



Job Foundry™

Candidate
Quick Reference Guide



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Rig Lynx

Between the years 2014-2016 there was a tremendous change in the industry, oil prices were falling, people employed in the oil and gas industry for decades were finding themselves without work, complete disruption was occurring throughout the entire value chain of services all over the world.

Teams were being split up, long term employees were being made redundant and none of the conventional networks that were available were tailor suited to helping people find work or communicate with each other about the industry or things that were happening in the industry. There were thousands of bulletin boards, Facebook groups, LinkedIn groups and a multitude of tools but these were very broad and did not focus on getting people back to work, although they shared information there was no process management, nothing was there for the user.

Rig Lynx was launched in November 2017, their mission was simple... to connect people

The platform launched as a tool to connect oil and gas personnel with others in the field, give them a voice and get them back to work as soon as possible. Since the launch we have added numerous tools to enhance the user experience such as suggested connections, chat, multitude of notifications, crew creator, location pinning, online premium services and a ready to use vendors network all in one easy to use application.

The tool we want to focus on is the Job Foundry which is the next step in finding the right person to fill your open roles, domestically or internationally.



Job Foundry

An easy to use tool embedded inside of a social collaboration of people in the industry. It is a two-way system; and fully transparent, any user can add a job and any user can look for candidates with just a few taps on the screen.

You can apply for as many jobs as you like, there are no limits, no credits needed and no boundaries. As you apply the person that posted the job will get a notification, if you are shortlisted for a job you will be notified immediately. There are search features that enable you to focus on any position as well as specific countries or regions in which you may be interested in.

Inside of your “Job Dashboard” you will see how many jobs to which you have applied; how many you are shortlisted for and how many views your CV/resume has received.

We have created a thorough process for CV review, scheduling the first call and scheduling an interview. They will then place you in a status of “on hold”, “hired” or they can save your profile for later use. Through each one of these steps you will get an in-app notification, creating a trust process that you can follow. Many of the issues in the business of finding people are due to a lack of follow up with candidates, they lose trust after their CV or resume sits for days with a perspective employer or recruiter.

This process is transparent and builds trust...

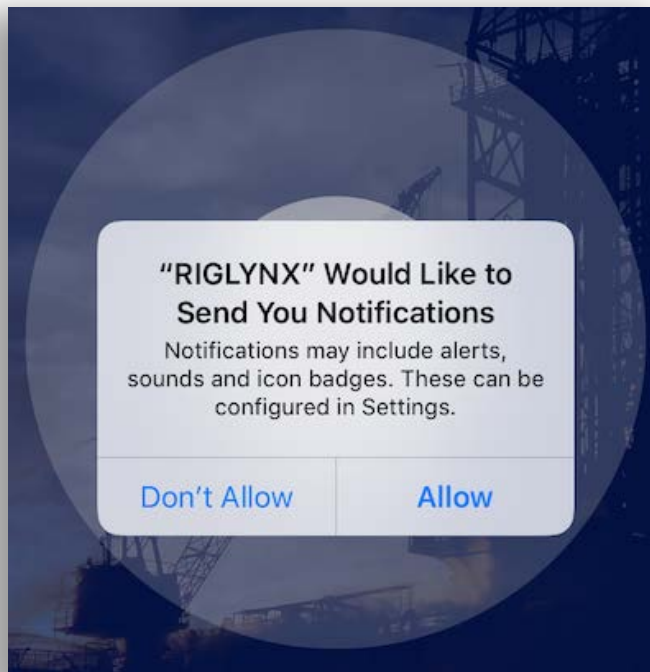
We will explain more here in our quick reference guide welcome to the Rig Lynx family.

Downloading

1. Download the Rig Lynx application by choosing from one of the below options:

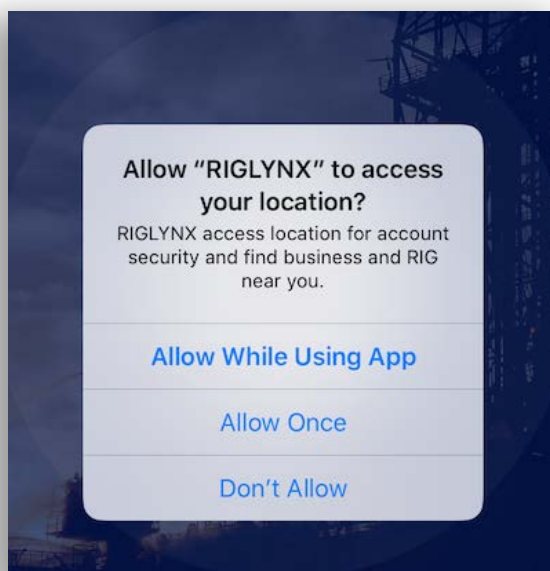


2. Navigate to the app icon on screen and **open** the application
3. Depending on your device settings you will receive a pop up for allowing notifications, tap "**Allow**".



Individual Membership

4. Depending on your device settings you will receive a pop up for allowing notifications, tap **“Allow While Using App”**.



5. You will need to select user type, please **select “Individual”**.



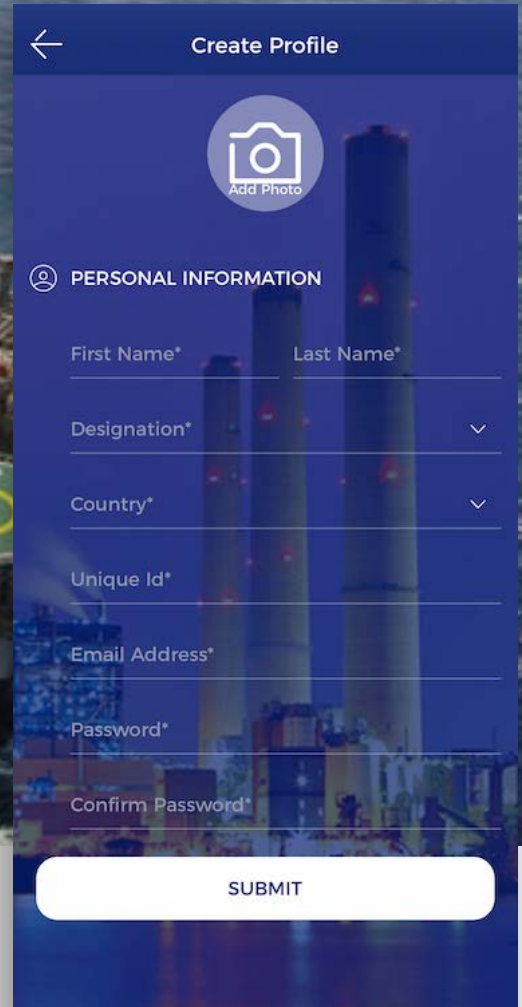
Registration

1. You can now start your registration with the following options: Facebook, LinkedIn or Touch.
2. For touch to work you will need to acknowledge this later upon signing in for the first time.
3. We suggest for first time users to use the “**Register Me**” option as it is more in depth.



Registration

4. Please fill in all information required here in the "Create Profile" screen.
5. Make sure to upload a profile image and tap "**Submit**".



6. You will be sent an email from Rig Lynx to the email address you used during this process, please navigate to your inbox, make sure to check your spam or junk mail as your server may have mistaken it for spam and tap "**click here**" in the body of the email.



Hi Ben Burns,

Please [click here](#) to verify your email address.

