The New Recruiter and Jobs

A Step-by-Step Guide

How to make the most of the updates headed your way.

LinkedIn

Welcome to the New Recruiter and Jobs

The updated, simplified workflow across Recruiter and Jobs streamlines your experience in Recruiter.

Fast, seamless, and smart, the new Recruiter and Jobs make it easier than ever to build great teams.

From viewing your search results and job applicants in one place to adding screening questions to job posts, this guide helps you navigate the new features heading your way.

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Three ways this update improves the recruiting experience

The New Recruiter and Jobs are designed to help teams get smarter results, collaborate more easily, and get more done in Recruiter.

Increased productivity

From a unified talent pool across Jobs and search to slide-in candidate profiles, you can now see more, do more, and find great people faster.

Improved collaboration

The new experience makes it easier to work together by centralizing communication. Everyone on your team will be on the same page to keep the recruiting process moving.

Smarter results

The New Recruiter and Jobs experience thinks ahead. When you bring your jobs and searches together in a project, they will begin to learn from one another. Over time, Recruiter will use these learnings to improve the candidates it surfaces for you.

Coming later this year
Throughout the year, you'll receive access to many exciting new features.

Create a project, post a job, and search for candidates

With the New Recruiter and Jobs, searches and job posts are integrated to simplify managing candidates.

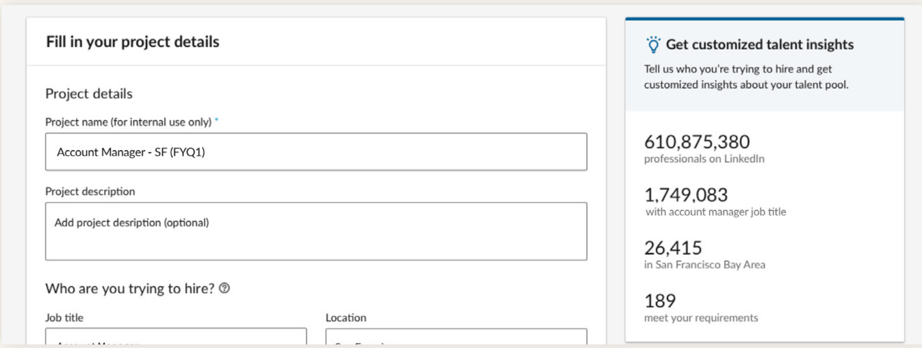
Getting started

Now a project is a folder for any recruiting channel you create, whether it's a search, a job, or both. This makes it easier to manage your recruiting activity in one place.

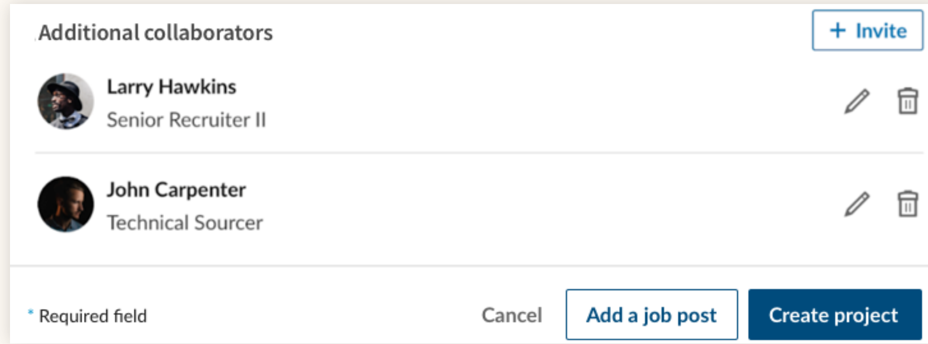
Let's take a look at how this works.

Starting a new project and posting a job

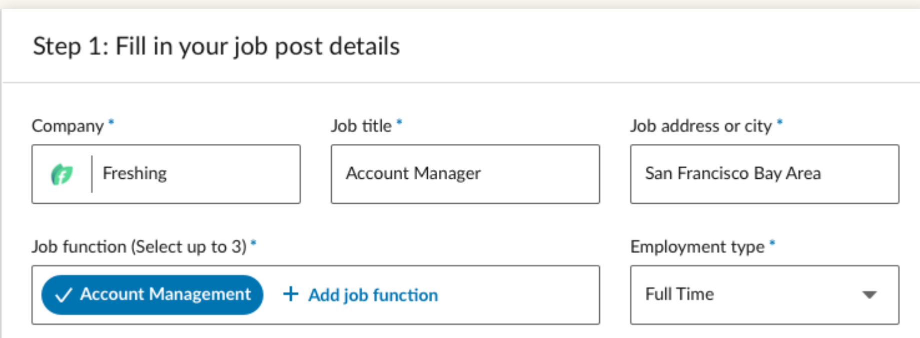
Imagine you've just starting recruiting for a new role. To find the right candidate, you need to start a search and post a job.



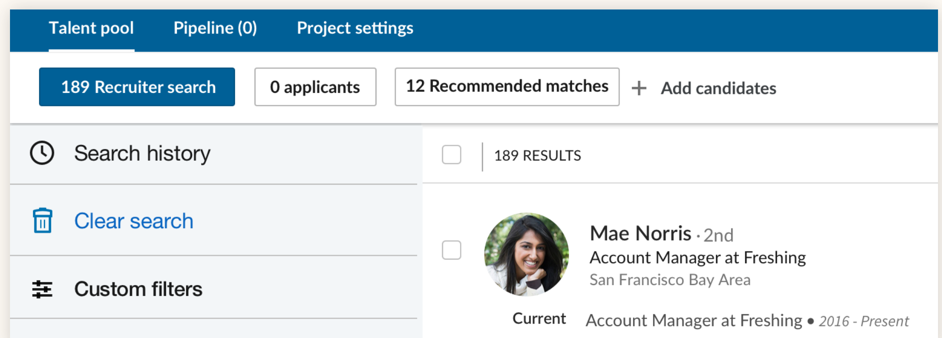
Step 1. Now when you create a project and type in the role you're recruiting for, you'll see a glimpse of the talent pool for the role on the right.



Step 2. Once you've entered your project details and are ready to create a project, you can add a job post to the project by clicking "Add a job post."



