

# TALENTAXIS OPERATIONAL REGULATIONS

## I. GENERAL PRINCIPLES

### 1. Purpose of Operation

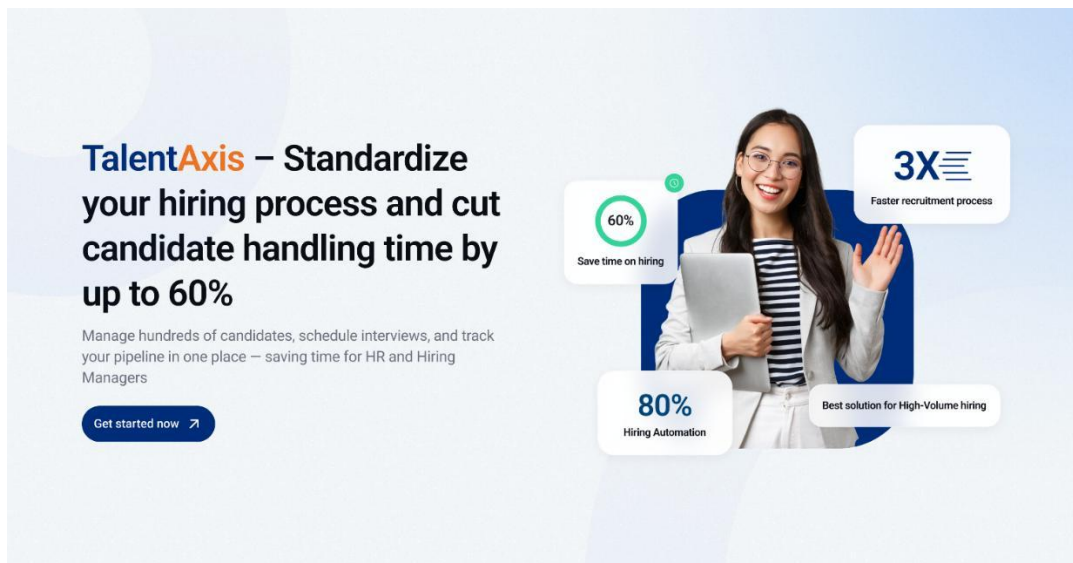
TalentAxis - a product of CVTOT, is an online platform that provides businesses with comprehensive candidate management and optimizes the recruitment process. The platform enables automation of key recruitment steps, including updating candidate statuses at each stage, sending automated notification 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

