



# Talent Cloud Freelancer Help Card

Talent Cloud is the BBC's freelancer database, aimed at freelancers seeking bookings or short-term contract work with the BBC in the United Kingdom. This includes all of BBC public service and BBC Studios.

Talent Cloud can be accessed [here](#)

It's a secure, confidential, and GDPR compliant database where people can upload CVs and contact details, as well as search for existing opportunities. Talent Cloud works alongside the Careers Hub. Careers Hub remains the place to advertise contracts over 3 months / permanent roles, and is where applicants will apply for those roles.

We have spent the last few months upgrading Talent Cloud to include a range of new features. To find out more, including FAQ's and downloadable step by step guides, visit: our [External Site](#) (Freelancers), or [Gateway](#) (BBC Staff).

We recommend accessing Talent Cloud on Google Chrome.

[Click to Login or Get Started](#)

# Contents

<u><a href="#">Signing up to Talent Cloud</a></u>	<b>2</b>
<u><a href="#">Logging into Talent Cloud</a></u>	<b>3</b>
<u><a href="#">Settings</a></u>	<b>4</b>
<u><a href="#">My Jobs</a></u>	<b>5</b>
<u><a href="#">Find Jobs</a></u>	<b>8</b>
<u><a href="#">Availability</a></u>	<b>9</b>
<u><a href="#">Profile</a></u>	<b>10</b>
<u><a href="#">Contact</a></u>	<b>11</b>



**BBC People Services**

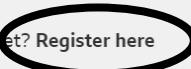
[Click to Login or Get Started](#)[Return To Contents](#)

# Signing up to Talent Cloud

You can register for [Talent Cloud](#) on the login page by selecting the “Register here” button.

Anyone is able to register for Talent Cloud as long as you are a UK based Freelancer.

**Login**

Not signed up yet? [Register here](#) 

Email

Password

Remember me

[Forgot your password](#)

Once you have completed the below form you will be able to log in to your [Talent Cloud](#) account.

**Register**

Already signed up? [Login here](#)

First name \*  Last name \*

Email \*

Contact number \*  Postcode \*

Password \*  Confirm password \*

Password strength: Weak

I agree to BBC Talent Cloud terms and conditions and privacy policy \*



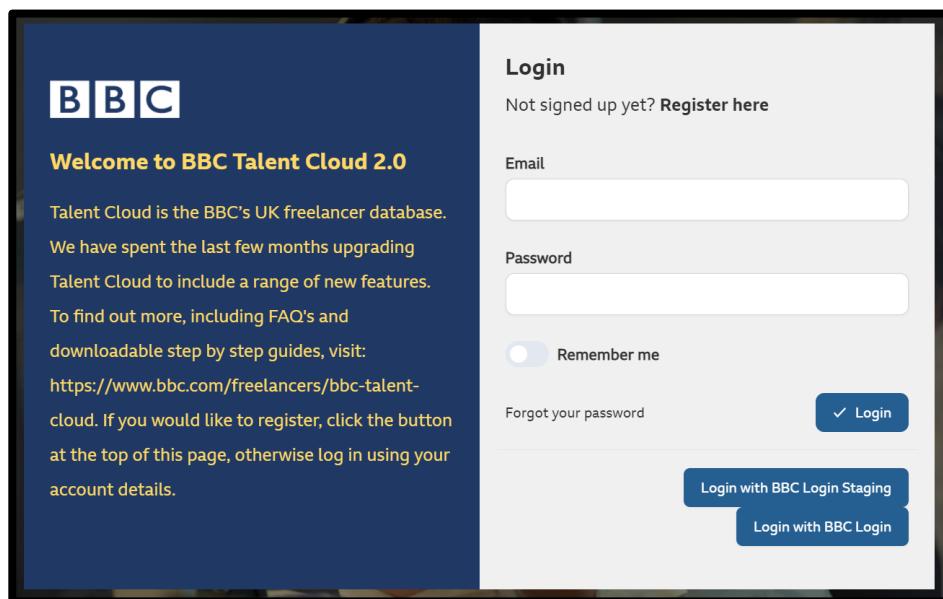
Please do not use your BBC email address to sign up to Talent Cloud as you will not be able to access this email address when you are not working on an active [BBC](#) booking