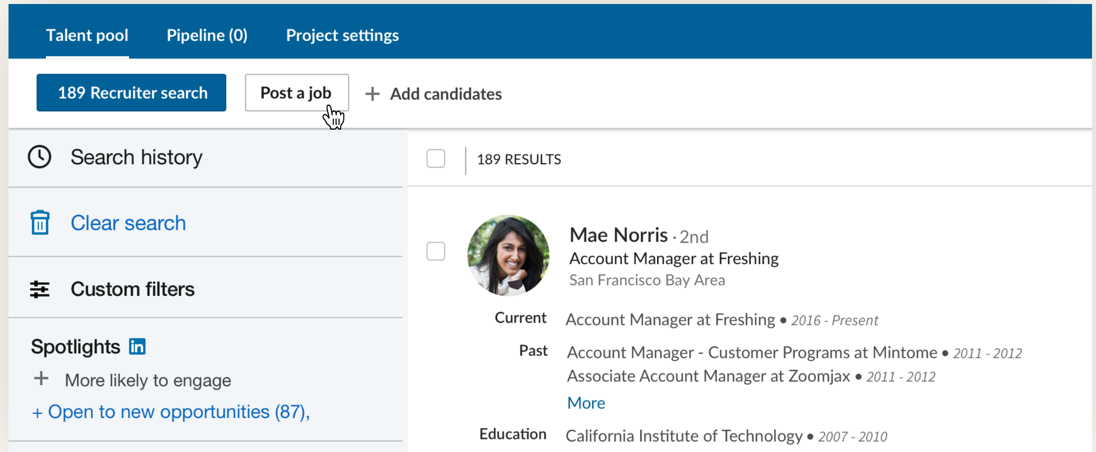
Step 3. Click "Add a job post" and insert the job post details. You'll notice, at the top of the job-posting screen, that you're still within the project you initially created.



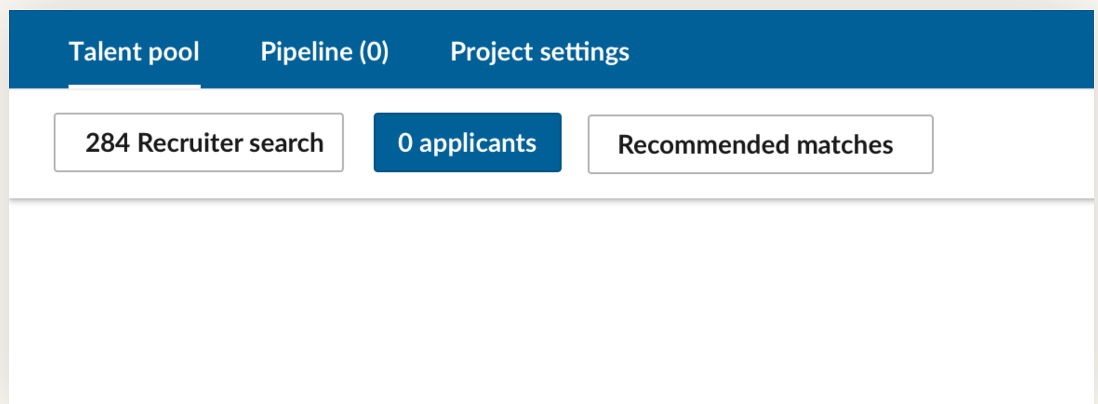
Step 4. After entering the job post details and clicking finish, you'll arrive in the "Applicants" tab within your "Talent pool," where you can view all future applicants for the job. You can navigate to the "Recruiter search" tab to see search results based on the project details you provided.

Adding a job post to an existing project

You've already created a project to search for candidates, and now you want to add a job post to help your sourcing efforts.

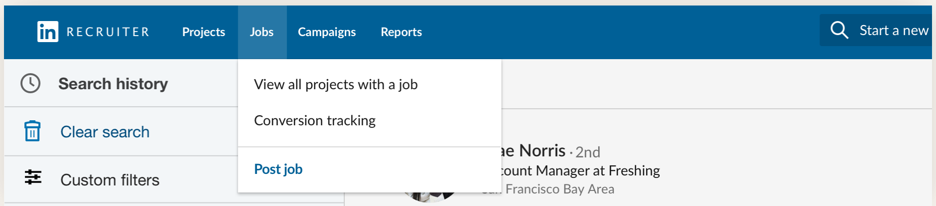


Step 1. Within the "Talent pool" of a project, click "Post a job" to add a job post to that project.

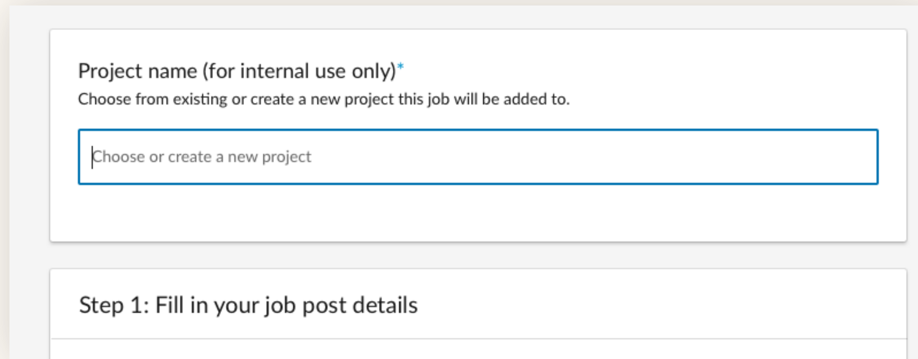


Step 2. Enter the job details and post it. The job will be added to the project and you'll enter the "Applicants" tab, where you can view applicants to this job. Here you can see who has applied for the job.

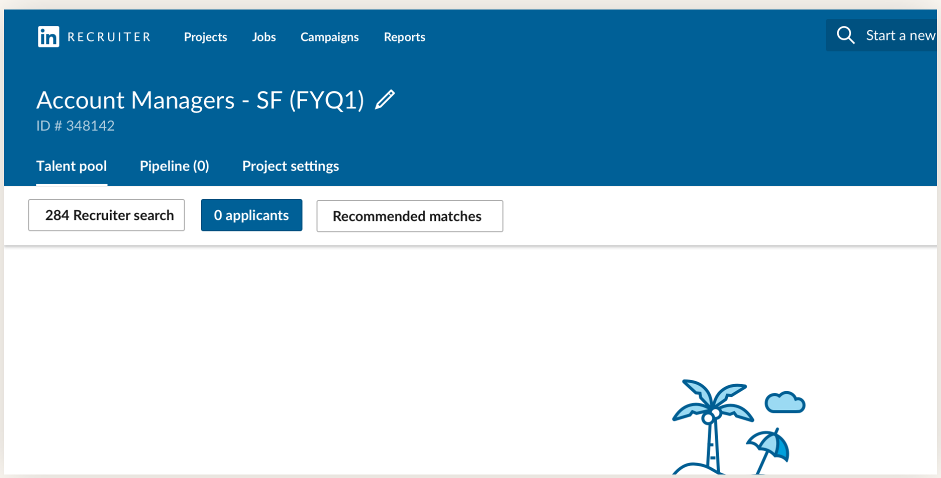
Posting a job and adding it to a search project



Step 1. To post a job and add it to a project, start by posting the job from within the “Jobs” dropdown in the top navigation.



Step 2. After entering the job-posting flow, you have the option to add the job post to an existing project or to create a new project.



