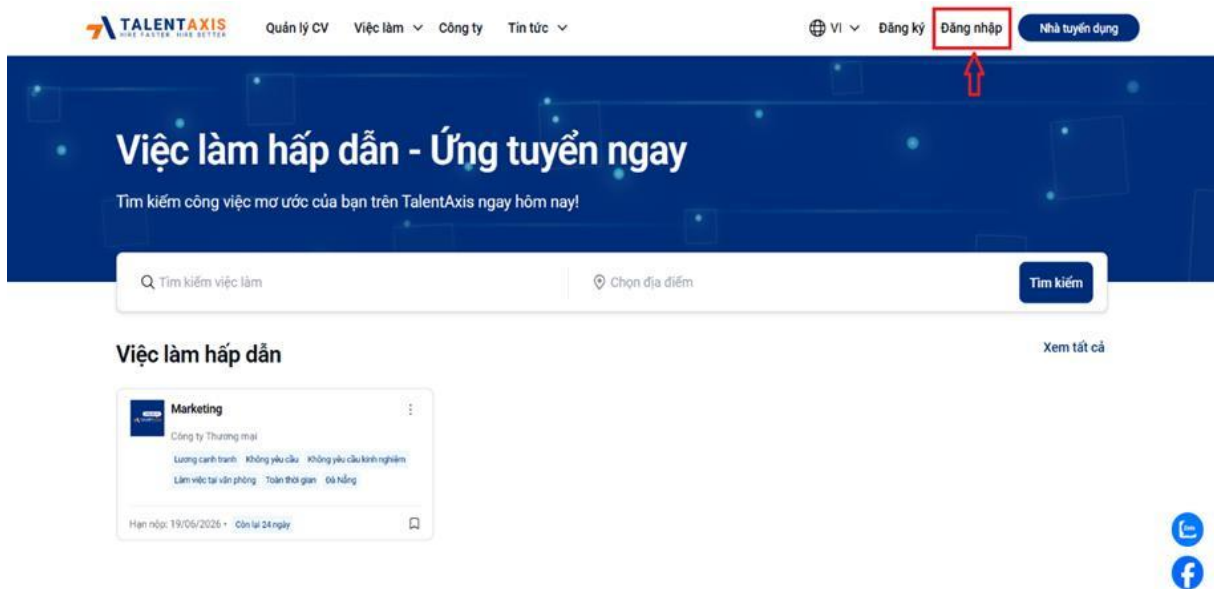
In the Job notification section, if the Candidate wishes to receive notifications, they may enter the information to register.

Step 4: Review the information and click "Save information".

b) Regarding the job search and application process

Step 1: Log into the previously registered account

After registering an account and logging in, the Candidate accesses the website jobs.talentaxis.ai and selects "Log in".



The Candidate enters the registered email and password and clicks "Log in".

Đăng nhập

testthinh01@gmail.com

.....

☒ Lưu thông tin đăng nhập

[Quên mật khẩu](#)

Xác minh bạn không phải là robot



Thành công!



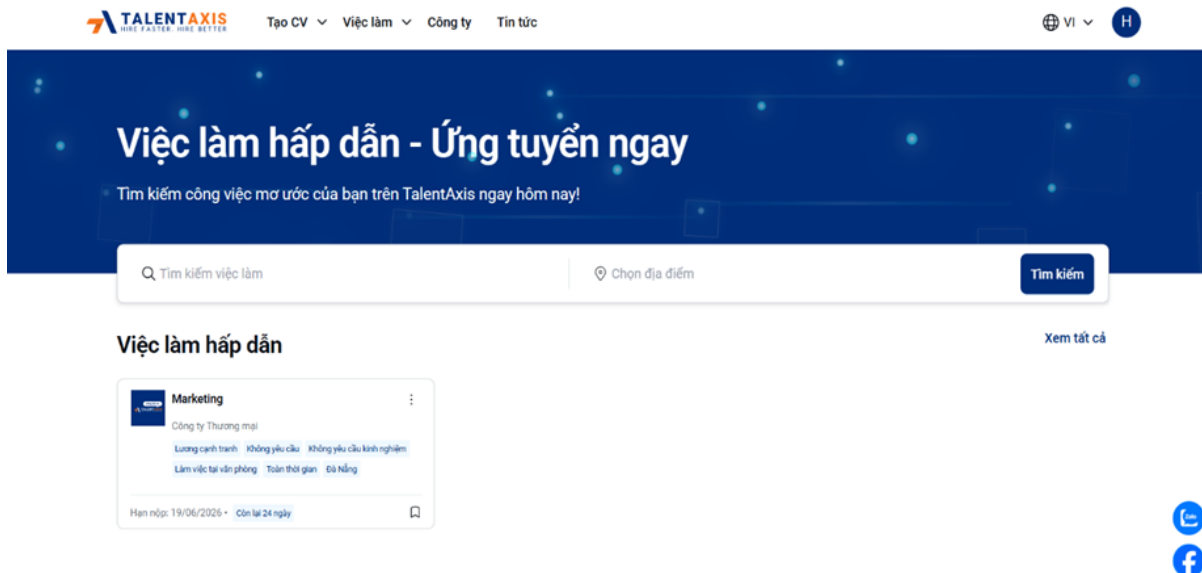
Đăng nhập

hoặc đăng nhập bằng



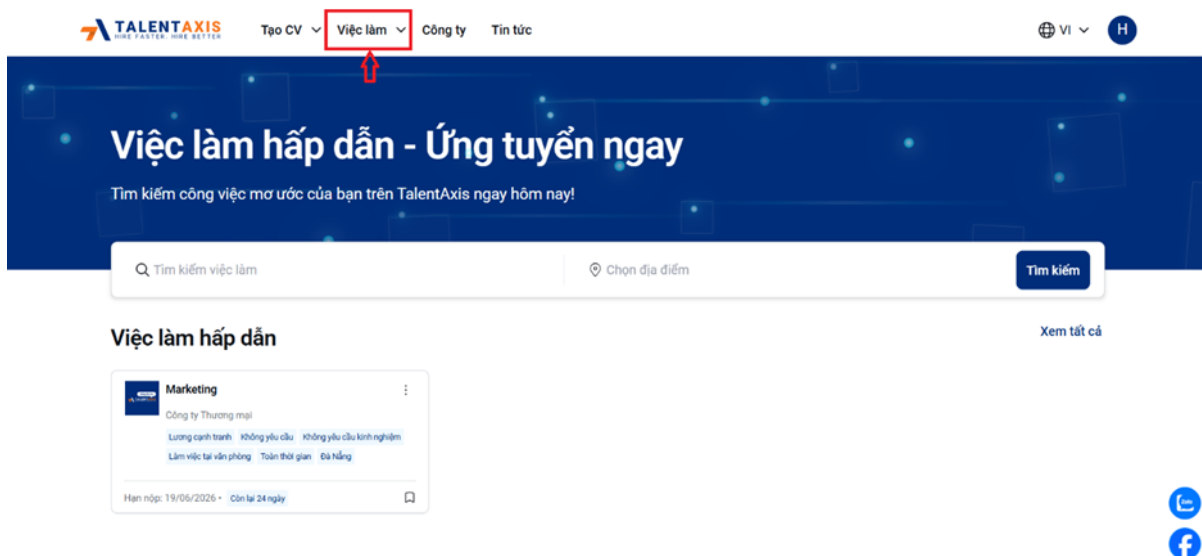
Chưa có tài khoản? [Đăng ký tài khoản](#)

After logging in, the system will return to the homepage displaying the logged-in account information.

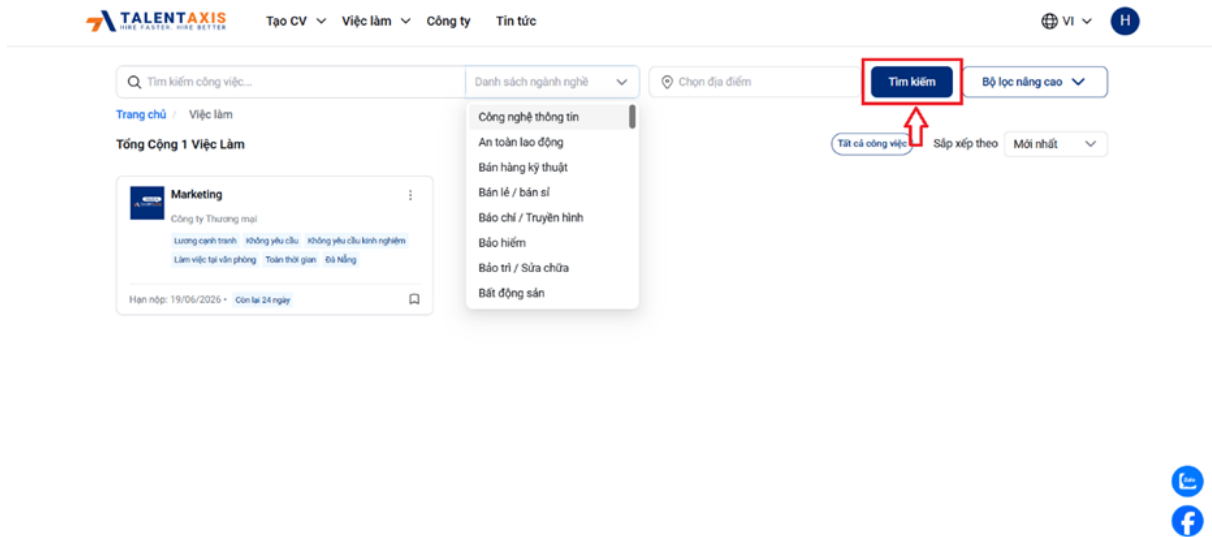


Step 2: Search for suitable job positions; the Candidate may use the information filter tool to select jobs by location, experience, sector, etc.

- Click the "Jobs" item.



- Enter the job content that the candidate desires, then click the "Search" item.



Step 3: Learn the information related to the job of interest:

Job description; Experience requirements; Salary and bonus; etc.

Click on the recruitment content that the Candidate is interested in to view the detailed information posted by the Employer.

Marketing

Đăng ngày: 25/05/2026 • Hạn nộp hồ sơ: 19/06/2026 Còn lại 24 ngày

 Lương cạnh tranh

 Không yêu cầu kinh nghiệm • Toàn thời gian • Làm việc tại văn phòng • Không yêu cầu

 20 Hà Thị Thân, Đà Nẵng, Vietnam

Ứng tuyển

 Lưu

 Chia sẻ

Mô tả công việc:

Chúng tôi đang tìm kiếm một nhân viên Marketing để tham gia vào đội ngũ của chúng tôi. Nhiệm vụ chính bao gồm:

- Hỗ trợ xây dựng và triển khai các chiến dịch marketing.
- Tham gia vào việc nghiên cứu thị trường và phân tích đối thủ cạnh tranh.
- Quản lý các kênh truyền thông xã hội và nội dung trực tuyến.
- Hỗ trợ tổ chức các sự kiện và hoạt động quảng bá sản phẩm.

Yêu cầu:

Không yêu cầu kinh nghiệm, nhưng các ứng viên nên có:

- Đam mê với lĩnh vực marketing và truyền thông

Step 4: Select a suitable job and click the "Apply" button, then choose a CV from the data on the device or select a CV saved on the website.

 TALENTAXIS Tạo CV Việc làm Công ty Tin tức VI H

Tìm kiếm công việc... Danh sách ngành nghề Chọn địa điểm Tìm kiếm Độ lọc nâng cao

Trang chủ / Việc làm

Tổng Cộng 1 Việc Làm Tắt cả công việc Sắp xếp theo Mới nhất

 Marketing

Công ty Thương mại

Lương cạnh tranh • Không yêu cầu kinh nghiệm • Không yêu cầu kinh nghiệm

Làm việc tại văn phòng • Toàn thời gian • Đà Nẵng

Hạn nộp: 19/06/2026 • Còn lại 24 ngày

 Công ty Thương mại

Marketing

Đăng ngày: 25/05/2026 • Hạn nộp hồ sơ: 19/06/2026 Còn lại 24 ngày

 Lương cạnh tranh

 Không yêu cầu kinh nghiệm • Toàn thời gian • Làm việc tại văn phòng • Không yêu cầu

 20 Hà Thị Thân, Đà Nẵng, Vietnam

Ứng tuyển

Lưu

Chia sẻ

Mô tả công việc:

Chúng tôi đang tìm kiếm một nhân viên Marketing để tham gia vào đội ngũ của chúng tôi. Nhiệm vụ chính bao gồm:

- Hỗ trợ xây dựng và triển khai các chiến dịch marketing.
- Tham gia vào việc nghiên cứu thị trường và phân tích đối thủ cạnh tranh.

- The Candidate enters their full name and phone number, chooses a CV from the data on the device or selects a CV saved on the website to upload. Then they click "Apply" to submit

the profile.

The screenshot shows a mobile app interface for TalentAxis. A modal window titled "Nộp hồ sơ ứng tuyển" (Submit application) is open over a job listing for "Marketing" at "Công ty Thương mại". The modal contains the following fields and options:

- Chọn CV của bạn** (Choose your CV): A dropdown menu with the option "Chọn CV của bạn".
- Tên của bạn *** (Your name): A text input field with the placeholder "Nhập họ và tên của bạn".
- Số điện thoại *** (Phone number): A text input field with a country code dropdown (set to +84) and a placeholder "+84".
- Viết thư xin việc** (Write your cover letter): A text area with the placeholder "Viết thư xin việc của bạn".
- Ứng tuyển** (Apply): A large blue button at the bottom of the modal, highlighted with a red arrow.

