



MetroCity AI Inc.  
UPSCALE Innovation Hub  
3/F, Junio Hall, National Engineering Center  
F. Agoncillo Street cor. Osmeña Avenue,  
University of the Philippines Diliman,  
Quezon City, Metro Manila, Philippines 1101  
www.metrocity.ai | hello@metrocity.ai

## COMPANY MECHANICS

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

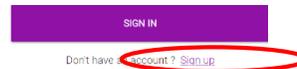
### A. SIGNING UP

1. Go to <https://metrocity.ai/> official website.

2. Click the 'Log In/ Sign  Up' then, click Company you'll be directed to <https://portal.metrocity.ai/login>. You can only make use of a valid company email. Please make sure that the details are complete and correct.



3. Click the 'Sign up' text below the SIGN IN button

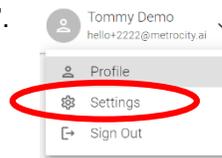


4. Fill out the necessary information needed such as a) **First Name**, b) **Last Name**, c) **Work Email**, d) **Work Phone Number** and e) **Company Name**.

5. Please read, and agree to the [Terms and Conditions](#), and [Privacy Policy](#) for industry partners of the University Virtual Job Fair.

### B. SETTING UP YOUR COMPANY

1. Once you are signed in you'll be directed to your company dashboard, which provides data and analytics. To set your company setting to post Job Ads, on the upper right part of the home site click your name and hit 'Settings'.



A window will pop up and you can see different sections:

**LOCATIONS** – to add locations of the job just click  then type in the specified location of the job (ex. Quezon City) this will be needed to create job ads.

**DEPARTMENT AND TEAMS** – to add a department for the job just click  type in which department the job is assigned (ex. Marketing Department), and make sure to specify which team they will be working for, click  on the right side of the created Department. The team information is required.



MetroCity AI Inc.  
UPSCALE Innovation Hub  
3/F, Junio Hall, National Engineering Center  
F. Agoncillo Street cor. Osmeña Avenue,  
University of the Philippines Diliman,  
Quezon City, Metro Manila, Philippines 1101  
www.metrocity.ai | hello@metrocity.ai

**WORK TYPES** – to add work types whether it is full-time, part-time, remote work, internship, contractual, or seasonal.

**USERS** – You'll see who can manage the company portal account, you can add a new user based on the following access level by clicking the + button on the upper of the window.

**COMPANY LOGO** – where you can add your company logo, the File must be less than 10 MB, upload a square image with a dimension of not less than 100x100 pixels.

**COMPANY PROFILE** – where you can add and edit your company description that will appear on your company page.

### C. POSTING A JOB AD

1. Head to **POSITIONS** located in the upper left corner of the portal. 
2. Click the 'plus sign' beside the 'All Positions'  then a new window will slide in to be filled out.
3. Fill out the needed and edit the given job description then click save as draft, please edit and format the job post properly.
4. There'll be a three-part evaluation question, you can also edit the passing percentage score for each section. You may set the passing score to 0 to allow all applicants to pass and finish the entire screening process.
  1. Qualifying Questions – answerable by yes or no, and maximum of 12 questions.
  2. Behavioral Assessment – can be answered through an asynchronous video interview, and will be recorded for screening and evaluation.
  3. Skill Assessment - can be answered through an asynchronous video interview, and will be recorded for screening and evaluation.

*Note:*

- Companies can choose to do steps 1 only, can choose to do steps 1 and 2 and can choose to do steps 1 to 3.
- Click 'Manage Keywords below'  each question to provide keywords' that you want to hear on an applicant's answer, this is just to set up the screening process in the beginning.



MetroCity AI Inc.  
UPSCALE Innovation Hub  
3/F, Junio Hall, National Engineering Center  
F. Agoncillo Street cor. Osmeña Avenue,  
University of the Philippines Diliman,  
Quezon City, Metro Manila, Philippines 1101  
www.metrocity.ai | hello@metrocity.ai

Instructions will be provided to the applicants 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/close icon below.
- 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.

5. If all things are filled-out, click PUBLISH  to post the Job Ads. To edit the Job Ads, you need to click 'Stop'  and you'll be asked to type 'I understand' to fully stop and edit the Job Ad, **it is important for the company to fully proofread and ensure the details are finalized before publishing.**

6. As the job is posted, you'll see if there are applicants on the Dashboard, and to see their progress just check it on the applications menu. To refresh and see the latest applicants, hit the refresh    button beside the 'UPLOAD CV' button.

7. To use the CV Screening function, click 'UPLOAD CV', and make sure that the file is in pdf format.

Metro City AI has two types of CV upload:

- 'CV UPLOAD' that you can see at the top portion of the page – if you upload CVs here it will match all of the uploaded CVs will be matched to all your company's job openings.
- 'CV UPLOAD' right beside a job post – if you upload CVs here it will only match a specific job post.

If the CV of the applicant passes on the AI assessment, the applicant will receive an email invite to take the screening process, there is a maximum of 50 CVs per upload.

8. You click the 'VIEW UPLOAD LOGS'    to check the status and the history of your CV uploads. If there are any issues with the invites, you'll be prompted to correct them.



MetroCity AI Inc.  
UPSCALE Innovation Hub  
3/F, Junio Hall, National Engineering Center  
F. Agoncillo Street cor. Osmeña Avenue,  
University of the Philippines Diliman,  
Quezon City, Metro Manila, Philippines 1101  
www.metrocity.ai | hello@metrocity.ai

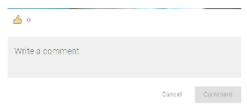
#### D. REVIEWING AN APPLICANT

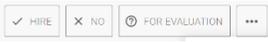
1. Go to the 'APPLICATIONS' menu on the upper left part of the page, there you'll see your job ads and the applicants for specific job ads.
2. You can review the CV, answers to Qualifying Questions, and their recorded video answers. A transcript is also available.
3. Stack ranking is also available for you review.
4. On your APPLICATIONS menu, if you want to share a shortlisted candidate to a hiring manager or a third-party client, you can do it by clicking the 'Share via email' button.



You can only share the application through a valid company email.

- There is a comment box and a like button under the recorded video of each applicant.



- All likes and comments will be used to train the AI to understand your company's preferred answers. This will be a continuous process to improve your company's experience with the platform.
5. Click 'HIRE' / 'NO' / 'FOR EVALUATION'  in a timely and accurate manner.