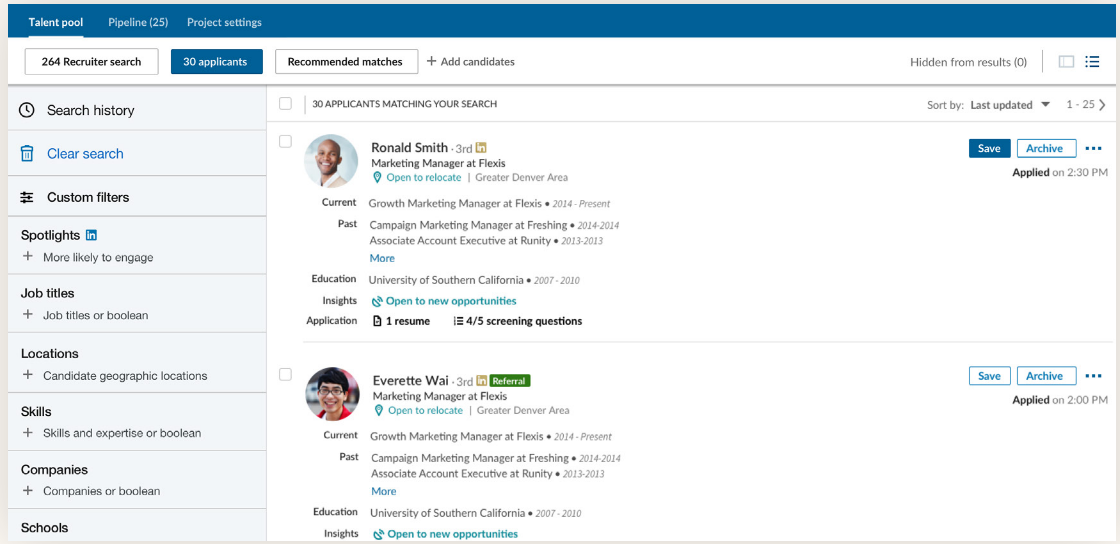
Step 3. After entering the job post details and completing the job post flow, you arrive in the “Applicants” tab. Within the “Talent pool,” you can view all job applicants and a search that was automatically created based on your job post details.

Manage search leads and job applicants in one place

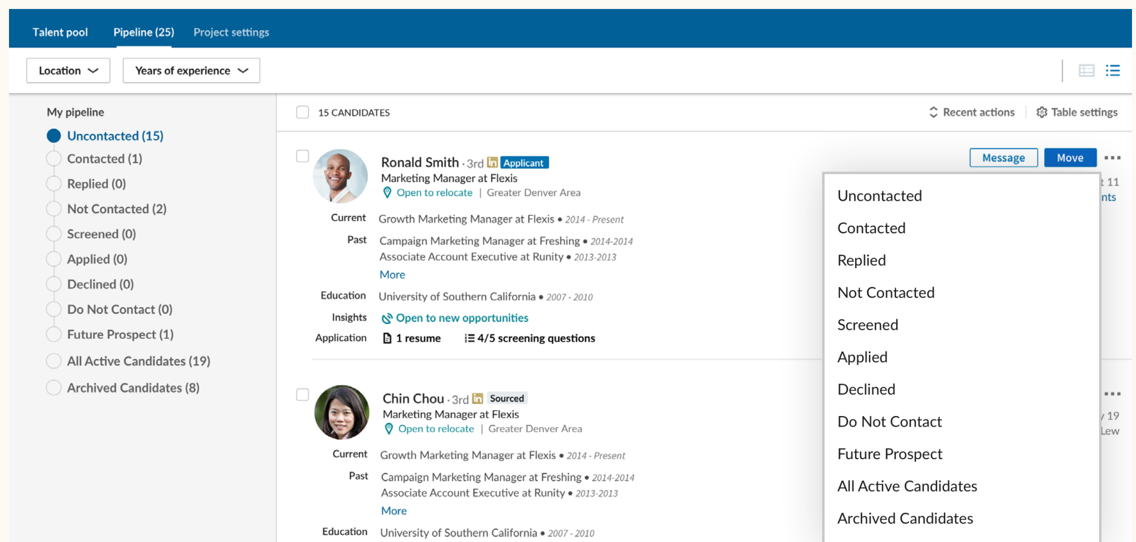
Integration between projects and job posts

The closer integration between projects and job posts provides a simple view of all search leads and job applicants within the Talent Pool.

From here, you can easily add any candidate to your "Pipeline" to track them through the recruiting process. The pipeline experience has been redesigned to help you manage candidates more easily.



Step 1. Save any candidate to your pipeline by clicking the "Save" button.



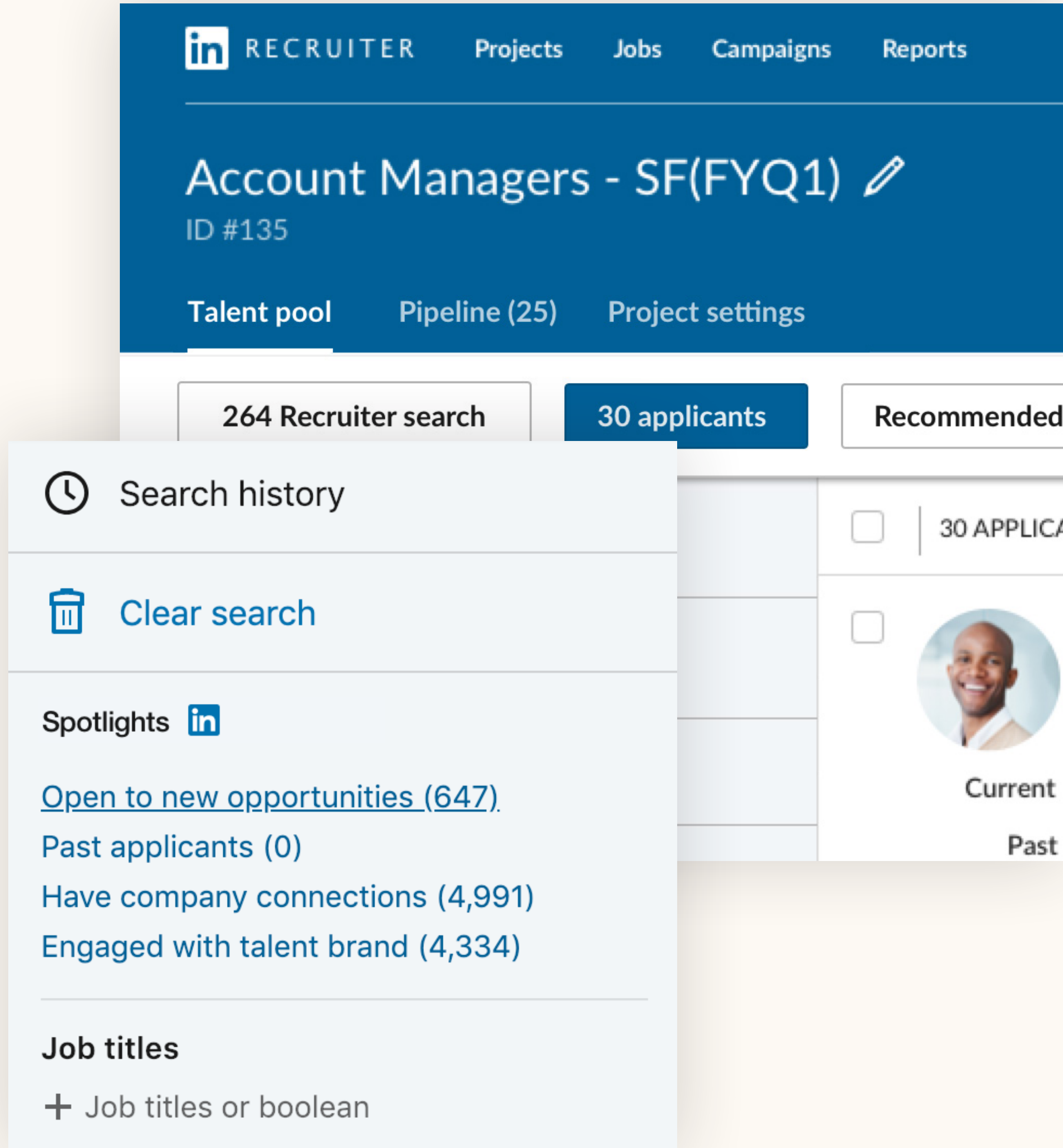
Step 2. Move candidates to a different stage in the pipeline by clicking the "Move" button.