[Click to Login or Get Started](#)[Return To Contents](#)

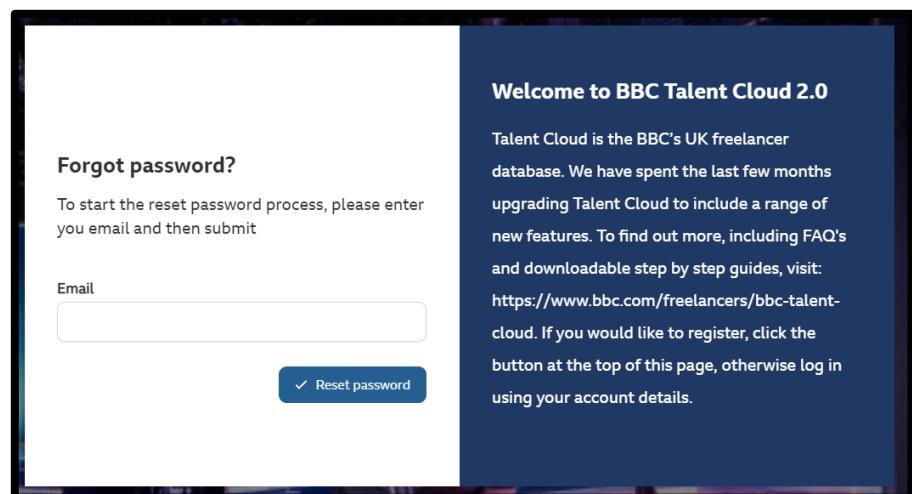
# Logging Into Talent Cloud

To log into Talent Cloud please go to <https://bbctalentcloud.co.uk/login>.

As a Freelancer you will be able to log into [Talent Cloud](#) using your email address and password.



If you have forgotten your password you can select the “Forgot your password” button and have a new password sent to your email



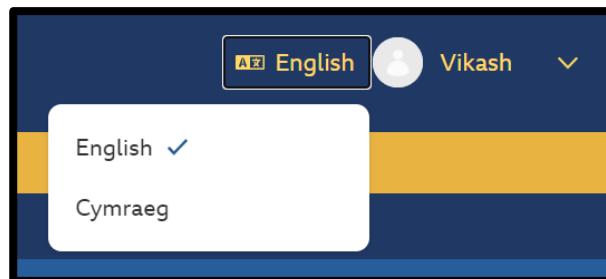
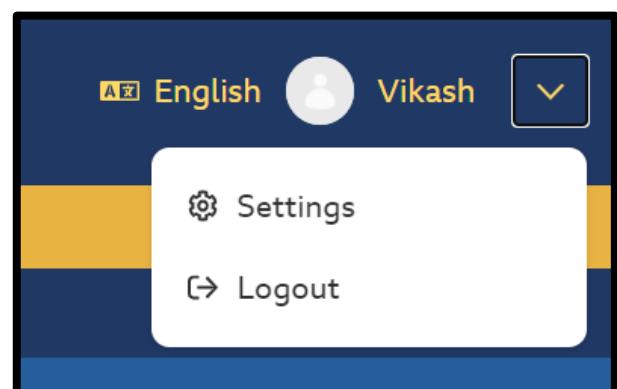
Once you have logged in you are taken to the “[My Jobs](#)” tab.

**BBC People Services**

[Click to Login or Get Started](#)[Return To Contents](#)

# Settings

To go to Settings, select from the drop down menu that can be found in the top Right Hand corner of [Talent Cloud](#)



You are also able to change the language on [Talent Cloud](#) to Welsh.

In Settings you are able to change your password, your details and delete your account.

## Settings

**Change password**

Current password

Password

Confirm password

>Password strength: Weak

**Details**

First name:  Last name:

Email:  Contact number:

**Delete account**

If you would like to close your account and delete the information you have provided us with click Delete Account

[Click to Login or Get Started](#)[Return To Contents](#)

# My Jobs

Once you have logged into [Talent Cloud](#) you are taken to the My Jobs tab. Here is where you are able to manage jobs that you have applied for or been invited to.