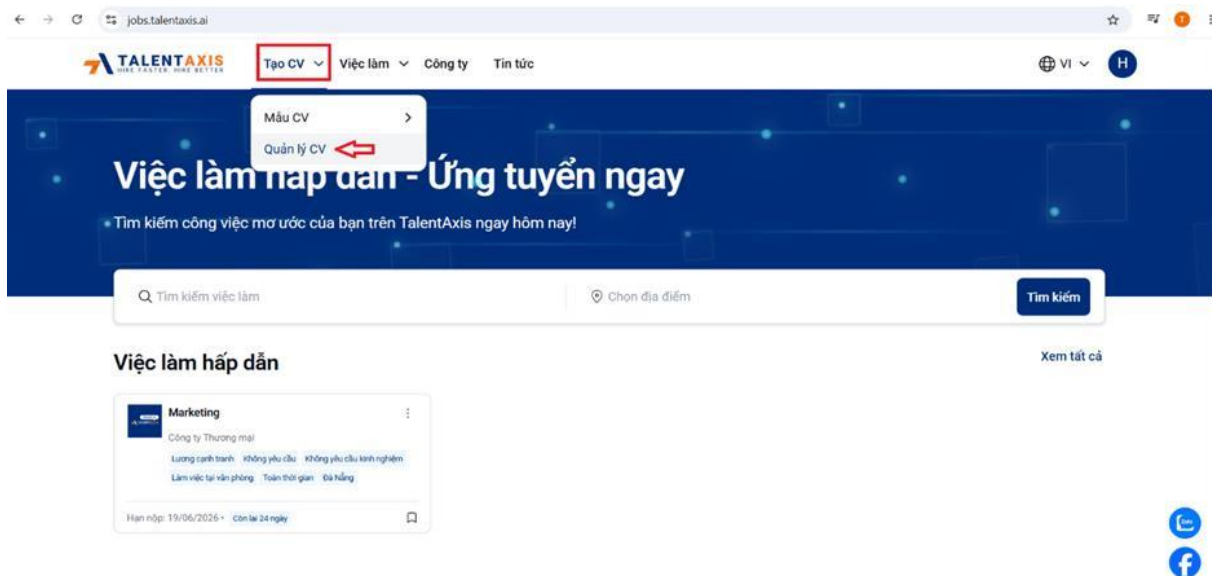
The screen will display "You have applied successfully".

Step 5: Wait for feedback from the Employer.

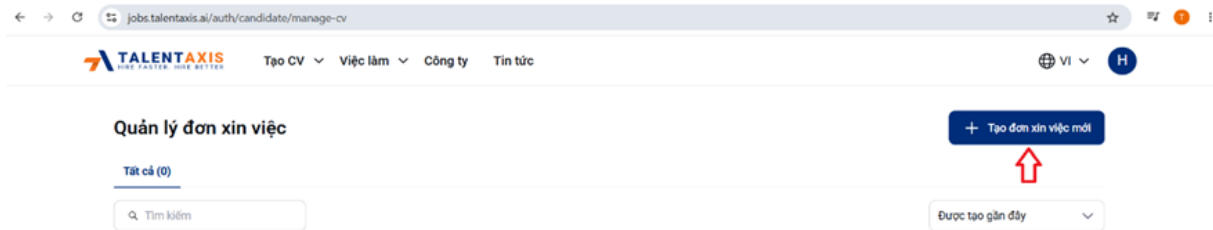
c) Regarding online CV creation

Step 1: Log into the registered account and access "Create CV"

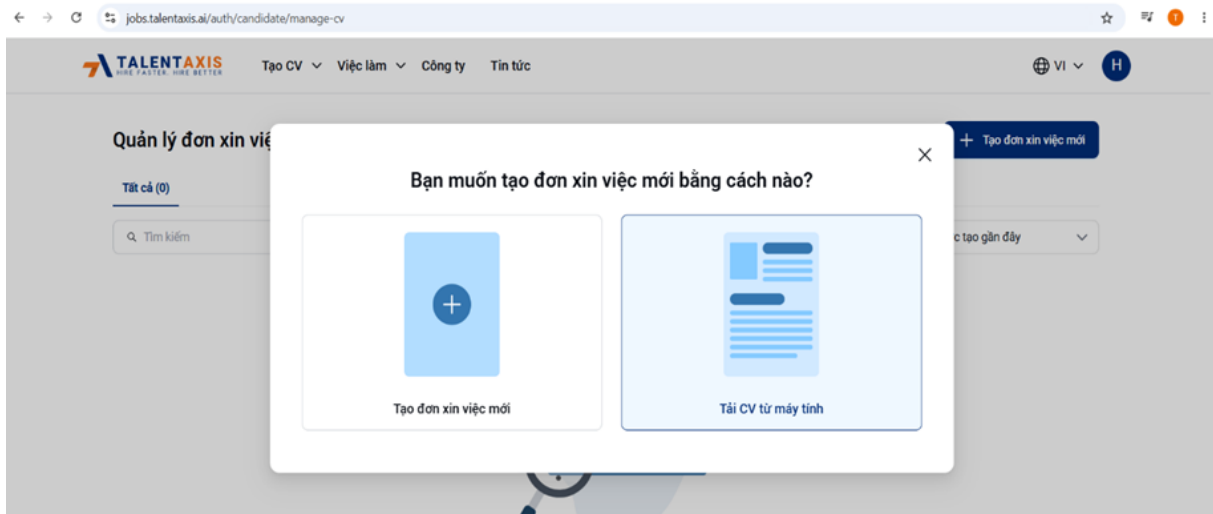
Perform the login steps as stated in section (a) above, then click the "Create CV" item.



- The Candidate selects the "Create a new job application" item.

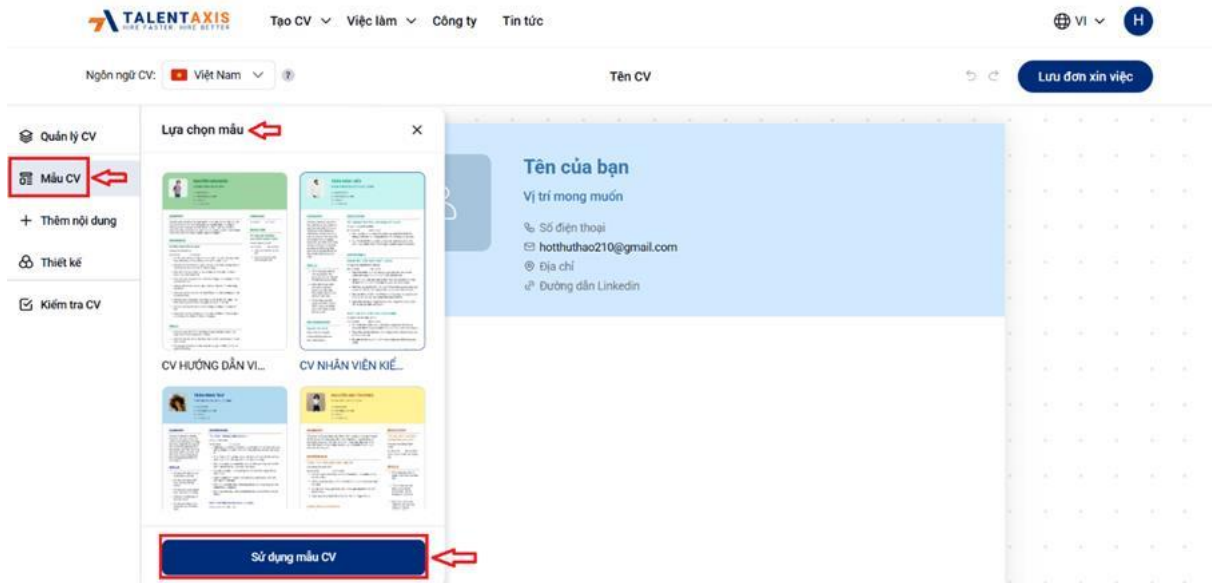


- There are 2 ways for the Candidate to create a CV online. The Candidate selects the appropriate way according to their needs.

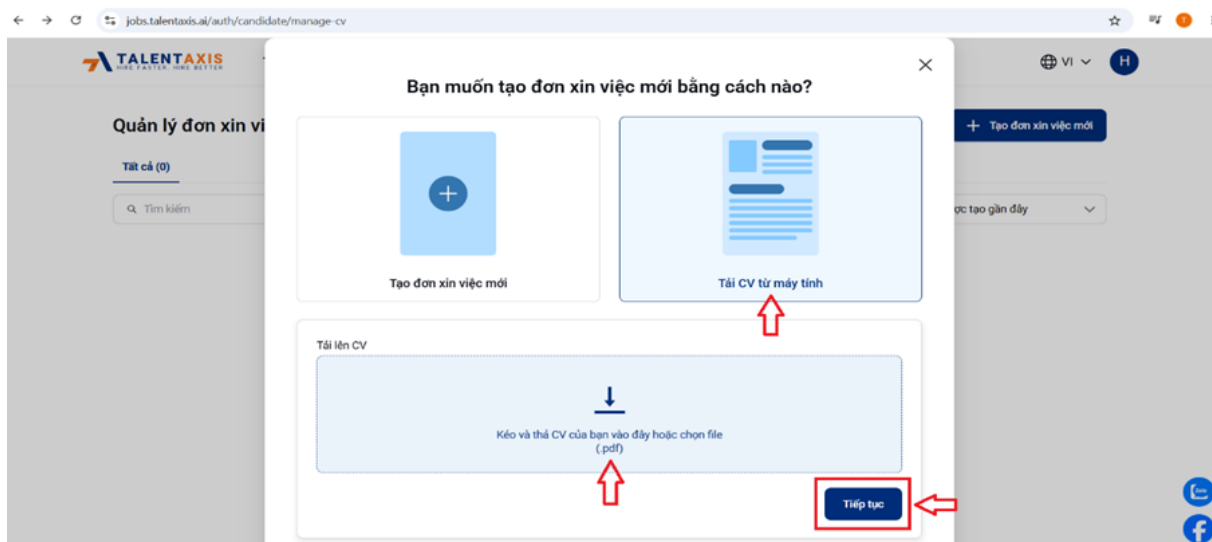


Method 1: Create a new CV based on selecting one of the CV templates available on TalentAxis. After selecting a suitable CV template, the candidate proceeds to fill in personal information and other information into the relevant sections such as Education, experience, etc.

- After clicking "Create a new job application", the Candidate clicks the "CV template" item to select the template they wish to use. Click "Use CV template" to begin creating the CV for the Candidate.

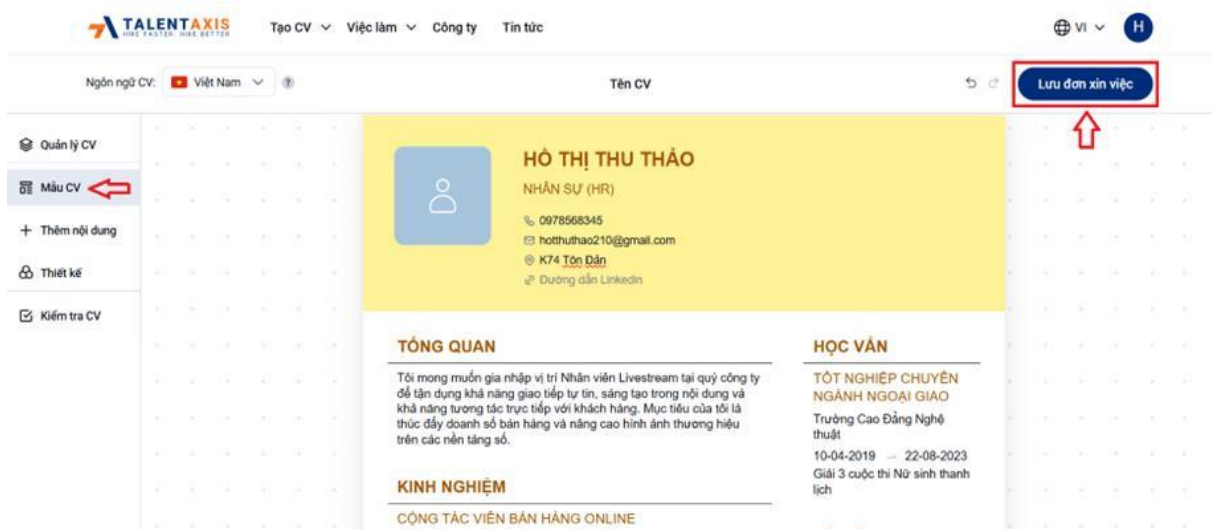


Method 2: Create a new CV based on a PDF file available on the device (the PDF file must include personal information and experience relevant to the job). TalentAxis will then "extract" the appropriate information data from the PDF file to create a complete CV.



Step 2:

- After having the information, the Candidate may customize the CV template.



- The Candidate reviews and may edit and add more if needed. After completion, the Candidate clicks "Save job application" and downloads the CV to the device.

3/ For the website Administration Board

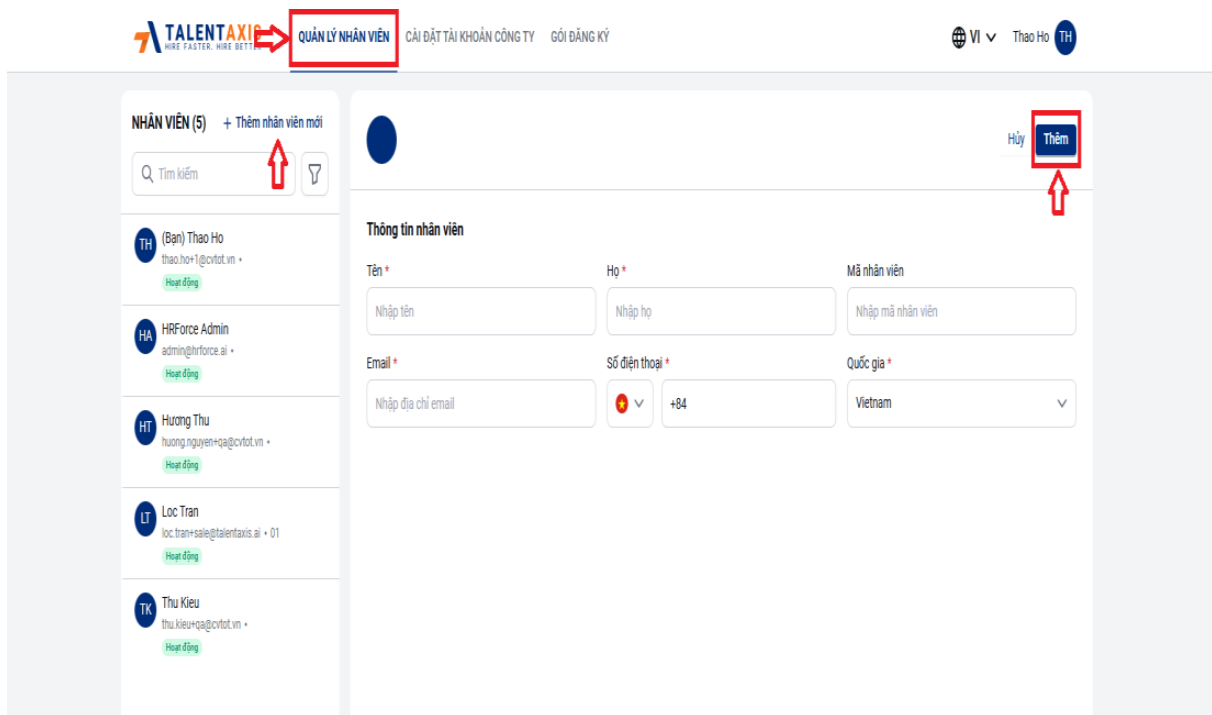
- The Administration Board of the TalentAxis website carries out the Personnel management and Member management processes and has the right to perform the tasks of the system Admin.

