



# Job Foundry™

Recruiting  
Quick Reference Guide



- [Rig Lynx](#)
- [Job Foundry](#)
- [Registration](#)
- [Login](#)
- [Navigation](#)
- [Search Candidates](#)
- [Candidate Dashboard](#)
- [Creating a Job](#)
- [Changing Job Status](#)
- [Job Snapshot View](#)
- [Editing a Job](#)
- [Candidate Profile Screen](#)
- [Suggested Candidate](#)
- [Working with Candidates](#)
- [Sharing Your Jobs to Other Networks](#)
- [Crew Creator](#)
- [Block and Abuse](#)
- [Reporting a Problem](#)
- [Lynx Founders](#)
- [In App Notifications](#)
- [Lynx Mails](#)
- [Candidate Chat](#)
- [Verified Information](#)





## 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 create as many jobs as you like, for multiple companies or for your own personal interest. There are search features that enable you to focus on a region as well as a suggested candidate feature that will show you people that are currently open to being recruited.

Inside of your dashboard you will have a variation of a tool that some have used before named a “Call Sheet”. This call sheet process has been broken down and rebuilt digitally for your use. It enables you to select candidates and go through a process of reviewing their CV, scheduling the first call and scheduling an interview. You will then place them in a status of on hold, hired, not interested or you can save them for later. Through each one of these steps the candidate will get an in-app notification, creating a trust process that they 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...

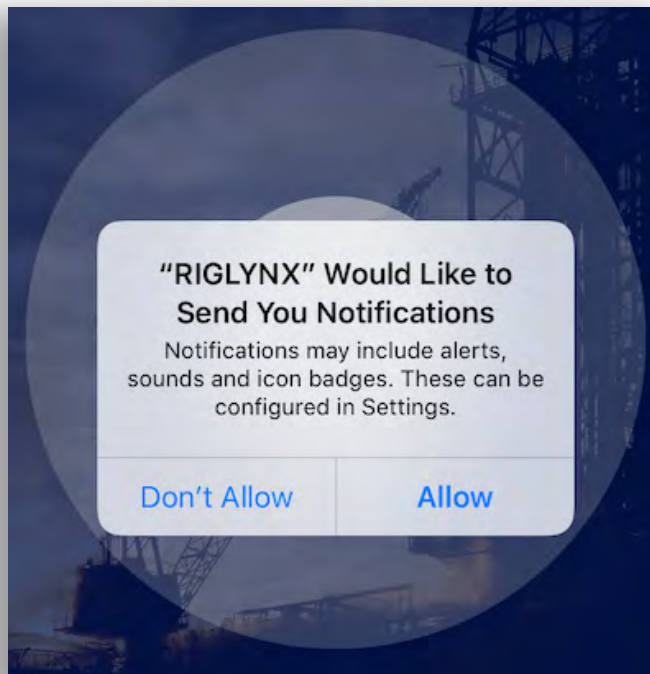


# Getting Started

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

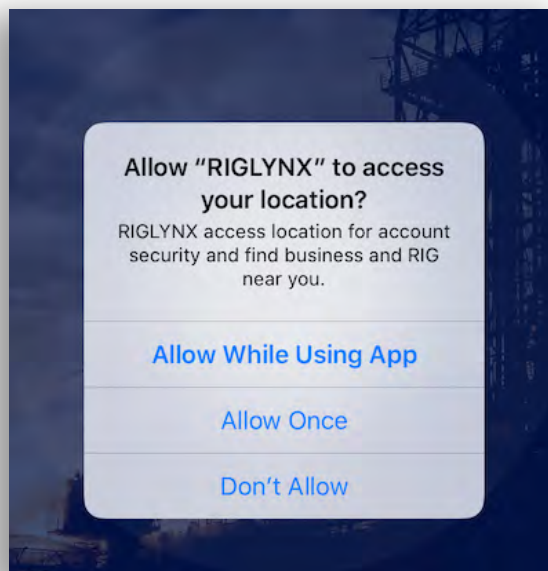


2. Navigate to the app icon on screen and **open** the application
3. Depending on your device settings you will receive a pop up for allowing notifications, tap "**Allow**".

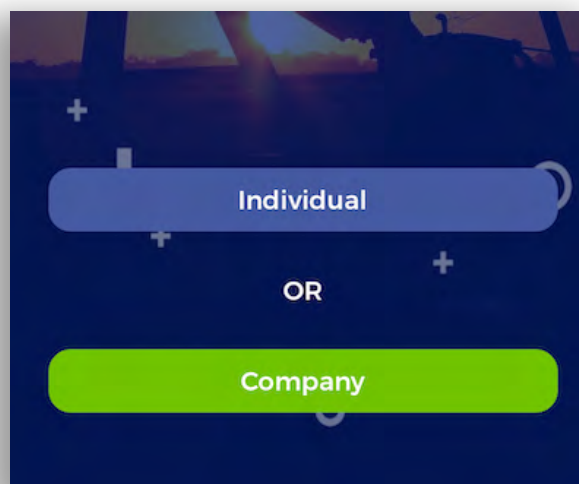


# Getting Started

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

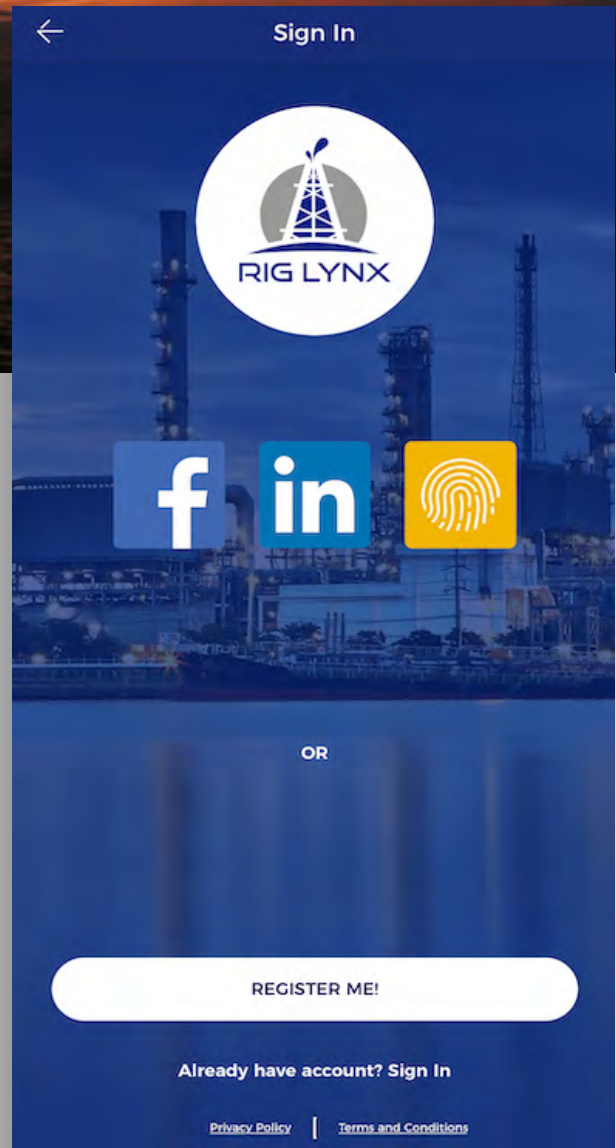


5. You will need to select user type, please **select “Individual”**.



# Registration

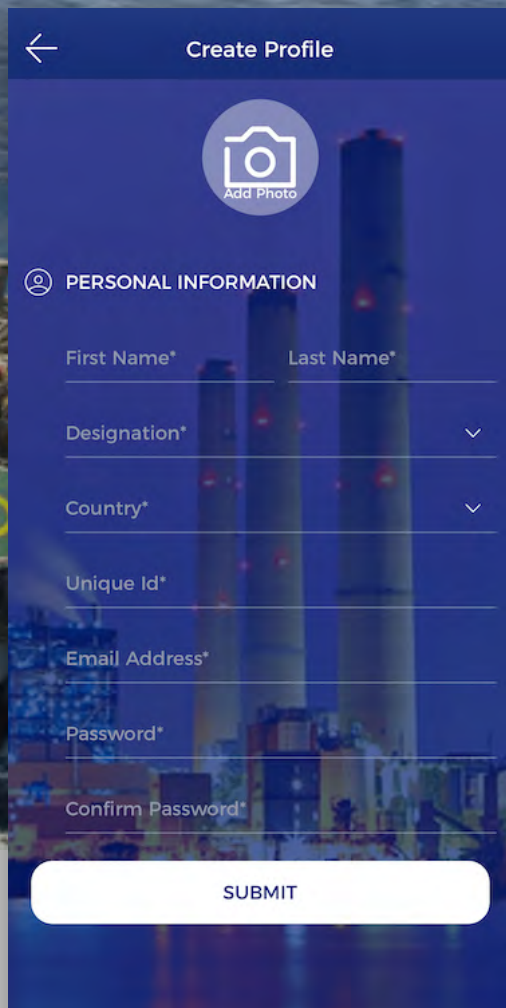
1. You can now start your registration with the following options: Facebook, LinkedIn or Touch.
2. For touch to work you will need to acknowledge this later upon signing in for the first time.
3. We suggest for first time users to use the “**Register Me**” option as it is more in depth.





# 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.



# Registration

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

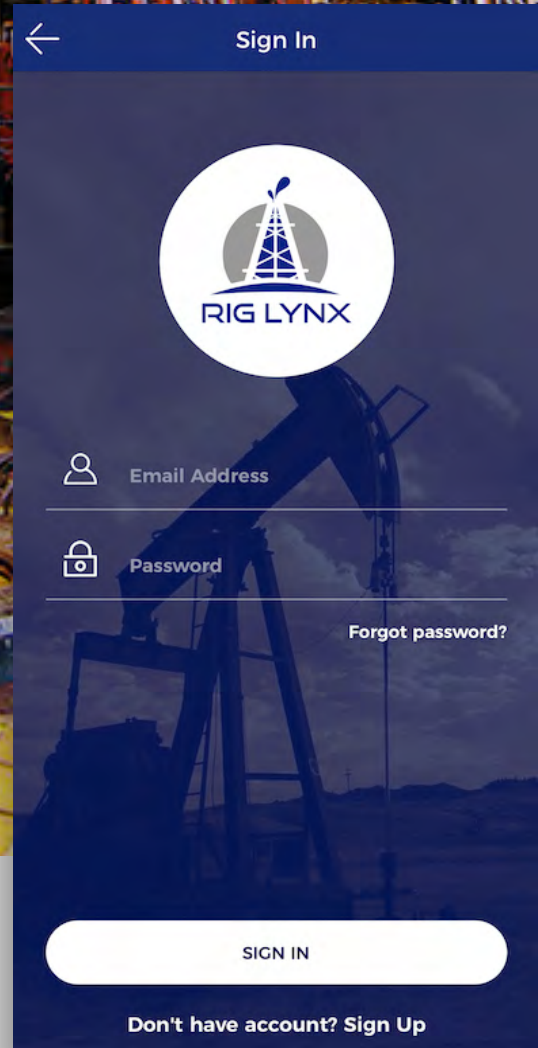


You have now completed  
registering!



