

# TALENTAXIS OPERATIONAL REGULATIONS

## I. GENERAL PRINCIPLES

### 1. Purpose of Operation

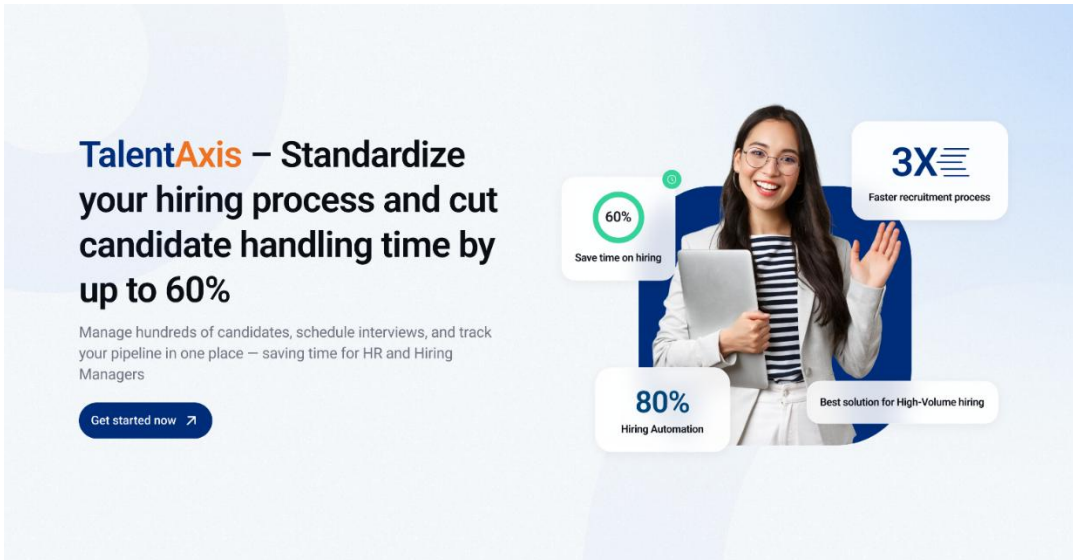
TalentAxis - a product of CVTOT, is an online platform that provides businesses with comprehensive candidate management and optimizes the recruitment process. The platform enables automation of key recruitment steps, including updating candidate statuses at each stage, sending automated notification emails, scheduling interviews, and reminding relevant parties. By minimizing manual tasks, the website not only helps businesses save time and effort but also reduces errors and enhances candidate experience. At the same time, centralized management of candidate data allows for monitoring recruitment progress, evaluating the effectiveness of each hiring round, and making faster, more accurate HR decisions. It is an ideal tool for businesses seeking to improve recruitment efficiency, standardize processes, and optimize human resources.

### 2. Operating Principles

- Comply with all relevant legal regulations.
- Build, develop, and maintain a civilized and healthy online environment.
- Prioritize the rights and interests of users above all else.
- Adhere to rules on protecting users' personal information.

## II. LOGIN/LOOUT PROCESS

Users access the website [talentaxis.ai](https://talentaxis.ai) and click on the **Login** section to enter their personal account.



**TalentAxis** – Standardize your hiring process and cut candidate handling time by up to 60%

Manage hundreds of candidates, schedule interviews, and track your pipeline in one place – saving time for HR and Hiring Managers

[Get started now](#)

