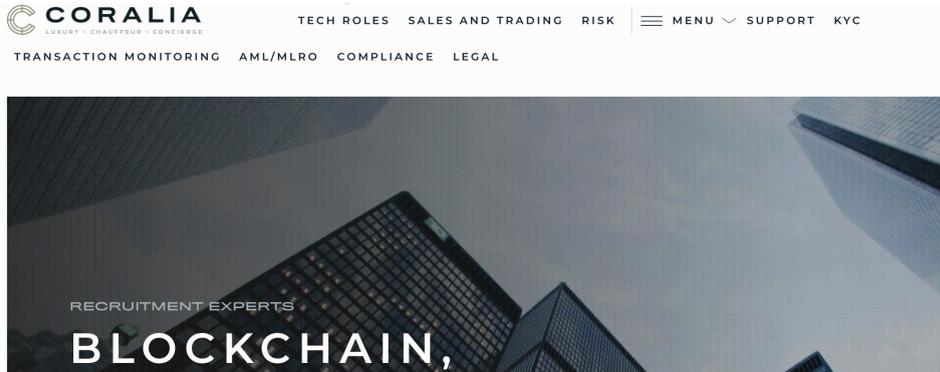


## Homepage

1. Our submenus of categories (“Tech Roles” and “Sales and Trading”) on the main page are unclickable - while hovering mouse subitems appear but they are not clickable.



Once the submenus are clickable again, they will have to be reviewed, to check if there are no edits required there

2. Next category should look like this:  
Legal and Compliance

- KYC
- Transaction Monitoring
- AML/ MLRO
- Compliance
- Legal

But currently a-e became their own categories, please can we fix that and bring those subcategories under Legal and Compliance.



3. Categories should also be only in one line (currently it is in two lines), like this:



To sum up, these should be the categories with their corresponding subcategories:

### Tech roles

- a. *Development, web and mobile*
- b. *Cloud and Dev ops*
- c. *QA (manual and automation)*
- d. *Product and BA*