The system Admin has the right to process the Company's account configuration information and grant the right to use the system's functions according to the needs of each enterprise.

Personnel management process

In the "Personnel management" section, the company's Admin may view the list of personnel belonging to the company present on the system and click "Add new personnel" to create a personnel account.

The company's Admin then enters the necessary information as required by the system. Fields marked with (*) are mandatory information. After completion, click "Add" to save and create a new personnel account on the system.

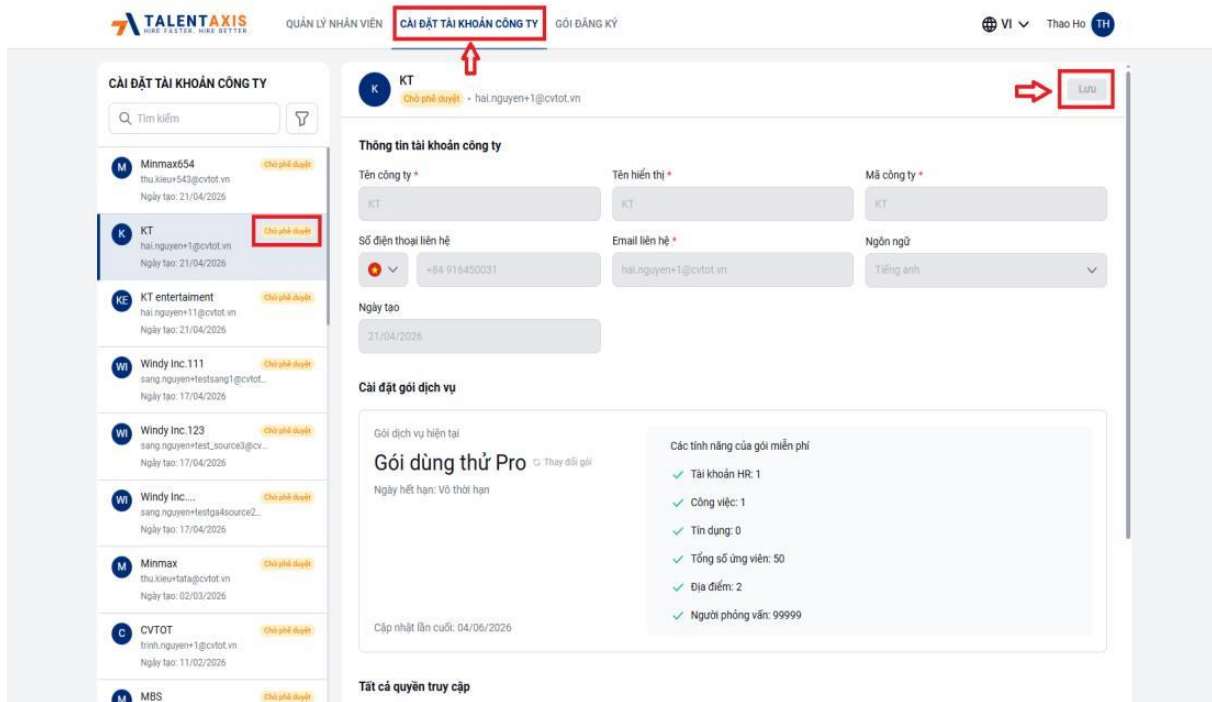


Company account configuration process

In the "Company account settings" section, the Admin may view and manage the company accounts registered on the TalentAxis system.

The list on the left displays the status of each company account, including "Pending approval" and "Active", helping the Admin identify which account needs handling.

For an account in the "Pending approval" status, the Admin may click "Approve" to confirm and allow the company account to operate on the system. After handling, the Admin clicks "Save" to update the status and the related changes.



Regarding the subscription package management process

The system Admin goes to the "Subscription package" section to manage the service packages on TalentAxis. Here, the Admin may view the package list, toggle the activation status on/off, configure the number of job postings, recruitment locations, AI Credits, CV/candidate storage capacity, recruitment roles, interviewers, and set up the price schedule by month or by year. After editing, the Admin clicks "Save" to update the service package information.

QUẢN LÝ NHÂN VIÊN

CÀI ĐẶT TÀI KHOẢN CÔNG TY

GÓI ĐĂNG KÝ

VI

TH

DANH SÁCH GÓI

Gói đăng ký

Add-ons

1 Free

BANG HOẠT ĐỘNG • 0 giá

2 Basic

BANG HOẠT ĐỘNG • 4 giá

3 Pro

BANG HOẠT ĐỘNG • 4 giá

4 Enterprise

BANG HOẠT ĐỘNG • 0 giá

Pro

Lưu

Thông tin gói

Kích hoạt

Tính năng gói

Tính năng	Mô tả	Giá trị
Tổng số việc làm	Số lượng tin tuyển dụng tối đa	15
Địa điểm	Địa điểm tuyển dụng	15
AI Credits	AI Credits hàng tháng	10000
Ứng viên	Số ứng viên lưu trữ tối đa	5000
Vai trò tuyển dụng	Giới hạn vai trò	15
Người phỏng vấn	Số người phỏng vấn tối đa	99999

Bảng giá

Chú ký

USD

VND

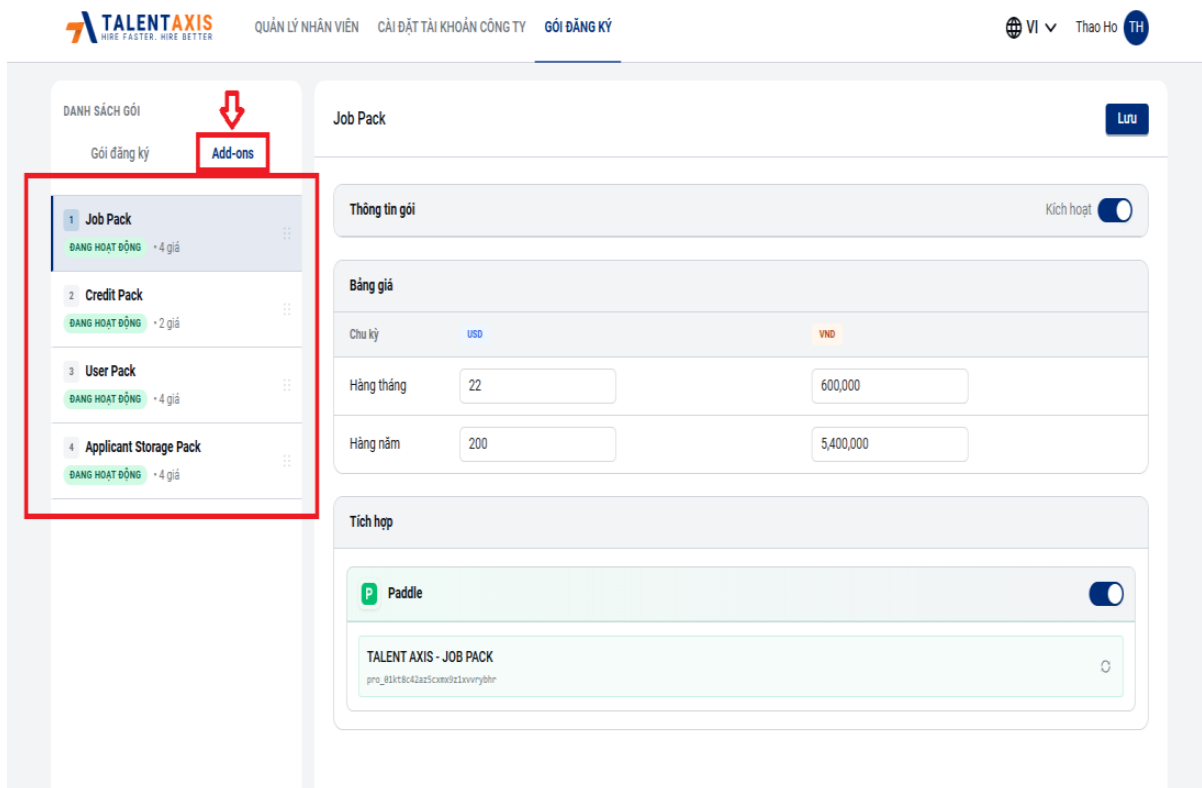
Hàng tháng	85	2,290,000
Hàng năm	845	22,800,000

Additional package management process

In the "Subscription package" section, the system Admin selects the "Add-ons" tab to manage the additional packages on TalentAxis. The system displays the list of additional packages such as Job Pack, Credit Pack, User Pack, Applicant Storage Pack, and other packages if any.

The Admin may select each package to view and configure the package information, including the activation status, the price schedule on a monthly or annual cycle, the currency, and the related payment integration information.

In the "Integration" section, the Admin may toggle on/off and check the integration information with the payment gateway, for example Paddle or other payment units supported by the system. After completing the edits, the Admin clicks "Save" to update the additional package information on the system.



Posting management

- The website Administration Board carries out the process of reviewing information posted by members on jobs.talentaxis.ai in order to ensure that the content complies with the applicable laws and the operating regulations of the website. For information posted by Members (including but not limited to: personal profiles, job-seeking information, capability introductions, and shared articles), the review process is carried out as follows:

a) Receiving posted content

When a Member completes posting, creating a profile, or submitting a shared article to the system, that content will be transferred to the content review department of the Administration Board.

After a user (candidate or employer) posts or creates a profile, that content is temporarily stored on the system in the pending-approval status. When the Employer edits a posting, it must also wait for the Admin team to approve the posting before it is displayed again on the web.

b) Checking and evaluating content

After the Employer submits a review request, the system Administrator will review the content of the posting and check its validity to ensure that the posting does not violate the policy and meets the standards of language.

- The administration department will:

- + Check the validity and appropriateness of the information: recruitment content, personal information, job description, language used, etc.
- + Remove violating information: false, lacking transparency, offensive, or violating fine customs and traditions or the law.

When a posting has been assessed as appropriate, the system will send a notification email stating that the Employer's posting has been approved; in the event the posting is rejected for being in violation, the system will also send a notification email together with the reason for the rejection.

After the assessment, the Employer will decide to "Approve" or "Reject" that posting.

The screenshot displays the Talentaxis web interface. At the top, there's a navigation bar with the logo and several menu items: "Quản lý CV", "Xác thực Doanh nghiệp", "Quản lý bài đăng", and "Quản lý ngành nghề". On the right, there are icons for a globe and a user profile. Below the navigation bar, there are four tabs with numbers: "5", "2", "3", and "0". Under the "2" tab, there are filters: "Chờ duyệt (2)", "Đã duyệt (3)", "Đã từ chối (0)", and "Đã xóa (5)". Below these are search and filter controls: a search bar, a dropdown for "Tất cả công ty", a dropdown for "Loại yêu cầu", and a dropdown for "Mới nhất". The main content area shows a job posting from "Sale" (Công ty Thương mại). It includes a "Bài mới" button and a "Yêu cầu 15 giây trước" timestamp. The job details section shows "Hạn nộp hồ sơ: 10/6/2026", "Lương cạnh tranh", "Không yêu cầu kinh nghiệm", "Không yêu cầu", and "20 Hà Thị Thẩn, Đà Nẵng". The "Mô tả công việc:" section lists "Nhân viên bán hàng". The "Quyền lợi:" section lists "Thưởng theo hiệu suất làm việc." At the bottom, there are two large buttons: a red "Từ chối" (Reject) button and a blue "Duyệt" (Approve) button.

Content is rejected if it shows one of the following signs:

- + Use of vulgar, offensive, or false language;
- + Violation of the law or social morality;
- + Copying from another source without clearly citing it;
- + Advertising, soliciting, or unlawful brokering;
- + Causing confusion about titles, qualifications, or experience;
- + Relating to unverified organizations or individuals.
- + Not in accordance with the Operating Regulations, the Terms of Use, and the policies on the website.

c) Responding to and handling the review result

If the article/profile is approved: the system automatically switches to the "displayed" status, and the content will be made public to Employers or Candidates.

If the content is rejected: the Administration Board sends a notification to the Member together with the reason for rejection and editing guidance (if any).

The Member has the right to edit and resubmit the content for re-review.

d) Post-approval monitoring

Content that has been displayed may still be hidden or removed if feedback is received from other users or a violation is detected upon re-checking.

The Administration Board has the right to temporarily lock a Member's account if it detects repeated or serious violations.

e) Monitoring of user account activity

The Administration Board has tools to check the login, posting, and interaction activity of user accounts.

Accounts that violate the regulations will be:

- + Reminded via email/internal warning;
- + Temporarily locked/restricted in management;
- + Permanently deleted in case of repeated offenses or serious violations;

The activity history of the account is stored in the system to serve verification when there is a complaint.

In addition, the Administration Board may also perform the following functions:

- CV template management: The Administrator may edit the design, delete, or add CV templates on the website.



