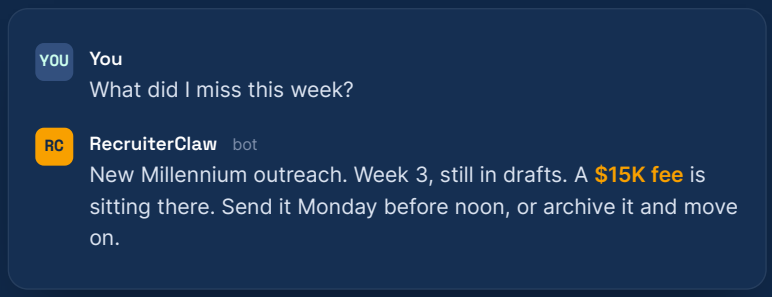
USER MANUAL V5.1 · NOVEMBER 2026

RecruiterClaw

Everything your bot does. And exactly how to ask for it. You talk to RecruiterClaw in Slack, like you'd talk to a sharp colleague.

Plain English works for almost everything. Commands that start with ! are for settings. **Keep this handy for your first month**. After that you won't need it.



Chief of Staff ◆ Candidate Intelligence ◆ Market Map ◆ MPC Engine ◆ Job Finder ◆ LinkedIn Content ◆ Meeting Intel ◆ Morning Brief ◆ Wins & Recaps ◆ Heartbeat

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01 · THE BASICS

How to talk to it

Open a DM with your bot and talk normally. Each feature also has its own Slack channel where its work shows up automatically, but you can ask for almost anything from a DM.

› **Tell it things.** "Remember we quoted Acme $25K." It saves that.

› **Ask it things.** "What's on my plate today?" It answers from live data.

› **Ask for things you're not sure it can do.** If it can't, it says so plainly.

› **It gets smarter the more you use it.** Month three is dramatically better than week one.

› **Don't hunt for menus.** Type `!prefs` for settings, `!prefs commands` for the full list.

› **Stuck anywhere?** Type `!help`. It knows where you are and what you're in the middle of, and shows you what you can say next. In the middle of an MPC campaign, a candidate search, or a LinkedIn draft, `!help` guides you from that exact spot instead of giving generic instructions.

› **One folder.** Everything it makes for you, and everything you want it to read, lives in one place: your RecruiterClaw folder. It syncs to your computer like any other folder. Drop a file in, and the bot can see it. Ask for a document, and it lands there.

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02 · QUICK REFERENCE

"I want to..."

I WANT TO…	SAY THIS	WHERE
Find candidates for a role	`Paste the job description, or describe the person`	Candidate Intelligence
Start a completely different search	`new search`	Candidate Intelligence
Filter on a past employer, commute radius, or a license	`deep search, then describe the role`	Candidate Intelligence
Pull everyone at a list of companies, no scoring	`List every engineer at these companies`	Candidate Intelligence
Get contact info for a list I already have	`Attach the list, then: enrich it`	Candidate Intelligence
Stop a running search or map	`stop`	Candidate Intelligence
Measure the market for a role	`market map, then paste the job description`	Candidate Intelligence
Get the client version	`market map client`	Candidate Intelligence
Get the one-page teaser	`market map snapshot`	Candidate Intelligence
Start a search from the map	`market map candidates`	Candidate Intelligence
See where a market map run stands	`market map status`	Candidate Intelligence
Market a candidate out	`Drop the resume, then: MPC this candidate`	Candidate Intelligence

I WANT TO…	SAY THIS	WHERE
Shop an MPC candidate wider	`10 more companies`	Candidate Intelligence
Turn an MPC campaign into a PDF	`market map mpc`	Candidate Intelligence
See who's in a pipeline	`Who's in the pipeline for the Phoenix VP role?`	Chief of Staff (DM)
See one pipeline stage in full	`Who's in Holding Pattern on the Vulcraft search?`	Chief of Staff (DM)
Get a candidate brief	`Give me a candidate brief on this candidate`	Chief of Staff (DM)
Get a brief on my letterhead	`Build me a candidate brief on my letterhead, and a blind version`	Chief of Staff (DM)
Put my logo on my documents	`Attach a PNG or JPG, then: this is my logo, put it on my documents`	Chief of Staff (DM)
Get the dated history on anything	`Catch me up on Acme`	Chief of Staff (DM)
Read the call I just had	`What did I talk about with Dan just now?`	Chief of Staff (DM)
Prep for a meeting	`Intel on Jane Doe`	Meeting Intel
Write an email in my voice	`Draft an email to Toby about the safety search`	Chief of Staff (DM)
Reply inside an email thread	`Reply to the latest email from John`	Chief of Staff (DM)
Use a file someone emailed me	`Grab the JD Dan sent and put it in my folder`	Chief of Staff (DM)
Save a Slack upload to my folder	`Attach it, then: drop this in my RecruiterClaw folder`	Chief of Staff (DM)
Turn signatures off for replies	`!email-actions reply-signature off`	Chief of Staff (DM)
Book a meeting	`Set up a calendar invite with Steve and include a Teams link`	Chief of Staff (DM)
Get this week's job orders	`Lands in #job-finder on schedule, set up by your team`	Job Finder
Change what a Job Finder tracks	`Ask your RecruiterClaw team`	Job Finder
Write a LinkedIn post	`pick 1,3,9, or Give me ideas`	LinkedIn Content
Teach it my voice	`build my brain`	LinkedIn Content