- e. *Project Management*
- f. *UX/ UI and Design*

### Legal and Compliance

- g. KYC
- h. Transaction Monitoring
- i. AML/ MLRO
- j. Compliance
- k. Legal

### Risk

- l. Credit Risks
- m. Market Risks
- n. Operational Risks
- o. Regulatory Risks

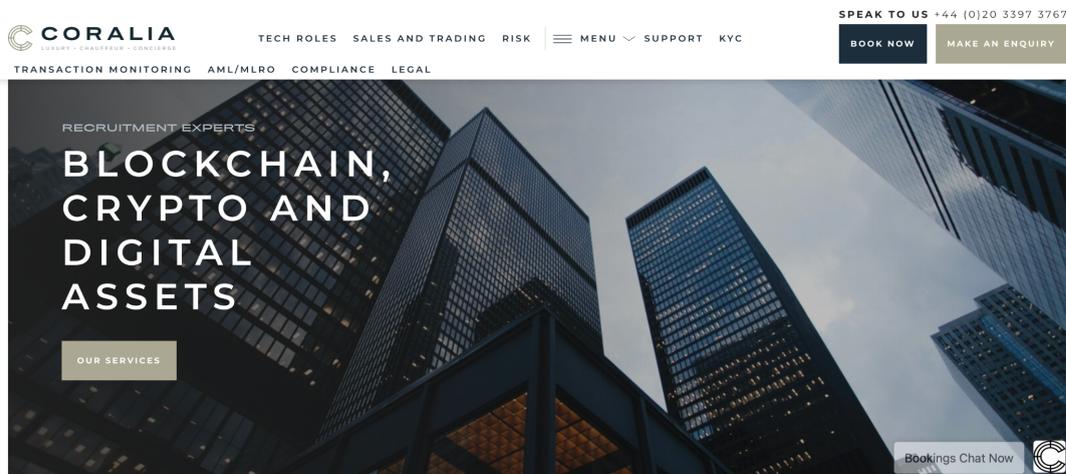
### Sales and Trading

- p. Sales
- q. Trading
- r. Quantitative Analyst

### Support

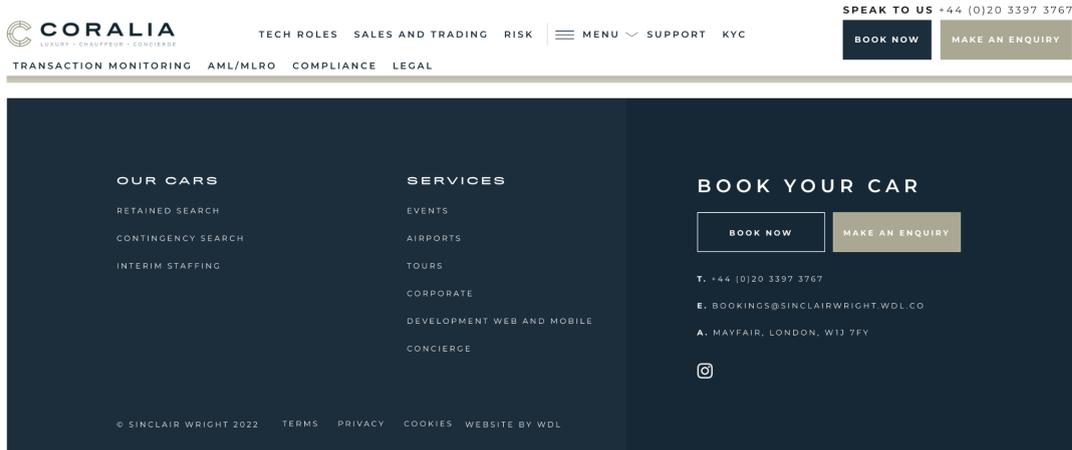
- s. HR and Recruitment
- t. Office Management
- u. Personal Assistance
- v. Customer support

4. Change Coralia logo to Sinclair Wright logo (top left corner and bottom right corner next to “Bookings Chat Now” and if found anywhere else on the website)



- To change “Book now” and “Make an inquiry” buttons. “Book now” should be “Apply” and “Make an Enquiry” should be “Contact Us”

Button location: Top right corner and scroll down the homepage



(once we click into the link of “Apply” it should be same page as “make an enquiry” but for the candidate to be able to send their CV - so with an attachment)

This is the form that is to keep, in other words - to use in both “Apply” and “Contact Us” (you may replace/ delete the car booking form which is under “book now”, that form is not applicable for us):

The screenshot shows a 'MAKE AN ENQUIRY' form. The title is 'SEND US A MESSAGE MAKE AN ENQUIRY'. The form is divided into two main sections. The left section contains input fields for:
 

- NAME: Enter your full name
- COMPANY: Enter your full name
- EMAIL: Enter your email
- PHONE: Enter your main contact number
- A dropdown menu for 'TYPE OF ROLES YOU ARE LOOKING TO FILL?' with the option 'Select your car'.

 The right section is a large text area labeled 'YOUR MESSAGE' with the placeholder text 'Enter your enquiry here...'. In the bottom right corner, there is a 'Bookings Chat Now' button with a chat icon.

**Notes:**

- This form can be currently found when you click “Make an Enquiry” button
- For the “Apply” version:
  - Please change “Company” to “current company” and “types of roles you are looking to fill?” to “types of roles you are applying for?”

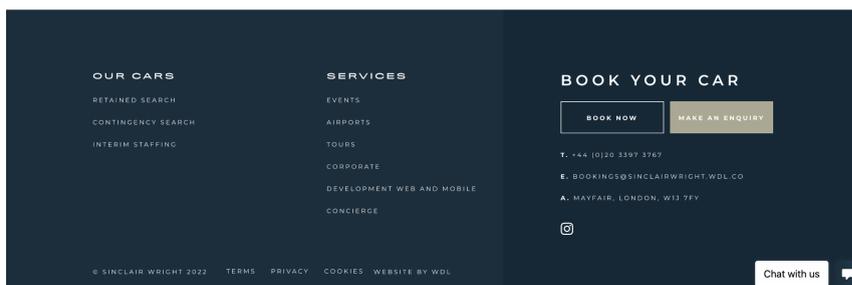
- Please also add a button so they can upload their CV
- Please change “select your car” to “select your role”
- Please change categories in the dropdown menu under “type of roles you are applying for?” to (they need to correspond with the categories on the top of the home page):
  - Tech Roles
  - Legal and Compliance
  - Risk
  - Sales and Trading
  - Support
- 
- For the “Contact us” version :
  - Please change “select your car” to “select your role”
  - Please change categories in the dropdown menu under “type of roles you are looking to fill?” to (they need to correspond with the categories on the top of the home page):
    - Tech Roles
    - Legal and Compliance
    - Risk
    - Sales and Trading
    - Support