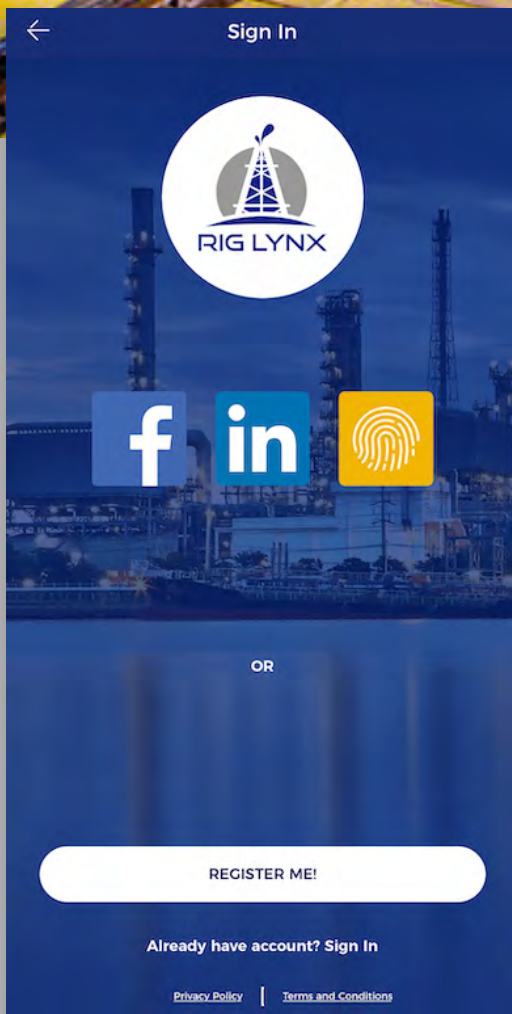
# Login

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 screen has a dark blue background with a faint 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, there 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 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”**



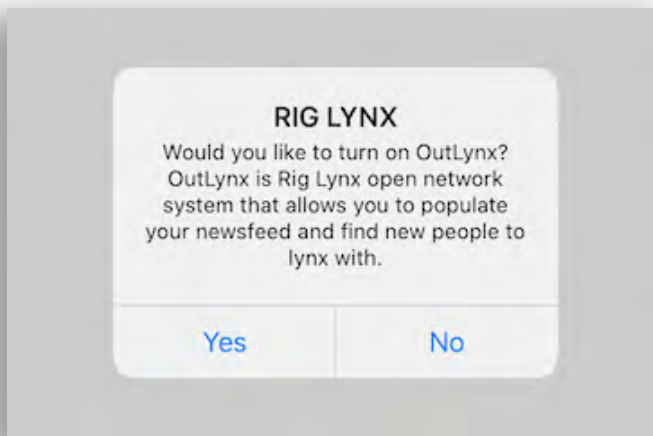
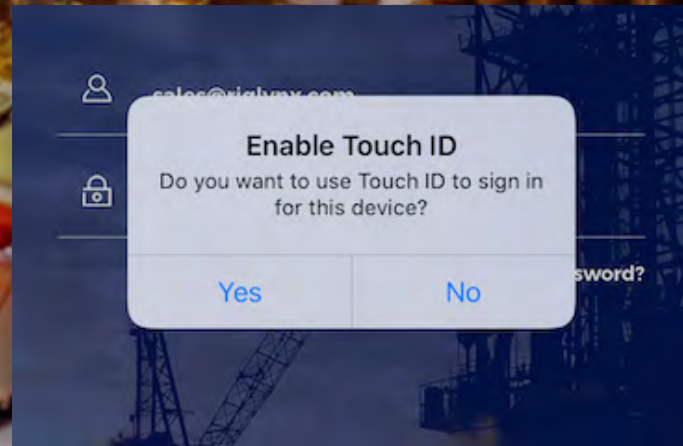
A screenshot of the RIG LYNX mobile application's 'Register' screen. The screen has a dark blue background with a faint image of an oil pumpjack. At the top, there is a back arrow and the text 'Sign In'. Below this is the RIG LYNX logo. Underneath the logo are three social media icons: Facebook, LinkedIn, 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



Home

Add Lynx

Chat

Notifications

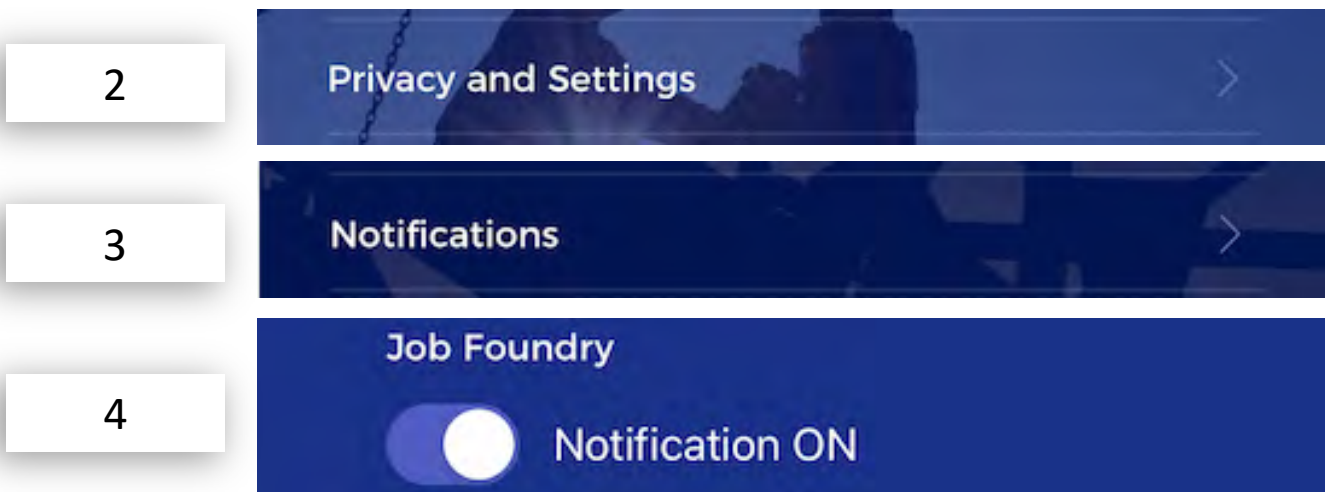
Job Foundry





# 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**





# Search Candidates

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

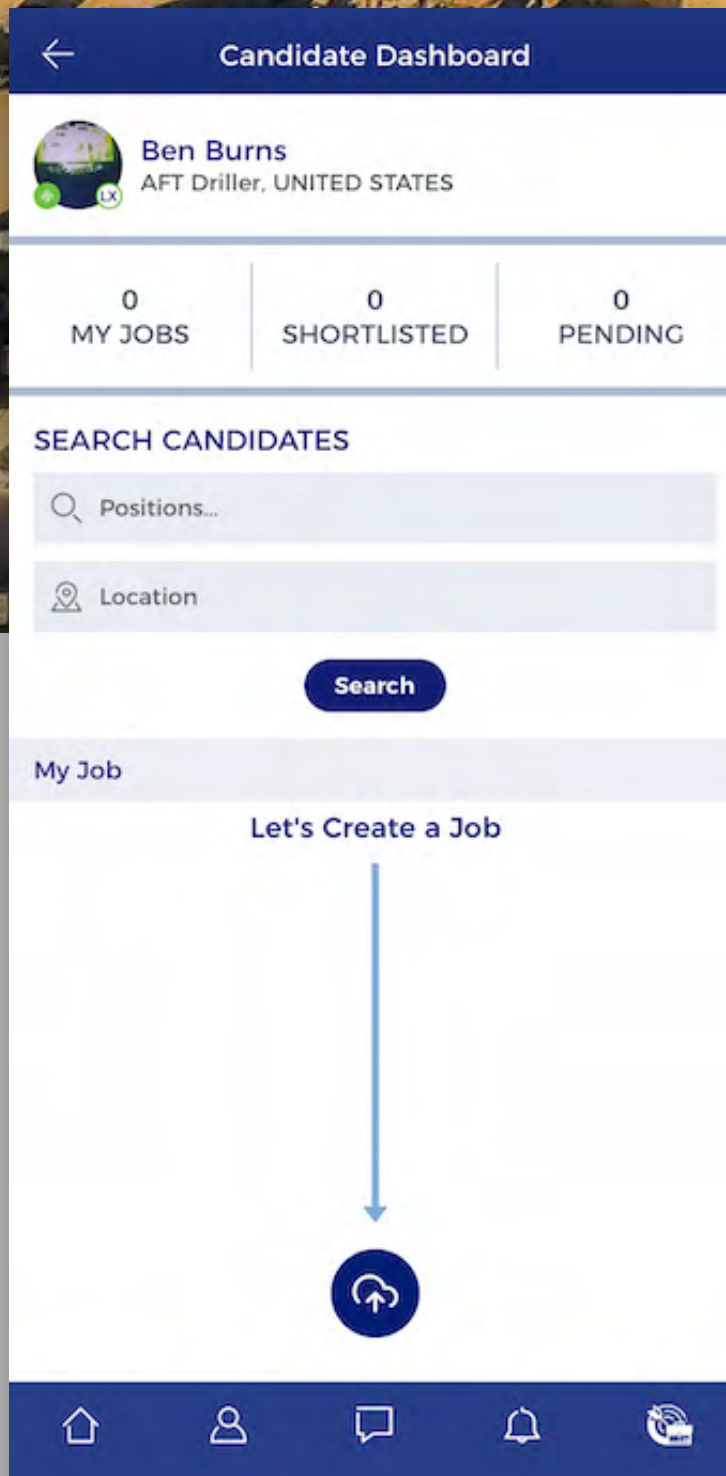


2. Here you can tap either “Search Candidates or Search Jobs”. Tap on “**Search Candidates**” to get started creating your first job.