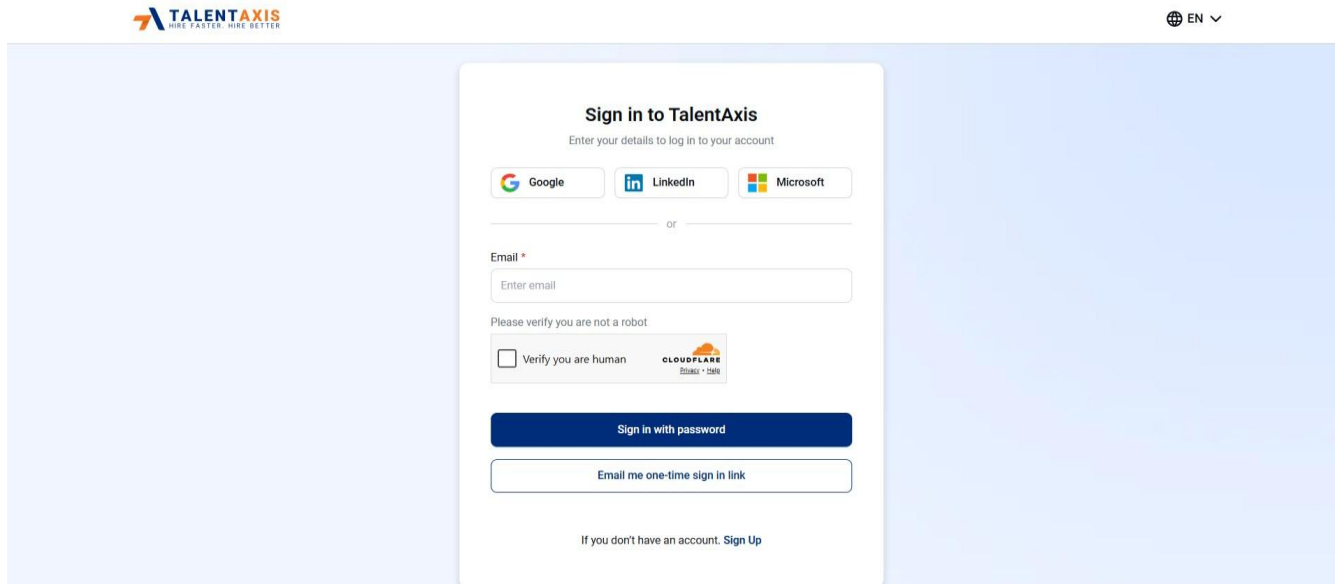
3X Faster recruitment process

80% Hiring Automation

Best solution for High-Volume hiring

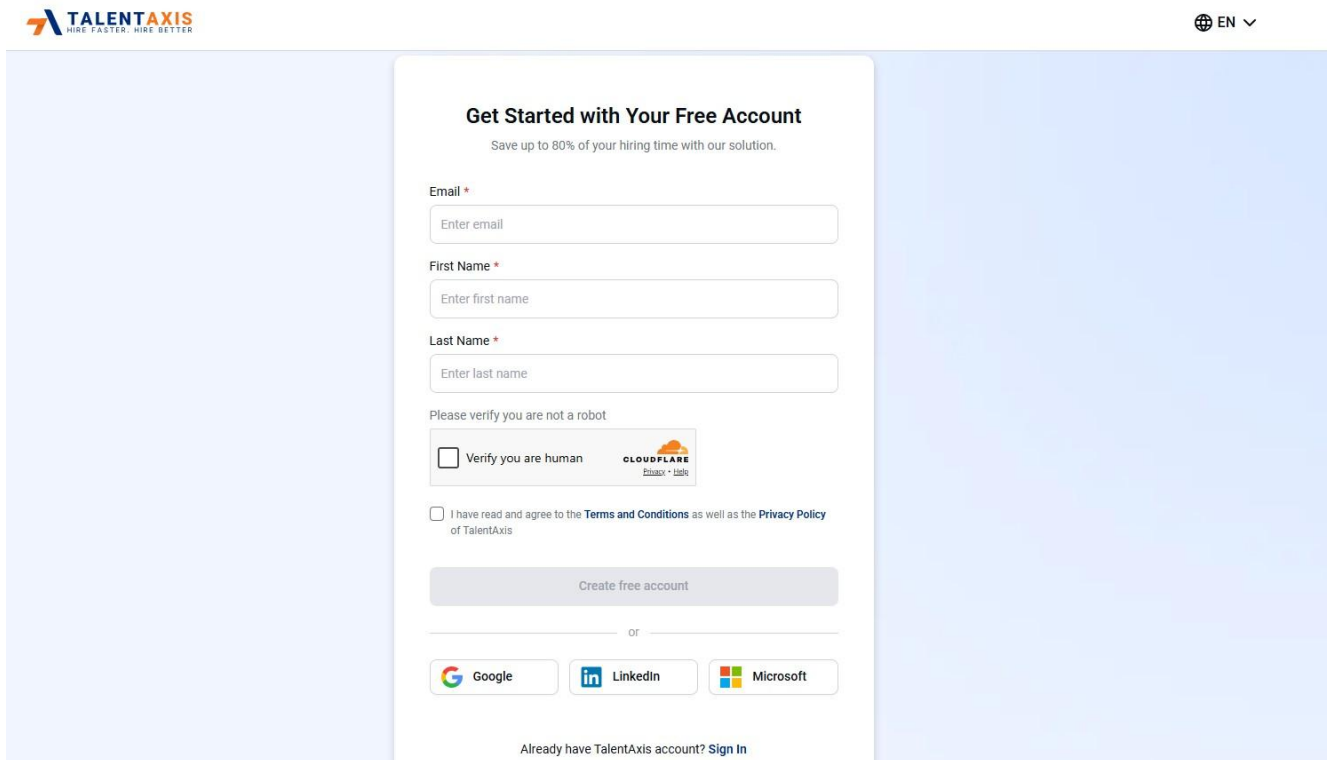
The banner features a central image of a smiling woman with glasses holding a laptop. Surrounding her are several callout boxes: a green circle with '60%' and 'Save time on hiring', a white box with '3X' and 'Faster recruitment process', and a white box with '80%' and 'Hiring Automation'. A blue button with 'Get started now' and a right arrow is located at the bottom left.