I WANT TO…	SAY THIS	WHERE
Get a real Google Doc	`Draft that as a Google Doc (it lands in your RecruiterClaw folder)`	Chief of Staff (DM)
Get a real spreadsheet	`Put that in a spreadsheet (it lands in your RecruiterClaw folder)`	Chief of Staff (DM)
Read a spreadsheet	`Upload the .xlsx, then ask`	Chief of Staff (DM)
Ask about a screenshot	`Upload the image, then ask your question`	Chief of Staff (DM)
Get coaching on a call	`He says he's happy where he is, what do I say?`	Chief of Staff (DM)
Handle a client objection	`They said our fee is too high, what do I say?`	Chief of Staff (DM)
Save my real signature	`Actually SEND yourself an empty email (Gmail adds your signature), then: grab my signature from my sent folder`	Chief of Staff (DM)
Add my own playbook	`Upload the doc, then: save this as my playbook`	Chief of Staff (DM)
Send someone my availability	`Send Sarah times for 30 minutes next week`	Chief of Staff (DM)
See what replies I'm waiting on	`What are we still waiting on?`	Chief of Staff (DM)
Reschedule a meeting or clear my day	`I'm sick, clear today, or Reschedule my 2pm with Vince`	Chief of Staff (DM)
Set a scheduling rule	`No calls before 10, ever`	Chief of Staff (DM)
Approve or discard a waiting CRM write	`!crm-approve <id>` or `!crm-reject <id>`	Any channel
Recruit into Europe	`!europe on`	Any channel
Get unstuck or see what I can say here	`!help`	Any channel or DM
Change a setting	`!prefs`	Any channel

03 · YOUR MAIN BOT, DM IT

Chief of Staff

The one that does everything. Assistant, coach, researcher. It has live access to your email, calendar, ATS/CRM, documents, and meeting notes, which is why the answers get good: it can connect a candidate, to a search, to a conversation you had back in March.

Need something looked up? Ask. "Find the parent company of Vulcraft" or "pull up this company's website." I can search the web and read pages.

Email & calendar

```
› Draft an email to Toby about the Safety Manager search
```

```
› Write that up and attach the position spec
```

```
› Set up a calendar invite with Steve Jones and include a Teams link
```

Give it the ask in ten words. It writes the email in yours. "Send an email to Jay thanking him for the interview today" comes back as the three or four polished lines a professional would send, in your voice: it learns how you write from your own sent email and your history with that exact person, and it only references things that actually happened. Then it stages the draft and waits for your confirm send.

Sent as normal formatted email with your real signature. Want the exact signature you use in Gmail or Outlook, bolding and links included? Three steps, once: compose a new email to yourself, leave the body completely empty so your mail app adds the signature by itself, and actually hit Send (a draft does not work, the capture reads your Sent folder). Then say **grab my signature from my sent folder** before you send anything else, because it reads your newest sent message. Saved once, on every email after that.

Replies land inside the thread with the history quoted, on Gmail and Outlook. Say "reply to the latest email from John" and it finds the thread. It never sends a reply unthreaded.

A file someone emailed you is one sentence away: "grab the JD Dan sent and put it in my folder" pulls the attachment, reads it, and hands it to whatever comes next, a brief, your ATS, a market map. Outbound attachments go up to 15 MB on Gmail and 20 MB on Outlook.

Want a word in bold? Wrap it in double asterisks, `**like this**`. That is the one formatting marker that renders. Pick an outgoing font once with `!email-actions font georgia` if you want one. Leave it unset and each recipient sees their own default.

Two signatures if you like. Your full block on new email, a short sign-off on replies. Capture the short one the same way: reply to any email in your own mail app with just your sign-off, then say **grab my reply signature from my sent folder**. Switch signing off or on without losing anything: `!email-actions signature off` and `on`, or `!email-actions signature mode new-only` to sign new mail only. Your captured signature is never restyled.

It can attach documents, and it can CC: "draft an email to Toby, CC Steve." If a CC address can't be found it says so instead of quietly leaving them off.

Cold outreach is the one exception: tell it "this is a cold email" and it sends plain text, which lands better with strangers.

Your Drafts folder stays clean. When you confirm send, it sends the draft you approved. No orphan drafts piling up at the end of the day.

Two quick checks in a DM: "learning health" shows how your profile learning and dossier health are doing, and "dossier status" shows the quarterly dossier index.

Calendar invites work the same safe way: your RecruiterClaw team switches on Calendar Actions, every event is previewed in Slack first, and nothing is created until you reply confirm event. It finds attendee emails itself from your own email history and flags anything uncertain (a nickname that doesn't match the inbox, a personal address) before you confirm.

It runs your scheduling

Say "send Thom some times to meet next week." It pulls real open slots from your calendar (working hours respected, buffers around your meetings, never inside 3 hours), converts them to the other person's timezone when it knows it, and drafts the email in your voice. You reply confirm send and it goes.