Quản lý CV
Xác thực Doanh nghiệp
Quản lý bài đăng
Quản lý ngành nghề

 VI
 T

Mẫu CV
Nội dung CV

Việc làm hấp dẫn - Ứng tuyển ngay

Tìm kiếm công việc mơ ước của bạn trên TalentAxis ngay hôm nay!

Việc làm hấp dẫn

Xem tất cả







- Enterprise verification: The Administrator has the function to review Employer accounts; in this function, the Administrator may manage the Account name, Enterprise name, the date of the review request, and the review status of the enterprise.



Quản lý CV
Xác thực Doanh nghiệp
Quản lý bài đăng
Quản lý ngành nghề

 VI
 T

Xác thực Doanh nghiệp

Tìm kiếm...

Bắt đầu

→

Kết thúc

Tìm kiếm

Tất cả

▼

Tên tài khoản	Tên doanh nghiệp	Ngày yêu cầu	Trạng thái	Ghi chú
 cong_ty_thuong_mai	Công ty Thương mại	19/05/2026	Đã xác thực	
 giai_tri_&_dien_anh_sai_gon_test	CÔNG TY TNHH GIẢI PHÁP CÔNG N...	16/05/2026	Đã xác thực	
 giai_tri_&_dien_anh_sai_gon_test	Công ty Sgroup Asia	16/05/2026	Đã xác thực	
 minmax123test	CÔNG TY TNHH SOUNI MINH E	21/04/2026	Chưa xác thực	
 huy.pham@cvtot.vn	Suandy INC	24/10/2025	Bị từ chối	
 thu.kieu+1@cvtot.vn	Default	14/10/2025	Bị từ chối	khác
 media+1@cvtot.vn	CÔNG TY CỔ PHẦN GIA CÔNG CƠ K...	13/10/2025	Đã xác thực	
 media+1@cvtot.vn	CÔNG TY CỔ PHẦN GIA CÔNG CƠ K...	13/10/2025	Đã xác thực	

- Management of posting edit history

The screenshot displays the TalentAxis website interface. At the top, there is a navigation bar with the TalentAxis logo and several menu items: "Quản lý CV", "Xác thực Doanh nghiệp", "Quản lý bài đăng", and "Quản lý ngành nghề". On the right side of the navigation bar, there are icons for a globe and a user profile. Below the navigation bar, there is a list of job postings. Each posting includes a job title, a company name, a "Bài mới" (New Post) button, and a "Yêu cầu" (Requirement) button. The first three postings are "Job 4", "limit job", and "Marketing Executive (Full-Stack) - Làm Việc Tại Hoàn Kiếm (Hà Nội)". The fourth posting, "Air Traffic Controller", is selected and expanded, showing a "Chỉnh sửa" (Edit) button and a "Yêu cầu" button. Below the "Chỉnh sửa" button, there is a text area with the placeholder text "gdfgg", "fsfsfs", and "gdfgg". At the bottom of the expanded posting, there are two buttons: "Từ chối" (Reject) and "Duyệt" (Approve). Below the "Duyệt" button, there is a button labeled "Nhân viên quản cáo".

Information management on the website

- Members are solely responsible for the security and retention of all service-usage activities under their registered username and password.
- Members are responsible for promptly notifying the TalentAxis E-commerce Trading Platform of any unauthorized use, abuse, breach of security, or retention of a third party's registered username and password so that appropriate resolution measures may be taken.
- Members shall not use the services of the TalentAxis E-commerce Trading Platform for unlawful, unreasonable, fraudulent, threatening, or unlawful information-probing purposes, or to sabotage, create, and spread viruses that damage the system, configuration, or information transmission of the TalentAxis E-commerce Trading Platform, or use their services for the purposes of speculation or market manipulation by creating false orders or offers, including to serve market-demand forecasting. In the event of a violation, the member must bear responsibility for their own acts before the law.

Members shall not change, edit, splice, copy, disseminate, distribute, provide, or create similar tools of the services provided by the TalentAxis E-commerce Trading Platform to a third party without the consent of the TalentAxis E-commerce Trading Platform as set out in these Regulations.

- Members shall not act to damage the reputation of the TalentAxis E-commerce Trading Platform in any form, such as causing disunity among members by using a second registered name, through a third party, or by propagating and disseminating information that is detrimental to the reputation of the TalentAxis E-commerce Trading Platform.

4. Delivery and shipping process;

The TalentAxis website provides services in the form of online software/platform supporting recruitment management; it does not provide physical goods, and therefore no delivery and shipping activities arise as with ordinary goods.

➤ For Employers/Enterprises:

TalentAxis provides information about the service packages on the website. After selecting the service package suitable for their usage needs, the Employer/Enterprise will proceed to conclude the service and make payment according to the published process. After successful payment, the system will activate the service package for the Employer/Enterprise to use on the platform.

➤ For Candidates/Job Seekers:

Candidates use the website to search for jobs, update their profiles, and apply online; no delivery of goods arises.

The entire process of providing and using the services is carried out online on the TalentAxis system, not through a third party such as a delivery unit or carrier. Therefore, TalentAxis does not establish a goods delivery and shipping process.

5. Order confirmation/cancellation process;

Owing to the particular nature of the services provided on TalentAxis, which are online services supporting Employers/Enterprises in recruitment management, posting job advertisements, managing candidate profiles, and supporting Candidates/Job Seekers in searching for and applying to jobs, and which are not physical goods,

the website therefore does not develop an online ordering function for goods and does not apply an ordering, order-confirmation, or order-cancellation process as with ordinary goods on an e-commerce trading platform.

For the service packages for Employers/Enterprises, after selecting a service package and successful payment, the system will activate the corresponding service package on the account. In the event that payment is unsuccessful or is canceled during the payment process, the service package will not be activated.

6. Goods exchange/return and refund process

TalentAxis is built to provide online services supporting Employers/Enterprises in recruitment management, posting job advertisements, managing candidate profiles, and supporting Candidates/Job Seekers in searching for and applying to jobs. As it does not provide physical goods and no transactions arise relating to the inspection or delivery of goods, TalentAxis does not apply a goods exchange/return policy as with ordinary e-commerce platforms.

For service fees already paid, refunds or fee adjustments, if any, will be carried out in accordance with the service agreement, TalentAxis's policies, or the relevant provisions of law.

7. Product warranty/maintenance process;

Owing to the particular nature of TalentAxis as a website/platform allowing Employers/Enterprises to post job advertisements, manage candidate profiles, and support

Candidates in searching for and applying to jobs, TalentAxis does not have a product warranty/maintenance policy.

Recruitment and transactions are based entirely on the exchange and agreement between the Employer/Enterprise and the Candidate through forms such as: interviews, exchanges by phone, email, or other appropriate means of contact.

8. Dispute and complaint resolution process

a) General principles for resolving disputes and complaints

- TalentAxis encourages the relevant parties, including Employers/Enterprises and related parties, to proactively resolve disputes and complaints arising during the use of the services through negotiation and conciliation on the basis of respect for each other's lawful rights and interests. In the event that the parties cannot resolve the matter by themselves, the parties may submit a complaint to the Administration Board of TalentAxis for support.
- We are not responsible in the following cases:
 - + Cases of force majeure or objective obstacles in accordance with the provisions of law.
 - + Conduct of users: We are not responsible for the conduct of other users, including copyright infringement, disclosure of personal information, or any other unlawful conduct.
 - + Technical errors: Issues relating to hardware, software, networks, or other technical factors beyond our control.
 - + We are exempt from liability in the event that the data-processing system, software, signal-transmission system, or devices using TalentAxis of the user encounter an incident, error, attack, virus, or malicious code, etc., or for any other objective reason beyond our control.
 - + For any loss or damage (direct or indirect), liability, and cost under any cause of action that is not due to our fault, relating to the use of, or the inability to use, the services by the user.
- All disputes shall be resolved in accordance with the laws of the Socialist Republic of Vietnam. Complaints must be sent to TalentAxis immediately after the event arises. TalentAxis will consider each case and propose an appropriate resolution plan.

b) Procedure for receiving and resolving disputes and complaints

Step 1: All requests and complaints will be transferred to the customer care department for receipt.

- Members may submit complaints to TalentAxis through one of the following methods:

Email: support@talentaxis

Support hotline: 0766783968

Submit directly or by post to:

- + CVTOT JOINT STOCK COMPANY

+ Address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam

+ Phone number: 0766783968

- The complaint content must clearly state: information of the complainant, the subject of the complaint, the content of the matter, and accompanying evidence (if any).

Step 2: The customer care department and the technical department conduct verification and checking of the data and the content of the report.

Step 3: If the complaint is valid, the company proceeds to prevent and remedy the incident (delete data, lock the related accounts, cease the violating conduct).

Step 4: Notify the resolution result to the user by email/phone/written document.

The period for checking, verification, and response of the handling result is within 07 working days.

In the event that the person making the complaint or dispute agrees with the content and the resolution plan for the complaint or dispute, the process of receiving and resolving the complaint or dispute ends.

In the event that the person making the complaint or dispute does not agree with the resolution plan for the complaint or dispute and requests re-resolution, the request for re-resolution of the complaint or dispute is received by the Customer Care department. The process repeats Steps 2, 3, and 4. At Step

4, if the member still does not agree with the complaint or dispute resolution plan proposed by the Customer Care department, the person making the complaint or dispute has the right to lodge a complaint with, or file a lawsuit before, the competent State authority in accordance with the provisions of law.

Step 5: If necessary, the company will coordinate with the competent State management authority for thorough resolution.

* Measures for handling members who engage in conduct infringing consumer rights: depending on the severity, we will apply appropriate handling measures such as:

+ Removal of postings: For postings that violate the Platform Regulations, are false, or show signs of violating the law;

+ Warning: send a warning to the violating account;

+ Temporary lock/lock of the account: for cases of serious violations or repeated violations;

+ Coordination with the competent authorities: where necessary, we will coordinate with the competent authorities to jointly handle the matter in order to protect the rights of consumers and the related parties.

c) Time limit for receipt and handling

- TalentAxis only accepts complaints sent within 30 days from the date the matter arises.

- After receiving a valid complaint, the Administration Board is responsible for checking, verifying, and responding with the handling result within 07 working days.

d) Responsibilities of the related parties

- The complainant has the obligation to provide truthful and complete information and to bear responsibility for the authenticity of the complaint.
- The party against whom the complaint is made is responsible for cooperating, providing information, and giving explanations in order to clarify the matter.
- The Administration Board of TalentAxis will act as an intermediary, supporting the resolution of the matter in a fair and objective manner and protecting the lawful rights of the service users.

e) Resolution of disputes by law

- In the event that the parties cannot successfully negotiate and conciliate by themselves, or do not agree with TalentAxis's resolution plan, the dispute shall be brought for resolution before a competent Court in Vietnam.

IV. Payment process

* Description of the Payment System: Payment through the VNPT EPAY connection system.

+ The website connects to the VNPT Epay payment gateway through a secure API.

+ When the user chooses to purchase a service package, the system will:

1. Generate the order code (order_id) and the amount information.

2. Create a digital signature string (checksum) using the Secret Key issued by VNPT.

3. Open the VNPT EPAY payment page directly on the website.

+ All data sent to VNPT Epay (amount, order code, digital signature) is encrypted and transmitted via HTTPS/TLS.

+ Payment data security:

- The website does not process and does not store the customer's bank card information, CVV, or OTP.

- The entire process of entering card information and authenticating payment is carried out directly on VNPT Epay's secure system.

- The website only stores basic information related to the transaction: order code, amount, payment status.

- All data exchanged between the website and VNPT Epay is encrypted using HTTPS/TLS.

+ Payment process:

(1) User action step:

- The user selects a service package → clicks "Pay".

- The system redirects to the VNPT Epay payment gateway.

(2) VNPT Epay processing step

- VNPT Epay displays the payment interface: domestic cards, international cards, e-wallets, QR Code, etc.
- The user enters the information and authenticates with OTP if necessary.

(3) Payment result: After payment, VNPT Epay calls a callback API back to the website, together with the status:

- 00 → Payment successful.
- Other codes (24, 07, etc.) → Payment failed or canceled.
- The website relies on this status code to update the package purchase result.

(4) Notification to the user

- If payment is successful → display a notification and activate the service package.
- If payment fails → display an error notification; the service package is not activated.

* Description of the Payment System: Payment through the PADDLE connection system.

The website uses Paddle — an international payment intermediary — to process service package purchase transactions. The entire process of collecting payment and securing cards is undertaken by Paddle; the website does not come into contact with the customer's financial information.

Payment data security

- The website does not store the customer's bank card number, CVV code, or OTP code.
- The customer enters payment information directly on Paddle's secure page — similar to making payment on major e-commerce platforms.
- The website only stores basic information: the name of the purchased package, the status (active / canceled), and the expiry date.
- All transmitted data is encrypted (HTTPS/TLS).

Payment process

(1) The customer selects a package and clicks Pay

The system prepares the order information and transfers the customer to Paddle's payment page.

(2) The customer pays on the Paddle page

Paddle displays the payment form — supporting international cards (Visa, Mastercard) and e-wallets. The customer enters the card information and confirms.

(3) Paddle notifies the result back to the system

After processing, Paddle automatically sends a notification to the website:

- Payment successful → The website activates the service package for the customer and sends a confirmation email.
- Payment failed → The service package is not activated; the customer needs to try again.

(4) Automatic monthly / annual renewal

- Paddle automatically charges the fee according to the registered cycle and notifies the system to renew the package. The customer may cancel at any time; the package remains usable until the end of the paid period.

