

SMELT

Master Service Provider  
Flexible Staffing solutions

# Manual Platform

[www.flex.smelt.nl](http://www.flex.smelt.nl)



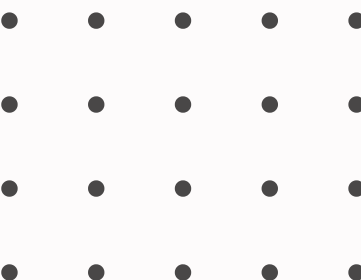


# Purpose of the platform

flex.smelt.nl provides clients with a secure and structured environment to manage their flexible workforce. The platform enables hiring managers and administrators to request, monitor, and approve the engagement of interim professionals, while ensuring full compliance with Dutch labour regulations (including the Wet DBA).

## TO USE

- easily
- compliant
- all data in one platform
- safe access





# Manual Structure

- 01 Getting started
- 02 Roles
- 03 Support
- 04 Assignment compliance check
- 05 Creating a sourcing request
- 06 Creating a candidate
- 07 Assignments
- 08 Approve time sheets
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- 10 Tasks
- 11 Dashboard
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# Roles – The hiring manager

The Hiring Manager is responsible for initiating and managing the temporary staffing needs within their own department or business unit. Within flex.smelt.nl, the Hiring Manager can:



## Hiring Manager

Complete the compliance check to assess whether an assignment qualifies for hiring an interim professional under Dutch labour regulations



## Hiring Manager

Submit a request for recruitment of a flexible worker  
Monitor the progress of recruitment procedures



## Hiring Manager

Manage ongoing assignments, including requesting extensions, reviewing professional details and approving timesheets and milestones



## Hiring Manager

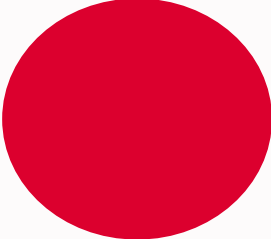
Access standard templates and example documents to support the setup of assignments and milestone descriptions

**Access and permissions are limited to the Hiring Manager's own organization.**



# Roles – The company administrator

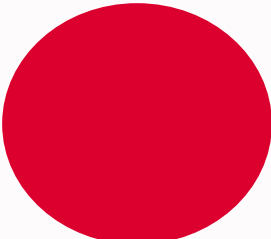
The Company Administrator oversees all temporary staffing activities within the organization and ensures internal coordination and compliance. Within flex.smelt.nl, the Company Administrator has full access and can:



View the full dashboard, including real-time insights into active recruitment procedures, submitted candidates, total hours contracted, and budget spent



Submit and monitor recruitment requests on behalf of different teams



Monitor recruitment progress and assignment status across departments



Manage user access by adding or removing users and assigning roles

**This role has full visibility and control across the entire platform environment.**



# Support & Contact

## Use the "Ask Support" Button

Click the Ask Support button located in the help section of the platform.

Fill in your name, phone number and/or email address, and indicate a preferred time for us to contact you. A member of the Smelt support team will get in touch with you as requested.

## Email us directly

[flex@smelt.nl](mailto:flex@smelt.nl)

## Call us directly

Office hours + 31 35 5430021

## No chat bots

Smelt does not work with automated chatbots. Every support request is reviewed and handled by a real person to ensure accurate and professional assistance.



- SMELT**
- Assignment check

New sourcing request

Recruitment procedures

Candidates

Current assignments

Approve time sheets

Approve milestones

Tasks

Dashboard

Assignment check

Question 1: Is an employee in your company executing the same activities as described in a company job profile?

Yes

No

- Help
- Glossary
- Support

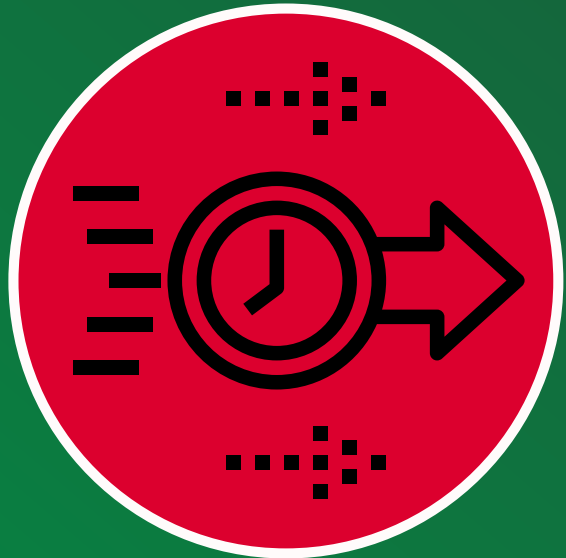
On the different  
platform pages are  
**ask for support**  
buttons displayed

Click here for  
Manual  
Glossary  
Ask for support



# Assignment check

You are looking to hire temporary support but are unsure whether your assignment or project is suitable for an independent professional (self-employed / freelancer) or an agency worker.  
By answering a few short questions, you will receive immediate guidance on the available options and the type of engagement that fits your situation best.