Rig Lynx

Address : Houston,Texas
Phone No: +1 800-305-9757
Email: info@riglynx.com

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Registration

7. You should receive a browser popup window that says, "Email Address Verification Successful".

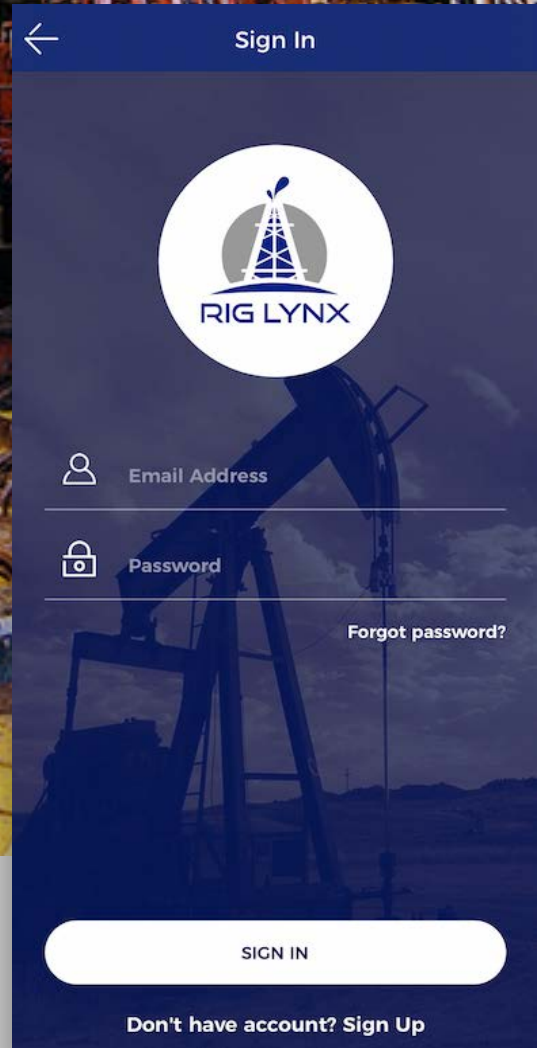


You have now completed registering!



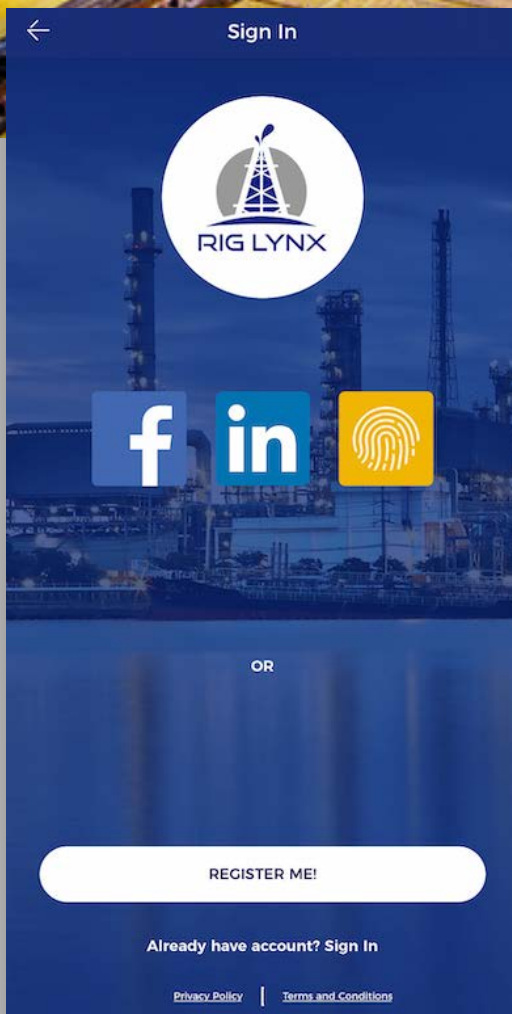
Login

1. Navigate back to the application, you should see this screen. Use your credentials you registered with to login and tap **“Sign In”**



A screenshot of the RIG LYNX mobile application's 'Sign In' screen. The background is a dark blue image of an oil pumpjack. At the top, there is a back arrow and the text 'Sign In'. Below this is the RIG LYNX logo, which consists of a white circle containing a stylized oil rig icon and the text 'RIG LYNX' underneath. Further down are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. To the right of the password field is a link that says 'Forgot password?'. At the bottom, there is a large white button labeled 'SIGN IN' and a link below it that says 'Don't have account? Sign Up'.

2. If you ended the app, killed it or refreshed it you may come to this screen, just tap **“Sign In”** at the bottom and it will take you to the above screen to login with your credentials you used during the registration process, fill in and tap **“Sign In”**

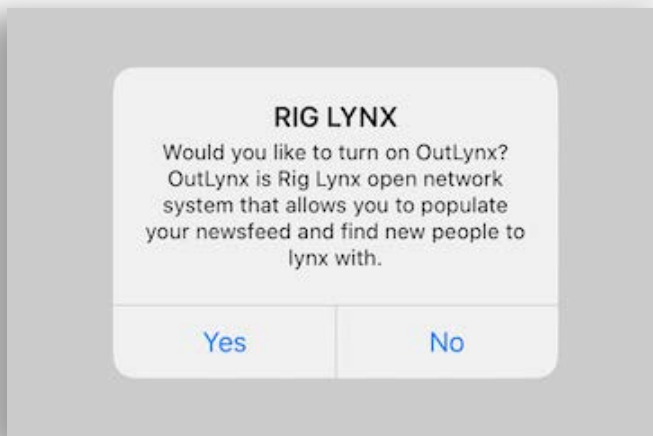
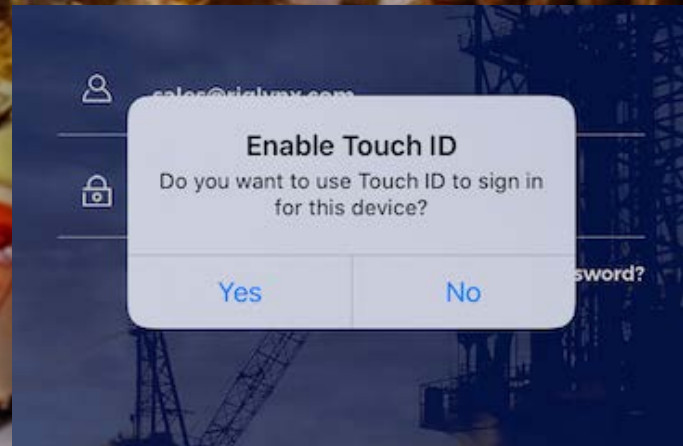


A screenshot of the RIG LYNX mobile application's registration screen. The background is a dark blue image of an oil field. At the top, there is a back arrow and the text 'Sign In'. Below this is the RIG LYNX logo. Under the logo are three social media icons: Facebook, LinkedIn, and a fingerprint icon. Below these icons is the word 'OR'. At the bottom, there is a large white button labeled 'REGISTER ME!'. Below this button is a link that says 'Already have account? Sign In'. At the very bottom, there are two links: 'Privacy Policy' and 'Terms and Conditions'.

Login

3. When you login for the first time you will see these popups:

4. If you use Touch ID with your device feel free to tap **“Yes”** or **“No”** depending upon preference.



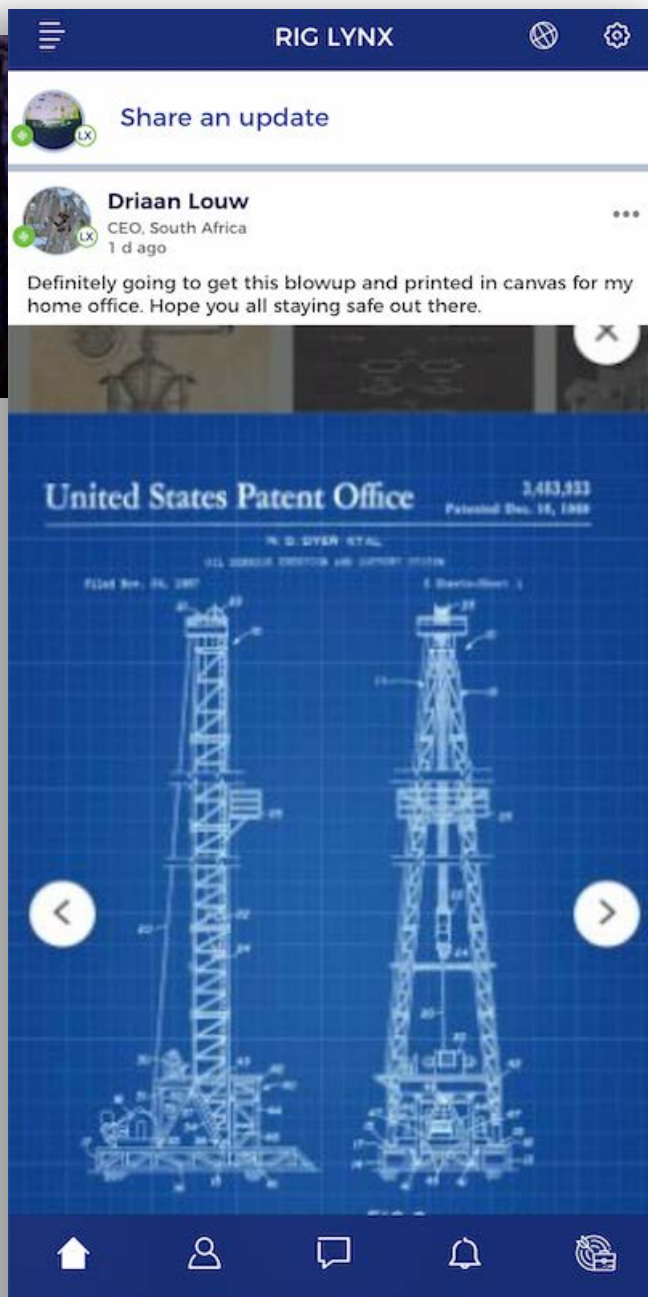
5. OutLynx™ is Rig Lynx patent pending open networking system, it extends the range of your newsfeed and easily helps you connect with others, we suggest tapping **“Yes”**.

