## Using Advanced Al-Assisted Search and Projects in LinkedIn Recruiter

Your guide to maximizing efficiency using Al in search and projects in LinkedIn Recruiter.

**Linked in** Talent Solutions



## **Table of Contents**

- 1 What is Advanced Al-Assisted Search and Projects?
- 2 How to Get Started
- Best Practices for Better Results
- 4 What Others are Saying: Customer Testimonials
- 5 Additional Resources for Extra Help
- 6 Key FAQs



Created for

Recruiters

HR Professionals



Featured products

LinkedIn Recruiter

Explore the guide in <u>Indonesian</u> and <u>Korean</u> Stay tuned for more languages.

# What is Advanced Al-Assisted Search and Projects?

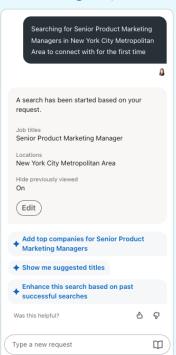


## Two versions of Al-Assisted Search and Projects

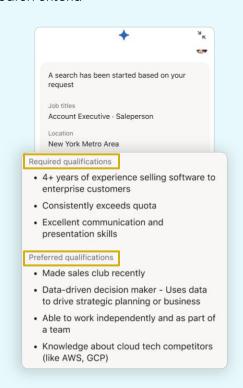
Al-Assisted Search and Projects is a Generative Al (GAI) feature that enables you to quickly create projects and candidate search just by stating what you need in your own words into a new prompt box and chat experience.

There are two versions of Al-Assisted Search that exist today:

**1. Al-Assisted Search** will display all traditional filters and qualifications will not be available as a search criteria (If your screen looks like the screenshot below, use this quide)



2. <u>Advanced</u> Al-Assisted Search will display all traditional filters and populate qualifications as new search criteria

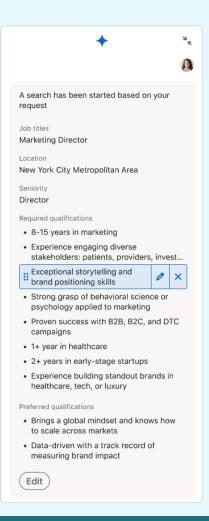




## What's new with Advanced Al-Assisted Search and Projects?

Advanced Al-Assisted Search will provide better quality of results by going beyond standard filters and keywords listed on profiles, matching based on qualifications that are unique to the candidate you are looking for – even those critical, hard-to-define skills not explicitly listed on resumes.

For example, it can match on qualifications such as "Data-driven decision maker" or "excelled written and communication skills."



Al-Assisted Search sessions see an overall **+18% higher InMail acceptance rate** % when compared to search sessions with manual filter.

#### **How it Works**

To start a search, simply copy and paste a Job Description or intake notes and Al-Assisted Search will automatically translate your hiring intent into required and preferred qualifications. This is the information Al-Search will use to find qualified candidates.

After your initial search results, Al-Assisted Search will also provide additional suggestions to improve your search results.

Advanced Al-Assisted Search enables recruiters like you to use plain language, which then gets translated via Al into required and preferred qualifications along side existing filters (e.g., title, industry, schools, companies, and location) to obtain more accurate search results.

You can manually adjust the search filters and qualifications or try different inputs to reach the desired outcomes.









#### Al-assisted search

Describe your ideal candidate in words or full sentences to get time-saving, Al-assisted recommendations. You can use this chat to:

- Get recommendations to achieve your hiring goals
- · Add or remove search filters
- Search based on a single profile

I'm trying to hire an account executive for a cloud-tech product in NYC who can sell to enterprise customers. I want a top performer - someone who constantly exceeds their quota - if they've made sales club, that's a big plus. Here's some other requirements from the posted job: Basic Requirements - 4+ years of experience selling software to enterprise customers -Excellent communication and presentation skills, with the ability to effectively convey complex concepts to diverse audiences. An ideal candidate would: - Data-driven decision maker - Uses data to drive strategic planning or business changes -Able to work independently and as part of a team. Can be coached into a team lead position. - Knowledge about cloud tech competitors (like AWS, GCP) is a plus.