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



The screenshot shows the TalentAxis login interface. At the top left is the TalentAxis logo with the tagline "HIRE FASTER. HIRE BETTER." At the top right is a language selector showing "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 includes a text input field labeled "Email \*" with the placeholder "Enter email". Below this is a Cloudflare Turnstile widget with the text "Please verify you are not a robot" and a checkbox labeled "Verify you are human". At the bottom of the card are two buttons: a dark blue "Sign in with password" button and a white "Email me one-time sign in link" button. At the very bottom of the card, it says "If you don't have an account. Sign Up".

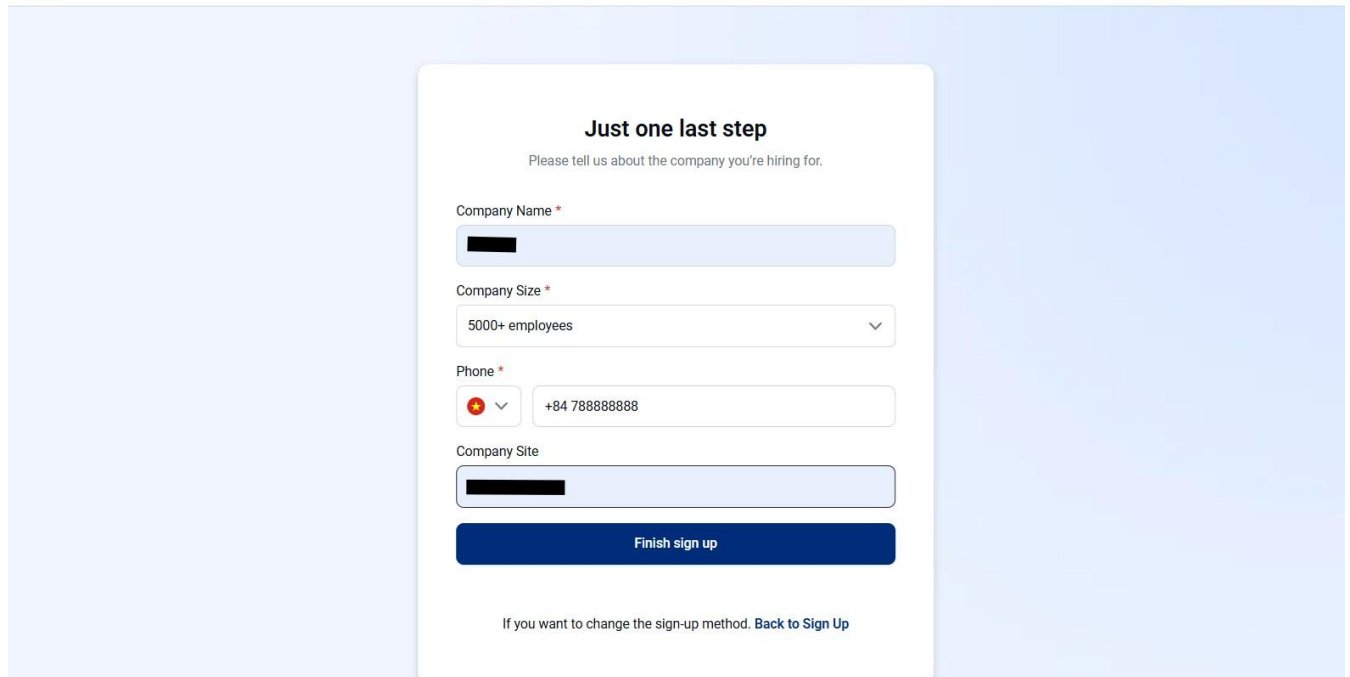
If a user does not have an account, they can register by clicking **Sign Up** and entering the required information in the form.



