



Recruiting and The Gravity App

The Gravity App is an employee referral tool. Sharing jobs on social media, vouching for people you know, and getting recognition has never been easier!

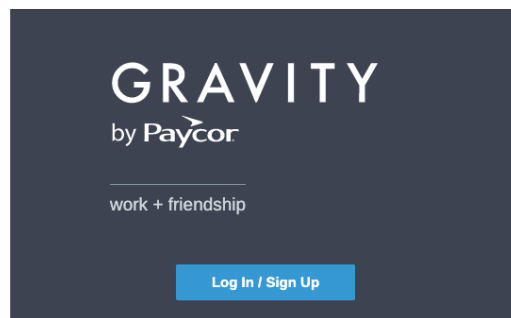
How Does it Work?

Gravity displays your organization's job openings so you can quickly share with your social and professional networks! When you share jobs and people use your apply links, you earn points. Recruiting may even ask you to vouch for the applicant and your comments are then shared with the hiring team.

Gravity is optimized for mobile devices and available on any platform! Use it on your phone or on your computer.

Getting Started

1. Go to www.thegravityapp.com
2. Choose a social network. You will not be limited to sharing on this network—it will simply be your identifying login.
3. Verify your work email address. This links your account to your organization. Follow the instructions in the confirmation email to complete sign-up.
4. If you do not have a work email address, ask your HR team to send an invitation!



Main Dashboard

After logging in, the main dashboard allows you to access all Gravity functions.

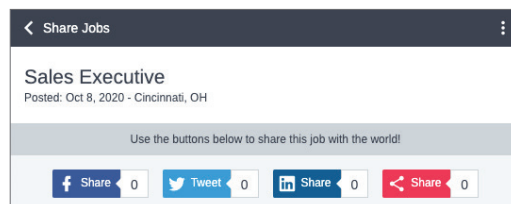
- Share Jobs
- My Stats
- Monthly Leaders

If your company has multiple accounts, a menu at the top allows you to switch any time.



Sharing Jobs

Then click on the buttons to share! Send the job to **Facebook**, **Twitter**, **LinkedIn**, or simply send an **Email**.



Statistics and Leader Boards

You will earn points for sharing jobs and getting applicants! Review your achievements through **My Stats**.

Find out if you are on the top of the leader board through the **Monthly Leader Board Button**.

Leader Board		
Current and previous leaders.		
This Month's Leaders		
1	Rana Edgington	163 pts
2	sapna parayil	116 pts
3	april reese	107 pts
4	Melanie Kern	90 pts
5	Jeremy Sachs	85 pts

Personal Settings

Access your Personal Settings via the menu button at the top-right of Gravity. Here you can change account info, email notifications, or even delete your account entirely.

My Settings
Change your account settings.

Email Notification

Choose how often you would like to receive email notification of new job openings your company has available for you to share.

Never

Weekly

Daily

Immediately

Vouch for Your People

The HR team may ask you to vouch or provide references for applicants that apply through your link! In these cases, your comments will go directly to the appropriate hiring team.



That's All Folks!

Here at Recruiting, we pride ourselves on the satisfaction of our customers. If you ever have any issues, please contact us at recruiting-support@paycor.com or click the button below to visit our [Knowledge Base](#).