You have now signed in for the very first time!



Navigation

1. Welcome to Rig Lynx
2. Below is the first screen you will see which is our "Home Screen" which houses our top and bottom menus as well as the Newsfeed, much like other social networks, this is where your connections which are called "Lynx", will be posting updates and sharing information with their connections.

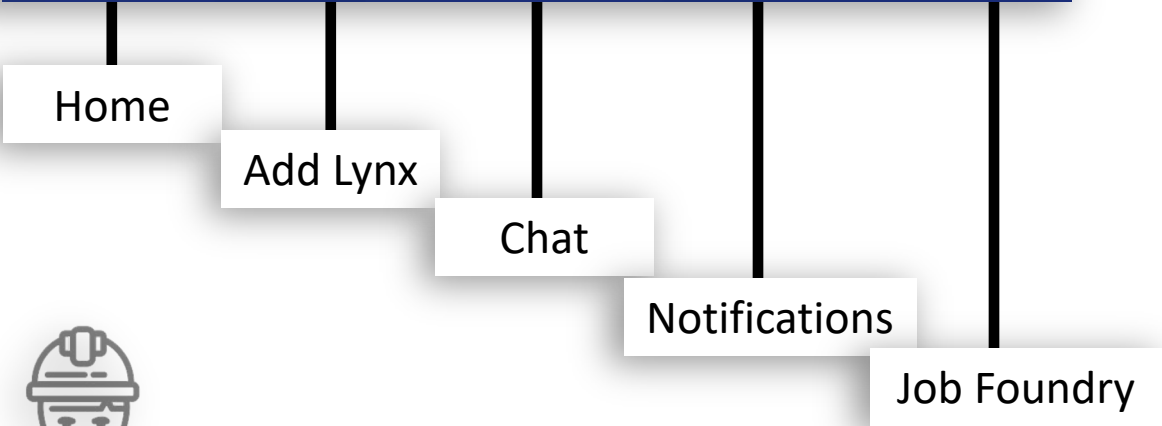


Navigation

3. Top of Home Screen



4. Bottom of Home Screen



Navigation

5. When we send out new features, we have them in the off position, you will need to go in and enable the Job Foundry notifications.
6. From Home Screen Tap ->**Settings->Privacy and Settings->Notifications->Job Foundry->On**



1

2

Privacy and Settings

3

Notifications

4

Job Foundry



Notification ON




Setting Up Your Profile

1. You will need to finish setting up your profile. This will ensure that you have maximum visibility to recruiters.
2. Navigate to your home screen and tap the “**Settings**” menu



3. Tap on “**General**”

General

4. You should now be on the My Profile screen. Tap “**Edit**” in upper right-hand corner on 
5. There are a total of 4 “**Edit Profile**” screens to complete, but the main thing(s) is you want to get your “**Considered for recruitment**” setting turned on, get your “**Resume/CV**” uploaded and your **telephone number verified**.
6. We will go through these options plus many more on the following pages.

Setting Up Your Profile

7. This will be the first "Edit Profile" screen we will complete

← Edit Profile

PROFESSIONAL INFORMATION

Designation
AFT Driller

Skills
You can add 50 more skills

Current work location
☒ Land
☐ Offshore

Select resume

Short bio

Considered for recruitment
☒ No, I have a job
☐ Yes, I am recruitable

Would you like to discreet your profile?
☒ Yes
☐ No

Would you like to be a part of Out Lynx - Rig Lynx open network system?
☒ Yes
☐ No

UPDATE

8. Professional Information:

- ✓ **Designation:** here you can change your position when needed.
- ✓ **Skills-** You can type in your skill keywords.
- ✓ **Current Work Location:** Make your selection
- ✓ **Select Resume:** This is where you will need to add in your resume/CV for recruiters to view it.
- ✓ **Short Bio:** Be short and exact here about what you do and some accomplishments if you like.
- ✓ **Considered for Recruitment:** Turn this to on, this will give your profile a "Orange" magnifying glass, means you are looking for work.
- ✓ **Discreet Profile:** You can select yes if here if you want to be considered for recruitment, but you don't want your connections to see.

Setting Up Your Profile

← Edit Profile

PROFESSIONAL INFORMATION

Designation
AFT Driller

Skills
You can add 50 more skills

Current work location
☒ Land
☐ Offshore

Select resume

Short bio

Considered for recruitment
☐ No, I have a job
☒ Yes, I am recruitable

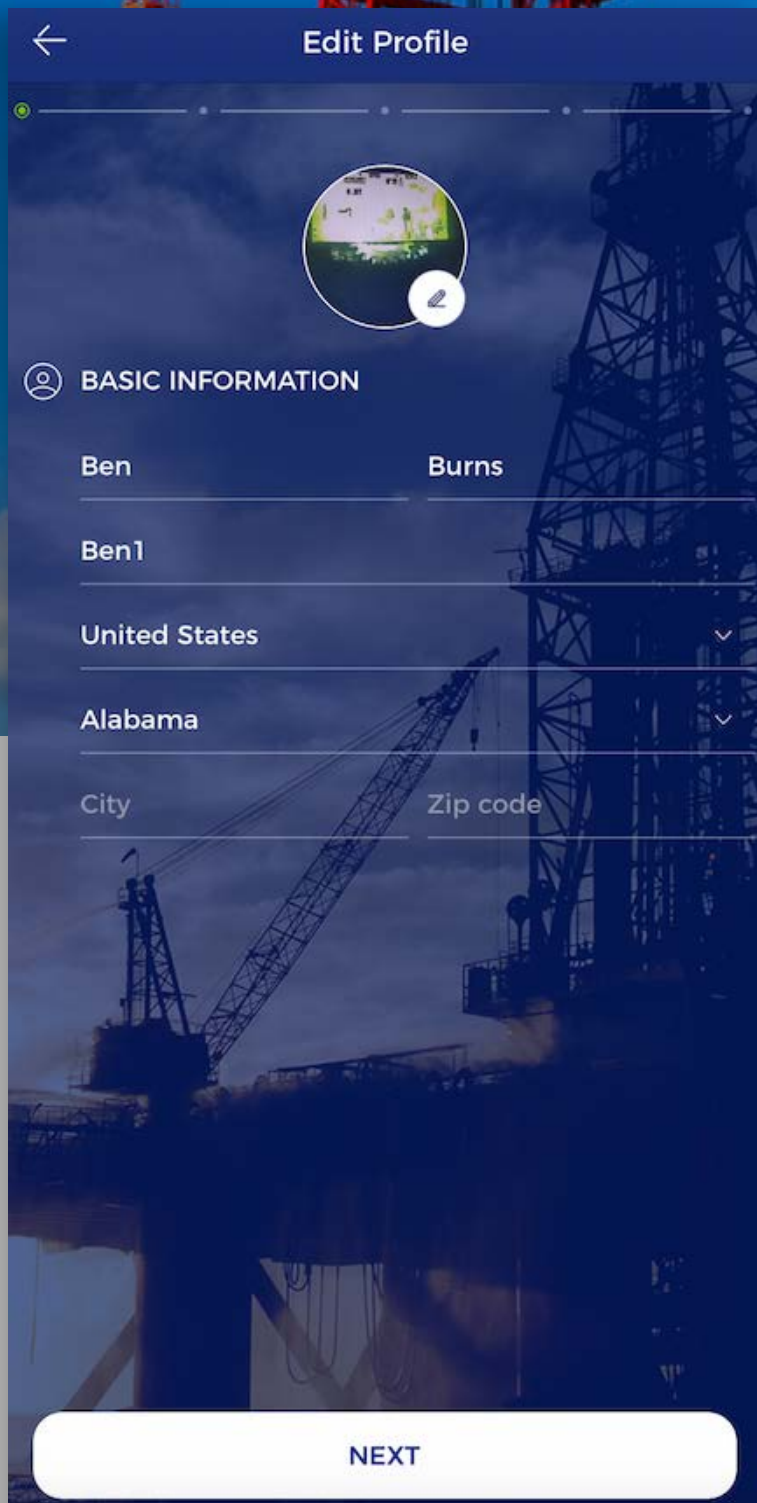
Would you like to discreet your profile?
☐ Yes
☒ No