Conduct more focused searches

Filter your search for candidates that are most likely to engage

“Spotlights” has moved from the top center of the search page to its own section in the top left of the filters pane.

Use these “Spotlights” filters to focus your search on candidates who are open to new opportunities, candidates who are past applicants, candidates who have company connections, and candidates who are engaged with your talent brand on LinkedIn.

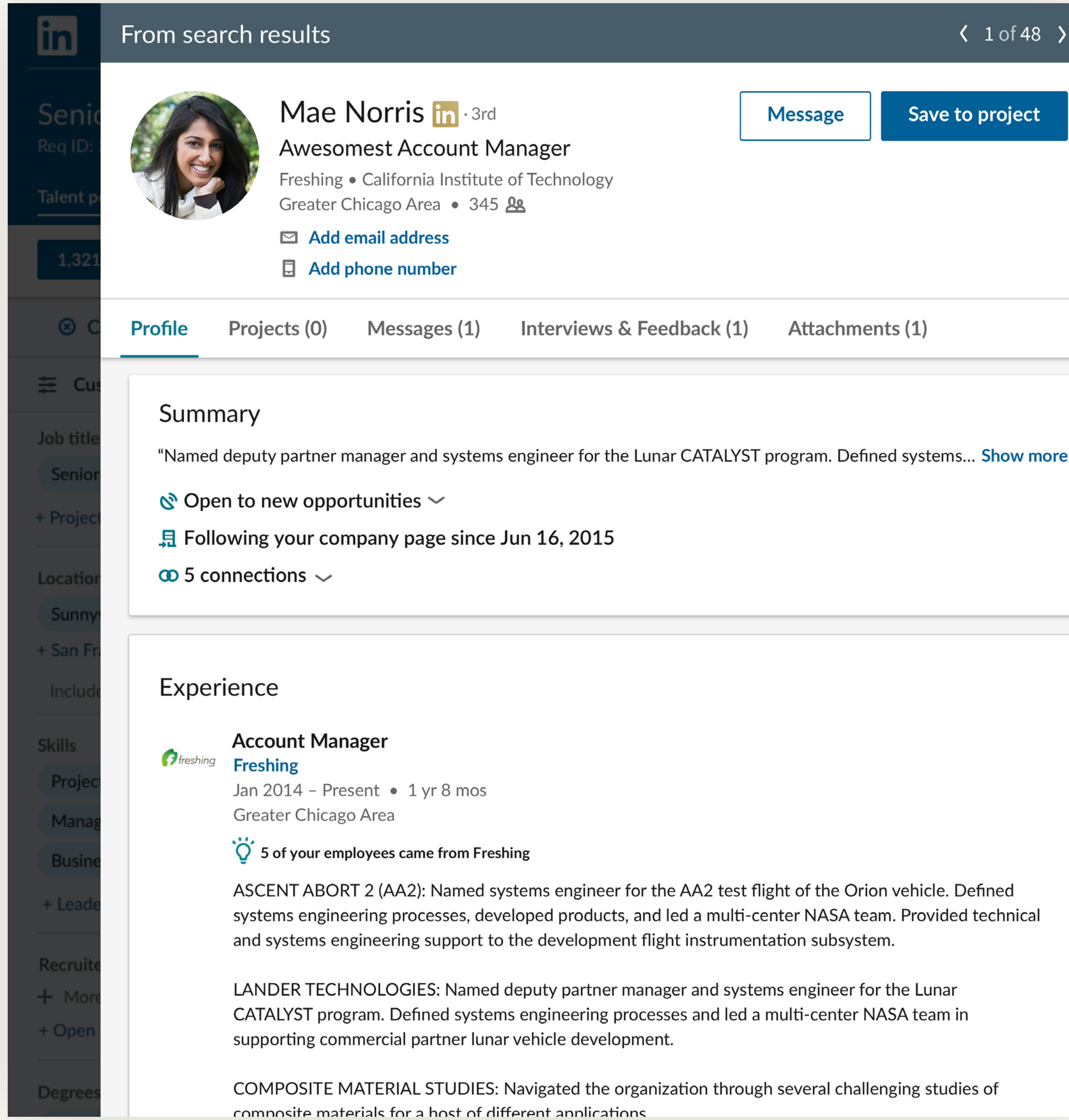


Slide-in candidate profile view

Now when you click on a candidate, their profile slides into view in the same window, so you can keep your place in search results without opening a new tab.

From within the profile view, you can easily flip through the candidate profiles from your search results by clicking the arrows in the top-right corner.

The new candidate profile view makes it easier to find key candidate information like mutual connections, external links (ex: Twitter, personal site, portfolio), and skill endorsement counts.