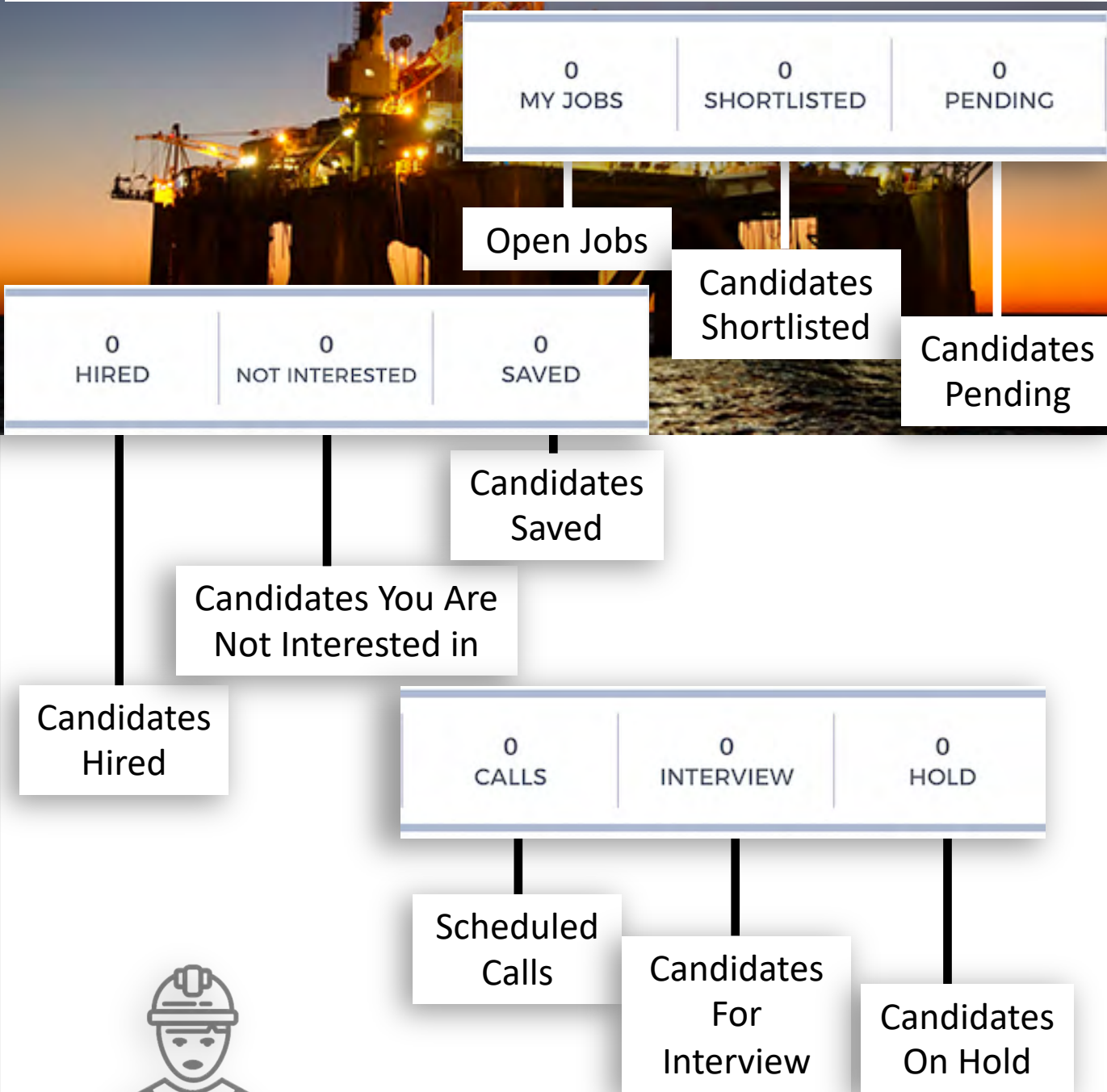
# Candidate Dashboard

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



# Candidate Dashboard

2. We have created a quick scroll right to left across the top of your dashboard that houses a snapshot of all your important information as you move candidates through the process. You can tap on any of these and be taken to a list view for that section.





# Candidate Dashboard

3. The list view of the “My Jobs” and “Pending” selections of the scroll are below. The quick view scroll is mainly used for quick access to numbers needed for headcount and project updates.

0 MY JOBS	0 SHORTLISTED	0 PENDING
--------------	------------------	--------------

Job Listing

0  
ALL JOBS

0  
OPEN

0  
PAUSED

It seems that you haven't posted any jobs yet

PENDING

0  
ALL

0  
PENDING

0  
CALLS

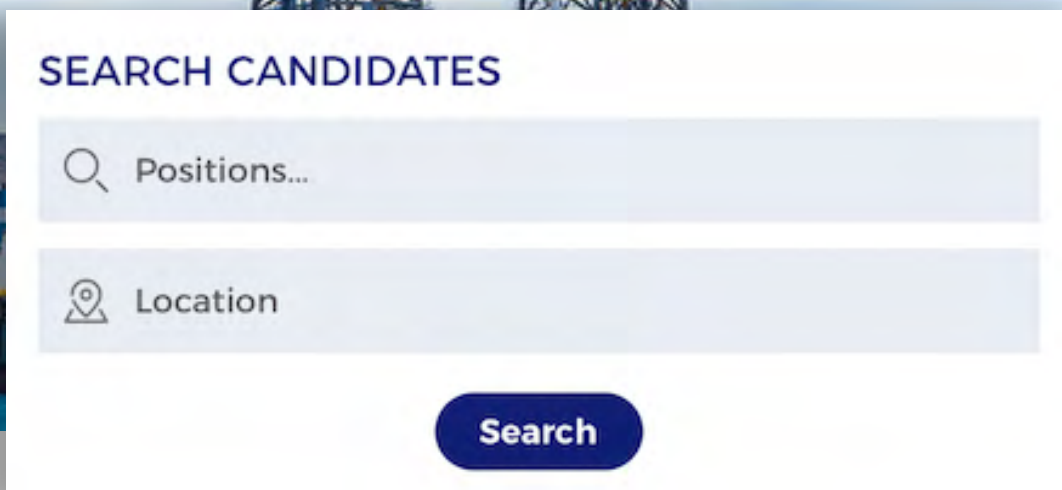
0  
INTERVIEW

Please select candidates to populate the list

4. Notice the filter functionality

# Candidate 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.

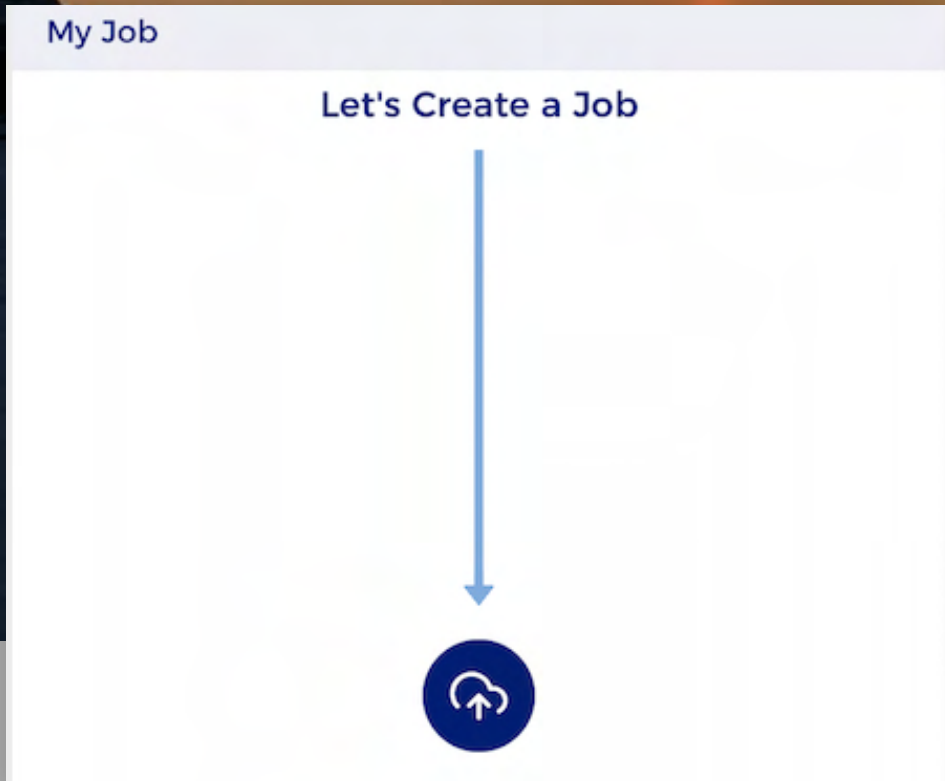


The screenshot shows a white rectangular form titled "SEARCH CANDIDATES" in blue text. It features two input fields: the first is labeled "Positions..." with a magnifying glass icon, and the second is labeled "Location" with a location pin icon. Below these fields is a blue rounded button with the word "Search" in white text. The background of the slide is a photograph of offshore oil rigs at sea.

6. Search tips:
  - ✓ **Both Empty -> Hit Search:** Will display all recruits available on Rig Lynx
  - ✓ **Position Filled, Location Empty -> Hit Search:** Will display all people on the application that are in the selected position that are open to be recruited.
  - ✓ **Location Filled, Position Empty -> Hit Search:** Will display all people, in all positions that are available to be recruited in your selected location

# Candidate Dashboard

7. Finally you have “My Job”, when you create jobs, all open jobs will show up here in a list view.



8. Once you have more than one job created, this will change over to “Jobs”...

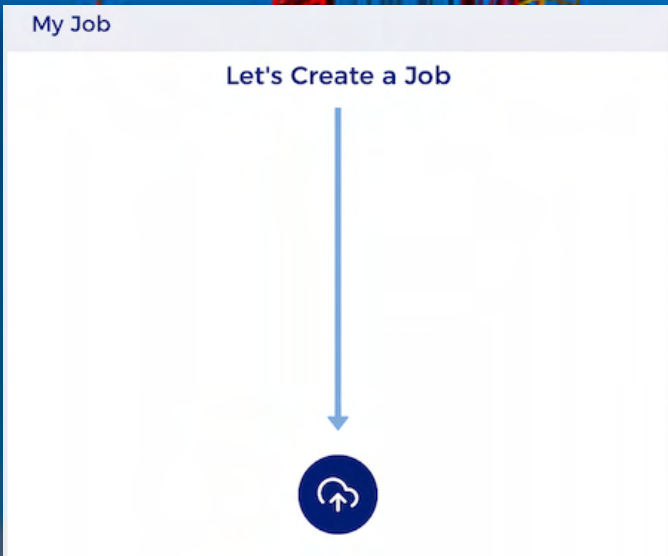
Let's create our first job, shall we?





# Creating a Job

1. Create a job by tapping on this icon:



2. You will then come to the "Create Job" screen, we will go into more detail on the following pages.

A screenshot of the "Create Job" screen in a mobile app. The screen has a dark blue header with a back arrow, the title "Create Job", and a "Post" button. The main content area is white and contains several form fields: "COMPANY NAME" with a placeholder "Enter company name"; "INDUSTRY" with a dropdown menu "Choose Industry"; "JOB NAME" with a placeholder "Add position i.e. Driller, etc..."; "JOB TYPE" with a dropdown menu "Select job type"; "SALARY/ WAGES" with a currency selector "\$", a unit selector "Salary", and a unit selector "Hour"; "CHOOSE EXPERIENCE" with "Min" and "Max" dropdowns; "LOCATION" with a placeholder "Select location"; "EDUCATION LEVEL" with a dropdown menu "Select education level"; and "SHIFT DETAILS" with a placeholder "Enter shift details".

# Creating a Job

**3. Company Name:** If you are recruiting for a company or employed with a company or have your own agency, fill in the name here.

