

How to Use sClassified©

Smart classified, otherwise known as “sClassified” is the intellectual property of Henry I. Balogun, PhD, Founder/CEO of www.primehangout.com. It is developed exclusively for PrimeHangout.com and is subject to further technological improvement. Although we are starting with radical changes to the structure and the delivery of “help wanted!” However, sClassified is not limited to “help wanted” only but is designed to cover every aspect of classified advertisement.

The Concept

The traditional way of looking for a job is to search for it. You buy a newspaper, attend a job fair, go to a website designed to post available jobs in a specific area or rely on word of mouth. PrimeHangout sClassified intended to reverse that tradition is here. From now on, open positions will be looking for qualified candidates. Our goal is to make finding one easier for anyone interested in employment.

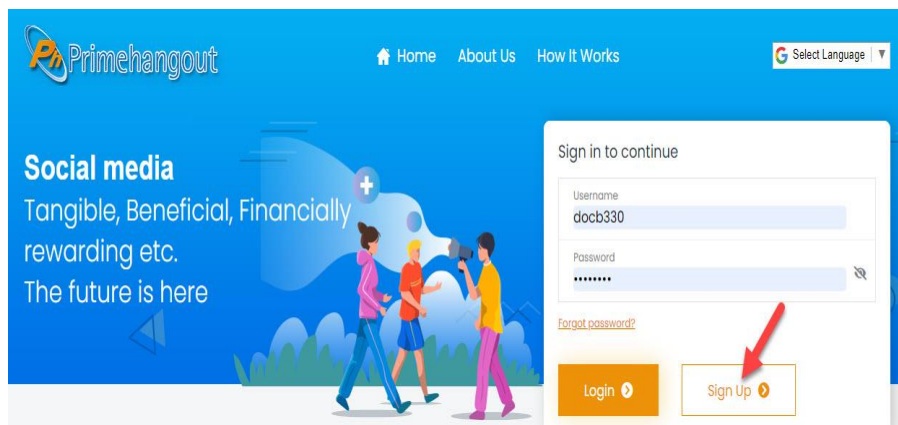
Process and Design

The current process, design, and future technological improvement are all exclusively the property of PrimeHangout.com, therefore protected, and should not be copied in part or its entirety without express permission from PrimeHangout.com.

How to use sClassified – **Businesses/Advertisers**

Steps

1. From the Login, otherwise known as the Landing page, Click **Setup**



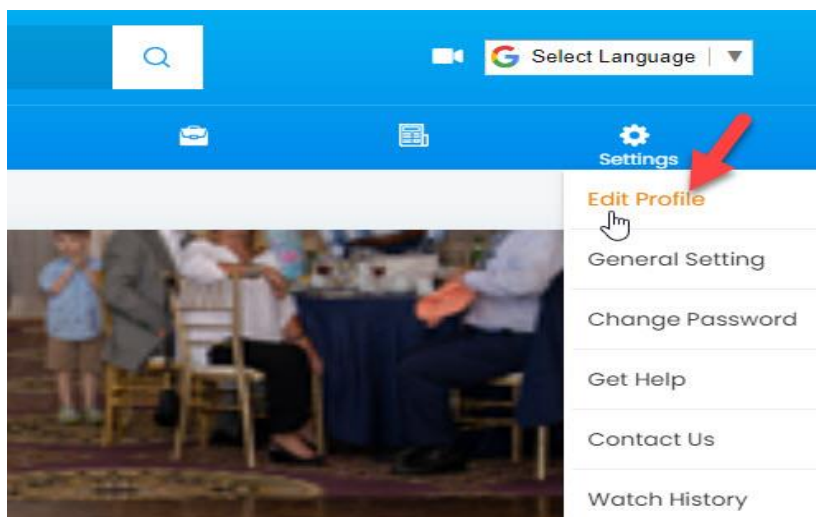
2. Provide all the required information and select **Business/Employer**
3. Upload your image and click **Submit**

Sign up now

First Name	Last Name
Email Address	UserName
Password	Re-Enter Password
Create a page for Myself Myself Business or School My Band Church Politician Celebrity Television Station or Television Show	

