



MetroCity AI Inc.
UPSCALE Innovation Hub
3/F, Junio Hall, National Engineering Center
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www.metrocity.ai | hello@metrocity.ai

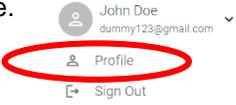
APPLICANT MECHANICS

Note: Please use Chrome, Edge, or Mozilla. Internal browsers used by Facebook, LinkedIn, or Twitter are incompatible due to its limited functionalities.

A. SIGNING UP

1. Go to <https://metrocity.ai/> official website.
2. Click the 'Log In/ Sign  Up' then, click applicants you'll be directed to <https://engage.metrocity.ai/login>. 
3. Kindly fill out the necessary information needed which are: a) First Name, b) Last Name, c) Email, and make sure to read and check the Terms and Conditions, and Privacy Policy check box.
4. Check your email to get your temporary password so you can log in to your applicant account.
5. Log in to your applicant account using the temporary password provided. Note that you are allowed to change your password once you logged in.

B. UPLOADING CV

1. Once you are signed in, on the upper right part of the home site click your name and click profile.  A window will pop up and you can see different sections:

Profile – to edit your name and upload your picture, **Email** - to update your email, **Password** – to change your password, **CV** - to upload your updated CV or resume, **Help** – for differently abled person so the company HR can provide assistance.

2. Click **CV** then upload the file. **(file format should be in PDF form)**.



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C. APPLYING FOR A JOB

1. Head to your <https://work.metrocity.ai/>, or click the  tab.
If the company you are applying for is present on the featured companies, you can click their logo which will direct you to their Company Page.
If you want to see all of the companies, [View all companies](#) so you can browse other companies' job ads.
2. Click the chosen company that you want to apply to, by clicking  or clicking the company logo.
3. Choose an available position that you want to apply for, click it, then hit 
4. There are three parts to the application process sets of questions that need to be answered and evaluated.
 - **Step 1: Qualifying Question** – answerable by yes or no, maximum of 12 questions depending on the company.
 - **Step 2: Behavioral Assessment** – asynchronous video interview maximum of 12 questions depending on the company. Since it is an asynchronous interview, you can answer the questions depending on your preferred time within the virtual job fair period.
 - **Step 3: Skills Assessment** – asynchronous video interview maximum of 12 questions depending on the company. Since it is an asynchronous interview, you can answer the questions depending on your preferred time within the virtual job fair period.

Note: There are companies that will only do step 1, will do step 1 and step 2, or will do all the steps 1-3.

Here are some ways to ensure you have a good quality interview recording:

- Find a venue with good and stable internet. Intermittent connection may impact your experience and the processing of your videos.
 - Pick a clear background with good lighting. Your face and shoulder should be visible by setting up the camera at your eye level or higher.
 - Use a headset microphone and find a quiet setting. Background noise may be captured by your microphone and impact the analysis of your videos.
5. For Steps 2 and 3, instructions will be provided for the asynchronous video interview such as:
 - Questions are displayed at the center of the screen. You will have 15 seconds of preparatory time at the start of each question.
 - Once the 15-second preparatory time is over, a 3-second countdown timer shows up before the actual recording starts.
 - Questions are minimized during the actual video recording. You can bring it up or close it down by toggling the open/hidden icon below.



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- You are given up to 180 seconds or 3 minutes to answer each question as indicated in the countdown timer above.
 - If you are done answering and you want to go to the next question you can click the 'Done Answering' button  above
6. Wait for the result of the AI screening and company evaluation if you passed the screening or not, you will also receive an email update about your job application. If you passed the step 2 do not forget to proceed to step 3 and continue the process.