Would you like to be a part of Out Lynx - Rig Lynx open network system?
☐ Yes
☒ No

UPDATE


- ✓ **OutLynx:** You should have received a popup asking you about turning this on when you logged in for the first time. This is our open network that allows you to see posts from other people you are not connected to. This facilitates community growth and knowledge sharing as you do not have to be connected to communicate across this network. **Note:** You can turn it on or off at anytime you like.
- ✓ Once you have completed filling in these requirements tap the “<-” in the upper left-hand corner to navigate to the first Edit Profile screen, you will see at the top of the screen 5 **green dots**, this will let you know which screen you are currently working on. **Note:** If you hit “update” you will return to your “My Profile” screen.

Setting Up Your Profile



← Edit Profile

● — ● — ● — ● — ●



ⓘ BASIC INFORMATION

Ben Burns

Ben1

United States ▼

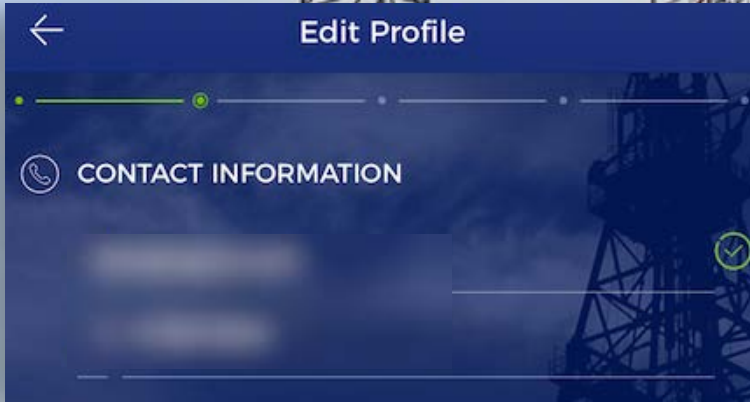
Alabama ▼

City Zip code

NEXT

- ✓ **Basic Information:** If you followed the arrows back to the first screen you will be here. You need to complete the information as required such as, State/Province, City and Zip code or Postal Code.
- ✓ Tap “**next**”

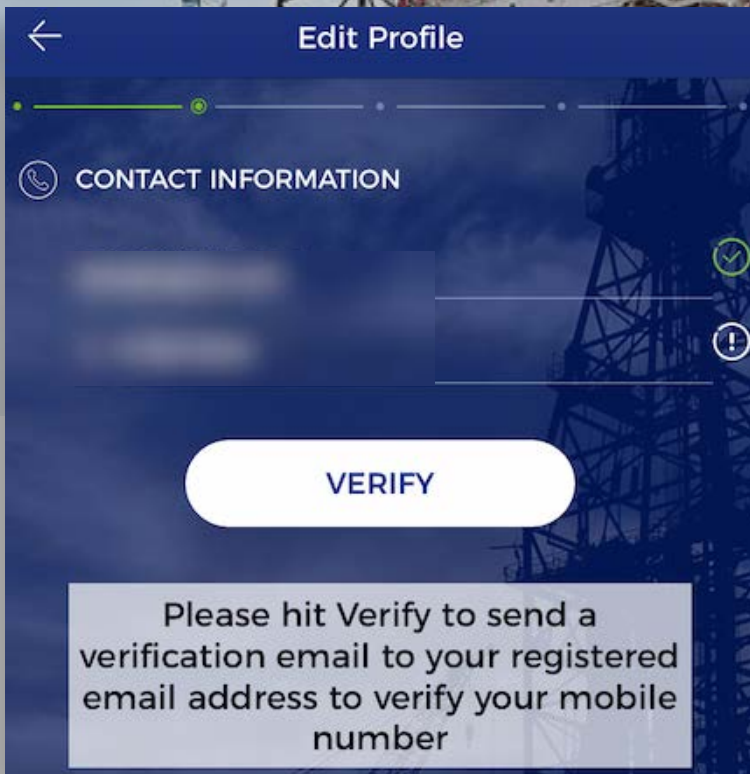
Setting Up Your Profile



← Edit Profile

CONTACT INFORMATION

- ✓ **Contact Information:**
Input your telephone number.



← Edit Profile

CONTACT INFORMATION

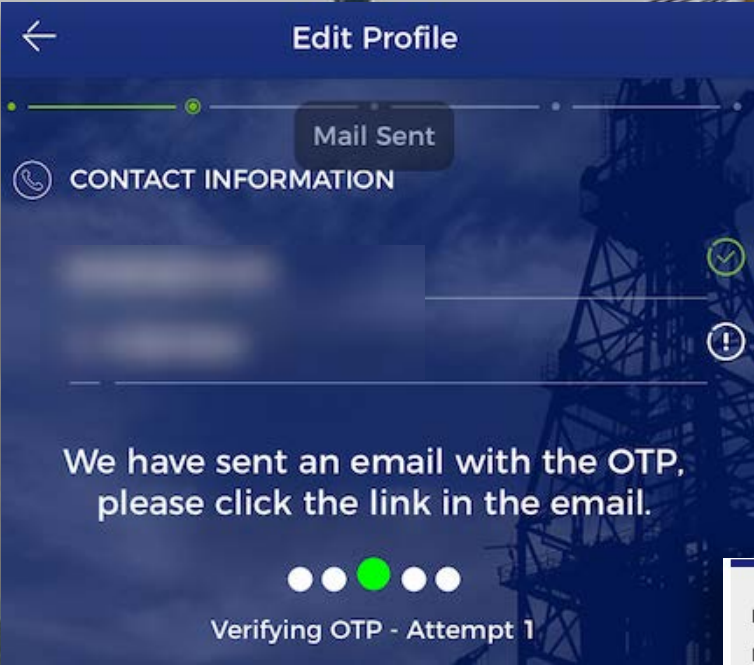
VERIFY

Please hit Verify to send a verification email to your registered email address to verify your mobile number

- ✓ Once you input your number an auto popup asking you to verify will appear.
- ✓ Tap “**Verify**” to continue

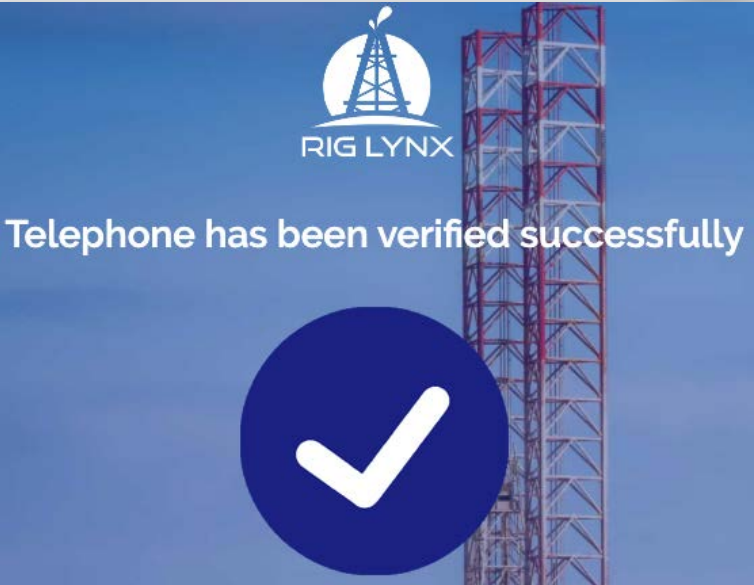
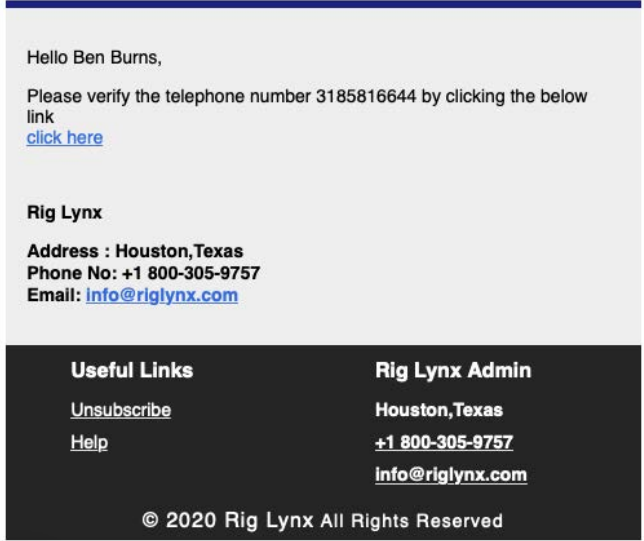
- ✓ **Note:** Your connections do not have access to this information. This enables recruiters to contact you through our calling features in in the Job Foundry. Showing verifying contact information for both email and telephone numbers are identifiers that will make you stand out from other profiles and make you easier to contact for jobs.

