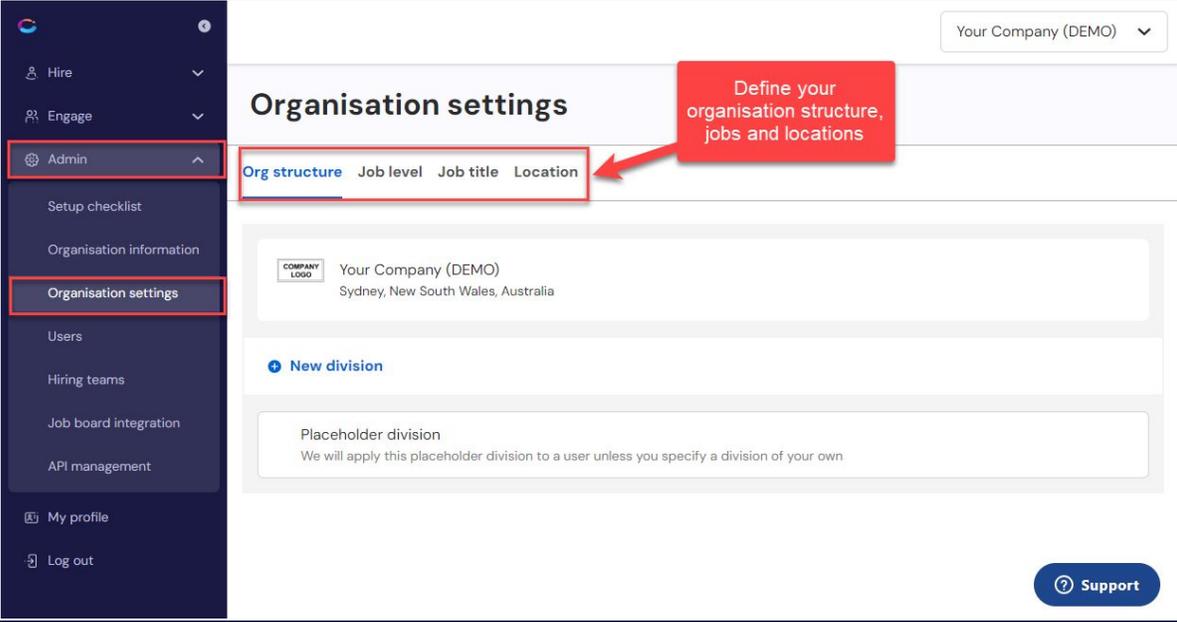


Define your organisation structure and roles

- You must define your organisation settings prior to uploading your employees.
- Adding demographics enables you to identify subcultures when analysing your culture assessment responses.
- Each demographic has a “Placeholder” which is used if you do not supply any information about the employee.



The screenshot displays the 'Organisation settings' interface. On the left, a dark sidebar contains a menu with 'Admin' selected, and 'Organisation settings' highlighted. The main content area features a header with 'Organisation settings' and a dropdown for 'Your Company (DEMO)'. Below this, there are tabs for 'Org structure', 'Job level', 'Job title', and 'Location'. A red callout box with an arrow points to the 'Org structure' tab, containing the text 'Define your organisation structure, jobs and locations'. The main content area shows a 'New division' button and a 'Placeholder division' section with a description: 'We will apply this placeholder division to a user unless you specify a division of your own'. A 'Support' button is visible in the bottom right corner.