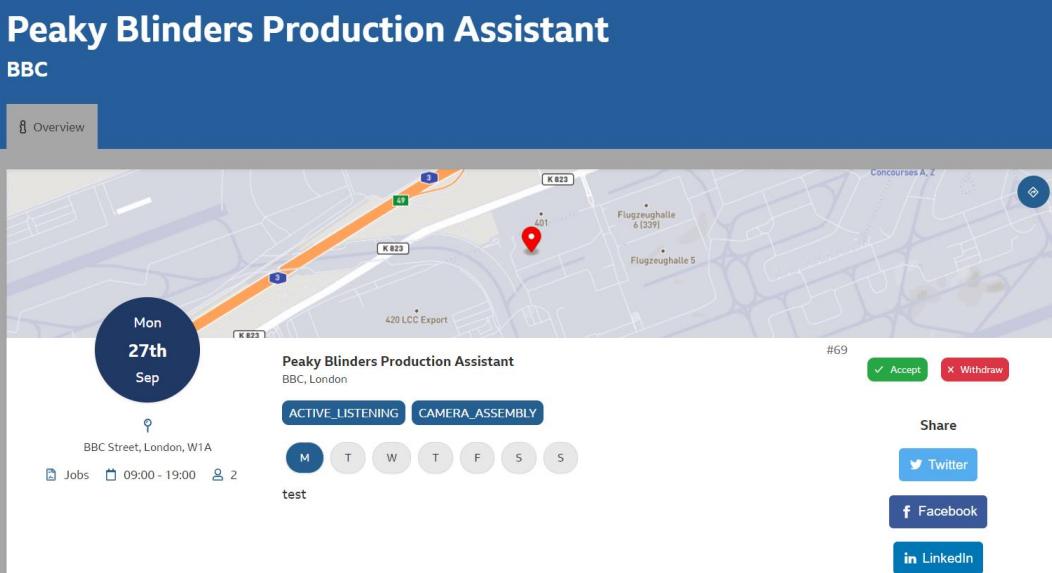
If you have been invited to a job by a [BBC](#) booker, the job will show in the “Applications” tab. Here, you can accept the invitation (which will apply for the job), or “decline”, which will remove the job from your applications tab.

Accepted jobs will show as accepted in the “Applications” tab

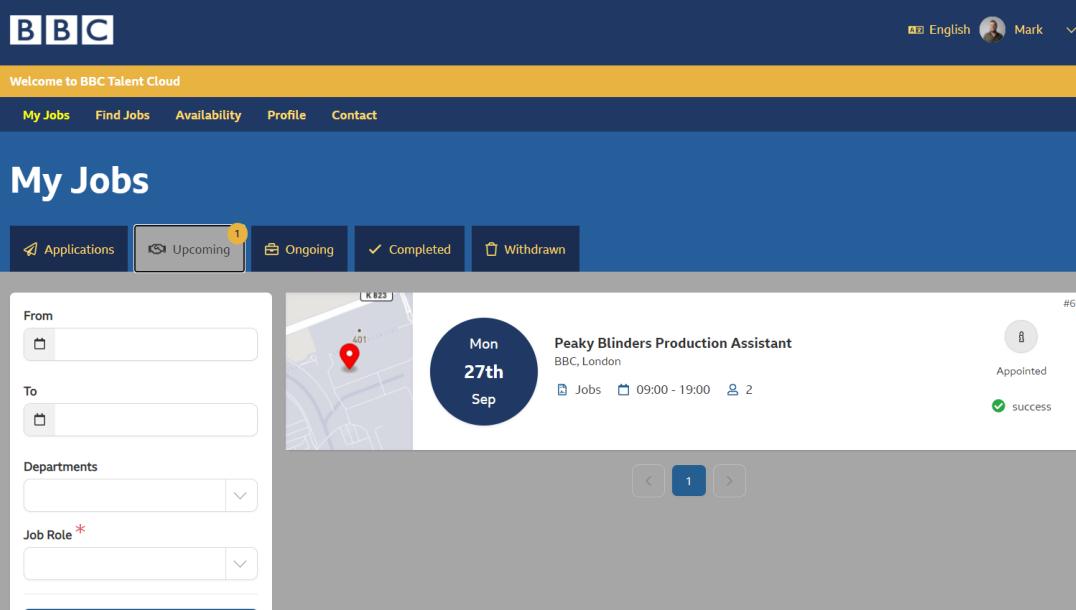
## BBC People Services

[Click to Login or Get Started](#)[Return To Contents](#)

Clicking on the job title will bring up the job page, with all the job details.