Setting Up Your Profile



- ✓ You will see “Mail Sent” popup at the top of the screen, the app will then wait for you to verify your number.

- ✓ You will receive an email to your address on file, make sure to check your junk or spam mail.
- ✓ Tap “**click here**” to verify



- ✓ You will receive a browser popup that confirms your telephone has been verification.
- ✓ Close the browser and return to the application.

Setting Up Your Profile

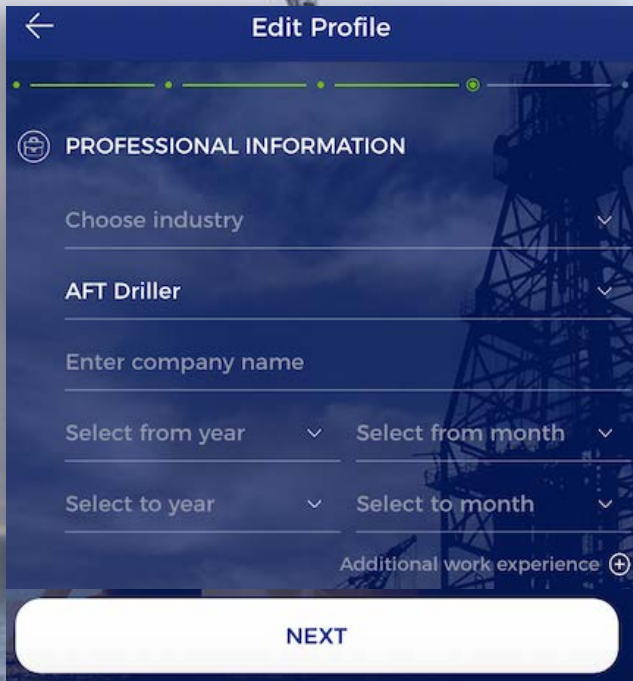
The screenshot shows the 'Edit Profile' screen with a back arrow at the top left. A progress bar at the top has four dots, with the second dot highlighted in green. Below the progress bar is the 'CONTACT INFORMATION' section, which includes a phone icon and a text input field. To the right of the input field are two green checkmarks. Below the input field, the text 'Telephone has been verified successfully' is displayed. At the bottom of the screen is a large white button labeled 'NEXT'.

- ✓ You will now see that your phone has been verified in app with a green check mark.
- ✓ Tap “**Next**” and move to the next screen

The screenshot shows the 'Edit Profile' screen with a back arrow at the top left. A progress bar at the top has four dots, with the third dot highlighted in green. Below the progress bar is the 'EDUCATIONAL INFORMATION' section, which includes a graduation cap icon and three input fields: 'Select education', 'Enter high school / university', and 'Select passing year'. To the right of the 'Select passing year' field is a dropdown arrow. Below these fields is a link that says 'Additional Education or Certification' with a plus icon. At the bottom of the screen is a large white button labeled 'NEXT'.

- ✓ **Educational Information:** Self explanatory and you can add any additional certification you have received.
- ✓ Tap “Next” and move to the next screen.

Setting Up Your Profile



← Edit Profile

PROFESSIONAL INFORMATION

Choose industry

AFT Driller

Enter company name

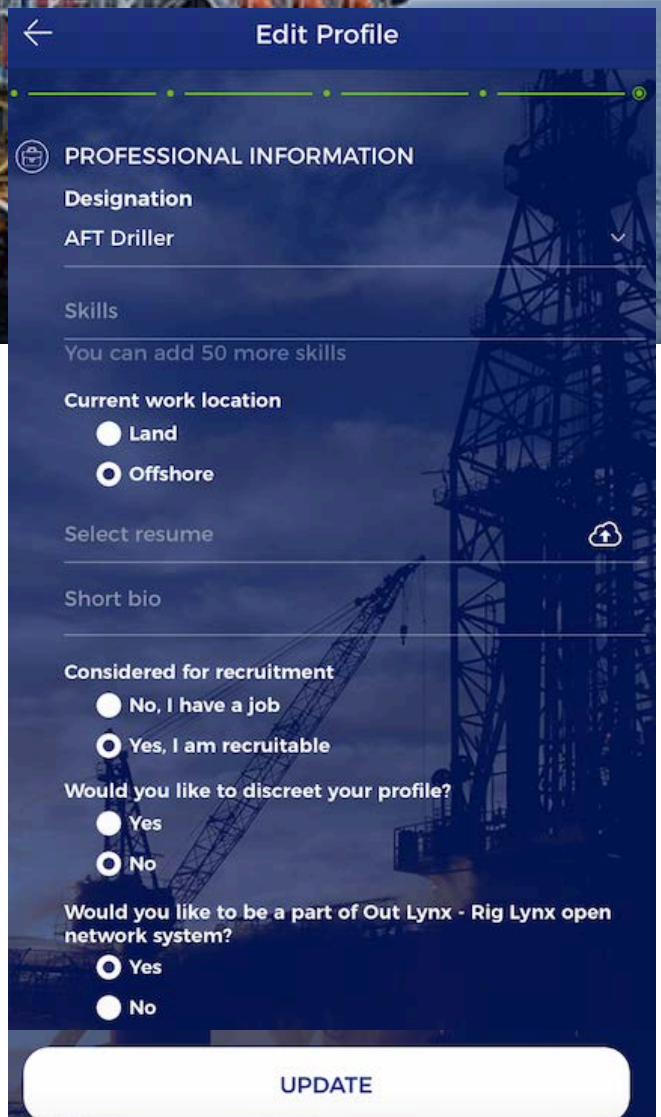
Select from year Select from month

Select to year Select to month

Additional work experience +

NEXT

- ✓ **Professional Information:** Fill in all the relevant information.
- ✓ To add additional work history tap the “+”.
- ✓ Tap “**Next**”



← Edit Profile

PROFESSIONAL INFORMATION

Designation

AFT Driller

Skills

You can add 50 more skills

Current work location

☒ Land

☐ Offshore

Select resume

Short bio

Considered for recruitment

☒ No, I have a job

☐ Yes, I am recruitable

Would you like to discreet your profile?

☒ Yes

☐ No

Would you like to be a part of Out Lynx - Rig Lynx open network system?

☐ Yes

☒ No

UPDATE

- ✓ Tap “**Update**” on the last screen
- ✓ Congrats! You have filled in all the information to have a strong profile.
- ✓ **Note:** Your profile is also able to be edited on our website at <https://riglynx.com> if you need a larger screen to fill in your data. Just log in and go to your profile and you can add or make any additional adjustments.