+

A search has been started based on your request

Job titles

Account Executive · Saleperson

Location

New York Metro Area

Required qualifications

- 4+ years of experience selling software to enterprise customers
- · Consistently exceeds quota
- Excellent communication and presentation skills, with the ability to eff...

Preferred qualifications

- · Made sales club recently
- Data-driven decision maker Uses data to drive strategic planning or business c...
- Able to work independently and as part of a team. Can be coached into a team lea...
- Knowledge about cloud tech competitors (like AWS, GCP)

Edit

3000

Please note that this feature is optional. You are still able to initiate Search or create Projects without the use of Generative AI.

## Why use Advanced Al-Assisted Search and Projects?

Advanced Al-Assisted Search and Projects uses GenAl, allowing you to easily leverage a conversational search interface to accelerate recruiting activities and find the right candidates, faster.



Eliminate the complexities of a traditional manual search; add a job description or intake notes and search will set the right filters to uniquely match on your hiring intent.



Match based on qualifications that are unique to the candidate you're looking for – even those hard-to-define skills.



Represent skills more accurately — even when they're not listed.
Al understands the context behind a candidate's experience to surface the skills they bring.

Al-Assisted Search and Projects will quickly find interested and qualified candidates, drawing on billions of data points from Linkedln's largest professional network.

2

# How to Get Started



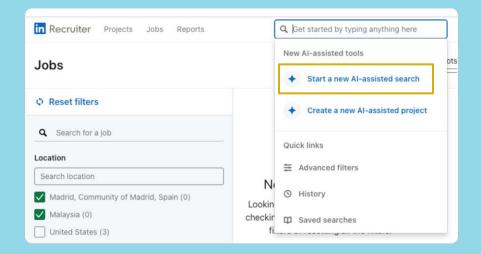
## **Using Al-Assisted Search**

To get started with Al-Assisted Search in Recruiter, click the search bar on the Recruiter Home Page. Copy and paste a job description or your hiring intake notes.

Next, select **Start a new Al-Assisted** search from the drop-down menu.

You can also click the search bar on the upper right corner from the Projects, Jobs or Reports tab.





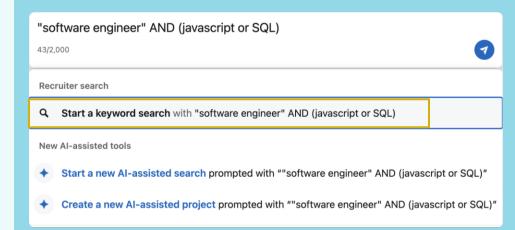
# Traditional Keyword or Boolean Searches

Hoping to run a Boolean search or traditional keyword searches instead? Don't worry -- you still can! Simply add your Boolean string or keywords to the open-text prompt box and you'll be given the option to "Start a keyword search".

Alternatively, you can ask Al-assisted search to create a Boolean string for you. For example, you can prompt "Create a Boolean string for a marketing manager in New York."



**Pro Tip:** If you select Start a new Al-assisted search, the platform will not interpret it as a keyword search and will instead take you into the conversational search experience.



## **Using Al-Assisted Search**

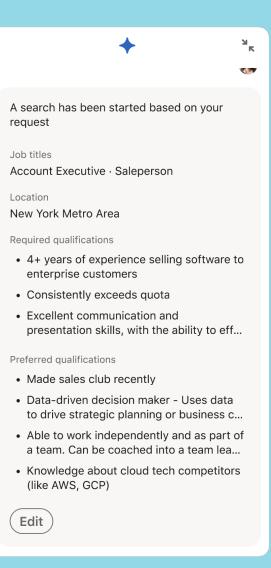


**Pro Tip:** You can find your ideal candidates faster by copy and pasting a job description or your hiring intake notes.

Ensure all preferred criteria such as job titles, required and preferred qualifications, locations, years of experience, skills, companies, industries, etc. are included.

Al-Assisted Search and Projects will translate the prompt into required and preferred qualifications along side existing filters (e.g., title and location) to obtain more accurate search results.

You can edit these filters by typing additional prompts within the Search. You can also manually adjust these filters by clicking on the Edit button within the Search.