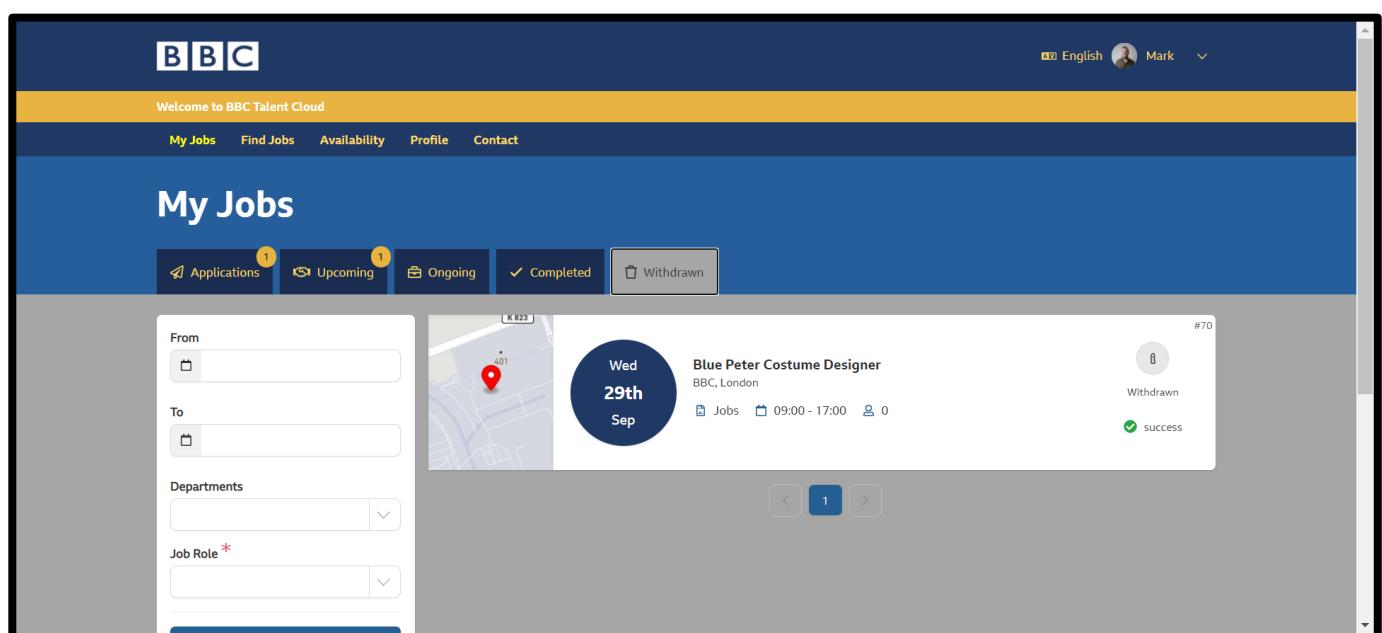
If you are made the successful candidate for a job, it will show in your “Upcoming” tab. The job will then move to the “Ongoing” tab on the dates which you are working the job, and then will move to “Completed” after the job has finished.



## BBC People Services

[Click to Login or Get Started](#)[Return To Contents](#)

**Any jobs for which you decline the invite, or withdraw from the application process after you have applied will show in the “Withdrawn” tab.**