60% Save time on hiring

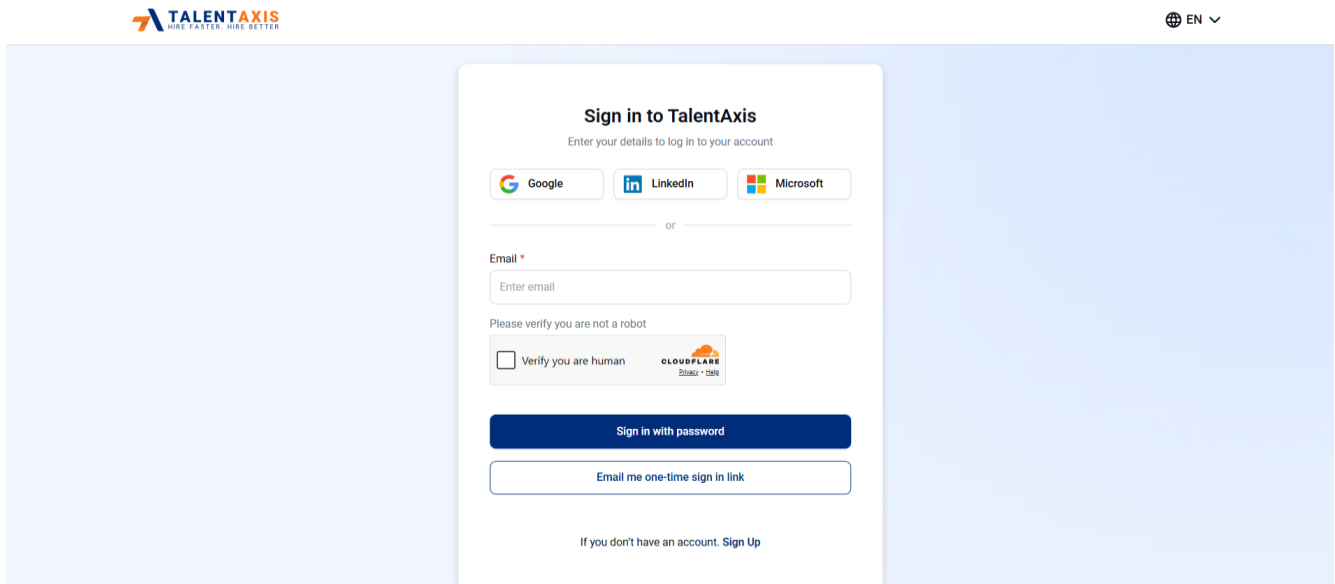
3X Faster recruitment process

80% Hiring Automation

Best solution for High-Volume hiring

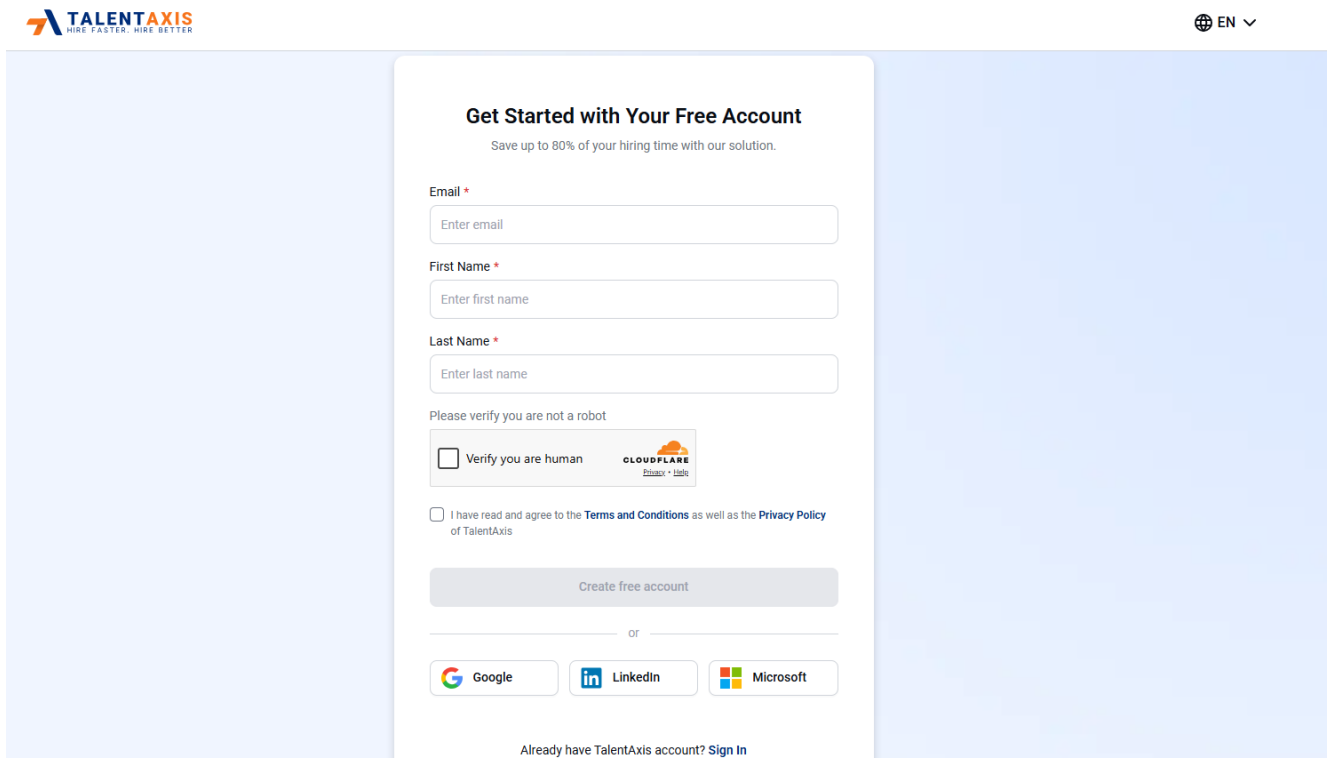
The banner features a woman in a white blazer and glasses holding a laptop, with various statistics and icons overlaid on the image.