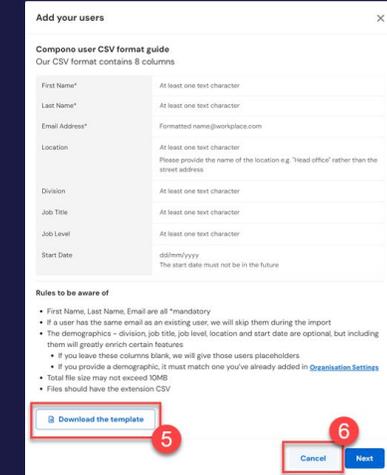
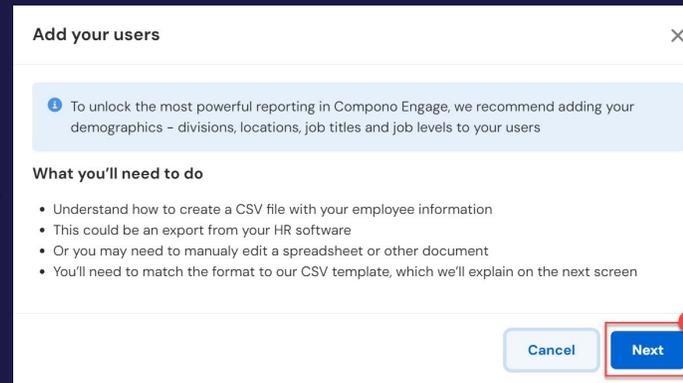
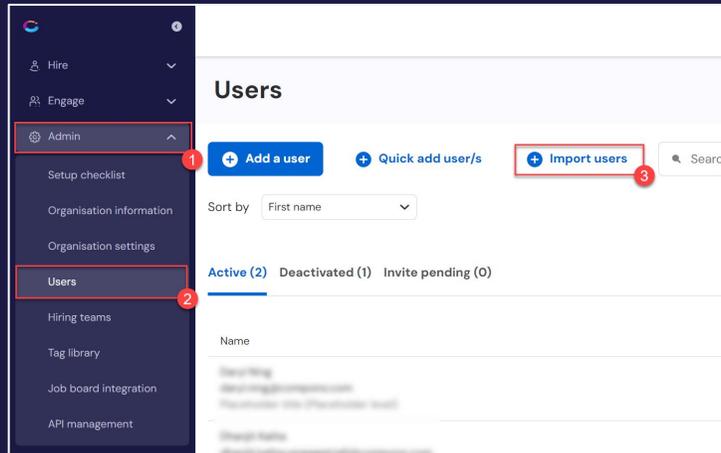
Prepare to define your organisation settings

- You will need to define
 - [Divisions](#), [Job Titles](#), [Job Levels](#), and [Locations](#)
- To simplify this process:
 - Use our CSV template ([next page](#)) to record all your employee information.
 - Then map this data to your organisation settings.
- This same CSV file can then be re-used later to import all your users!

| | A | B | C | D | E | F | G | H |
|----|-------------|---------------|--------------------------------|----------|--------------------|-----------------|-------------------|------------|
| 1 | LastName | FirstName | Email | Location | Division | JobTitle | JobLevel | StartDate |
| 2 | ASurname001 | AFirstName001 | componoemployee+0001@gmail.com | Sydney | Engineering | Product Manager | Middle management | 01/12/2023 |
| 3 | ASurname002 | AFirstName002 | componoemployee+0002@gmail.com | Sydney | Development | Product Manager | Team Lead | 01/12/2023 |
| 4 | ASurname003 | AFirstName003 | componoemployee+0003@gmail.com | Sydney | Joy Division | Tech Lead | Team Lead | 01/12/2023 |
| 5 | ASurname004 | AFirstName004 | componoemployee+0004@gmail.com | Sydney | Product | Product Manager | Middle management | 01/12/2023 |
| 6 | ASurname005 | AFirstName005 | componoemployee+0005@gmail.com | | | | | |
| 7 | ASurname006 | AFirstName006 | componoemployee+0006@gmail.com | Sydney | Engineering | Tech Lead | Team Lead | 01/12/2023 |
| 8 | ASurname007 | AFirstName007 | componoemployee+0007@gmail.com | Sydney | Development | Product Manager | Middle management | 01/12/2023 |
| 9 | ASurname008 | AFirstName008 | componoemployee+0008@gmail.com | Sydney | Joy Division | Product Manager | Team Lead | 01/12/2023 |
| 10 | ASurname009 | AFirstName009 | componoemployee+0009@gmail.com | Sydney | Product | Tech Lead | Team Lead | 01/12/2023 |
| 11 | ASurname010 | AFirstName010 | componoemployee+0010@gmail.com | Sydney | Product Management | Product Manager | Middle management | 01/12/2023 |
| 12 | ASurname011 | AFirstName011 | componoemployee+0011@gmail.com | Sydney | Engineering Dept | Product Manager | Team Lead | 01/12/2023 |



Download the template and add employee details



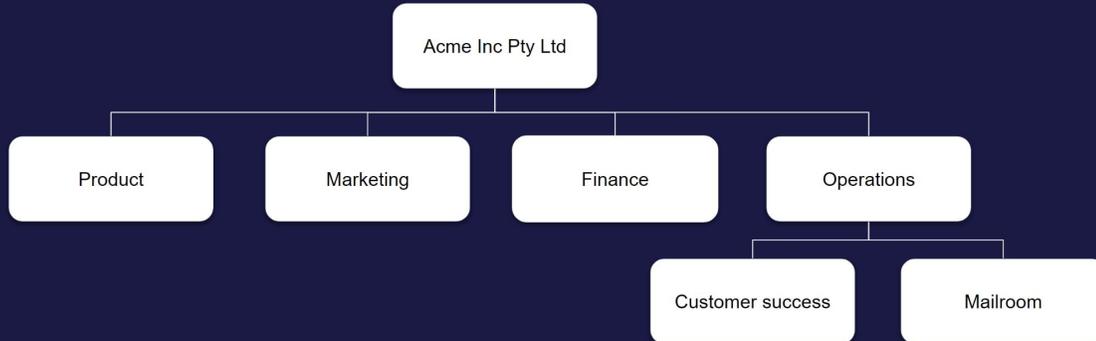
- Download the CSV template using the above steps
- Add your employee details to this CSV file*
- Use this data to complete the organisation settings detailed on the next 4 pages.