**4. Industry:** Currently there are only two selections, Oil & Petroleum or Software, that is our target markets for now for getting people back to work, we will be adding more in the future.

**5. Job Name:** The name of the position you are looking to recruit for, make sure you spell the job correctly.

**6. Job Type:** Here you want to designate if this is a contract position, full time, internship etc. **Tip:** These are indicated on the job as different colors when displayed



**7. Salary/Wages:** Select from 7 different types of currency as well as the timing for which the rate applies to, hourly, weekly etc.

**8. Choose Experience:** The minimum as well as maximum experience required for the position.

**9. Location:** Designate a location or region at which the candidate will be required to work.

# Creating a Job

**10. Education Level:** There are 4 education levels to choose from, select which one fits the candidate best.

**11. Shift Details:** You can add in details about shift requirement if needed.

**12. Required Skills:** Fill in any additional required skills for the job. Tip is to be short as possible but exact especially in terms of certification needed.

**13. Description:** Add in the description of the job, same as required skills, be short as possible but exact. Note: As you are only required to fill this in once, you can copy and paste to any other job that you need to create later.

**14.** Once you have filled in all the required steps 3 – 14, navigate to the upper right-hand corner of the screen and tap **post**.



You have now created your very first job and you will be returned to the "Candidate Dashboard". Here you will see that your job has shown up under the "My Job" section of your dashboard.

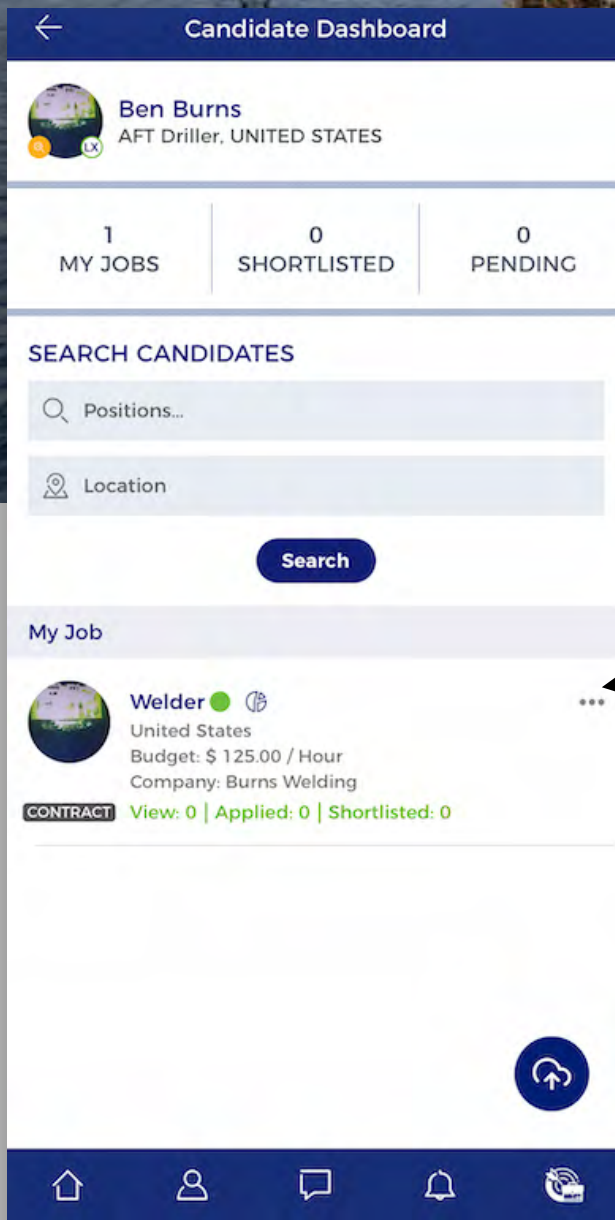




# Changing Job Status

1. As you move candidates through the process and fill jobs you can change the status of the job.

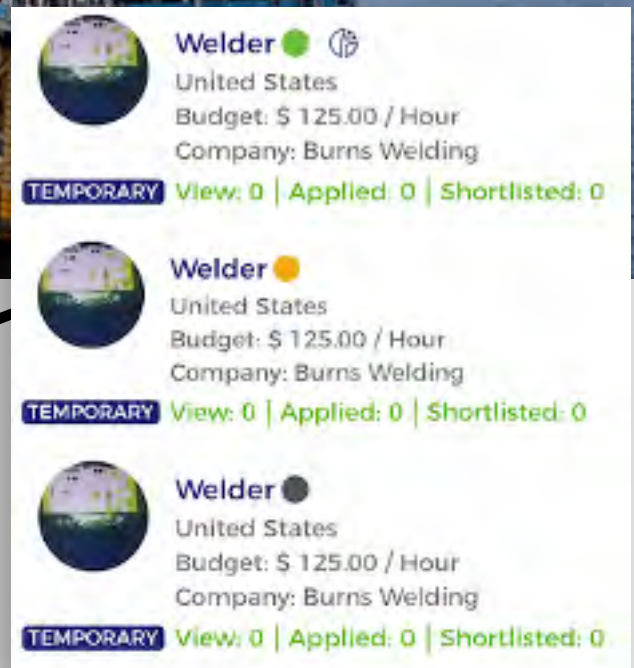
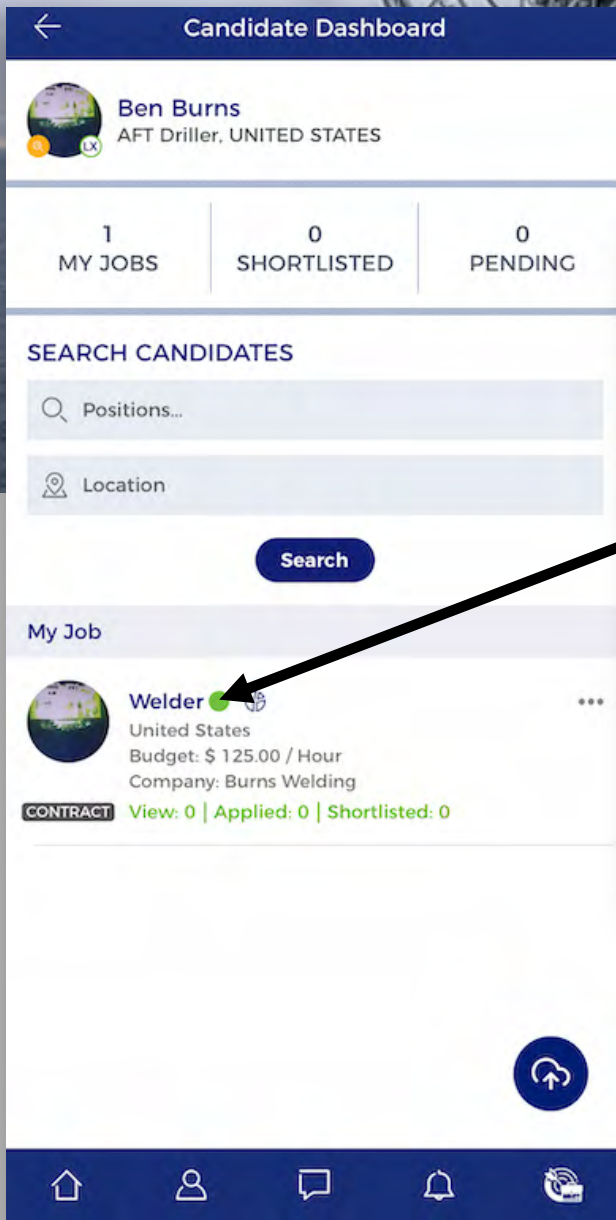
2. By tapping on the **three dots** in the upper right-hand corner of the job while displayed under the “My Job” section it will have the following options:



- ⏸ Pause Job
- ✕ Close Job
- 🗑 Delete Job

# Changing Job Status

3. Next to your job you will see a traffic light indicator, **green** will show for "Open", **yellow** will show for "Paused" and **black** will show for "Closed".



# Job Snapshot View

1. In your candidate dashboard under “My Job”, your list of jobs are shown as discussed prior, but under each job you have a snapshot view:



The image shows a job snapshot for a 'Welder' position. It includes a circular profile picture of a welder, the job title 'Welder' with a green dot and a pie chart icon, the location 'United States', the budget '\$ 125.00 / Hour', and the company 'Burns Welding'. Below this, there is a blue 'TEMPORARY' tag and a status bar showing 'View: 0 | Applied: 0 | Shortlisted: 0'. Lines connect these elements to explanatory text boxes below.

Job Type

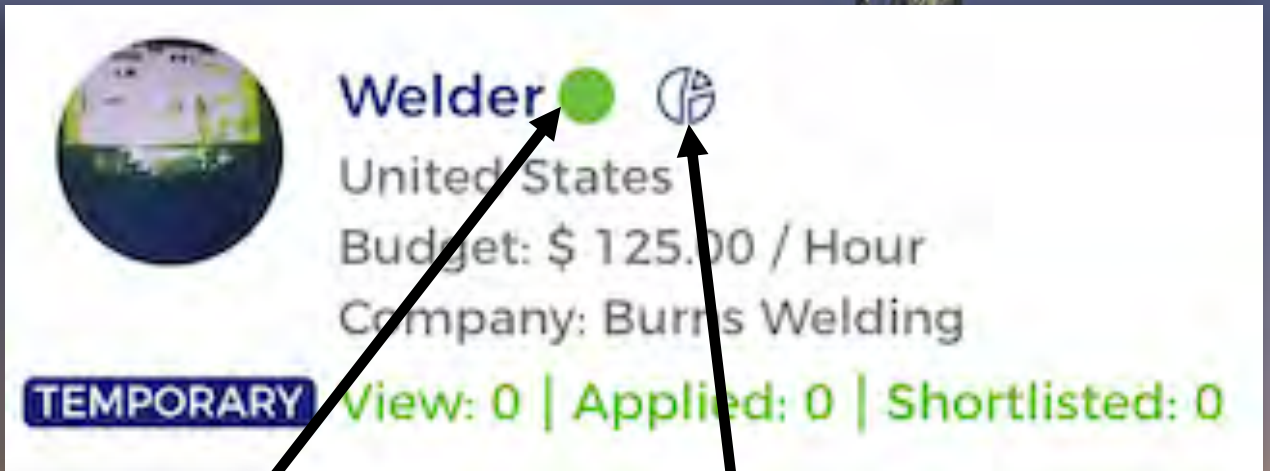
How many times  
your job has been  
viewed