Users enter their previously registered email address and log in using either a password or a one-time login link.



The screenshot shows the 'Sign in to TalentAxis' 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 'EN' with a dropdown arrow. The main content area is a white card with a blue border. The title is 'Sign in to TalentAxis' with the subtitle 'Enter your details to log in to your account'. Below the title are three social login buttons: Google, LinkedIn, and Microsoft. A horizontal line with 'or' in the center separates these from the email login section. The email login section has a label 'Email \*' and a text input field with the placeholder 'Enter email'. Below the input field is a Cloudflare CAPTCHA with the text 'Please verify you are not a robot' and a checkbox labeled 'Verify you are human'. Underneath the CAPTCHA are two buttons: a dark blue button labeled 'Sign in with password' and a white button with a blue border labeled 'Email me one-time sign in link'. At the bottom of the card, there is a link: 'If you don't have an account. Sign Up'.

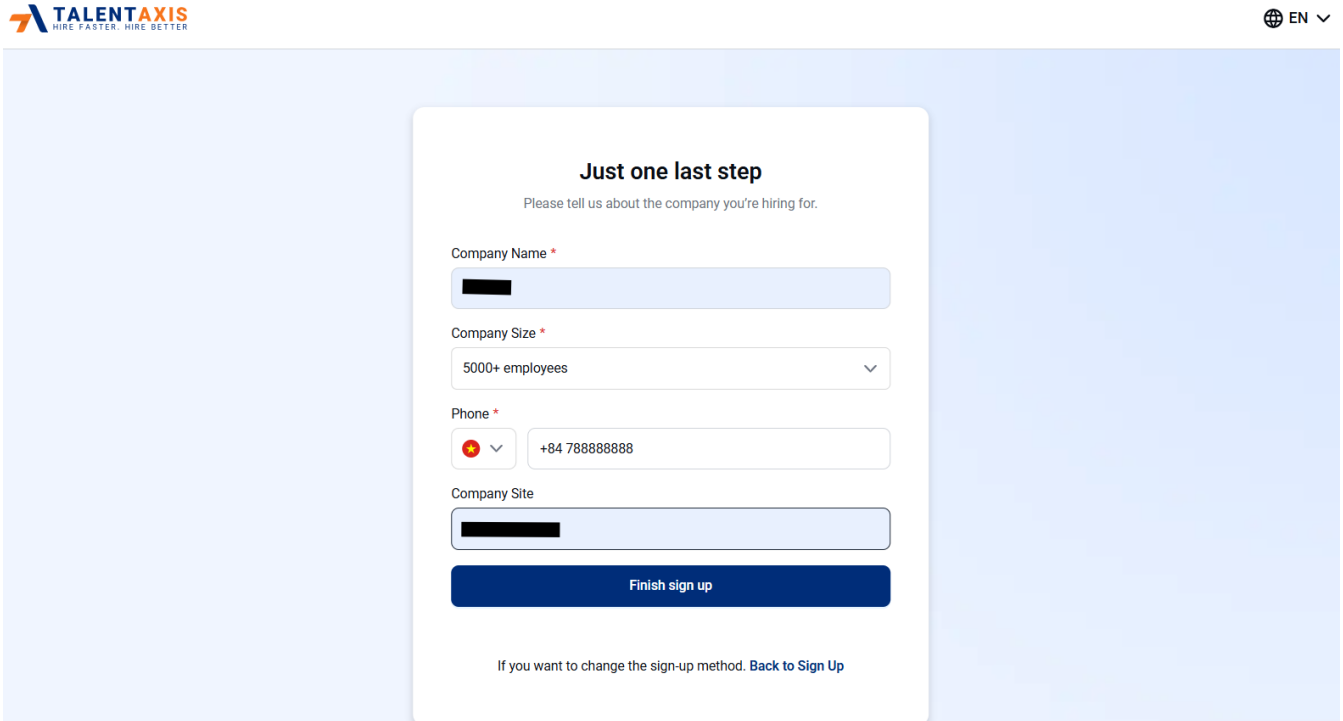
If a user does not have an account, they can register by clicking **Sign Up** and entering the required information in the form.



