**Verbal Script – U R FREE Portal Overview**

"At Utopia, **permanent hiring is completely free**! If you’ve worked with a reliever you really like and want to offer them a **permanent position**, all you need to do is **create a job offer through the Utopia app**—it’s that simple!

Now, let me walk you through how the **U R FREE** portal works.

You'll notice **two sections** under U R FREE:

**1. Job Offer Section**

* This is where you can offer a **permanent role to your favourite teacher**.
* Just **follow the instructions**, fill in the job details, and send the offer.
* Once sent, you’ll be **notified when the teacher accepts or declines** the offer.

**2. Job Seeker Portal**

* This section is designed for teachers who have **marked themselves as available for a permanent role**.
* What’s great about Utopia is that we offer a **performance-based hiring approach**, meaning you can **try out teachers as relievers first** before committing to a permanent hire.
* The teachers you see in this section **are within your commuting range**—they’ve confirmed they can travel to your centre.
* To **view a teacher’s profile**, just press **“Learn More”**.
* If you like what you see and want to **trial the teacher**, simply click **“Create a Trial Job”**.

Now, if you don’t have any relieving jobs available at the moment, no worries!  
You can **bookmark teachers** by pressing the **star icon**, so they’re saved for future reference. You can find all your bookmarked teachers under the **BOOKMARKED section**.

**How to Create a Trial Job for Bookmarked Teachers**

* Just go to **Create a Job**.
* Select **U R FREE Job Seekers**.
* Choose from the **teachers you’ve bookmarked**.
* Then, create a job based on the **teacher’s availability**.

This way, you get to **observe how they work with your team before making a long-term decision**.