Welcome to BBC Talent Cloud

My Jobs Find Jobs Availability Profile Contact

Applications Upcoming Ongoing Completed Withdrawn

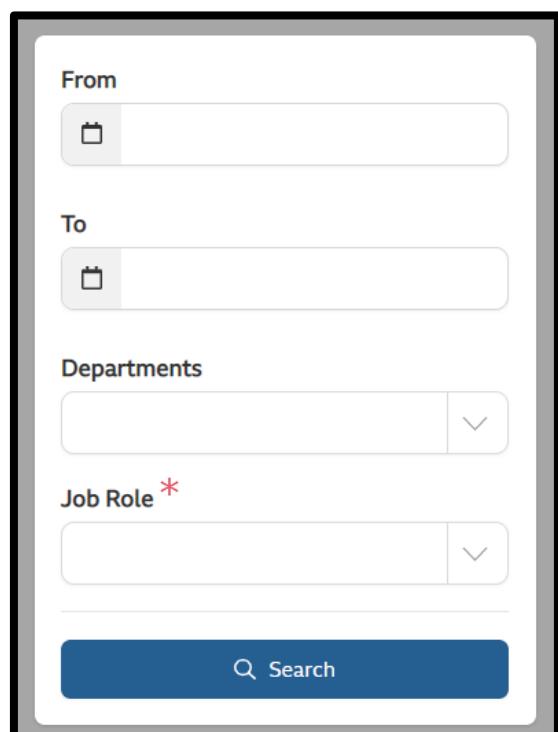
From To Departments Job Role \*

Wed 29th Sep

Blue Peter Costume Designer BBC, London

Jobs 09:00 - 17:00 0

#70 Withdrawn success



From

To

Departments

Job Role \*

Search

If you have multiple jobs in any tab you will be able to search through them using the filters.

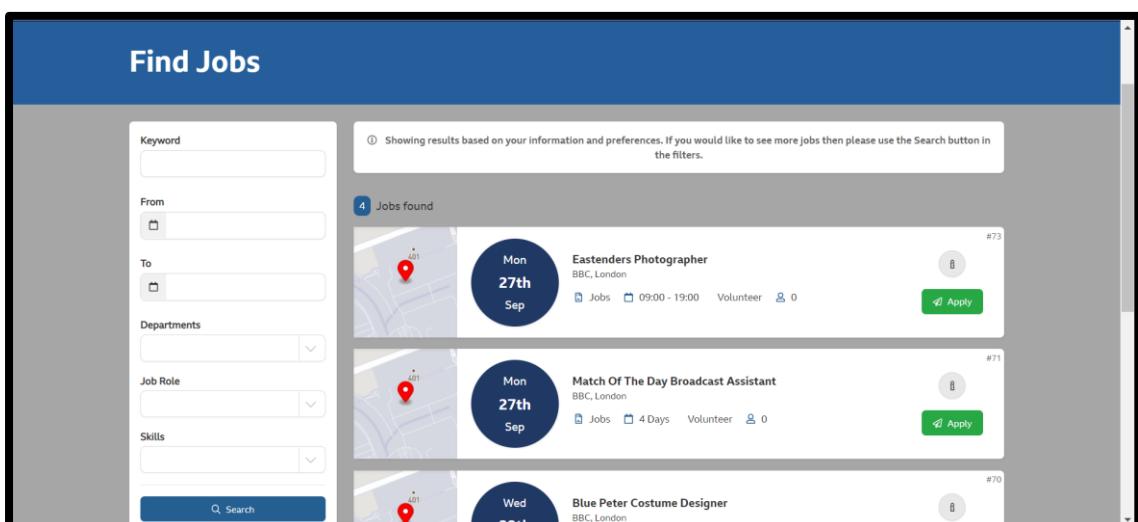
**BBC People Services**

[Click to Login or Get Started](#)[Return To Contents](#)

