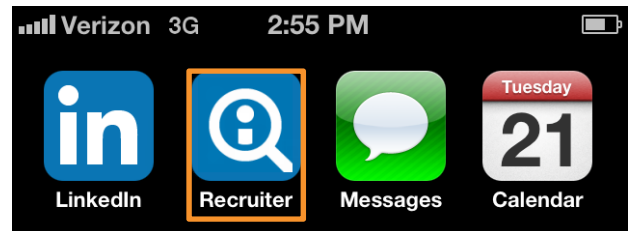


Recruiter Mobile

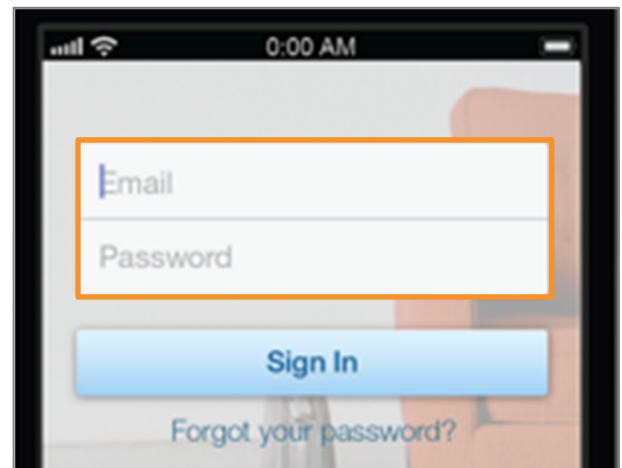
Engage the best talent anywhere, anytime. The Recruiter Mobile app puts the LinkedIn Recruiter features you love most in the palm of your hand. You can do everything from responding immediately to candidate InMails, to viewing all of our hundreds of millions of members' full profiles, to getting hiring manager feedback on prospects – all while out and about.

Sign In and Choose Your Settings

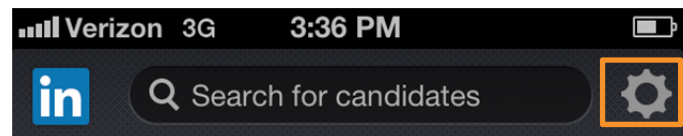
1. Launch the application from the **LinkedIn Recruiter** button on your mobile device or access it from your mobile device's web browser at www.linkedin.com/recruiter.



2. Type in the **Email** and **Password** you use for your Recruiter account.
3. Tap **Sign In**.



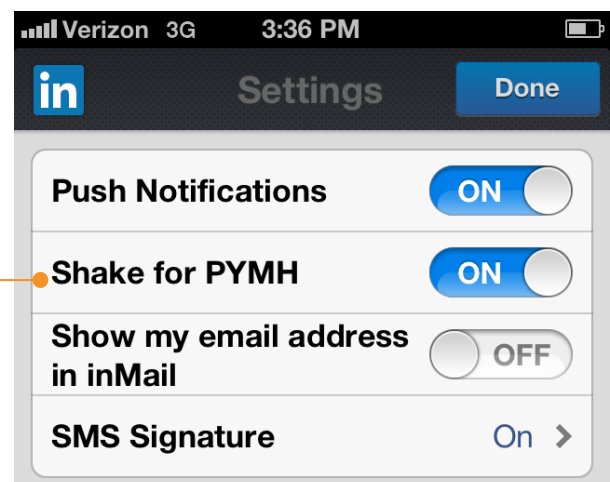
4. Tap the **Settings** icon in the upper-right corner.



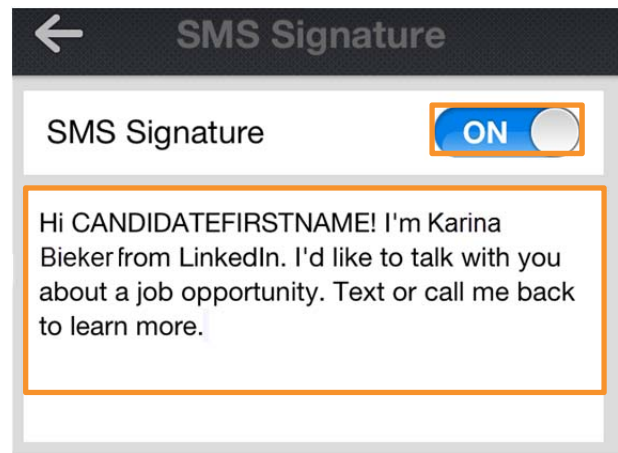
5. Turn **ON** or **OFF**:

- Push Notifications
- Shake for PYMH
- Show my email address in InMail

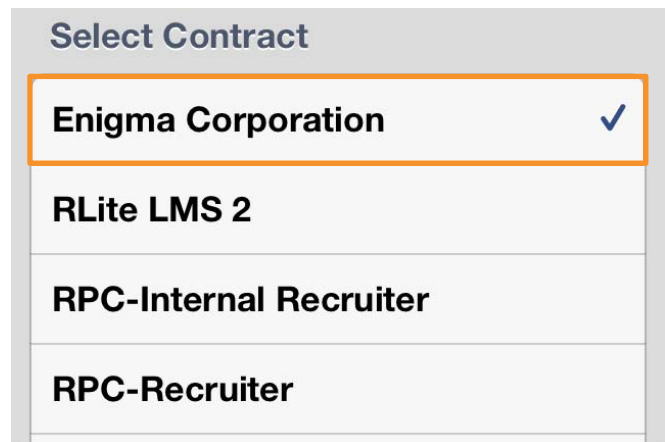
This setting allows you to shake your phone to check for new People You May Want to Hire results.



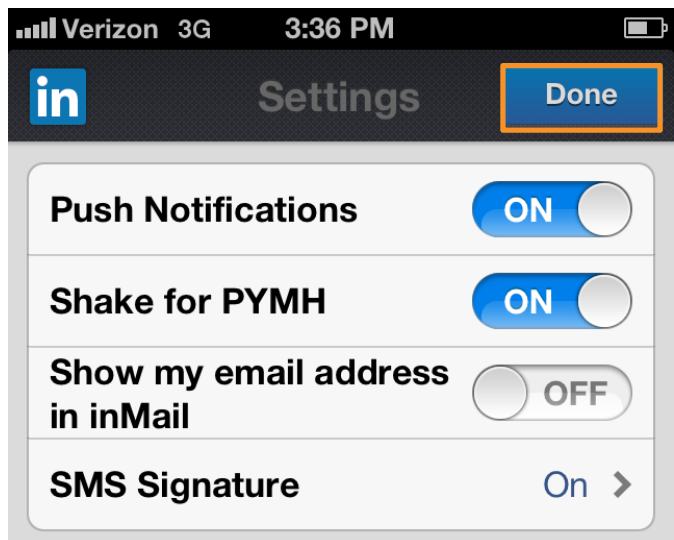
6. Your SMS signature includes default text. Tap **On** next to the SMS Signature arrow to edit the text of your signature.
7. Type in your changes, then tap the **Back** arrow to return to your Settings.