Then it watches the thread. When they reply with a time, a card appears in your channel within about 15 minutes: who answered and what they said. Say "book it," review the invite preview, reply confirm event. Booked, and it offers to log the meeting in your ATS. You never babysit your inbox for a scheduling answer again.

If they go quiet, it asks YOU whether to nudge: one card, once, not daily nagging. Say yes and it drafts a short follow-up for your confirm send. It learns each person's normal reply pace from your history, so a fast responder's silence gets flagged sooner than a slow one's. "Watch it, but don't bug me about this one" works too.

```
› Send Tom some times for 30 minutes next week about the pricing renewal
```

```
› What are we still waiting on?
```

```
› Book it
```

```
› Nudge him
```

Standing rules, said once. Tell it "I don't take calls before 10," "client calls are 30 minutes on Meet," "no Fridays after 2," or "give people 48 hours before asking me to nudge" and it saves the rule and applies it to every availability email from then on. Ask "what are my scheduling preferences?" to see them. Change or clear them the same way.

Clear my day. Say "I'm sick," "reschedule my 2pm with Vince," or "clear my week." It sorts the damage: meetings with people get a drafted ask-email with new times (each behind your confirm send, each thread watched for the rebook), solo blocks just move, and meetings someone else organized get declined with a note. The calendar changes land as one preview card listing every move and cancellation, including any note being sent under your name, and one reply, confirm reschedule, executes the batch. If part of it fails, it tells you exactly what did and didn't happen and stages just the remainder for one more confirm. Requires Calendar Actions on (same switch as invites).

Live CRM & ATS

`Reads live · updates with your approval`

It reads your ATS/CRM live, Loxo, Spott, and Jarvi, and can update it too: add notes and activities, change contact details, and move candidates between pipeline stages. Stage moves work on Loxo and Spott. On Jarvi you make the stage move in the ATS yourself.

```
› How many candidates are in the pipeline for this job?
```

```
› Who's in each pipeline on the Vulcraft search?
```

```
› Who's in Holding Pattern on the Vulcraft search? any stage comes back in full, however long
```

```
› Pull the job description for the Kansas City PM role
```

```
› Give me a candidate brief on this candidate
```

```
› Find me the contact info on this candidate
```

```
› What were the last three jobs this candidate was submitted to?
› Update her email address to…
› Add a note to her activity: spoke today, wants $185K base
› Move her from Sourced to Submitted
› Pull everything we have on Acme Construction: contacts, jobs, history
› How many jobs have we run with this company?
```

You decide how much rope it gets, with a trust setting you choose. **Confirm**, the default, holds every new-record write in a queue for your sign-off. Review what's waiting any time with `!crm-queue list`. **Autopilot** lets approved writes post on their own. **Read-only** switches writes off entirely, for anyone who wants it.

`!crm-approve <id>` applies a waiting write, `!crm-reject <id>` discards it. Batch moves, "move these six to Submitted", are verified one by one and come back with the undo path. An ambiguous stage name gets a quick question first.

> **One rule it can't break:** it never deletes anything, in your ATS or anywhere else. That's enforced in the code, not just the policy.

Your second brain: total recall

Once your emails, calendar and note-taker notes are indexed, it goes back weeks, months, or years.

```
› What did Grant say about the comp range back in March?
› Give me a full dossier on the last time I spoke with Dan
› Pull my note-taker notes from that kickoff call
› Search all my emails with John going back nine months
```

Ask for the story and you get a dated timeline, not a summary blob. "Catch me up on Acme" returns the history oldest first, each line with its date and where it came from: ATS, email, your notes, a call. It closes with where things stand and the obvious next move.

A call you just finished is readable before your notes sync. "What did I talk about with Dan just now?" reads it straight from your note-taker.

> Works with Granola and other note-takers. **The habit that pays:** right after a call, dump your notes into the DM: "just got off with X, they want a VP Ops in Denver." Every time you do that, the next brief is sharper.

Your RecruiterClaw folder

Every seat has one folder, yours, called the RecruiterClaw folder. It sits in the cloud storage that came with your email, and it syncs to your computer like any other folder, so you can always open it and see everything.

Two directions, one rule. Anything the bot makes for you lands there: PDFs, Word documents, spreadsheets, CSVs, Google Docs and Sheets on Google seats. Look for the "Made by RecruiterClaw" area inside it. The Slack file card carries the link too.

Anything you want it to read, you drop in. "The resume I dropped in", "the JD in my folder", "last month's market map for solar" all work. A file you uploaded to Slack or received by email goes in with one sentence: "drop this PDF into my RecruiterClaw folder". It copies the file in exactly as it is.

> **The bot sees nothing outside that folder, and it never removes anything from it.**

Documents on your letterhead

```
› Draft that as a PDF
```

```
› Make that a Word doc
```

```
› Build me a candidate brief on my letterhead, and a blind version too
```

It writes the content and builds a real formatted document on your firm's stationery: your name, tagline, phone, website, and your logo top left on page one.

Set it up once. The first time it makes a document it asks for your tagline, phone, website, and a brand color if you have one. Then attach your logo as a PNG or JPG and say **this is my logo, put it on my documents**. Every document from then on carries it. "What logo is on my documents?" shows it. "Take my logo off" removes it. "Change my tagline to..." updates any value.