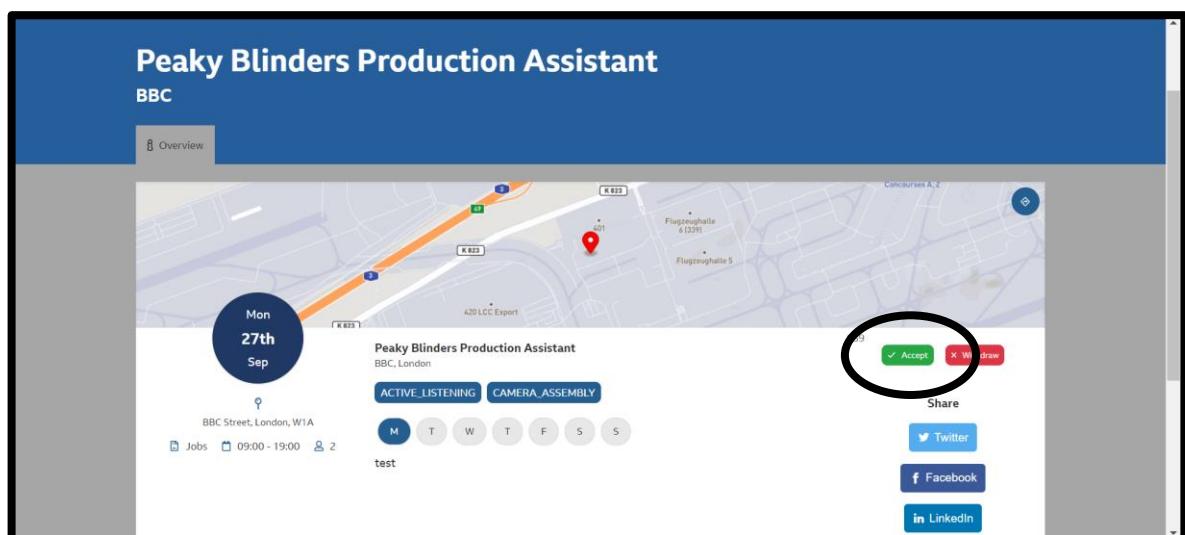
# Find Jobs

In the Find Jobs tab you will be able to search for Freelancer opportunities posted by [BBC bookers](#). You are able to filter the jobs using the filters on the left hand side.

The jobs are shown based on the location and preference settings that you set up in your [profile](#). To see more jobs you will need to use the filters.



Clicking on the job title will bring up the job page, with all the job details. To apply for a job select the green “Apply” button. You will then show as an applied candidate to BBC bookers.

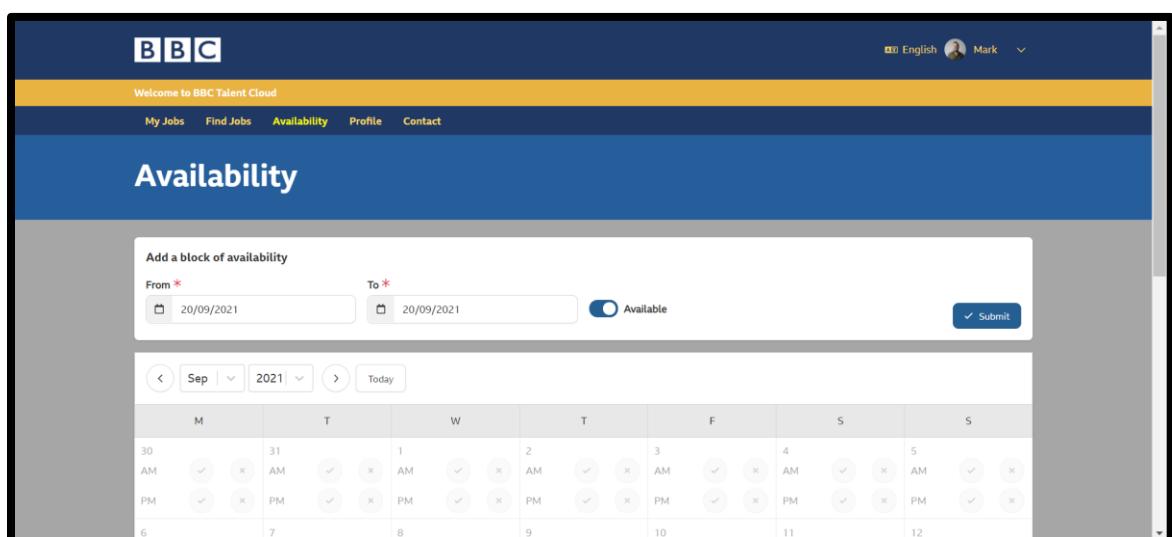


## BBC People Services

[Click to Login or Get Started](#)[Return To Contents](#)

# Availability

When BBC Bookers view your profile, you are able to set your availability on a calendar that they can view. You can set the dates that show as available and the dates that show as unavailable in the Availability tab.