The screenshot shows the 'Get Started with Your Free Account' 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 'EN' with a dropdown arrow. The main content area is a white card with a blue border. The title is 'Get Started with Your Free Account' with the subtitle 'Save up to 80% of your hiring time with our solution.' Below the title are three text input fields: 'Email \*' with placeholder 'Enter email', 'First Name \*' with placeholder 'Enter first name', and 'Last Name \*' with placeholder 'Enter last name'. Below the input fields is a Cloudflare CAPTCHA with the text 'Please verify you are not a robot' and a checkbox labeled 'Verify you are human'. Underneath the CAPTCHA is a checkbox labeled 'I have read and agree to the Terms and Conditions as well as the Privacy Policy of TalentAxis'. Below this is a grey button labeled 'Create free account'. A horizontal line with 'or' in the center separates this from the social login section. The social login section has three buttons: Google, LinkedIn, and Microsoft. At the bottom of the card, there is a link: 'Already have TalentAxis account? Sign In'.

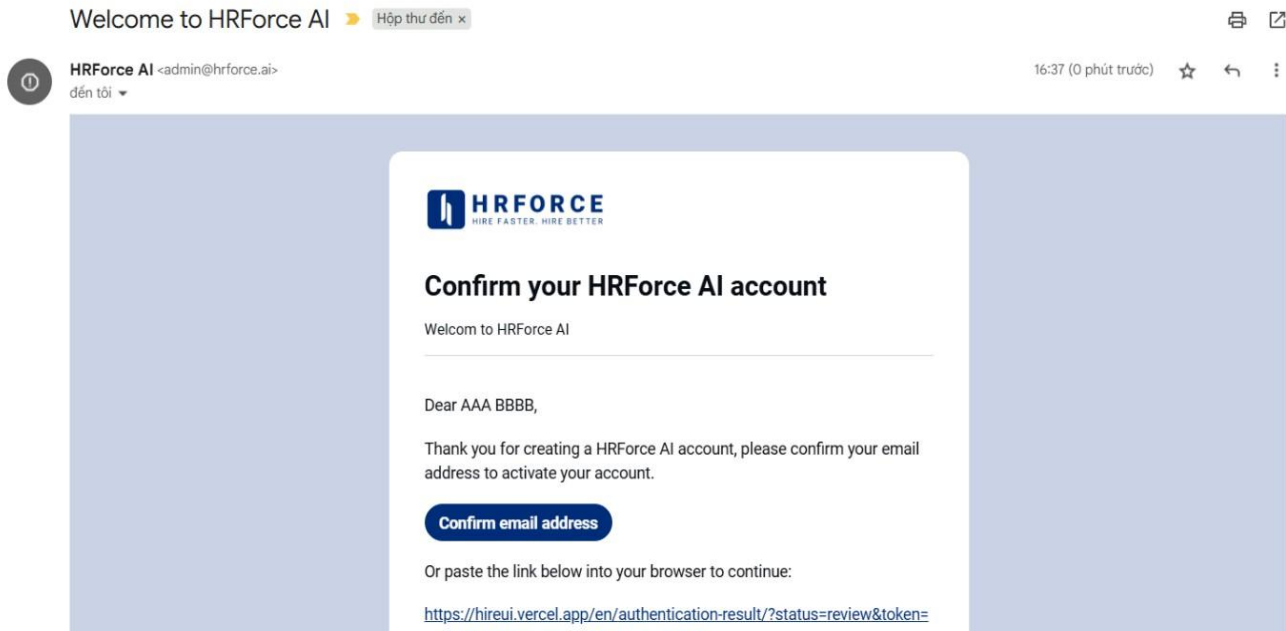
After completing all the required information, the user clicks “**Create Free Account**”

After clicking **Create Free Account**, the user proceeds to the next step of entering additional information.