## **Using Al-Assisted Search**

To fine-tune your search, you can manually add or remove criteria, and you can click edit and remove, edit or move qualifications from preferred to required.

For example:

"Add Figma skills"

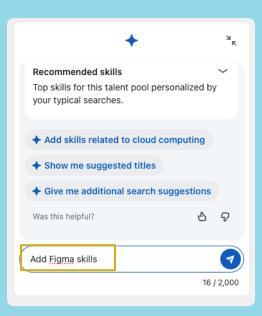
"Remove Rome, Italy location"

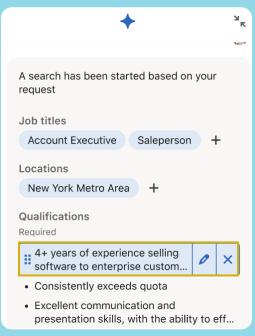
"Add recently open to work"



**Pro Tip:** You can use abstract facets such as: "engineering schools in the West Coast of Australia" or "HBCUs in the East Coast".

The abstract facet will save you time from having to look up each individual search and manually type them in.





## **Search Filters**

Here is a full list of Search filters that you **can** query:

- Required Qualifications\*
- Preferred Qualifications\*
- Job title
- Location
- Open to work
- Active talent candidates who are more likely to respond (looking for a job)
- Internal candidate
- Interested in company
- Company connections: candidates who know people at my company
- Skills and assessments
- Companies currently working for
- Schools
- Year of graduation

- Industries
- Seniority
- Who I've messaged
- · Who I haven't messaged
- Candidates that aren't in any projects
- Spoken languages
- Network relationship: candidates I'm connected to, common connections with
- Years of experience
- Years in current company
- Years in current position
- Fields of study
- Degree
- Company size: works at small companies
- Past applicants

## Here is a list of search filters that **CAN'T** be added:

- Race
- Gender
- Nationality
- Sexuality
- Age

<sup>\*</sup>By using the qualifications filters, Al-Assisted search will go beyond matching on exact text and match based on the qualifications that are unique to the candidate you are looking for.

## **Using Recommendations**

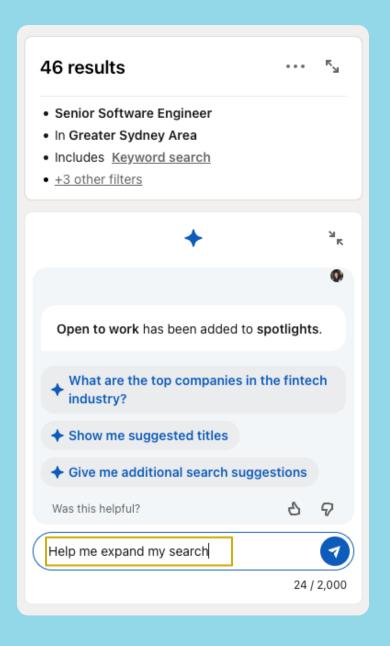
Ask for recommendations and insights from Al-Assisted Search in the chat.

#### For example:

"What are the top locations to hire Internet Security engineers from?"

"Which Business Development candidates are likely to change jobs?"

"Help me expand my search"



## **Using Recommendations**

Types of Recommendations they can ask for if you have:

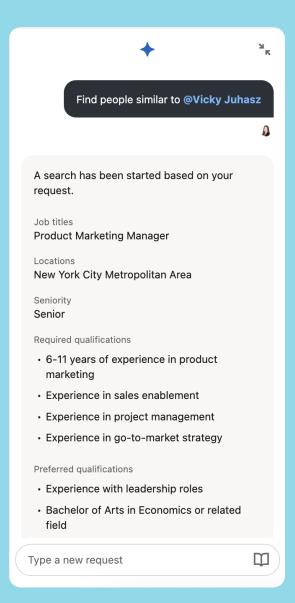
	LinkedIn Recruiter Only	LinkedIn Recruiter and LinkedIn Talent Insights
Top & Recommended Companies	$\checkmark$	$\checkmark$
Companies with Layoffs		
Top & Recommended Skills	ightharpoons	ightharpoonup
Top & Recommended Titles	ightharpoons	$\checkmark$
Top & Recommended Locations	$\checkmark$	ightharpoonup
Talent Competitors	X	
Companies Your Company Hires From	X	$\checkmark$
Top Skills at Your Company	X	$\checkmark$
Top Titles at Your Company	X	$\overline{\checkmark}$
Top Locations at Your Company	X	$\checkmark$
Top Schools	X	lacksquare