6. Can we hide a section (instead of deleting it)?

7. How can we rename "our cars" to "our services" - as it has types of search already.

"Services" = we need to delete completely. (bottom of Homepage)? Or will that mess up the website?

- Please also delete the IG icon underneath the address, and change the email to [info@sinclairwright.co.uk](mailto:info@sinclairwright.co.uk)

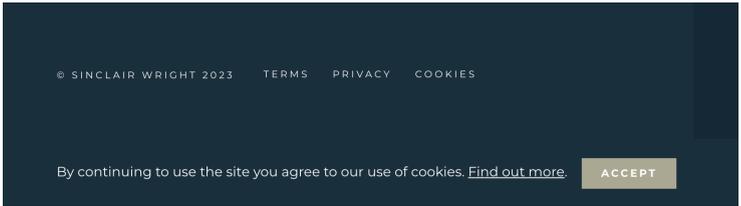


~~8. Terms page - please can we make text alignment in line with the titles, currently this looks wrong. Can you also show us how to do it as there is more of these throughout the website and we need to learn? Also we need to delete the text in red above the TERMS & CONDITIONS~~

Please delete the Terms page so that another below menus should be in line accordingly.

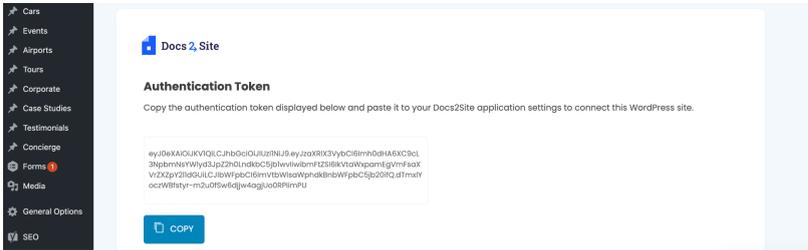


- this one should be deleted



- so there are only Sinclair Wright then PRIVACY and COOKIES left - they should be in line.

9. Privacy page - We have this on a separate document, how can we format it from a google docs document automatically to be wdl friendly? Because if I just copy/ paste it then it looks all messy, loses bullet points etc. I cannot get the plugin Docs2Site to work. (to provide the file later and insert it on the page)

