

POSTING GUIDELINES

Toptask guide on posting your tasks.

POSTING PROCESS

- Post your task under one of our **suggested task categories** for it to go live for student applications.
- Enter your **task description**. Remember to be as **detailed** as possible in order to increase your chances of receiving suitable student applicants.
- Enter the **date, time and location** of your task's start-time or deadline.
- Choose either the 'remote' or 'onsite' option for your task. *Onsite tasks will require you to enter the location address of your task.*
- Enter the **payment rate** for your task. Toptask offers suggested prices of min. £12.50/hour, £17.50/hour and £25/hour depending on whether your task is Category A, B or C (Toptask.co.uk/pricing). You are also offered a fixed rate option, where you can enter the total amount you would like to pay the student for the task.

APPLICANTS

- Once your task is live, you shall be notified once you start receiving applicants.
- It is up to you to select which student you would like to hire for the task.
- You will be able to view each applicant's profile, including their university, subject, languages as well as their short personal statement and an optional Cover Letter.
- Once you have selected your student to hire, you will be directed to payment.



PAYING FOR YOUR TASK

- For security reasons, Employers are asked to pay upfront for tasks before being able to communicate and chat with their selected student. Please note that payment is held in a safe escrow account and is not processed to the student until you have confirmed that the task has been completed.
- Once you have proceeded to payment, a chat feature will be enabled between you and your selected student.
- If for any reason you would like to change your selected student after payment, you will have the option to '**repost**' your task for other applicants at **no charge**. By 'reposting' your task, you will have the option to select a new student from your original list of applicants.

COMPLETING THE TASK

- Once your task has been completed, you must press the '**complete**' button for the payment to be processed to the student. It is important to mark the task's completion in order for the student to receive their funds.
- You will then have the option to rate your selected student for their work and performance.

DO'S AND DON'TS

- Do include a full description of your task.
- Do give students appropriate time to prepare for the task. Remember, students have lectures and may need sufficient prior notice for the task.
- Do not post any inappropriate content.
- Do not include your email or phone number in your task description.





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