8. If you have multiple contracts, swipe up to see all your contracts. Tap the **Contract** name you'd like to use.

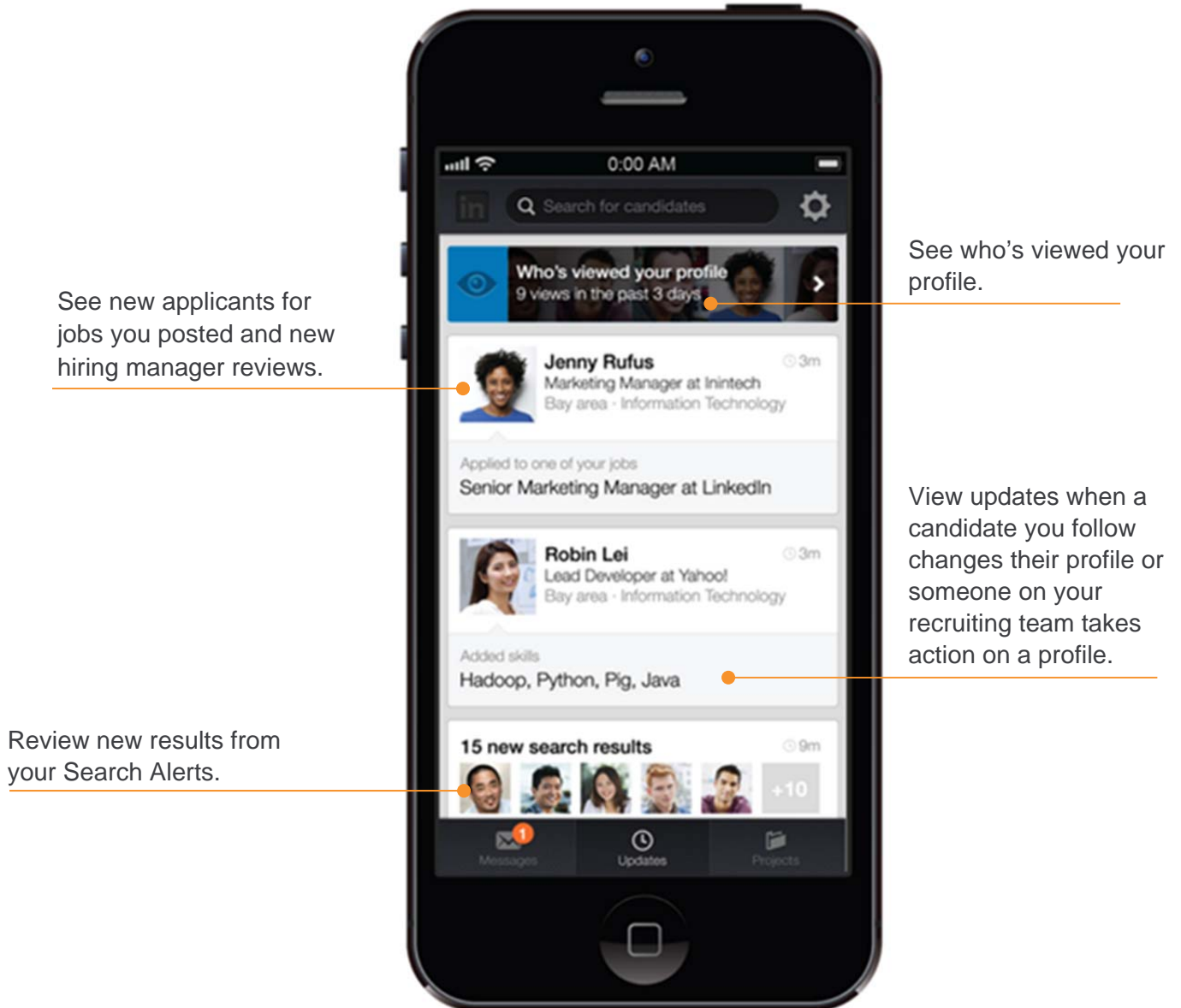


9. Tap **Done** to save your changes to your settings.



Get Updates

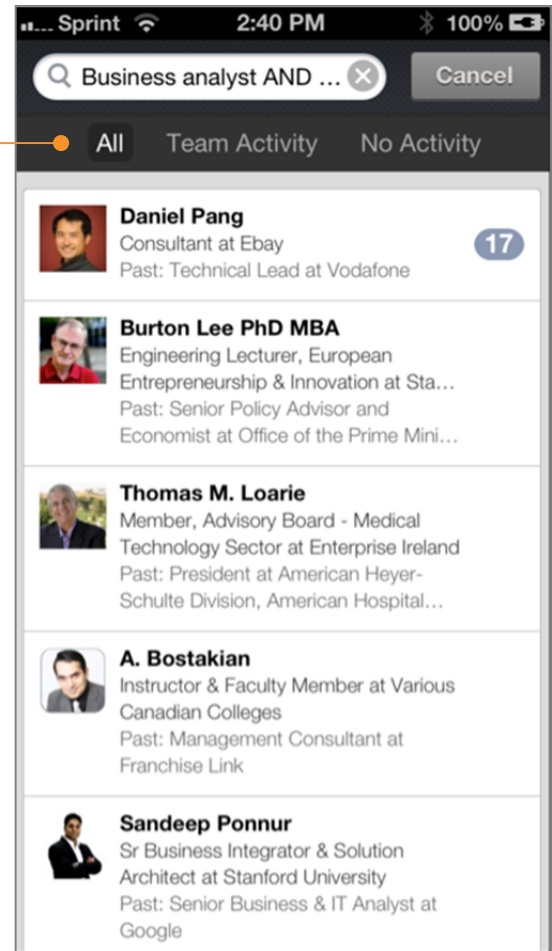
After signing in, you're taken to the Recruiter Mobile homepage where your updates stream. Tap the **Updates** button in the center of the bar at the bottom of your screen to return here any time.



Search the Network

1. Use the **Search** feature to find prospects.
2. Enter your search query using keywords and Boolean operators.
3. View your search results by All, Team Activity, or No Activity.
4. Tap a member to view their profile.

Search results are organized in three tabs — **All**, **Team Activity**, and **No Activity** to help you filter prospects your team hasn't acted on from profiles that your team has already acted on. The number on the right gives a quick count of the total number of actions that your team has acted on.