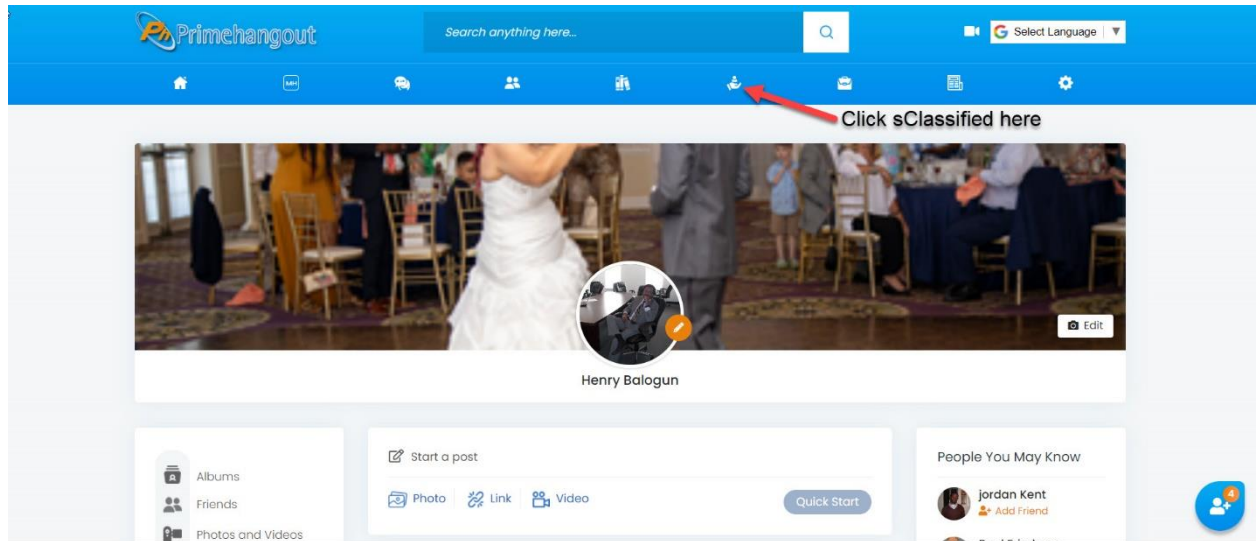
[Cancel](#) [Submit](#)

4. Go to your email to confirm
5. **Log in** to PrimeHangout
6. Go to Settings and click **Edit Profile**



7. Make sure your information is correct and enter whatever is missing, and if you have to change your profile photo, now is the time to do it.
8. Close **Profile**
9. At the top of the page, move your mouse to the icon that says **sClassified** and click it
10. Read information on the landing page of sClassified and click where it says: **Click here to enter**

11. If this is your first time using sClassified to post help, wanted
12. Click on the **sClassified icon**, as shown in this image.



13. **Enter your email address** to receive the code necessary to start using sClassified
14. If you already have code, click where it says: **click here**
15. **Enter the code** to continue
16. If you are an existing user of sClassified, enter your **Password** on the right where it says Existing sClassified, and click **Submit**
17. On the various tabs,
 1. Click the **New Posting** tab to start your help wanted
 2. **Billing** tab to submit payment information
 3. **Dashboard** tab to manage your classified
 4. **Draft** tab to view ad you started but did not complete, and
 5. **View My Classified** tab allows you to see all the ads posted, including draft
18. To view the list of responses to your ad, click the **Dashboard** tab and click **List of Applicants**
19. Click **View** to see the resume or any other requirements submitted by a specific applicant
20. Click **Schd. Interview** to send a request for an interview message to any job applicant you would like to interview. Do not forget to include your contact information such as telephone number and email address

How to use sClassified – **Job Applicants**

Steps for existing or current users of PrimeHangout

1. **Log in** to PrimeHangout
2. Go to **Settings** and Click **Edit My Profile**
3. Go to **Education/Employer** tab
4. Answer **No** to the question: **Are you currently employed?**

5. Answer **Yes** to the question: **Would you like to know about job openings in your area?**
6. Pick the **Category** of interest to you and click **Next**
7. Go back to your News Wall to see a new link entitled *Available Jobs*
8. Click **Available Jobs** to see the list of all help wanted to be posted in your country
9. Use the search engine provided to search by **City or State**
10. On the **Available Jobs** page, click **Requirements** to see what the potential employer would need before an interview can be scheduled
11. Click **Apply** to submit your resume along with other requirements
12. If the potential employer is interested, you should receive a “Request For Interview” message

Steps for new users of PrimeHangout

1. Start your registration from the **Main** page of PrimeHangout
2. Go to **Education/Employer** tab
3. Answer **No** to the question: **Are you currently employed?**
4. Answer **Yes** to the question: **Would you like to know about job openings in your area?**
5. Pick the **Category** of interest to you and click **Next**
6. Go back to your News Wall to see a new link entitled *Available Jobs*
7. Click **Available Jobs** to see the list of all help wanted to be posted in your country
8. Use the search engine provided to search by **City or State**
9. On the **Available Jobs** page, click **Requirements** to see what the potential employer would need before an interview can be scheduled
10. Click **Apply** to submit your resume along with other requirements
11. If the potential employer is interested, you should receive a “Request For Interview” message

Please Note

PrimeHangout sClassified is not currently available to Teachers and students using PrimeHangout due to an invitation received via Transparency©. This is intentionally designed to avoid distraction from the purpose of Transparency©. If a Teacher or Student is interested in Part-Time employment to supplement income, you may have to consider a second registration outside the Transparency© program.