## Finding Similar Profiles

Use search to find a similar candidate by using the @ similar profiles

For example: Find me candidates similar to @ming chen

This will gather profile information from Ming Chen to create a search with similar job title, years of experience, industry, qualifications, etc.



## **Use Job Descriptions to Power Al-Assisted Search**

You can drop a job description into the search bar and Al will apply the information to required and preferred qualifications so you can find the right people for your role fast.

Just simply copy & paste and select start a new advanced Al-Assisted Search

#### Good morning, Alice



Education: Bachelor's degree in Graphic Design, Interaction Design, or related field.

Experience: Proven experience as a Product Designer with a strong portfolio showcasing design projects.

Skills: Proficiency in design tools such as Adobe Creative Suite, Sketch, Figma, or similar.

Bonus: Knowledge of front-end development principles.

3763/4000



New Al-assisted tools

- Start a new Al-assisted search with job description "Are you a creative thinker passionate about shaping exceptional user experiences? We seek a Product Designer to contribute to...
- Create a new Al-assisted project with job description "Are you a creative thinker passionate about shaping exceptional user experiences? We seek a Product Designer to contribute to...



# Create or Modify Boolean with Al-Assisted Search

You can also ask Al-Assisted Search to write a Boolean for you and it will populate keywords with the Boolean string:

"Write a Boolean which consist of recommended skills for Java Developers"

"Add corporate purchasing OR AI" to keywords



**Pro Tip:** In the Al-Search experience search experience, you can modify your Boolean and receive recommendations on how to expand your talent pool

Write a boolean for marketing managers in new york



A search has been started based on your boolean string.

Job titles

Marketing Manager

Location

New York, Metropolitan Area

Keywords

("Marketing Campaign Management" OR "Customer Relationship Management" OR "Search Engine Optimization" OR "Marketing Strategy")

**Edit filters** 

Was this helpful?





Type a new request

# Why create an Al-Assisted Project in the Al-Search experience?

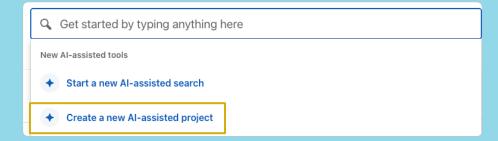
Al-Assisted Projects
 proactively serves up smart
 recommendations rather than
 relying on user prompts. Some
 of the smart
 recommendations it may
 provide: "here are
 skills/locations you should
 add", "here's a similar project
 you can copy from".

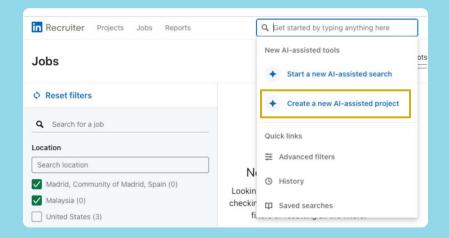
 Projects can be shared easily with one click to other collaborators you typically work with to fill requisitions.  A similar project can be created quickly by copying an existing one.

## **Creating a Project**

To get started with Al-Assisted Projects in Recruiter, click the search bar on the Recruiter Home Page. Using your own words, type in the candidate you are looking for and then select Start a new Al-assisted project from the drop-down menu.

You can also click the search bar on the upper right corner from the Projects, Jobs or Reports tab.





## **Creating a Project**

Fill in your project criteria, note that some fields are prepopulated for you, based on your query.

You'll also start seeing in-product recommendations to optimize your search criteria on the right-hand side.