*Note that "Start Date" is unique to the employee and not part of the organisation settings. Enter the start date for each employee if you know it to make the user import step easier.



Creating divisions

- Go to the **Admin** → **Organisation settings** page
- In the **Org structure** tab, click 'New division'
- Select 'Add child' within the division's kebab menu to add a sub-division
- All division names must be unique



The screenshot shows the 'Organisation settings' page in a web application. The left sidebar contains a navigation menu with 'Admin' selected. The main content area is titled 'Organisation settings' and has a tab for 'Org structure'. Below the company name 'Your Company' (Sydney, New South Wales, Australia), there is a 'New division' button. A list of existing divisions is shown: 'Finance', 'Marketing', 'Operations', and 'Product'. The 'Operations' division is expanded, showing 'Customer Success' and 'Mailroom' as sub-divisions. A kebab menu (three dots) is visible next to the 'Operations' division, with a dropdown menu showing options: 'Edit', 'Delete', and 'Add child'.



Setting up job levels

- Go to the **Organisation settings** page
- In the **Job level** tab, click '**New job level**'
- Job levels are categories of leadership and authority within a company, e.g.,
 - Executive
 - Director
 - Senior manager
 - Middle manager
 - Senior contributor
 - Individual contributor
 - Entry level
- Each job title (next slide) must have a job level

Your Company (DEMO) ▾

Organisation settings

Org structure **Job level** Job title Location

[+ New job level](#)

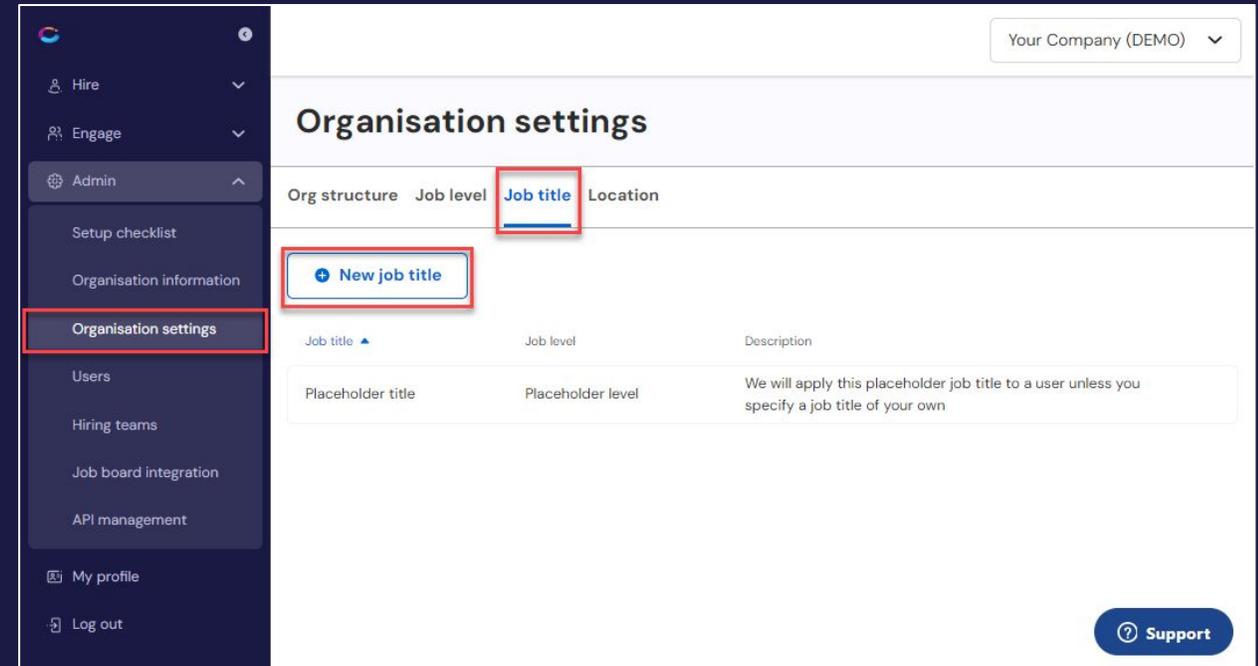
| Job level ▲ | Description |
|-------------------|---|
| Placeholder level | We will apply this placeholder job level to a user unless you specify a job level of your own |