How many  
candidates have  
applied

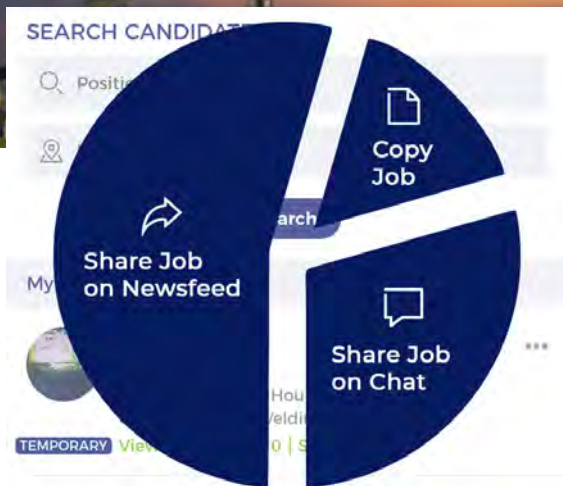
How many  
candidates you  
have shortlisted



# Job Snapshot View



Job Status



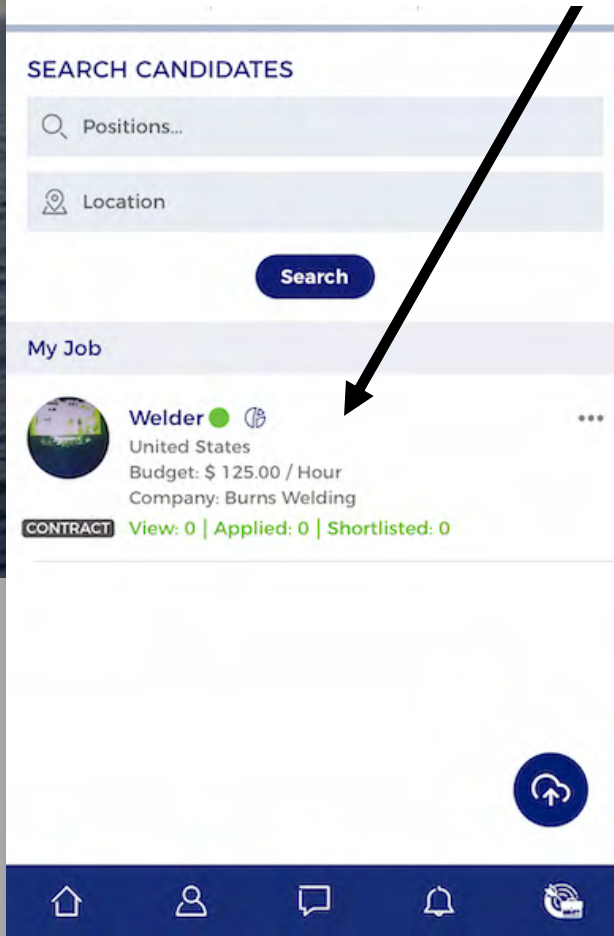
This is the Rig Lynx “Slice™” icon, our way of sharing the job. If the job is in the “Open” status you can tap on this and the menu to the left will appear

**Tip:** Once you open the slice menu, you can tap on the “**Copy Job**” option and it will generate a URL that is automatically copied to your clipboard, then you can swap over to your other social networks, paste it, post it and drive traffic to your job post here.

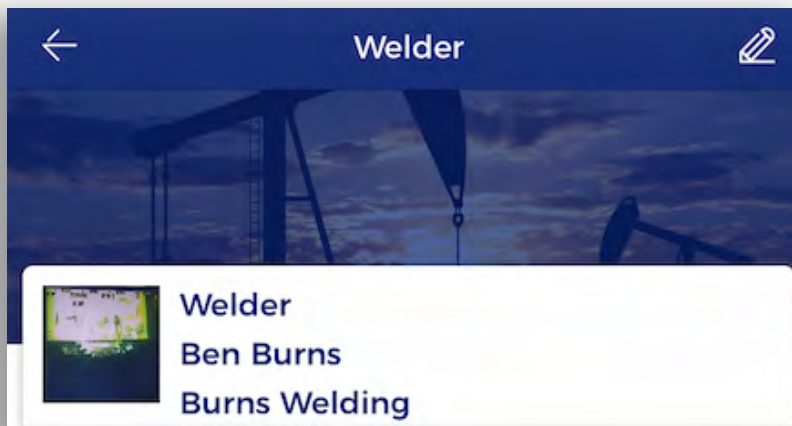


# Editing a Job

1. If you need to make a correction to a job you have created, just tap on the job in your “My Job” section of the dashboard and it will open into larger view.



2. In the job full view screen, tap on the “pencil” in the upper right-hand corner of the screen, this will allow you to make changes to your job. Once you have finished with your changes tap “update” in the upper right-hand corner.



# Candidate Profile Screen

Quick overview of the candidate profile screen:

Job Position: Rig Manager


Houston, Texas, UNITED STATES

504 POSTS


★★★★☆


2.3K


LYNXS


 View Resume

9 Views


 Contact Info

Email address: Verified 

Phone No. : Verified 

 About


Rig Manager

 Work Experience

Rig Manager

Oil & Petroleum


2012 - Present

 Education

HSC

Many High School

1994


 Skills


New Technology


Project Management


Time Management


Drilling







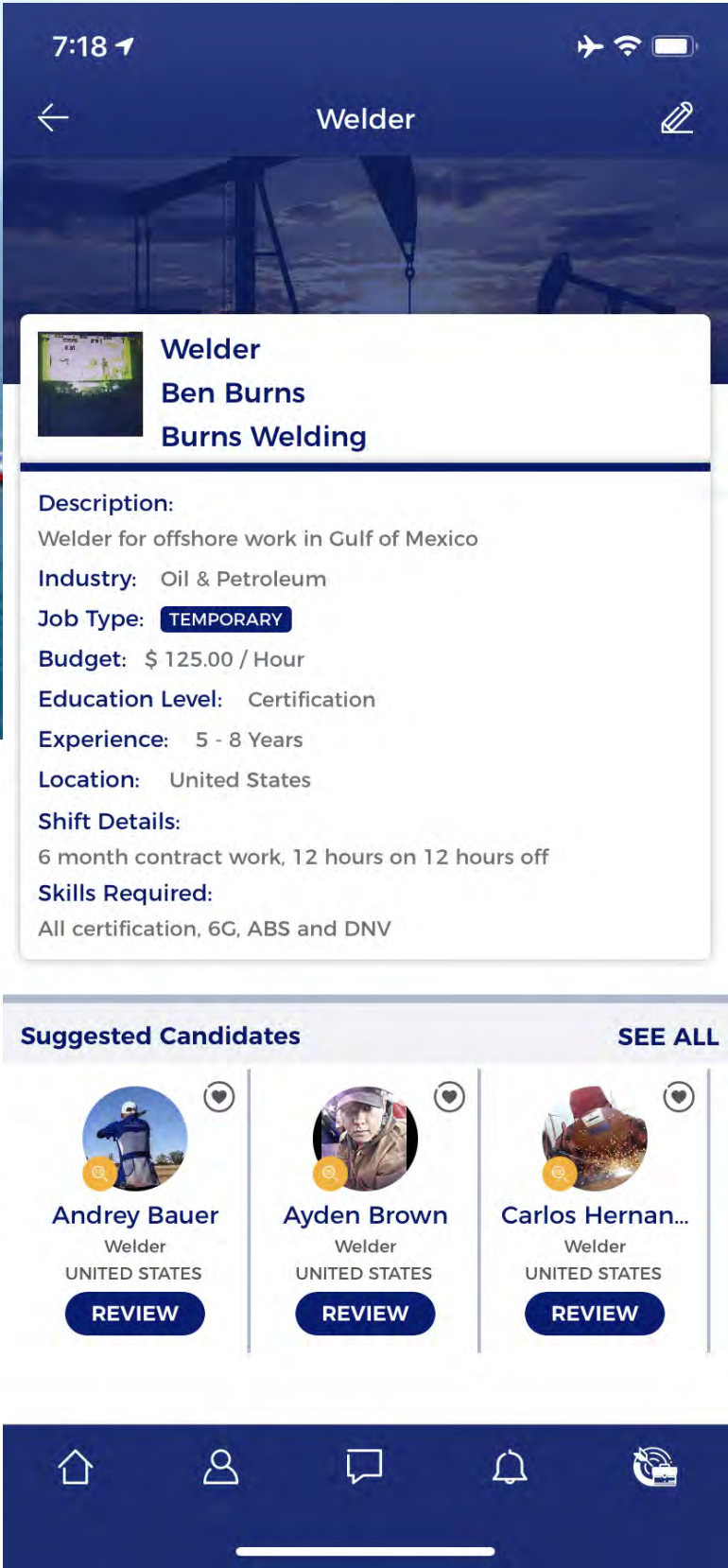




- 1. Total Posts and Lynx-** This is how active they are on the platform as well as how many connections they have on Rig Lynx.
- 2. View Resume and Total Views-** You can review a Candidates resume as well as tell how many people have viewed their resume.
- 3. Contact Info:** Notice email address and phone number have a verification process.
- 4. About:** General information about the candidate
- 5. Work Experience:** Work history will be listed here
- 6. Education:** Formal education
- 7. Education:** They can add as many skills as they like.



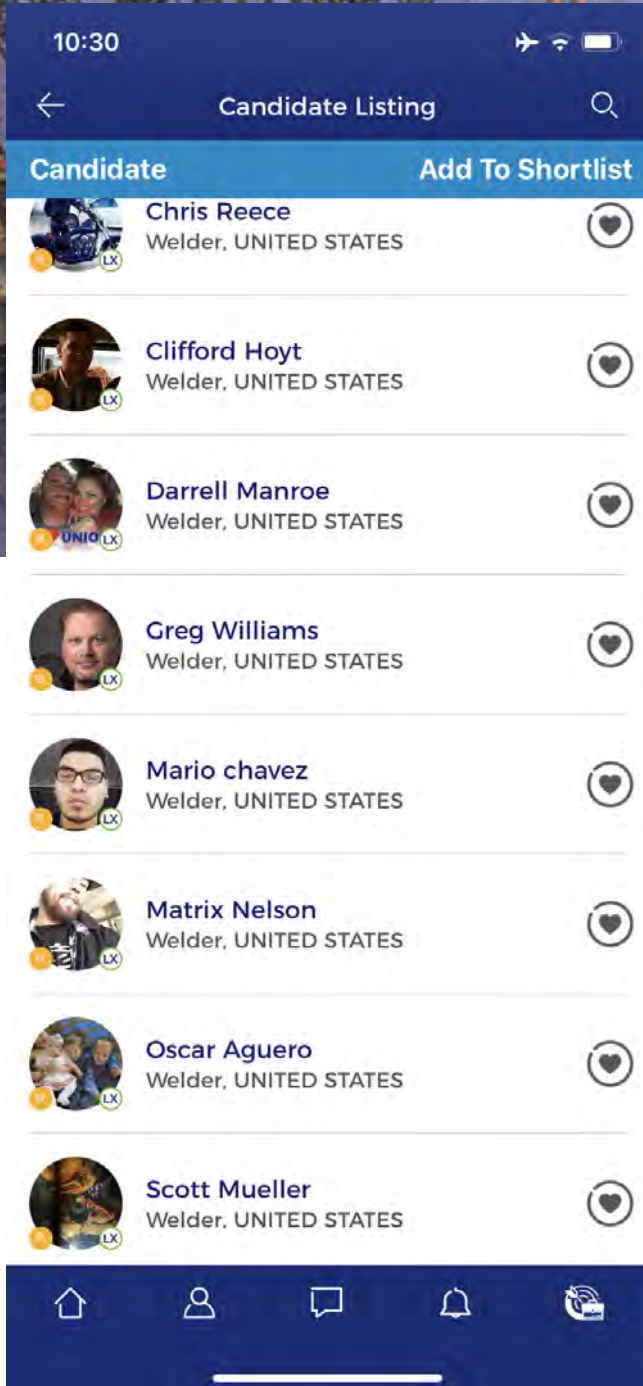
# Suggested Candidates



1. In your job full view screen you will see at the bottom “Suggested Candidates”, these are candidates that are shown by position, recruiting status and region.