Files it reads

PDF, Word, Excel, text, CSV, images, and anything attached to an email. Upload it to Slack, drop it in your folder, or name the email it came in. Excel workbooks come back sheet by sheet with the row numbers and column letters you see on screen, so "what's in column L" means what you think it means. A legacy .xls needs a save-as .xlsx first. Photos and screenshots must be JPG or PNG.

It can see your screenshots

Upload any image: a candidate profile, a job posting, an org chart, a whiteboard photo. Then ask about it. It reads images the same way it reads documents, and it works on every seat. Send photos as JPG or PNG. iPhone HEIC files will not upload, so take a screenshot or export the photo first.

Your coach on calls

Every seat comes with a full recruiting field manual built in: cold call openers for candidates and clients, complete objection handling on both tracks (from "I'm not looking" to "your fee is too high"), counteroffer inoculation, the discovery questions that make placements, and one-page call flows. Ask mid-prep:

```
› How should I open a cold call to a passive candidate?
```

```
› He says he's happy where he is, what do I say?
```

```
› They told me they don't pay fees. Now what?
```

```
› They keep pushing me to HR. What's the move?
```

```
› Prep me for this call (it blends the playbook with what it knows about your live search)
```

It coaches as you, with your name and your niche, grounded in your actual desk.

Have your own methodology? Upload the document and say **save this as my playbook**. Your version wins from then on. One sentence, no setup.

Safety by default. Mail and calendar are read-only. "Write an email" drafts it in Slack. To create real drafts or send, switch on Email Actions with `!email-actions`. Invites, reschedules, and any calendar change need Calendar Actions on. Sending always requires the exact phrase **confirm send**, calendar invites require **confirm event**, and batch reschedules require **confirm reschedule**, each bound to exactly what was previewed. The bot never deletes, archives, forwards, or changes your calendar on its own. It never sends, books, moves, or cancels anything on its own either. The thread watcher only tells you when a reply lands. Every action stays behind your word.

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04 · SEARCHING

Candidate Intelligence

`#candidate-intelligence`

Describe who you want in plain English, or drop in a job description. The bot builds a search strategy and shows it to you for approval before it runs. Then it searches 400M+ profiles, pulls full work histories, scores each person against the role, and posts a ranked shortlist with contact info.

How a search runs

01 Say **new search**, always, before anything else

02 Describe the role, or paste or attach the job description

03 The bot proposes a plan and quotes what the pull will cost. Change it in plain English or say **run it**

04 The search pauses at the pool checkpoint with the count. Narrow in plain English: titles, industries, tenure, areas, company size. **undo** steps back. **show me your logic** explains the cut. **score it** ranks the pool

05 Results come back ranked. Refine in plain English: "closer to Dallas", "only 5+ years at their company", "drop the estimators". Then **enrich all**, **enrich 10**, or **enrich 5** for contact info, **expand more** for more people (it spends only on brand-new ones), **skip #3**, **csv**, **full csv** to include the weak matches, **undo**, or **new search**

06 **stop** halts a running search immediately

The plan lock, and the count

When the strategy locks, a deep-index count comes with it: "~1,438 people match this shape". Edit the plan and the count re-posts with the delta, so every change lands where you can see it. Some bounds the index cannot count by, like tenure, years of experience, company size, or excluded titles. Those spend nothing and say so: "still ~1,438 people by title, place, and background. The index can't count by tenure, those bounds cut the pool right after the pull". After you say run it, the pulled line shows the geography survivors and the tenure cut as two numbers: "516 in the target geography, 403 after the tenure bounds".

Checkpoints before scoring

Every meaningful pool pauses at a checkpoint before scoring, with a quick list attached, rules-ranked, not yet scored. Say "score top 25" to score just the front of it, or "score it" for the whole pool. "this tenure" and "these titles" resolve against the plan.

Start here

```
› Find me a Director of Safety in Phoenix with data-center experience
```

```
› Who are the strongest candidates we've sourced this week?
```

Narrow it: experience, tenure, geography

```
› 10 years of experience
```

```
› No more than 8 years at their current company
```

```
› Everyone within a 30-mile radius of Baltimore, Maryland
```

```
› Only these ZIP codes / only these states
```

> **Tenure is your best filter** for cutting a pool down to something workable.

A title someone held earlier in their career counts, and a "current" title that looks stale is flagged, with a confidence column on every row.

An ambiguous city asks before running. "Paris, TX or Paris, France?" You answer, it runs.

Search by company: one, three, or twenty at a time

```
› Give me everyone at these three companies with the title VP of HR
```

```
› Find me all the structural engineers at these 17 consulting firms
```

```
› Anyone at these seven companies in sales of any kind
```

Paste in a company list from an industry directory, ENR list, or association roster and it will work the whole list at once.

The two-step that maps a whole market

01 Find the 20 hospitals in Denver, Colorado. Let the bot build the list first

02 Now find everyone at those companies with the title Nurse. It searches all 20 at once

Deep search `when your seat has it`

Say **deep search** and then your ask. It also pulls full work histories from the live network, the one place that filters on a past employer ("came out of Deloitte"), years at their current company, a real commute radius, or a required license. A few minutes slower, and capped per search.