Is the project temporary?

Yes or No



Project to be executed at one's own discretion?

Yes or No



More people execute the same activities as the requested self employed professional?

Yes or No



Clear project description with end points?

Yes or No





Assignment check



New sourcing request



Recruitment procedures



Candidates



Current assignments



Approve time sheets



Approve milestones



Tasks



Dashboard

## Assignment check

Question 1.2: The occurrence of the work is on a temporary base?



Yes

No

10%

Check here  
if your assignment  
meets the criteria  
for hiring a self employed  
professional

# Creating sourcing request

SMELT

01



To request a flexible professional, simply follow the steps on your screen in [flex.smelt.nl](https://flex.smelt.nl). You will be guided through a few fields to describe the assignment, timeline, and budget.

02



Already found a candidate?  
If you have pre-identified a candidate, simply select the option “Pre-identified candidate” in the sourcing request.  
If you would still like to meet additional candidates, you can indicate that as well

03



Create a Candidate  
Use this option to manually add a candidate to an assignment or sourcing request. You can enter the candidate’s name, contact details, hourly rate, and availability, and upload a CV if available.  
This feature is especially useful if you have identified a preferred candidate yourself and want to include them in the process

04



Once submitted, Smelt will review your request and start the recruitment process.

05



Having trouble?  
If you need assistance while submitting your request, you can easily contact the Smelt team through the Ask Support function in the platform.

## Create new sourcing request for temp worker

Ask support

Save

&lt; Back

Smelt assignment code

Assignment code

Assignment name \*

Project Manager

Upload assignment description

Choose file...

Browse

Clear

Worker type \*

☐ Agency worker ☒ Self Employed Professional

Billed per \*

☒ Hour ☐ Milestone

Jobfamily \*

Marketing

Date of commencement

01-06-2025

End date

31-12-2025

Company \*

Smelt Human Capital

Hiring manager \*

Iris Calmes

Consultant \*

Joan van Droffelaar

Add New Hiring Manager

☒ I have a pre-identified candidate☒ Candidates are welcome to be introduced by agency

Hours per week

Minimum

Fee per hour

€

€

Agency fee type

Percentage

Agency fee

Agency fee

%

Estimated budget range

€

Minimum

€

Maximum

Fill in the fields  
with your best  
knowledge,  
Smelt will fill  
in the missing data.

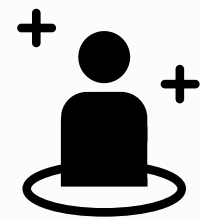
&lt; Back

Ask support

Save

# CANDIDATES

All candidates in current and previous recruitment procedures



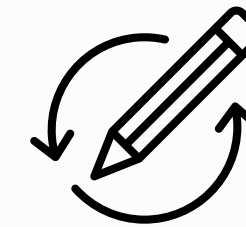
## Create a candidate

Creating a candidate can be done at new sourcing request or at the recruitment procedure.



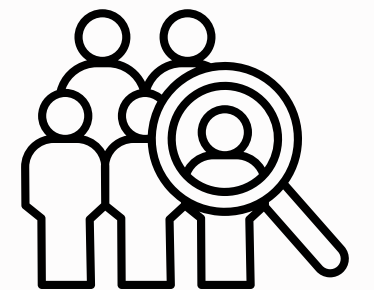
## Pre-identified candidate

Found a candidate yourself, enter name and email address, Smelt will follow up for you.



## Modify candidate

the system provides space to change a candidate's details. For example, available hours or scheduling an interview.



## Previous candidate

the systems keeps track of candidates introduced by your organisation before. The retention periode is linked to the GDPR.



SMELT

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New sourcing request

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Create new sourcing request for temp worker

Ask support

Smelt assignment code

Assignment name \*

Upload assignment description

Worker type \*

Jobfamily \*

Date of commencement

End date

Hours per week

Fee per hour

Create new Candidate

Company

First Name

Prefix

Surname

Gender \*

Email

Phonenumber (private)

Phonenumber (work)

Employment

Cancel

Create Candidate

Company \*

Hiring manager \*

Consultant \*

I have a pre-identified candidate

Candidates are welcome to be introduced by agency

Estimated budget range

Ask support

Save

If you have a pre-identified candidate

Please fill in the data about the candidate you have available, Smelt will follow up

# Current assignments

In this section, you can view all active assignments linked to your department or organisation.



**01**

The Current Assignments overview gives you a real-time list of all professionals currently working on assignments within your organisation (or department, if you are a Hiring Manager).

**02**

You can use filters to sort assignments by start date, end date, job family, or assigned professional and nature of employment contract.

**03**

You can view assignments that have already been completed by clicking the "Closed Assignments" button. This section provides an overview of all previously finished assignments, including key dates and final status.

**04**

Clicking on an assignment entry will open the full record, including assignment details, documents, time tracking, and available actions.