Payment process between the Employer and the Candidate

- TalentAxis is an intermediary platform connecting information between the Employer and the Candidate. TalentAxis does not charge fees and does not participate in the payment process or receive/transfer money on behalf of the parties. All financial obligations (if any) between the Employer and the Candidate are negotiated and performed between the parties themselves outside the scope of the system.
- TalentAxis is not an e-commerce trading platform with a payment intermediary function. The website only provides an environment for the parties to post information, connect, and contact each other.
- TalentAxis is not legally responsible for the content of the agreement, the effectiveness of the work, or any financial obligation between the Employer and the Candidate.
- In the event that a dispute arises between the two parties relating to payment or the performance of work, the parties are responsible for resolving it themselves through negotiation or by requesting the intervention of a competent authority in accordance with the provisions of law.
- To limit risk, TalentAxis recommends that the parties sign a written contract or an electronic contract before performing the work.
- Risk warning: Users must exercise caution when transacting and must not transfer money to the other party before fully verifying the information and level of reliability. If conduct showing signs of fraud is detected, TalentAxis encourages users to report it immediately so that the Administration Board may take timely handling measures.

* Payment process between the Employer and the TalentAxis Website Management Board

CVTOT JOINT STOCK COMPANY is currently deploying an online payment system for the TalentAxis platform through payment service providers, including PADDLE and VNPT ELECTRONIC PAYMENT JOINT STOCK COMPANY (VNPT EPAY). Among them, VNPT EPAY is a payment intermediary licensed to operate by the State Bank of Vietnam in accordance with the provisions of law.

Payment on the TalentAxis website/platform is carried out through a secure connection with the systems of the payment partners. Depending on the method selected, the Employer may pay by credit card/debit card, domestic bank card, Internet Banking, VietQR, or other methods supported at the time of payment.

For payment via PADDLE or VNPT EPAY, the payment information, transaction authentication, and payment data processing are carried out on the system of the respective payment unit.

TalentAxis does not directly retain the bank account information, card information, or payment authentication data of the Employer on its own system.

After the user has selected a suitable service package and proceeds to the payment step, the Employer reads and agrees to the "Service Usage Agreement" publicly published on the TalentAxis website before making payment by clicking the "I have read and agree to the Service Usage Agreement" item. This Agreement serves as an electronic contract between the Employer and CVTOT Joint Stock Company.

Currently the TalentAxis website/platform uses online payment via PADDLE and VNPT EPAY, with the process carried out as follows:

In the case of selecting the "Credit/Debit card" method (PADDLE), the Employer/Enterprise must enter the card information in full as required by the payment gateway and perform the payment authentication steps if any. After checking the information, the Employer/Enterprise clicks "Pay now" to complete the transaction.

The screenshot displays the TalentAxis payment interface. At the top, the TalentAxis logo is on the left, and navigation links for 'ỨNG VIÊN', 'CÔNG TY', and 'CÀI ĐẶT TUYỂN DỤNG' are on the right. The main content area is divided into two sections. On the left, there is a circular icon with a shopping cart and the text 'Mua gói bổ sung cho gói của bạn' (Buy additional packages for your package). Below this, it says 'Thêm các gói bổ sung để tăng giới hạn cho Professional Plan hiện tại của bạn tại đây. Hoặc liên hệ đội ngũ Sales để được hỗ trợ thêm.' (Add additional packages to increase the limit for your current Professional Plan here. Or contact the Sales team for further support). On the right, there is a 'Tóm tắt đơn hàng' (Order Summary) section. It lists three items: 'Gói tin công việc bổ sung' (600,000 VND/ 5 công việc), 'Gói tài khoản bổ sung (5 tài khoản)' (750,000 VND/ 5 tài khoản), and 'Gói số lượng CV bổ sung' (500,000 VND/ 2.000 CV). The total amount is 'Tổng thanh toán hôm nay' (Total payment today) of 750,000 VND. Below the total, there is a checkbox labeled 'Tôi đã đọc và đồng ý với Điều khoản dịch vụ của TalentAxis.' (I have read and agree to the Terms of Service of TalentAxis.) which is checked. At the bottom, there is a blue button labeled 'Thanh toán ngay' (Pay now) with a red house icon below it.

Tóm tắt đơn hàng	
Gói tin công việc bổ sung 600,000 VND/ 5 công việc	+
Gói tài khoản bổ sung (5 tài khoản) 750,000 VND/ 5 tài khoản	- 1 + 750,000 VND
Gói số lượng CV bổ sung 500,000 VND/ 2.000 CV	+
Gói AI Credit bổ sung 1,000,000 VND/ 5,000 Credits	+
Tổng thanh toán hôm nay 750,000 VND	
☒ Tôi đã đọc và đồng ý với Điều khoản dịch vụ của TalentAxis.	
Thanh toán ngay	

After selecting the "Credit/Debit card" method, the system switches to the payment gateway interface. The Employer/Enterprise must check the order summary information, including the service package name, quantity, subtotal, VAT, and the total amount payable.

In the "Your details" section, the Employer/Enterprise enters the information as required by the system. Fields marked with (*) are mandatory information, including:

- + Email address;
- + Country.

After entering all the mandatory information, the Employer/Enterprise clicks "Continue" to proceed to the next payment step.

Test Mode
View Testing Instructions

Order summary

725.000 đ inc. VAT

TALENTAXIS - JOB PACK

Qty: 1

Subtotal	580.000 đ
Add discount	
VAT	145.000 đ
Due today	725.000 đ

Your details > Payment

We collect this information to help combat fraud, and to keep your payment secure.

Email address*

Country*

English

Tổng thanh toán hôm nay hotthuthao210@gmail.com Not you? Change 600,000 VND

At the "Payment" step, the Employer/Enterprise enters the card information in full as required, including:

- + Card number;
- + Name on card;
- + Expiration date;
- + Security code;

After checking the order information and the payment card information, the Employer/Enterprise clicks "Pay" to make the payment. The system will process the transaction through the payment gateway and notify the payment result after the transaction is completed.

Test Mode

View Testing Instructions

Order summary

725.000 đ inc. VAT

TALENTAXIS - JOB PACK

Qty: 1

Subtotal

580.000 đ

Add discount

VAT

145.000 đ

Add VAT number

Due today

725.000 đ

Your details > Payment

Card number

4000 0511 5511 5551 VISA

Name on card

Valid Visa debit card

Expiration date

08 / 2028

Security code

100

Pay 725.000 đ

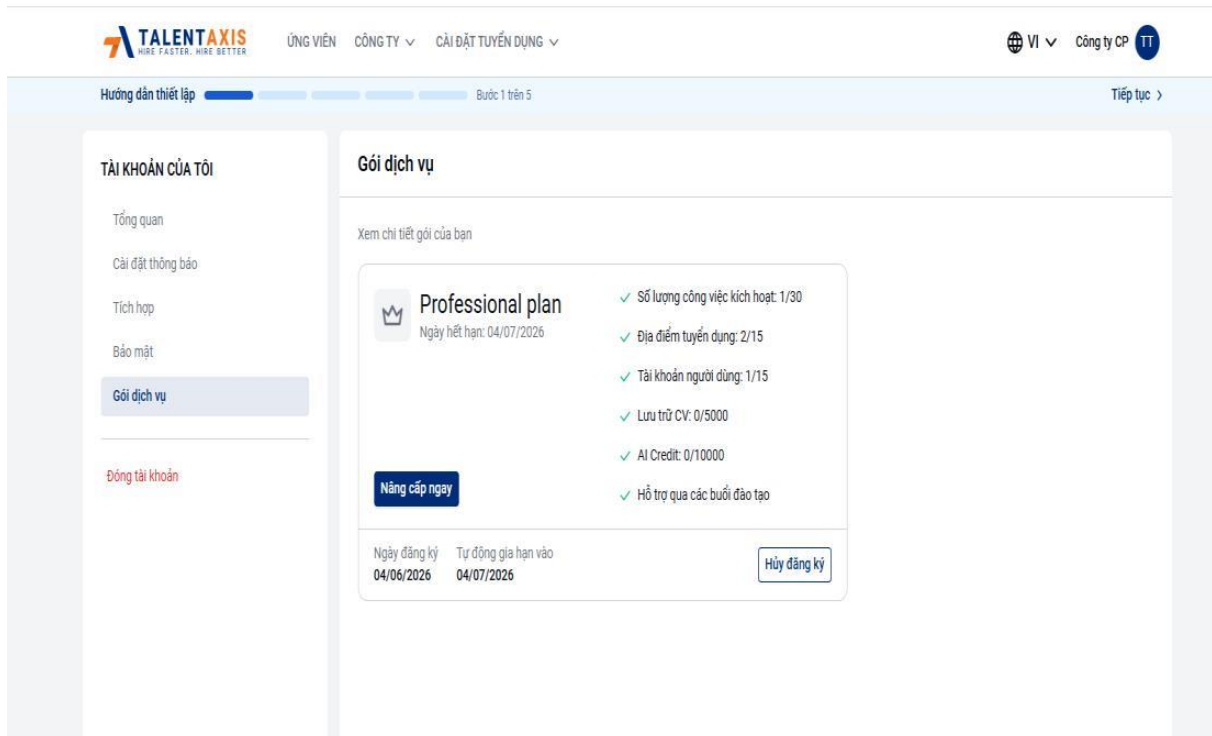
English

Tổng thanh toán hôm nay

hotthuthao210@gmail.com Not you? Change

600,000 VND

After successfully registering the service package, the system will display the package information in the "Service package" section. The Employer/Enterprise may view the package currently in use, the expiry date, the number of activated jobs, recruitment locations, user accounts, CV storage capacity, AI Credit, and the accompanying benefits.



In the case of selecting the "Scan QR code" method, the Employer/Enterprise selects the additional package to purchase, checks the order information, VAT, and the total amount payable. Then, the Employer/Enterprise clicks "Pay now" to continue payment via VietQR/VNPT Epay.

< Quay lại



Mua gói bổ sung cho gói của bạn

Thêm các gói bổ sung để tăng giới hạn cho Professional Plan hiện tại của bạn tại đây. Hoặc [liên hệ đội ngũ Sales](#) để được hỗ trợ thêm.

Tóm tắt đơn hàng

Gói tin công việc bổ sung (5 công việc) 600,000 VND/ 5 công việc	- 1 +	600,000 VND
Gói tài khoản bổ sung (5 tài khoản) 750,000 VND/ 5 tài khoản	- 1 +	750,000 VND
Gói số lượng CV bổ sung (2.000 CV) 500,000 VND/ 2.000 CV	- 1 +	500,000 VND
Gói AI Credit bổ sung (5.000 Credits) 1,000,000 VND/ 5.000 Credits	- 1 +	1,000,000 VND

Thẻ tín dụng / Ghi nợ
Visa, Mastercard, Napas

Quét mã QR
VietQR, VNPT Epay

VAT (10%) 285,000 VND

Tổng thanh toán hôm nay 3,135,000 VND

☒ Tôi đã đọc và đồng ý với Điều khoản dịch vụ của TalentAxis.

Thanh toán ngay



After clicking "Pay now", the system switches to the VNPT EPAY payment gateway and displays the QR code. The Employer/Enterprise scans the QR code using a banking application to complete the payment. When the transaction is successful, the system will record the payment and activate the service package immediately on the account.

Chuyển khoản

MÃ NỘP TIỀN ĐƯỢC CẤP THÀNH CÔNG
Vui lòng quét mã QR trên App Mobile Banking để hoàn tất thanh toán

[Lưu lại để thanh toán sau](#)
[Hướng dẫn chuyển khoản bằng QR](#) Đơn hàng hết hạn sau **262s**

Danh sách ngân hàng hỗ trợ VietQR

Thông tin đơn hàng
Mã đơn hàng
TALENTAX6d3cb54de9d349099fb9643cd0c90ba8
Nhà cung cấp dịch vụ
EPAY000001 ABC
Giá trị sản phẩm
1,063,334 VNĐ
Phí thanh toán
1,263 VNĐ

GIÁ TRỊ THANH TOÁN
1,064,597 VNĐ

Hoặc chuyển khoản vào tài khoản dưới đây

In addition to the QR-code scanning method, the Employer/Enterprise may scroll down to view the bank transfer information and make payment through the bank according to the information provided by the system, including:

- + Bank;
- + Account number;
- + Account name;
- + Payment deadline.

The Employer/Enterprise must transfer the correct amount and content according to the instructions so that the system records the transaction.

Chuyển khoản

[Hướng dẫn chuyển khoản bằng QR](#)
Đơn hàng hết hạn sau **105s**

Danh sách ngân hàng hỗ trợ VietQR

Hoặc chuyển khoản vào tài khoản dưới đây để hoàn tất thanh toán

Thông tin chuyển khoản

Ngân hàng: WOORIBANK

Số tài khoản: 902000228227

Tên tài khoản: EPAY000001 ABC

Hạn thanh toán: 05/06/2026 15:39:43

Lưu ý

Quý khách vui lòng chuyển đúng số tiền cần thanh toán vào tài khoản trên trước khi hết hạn thanh toán để hoàn thành đơn hàng.

Đơn hàng sẽ được tự động hủy nếu quý khách không chuyển đúng số tiền cần thanh toán trước ngày hết hạn thanh toán.

