



Obsidi Recruit

User Manual

2022

1. How do you create an Obsidi Recruit profile?

- Before you create an Obsidi Recruit profile, you'll need to have already created your own profile on Obsidi.com.
- Login with your member profile, if you are not an Obsidi member, you can create a member profile as follows:
 - i. Go to Obsidi.com
 - ii. Hit the "Become a Member" button
 - iii. Fill in your email address
 - iv. Type in your password, and then you'll be emailed a confirmation code
 - v. Go to your inbox and copy the confirmation code
 - vi. Then hit the "Become a Member" button
 - vii. That's it! You're now a member.

- Once you're an Obsidi member, click on Obsidi Recruit (*include link*)
- Select the subscription
- Add your company details
- If you have been given a purchase code, you will get the chance to fill it in here. If you don't have a purchase code. Please proceed and make the payment to complete your profile.
- Then explore Obsidi Recruit

2. How do you create a post with an Obsidi Recruit company profile?

Obsidi Recruit user admins can post on behalf of their company by using the following steps

- Click create a post
- Select your company profile
- Compose a message and post

3. How do you comment on a post with an Obsidi Recruit company's profile?

- Type in the comment section
- Click send
- Select your company profile

4. How do I repost as an Obsidi Recruit partner?

- Click on the repost icon
- Select the company profile
- Add any additional copy you want in your post to give it a personalized touch.
- Click the post and share your post with Obsidi members

5. How do you search for members with an Obsidi Recruit company profile?

An Obsidi Recruit subscription allows you to search using the name, company, location, race, gender, experience level, years of experience, industry and area of expertise.

The search functionality is the same for members, companies or any other partner. However, partners can utilize the additional search criteria via their subscription.

6. How do you send direct messages with the use of your Obsidi Recruit company profile?

As a user admin on your company profile, you can message people you aren't already connected with. Only the first message sent would count against your subscription, and the rest would be free. However, if an admin deletes an active conversation thread with a user and initiates a new conversation with the same member, this would count against the subscription allotment.

The process for sending direct messages is the same for partners and members. Simply find the member you want to message, type your message and send it. If admins are connected to the member prior to sending the message, your company subscription allotment will not be affected.

7. How to view the subscription balance/usage summary?

You can find your company usage summary if you have admin permissions. Simply scroll down on the content feed page to see your usage summary.

8. How to add admins to your company account?

- Access your company's page
- Scroll to manage users
- Click view user group (if the user group you want to add an admin to is already there, then continue to step e.)
- Click create user group and add the user group's name, **add permissions**, then click add.
- Next, click on the three dots under action for a specific user group, then select add admins, type the admin's email and click add.
- The admin would receive an email notifying they've been assigned admins rights on an Obsidi Recruit company page.

Note: Only admins with permission to add other admins are able to see this functionality.

The permissions available with Obsidi Recruit are the following:

- Chat permissions
- Search permissions
- Create post permissions
- Page update permissions
- Jobs permissions

Note: A user without a member account on Obsidi.com cannot be added as an admin of an Obsidi Recruit company page. For example, if an attempt is made to add a user who is not an active member of Obsidi.com, an error will be displayed, 'no user exists'. Obsidi validates if the email exists on the platform. Likewise, please note that all Obsidi Recruit admins assigned will receive an email and an in-app notification once added.

9. How can I view all admins on my company page?

Access the company page and click view admins. You will be able to see admin names, email addresses, and the number of user groups an admin is added to.

Note: Only a super admin can access this functionality.

10. How can I view admins in a specific user group?

To view admins in a specific user group, access the user group page, then click on the three dots under the action, and select view admins. You would be able to see the admin name, email, date assigned, who assigned the admins and the delete option.

Note: Only a super admin can see this functionality.

11. How can I delete an admin from a user group?

Access the user group page, click the three dots under action, then click view admins. You will see a trash can icon, select the trash can for the specific admin you want to delete.

Also, only a super admin can delete another super admin. If there is only one super admin that needs to be deleted, that super admin must assign another super admin. If there is no other super admin added, the super admin would need to close the account.

Note: Only a super admin can access this functionality.

12. How to view permissions for a specific user group?

Access the user group page, click the three dots under action, then click view permissions.

Note: Only a super admin can access this functionality.

13. How to edit permissions for a specific user group?

Access the user group page, click the three dots under action, then click edit user group. You can edit the permissions and name, then, click update.

Note: Only a super admin can access this functionality.

14. How can I disable a user group?

Access the user group page, click the three dots under action, then click disable user group, and confirm.

Note: Only a super admin can access this functionality.

15. How to delete a user group?

Access the user group page, click the three dots under action, then click delete user group, and confirm.

Note: Only a super admin can access this functionality.

16. How to post jobs as an admin?

To post jobs, you need an Obsidi Recruit subscription with jobs, and you have been given admin permissions to post jobs.

Use the following steps:

- Access create job from content feed or your company page
- Add Job details (title, description, skillset, type, workplace, location, salary)
- Then post job

Note: you can only update a job title within 24 hours of posting a job.

17. How to view all my company's jobs as an admin?

From content feed or your company page, click view job page, you will be able to filter by active jobs, closed jobs and expired jobs.

- Active jobs: jobs that are live on Obsidi, all members on Obsidi can view an active job
- Closed jobs: jobs closed by admin.
- Expired jobs: jobs that expired automatically after 30 days

18. How to view applicants that applied to my company jobs?

From the Job page access the specific job, click on the three dots, and click view applicants. You will be able to view an applicant's profile, email, phone number, message an applicant, and download their resume.

19. How to close a job posting?

You can only close an active job. To do so, use the following steps:

- Access the job page
- Click on a specific job
- Click the three dots for the specific job
- Then click close, and click ok to confirm

20. How to repost a closed or expired job posting?

- Access the job page
- Select closed or expired jobs
- Click on a specific job
- Click the three dots for the specific job
- Click repost
- Review the job details then repost (**Note:** this step works for both closed jobs and expired jobs)

Note: Reposted jobs count against your subscription.

21. How to delete a job posting?

- Access the job page
- Select closed/expired/active jobs
- Then click on a specific job
- Click the three dots for the specific job
- Click delete, and confirm

Note: You can delete a closed, expired and active job.

22. How to edit an active job?

- Access the job page
- Select active jobs
- Then click on a specific job
- Click the three dots for the specific job
- Click edit, update/ review job details
- Click save

23. How to share my company profile to gain followers?

On content feed, scroll to invite peeps or from the drop-down menu, click invite peeps, and copy the link for followers, simply share with your network

24. How to view my company's followers?

On your company page, click followers, you would see all your followers