Search for Jobs

1. On the Home Screen tap on the “**Job Foundry icon**” in the lower right corner of the screen.



2. Tap on “**Search Jobs**”



Job Dashboard

1. This is your job dashboard, let's explain a few features.

The screenshot shows the 'Job Dashboard' mobile app interface. At the top, there's a blue header with a back arrow and the title 'Job Dashboard'. Below this is a user profile section for 'Ben Burns', an 'AFT Driller, UNITED STATES', with a profile picture and a 'LX' badge. Under the profile, there are three statistics: '0 Applied', '0 Shortlisted', and '0 CV Views'. The main section is titled 'SEARCH JOBS' and contains several filters: a search bar for 'Skills, Positions, Companies...', a 'Location' filter, a 'Select Date Range' dropdown, a 'JOB TYPE' dropdown set to 'All', and a 'CHOOSE EXPERIENCE' section with 'Min' and 'Max' dropdowns. A blue 'Search' button is at the bottom of the filter section. The app has a bottom navigation bar with icons for home, profile, chat, notifications, and a magnifying glass.

Job Dashboard

Ben Burns
AFT Driller, UNITED STATES

0 Applied 0 Shortlisted 0 CV Views

SEARCH JOBS

Skills, Positions, Companies...

Location

Select Date Range

JOB TYPE
All

CHOOSE EXPERIENCE

Min Max

Search

Job Dashboard

- 2. We have created the dashboard to be easy access with all your information in one screen as explained below.
- 3. At the top of your dashboard you will see what is called your quick access bar.

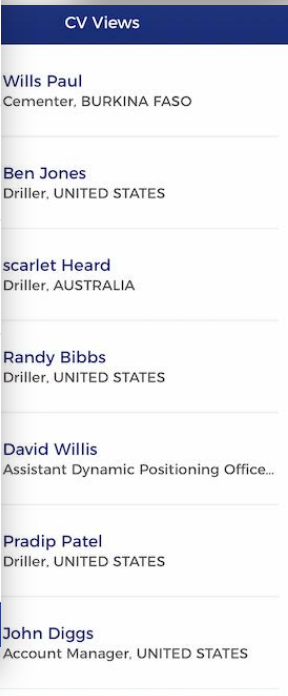
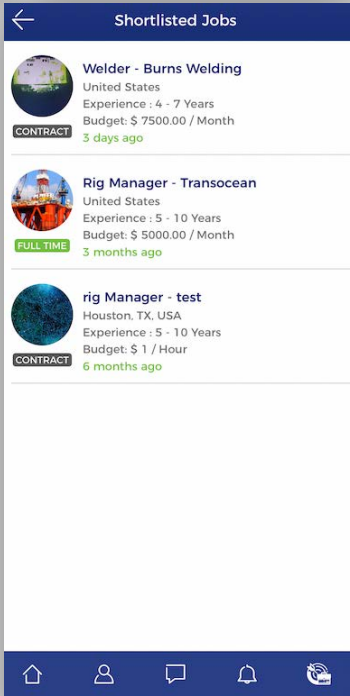


All jobs that you have applied for are listed here

All jobs you have been shortlisted for are listed here

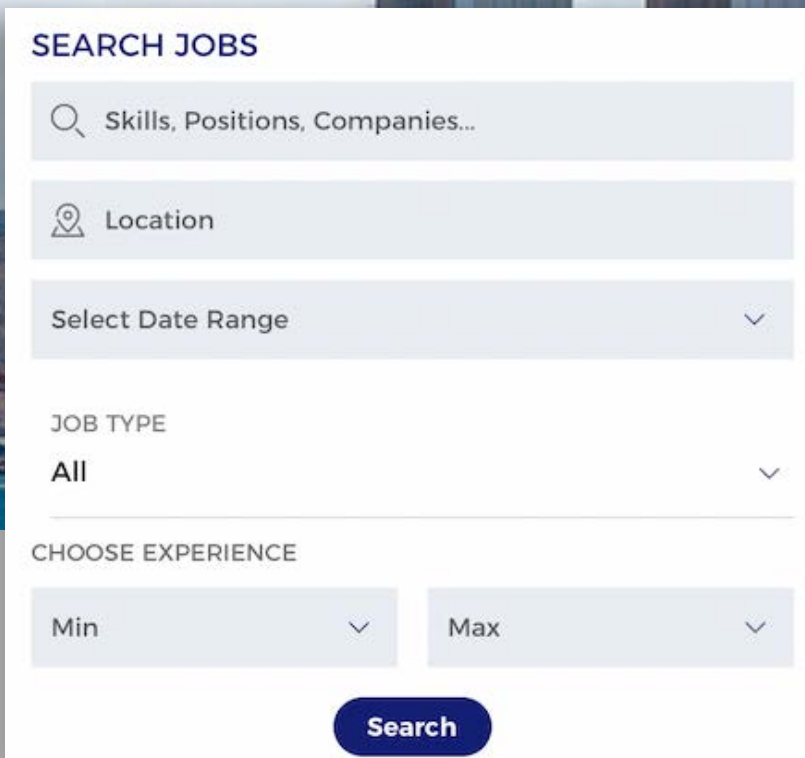
All the views your CV have had since loading it up as well as “Who” has viewed it

- 4. You can tap on each of these and open it up into a list view.



Job Dashboard

5. This is our search feature; you type in the position that you are interested in and designate a location and hit “**Search**” and it will display the people that are open to being recruited in that region or location.

A screenshot of the 'SEARCH JOBS' interface. It features a search bar with a magnifying glass icon and placeholder text 'Skills, Positions, Companies...'. Below this is a 'Location' field with a location pin icon. A 'Select Date Range' dropdown menu is visible. Under 'JOB TYPE', there is a dropdown menu currently set to 'All'. The 'CHOOSE EXPERIENCE' section includes 'Min' and 'Max' dropdown menus. A blue 'Search' button is at the bottom.

SEARCH JOBS

Skills, Positions, Companies...

Location

Select Date Range

JOB TYPE

All

CHOOSE EXPERIENCE

Min Max

Search

6. **Skills, Position, Companies** you are interested

7. **Location** for the position of interest

8. **Job Type:** As you are scrolling through the jobs you will notice the Job Types and they will be highlighted with colors as per the adjacent chart.



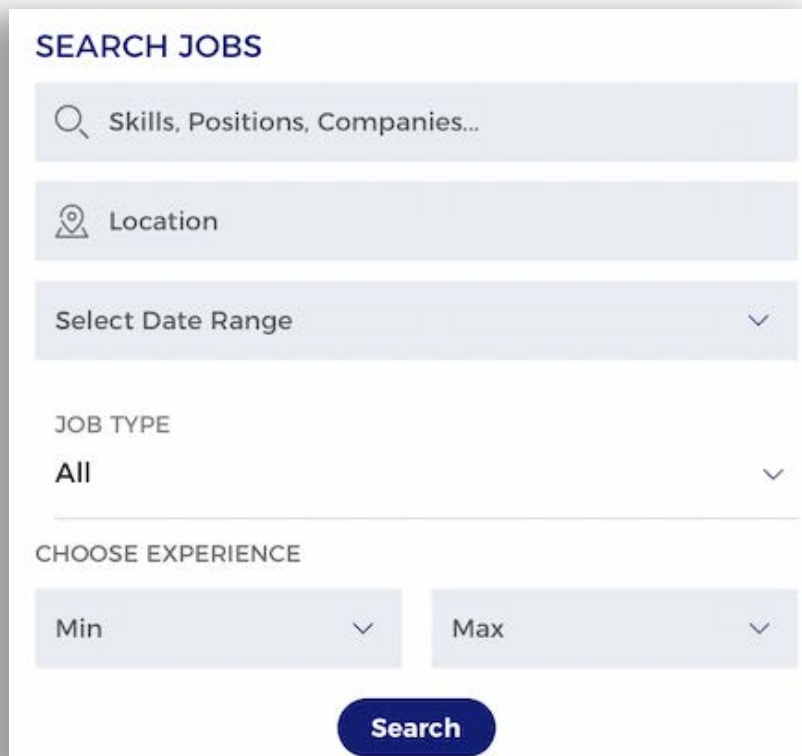
9. **Choose Experience:** Add in the exp required for the position you are looking

Search Tips

Multiple ways to search for new jobs, below are some easy tips to get you started.

Search tips:

- ✓ **Leave All Empty -> Tap Search:** Will display all jobs available.
- ✓ **Position Filled, Rest Empty -> Tap Search:** Will display all open jobs for that position.
- ✓ **Company Filled, Rest Empty -> Tap Search:** Will display all open positions for that Company.
- ✓ **Job Type, Rest Empty-> Tap Search:** Will display all jobs open for that type.