Thông tin đơn hàng

Mã đơn hàng
TALENTAX6d3cb54de9d349099fb9643cd0c90ba8

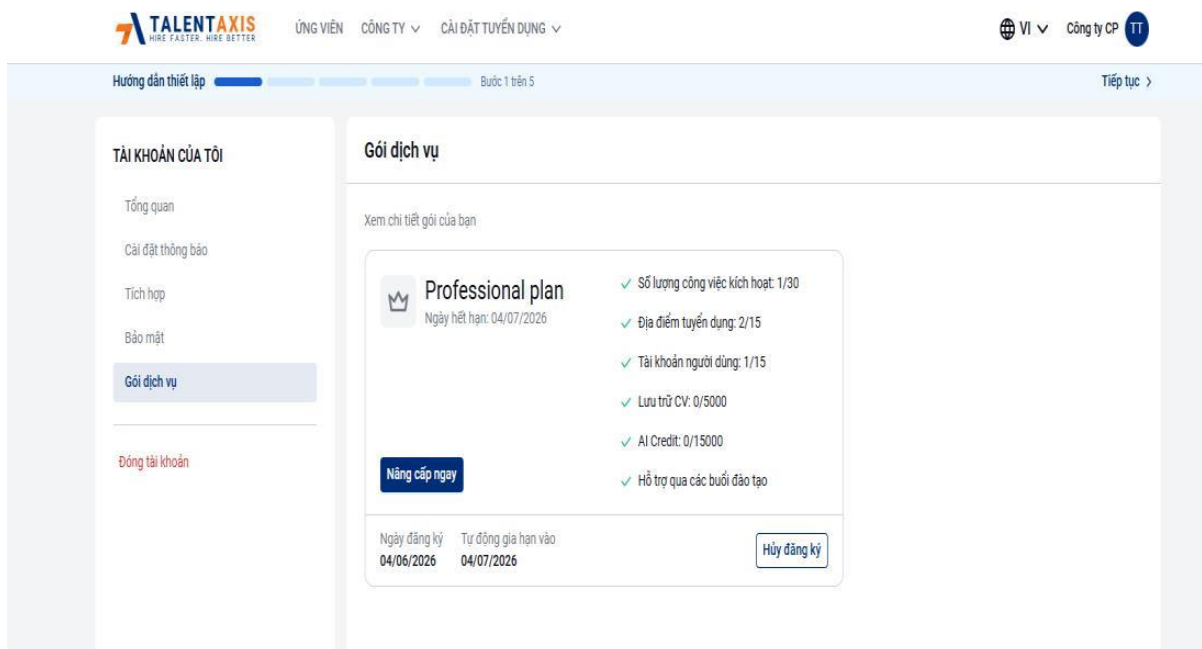
Nhà cung cấp dịch vụ
EPAY000001 ABC

Giá trị sản phẩm
1,063,334 vnd

Phí thanh toán
1,263 vnd

GIÁ TRỊ THANH TOÁN
1,064,597 VNĐ

After successful payment, the system will also update the service package to the Employer/Enterprise's account. In the "Service package" section, the Employer/Enterprise may review the information of the package currently in use and the benefits that have been activated.



- Service provision agreement:

The Employer must read and agree to the "Service Usage Agreement" publicly published on the TalentAxis website before making payment.

This Agreement serves as an electronic contract between the User and CVTOT Joint Stock Company.

Agreement is expressed through the act of clicking confirmation (checkbox or button) at the payment step.

Electronic order:

After completing payment, the system will automatically record an online order, clearly showing:

- Transaction time
- Service package purchased
- Amount paid
- Order code

The order is stored in the Employer's account on TalentAxis. This is the basis for establishing the right to use the service and for proving the transaction between the two parties.

Tax invoice PAID

8th June 2026 - \$133.33

CVTOT JSC
via Paddle.com

Invoice to

Ni Na
thu.kieu+poen@cvtot.vn
Vietnam

Invoice from

Paddle.com Market Ltd
Judd House 18-29 Mora Street
London EC1V 8BT
United Kingdom

Payment method:  - 5556

Tax ID: 9000000447
Company Number: 08172165

Invoice details

Invoice reference: 74008-10242
Billing period: 8th June 2026 - 8th July 2026
Transaction: txn_01ktjn5f3j8vgr31p7g5n2nksh
Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
TALENT AXIS - PRO 8th June 2026 - 8th July 2026 HIRE - Scale - Monthly	1	\$120.00	11.11%	\$120.00
Subtotal				\$120.00
FCT				\$13.33
Total				\$133.33
Amount paid				\$133.33
Tax breakdown				
Tax %				Tax
11.11%				\$13.33
Tax total				\$13.33

The \$133.33 payment will appear on your bank/card statement as:
PADDLE.NET* CVTOTJSC

If you have a problem with your order (e.g. don't recognize the charge, suspect a fraudulent transaction, etc.) please visit paddle.net.



Paddle.com Market Ltd, Judd House, 18-29 Mora Street, London EC1V 8BT.

© 2026 Paddle. All rights reserved.

Invoices and documents:

- + The system allows users to request the provision of an electronic invoice after the transaction.

Địa chỉ/Address: 20/5 Hà Thị Thân, Phường An Hải Nam, Quận Sơn Trà, Thành phố Đà Nẵng, Việt Nam
Mã số thuế/Tax code: **0402267571**
Điện thoại/Tel: 0909 719 128

Ký hiệu/Serial: **1C25TCV**
Số/Inv.No : **00000000**

Ngày (date) tháng (month) năm (year)

Số tài khoản (Account No.):

[illegible]

Người bán hàng
(Ký, ghi rõ họ tên)
(Seller, sign and full name)

Ký điện tử bởi: **CÔNG TY CỔ PHẦN CVTOT**
Ký ngày tháng năm

(Hóa đơn Điện tử được tra cứu trực tuyến tại tracuu.wininvoice.vn, mã tra cứu: _____, mã công ty: _____)
(Cung cấp giải pháp hóa đơn điện tử: Công Ty TNHH Win Tech Solution - MST: 0312303803 - www.win-tech.vn)

+ All transaction data is stored and secured in accordance with the applicable regulations.

*** Payment process between the Candidate and the TalentAxis Website Management Board**

- TalentAxis is an intermediary platform connecting information between the Employer and the Candidate. TalentAxis does not charge fees and does not participate in the payment process or receive/transfer money on behalf of the parties. All financial obligations (if any) between the Employer and the Candidate are negotiated and performed between the parties themselves outside the scope of the system.

- TalentAxis is not an e-commerce trading platform with a payment intermediary function. The website only provides an environment for the parties to post information, connect, and contact each other.

- TalentAxis is not legally responsible for the content of the agreement, the effectiveness of the work, or any financial obligation between the Employer and the Candidate.

- In the event that a dispute arises between the two parties relating to payment or the performance of work, the parties are responsible for resolving it themselves through negotiation or by requesting the intervention of a competent authority in accordance with the provisions of law.

- To limit risk, TalentAxis recommends that the parties sign a written contract or an electronic contract before performing the work.

- Risk warning: Users must exercise caution when transacting and must not transfer money to the other party before fully verifying the information and level of reliability. If conduct showing signs of fraud is detected, TalentAxis encourages users to report it immediately so that the Administration Board may take timely handling measures.

V. Ensuring transaction safety

1. Ensuring transaction safety

TalentAxis is committed to building a transparent, safe, and effective transaction environment for Employers/Enterprises during the use of the services. In order to protect the interests of users, especially in transactions involving payment, the Website Management Board applies the following mechanisms:

2. Providing complete information to users before a transaction

- Before making any payment, the user who is an Employer/Enterprise will be clearly and fully informed of the information relating to the service, including:

+ The content, scope, and duration of the service provision;

+ The service price and discount policy, if any;

+ The applicable payment methods.

- This information is publicly displayed on the website interface at the steps of purchasing or upgrading a service package on TalentAxis.

3. Mechanism to ensure the safety and security of payment information

- In the event that payment information is altered, deleted, canceled, copied, disclosed, moved without authorization, or misappropriated, causing damage to the user, TalentAxis is committed to coordinating with the payment unit, the competent authorities, and the related party to investigate, handle, and provide an appropriate compensation plan if the fault lies with the platform's system.

4. Mechanism for handling complaints and disputes relating to transactions

- Users may submit complaints relating to issues in the transaction process (including payment) via email, hotline, or the contact function on the website.
- TalentAxis will receive, verify the information, and respond within a maximum period of 07 (seven) working days from receipt of the report.
- In the event of a dispute, TalentAxis prioritizes resolution on the basis of negotiation. If no agreement is reached, the dispute will be brought before a competent authority for resolution in accordance with the provisions of law.

5. Measures to prevent risk and fraud

- The Website Management Board carries out manual or automated review of the information and data posted or updated by the Employer

/Enterprise on the system in order to detect signs of fraud, deception, forgery, or false content.

- Users may send information to the Administration Board of the TalentAxis website to report abnormal conduct, violating conduct, or matters showing signs of infringing their lawful rights and interests on the platform.

6. Warnings and recommendations to users

- TalentAxis advises users not to share account information, passwords, or payment information with third parties.
- During the payment process, users must carefully check the access link, ensuring that they are operating within the secure environment of TalentAxis or a reputable payment partner.

VI. Policy on Protection of Consumers' Personal Information

TalentAxis is committed to protecting the personal information of users (candidates and employers) in accordance with the Law on Cyber Information Security, the Law on Electronic Transactions, and other relevant regulations. The personal information protection policy is specifically provided as follows:

(i) Purpose of collecting personal information

- When you register for or use any Service of TalentAxis, we may collect the personal information necessary to identify you:

● For Employers:

- + Collection of the following information: Company name; Contact person; Email; Phone number; Tax code; Business sector; Company introduction; Business license; Company website (if any); Country; State/Province; Head office address when the Enterprise registers an account to post job advertisements and verify the enterprise account.
- + Collection of email, phone number, and name when the Employer contacts the website administration department to resolve any issue you encounter or for other requests.
- TalentAxis collects and uses information for the following purposes:
 - + Service provision: Performing the service functions you have registered for, including account management, posting job advertisements, managing job advertisements, enterprise account verification, and related features.
 - + Enhancing user experience: Analyzing user behavior to improve features, support more effective recruitment management, or customize content according to your service usage needs.
 - + Connecting with employers: Supporting Employers in approaching, managing, and exchanging with suitable candidates according to recruitment needs and the scope of TalentAxis's services.
 - + Verifying identity and enterprise information: Authenticating Employer accounts, verifying enterprise information and related information in order to ensure the transparency, safety, and reliability of the platform.
 - + Communication and advertising: Sending notifications related to services, account update information, job advertisements, promotional programs, events, news, or content related to TalentAxis's services.

● For Candidates:

- + Collection of the following information: Email; TalentAxis access history; devices that have logged into TalentAxis; TalentAxis access time when performing account Registration/Login.
- + Collection of Email information when the Candidate registers to receive notifications.
- + Collection of the following information: Full name; Email; Date of birth; Gender; Phone number; City; Country when setting up the account.
- + Collection of the following information: Full name; Phone number; Address; Education; Experience; Interests; Skills; Courses; Degrees and certificates; Publications and press; Complete CV when you create a new job application or edit a previously created CV.
- + Collection of email, phone number, and full name when the Candidate contacts the website administration department to resolve any issue you encounter or for other requests.
- In addition, we may use your personal information to:
 - + Detect and prevent unlawful conduct.

- + Perform legal obligations.
- + Improve and develop new services.

(ii) Scope of information use

The TalentAxis e-commerce trading platform uses the information provided by Candidates/Job Seekers and Employers/Enterprises for the following activities:

- + Identifying the identity of users when participating in posting recruitment information, searching for jobs, or applying.
- + Assessing the suitability of Candidates for recruitment positions as well as the reliability of Employers/Enterprises.
- + Analyzing the content of personal profiles and CVs of Candidates in order to recommend suitable jobs to Candidates.
- + Analyzing recruitment content, enterprise information, and recruitment needs in order to introduce potential Candidates to Employers/Enterprises.
- + Supporting Employers/Enterprises in managing candidate profiles, tracking the recruitment process, classifying candidates, changing candidate statuses, scheduling interviews, and handling activities related to recruitment.
- + Performing the services requested by users registered at TalentAxis.
- + Managing and operating the services provided on the platform.
- + Proactively contacting Candidates/Job Seekers and Employers/Enterprises when issues arise related to the use of services.
- + Optimizing job opportunities for Candidates and providing services suitable to the specific recruitment needs of Employers/Enterprises.
- + Verifying enterprise information, contact persons, business licenses, tax codes, or information related to Employer/Enterprise accounts.
- + Handling requests arising during the use of services, including complaints or reports of violations.
- + Receiving, investigating, and resolving matters reported by users related to the service usage process.
- + Monitoring and improving the quality of services provided on the platform.
- + Researching and analyzing users' usage behavior in order to improve services and develop new products.
- + Detecting and analyzing acts of fraud, forgery, deception, or violation of legal regulations.
- + Protecting users' accounts against intrusion or unauthorized access.

- + TalentAxis only uses personal information for the purpose of identifying, supporting, and providing services related to recruitment activities, job searching, applying, candidate profile management, and recruitment management on the platform.

- + In the event of a request from a competent State authority such as an investigation agency, procuracy, court, or other competent authority, TalentAxis has the obligation to cooperate in providing member information in accordance with the provisions of law. Apart from these cases, all personal information of users is kept confidential and is only shared with the consent of the data subject or in accordance with the provisions of law.

(iii) Information storage period

- Your personal information will be stored throughout the period during which you use TalentAxis's services and for the time necessary for any lawful legal, operational, or business purpose after you cease using the services. After the account is deactivated or terminated, TalentAxis will retain the information for a reasonable period for the purposes of backup, archiving, auditing, dispute resolution, performance of legal obligations, or system administration in accordance with the provisions of law.

- In addition, if the account is inactive for 180 consecutive days, we have the right to delete your account and related data.

(iv) Persons or organizations that may have access to such information

- Members have the right to check, update, adjust, or cancel their personal information by logging into their account and editing their personal information or by requesting TalentAxis to do so.

- Members have the right to submit complaints regarding the disclosure of personal information to third parties to the Administration Board of TalentAxis. Upon receiving such feedback, TalentAxis will reconfirm the information, be responsible for responding with reasons, and guide members to restore, update, and re-secure their information.

Email: support@talentaxis.ai

- We are committed to protecting your personal information through appropriate technical and administrative measures to prevent loss, misuse, unauthorized access, disclosure, alteration, or unauthorized destruction of information.

- However, no security method is absolutely safe. In the event of any security incident affecting personal information, we will notify you in accordance with the applicable laws and cooperate in implementing the necessary measures to remedy the issue.

- We will not use, transfer, provide, or disclose to any third party the personal information of members without the member's consent, except in the following cases:

- + Users or authorized accounts within the same enterprise: Where the Employer/Enterprise grants authorization to personnel, recruitment managers, or related users within the

organization to jointly manage the account, job advertisements, candidate profiles, interview schedules, or the recruitment process on the TalentAxis platform.

- + Service-providing partners: Companies or individuals that TalentAxis engages to provide related services such as background checks, data analysis, or technical support.

- + Competent State authorities: Where there is a request from an investigation agency, procuracy, court, or other competent State authority, or where necessary to comply with the applicable laws.