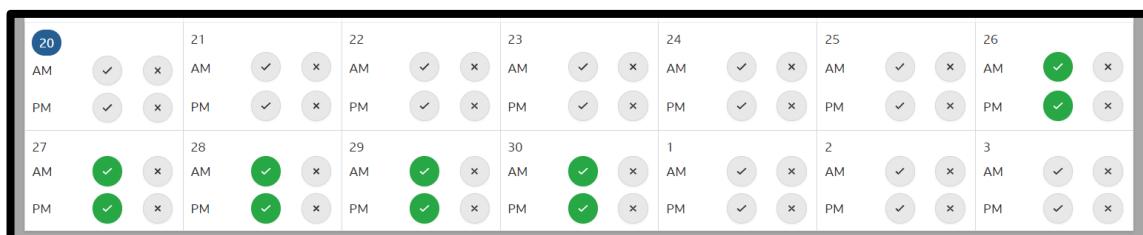


You are able to add a block of availability / unavailability if you are available for a number of days in a row. You can do this by specifying the dates that you are available from and to in the “Add a block of availability” section at the top of the page. If you want to mark these dates as unavailable, use the available switch.

Add a block of availability

From \*  To \*   Available

Once you press submit, the section on the calendar will show as available / unavailable as you have specified. To specify availability for individual mornings / afternoons, use the individual tick / cross on the calendar.

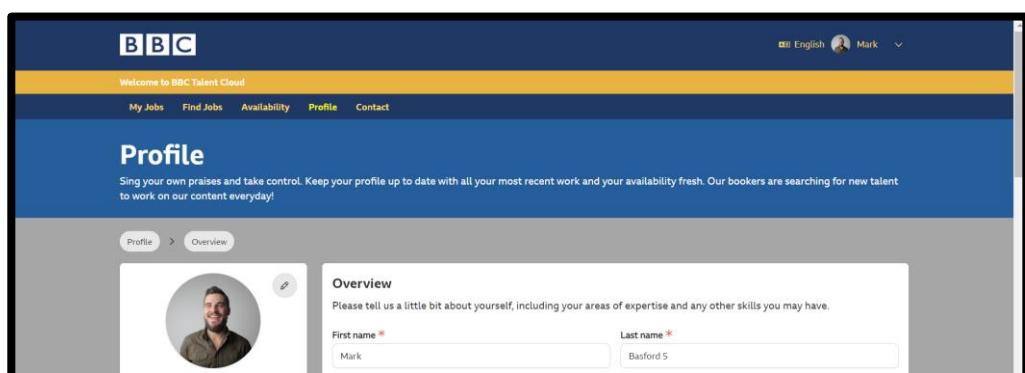


BBC People Services

[Click to Login or Get Started](#)[Return To Contents](#)

# Profile

In the Profile tab you are able to update all of your details that will show on your profile.



- Overview
- Diversity
- Address
- Previous work
- References
- Documents
- Preferences

**There are seven sections to complete on your profile:**

- 1) **Overview** – General details (name / contact etc). Please ensure here, if you have previously worked for the BBC, you add your BBC personal number to your profile.
- 2) **Diversity** – Please ensure that you complete our updated diversity survey
- 3) **Address**
- 4) **Previous Work** – Please add as much detail about your previous industry experience, both at the [BBC](#) and externally.
- 5) **References**
- 6) **Documents** – Please ensure that only PDF and word files are uploaded in this section
- 7) **Preferences** – Here, you can amend your preferences to ensure only the [jobs](#) best suited to you are shown to you.

[Click to Login or Get Started](#)[Return To Contents](#)

# Contact

For any queries that you may have regarding [Talent Cloud](#), the Contact tab will take you to our [Contact Form](#), which you can use to contact the team directly. Any queries submitted here will be responded to in 3-5 working days.

## Contact us

Please use the form below to contact BBC HR. For any queries directly related to your engagement please contact the team booking you.

### Contact Us

Please fill out this form below to contact BBC HR. We will respond to your request ASAP.

Select your query from the dropdown menu

Select an option

▼

BBC Personal number

This can be found on the first page of the contract

**BBC People Services**

# Talent Cloud Freelancer Help Card