The screenshot shows the TalentAxis registration interface. At the top left is the TalentAxis logo with the tagline "HIRE FASTER. HIRE BETTER." At the top right is a language selector showing "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 \*" (placeholder "Enter email"), "First Name \*" (placeholder "Enter first name"), and "Last Name \*" (placeholder "Enter last name"). Below these is a Cloudflare Turnstile widget with the text "Please verify you are not a robot" and a checkbox labeled "Verify you are human". Below the Turnstile is a checkbox labeled "I have read and agree to the Terms and Conditions as well as the Privacy Policy of TalentAxis". At the bottom of the card is a grey "Create free account" button. A horizontal line with "or" in the center separates this from the social login section. The social login section includes three buttons: Google, LinkedIn, and Microsoft. At the very bottom of the card, it says "Already have TalentAxis account? Sign In".

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

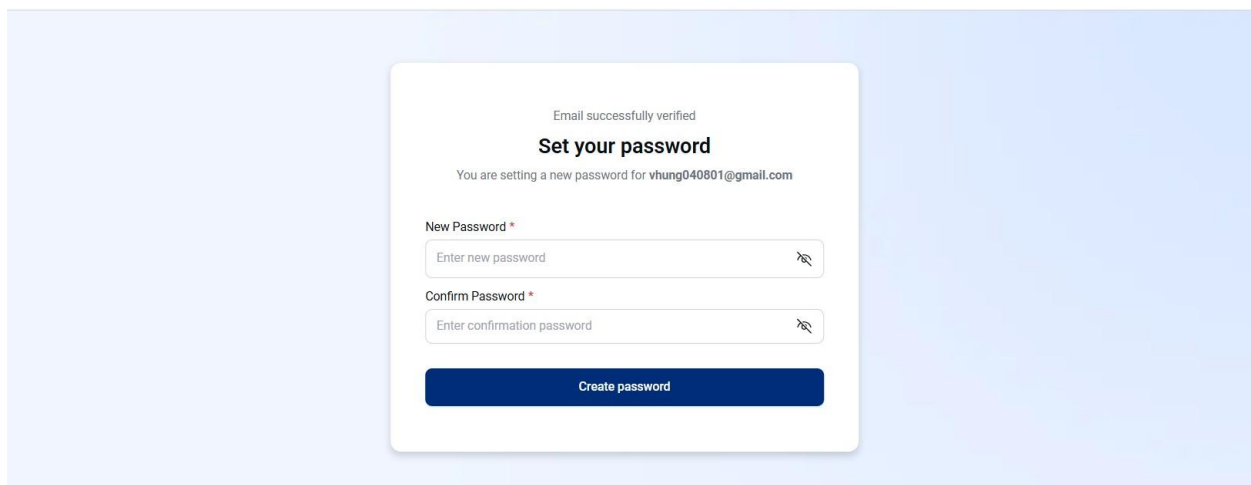
After clicking **Create Free Account**, the user proceeds to the next step of entering additional information.



The screenshot shows a registration form titled "Just one last step" with the subtitle "Please tell us about the company you're hiring for." The form contains the following fields: "Company Name \*" (text input with a redacted value), "Company Size \*" (dropdown menu with "5000+ employees" selected), "Phone \*" (country code dropdown with "+84" and a text input with "788888888"), and "Company Site" (text input with a redacted value). A dark 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.



The screenshot shows a form titled "Set your password" with the subtitle "Email successfully verified". Below the subtitle is the text "You are setting a new password for [vhung040801@gmail.com](#)". The form contains two password fields: "New Password \*" (text input with "Enter new password" and a copy icon) and "Confirm Password \*" (text input with "Enter confirmation password" and a copy icon). A dark blue "Create password" button is at the bottom.

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.

The screenshot displays the TalentAxis interface. The top navigation bar includes the logo and menu items: CANDIDATES, COMPANY, and HIRING SETTINGS. The main content area shows a message: "No candidates found. No matching candidates found. Refine your filters or keywords and try again." Below this message is a blue button labeled "Add Candidate".