# Working with Candidates

1. You have created your job and are ready to find some candidates. Put the position and location into your dashboard and tap “**search**”.



2. You will be given this list of people available for recruiting.

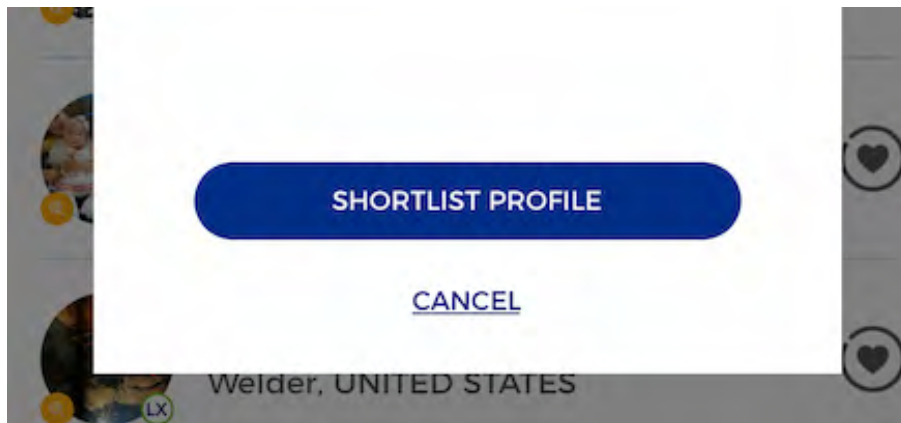
3. How to shortlist: To the right of each candidate is a **heart with a partial circle** around it, tapping this will shortlist the candidate.

# Working with Candidates

4. The screen "Select Position" will popup and you will need to **check the radio button** next to the job/position to shortlist them against.



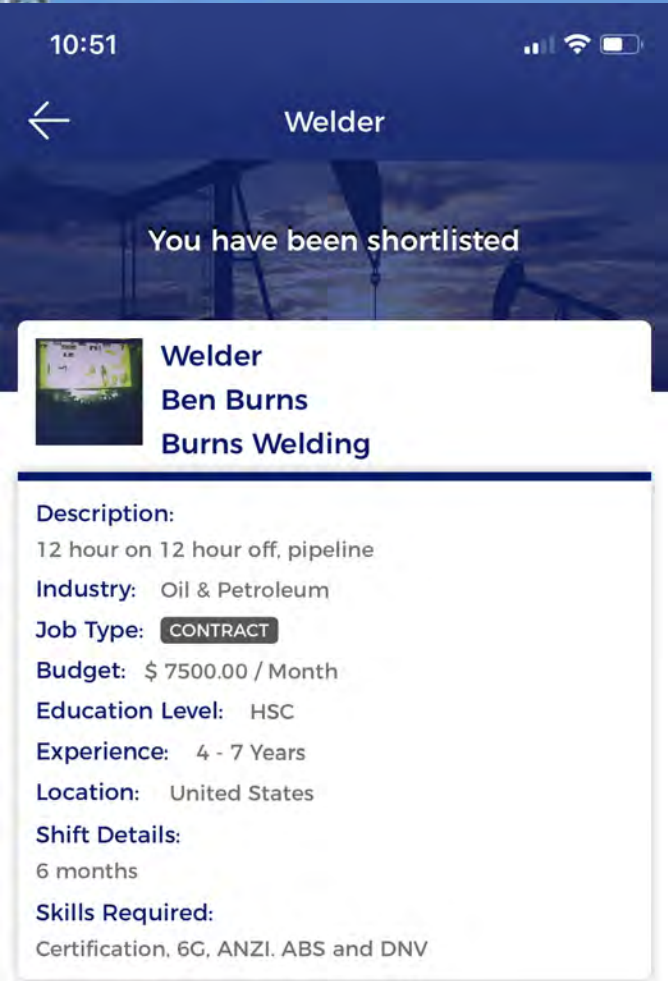
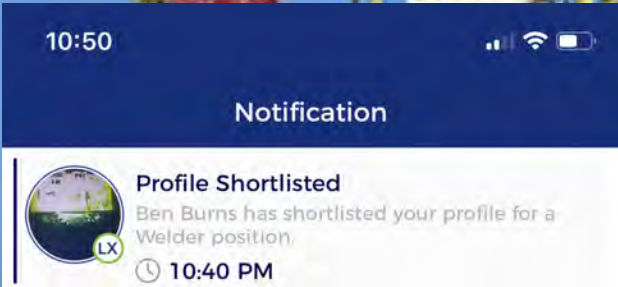
5. Tap "**Shortlist Profile**" and the bottom of the screen. You will get a popup acknowledging the candidate has been shortlisted.



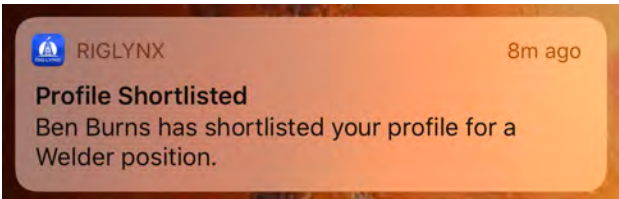


# Working with Candidates

6. Candidate will be sent a notification in app that they have been shortlisted with all the details for the position.



7. Depending on candidate device settings, they will receive a banner notification as well.



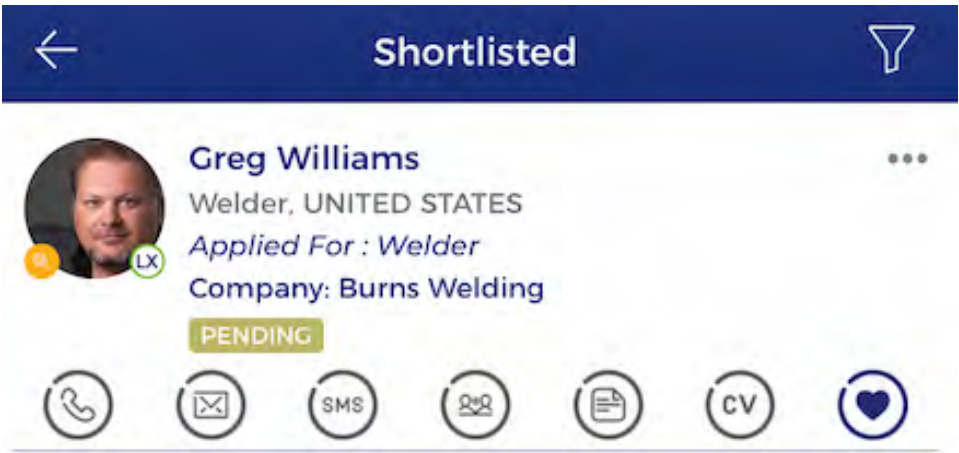
# Working with Candidates

8. Now that you have a candidate shortlisted, we will walk you through the "Call Sheet" process.



9. You will want to navigate back to your "Candidate Dashboard" and tap "**Shortlisted**" on your quick scroll at the top.

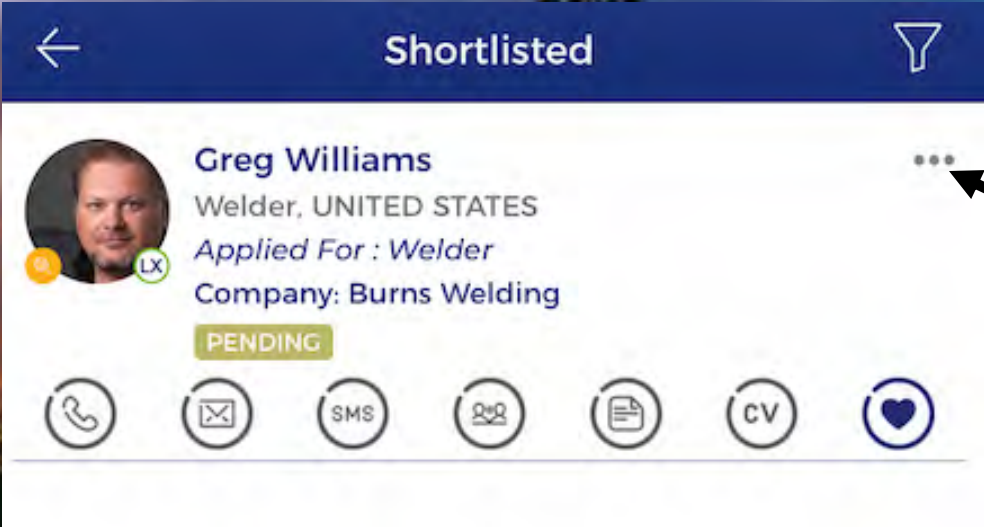
10. You are now in the "Shortlist" list view for your job, if you selected one or more candidates, they would show up here.



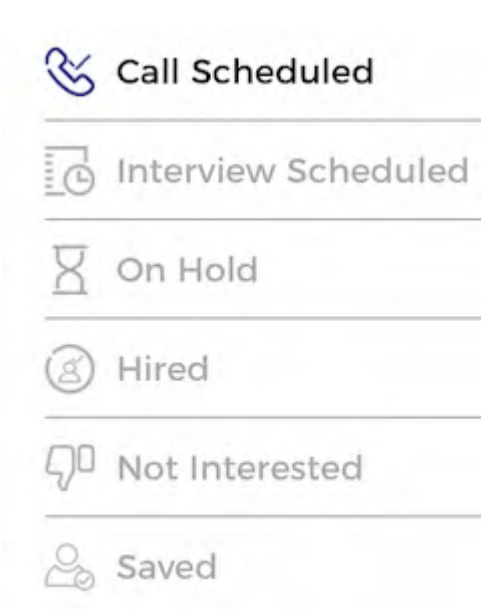
11. We will now bring you up to speed on each of the options in our "Call Sheet" process.

# Working with Candidates

12. Below is our “Call Sheet” process:



13. Tap the **three dots** in the upper right-hand corner of the selected candidate. A list will open at the bottom of the screen and you will see the below information:



14. This process is transparent, each time you move them through the process they will get a notification in app for everything except “Not Interested”.