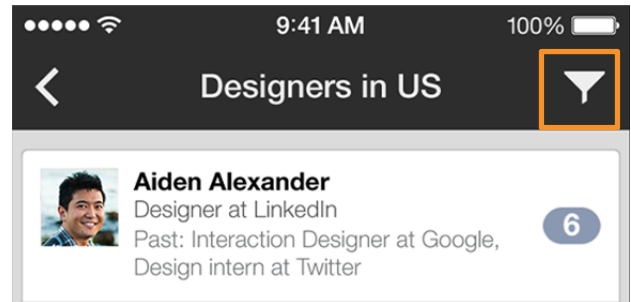


5. Use the carousel feature to quickly scroll through profiles from your search results.

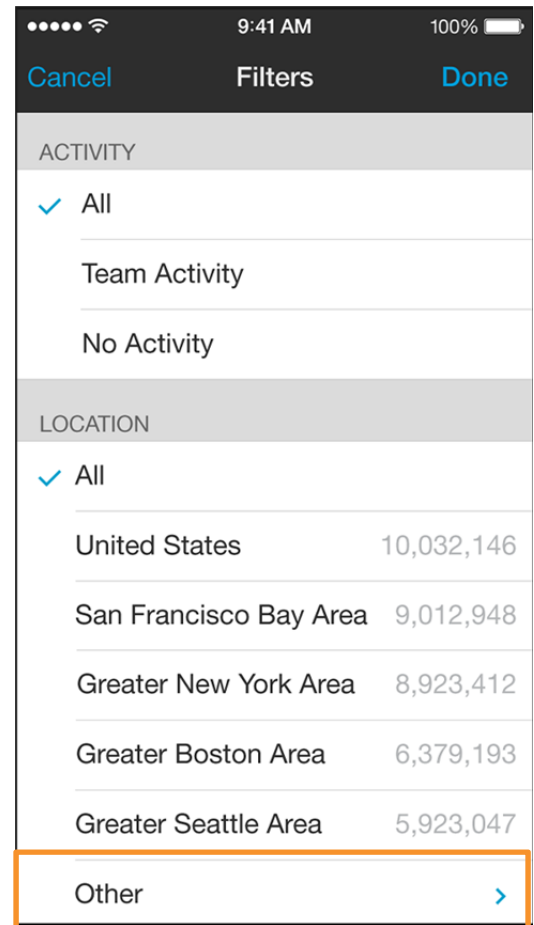


Filter Search Results

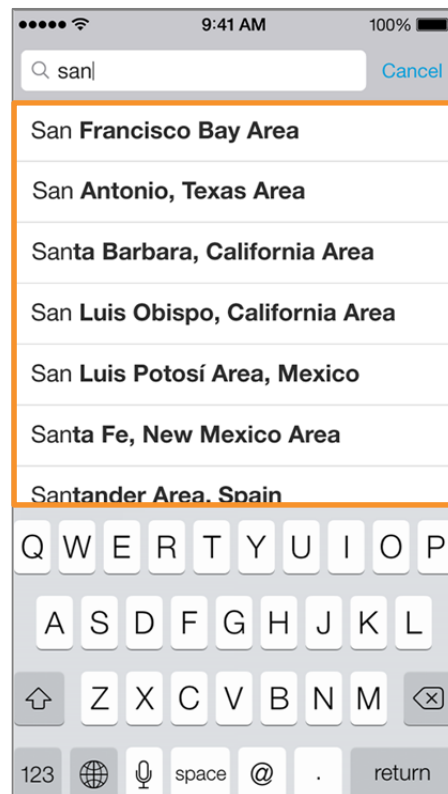
1. Narrow your search results using filters. Tap the **Filter** button.



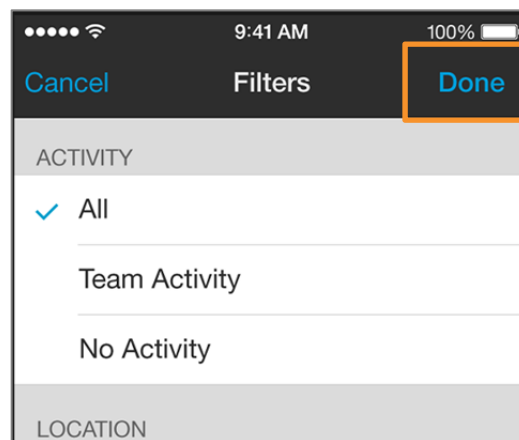
2. Select the filters you'd like to apply. Filter by activity, location, or both.
3. To enter a specific location, tap **Other** and type in the location name.



