



# ON BOARD GUIDE FOR COMPANY ADMIN

WELCOME TO THE GRADSTAR APP

# INTRODUCTION

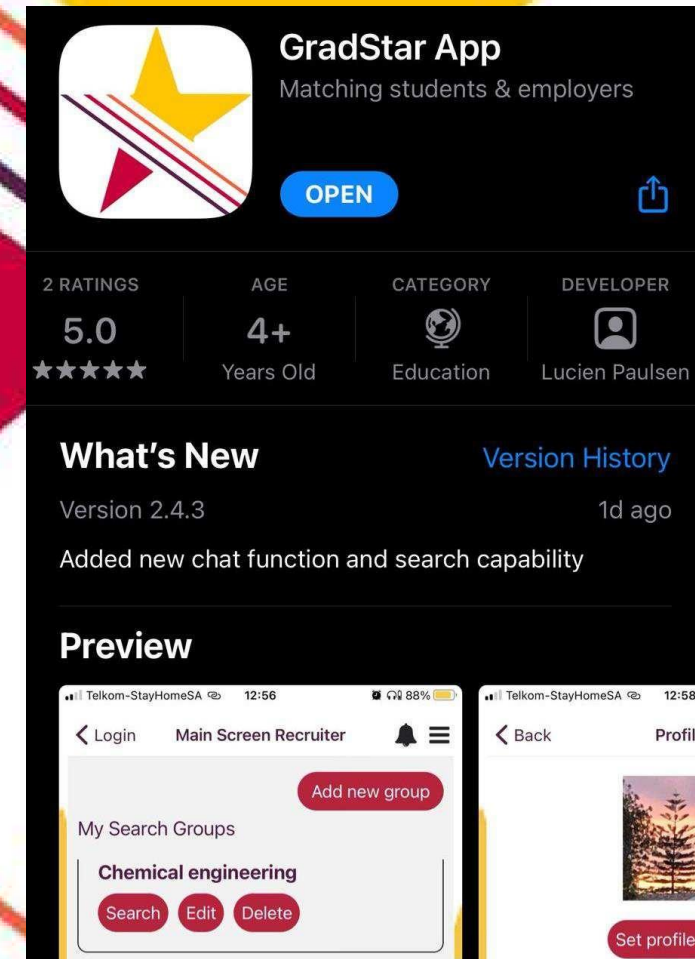
The GradStar App team would like to welcome you on board, and assist you in getting started.

Here are a few basic step guides to help you make the most of this incredible tool.



# DOWNLOAD

This is the first step of **harnessing intelligent search and match technology** in the palm of your hand. You can access the app in Google Play Store, Apple App store and Huawei App Gallery.





# LOGGING IN

## Admin recruiter:

Login using the password supplied in the auto email sent to you, click 'forgot password' if you would like to change your password, please remember it needs to include a capital, a number and a special character.

## Once logged in:

Follow the prompts to complete your company and grad programme details. This information will only be available to students you match with.

Add your 5 recruiter users, who will have search and match capabilities. Once completed, they will also receive an auto email with password.

Proceed to search and match where you can access the social feed and begin matching with students!

My Users

Company Profile

Recruitment Programme

Recruiter

Logout

[← Back](#)

Recruiter Company Users

### User Count (5 of 5)

Zaheera Seedat

Yusuf Seedat

Tamsyn Brown

Nina Paulsen

Laura Barker

# SOCIAL FEEDS - TARGETTED APPROACH

1. Use the social feeds to improve your visibility amongst the student population and position your brand as one that is engaged and attractive.
2. Post content, employment opportunities, even product marketing offers!
3. Post as often as possible – use gifs, videos and pictures!

Simply use the pencil icon at the top right of the screen to post onto all student walls!

Apply with Sustainable Seas Trust (SST) 

## **Sustainable Seas Trust (SST)**



The Research Department at Sustainable Seas Trust (SST) is looking for two interns to assist our researchers with upcoming litter surveys.

Applications should be submitted to [tanna@sstafrica.org.za](mailto:tanna@sstafrica.org.za)

Applications close on Monday 31 January 2022

[See More](#)  
an hour ago

Delete

# TOOL BAR



## CONNECTIONS

Users can network by connecting with existing app users. Get push notifications on connections.



## POST

We recommend posting daily using engaging visuals such as videos and images. Swipe left to see who liked, commented or tagged the post. Get push notifications on tags.