The plan lock shows a free count first. A deep search captures the first 300 profiles in the network's own order, not the best 300, so reduce the count until it is under 300: years at their company, a past employer, a tighter radius, a required license. Every reduction is free. Only run it spends. Each seat has a monthly allowance that resets on the 1st. When it is used up, the search runs as a normal search and says so.

Captured profiles are flagged "deep search" in the CSV and rank first in the quick list. "just the deep search people" keeps only them. A capture cannot be cancelled once placed. It is kept for a re-run of the same plan at no new cost, and if it lands after the search finishes the bot posts it in the channel and merges it. Any US metro is pinned to a true mile-radius ring.

Rosters and saved company lists

"List every engineer at these companies." No scoring, every person in the cut, one auditable workbook. Paste the companies, upload the file, or name a list you saved before. "Show my company lists" tells you what is on file. Say **score it** afterward to rank that roster against a role.

Contact info for a list you already have

Attach a spreadsheet or CSV of people and say **enrich it**. It comes back with emails, personal emails, and phones filled in, posted in the channel and saved to your folder. Pasting one or more profile URLs with "enrich" or "find their emails" works too. One URL is a complete list.

This is a business development tool too

```
› Find all the engineering managers in Chicago at structural engineering firms
```

```
› Find the VPs of Operations at food manufacturing plants in these four states
```

```
› Find the HR managers at these 19 companies
```

Canada and Europe

Canada is built in. Europe switches on per workspace with `!europe on`, typed by you. That typed command is your decision and your paper trail for EU candidate data rules. `!europe off` goes back to North America only. `!europe status` shows where you stand.

Fine-tune the engine

```
› !candidate-prefs   !candidate-prefs set pool-cap 300
```

```
› !candidate-prefs client-family add Nucor   !candidate-prefs exclude-title add estimator
```

```
› !candidate-prefs exclude-keyword add intern
```

> **The one rule people forget:** always type **new search** before starting a different search, including right after an MPC write-up. Otherwise the bot carries the last search's context into the new one and your results get muddy.

> The more specific you are, title, location, must-haves, the sharper the shortlist. **client-family add** makes sure you never surface a client's own employees.

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05 · THE MEASURED MARKET FOR A SEAT

Market Map

`#candidate-intelligence`

Say **market map** and paste or attach the job description. In two to seven minutes you get the measured market for that seat as a PDF: how many people hold it and where, demand right now, who else is recruiting for it, posted pay, and the funnel from the whole pool to a slate.

One search per job description, cached for a week, so every other cut re-renders the same run with no new search. Files land in your RecruiterClaw folder and in the channel, and every step tells you what it is building, what comes next, and how to stop.

The commands

All on the first line of the message, in #candidate-intelligence.

COMMAND	WHAT YOU GET
`market map` + the JD	The internal map, your working copy. Paste the JD, attach it as PDF or Word, or send it in the next message within ten minutes.
`market map client`	The client briefing from the same run, the one you hand the hiring company. No candidate is named.
`market map snapshot`	The one-page teaser for cold outreach.
`market map all`	All three at once.
`market map candidates` (or `market map search`)	Starts a candidate search built from the map: titles, geography, employer types, must-haves filled in, the hiring company excluded. The plan lock appears, and nothing runs until you say run it.
`market map mpc`	The door-opener map of the last MPC campaign delivered in that channel within the last seven days. Internal only, it names the candidate and the hiring managers. Needs an MPC campaign first (resume, then "MPC", then "run it").
`market map status`	Where a run stands, what the map can reach, and the last map in the channel.
`market map cancel` or `stop`	Drops a waiting question or stops a running map. Nothing is delivered from a stopped run.

Point it where you need it

Modifiers go on the same first line. **in Phoenix, AZ** overrides the geography. **client: Savant Wealth Management** names the hiring company when the JD hides it, which turns on the bench count. **fresh** re-runs the searches instead of using the week-old cache.

A bare **market map** in a channel that already has a map asks "Which one?" and takes a one-word answer: internal, client, snapshot, or all. If the JD names no geography, the bot asks one question: where is this seat, and which company is hiring. Answer both on one line, `Phoenix, AZ; Savant Wealth Management`. Plain English is routed for you, "map the market for this JD" lands on the map. A genuinely ambiguous ask like "map out candidates for this" gets one question naming the choices: market map, new search, or deep search.

What the internal map contains

Your working copy. The call (retained versus contingent, with reasons), four measured tiles, the requirement audit (what a profile can prove versus what only a call can), the client's own bench measured against the JD's bar (Talent Map Zero), who else is hiring with posted pay, fee-willingness signals (pay disclosed, relocation, signing bonus, reposts, days open), recruiter competition (search-firm postings over the last 90 days), the talent supply with a roster audit, the pecking order and the feeder map (who hires from whom), posted pay, the funnel to a slate with every assumption labeled, pitch lines, sourcing lanes, and watch-outs.

What the client briefing contains

The one you hand the hiring company. The market in one paragraph, the spec priced in candidates, the bench, who else is hiring, fee signals, the title trap, the talent, the pecking order, posted pay, what the search looks like (a slate size and weeks, no funnel math), three decisions for the client, and a closing one-page "How to read this briefing". No candidate is named.