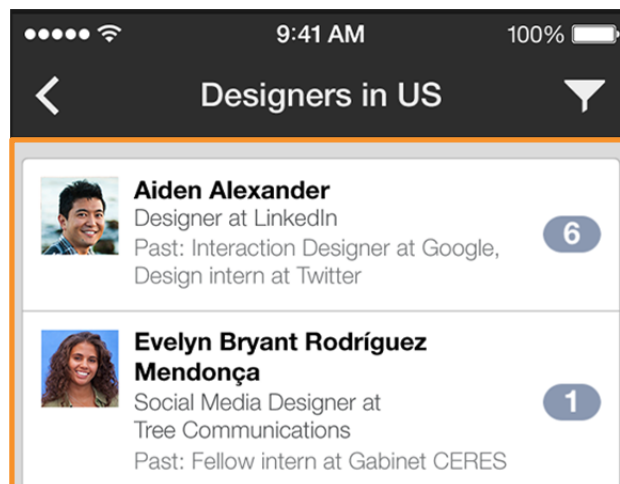
- Recruiter's type-ahead feature provides suggestions to automatically complete your entry.
- Tap the appropriate suggestion to select it.



- Tap **Done** to apply the filters you've selected.



- Your search results now show those profiles with the activity and location for which you filtered. The number to the right of a profile shows number of actions you and your team have taken on a profile.



View and Manage Profiles

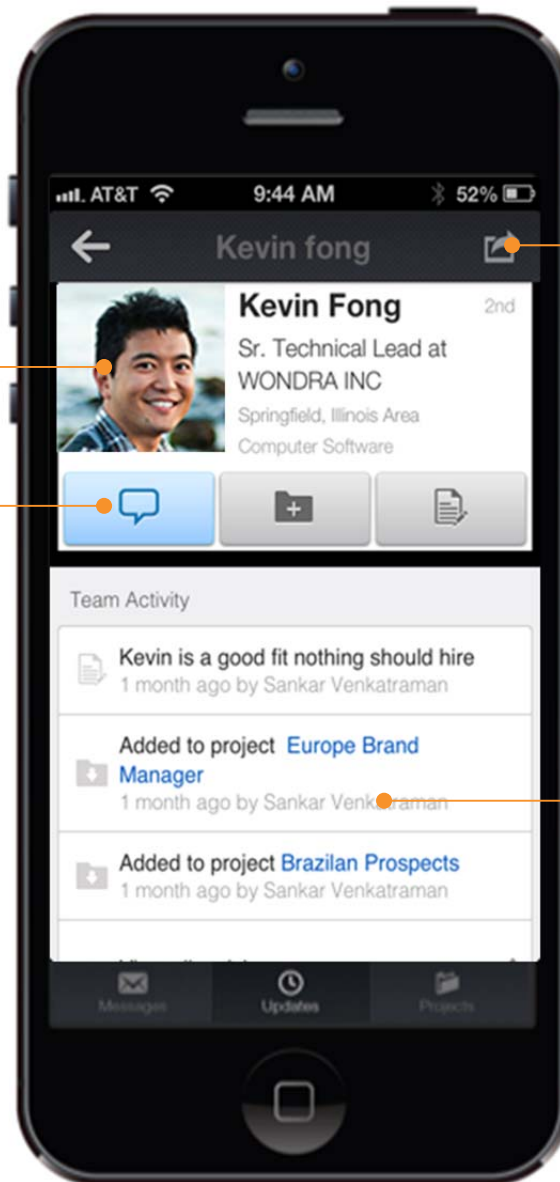
To view and manage your prospects, tap a Profile from your search results.

The top card gives you a quick summary of the prospect's current role — name, headline, location and industry.

Take action directly from a profile:

- Tap the **Message** button to contact a candidate directly.
- Tap the **Project** button to save them to a Project for future action.
- Tap the **Notes** button to make a note on the candidate's profile.

Tap the **Share** button to email the candidate profile to a hiring manager or a team member



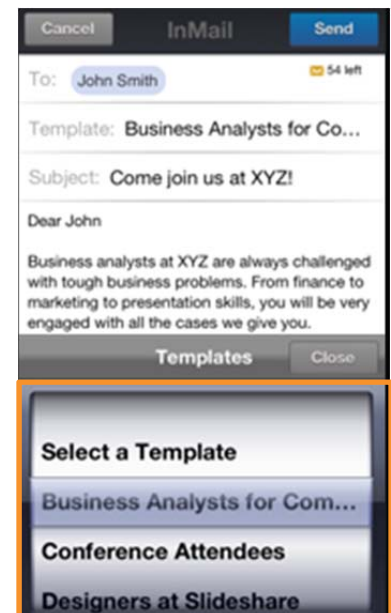
See team activity and profile updates on candidates you follow.