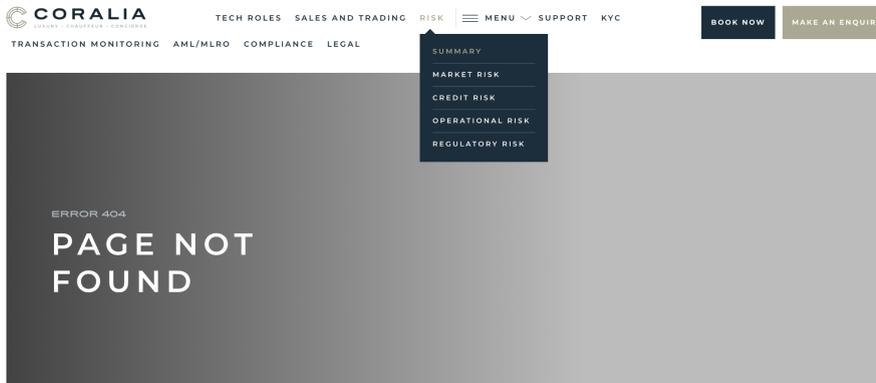


10. Cookies page - please can we make text alignment in line with the titles, currently this looks wrong.



# Risk

11. Summary page needs to be deleted.



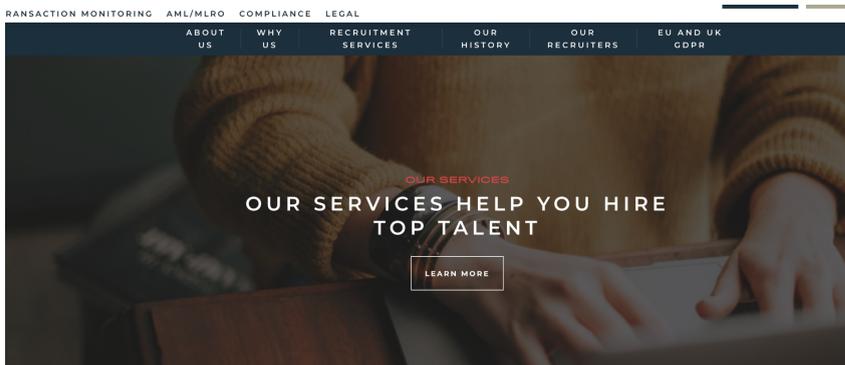
12. By clicking at the categories with every corresponding subcategories there should a window with the text (some short one) and probably the button “find the talent”. The question is how difficult will be to put this button. Probably we may leave only the text about the category. To Be Decided.

## Menu - Our Company

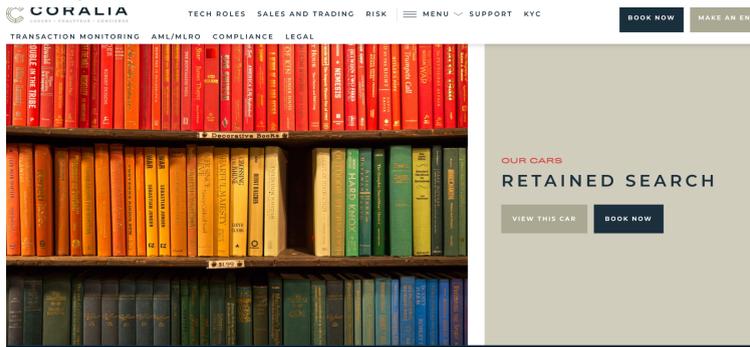
13. Our Company - Can we have a clickable index search for our GDPR policy?



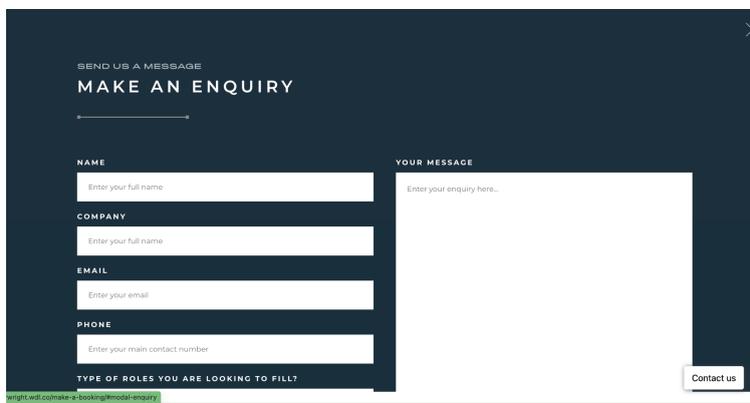
14. Please scroll down on the page OUR company. By clicking the “learn more button” please see below.



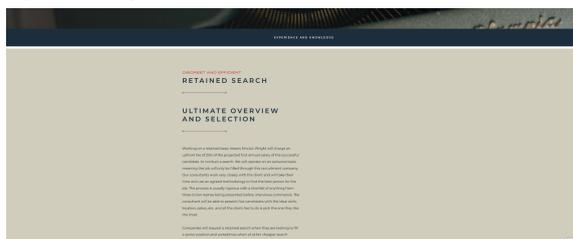
## Change the “view this car” button to “about”



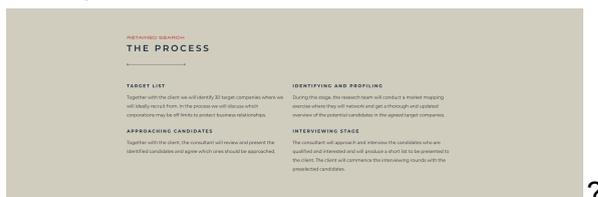
15. On the button (see the picture above) “Book Now” should redirect to “Make an inquiry” page. The name of the button may stay as it is.