15. Each time you move them through the process they also populate in your quick scroll for easy reference.

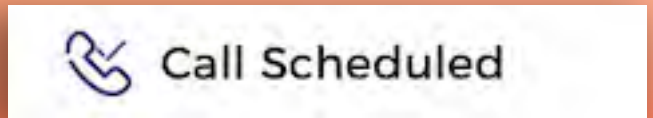
16. Currently your new candidate will be in the **pending** status, each time you move through this list their status in the shortlist view will change.



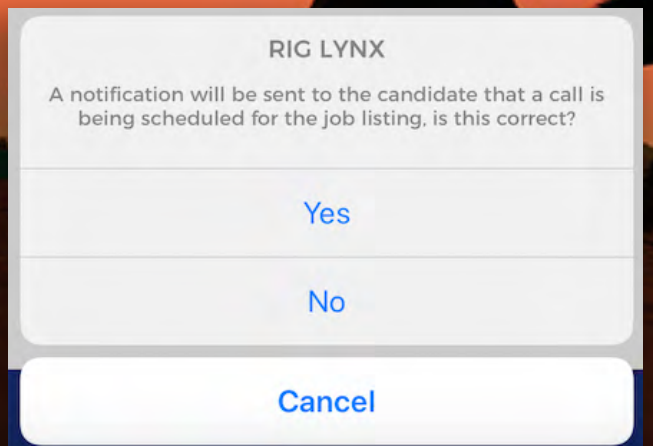
# Working with Candidates

17. Start the “Call Sheet” process:

18. Tap “**Call Scheduled**” if you have planned a call with the candidate.



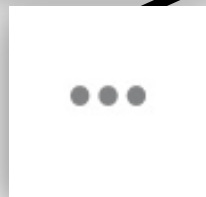
19. You will get a popup letting you know a notification will be sent to the candidate, tap **yes** to continue.



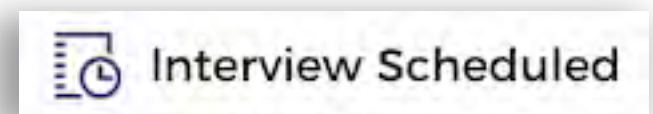
20. Candidate status will now change to **call**



21. Once you have chatted with the candidate and are ready to move forward, tap the **three dots** in the corner.

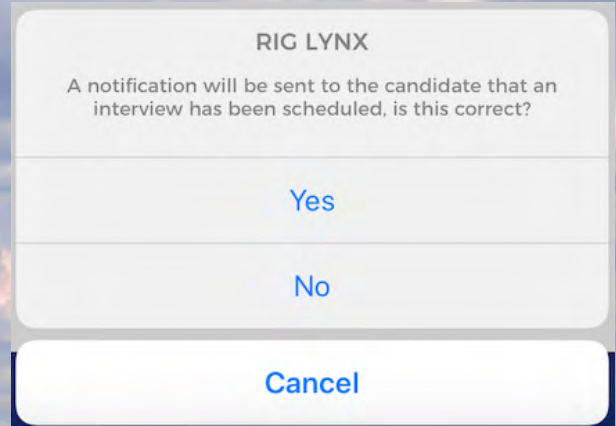


22. Tap “**Interview Scheduled**” if you are ready to hold the interview.

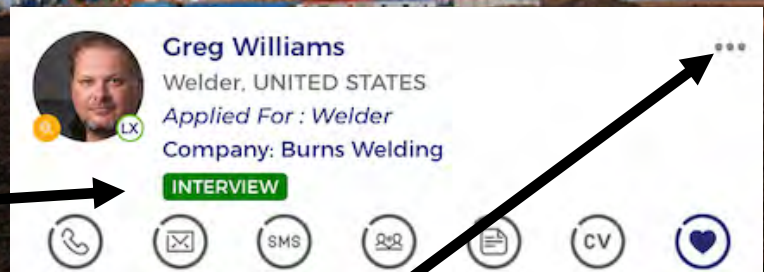


# Working with Candidates

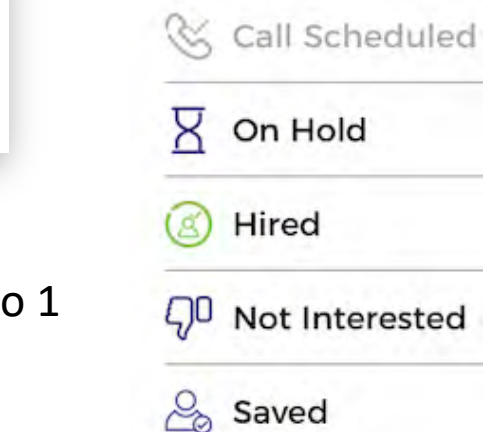
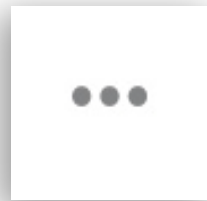
23. You will get a popup letting you know a notification will be sent to the candidate, tap **yes** to continue.



24. Candidate status will now change to **interview**



25. Once you have interviewed the candidate and are ready to move forward, tap the **three dots** in the corner.



26. You will now decide to move them to 1 of the 4 remaining categories depending on how your interview went.

27. **Tip:** You can use the candidate options that are at the bottom of each candidate screen to work through each of the processes before advancing a candidate from one status to the next, we will go over these next.

# Working with Candidates

28. While you are processing your candidates through each status it is helpful to use the options provided to you at the bottom of each candidate quick view screen.

The screenshot shows a mobile app interface for a candidate named Greg Williams. The header is dark blue with a back arrow on the left and a filter icon on the right. The candidate's profile includes a circular photo with a yellow 'OR' badge and a green 'LX' badge. Text below the photo reads: 'Greg Williams', 'Welder, UNITED STATES', 'Applied For : Welder', and 'Company: Burns Welding'. A yellow 'PENDING' badge is below the company name. At the bottom, there is a row of seven circular icons: a telephone, an envelope, 'SMS', a speech bubble with two people, a document, 'CV', and a heart. Below each icon is a white callout box with an arrow pointing to the icon. The callouts are: 'Call Candidate' (under telephone), 'Email Candidate' (under envelope), 'Send SMS "Coming Soon"' (under SMS), 'Chat with Candidate' (under speech bubble), 'Candidate Notes' (under document), 'Review Candidate CV' (under CV), and 'Remove Shortlist' (under heart).

Shortlisted

Greg Williams  
Welder, UNITED STATES  
Applied For : Welder  
Company: Burns Welding  
PENDING

Call Candidate

Email Candidate

Send SMS "Coming Soon"

Chat with Candidate

Candidate Notes

Review Candidate CV

Remove Shortlist

29. **Important Note:** If you deselect a candidate from the shortlist you cannot add them back for 24 hours. You will get a popup to confirm this before removing them.



# Sharing Jobs

## Sharing Your Jobs to Other Networks

- In the Slice option, there is a **"Copy Job"** selection, once you tap on this, the URL is automatically saved to your clipboard. You can now move to other social networks and paste them into the newsfeed of Facebook or LinkedIn for example. It will give a thumbnail of the job, you need to make sure you add a description of what the job is in your post as Rig Lynx won't add this for you, then post it.



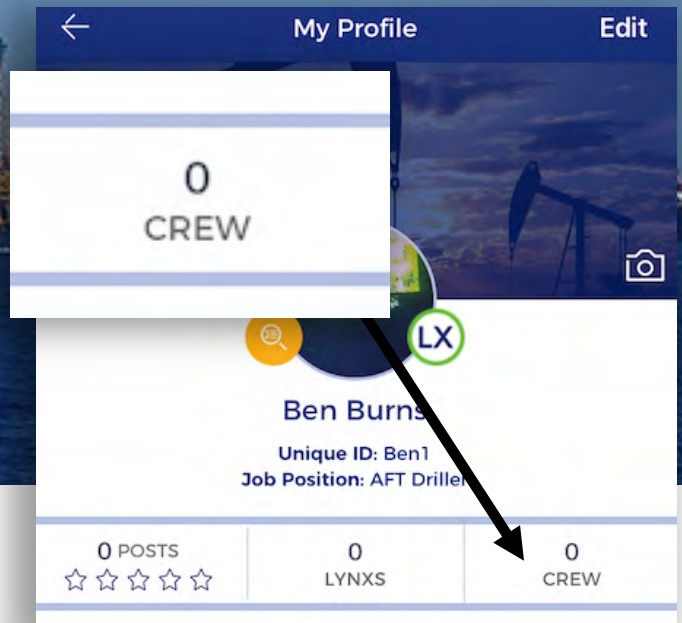
- One of the great features here is if a candidate already has Rig Lynx installed on their device and comes across this post on any other social network and taps on it, it will take them to Rig Lynx in app, it will either show them their current status or let them apply for the job. So, no more forgetting if you have applied for that position and no more old job posts just sitting on the newsfeeds for months and months. Now they have the answer they are looking for or job they want to apply for right there in their hands with a few touches on the screen.

# Crew Creator

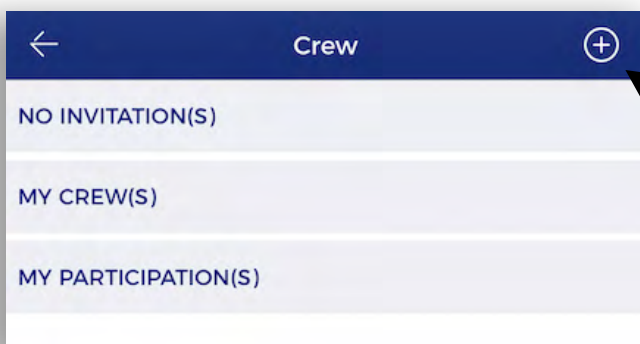
## Crew Creator and How a Recruiter Can Use it:

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**"



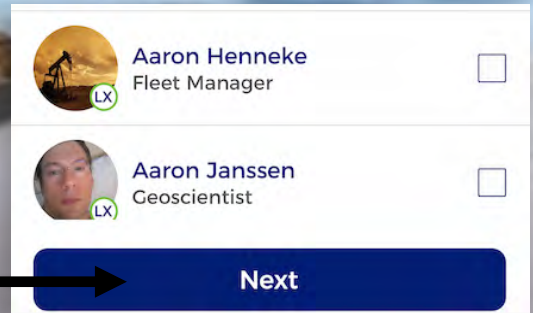
4. You will see the Crew menu, here you can create a crew and add new team members. **Note:** You will need to make sure that you have a Lynx connection with them to see them in the list when you tap the "+" on the upper right-hand corner.