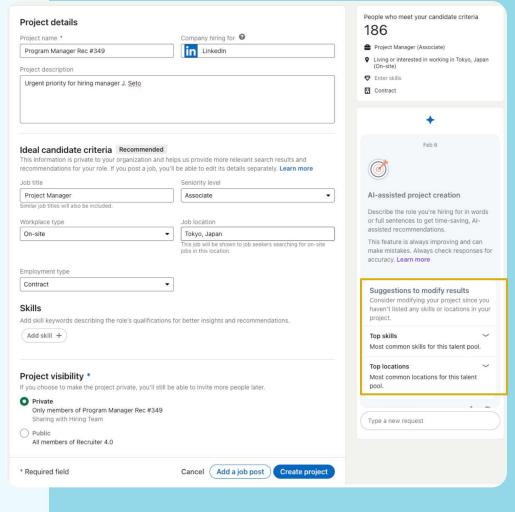
As you see results, you can also add/delete criteria by interacting with the chat interface.

#### For example:

"Make the project remote and full-time."

"Update the project name to Hiring Rec #298 and change the location to New York City"

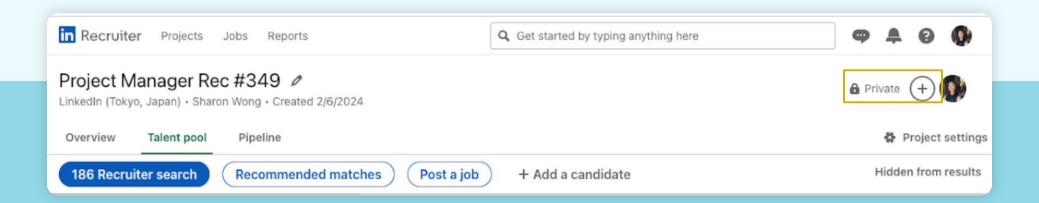
If you have LinkedIn Recruiter & LinkedIn Talent Insights, you can dig further into surfaced insights by clicking on the blue "View Talent Insights" button at the top right of the Search within an existing Project.





## **Creating a Project**

After the project is created, you can share the project by clicking on the + in the upper right corner to add collaborators.



3

# Best Practices for Better Results



## Query tips to find candidates efficiently:

Copy and paste a Job Description outlining preferred and required skills:



I'm trying to hire an account executive for a cloud-tech product in NYC who can sell to enterprise customers. Here's some other requirements from the posted job:

#### Basic Requirements:

- 4+ years of experience selling software to enterprise customers
- Excellent communication and presentation skills, with the ability to effectively convey complex concepts to diverse audiences.

#### An ideal candidate would:

- Data-driven decision maker
   Uses data to drive strategic planning or business changes
   Able to work independently and as part of a team
- Can be coached into a team lead position
   Knowledge about cloud tech competitors (like AWS, GCP) is a plus.

Include multiple search facets in one prompt for a quicker match to your criteria:

- I'd like a senior program manager
- I'd like a senior part-time employee with program management, Asana software experience and at least 5 years of managing others based in France or Brazil

Be specific in your query if there's a chance for misinterpretation:

- in London
- l'd like an accountant based in London, Ontario, Canada

Ask questions to create a project:



## Query tips to find candidates efficiently:

Find candidates that are similar to the person that was in the role before, or someone you know, using @,

- Find me an account executive similar to @minglee
- Find me an account executive similar to Ming Lee

Get better results from a search prompt you just submitted by refining your original search rather than starting a new one.

- Keep building on your existing query
- Start a new search when you want to change directions

Use the recommendations that Al-Assisted Search and Projects provides for you since they're driven by LinkedIn's knowledge base and insights- And don't be shy to ask it for recommendations:

- What are the top companies for this talent?
- What are the top skills for this talent in my industry?
- Help me refine my search

Use grouping categories for searches for expanding your search

- I'd like accountants from trade colleges in Canada
- I'd like accountants on the East Coast of the United States
- I'd like accountants from the big 10 accounting firms

4

## What Others are Saying: Customer Testimonials



## Customers have benefited from Al-Assisted Search and Projects:

"I turn to Al-Assisted Search when I'm searching for new ideas and criteria to add to my candidate search in Recruiter. Particularly when I'm feeling stuck and my traditional approach isn't yielding the desired results, using Al generates new criteria that I may not have considered before. This allows me to see candidates that I may have missed during my manual search, ultimately helping me land on a more comprehensive talent pool."