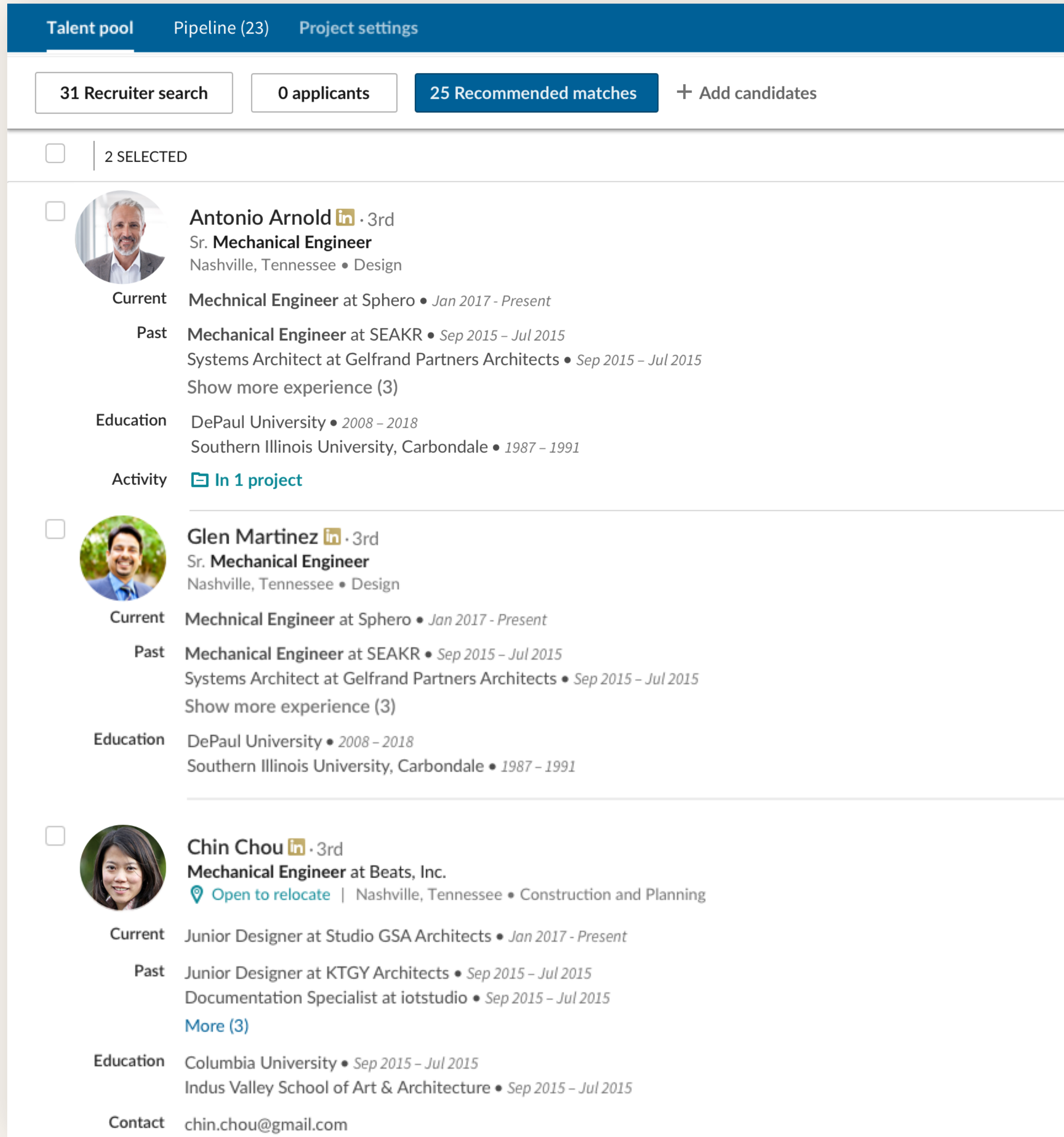


Receive Recommended matches

Recommended matches

Now, posting a job gives you access to a list of “Recommended matches” that LinkedIn thinks are a good fit for your job. These get smarter over time based on your feedback.

Later this year, you’ll also start to see “Recommended matches” in projects without a job post. “Recommended matches” will also start to learn more from your search and job post activity to improve candidate quality.