The right sidebar is titled "Add Candidate" and contains the following form fields:

- Candidate Information**
  - First Name \* (text input)
  - Last Name \* (text input)
  - Email \* (text input)
  - Phone \* (country code dropdown, phone number input)
  - Location (dropdown menu, currently "Head Quarter")
  - Job (dropdown menu, currently "Select job")
  - Communication Language (dropdown menu, currently "English")
- Summary**
  - Enter summary (text area)
- Resume**
  - + Add Resume (button)

At the bottom of the sidebar are two buttons: "Cancel" and "Add Candidate".

## 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.

**HIRING LOCATION (2)** +

- Head Quarter
- Remote

### Head Quarter

**Location Information** Hiring ON

Location Name \*  Location ID  Apply Code

Phone  Email  Time Zone

**Location Address**

Country \*  Address \*

Apartment  City  State/Province \*  Zip Code

**Save**

### 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.

**HIRING FLOWS** + Add hiring flow

- Default Hiring Flow
  - Apply
  - Screening
  - Scheduling
  - Offer
  - Onboarding

### Apply

Apply Remove Stage **Save**

Stage name \*  Stage type \*  Disqualify

**ADD NEW STATUS**

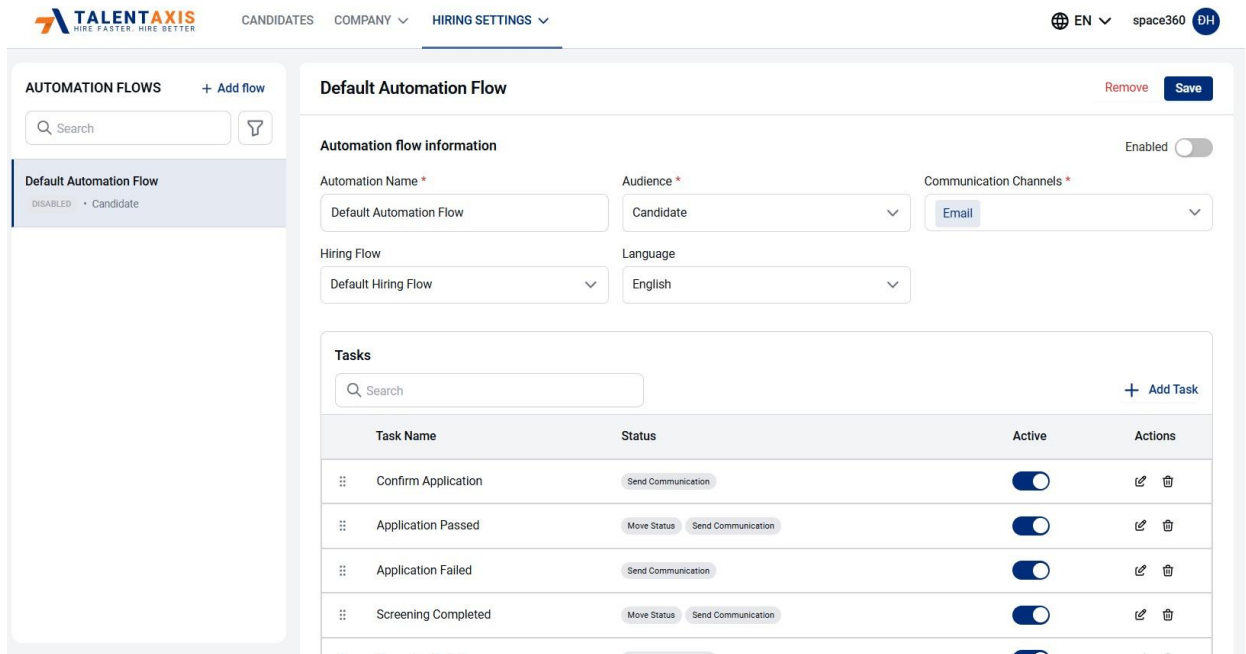
Status name \*  Disqualify  Action Required  **Add**

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

< 1 >

#### 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.



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