A screenshot of the Job Foundry search interface. At the top, it says "SEARCH JOBS" in blue. Below that is a search bar with a magnifying glass icon and the placeholder text "Skills, Positions, Companies...". Underneath the search bar is a "Location" field with a location pin icon. Below that is a "Select Date Range" dropdown menu. Further down is a "JOB TYPE" section with a dropdown menu currently set to "All". Below that is a "CHOOSE EXPERIENCE" section with two dropdown menus labeled "Min" and "Max". At the bottom of the form is a blue "Search" button.

Applying for a Job

Once you have located a job you would like to apply for, tap on it in the list view, review the job, if you are interested then tap **“Apply”**, as soon as you apply the person that placed the job will get a notification. If you made a mistake applying or would like to remove your application just tap **“Rescind Application”**.



Rig Manager - Nabors

Houston, TX, USA

Experience : 5 - 10+ Years

Budget: \$ 15000.00 / Month

FULL TIME

3 months ago



Rig Manager



Rig Manager
Ben Jones
Nabors

Description:

Test

Industry: Oil & Petroleum

Job Type: FULL TIME

Budget: \$ 15000.00 / Month

Education Level: HSC

Experience: 5 - 10+ Years

Location: Houston, TX, USA

Shift Details:

Test

Skills Required:

Test

APPLY



Rig Manager

Applied successfully
You have applied for the job



Rig Manager
Ben Jones
Nabors

Description:

Test

Industry: Oil & Petroleum

Job Type: FULL TIME

Budget: \$ 15000.00 / Month

Education Level: HSC

Experience: 5 - 10+ Years

Location: Houston, TX, USA

Shift Details:

Test

Skills Required:

Test

Rescind Application

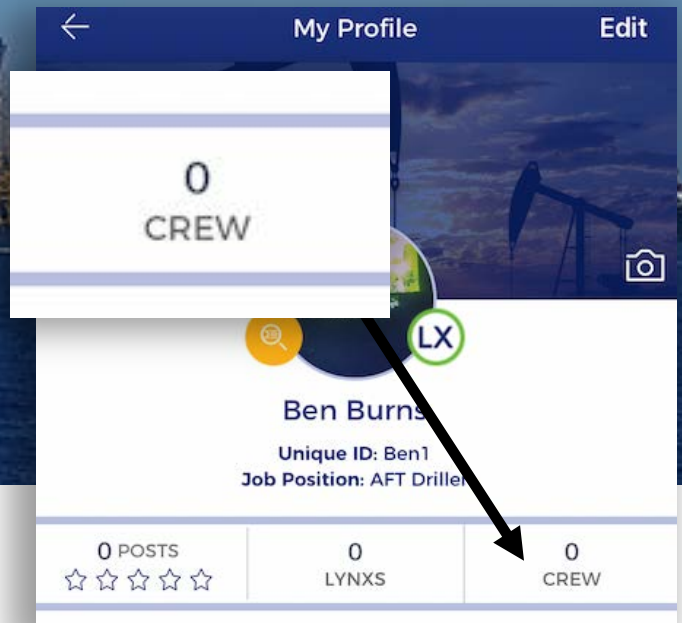
An easy, transparent system for both you and
the Recruiter to follow

Crew Creator

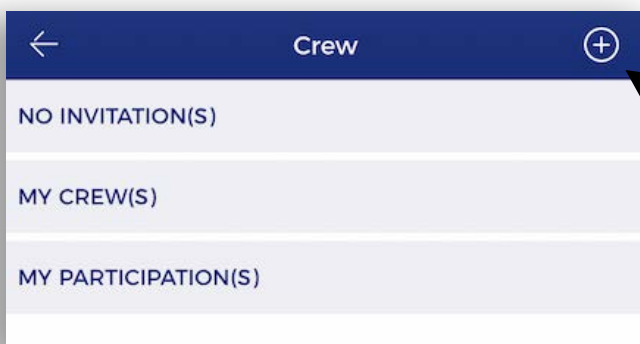
Crew Creator and How a You Can Use it:

1. We know that you don't work alone so we have added in a new feature called "Crew".
2. In your Rig Lynx profile you will see "**Crew**" to the far right just under your profile photo.

3. Tap on "**Crew**"



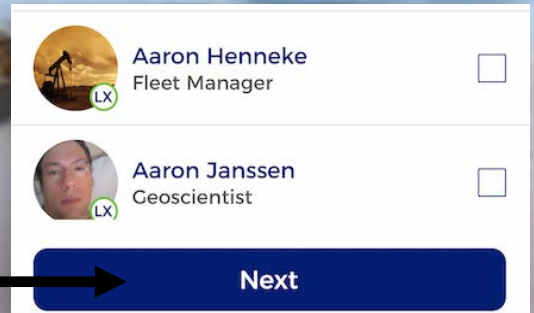
4. You will see the Crew menu, here you can create a crew and add new team members. **Note:** You will need to make sure that you have a Lynx connection with them to see them in the list when you tap the "+" on the upper right-hand corner.



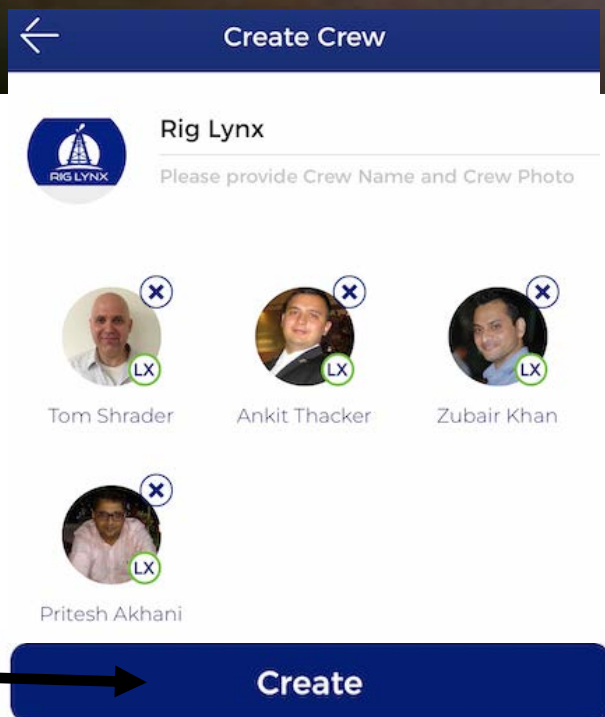
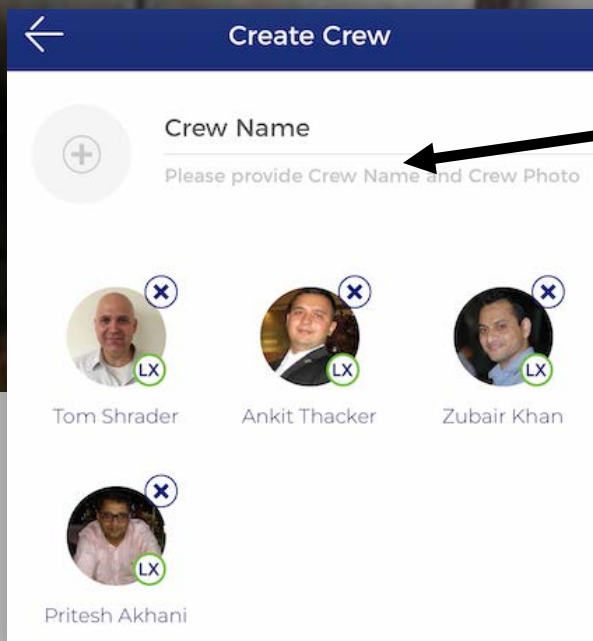
Crew Creator

5. Once you are connected with your other teammates you can now select them from the list.

6. Tap “Next”



7. You will now need to give your crew a name and upload a profile photo.



8. Now all you need to do is tap “Create”, everyone that you selected from the list will now be sent an invite to join your crew.