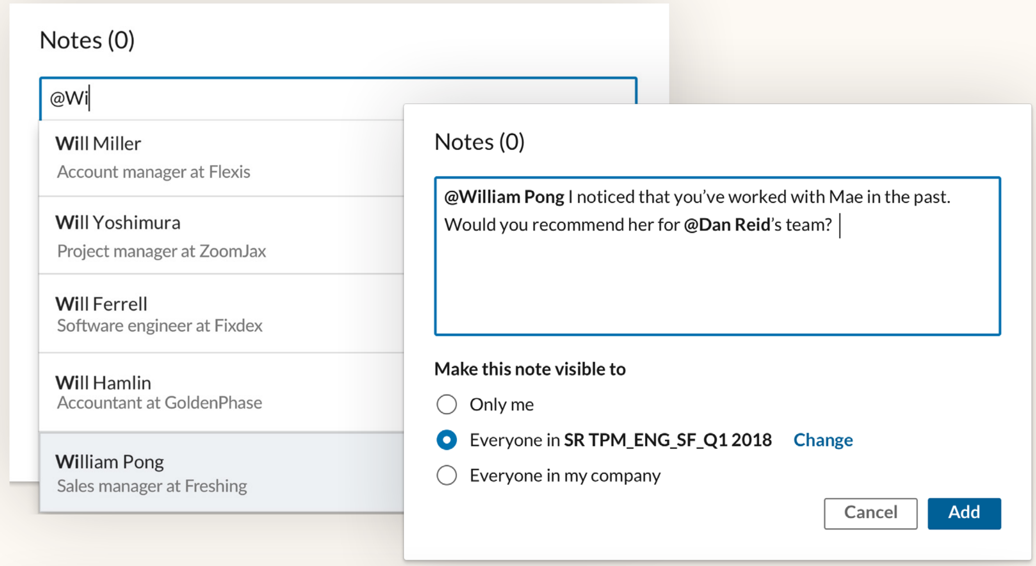
Collaborate with teammates more easily

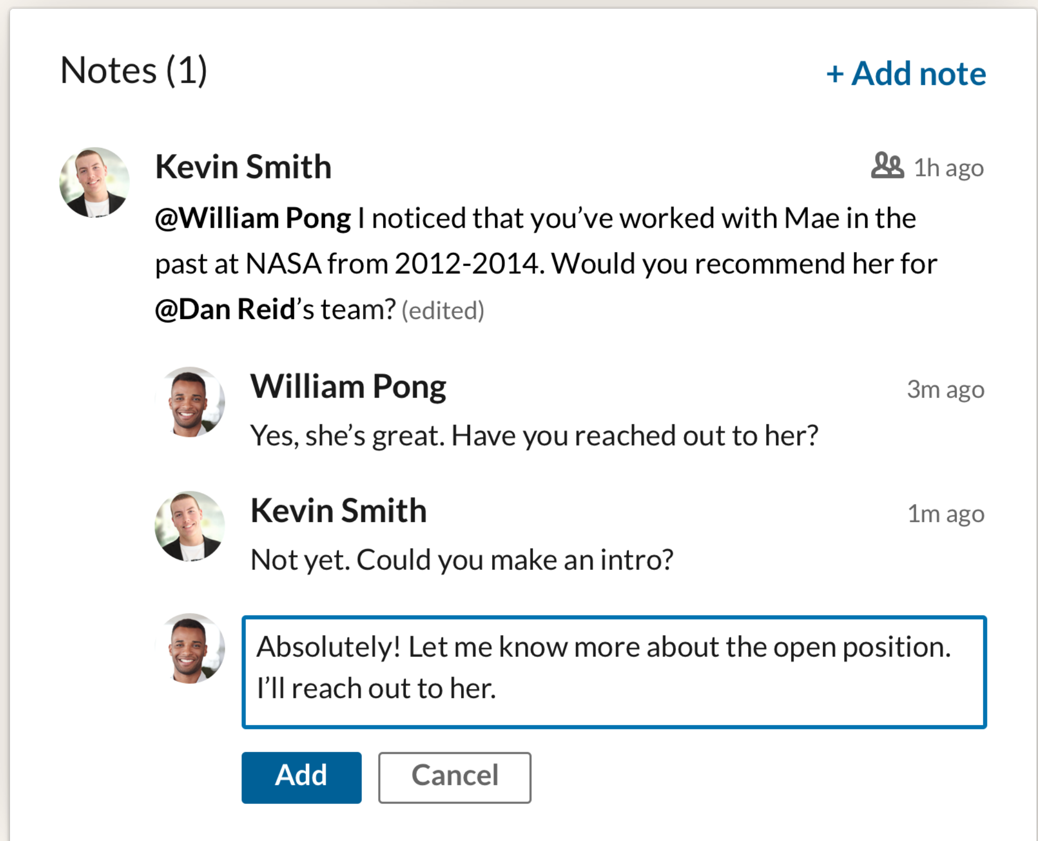
Reply to notes and tag your teammates

Reply directly to notes that your teammates add to candidate profiles. This will allow you to communicate more easily about a specific candidate. Please note, you will not be able to see notes your teammates made on a profile if they chose not to share.

When creating a candidate note, you can limit who can view it by selecting “Only me” under the “Make this note visible to” prompt. To reply to a note on a profile, simply type the message into the “Reply” field that appears below the note.

To tag a teammate in notes, simply type “@” and start typing the teammate’s name. Their name will appear in the dropdown menu, where you can select it. Once you’ve composed your note and clicked “Add,” the note will post and your teammate will receive a notification via email.



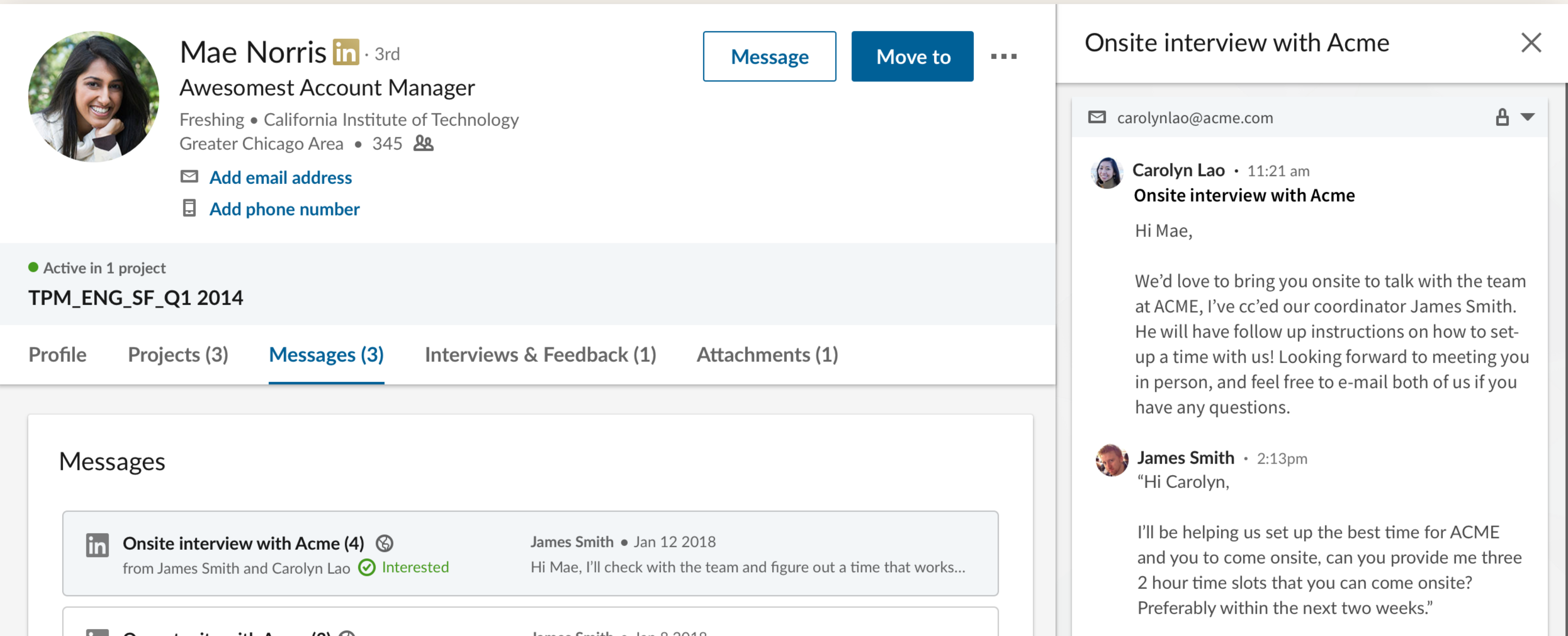


Collaborate with teammates more easily

Coming later this year

View teammates' message history with candidates

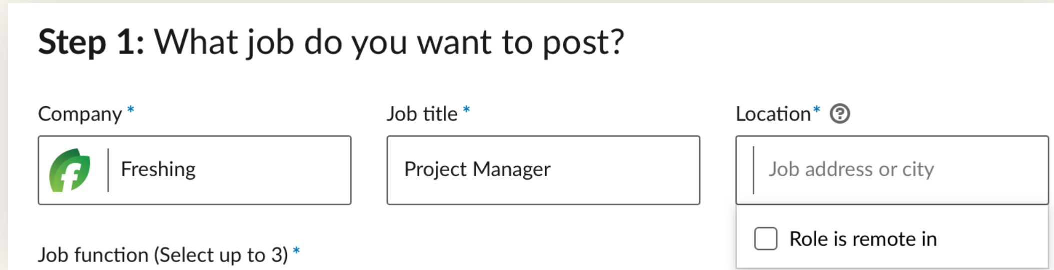
When you click on an applicant's profile from the "Pipeline", navigate to the "Messages" tab within the profile view to see the message history between that candidate and yourself, or between that candidate and your team (if your teammates have chosen to make their conversations visible). Click any message to show the full message text in the top-right corner of the screen.