Send a Message

1. To send a message, tap the **Message** button on a profile.
2. You have up to four options for communicating with a candidate — Call, Text, InMail, and E-Mail.
3. Tap **InMail** to send an InMail message. If you have the candidate's phone number or email address you can call, text, or send an email



4. Use the InMail templates you've created in your Recruiter account to easily InMail or text an introductory message.
5. Scroll to select the appropriate template or select **No template**.
6. Tap **Close**.
7. Make any necessary edits to the message.
8. Tap **Send**.

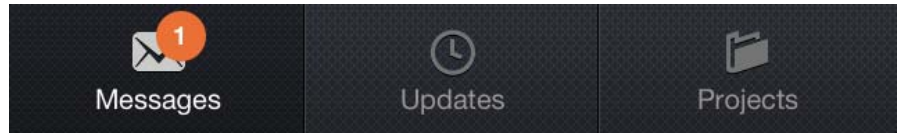


9. When a candidate replies, you'll immediately receive a push notification.

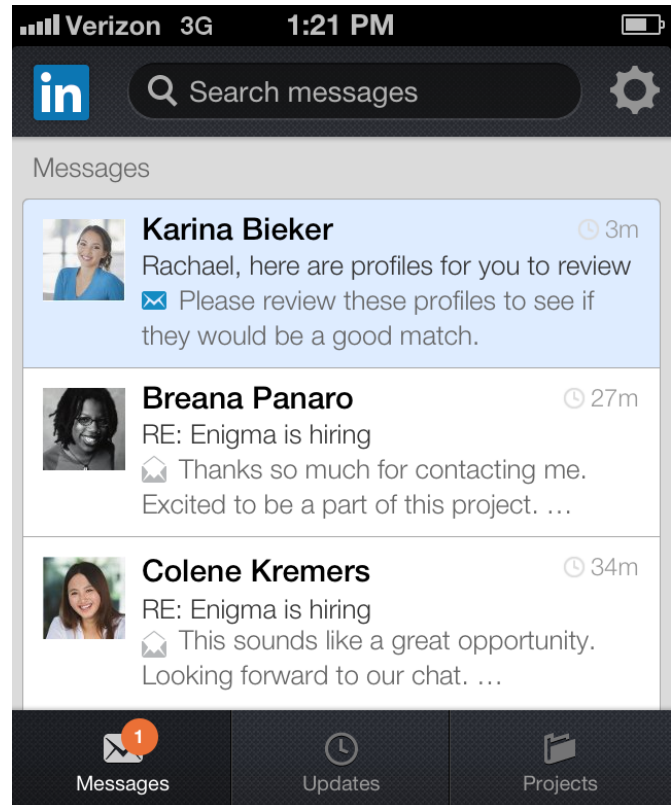


View, Reply To, and Archive Messages