- **Note:** Make sure to go into your Setting->Privacy and Settings->Notifications->Crew Requests-On to receive invites

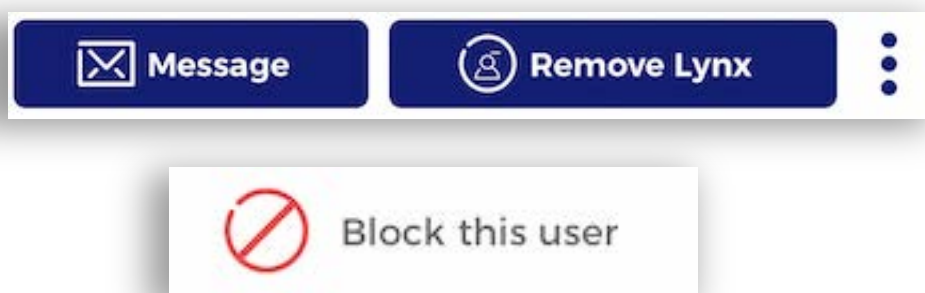
Block and Abuse

1. We know that sometimes you need to take action to keep your profile and work free and clear of distractions. We have implemented a Block and Abuse feature.

2. While on the Newsfeed you can tap the “**three dots**” in the right-hand corner of a user’s post and you will be given these options.



3. If a user is not following the community guidelines you can use the report feature above and if necessary, you can navigate to their profile and tap the “three dots” to the right and a block user feature will appear, tap “**Block This User**” and the user will be blocked until you navigate to Settings->Privacy and Settings->Blocked Lynx List and unblock them.

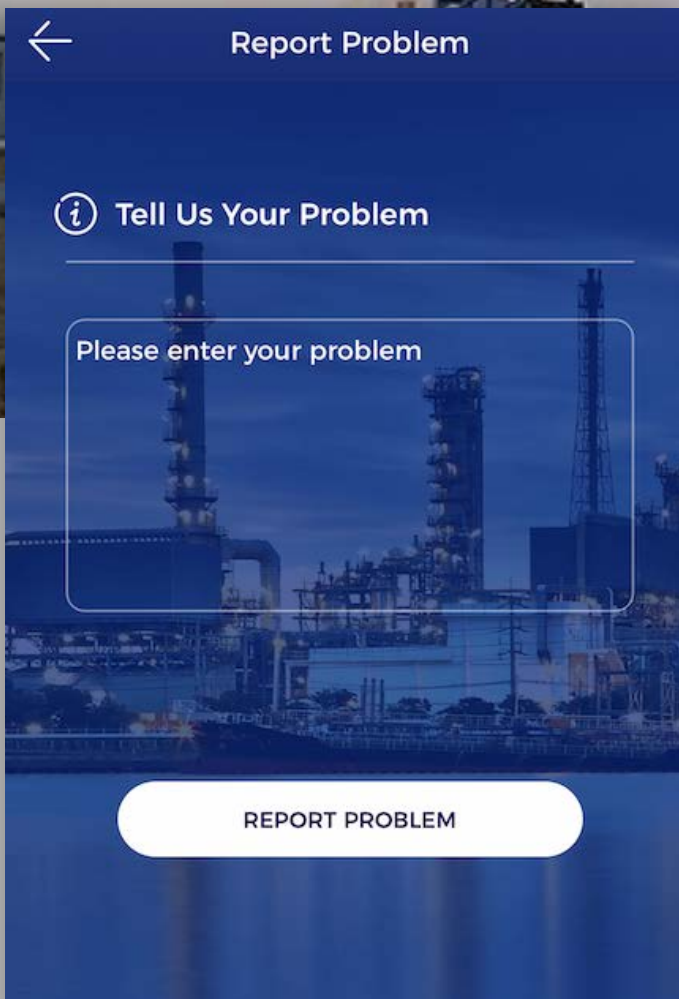


Reporting a Problem

1. If you encounter an issue, navigate to Settings->Report A Problem

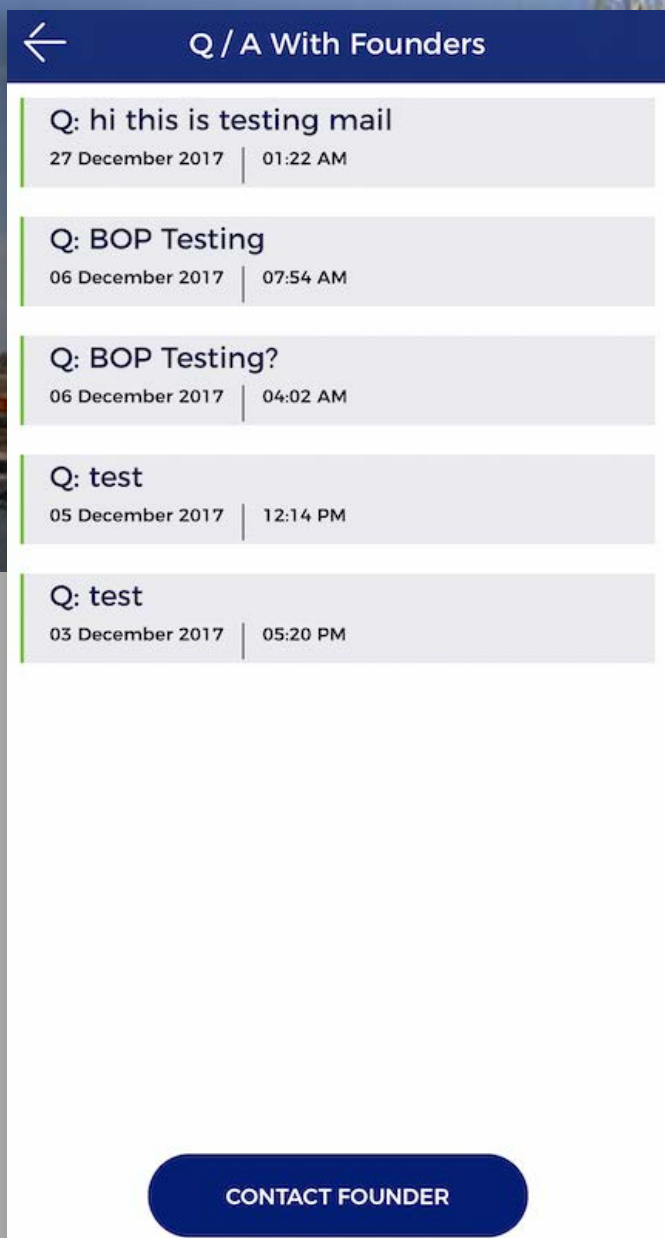
2. Fill in all the required information and tap **“Report a Problem”**

3. We action these items as soon as we are aware of them and will respond in a timely manner.



Lynx Founders

1. We do something slightly different here, we give you access straight to the creators of the app, our Founders.



2. Navigate to Settings->Lynx Founders

3. This is set up in a Question and Answer forum. It doesn't matter what question it is, process, application, operations, training or administrative you can get the information straight from the Founders in this easy to use format. Imagine, a social network that you can reach out to someone who can answer a question 😊

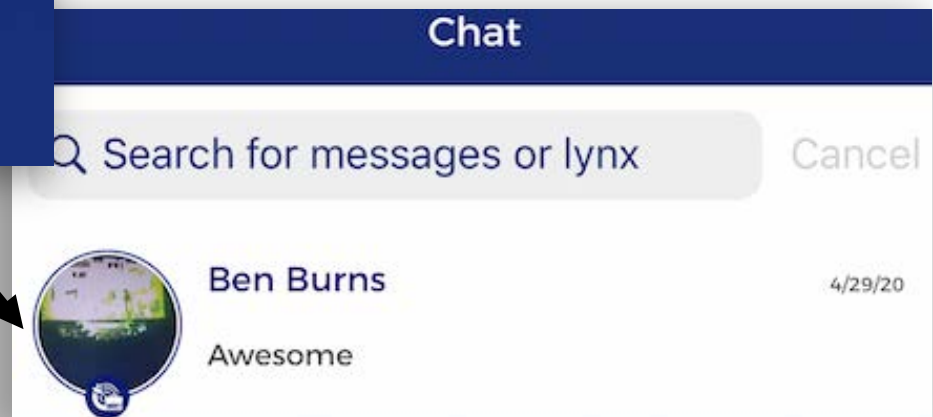


Additional Features

In App Notifications will be sent to you for the following changes in status:

- When you are Shortlisted
- When your status changes to one of the following:
 - Call Scheduled
 - Interview Scheduled
 - On Hold
 - Hired
 - Saved

Messages from the Job Foundry: When you are sent messages from recruiters or people looking for job candidates you will see a special profile indicator that is different from your other chat profile images: It will be denoted by a





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