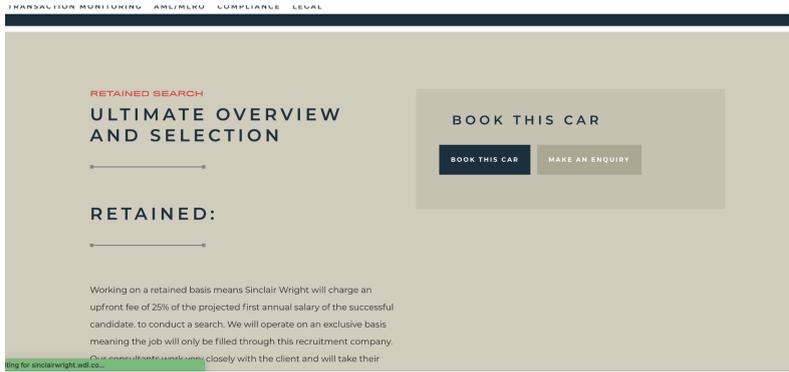
16. By clicking “about” button” - How we work - Can we have this text



looking like this



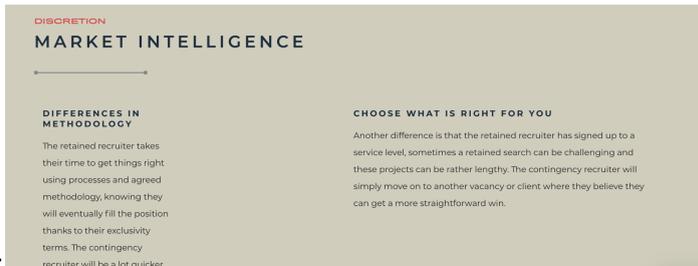
Please also teach us how to do this - optional



Please on the right hand corner change the title from “book this car” to “book this service”.

Delete the button “book this car” and leave only “make an enquiry”.

17. Same here, alignment looks off – left and right columns should look the same



17. Can we link privacy policy section from the main menu to the bottom of the website “Privacy” button?



18. Can we change this to three squares? If not - let’s just delete all of those blue squares. This is under Menu - Contact Us



19. Change the font: (on the main page scroll down)

**FIND THE RIGHT CANDIDATE FAST**

## LOOKING FOR TO FILL A ROLE?

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**TALK TO ONE OF OUR CONSULTANTS.**

**TAKE AN UNCOMPROMISING APPROACH TO YOUR TALENT ACQUISITION STRATEGY. THE SINCLAIR WRIGHT TEAM IS FLEXIBLE TO FIT YOUR PROCESSES, NOT THE OTHER WAY AROUND.**

**CALL US TO DISCUSS**

**HAVE A DIFFICULT ROLE TO FILL?**

We excel and persevere where others fail and give up. Our strengths is to stay with the client until the role is filled. Through many years of experience that this builds the best partnerships with clients and candidates alike.

**SUBMIT YOUR JD**

20. Also here below (still on the main page):

**PROTECTIVE MEASURES**

## GDPR

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Sinclair Wright GDPR Policy and Information

**Does the GDPR also govern the personal data of Non-EU citizens living in the EU?**

Yes, the regulation applies to the processing of personal data of data subjects who are physically in the European Union.

**Does the looming Brexit have any immediate effect on how companies in the UK must or need not be GDPR-compliant?**

**In order to track passive candidates, am I allowed to store candidate data in my ATS before I get their consent?**

Strictly speaking, no. However, to be pragmatic, you can claim "legitimate" interest when approaching them and immediately ask their consent for further data processing.

**How do I ask passive candidates, for example on LinkedIn, for consent?**