Company Administrators have full visibility across all assignments within the organisation.



- SMELT

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Overview of the assignments that are being Worked on

ID	Jobfamily	Employment
48	Medical	Self Employed Profi
51	Marketing	Agency worker
52	Medical	Self Employed Profi
53	Finance, Control, Sourcing & Export	Self Employed Profi
54	Organisational & human development	Self Employed Profi
55	Finance, Control, Sourcing & Export	Self Employed Profi
57	Marketing	Self Employed Profi hot
69	Sales	Self Employed Profi
70	Medical	Agency worker
75	Legal	Agency worker

Showing 1 to 10 of 24 entries

Closed Assignments

Search:

Start date	End date
2025-04-01	2025-10-15
2025-01-07	2025-05-15
2025-04-01	2025-07-14
2025-01-01	2025-12-31
2025-12-01	2025-12-31
2025-01-01	2025-06-30
2024-12-01	2025-12-31
2025-06-16	2025-12-15
2025-07-21	2026-01-21
2025-07-01	2025-12-31

Previous

1

2

3

Next

Click on the line to open the file of the temp worker

Check closed assignments

# Current assignments

In this section, you can view all active assignments linked to your department or organisation.



For each assignment, the following information is displayed: **Assignment Record**

- Professional's name
- Function or role title
- Start and end date
- Salaries, Hourly fees, Agency fees agreed upon
- Assignment status  
(e.g. active, pending extension, completed)
- Time worked (hours or milestones)
- Assigned Hiring Manager

To complete and up-to-date record of the current assignment. It helps ensure that all conditions for compliant temporary engagement are being met.

Within the assignment record, you can:

- Check whether the assignment meets legal requirements under the Dutch DBA law
- Log and review interim evaluations
- Request an extension of the assignment
- Submit or upload a final reference at the end of the assignment

Maintaining this information supports responsible, auditable and legally sound flexible hiring.

Company Administrators have full visibility across all assignments within the organisation.



- Assignment check
- New sourcing request
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- Current assignments**
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## Overview of the assignments that are being Worked on

ID	Jobfamily	Employment
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57	Marketing	Self Employed Professional
69	Sales	Self Employed Professional
70	Medical	Agency worker
75	Legal	Agency worker

Showing 1 to 10 of 24 entries

Click to open your  
current assignment

## Closed Assignments

Search:

Start date	End date
2025-04-01	2025-10-15
2025-01-07	2025-05-15
2025-04-01	2025-07-14
2025-01-01	2025-12-31
2025-12-01	2025-12-31
2025-01-01	2025-06-30
2024-12-01	2025-12-31
2025-06-16	2025-12-15
2025-07-21	2026-01-21
2025-07-01	2025-12-31

Previous **1** 2 3 Next





# APPROVE TIME SHEETS OR MILESTONES



- Assignment check
- New sourcing request
- Recruitment procedures
- Candidates
- Current assignments
- Approve time sheets
- Approve milestones
- Tasks
- Dashboard

## Hour reports of Iris TEST Calmes

Month / week	Action
juni 2023	PDF (English version) PDF (Dutch version) Approve
maart 2021	PDF (English version) PDF (Dutch version)

check the hours  
declared by the  
temporary worker  
by opening the  
pdf

approve by  
clicking on  
approve

In case you are in  
doubt about the  
hours, contact Smelt  
by using ask for  
support button or  
calling.



# TASKS

To stay compliant with industry rules, and with the in force legislation such as GDPR, Deregulation of Labour Relations Act,

there will be occasional queries to check a process and otherwise it is important that hours are authorised for proper administration.

For this purpose, a page has been created where you will find your open tasks.



# Dashboard for Company administrator



Number of  
assignments

Year to date



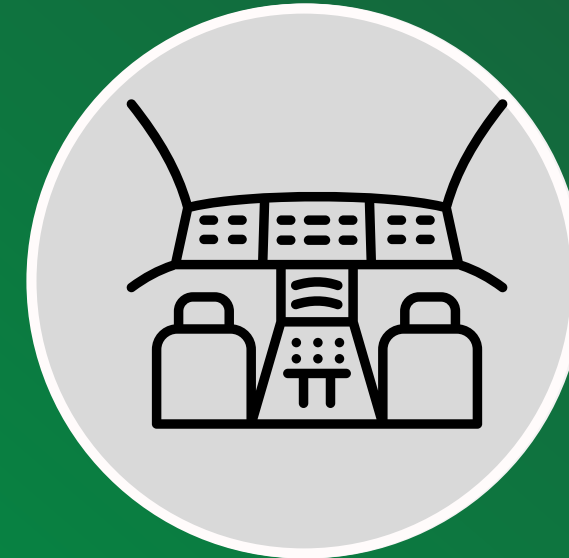
Candidates  
introduced  
by Smelt

Year to date



Active  
assignments

Year to date



Financial  
cockpit

Year to date

**SMELT**

# THANK YOU

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