

## Paycor 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. Paycor 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](http://www.thegravityapp.com) and click log in/sign up
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.

### Sharing Jobs

Once you click on Share Jobs and choose a job, you can 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.

### 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.

### 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, you will usually get an email from the HR team and your comments/responses will go directly to the appropriate hiring team.