URBAN
LINKER
Digital Recruiter,
Urban Linker

"I've been doing candidate searches one way for so many years that there's a certain sense of relief in being able to just use my own words and say 'Hey, I need to find XYZ' using Linkedin Recruiter."



Rachel Gold, Senior Recruiter, SAP 5

# Additional Resources for Extra Help





## Additional Resources for Extra Help

## Links for Additional Al-assisted Search and Project content

- Customer Microsite
- General Al-Assisted Search and Projects in Help
- Al-Assisted Search and Projects In Help FAQ
- LinkedIn Talent Solutions Al Compliance FAQ
- <u>LinkedIn Al-Assisted Search & Projects. Data Security</u>
   <u>and Compliance</u>

# 6 Key FAQs



#### Who can use this feature?

The advanced version of Al-Assisted Search is currently available in English only for LinkedIn Recruiter. We are gradually making this experience available, and you might not have access to it at this time. For more precise timing, connect with your LinkedIn account team.

# How is LinkedIn using generative AI to create a new search?

Al-Assisted Search tries to understand your hiring intent (e.g., find a Public Relations Associate in Shanghai) and it breaks it down into the most relevant qualifications and search filters (e.g. job title and location) for you to find the right people. Al-Search It then uses this information to match to qualified candidates.

#### Does Al look for profiles written in other languages if my search prompt is in English?

We standardize profile titles, skills, schools across many languages, so if you're searching for titles, skills, and other facets, we will return matching profiles regardless of the profile language. For resume search, we currently only process and standardize resumes written in English.

## **Key FAQs**

## Questions about Al and Using This Feature

#### What are the benefits of this feature?

With the advanced version of Al-Assisted Search, you can let LinkedIn know your hiring needs in your own words. It will automatically create and optimize a candidate search for you.

**Eliminate** the complexities of a traditional manual search; add a job description or intake notes and search will set the right filters to uniquely match on your hiring intent.

**Match** based on qualifications that are unique to the candidate you're looking for – even those hard-to-define skills.

**Identify** top talent faster; Al-Assisted Search will highlight qualifications met and not met for top candidates.

#### Do I have to use this feature?

Using this feature is optional. You are still able to initiate a search or create a project without using Al-Assisted Search and Projects.

## **Key FAQs**

## Questions about Al and Using This Feature

#### Here is a full list of Search filters that you can query:

- Required Qualifications
- Preferred Qualifications
- Job title
- Location
- Open to work
- Active talent candidates who are more likely to respond (looking for a job)
- · Internal candidate
- Interested in company
- Company connections: candidates who know people at my company
- Skills and assessments
- Companies currently working for
- Schools
- Year of graduation
- Industries
- Seniority

- · Who I've messaged
- Who I haven't messaged
- Candidates that aren't in any projects
- Spoken languages
- Network relationship (candidates I'm connected to or have common connections)
- Years of experience
- Years in current company
- Years in current position
- Fields of study
- Degree
- Company size (works at companies of a specific size)
- Past applicants

## Here is a list of search filters that you CAN'T use:

- Race
- Gender
- Nationality
- Sexuality
- Age

#### What are some recommendations I can ask Al-Assisted Search and Projects?

You can ask for the following types of recommendations if you have LinkedIn Recruiter:

- Top titles for this talent
- Top companies for this talent
- Top skills for this talent
- Candidate likely to change jobs
- Top Locations we hire this talent

You can ask for the following types of recommendations if you have LinkedIn Recruiter and LinkedIn Talent Insights:

- Companies my company hires from (Talent Competitors)
- Top skills for this talent at my company
- Top tech companies in [location]
- Companies with layoffs
- Top titles for this talent at my company
- Top skills for this talent at my company
- Schools my company hires

# How many questions can I ask when engaging with Al-Assisted Search? Is there a limit to my questions?

At this moment, there is no limit to the total number of questions you can ask. However, within 1 minute, you can ask no more than 10 questions.

### If I have LinkedIn Talent Insights, how can I learn more about surfaced insights?

While in an existing Project, you can click on the blue "View Talent Insights" button at the top right of the Search & follow the prompts.