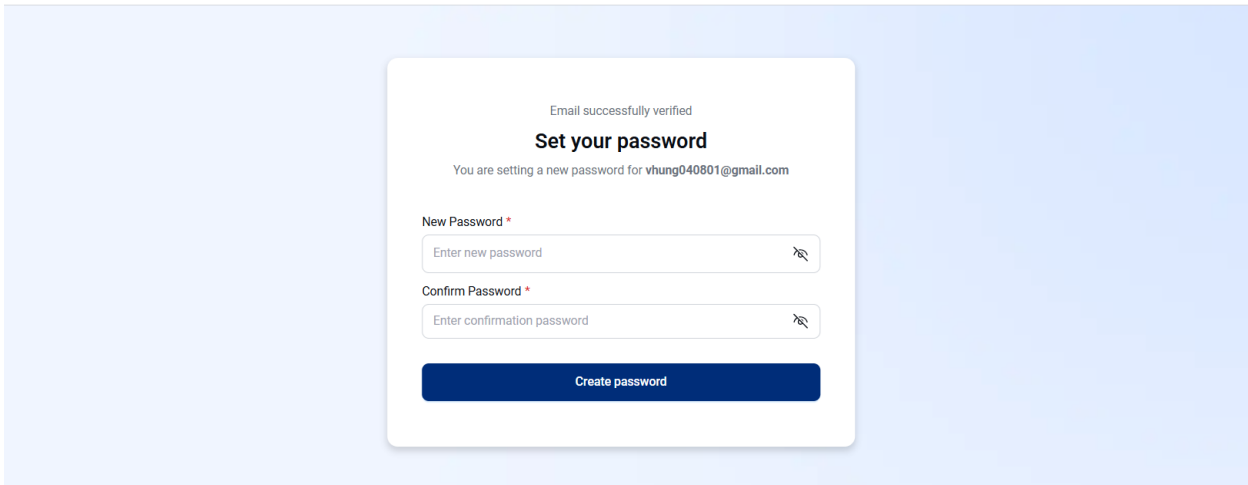


The screenshot shows a sign-up form for HRForce AI. At the top left is the logo 'TALENTAXIS HIRE FASTER. HIRE BETTER'. At the top right is a language selector 'EN'. The form is titled 'Just one last step' and asks the user to provide information about the company they are hiring for. The fields are: 'Company Name \*' (text input), 'Company Size \*' (dropdown menu with '5000+ employees' selected), 'Phone \*' (country code dropdown with '+84' and a text input with '+84 788888888'), and 'Company Site' (text input). A blue 'Finish sign up' button is at the bottom. Below the button is a link: 'If you want to change the sign-up method. [Back to Sign Up](#)'.

After entering all the information, the user clicks **Finish Sign Up**, and the system will send an email to the registered address containing a link to **confirm the email address**.



After clicking **Confirm Email Address**, the system will review the registration information within 72 working hours.