What the snapshot is

One page. Four tiles, three bullets, and a "reply and we will walk you through it" line.

What the numbers mean, so you can defend them. No individual is ever named in a market map. Only the MPC map names people. A pool marked ESTIMATE came from a 50-profile roster sample, and the page says how. Posting counts are postings, not employers. Search-firm postings cover the last 90 days only. Pay is posted pay only, no range without a named employer.

The whole seat, start to finish

01 JD arrives. Say **market map** with it. Read the call and the tiles.

02 **market map client** for the meeting, **market map snapshot** for the other firms posting the same seat.

03 Win it. **market map candidates**, approve the plan, then say run it.

04 Later, a candidate worth shopping: run MPC, then **market map mpc** for the door-opener PDF.

> **Best use:** run the map before the search kickoff. Walking in with the measured market changes the fee conversation.

---

06 · MARKET YOUR BEST PEOPLE OUT

The MPC Engine

#candidate-intelligence

Your best BD weapon. Drop in a resume, say **MPC this candidate**, and the bot finds live jobs that fit and writes a three-email sequence with a features-and-benefits presentation for each target.

Two ways to run it

- **Open market.** Drop the resume of a strong candidate and say "MPC this candidate." It finds the fitting jobs itself and writes the outreach.
- **Against a job list.** Say "MPC this candidate against these jobs" and paste in the links or postings.

What comes back

- Which targets are hiring this role RIGHT NOW, with real posting dates
- The matched jobs, with links
- The hiring manager's name and title

› Their profile URL, email, and phone for follow-up

› A three-email sequence, written and ready to work

The engine checks live job postings before picking targets, prefers companies with a matching opening posted this month, and the outreach says so: that timing is why the email lands today. The CSV shows posting age per target.

Rework it without starting over

For two hours after a campaign, say "MPC: [your change]" to rebuild it without re-reading the resume: "MPC: 15 companies", "MPC: more senior contacts only".

Want it shopped wider? Say "10 more companies", or jobs, or targets. A fresh batch of brand-new targets, skipping everyone who already heard about this candidate, with the plan and the cost shown first. Batches remember for two hours.

After a run the channel stays in MPC. Every message iterates the campaign until you say **new search**. That is why the rule about new search matters here.

The CSV carries a **copyFlags** column: any numbers in the copy that do not trace back to the resume. Fix those before you load a sequencer. If the company picker is down, targets come straight from verified live postings with no company screen, and the summary tells you so. The copy never names the candidate until they reply.

> **Turn it into a door-opener:** after a campaign lands, say **market map mpc** and it becomes the door-opener map PDF that names the candidate and the hiring managers.

> **Pair it with Job Finder:** copy the links out of a Job Finder drop and paste them straight into your MPC request.

Remember to type **new search** after an MPC write-up before you start your next candidate search.

---

07 · REAL OPENINGS, STRAIGHT FROM THE SOURCE

Job Finder

`#job-finder`

A managed service, not a command. Your RecruiterClaw team sets up each of your finders behind the scenes from your preferences. The jobs land in #job-finder on schedule, typically weekly, usually 30–50 per finder, with links straight to the posting on the company's own career page, never a third-party job board.

How it's set up

You can run up to 5 separate Job Finders at once. Each one is built around whatever you tell your team to track:

› **Titles**: nationwide, in one city, or in one state

› **Companies**: specific firms, nationwide or in a set geography

- **Industries**: a set of titles across one industry or several
- **Locations**: narrow any finder to the geography you work

> **To change what a finder tracks, ask your RecruiterClaw team.** There's no chat command for it. Asking the bot to change a finder won't work.

> **Best use:** pair it with the MPC Engine. Copy the links out of a Job Finder drop and paste them into an MPC request: "MPC this candidate against these jobs."

---

08 · NINE IDEAS EVERY MONDAY

LinkedIn Content

#linkedin-content

Every Monday morning, nine post ideas tuned to your niche land in the channel: six professional, three personal, written in different tones (storyteller, analyst, provocateur, and more). Pick up to three and the bot writes two full drafts of each for your approval.

How it flows

- pick 1, 3, 9: it writes two full drafts of each, **Draft A** and **Draft B**, each in a different voice
- Give me ideas: pulls the nine any day, no need to wait for Monday
- Give me ideas about hiring in cold storage
- Write a LinkedIn post on this… then go back and forth on edits until it's right
- good to post, or "this is good" to lock the draft

Paste a brief with your ask, "write a post about hiring in cold storage, here's what I want to say", and the whole brief rides into the drafts and every revision. A hiring post gets a hiring-post shape. Say "not good" and it rewrites. Say "stop doing 9" and it listens. **restart** clears everything.

It writes. You post. RecruiterClaw never posts to LinkedIn for you. When a draft is locked, copy it into LinkedIn and schedule it there. We recommend professional posts on **Tuesday and Thursday**, personal posts on **Friday**, all between **7:00 and 9:00 a.m.**

Build the brain behind your voice

- build my brain, or "ask me questions" to start the interview
- skip: pass a question you'd rather not answer
- done: ends the interview. It stores your answers

> **The brain is the whole trick.** Every question you answer makes the next post sound more like you and less like a template. Answer a few whenever you have five minutes.