- + Related parties in the case of merger, transfer, or restructuring: In the event that TalentAxis merges, is acquired, transferred, restructured, dissolved, or undertakes a similar transaction, user information may be transferred to the receiving party for the continued provision of services,

provided that the receiving party complies with the information confidentiality obligations in accordance with the provisions of law.

- In all cases, TalentAxis will require the relevant third parties to strictly comply with the regulations on confidentiality and protection of personal data and to use the information only for the agreed purposes or in accordance with the provisions of law.

(v) Address of the unit collecting and managing information, including the means of contact so that consumers may inquire about the collection and processing of information related to their person

CVTOT JOINT STOCK COMPANY – Tax Code: 0402267571

- Address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam

- Phone number: 0766783968

- Email: support@talentaxis.ai

(vi) Methods and tools for consumers to access and edit their personal data on the e-commerce system of the information-collecting unit

- Members may check, update, adjust, or cancel their personal information by the following methods:

- + Members log into their own account, access the personal information section, and edit their personal information;

- + Members call the support phone number/support email of the Administration Board and request the correction of personal information.

Hotline: 0766783968

Email: support@talentaxis.ai

- When necessary, TalentAxis requires re-confirmation of the password upon login in order to prevent unauthorized access to the Customer's personal information system.

(vii) Mechanism for receiving and resolving consumer complaints related to personal information being used for the wrong purpose or beyond the scope notified

- We are committed to keeping users' personal information confidential and using it only for the notified purposes. In the event that it is discovered that personal information has been used for the wrong purpose or beyond the notified scope within the company, the company will bear responsibility in accordance with the provisions of law.

- In the event that our information system is attacked, giving rise to a risk of loss of user information, the Company will notify the competent authorities and users within 24 hours after detecting the incident.

- Upon discovering that their personal information has been used for the wrong purpose or beyond the notified scope, users shall immediately submit a complaint by one of the following methods:

● Email: support@talentaxis.ai

● Call the support hotline: 0766783968

● Submit directly or by post to:

+ CVTOT JOINT STOCK COMPANY

+ Address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam

+ Phone number: 0766783968

The Administration Board commits to responding regarding receipt immediately or, at the latest, within 24 working hours from the time of receiving the complaint. The processing and result-response period is 7 working days.

TalentAxis only accepts complaints sent within 30 days from the date the matter arises.

* Procedure for receiving consumer complaints related to personal information being used for the wrong purpose or beyond the notified scope

Step 1: All requests and complaints will be transferred to the Administration Board for receipt.

The complaint content must clearly state: information of the complainant, the subject of the complaint, the content of the matter, and accompanying evidence (if any).

Step 2: The Administration Board and the technical department conduct verification and checking of the data and complaint content.

Step 3: If the complaint is valid, the company proceeds to prevent and remedy the incident (delete data, lock the related accounts, cease the violating conduct) and respond to the complainant.

Step 4: Notify the resolution result to the user by email/phone/written document.

In the event that the complainant agrees with the content and the resolution plan for the complaint, the complaint receipt and resolution process ends.

In the event that the complainant does not agree with the complaint resolution plan and requests re-resolution, the request for re-resolution of the complaint is received. The process repeats Steps 2, 3, and 4. At Step 4, if the consumer still does not agree with the complaint resolution plan proposed by the Administration Board, the complainant has the right to lodge a complaint with, or file a lawsuit before, the competent State authority in accordance with the provisions of law.

Step 5: If necessary, the company will coordinate with the competent State management authority for thorough resolution.

* Responsibilities of the intermediary digital platform owner toward consumers under Article 39 of the Law on Protection of Consumer Rights

Have measures allowing priority display of the assessments, feedback, and recommendations of social organizations participating in the protection of consumer rights, or of credit-rating organizations, in accordance with

the provisions of law: TalentAxis has created a form so that social organizations participating in the protection of consumer rights may submit assessments, feedback, and recommendations, and allows priority display of these assessments and feedback in a conspicuous location in the footer of the website.

+ Receipt of assessments, feedback, and recommendations of social organizations participating in the protection of consumer rights: <https://talentaxis.ai/tiep-nhan-phan-anh-to-chuc-xa-hoi>

+ List of assessments, feedback, and recommendations of social organizations participating in the protection of consumer rights: <http://talentaxis.ai/danh-sach-tiep-nhan-phan-anh-to-chuc-xa-hoi>



Contact point and authorized representative for coordinating with the competent State authority in resolving matters relating to the protection of consumer rights

+ Contact person's full name: Nguyen Tien Dat

- + Position: Company Director
- + Contact address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam
- + Phone number: 0909719128
- + Email: support@talentaxis.ai

Focal point for receiving and resolving consumers' feedback, requests, and complaints relating to the services and information content on the intermediary digital platform; and for receiving and resolving consumers' feedback, requests, and complaints toward the organization establishing and operating the intermediary digital platform

- + Contact person's full name: Nguyen Tien Dat
- + Position: Company Director
- + Contact address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam
- + Phone number: 0909719128
- + Email: support@talentaxis.ai



* Method of verifying the Employer's identity when participating in the platform

After the Employer registers an account and uploads legal documents (Business Registration License) and the tax code, the Administration Board will review the information and verify the Employer's account by checking the tax code information provided by the Employer on the link of the General Department of Taxation <https://tracuunnt.gdt.gov.vn/tcnnt/mstdn.jsp>

tracuunnt.gdt.gov.vn/tcnnt/mstdn.jsp

THUẾ VIỆT NAM
CỤC THUẾ - BỘ TÀI CHÍNH

Trang chủ

Tra cứu thông tin người nộp thuế

Thông tin về người nộp thuế

Mã số thuế: 0317

Tên tổ chức cá nhân nộp thuế

Địa chỉ trụ sở kinh doanh

Mã xác nhận: cfkwx

Tra cứu Nhập lại

Lưu ý: Sử dụng font Unicode (TCVN 5909:2001 dạng dự phòng) để nhập tiếng Việt có dấu.

BẢNG THÔNG TIN TRA CỨU:

STT	MST	Tên người nộp thuế	Địa chỉ trụ sở/địa chỉ kinh doanh	Cơ quan thuế quản lý	Trạng thái MST
1	0317	CÔNG TY TNHH	Chi Minh TP Hồ	Thuế cơ sở 14 Thành phố Hồ Chi Minh	NNT đang hoạt động

Thuế Việt Nam - Trang thông tin điện tử của Cục Thuế
Cơ quan chủ quản: Bộ Tài chính - Số giấy phép: 207/GP-BC ngày 14/05/2004 do Cục Bảo chí - Bộ VHNT cấp
Địa chỉ: Số 1A Nguyễn Công Trứ, Phường Hai Bà Trưng, Thành phố Hà Nội | Điện thoại: (024) 39712310 | Fax: (024) 39712286
Ghi rõ nguồn "http://www.gdt.gov.vn" khi phát hành thông tin từ website này

In addition to the above method, the Administration Board may check via the National Business Registration Portal at the link <https://dangkyquamang.dkkd.gov.vn/auth/Public/LogOn.aspx?ReturnUrl=%2fonline%2fDefault.aspx#>

Enter the tax code and select the Search command.

dangkyquamang.dkkd.gov.vn/auth/Public/LogOn.aspx?ReturnUrl=%2fonline%2fDefault.aspx#

Cổng thông tin quốc gia
về đăng ký doanh nghiệp

0402267571

Tìm doanh nghiệp

TÌM KIẾM >>

DỊCH VỤ CÔNG | ĐĂNG KÝ DOANH NGHIỆP QUA MẠNG ĐIỆN TỬ

Click "I'm not a robot" at the Captcha and click Submit.

The screenshot shows the 'Đăng ký qua mạng' (Online Registration) portal. The header includes the logo and text 'Cổng thông tin quốc gia về đăng ký doanh nghiệp'. The main navigation bar contains links for 'CÔNG BỐ NỘI DUNG ĐĂNG KÝ DOANH NGHIỆP', 'DỊCH VỤ THÔNG TIN', and 'ĐĂNG KÝ DOANH NGHIỆP QUA MẠNG ĐIỆN TỬ'. A search bar is present with a 'TÌM KIẾM >>' button. The left sidebar has a 'CHỨC NĂNG' (Function) menu with 'Dịch vụ công' (Public service) selected, and a 'DANH MỤC SẢN PHẨM' (Product list) menu with 'Trạng thái hồ sơ' (Status of dossier) and 'Thông tin về một doanh nghiệp' (Information about a business) listed. The main content area is titled 'THÔNG TIN CƠ BẢN' (Basic information) and contains a 'ĐẶT HÀNG SẢN PHẨM' (Place order) button, a 'Mã Captcha' field, a reCAPTCHA verification area with a green checkmark and the text 'I'm not a robot', and a 'SUBMIT' button.

The Administration Board may view the information about the enterprise and the operating status of the Employer.

The screenshot shows the 'Đăng ký qua mạng' (Online Registration) portal with the 'THÔNG TIN CƠ BẢN' (Basic information) section selected. The left sidebar is the same as in the previous screenshot. The main content area displays the following information: 'ĐẶT HÀNG SẢN PHẨM' (Place order) button, 'Tên doanh nghiệp: CÔNG TY CỔ PHẦN CVTOT', 'Tên doanh nghiệp viết bằng tiếng nước ngoài: CVTOT JOINT STOCK COMPANY', 'Tên doanh nghiệp viết tắt: CVTOT JSC', 'Tình trạng hoạt động: Đang hoạt động' (highlighted with a red box), and 'Mã số doanh nghiệp: 0402267571'.

Only after valid verification with complete tax code information and a business registration license matching the information on the lookup page of the General Department of Taxation or the National Business Registration Portal,

together with an active status, will the Employer be verified as to identity and be able to use the platform's features.

The above is the verification method that TalentAxis is currently applying, ensuring transparency and strengthening the responsibility of Employers and the rights of consumers.

VII. Information management on the website

1. General requirements for members

- Members are solely responsible for the security and retention of all service-usage activities under their registered username and password.
- Members are responsible for promptly notifying the TalentAxis E-commerce Trading Platform of any unauthorized use, abuse, breach of security, or retention of a third party's registered username and password so that appropriate resolution measures may be taken.
- Members shall not use the services of the TalentAxis E-commerce Trading Platform for unlawful, unreasonable, fraudulent, threatening, or unlawful information-probing purposes, or to sabotage, create, and spread viruses that damage the system, configuration, or information transmission of the TalentAxis E-commerce Trading Platform, or use their services for the purposes of speculation or market manipulation by creating false orders or offers, including to serve market-demand forecasting. In the event of a violation, the member must bear responsibility for their own acts before the law. Members shall not change, edit, splice, copy, disseminate, distribute, provide, or create similar tools of the services provided by the TalentAxis E-commerce Trading Platform to a third party without the consent of the TalentAxis E-commerce Trading Platform as set out in these Regulations.
- Members shall not act to damage the reputation of the TalentAxis E-commerce Trading Platform in any form, such as causing disunity among members by using a second registered name, through a third party, or by propagating and disseminating information that is detrimental to the reputation of the TalentAxis E-commerce Trading Platform.

2. Mechanism of the E-commerce Trading Platform Management Board for reviewing and controlling information of posts published on the website

- After a member posts a job advertisement, it will be pending approval; only after approval will the posting be displayed.
- TalentAxis has the right to delete content if it violates the Terms or the provisions of law. TalentAxis is not responsible for the content of third parties and does not guarantee the accuracy of user content.

*** Mechanism for controlling and reviewing information on the website**

- The Administration Board of TalentAxis carries out strict control measures over the information posted by Members (including Applicants and Employers) in order to ensure compliance with the provisions of law and social moral standards. Specifically:

a) Controlling Employer information

- Carry out verification of the Employer's basic legal information when registering an account: enterprise/individual name, tax code, address, operating license.
- Accounts that do not provide sufficient information or show signs of forgery will be temporarily suspended or permanently locked depending on the severity of the violation.

b) Controlling content

- Only allow the posting of content related to job recruitment and the provision of lawful labor services in accordance with the laws of Vietnam.
- Do not allow the advertising of positions or jobs related to: prostitution, unlawful brokering, loan-sharking, unlawful multi-level marketing, betting, gambling, the trading of prohibited goods, smuggled goods, counterfeit goods, or disguised services.

Regarding the matter of reviewing, preventing, and removing non-standard and violating keywords as recommended by State management authorities, the TalentAxis system has listed the violating and non-standard words and phrases and incorporated them into the code. For the content of an Employer's posting (both the job content and the title), if it contains one of those words, the system will not allow the posting and will display the error "The content contains inappropriate language. Please check and edit to ensure compliance with standards".

c) Handling violating conduct

- If a Member is detected posting content that violates the law or the Operating Regulations, the Administration Board has the right to:
 - + Remove the content immediately without prior notice;
 - + Temporarily or permanently lock the account depending on the severity of the violation;
- Notify the competent authority if the conduct shows signs of a criminal or administrative violation.

*** Review and handling of intellectual property right violations**

- TalentAxis respects and is committed to protecting the intellectual property rights of organizations and individuals.
- Intellectual property right holders may submit a request to handle a violation (together with evidence authenticating ownership and the violating conduct) via the official email of the Administration Board, support@talentaxis.ai
- Within 03 working days, the Administration Board is responsible for reviewing and verifying the information. If there are valid grounds, the content subject to the complaint will be removed immediately and the posting party will be notified.
- In the event that a Member is detected committing repeated violations, the Administration Board will permanently lock the account and provide information to the competent authority upon request.

*** Provisions on information security and data management**

- The TalentAxis website complies with the provisions of law on the protection of personal data and cyber information security.
- Apply technical measures, software, encryption, and internal monitoring to protect user information from the risk of unauthorized access, loss, or sabotage.

- Members are responsible for keeping their password and account safe and not sharing them with others. If signs of unauthorized intrusion are detected, the Administration Board must be notified immediately.
- The storage, processing, and use of personal information are carried out in accordance with the Law on Cybersecurity.