1. To view your messages, tap **Messages** in the bottom left of the toolbar.



2. New messages appear at the top. Scroll down the list to see all your messages.
3. Tap a **message** to open it.

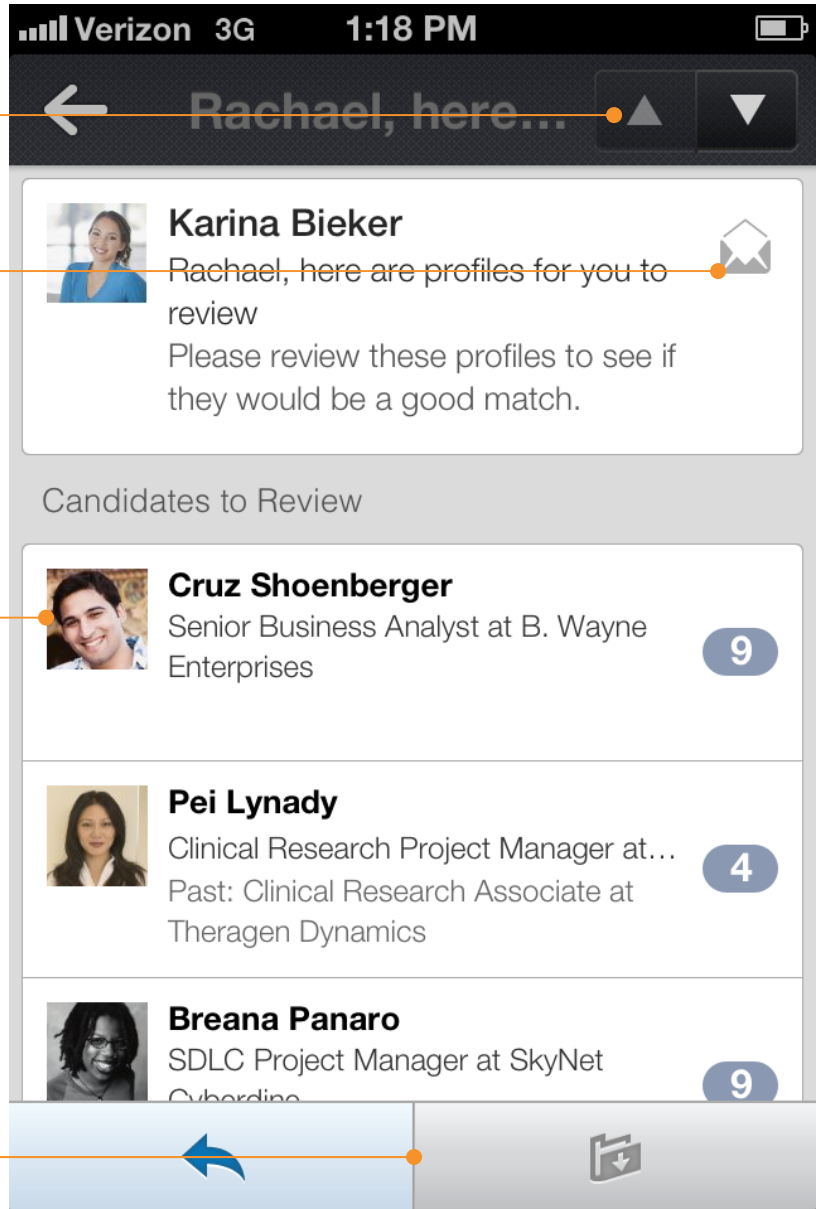


Tap the **Scroll** buttons to page through other messages.

Tap the **Envelope** button to mark the message unread.

Tap a **profile** to review any prospects shared with you.

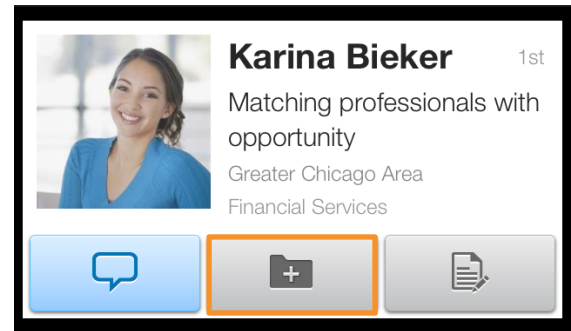
- Tap the **Reply** button to send a return message.
- Tap the **Archive** button to send the message to your Archive.



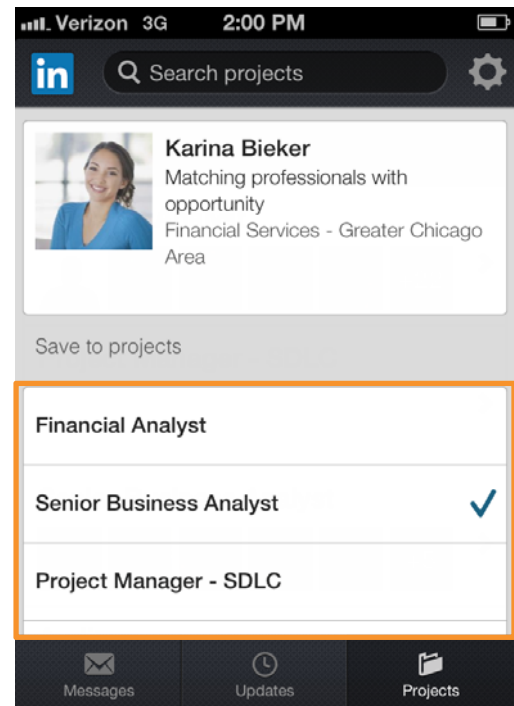
Stay Organized with Projects

Projects help you keep your prospects organized. They also make it easy to access prospects from your smartphone, tablet, laptop, or desktop.