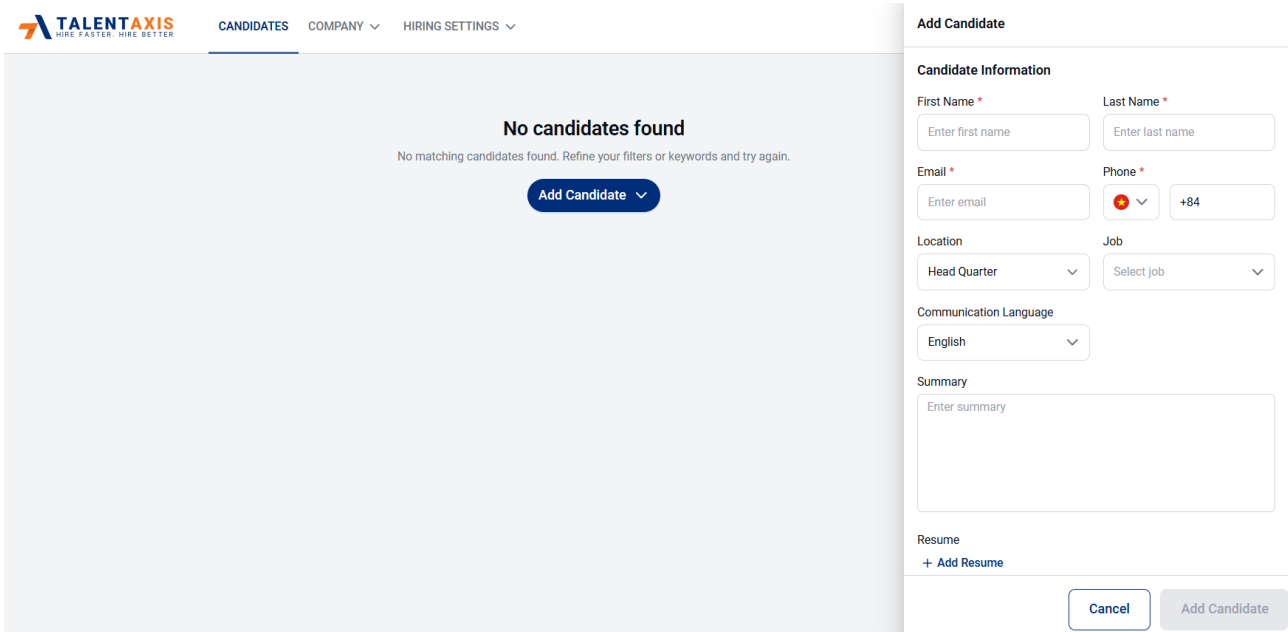


Enter new password and press “Generate Password” to begin creating your account.

### III. MODULES AVAILABLE IN TALENTAXIS

#### 1. Candidates

In this module, users can **Add**, **Edit**, and **Delete** candidates in the system for effective management.

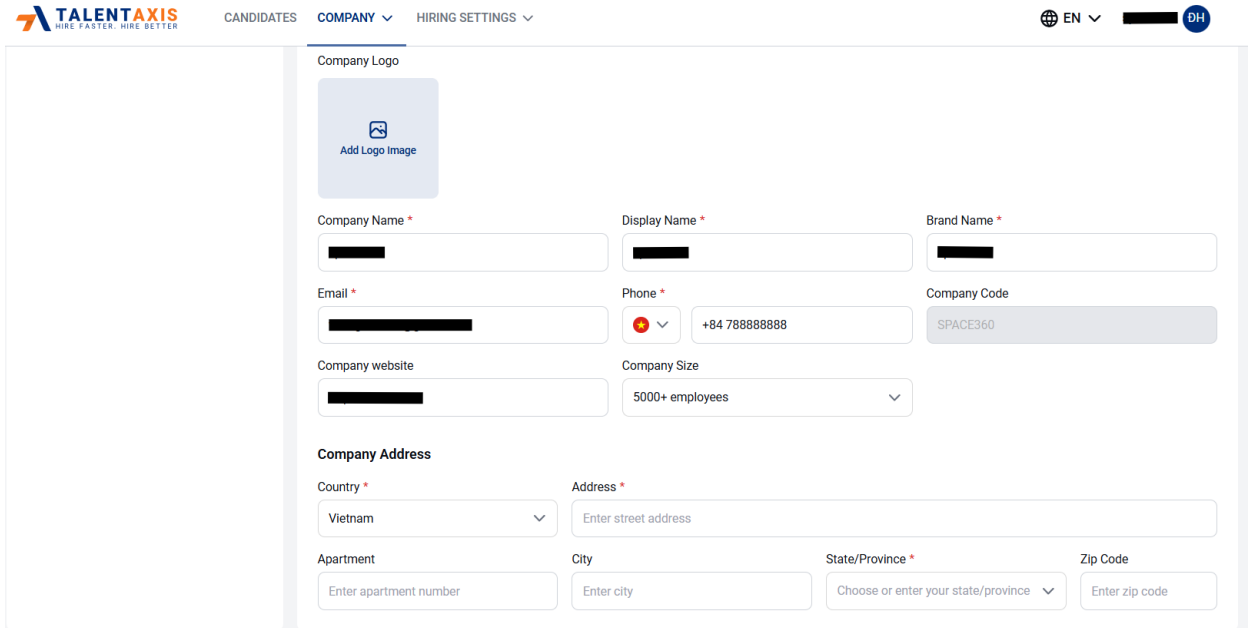


#### 2. Company

This module includes the following fields:

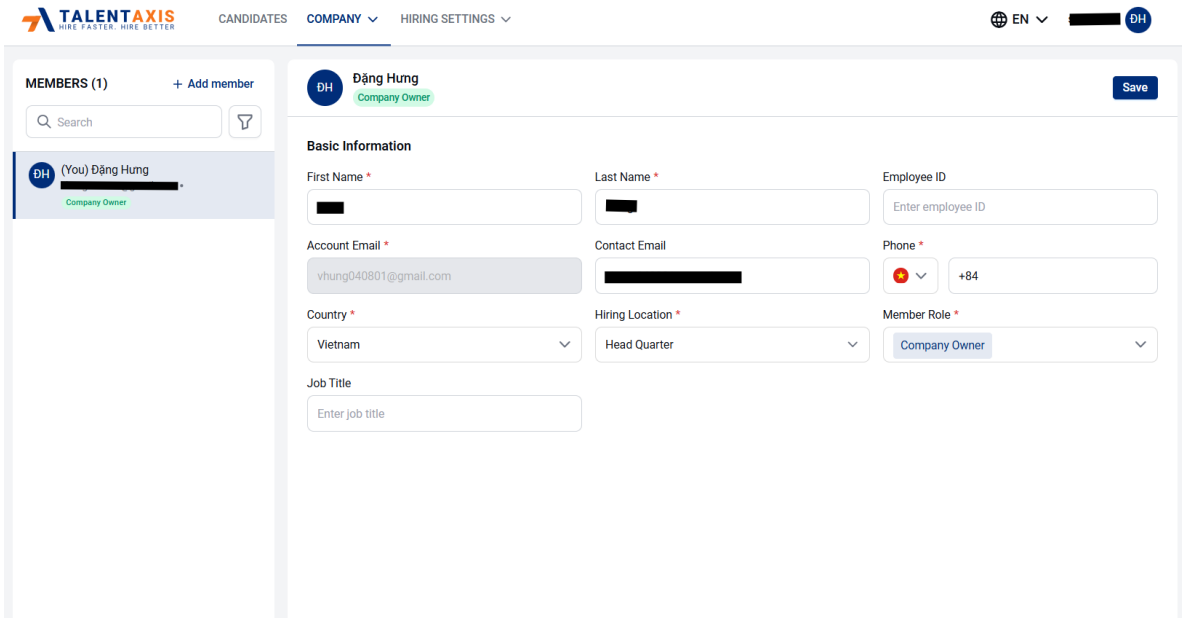
- a. Company Information

Here, users can enter information related to their business, which will be used for sending emails to candidates or receiving emails from the TalentAxis system administrator.



## b. Team Management

In this menu item, the **owner** can **Add/Edit/Delete** members or staff to manage the system. Under **User Role**, the owner is responsible for assigning permissions to staff, with each role having restricted access to specific system functions.



## c. Location Management

In this menu item, users can update the company's work locations and offices to facilitate scheduling interviews for candidates.

### 3. Hiring setting

This module includes the following fields:

#### a. Hiring Flows

Here, users can set up their company's own recruitment process, which will serve as an automated workflow to make candidate screening and status updates more convenient for the business.

Status name	Disqualify	Action Required	Actions
Apply In Progress	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">✕</a>
Apply Passed	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">✕</a>
Apply Failed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">✎</a> <a href="#">✕</a>

## b. Automation Flows

In this menu item, users create the recruitment process, and the system will record it so that candidate status updates and email notifications are automated according to that process.

The screenshot displays the 'Automation Flows' management interface. The top navigation bar includes 'TALENTAXIS', 'CANDIDATES', 'COMPANY', and 'HIRING SETTINGS'. The main content area is titled 'Default Automation Flow' and features a search bar, a filter icon, and a list of automation flows. The 'Default Automation Flow' is selected and shown in detail. It includes an 'Automation flow information' section with fields for 'Automation Name', 'Audience', 'Communication Channels', 'Hiring Flow', and 'Language'. Below this is a 'Tasks' section with a search bar and a table of tasks. The table has columns for 'Task Name', 'Status', 'Active', and 'Actions'. The tasks listed are 'Confirm Application', 'Application Passed', 'Application Failed', and 'Screening Completed', each with an 'Active' toggle and 'Actions' (edit and delete icons).

## c. Jobs

As a product of CVTOT, TalentAxis integrates with the job positions that the business has posted on CVTOT. This menu item manages the jobs the company is recruiting for, tracks which candidates are applying for each position, and determines how each job is linked to the automation flows.