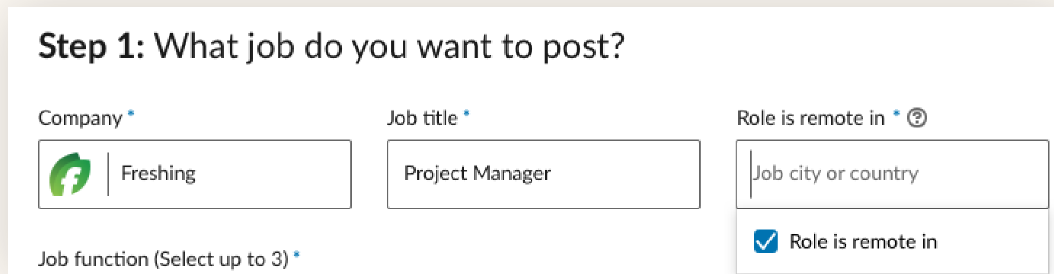
Get qualified applicants with an improved Job posting experience

Post jobs with a remote location

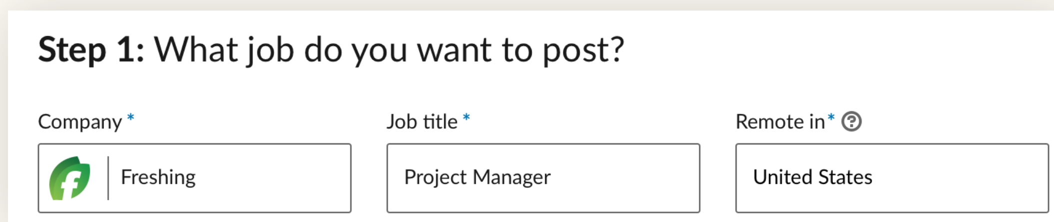
Recruiting for remote employees?
Let candidates know that your job allows remote work.



Step 1. Enter the job-posting flow and click the "Location" field.



Step 2. Within the dropdown, select "Role is remote in."



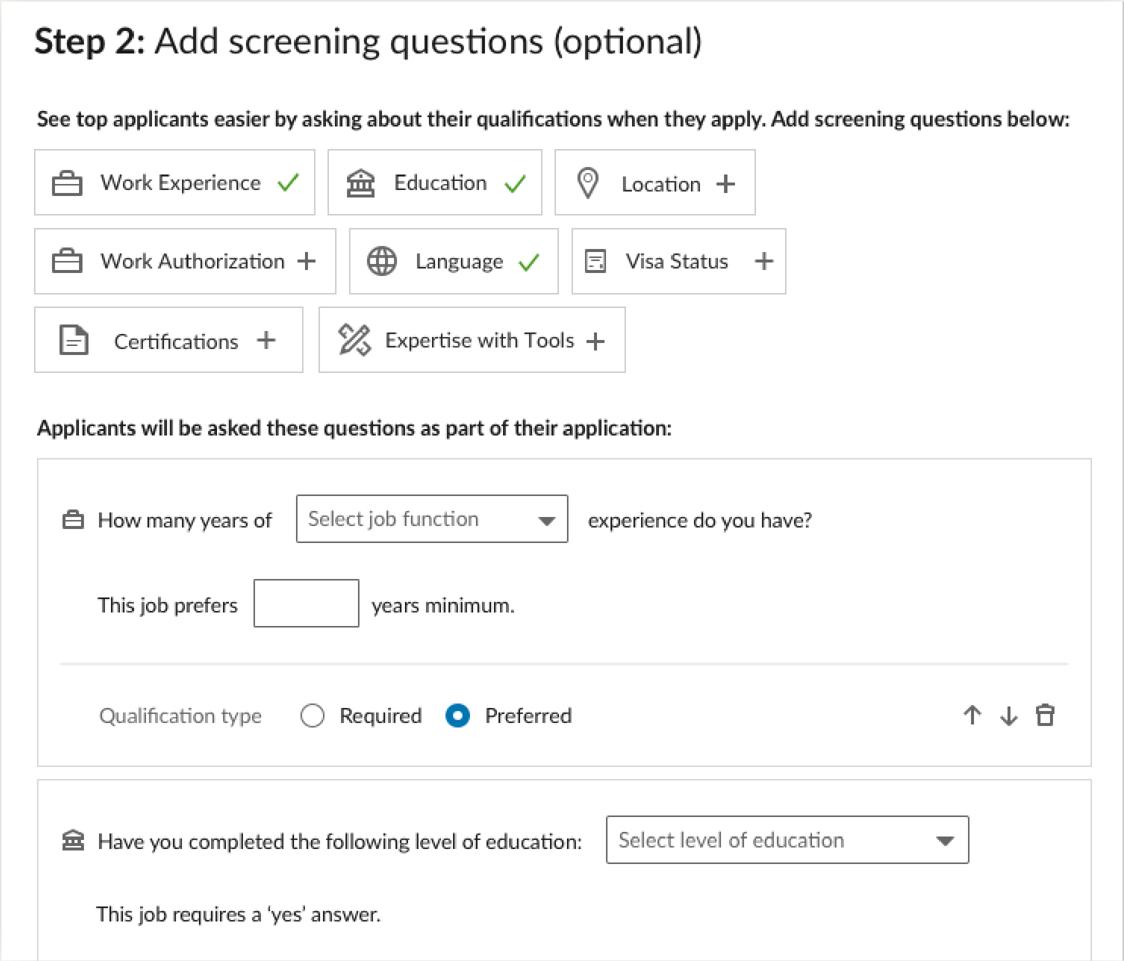
Step 3. Type in the location/area in which you would like candidates to work remotely.

Screening questions

You can now add screening questions to jobs you've posted manually on LinkedIn. These screening questions narrow down the talent pool by allowing candidates to evaluate whether they're a good fit for a role. This also allows you to sort your applicant pool by those who best meet your requirements.

You can add screening questions assessing the following:

- Years of functional work experience
- Level of education
- Willingness to commute
- Work authorization status
- Visa status
- Licenses/certifications
- Language proficiency