Turn it on: `!enable-content`. Run it inside the channel where you want the ideas to live, not in a DM.

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09 · WALK IN PREPARED

Meeting Intel

`#meeting-intel`

The bot watches your calendar. About 60 to 90 minutes before a meeting with external attendees, it posts the meeting name, who you're meeting, and their email, then asks if you want intel. Say yes and the dossier lands in the channel. It also works on any person, any time, no meeting required.

Ask about anyone

```
› Intel on Jane Doe
```

```
› What do you know about Sarah at Whiting-Turner?
```

```
› Prep me for my 2pm with the Mortenson team
```

> **Common name?** Add the company. "Intel on Chris Smith at Acme Construction."

Came back thin? Tell it where to dig

```
› When was the last time I talked to him?
```

```
› Search all my emails with them going back nine months
```

```
› Any documents this person is associated with
```

```
› Any calendar invites going back nine months that they're on
```

```
› Was this contact ever associated with a job in our ATS?
```

Intel pulls from your ATS, email, calendar invites, note-taker notes, and anything else stored in your second brain.

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10 · ARRIVES AUTOMATICALLY

Morning Brief

The first thing waiting for you, weekdays in #morning-brief at the hour you chose during setup (default 7am). Your whole day in one post. To change the time, ask your RecruiterClaw team.

01 **Weather**

02 **Your calendar**: everything on the day, laid out

03 **Email**: what came in overnight and anything unopened you may have missed

04 **News**: company watch (your full watch list, however long it is), industry news, anything on your desk

05 **BD pipeline**: deals in motion, where things stand, what needs attention

06 **First move of the day**: one suggested action to start on

The news comes from a research engine built for your trade press. It remembers what it has shown you, so each day leads with something new, and when several outlets cover one deal you get one bullet with "Also reported by". A watched company with no news shows nothing, never another firm's story under its name.

Spott seats get a Job Pipeline section: your open jobs, split into early and active.

> The BD section reads your CRM deal pipeline, **Loxo by default**, but it can be pointed at another CRM.

---

11 · ACCOUNTABILITY

Wins & Recaps · Heartbeat

`#wins-and-recaps` · `#heartbeat`

Wins & Recaps

Daily, weekdays at 5pm: what got done, your wins, your misses, what needs follow-up, and a look at tomorrow.

Weekly, Friday: wins of the week, what to work on, where your energy actually went, what to stop doing, and suggestions on both what's working and what isn't.

Delivery times are set at setup. Ask your RecruiterClaw team to change one.

Heartbeat

A status channel. Quiet means healthy. It announces when an update ships and flags you when something needs attention: a connection that dropped, a mailbox that needs re-authorizing. Updates land overnight on their own. Nothing to click.

Coming soon: Candidate/Employee Watcher. New channels get announced in Heartbeat.

---

12 · SETTINGS

Preferences & commands

Type `!prefs` in any channel to see everything you're tracking, and `!prefs commands` for the full list. Plain English works too: "track Mortenson," "set my location to Phoenix," "stop tracking commercial construction."

General

COMMAND	WHAT IT DOES
`!prefs`	See all your settings and the command hub
`!prefs commands`	Every safe command in one place
`!help`	Context-aware guide: what you can do wherever you are, including mid-task
`!help <topic>`	Jump to a topic: mpc, search, linkedin, email, calendar, crm, prefs, brief

Morning Brief

COMMAND	WHAT IT DOES
`!watch add <company>`	Add a company to your Company Watch. No cap, ever. Very large lists may add a small metered search cost, and the bot tells you at the moment that applies.
`!focus add <industry>`	Add an industry to your news, awards and M&A feed
`!priority add <text>`	Add a weekly priority, shown at the top of your brief
`!urgency add <rule>`	Add an urgency rule
`!dont-track add <company or topic>`	Keep something out of tracking
`!location <city>`	Set your home city for weather and local news
`!email-filter add label <gmail-label>`	Skip emails carrying this Gmail label in live reads
`!calendar-sources list`	Which calendars feed your day view (`available google`, `include google <id> <label>`, `exclude google <id>`)

Candidate Intelligence

COMMAND	WHAT IT DOES
`!candidate-prefs`	Tune the search engine
`!candidate-prefs set pool-cap <number>`	Pool size
`!candidate-prefs client-family add <company>`	Never surface a client's own employees
`!candidate-prefs exclude-title add <title>`	Titles to leave out
`!candidate-prefs exclude-keyword add <word>`	Keywords to leave out
`!europe status` / `!europe on` / `!europe off`	EU sourcing for this workspace

Email

COMMAND	WHAT IT DOES
`!email-actions status`	Draft and send mode, and whether the mailbox is connected
`!email-actions mode off` / `draft-only` / `confirm-send`	How far email goes
`!email-actions provider gmail` / `outlook` / `ask`	Default outgoing mailbox
`!email-actions draft-default mailbox` / `slack`	Whether "draft an email" makes a real mailbox draft or Slack copy
`!email-actions signature show` / `off` / `on` / `mode auto|new-only|none`	Your signature, without deleting it
`!email-actions reply-signature show` / `off` / `on`	The short signature replies carry
`!email-actions font show` / `<name>` / `clear`	Outgoing email font
`!email-voice status` / `setup`	Your saved writing style