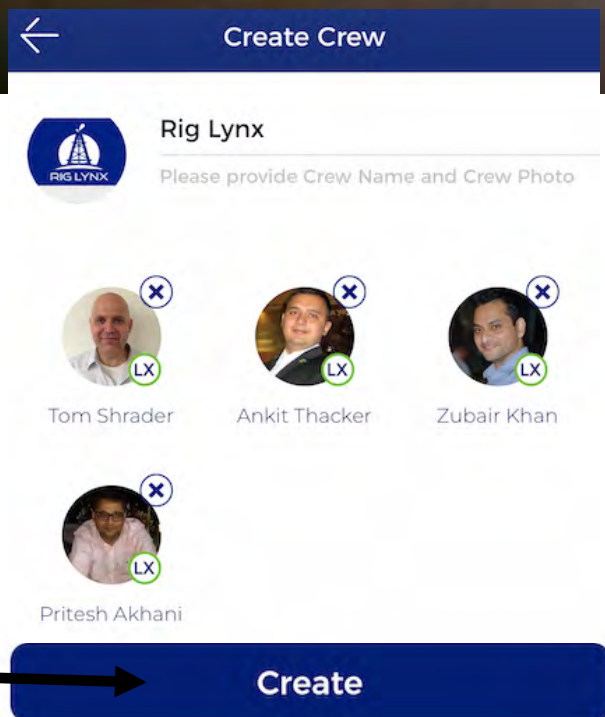
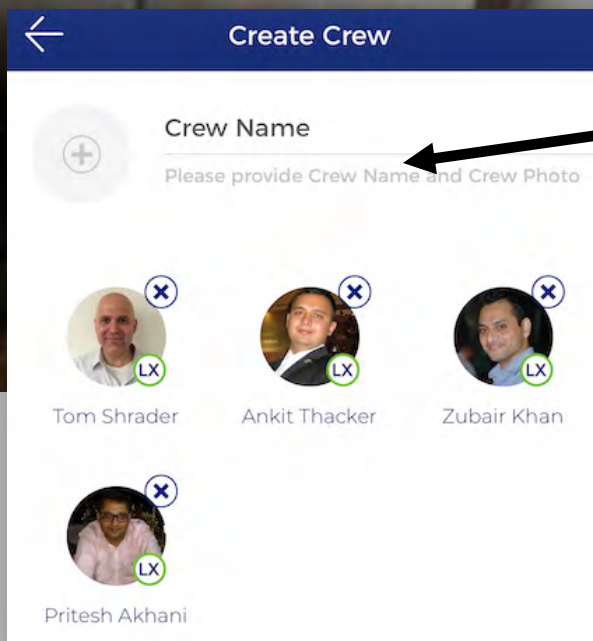
# Crew Creator

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.

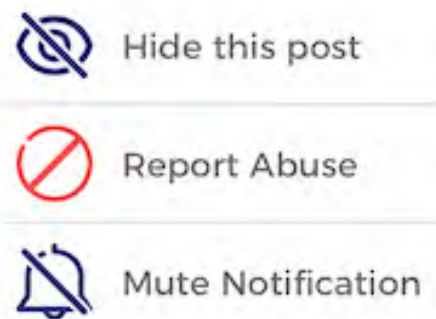
- **Note:** Make sure to go into your Setting->Privacy and Settings->Notifications->Crew Requests-On to receive invites



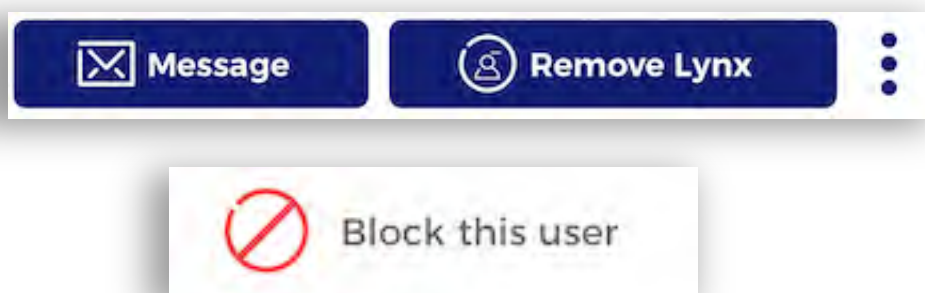
# Block and Abuse

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.

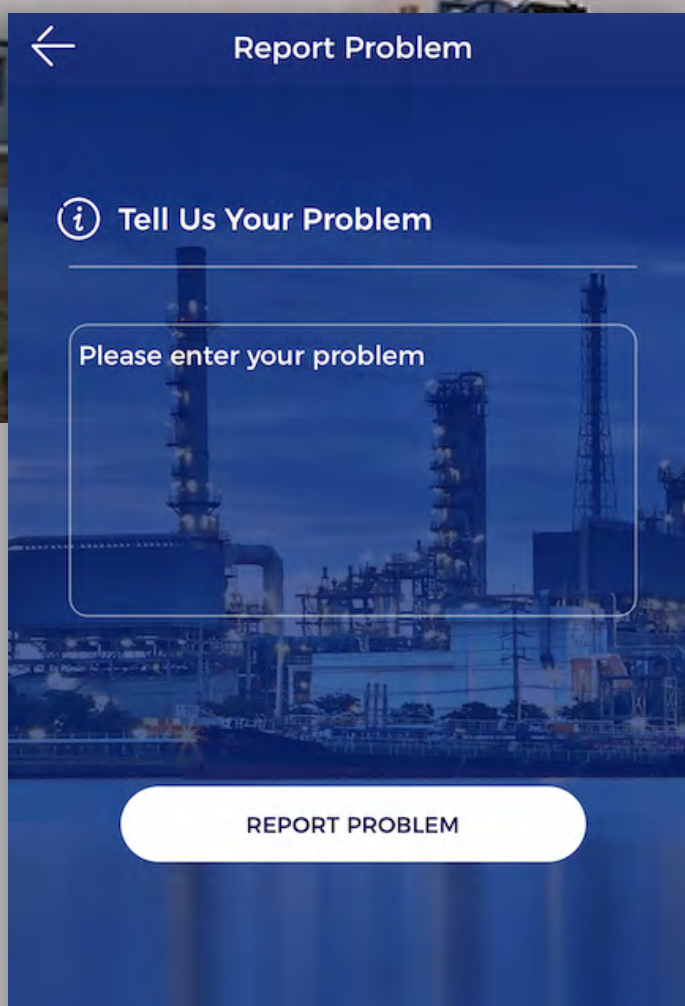


# Reporting a Problem

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

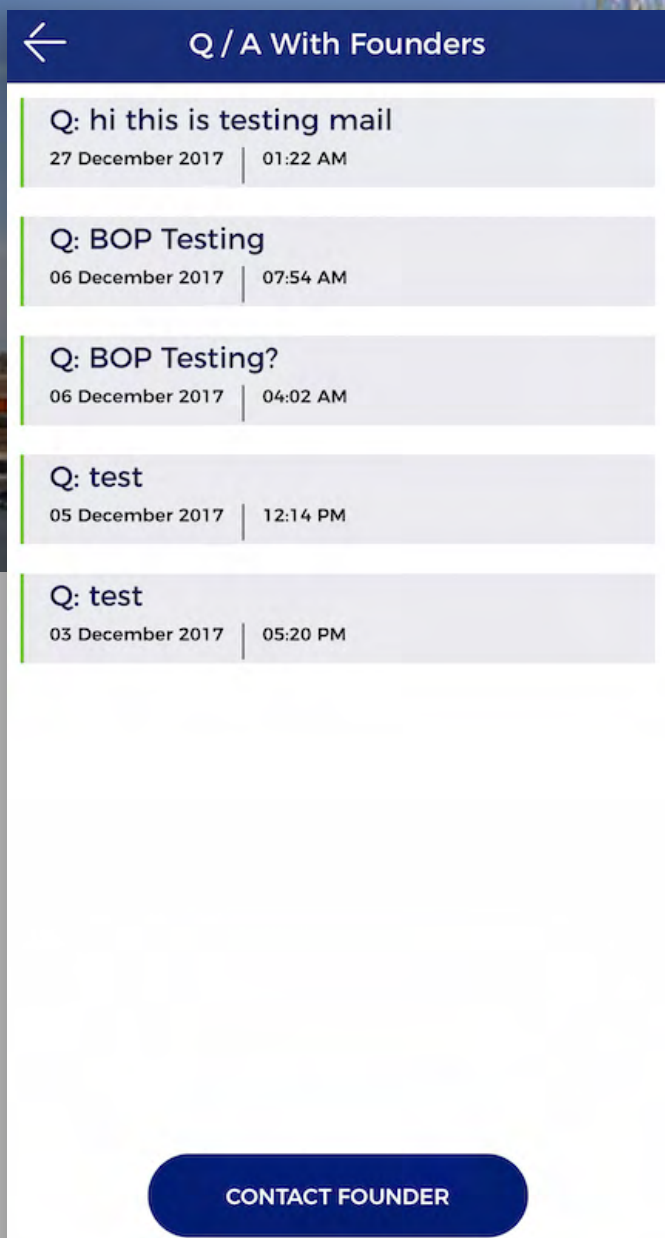
2. Fill in all the required information and tap **“Report a Problem”**

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

A screenshot of a mobile application interface for reporting a problem. The background is a blue-tinted image of an industrial facility with tall chimneys. At the top, there is a dark blue header with a white back arrow on the left and the text 'Report Problem' in white. Below the header, there is a section titled 'Tell Us Your Problem' with an information icon (i) to its left. Underneath this title is a large, rounded rectangular text input field with the placeholder text 'Please enter your problem'. At the bottom of the screen, there is a white button with the text 'REPORT PROBLEM' in dark blue capital letters.

# 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 😊

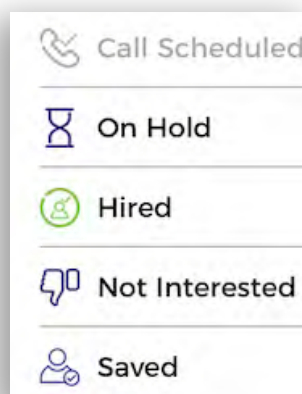




# Additional Features

**In App Notifications** will be sent to Candidates for the following selections:

- When Candidate is Shortlisted
- When someone applies to your job, you will get a notification
- When Candidate Status Changes to Each of the Following
  - Call Scheduled
  - Interview Scheduled
  - On Hold
  - Hired
  - Saved



**Lynx Mails** are in app messages sent to Candidate via Chat, you do not have to be lynx-ed or connected to send a Candidate these)



- Auto-populated lynx-mail options
  - Interested
  - Additional Information
  - Congrats
  - Type Your Own



# Additional Features


## Candidate Chat

- When are using the “auto-populated” or “type your own” options as described, you will notice if you tap on the chat feature that you are not given the ability to send another message. Once the Candidate replies then you will be given the ability to respond via the chat feature in the Candidate quick view screen. Alternatively, you can always send the Candidate another “Type Your Own” message in the email option if you need to follow up.
- Depending on device settings, if the user has not read the message in 15 mins, they will be sent an email to the registered email address on file.




## Verified Information


- We know that when you are working with candidates that having contact information is important, we have implemented a verification process to make sure that the email address and telephone that is on file is current and correct. You will not have access to this information through the Job Foundry, but you will be able to see if the information has been verified by going into the Candidate profile screen.

 **Contact Info**

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Email address: Verified 

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Phone No. : Verified 



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