[Support](#)



Setting up job titles

- Go to the **Organisation settings** page
- In the **Job title** tab, click '**New job title**'
- Note:
 - You will need to specify a job level for each job title
 - Each job title must be unique



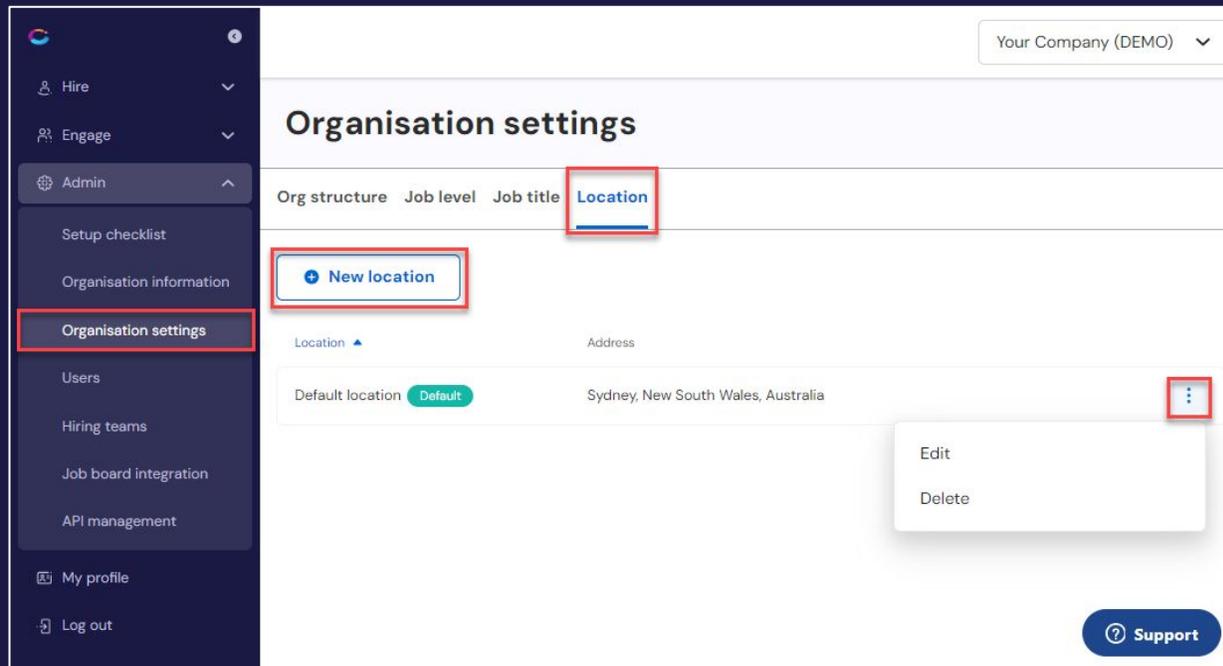
The screenshot displays the 'Organisation settings' page. The left sidebar contains a navigation menu with 'Organisation settings' highlighted. The main content area shows the 'Job title' tab selected, with a 'New job title' button and a table of job titles.

| Job title | Job level | Description |
|-------------------|-------------------|---|
| Placeholder title | Placeholder level | We will apply this placeholder job title to a user unless you specify a job title of your own |



Setting up work locations

- Go to the **Organisation settings** page
- In the **Location** tab you will see a 'Default location' already set up for you.
- Click '**Edit**' in the 'Default location' kebab menu to rename/edit this location
- Then add any other work locations you have by clicking '**New location**'



The screenshot displays the 'Organisation settings' interface. On the left is a dark sidebar with navigation options: Hire, Engage, Admin, Setup checklist, Organisation information, Organisation settings (highlighted with a red box), Users, Hiring teams, Job board integration, API management, My profile, and Log out. The main content area is titled 'Organisation settings' and includes a dropdown for 'Your Company (DEMO)'. Below the title are tabs for 'Org structure', 'Job level', 'Job title', and 'Location' (highlighted with a red box). A '+ New location' button (highlighted with a red box) is positioned above a table. The table has columns for 'Location' and 'Address'. A row is shown for the 'Default location' (marked with a green 'Default' tag) at 'Sydney, New South Wales, Australia'. A kebab menu (three dots, highlighted with a red box) is visible to the right of the address, with a dropdown menu showing 'Edit' and 'Delete' options. A 'Support' button is located at the bottom right of the page.