## INVITES

Share this invaluable tool with your existing STUDENT network by inviting via email



## OPTIONS

Students can update their profile (recruiters cannot) and both students and recruiters can contact our support team

### TIPS:

- Click on the avatar on the social wall to see an overview of the student
- Swipe left to read likes and comments

# SETTING UP SEARCH AND MATCHES

1. Click on Search Groups icon (bottom left hand side of screen in Yellow)
2. Click on Add new group (pink top right hand side of screen)
3. Add a group name e.g. Finance 2022
4. Complete all fields according to your unique set of criteria (you may select more than one)
5. Click Save, then REFRESH by clicking on Social Wall and then Search Groups.

The image shows two overlapping screenshots of the Recruiter app. The background screenshot displays the 'My Search Groups' section with two existing groups named 'Allan gray B sc 2022'. Each group has four action buttons: Search, Edit, Message, and Delete. A pink 'Add new group' button is visible in the top right corner. The foreground screenshot shows the 'New Search Group' form with the following fields: 'Group Name' (text input with 'Female Finance 2022'), 'University: Select All' (toggle switch, currently on), 'Sector of Study' (dropdown menu with '2 selected.'), 'Qualification' (dropdown menu with '5 selected.'), and 'Year available for employment' (text input with '2022'). A pink 'Save' button is located at the bottom right of the form. The app's navigation bar at the bottom shows 'Search Groups' in yellow and 'Social Wall' in dark purple.



# USING SEARCH AND MATCHES FUNCTION

1. You can now use the search, edit, message or delete this group in the following way:
2. Click on Search: now define your selection criteria further, e.g. African Female with a grade average of 60% +. The search count is the number of matches. When you scroll down you will see candidates details. The connect button will provide you with an overview of the student before offering you an opportunity to email or chat with them. Ignore removes them from the matched list.
3. You can also at any point (before or after filtering) use the Make Post, Email Group, Group Chat and Export CSV – export CSV will export all the matches and their overviews to your registered email address. (Detailed in the next slide.)

[← Back](#) Recruiter Student Matches

Matches for: Female Finance 2022

Ethnicity:

Select an item ▾

Gender

Select an item ▾

Grade Average

Select an item...

Disability Financial Aid



Search Count Bursary

353



Make Post

Email Group

Export CSV

Group Chat

**Tiisetso Mogadime**

Institution: University of South Africa

Qualification: Postgraduate Diploma: Accounting Sciences



# USING DATA FROM SEARCH AND MATCHES FUNCTION

1. **Make Post:** This function allows to you make a post that can be seen by your search group.
2. **Email Group:** When sending direct messages/emails it comes from GradStar App email. (Tip: Remember to give the student an application link or reply address.)
3. **Export CSV:** This function allows you to export data to your email.
4. **Lockdown function:** Recruiters can view students synopsis and "Ignore" before locking down their group. The Lock Down icon then changes to Group Chat which candidates access through their matches page. Recruiters can also send push notifications."

## ← Recruiter Student Matches

Matches for: Female finance 2023

Ethnicity:

Select an item

Gender

Select an item

Disability



Financial Aid



Search Count

59

Bursary



Make Post

Email Group

Export CSV

Lock Group

**Faith Jacobs**

Institution: University of the Western Cape

Qualification: Bachelor of Commerce

Discipline:

Student Info

Ignore

# CAREER FEEDS

1. Your organisation can upload any graduate programmes and match with your ideal candidates automatically.
2. Simply complete the fields and when a student matches with you it will pop up in their matches tab.
3. This is a great way to attract top talent to your organisation, by ensuring you have strong visibility on the GradStar app.

← **New Graduate Programme**

Programme Name

Please enter Programme Name

Application Opening Date:  
20 January 2023  
[Change](#)

Application Closing Date:  
20 January 2023  
[Change](#)

Contact Number

Please enter Contact Number

Programme Overview

Programme Overview

Application Process

Application Process

Any other specifications for applicants?

Any other specifications for applicants?

# GRADSTAR DEMO

Here's an awesome video  
to get you started -  
**Goodluck!**

<https://youtu.be/W1a98n80iSA>



GradStar APP Live Demo

**The GradStar App**  
Taking the Pain out of Graduate Recruitment

Walk around tour

**career stars**

Available on your  
app store now!

**GRAD  
STAR  
APP**

0:04 / 20:54

Scroll for details





THANK YOU

IF YOU HAVE ANY QUESTIONS  
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6831026