Calendar

COMMAND	WHAT IT DOES
`!calendar-actions status`	Write mode and whether permission is granted
`!calendar-actions mode off` / `confirm-write`	Real invites, previewed, created only after **confirm event**
`!calendar-actions provider google` / `outlook`	Which calendar new events land in
`!calendar-actions conferencing none` / `google_meet` / `teams`	Default meeting link
`!calendar-actions calendar <id>`	Target a specific calendar

CRM

COMMAND	WHAT IT DOES
`!crm-trust status` / `confirm` / `autopilot` / `read-only`	How much rope it gets
`!crm-queue list`	Writes waiting for your approval
`!crm-approve <id>` / `!crm-reject <id>`	Apply or discard one

LinkedIn

COMMAND	WHAT IT DOES
`!enable-content`	Turn on LinkedIn Content, typed inside the channel you want ideas in

Status checks (plain English, no !)

COMMAND	WHAT IT DOES
`learning health`	Profile learning and dossier health
`dossier status`	Quarterly dossier status

You can also change your email signature, the companies you follow, important people to watch, industry news topics, and calendar preferences from `!prefs`.

Scheduling preferences are set in plain English in the DM, with no ! command needed. `!calendar-actions status` shows whether calendar write is enabled.

Commands can grow with the product. Your seat's `!prefs commands` list is always the current source of truth.

TROUBLESHOOTING

When something does not work

WHAT'S HAPPENING	WHAT TO DO
It found the wrong person	Add company, title, email, or city.
Search too broad	Add location, tenure, must-haves, exclusions.
Search too narrow	Add title variations, adjacent industries, a wider radius.
It remembers the old search	Type new search and start again.
Intel came back thin	Tell it which sources and timeframe to search: email, calendar, ATS, notes.
An ATS update is waiting	Check `!crm-queue list`, or your trust setting.
Email will not send	Check that Email Actions is on and reply confirm send to the staged draft.
A scheduled post did not arrive	Check Heartbeat, then contact your RecruiterClaw team.
You do not know the command	Type `!help` or `!prefs commands`.
Emails go out with a plain, minimal signature	Capture your real one: SEND yourself an empty email (your app adds the signature), then say grab my signature from my sent folder.

WHAT'S HAPPENING	WHAT TO DO
Signature capture grabbed the wrong thing	It reads your newest sent message. Send the empty signature email again so it's on top, then re-run the capture.
It says it can't make a Google Doc	Outlook seat. Say "make it a Word doc" or "make it a PDF" instead. It lands in your folder either way.
My photo won't upload, or it can't read it	JPG or PNG only. Screenshot it or export it first.
The count did not change after my tenure edit	Tenure and years of experience cut the pool right after the pull, not in the count. The before and after numbers post when you run it.
The market map asked where the seat is	The JD named no place. Answer `City, ST; hiring company`, or put `in City, ST` on the first line.
The map says the client's bench was not counted	The JD hides the employer. Re-run with `client: <company>` on the first line.
Deep search says it is not switched on	Your seat does not have it yet. Ask your RecruiterClaw team.
A reply refused to send	The bot could not find the thread. Ask it to reply from the thread again, or ask for a fresh draft.
I can't find the file it made	It is in your RecruiterClaw folder, under Made by RecruiterClaw, and the link is on the Slack file card.
It can't see the file I dropped in the folder	Give it a minute to sync, then name the file. "The resume I dropped in" works.
The call I just had isn't there	Say "what did I talk about with Dan just now". It reads the call live before the sync.
Outlook or Gmail asks to sign in again	Ask your RecruiterClaw team. It takes one click on your side.
The search said 800, then 163	That is the plan count versus the pool after your cuts. **show me your logic** explains each step.

13 · THE SHORT LIST

Ten rules that make this work

1. **Talk to it like a person.** You don't need special syntax. Full sentences beat keywords.
2. **Say "new search" every single time.** Before any new candidate search, and after every MPC.
3. **Use tenure to control pool size.** It's the fastest way to turn 4,000 names into 40.
4. **Dump your call notes into the DM.** Thirty seconds of typing makes every future answer better.
5. **Answer the brain-building questions.** Five minutes a week and your content stops sounding generic.
6. **Ask for things you're not sure it can do.** It'll tell you plainly if it can't.
7. **Push back when an answer is thin.** Tell it where to dig: emails, calendar, ATS, notes.
8. **Map the market before you pitch.** One command, three PDFs, the numbers a client cannot argue with.
9. **Feed it company lists.** Directories, ENR lists, association rosters. It works all of them at once.
10. **Give it a month.** Week one is useful. Month three is a different tool entirely.

Need a human? Your RecruiterClaw team is on call. If something breaks or feels off, reach out, we'll fix it remotely or show you another way to get there.

Your data lives on your own RecruiterClaw seat and in your RecruiterClaw folder. Requests run through your own AI subscription and the services you connected. We never delete anything, and nothing sends, books, moves, or posts without your word.

Questions? jordan@recruiterclaw.ai

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