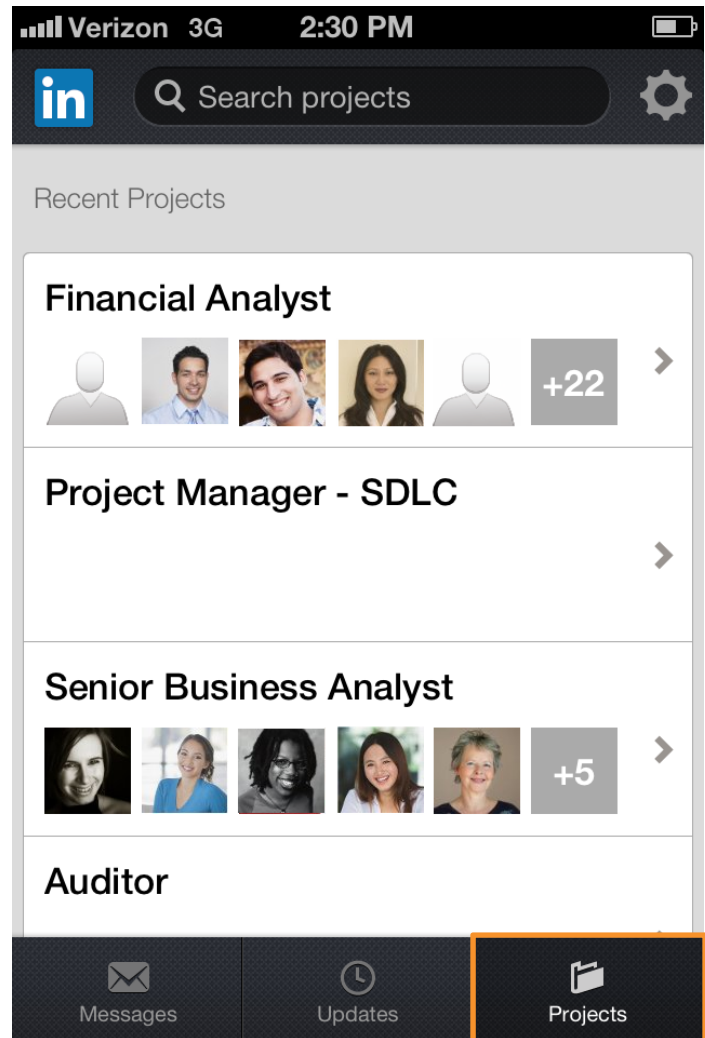
1. To save a profile to a project, tap the **Project** button on a profile.



2. Select the appropriate Project and tap **Done**.

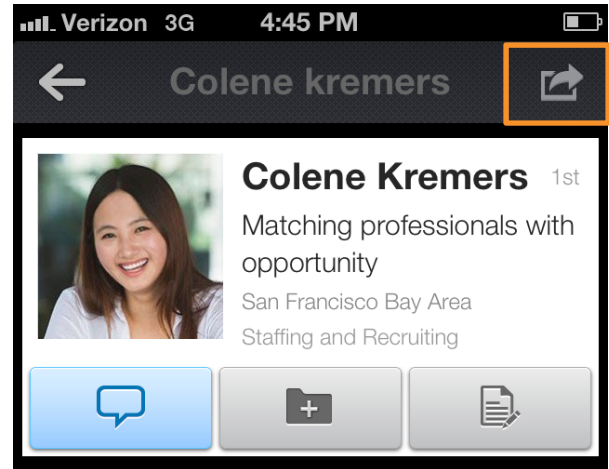


3. To view your all your Projects, tap the **Project** button on the bottom right toolbar.
4. Tap the **Project** to you'd like to view or tap **Search projects** and type in the **Project Name**. The type-ahead feature will automatically show you project names to select from.

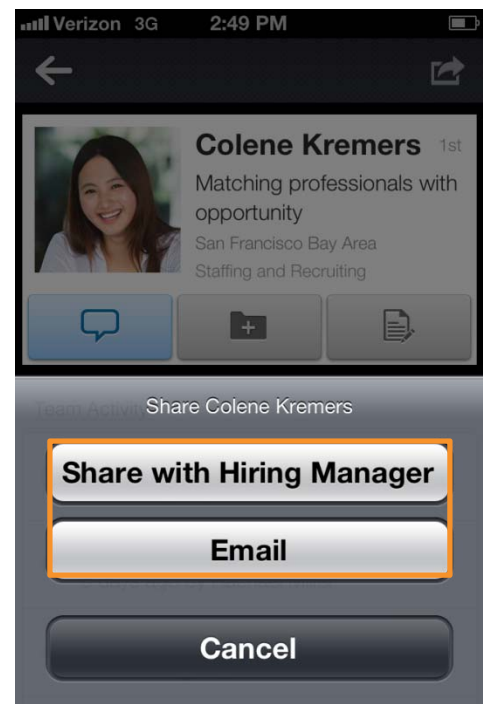


Share a Profile

1. When you are ready to share a profile with your team, client, or hiring manager, tap the **Share** button.



2. Tap the **Share with Hiring Manager** button to share the profile via Recruiter. This is a recommended best practice, as it allows you to track the prospect through your pipeline.
3. Alternatively if you choose to share the prospect's profile via email, tap the **Email** button.



1. Type the recipient's name, and hit **Send**.