## Key FAQs

## Questions about Al and Using This Feature

#### Can I enter a search with Boolean string syntax?

You can enter your search criteria in natural language or Boolean syntax. Boolean strings will be translated into a combination of facets and keywords. If you want to perform a Boolean search without any Al-assistance, Boolean strings can be entered directly into the Keyword facet.

## Can I see my previous search results? If so, how do I see the previous search results in the Al-Assisted Search?

There are 2 ways to see the previous search results in Al-Assisted Search:

- Click the ... More icon at the top of the tool and select View search history.
- Click the Expand icon in the search summary to see search filters and keywords to manually adjust your search.

After a candidate comes up in the search, can I prompt Al-Assisted Search and Projects to message a candidate or save a candidate to pipeline?

No, we don't currently support navigation actions. However, you can message a candidate or add them to your pipeline from the candidate's profile card.

Can I ask Al-Assisted Search and Projects to make a change to a project while I'm on the Search page?

No, you need to update a project manually.

## **Key FAQs**

## Questions about Al and Using This Feature

#### What can I do if Al-Assisted Search and Projects doesn't understand me?

If you believe Al-Assisted Search and Projects misunderstood or misinterpreted your question, you can rephrase or change your question. Additionally, you can click on the **Expand** icon at the top of the tool to expand the filter view and manually add or change your filters.

#### How can I make an advanced search?

If you want additional changes or refinements to your request, you can make an advanced search. Click the **Expand** icon at the top of the tool to expand the filter view and manually click **Advanced search** to see additional filters.

#### What should I do if the search response returns an error message? Or no candidates?

Al-Assisted Search and Projects will provide you with suggested prompts that can select, to help guide your search.

#### How can I clear my search?

To clear your search, click the ...More icon at the top of the tool and select Clear search. This will clear all filters so. You can enter a new search.

## When should I use advanced search vs. clear search?

If you want additional changes or refinements to your original request, click the **Expand** icon at the top of the tool to expand the filter view, and click **Advanced search** to see additional filters.

However, if you want to start a completely new search, we recommend you clear your search or start a new search from the global search bar. To clear your search, click the ...More icon at the to of the tool and select Clear search.

When I ask AI-Assisted Search and Projects to search for candidates with specific experience, why does it add that experience to the "Qualifications" filters rather than the "Keywords" field? Can I ask it to add them into "Keywords" instead?

When possible, Al-assisted search uses facets to construct your search since they give the most precise results. If qualifications are populated, Al-Search will go beyond just matching on the exact text and will find candidates based on the meaning and context of the words to provide better search results. Keyword search returns users who have that term anywhere on their profile which can lead to irrelevant results.

Can I save an Al-Assisted Search and Projects prompt for future use, and would it give me the same search result every time?

We don't currently offer a way to save and re-use search requests. Because we are constantly evolving the capabilities of our systems, you may not always see the same search results from a given request.

Once you've created a search, you can save that search to a project to keep working within the same search across login sessions or to share that search with other users on the contract. To save your search, click the ....More icon at the top of the tool and select Save as new search.

## Is Al-Assisted Search faster than searching with filters or Boolean strings?

Inputting a prompt in chat saves time so you don't have to spend time navigating and manually toggling filters. Just type what's on your mind into the Al-Assisted search tool to refine your search.

# I'm feeling stuck and running out of ideas to refine my search. What can I do?

Al-Assisted Search and Projects will provide you with suggested prompts that can guide your search. You can also ask it for suggestions by entering 'Help me expand my search."

## Where can I find all chat history with AI?

You can scroll up within your search session to see past chats from your current session. Once the session ends, the history is no longer visible. If you are working within a project, your chat history within that project will be preserved across login sessions.

#### Can I turn AI off?

The new Al-Assisted Search and Projects experience is completely optional. You can continue to search using the old way, should you wish.

You also have the option to set the traditional keyword search as default in your product settings under 'Search'. If 'Enable Al-assisted search' is off, all searches will default to keyword and Al will be available as a secondary option.

This setting is only available on a seat level.