## IV. CUSTOMER USAGE OF TALENTAXIS SERVICES

### 1. Customer Responsibilities When Using TalentAxis Services

- Comply with, and ensure that their users comply with, the terms of the Agreement.
- Promptly notify TalentAxis of any unauthorized access or use of the Service, passwords, credentials, or any unauthorized use, access, or disclosure of Customer Data.
- Adhere to all applicable laws and regulations.

### 2. Prohibited Actions for Customers When Using TalentAxis Services

- Re-license, sell, rent, transfer, share, commercially exploit, or provide the Service to any third party, unless explicitly permitted under the Agreement.

- Use the Service to send, distribute, or create unrelated commercial, advertising, or marketing messages.
- Send messages unrelated to recruitment, human resources, or candidate interactions.
- Copy any features, functions, interface, or graphics of the Service.
- Use the Service to send or store malware, viruses, spyware, or harmful content.
- Use the Service to send or store content that violates the law, including defamatory, fraudulent, pornographic, racist content, or content infringing on others' privacy rights.

**V. RIGHTS AND RESPONSIBILITIES OF THE TALENTAXIS WEBSITE ADMINISTRATION**

**1. Rights of the Website Administration**

- We have the right to charge service fees once the customer agrees to use the service.
- We have the right to refuse, temporarily suspend, or terminate a member's right to use the service if they violate the Operational Regulations, applicable laws, are awaiting final conclusions/agreements from relevant parties, or engage in actions that may harm talentaxis.ai and other users.
- We have the right to require members to provide complete and accurate information and to be legally responsible for the information they provide.
- We have the right to change service pricing and payment methods on cvtot.vn during the provision of services to members, based on the needs, conditions, and capabilities of talentaxis.ai, and will notify members in advance of any changes.
- We have the right to modify, edit, add, or remove any content in these Regulations after notifying users.

**2. Responsibilities of the Website Administration**

TalentAxis will provide Professional Services in a professional manner and in accordance with industry standards, exercising reasonable care and skill according to commercial practices. However, TalentAxis retains full discretion over the methods and procedures for delivering the Professional Services.

**VI. SUSPENSION OF SERVICES**

Notwithstanding any other provision in the Agreement, TalentAxis may temporarily suspend a customer's or User's access to part or all of the Service if TalentAxis has reasonable grounds to believe that:

- There is a threat or attack targeting any part of the Service.

- The Customer's or User's use of the Service poses a security risk or disrupts the Service for TalentAxis or other customers.
- The Customer or User is using the Service for illegal, fraudulent, or unlawful activities.
- TalentAxis will notify the Customer of the Service suspension and provide updates on the progress of restoring access once the cause of the suspension has been resolved.
- TalentAxis will make commercially reasonable efforts to restore access to the Service as soon as possible.

## **VII. DISPUTE AND COMPLAINT RESOLUTION PROCEDURE**

**Step 1:** All requests and complaints will be forwarded to the Administration for receipt. The complaint must clearly state: the complainant's information, the subject of the complaint, details of the case, and any supporting evidence (if available).

**Step 2:** The Administration and technical team verify and examine the data and content of the complaint.

**Step 3:** If the complaint is valid, the company will take preventive and corrective actions (such as deleting data, blocking related accounts, stopping the violating behavior) and respond to the complainant.

**Step 4:** Notify the user of the resolution results via email, phone, or written communication.

If the complainant agrees with the content and resolution of the complaint, the complaint resolution process is concluded.

If the complainant does not agree with the proposed resolution and requests a re-evaluation, the request for re-resolution will be accepted, and Steps 2, 3, and 4 will be repeated. In Step 4, if the complainant still does not agree with the resolution proposed by the Administration, they have the right to file a complaint or take legal action with the competent state authorities in accordance with the law.

**Step 5:** If necessary, the company will coordinate with the relevant state authorities to ensure thorough resolution.

## **VIII. APPLICABLE TERMS**

The TalentAxis Regulations officially take effect from the date of the Decision issuing these Regulations. The Applicable Terms may be updated or amended without prior notice. Changes will be published on the website, and you must agree to the changes to continue using the Service. If any provision is declared invalid, the remaining provisions will remain in effect.

## **IX. COMMITMENT CLAUSE**

TalentAxis and participating Members agree to commit to fully comply with the terms set forth in these Regulations.

Official contact address of the Website: [talentaxis.ai](http://talentaxis.ai)

Email: [support@talentaxis.ai](mailto:support@talentaxis.ai)

Hotline: 0766783968