VIII. Responsibility in the event of technical errors

- TalentAxis is committed to making efforts to ensure that the technical system, infrastructure, and software operating the website operate stably, safely, and continuously. In the event of a technical incident, TalentAxis will proactively coordinate with the technical departments to remedy it as soon as possible in order to minimize the impact on users' interests.
- In the event that the website encounters technical errors such as access interruption, errors in displayed information, errors during the transaction process, etc., TalentAxis will publicly notify users through official information channels and provide specific guidance on how to handle or redo the transaction if necessary.
- When technical errors, software errors, or other objective errors arise that make members unable to participate in transactions, TalentAxis will proactively remedy the error as quickly as possible by professional measures. When a member detects a technical error, they should immediately send a notification to the E-commerce Trading Platform Management Board via the hotline 0766783968 or email: support@talentaxis.ai, and we will remedy the error as soon as possible, enabling members to use the services. TalentAxis encourages users to provide detailed information to support the process of handling and remedying the incident effectively.

All error notifications should be sent to:

CVTOT Joint Stock Company

Address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam

Email: support@talentaxis.ai

Hotline: 0766783968

- TalentAxis has the right to temporarily suspend the provision of part or all of the services on the website to carry out maintenance, repair, or system upgrades. In such cases, TalentAxis will endeavor to notify users in advance, except in cases of force majeure or where emergency handling is required.
- TalentAxis is not responsible for indirect, special, or consequential damages arising from access to or use of the website being interrupted due to unintended incidents such as: power outages, Internet line errors, cyber-attacks, natural disasters, epidemics, or the conduct of third parties not within TalentAxis's control.

- TalentAxis is not responsible for any direct, indirect, incidental, special, or consequential damage arising from the use of, or the inability to use, our services, including but not limited to:

- + Local or wide-area power outages affecting the operability of the server or the user's devices;
- + Internet connection errors from the telecommunications service provider or due to technical incidents beyond TalentAxis's control;
- + Malicious cyber-attacks such as DDoS, viruses, spyware, etc. that interrupt the system or compromise data;
- + Natural disasters, epidemics, fires, war, riots, or other cases of force majeure in accordance with the provisions of law;
- + Unauthorized interference, operational errors, or violating conduct on the part of third parties not within TalentAxis's management or control.

IX. Rights and responsibilities of the TalentAxis Website Management Board

a) Rights of the Management Board of the TalentAxis E-commerce Website

- We have the right to charge service fees after the Employer/Enterprise has read and agreed to the Service Usage Agreement, the Operating Regulations, and the related policies of TalentAxis.
- We have the right to refuse, suspend, or terminate a member's right to use the services if there is a basis to prove that the member has violated the Operating Regulations, the provisions of law, or has taken actions that adversely affect TalentAxis and other users. In the event of termination of the right to use the services due to the member's fault, TalentAxis has the right not to refund the portion of the service fee that the member has paid, unless otherwise agreed or otherwise provided by law. When the right to use the services is terminated, all of the member's rights on TalentAxis shall automatically cease to have effect.
- We have the right to require members to provide complete and accurate information and to bear legal responsibility for the information they provide, including enterprise information, contact persons, recruitment information, and other related information.
- We have the right to change the service price schedule and the methods of payment for services on TalentAxis during the course of providing services, in accordance with the needs and operating conditions of TalentAxis, and will notify members when there is a change.
- We have the right to change, amend, add, or remove any content of the Regulations after having notified users.

b) Responsibilities of the Management Board of the TalentAxis E-commerce Website

- Register and establish a website providing e-commerce trading platform services in accordance with the provisions of law and publish information about the website owner on the website homepage.

- Develop and publicly publish on the website the operating regulations of the e-commerce trading platform; monitor and ensure the implementation of such regulations on the e-commerce trading platform.
- Require members on the e-commerce trading platform to provide information in accordance with the provisions of law when registering to use the services.
- Have a mechanism for inspection and supervision to ensure that the provision of information by sellers on the e-commerce trading platform is carried out accurately and completely.
- Store the registration information of traders, organizations, and individuals participating in the e-commerce trading platform and regularly update related changes and supplements.
- Apply the necessary measures to ensure the security of information related to the business secrets of traders, organizations, and individuals and the personal information of consumers.
- Have measures to promptly handle, upon detecting or receiving reports of, business conduct that violates the law on the e-commerce trading platform:
 - + Prevent and remove from the website information on the supply of services falling within the list of services prohibited from trading, or within sectors and trades prohibited from business investment in accordance with the provisions of law;
 - + Remove information on services that violate the law within 24 hours from receipt of a request from the competent State management authority;
 - + Coordinate with intellectual property right holders to review and remove products that infringe intellectual property rights in accordance with the procedures and processes published in the Operating Regulations of the e-commerce trading platform;
 - + Warn, or refuse to provide services on a temporary or permanent basis to, individuals, traders, and organizations that engage in business conduct that violates the law;
- Support State management agencies in investigating and handling business conduct that violates the law and in resolving disputes and complaints:
 - + Provide information on entities showing signs of, or engaging in, conduct that violates the law on the e-commerce trading platform to the competent State management authority upon detecting or receiving such information;
 - + Regularly update keywords as recommended by the competent State management authority and filter information by keyword before information on goods and services is displayed on the website;
 - + Receive and respond to information in order to resolve complaints, reports, and disputes related to the e-commerce trading platform at the E-commerce Activity Management Portal of the Ministry of Industry and Trade

at the address online.gov.vn.

- Publicly publish the mechanism for resolving disputes arising during the course of transactions on the e-commerce trading platform. Where a Candidate on the e-commerce trading platform incurs a conflict with an Employer or suffers harm to their lawful interests, the platform must provide the Candidate with information about the Employer and actively support the Candidate in protecting their lawful rights and interests.

X. Rights and responsibilities of Employers on the TalentAxis website

a) Rights of Employers on the TalentAxis website

- Members may create an account when needed and post job advertisements in accordance with the regulations.
- Employers may use the value-added features of the platform after having paid the service fee according to the registered service package.
- The right to request the correction or deletion of personal information when necessary.
- The right to refuse the processing of personal information for advertising or marketing purposes.
- The right to technical support and to the security of information when participating in the platform.
- Members have the right to contribute opinions to the E-commerce Trading Platform during its operation. Such recommendations are sent directly by letter, fax, or email to the TalentAxis E-commerce Trading Platform.

b) Responsibilities of Employers on the TalentAxis website

- Provide complete and accurate information as required by law to TalentAxis when registering to use the services.
- Provide complete information about the services as required by law when supplying services on the e-commerce trading platform.
- Ensure the accuracy and truthfulness of information about the services provided on the e-commerce trading platform.
- Comply with the provisions of law on payment, advertising, protection of intellectual property rights, protection of consumer rights, and other relevant provisions of law when supplying services on the e-commerce trading platform.
- Members are solely responsible for the content and images of the Enterprise information and other information, as well as for the entire course of transactions with partners on the TalentAxis E-commerce Trading Platform.
- Must not use another person's account without permission.
- Participate in transactions in compliance with the Platform Operating Regulations and the provisions of the Privacy Policy and personal information usage policy.

- Members are responsible for promptly notifying the TalentAxis E-commerce Trading Platform of

any unauthorized use, abuse, breach of security, or retention of their registered username and password, so that the two parties may cooperate in handling the matter. Members undertake that the information provided to the TalentAxis E-commerce Trading Platform and the information posted onto the TalentAxis E-commerce Trading Platform is accurate.

XI. Rights and responsibilities of Candidates on TalentAxis

a) Rights of Candidates on the TalentAxis website

- The Candidate has the right to register a personal account on the TalentAxis website to use the services provided by the system.
- The Candidate has the right to have their personal information and application data protected by TalentAxis in accordance with the laws of Vietnam on the protection of personal data.
- The Candidate has the right to access their personal account to view, edit, update, or delete personal information and application profiles at any time. In the event that operations cannot be performed on the system, the Candidate has the right to contact TalentAxis's support department for assistance.
- The Candidate has the right to refuse to receive advertising emails, recruitment newsletters, or unwanted content from TalentAxis through the unsubscribe options integrated into each email or in the account settings.
- The Candidate has the right to submit feedback and complaints regarding the quality of service, inaccurate recruitment information, inappropriate conduct on the part of the Employer, or any issue arising during the use of the website. TalentAxis undertakes to receive and handle complaints in the shortest time, in a spirit of cooperation and protection of users' rights.
- The Candidate has the right to be clearly informed about the terms and conditions of service use; the rights and obligations relating to the creation of profiles, application for jobs, as well as any legal obligations.

b) Responsibilities of Candidates on the TalentAxis website

- The information that members provide onto the TalentAxis E-commerce Platform must ensure accuracy and completeness.
- Members are solely responsible for the content, images, and other information, as well as for the entire course of transactions with partners on the TalentAxis E-commerce Trading Platform.
- Must not use another person's account without permission.
- Participate in transactions in compliance with the Platform Operating Regulations and the provisions of the Privacy Policy and personal information usage policy.

- Members are responsible for promptly notifying the TalentAxis E-commerce Trading Platform of any unauthorized use, abuse, breach of security, or retention of their registered username and password, so that the two parties may cooperate in handling the matter. Members undertake that the information provided to the TalentAxis E-commerce Trading Platform and the information posted onto the TalentAxis E-commerce Trading Platform is

accurate.

XII. Allocation of responsibility between TalentAxis Joint Stock Company and the Employer in resolving issues arising from transactions carried out on the TalentAxis website with Candidates

a) Allocation of responsibility between CVTOT Joint Stock Company and the Employer in resolving issues arising from transactions carried out on the TalentAxis website with Candidates

The TalentAxis website/platform operates in the role of an intermediary platform, supporting Employers/Enterprises in posting recruitment information, managing candidate profiles, tracking the recruitment process, and supporting Candidates in searching for and applying to suitable positions. Issues arising between Employers/Enterprises and Candidates shall have responsibility for resolution allocated as follows:

All recruitment activities arising between the Employer/Enterprise and the Candidate, including but not limited to: receiving profiles, contacting candidates, interviewing, assessing competencies, negotiating working conditions, salary, signing labor contracts, and the related rights and obligations between the parties, are independent transactions, voluntarily established by the parties and subject to their own legal responsibility in accordance with the provisions of law. CVTOT Joint Stock Company is not a party to, or a representative of, any party in the course of performing such transactions and is not responsible for the results, content, or legality of the recruitment agreements between the two parties.

The Employer/Enterprise is responsible for resolving all issues arising from the recruitment activities it carries out with the Candidate, including: complaints relating to misleading, unclear, or fraudulent recruitment information; the use of the Candidate's profiles, CVs, documents, or personal data; compensation for damage, if any, in the event of a breach of the agreement committed with the Candidate; and explanation and coordination with competent authorities when there is a request for investigation or handling.

TalentAxis is not responsible for directly resolving disputes between the Employer/Enterprise and the Candidate. However, within the scope of its role as the platform-providing unit, TalentAxis may receive reported information and support the provision of technical information, operation history, and related data on the system in order to serve the process of investigation and verification, if there is a valid request from one of the parties or from a competent State authority; and at the same time, has the right to suspend, halt, or terminate the access right of an Employer/Enterprise showing signs of fraud, violation of the Operating Regulations, or violation of the law.

In the event of an issue arising, TalentAxis encourages the relevant parties to prioritize negotiation and conciliation in a spirit of good faith and respect for each other's lawful rights and interests. In the event that no agreement is reached, the parties have the right to request a competent authority to resolve the matter in accordance with the provisions of law. TalentAxis will provide support within the scope of its role as the platform-providing unit and provide information to serve the dispute resolution process in accordance with the provisions of law.

b) Limitation of liability of the trader or organization providing e-commerce trading platform services in transactions carried out on the platform

TalentAxis does not directly participate in the process of interviewing, assessing, or selecting candidates, signing labor contracts, or negotiating working conditions between the Employer/Enterprise and the Candidate. Therefore, TalentAxis is not responsible for any conduct, omission, commitment, agreement, or dispute arising between the Employer/Enterprise and the Candidate beyond the scope of service provision on the platform.

TalentAxis is an intermediary platform supporting Employers/Enterprises in managing candidate profiles, posting recruitment information, tracking the recruitment process, and connecting with Candidates during the recruitment process.

The Employer/Enterprise and the Candidate shall negotiate by themselves and bear their own responsibility for the rights, obligations, and content arising during the recruitment process, and must comply with the provisions of the laws of Vietnam.

XIII. Applicable terms

These Terms take effect from the date the User accepts these Terms and Conditions.

In the event that the User has ceased using the Services, the User remains bound by these Terms and other agreements relating to the rights and responsibilities of the User that the User has not yet completed at the time of ceasing to use the Services.

The User confirms that they have read, clearly understood, and undertaken to perform in accordance with these Terms, the other regulations of TalentAxis, and the applicable laws of Vietnam relating to the use of the Services.

TalentAxis may amend, supplement, or replace the content of these Terms by posting the amended and supplemented Terms on the official website of TalentAxis.

TalentAxis is responsible for notifying and allowing a reasonable time for the User to study the changes to these Terms before the time of application, except in cases where such changes must be implemented immediately in accordance with the provisions of law and/or at the request of a competent State authority. If the User continues to use the Services from the date the amended, supplemented, or replaced Terms are applied according to TalentAxis's notification, it shall be understood that the User accepts such changes, and TalentAxis does not need to obtain any further consent from the User.

TalentAxis has the right to change the website address, the screen interface of the Services, and the contact information, and to notify the User of these changes.

XIV. Commitment terms

The TalentAxis E-commerce Trading Platform and the Members participating in the TalentAxis E-commerce Trading Platform agree to undertake to duly perform the terms set out in these Regulations.

Official contact address of the Website providing e-commerce services, TalentAxis E-commerce:
The website providing e-commerce services talentaxis.ai (with subdomains pointing to the website: talentaxis.vn, app.talentaxis.ai, hire.talentaxis.ai, and jobs.talentaxis.ai)

Company: CVTOT Joint Stock Company

Address: 20/5 Ha Thi Than, An Hai Ward, Da Nang City, Vietnam

Email: support@talentaxis.ai

Hotline: 0766783968

COMPANY REPRESENTATIVE