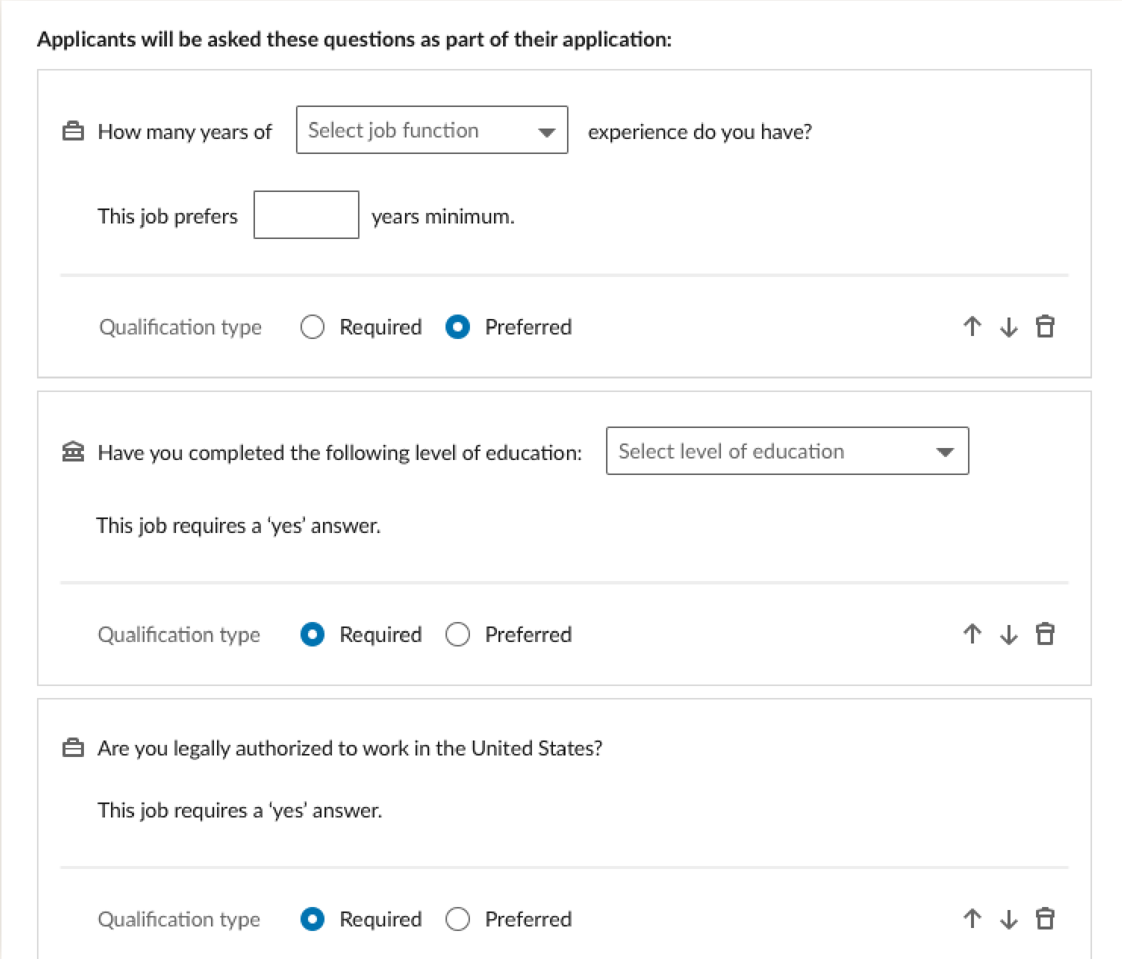


Screening questions

When you add a question, you can select whether that qualification is required or preferred. Before you post the job, you can also choose whether you'd like to automatically take action on applicants who do not meet your required qualifications. You have two options for how to handle these applicants:

1. Automatically archive all candidates who do not meet all required qualifications.
2. Automatically reject candidates who do not meet all required qualifications. In this case, candidates who do not meet required qualifications will move to the archived stage of your pipeline, and after seven days they will be sent a rejection message.

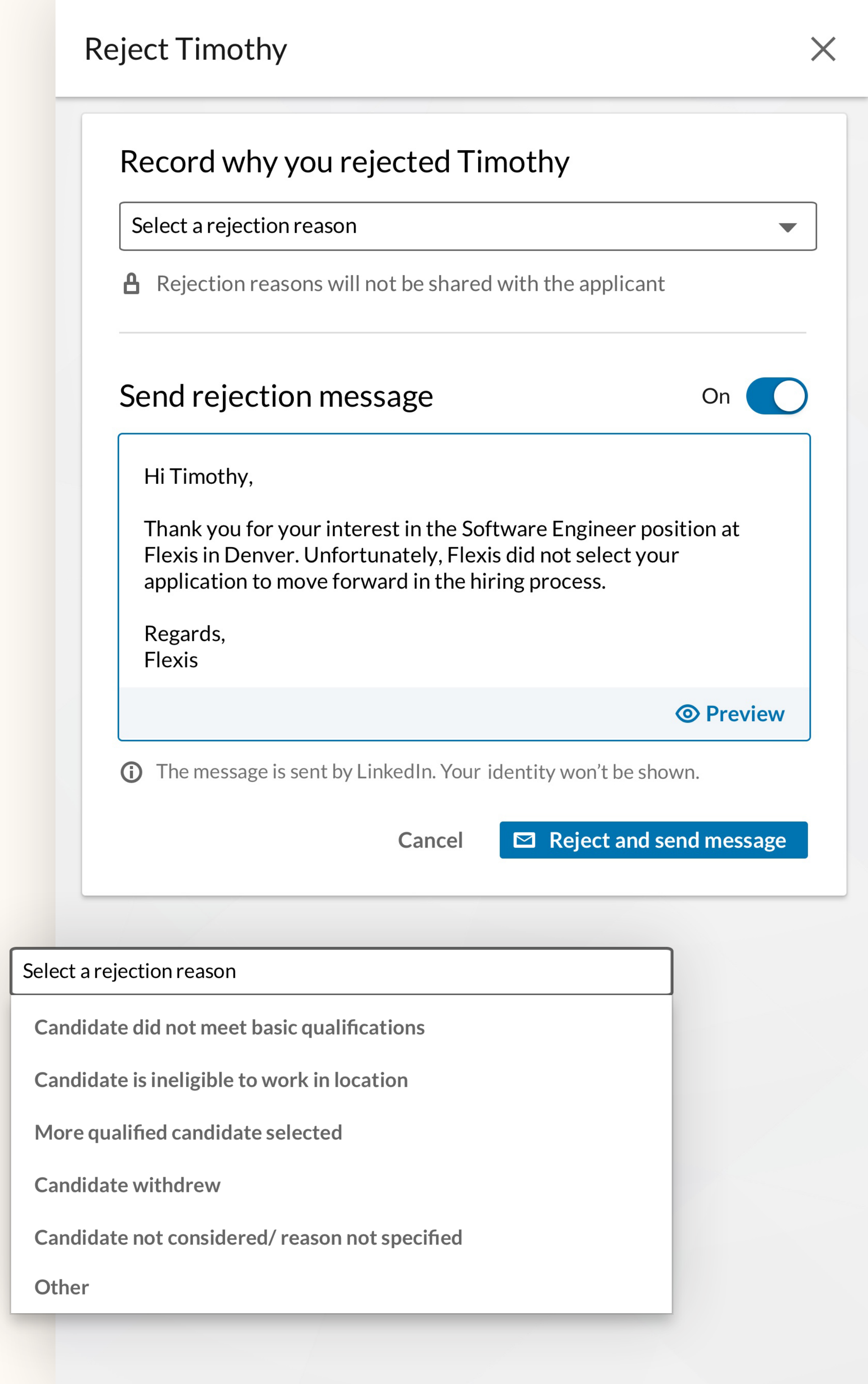
Within the “Applicants” tab of the “Talent pool,” you can sort your applicants based on how well they fit your job qualifications.



Closing the loop

Get back to applicants in just a few clicks.

Quickly and easily let applicants know the status of their application – you can now quickly send rejection messages to candidates individually or in bulk to let them know they weren't selected to move forward in the recriuting process.



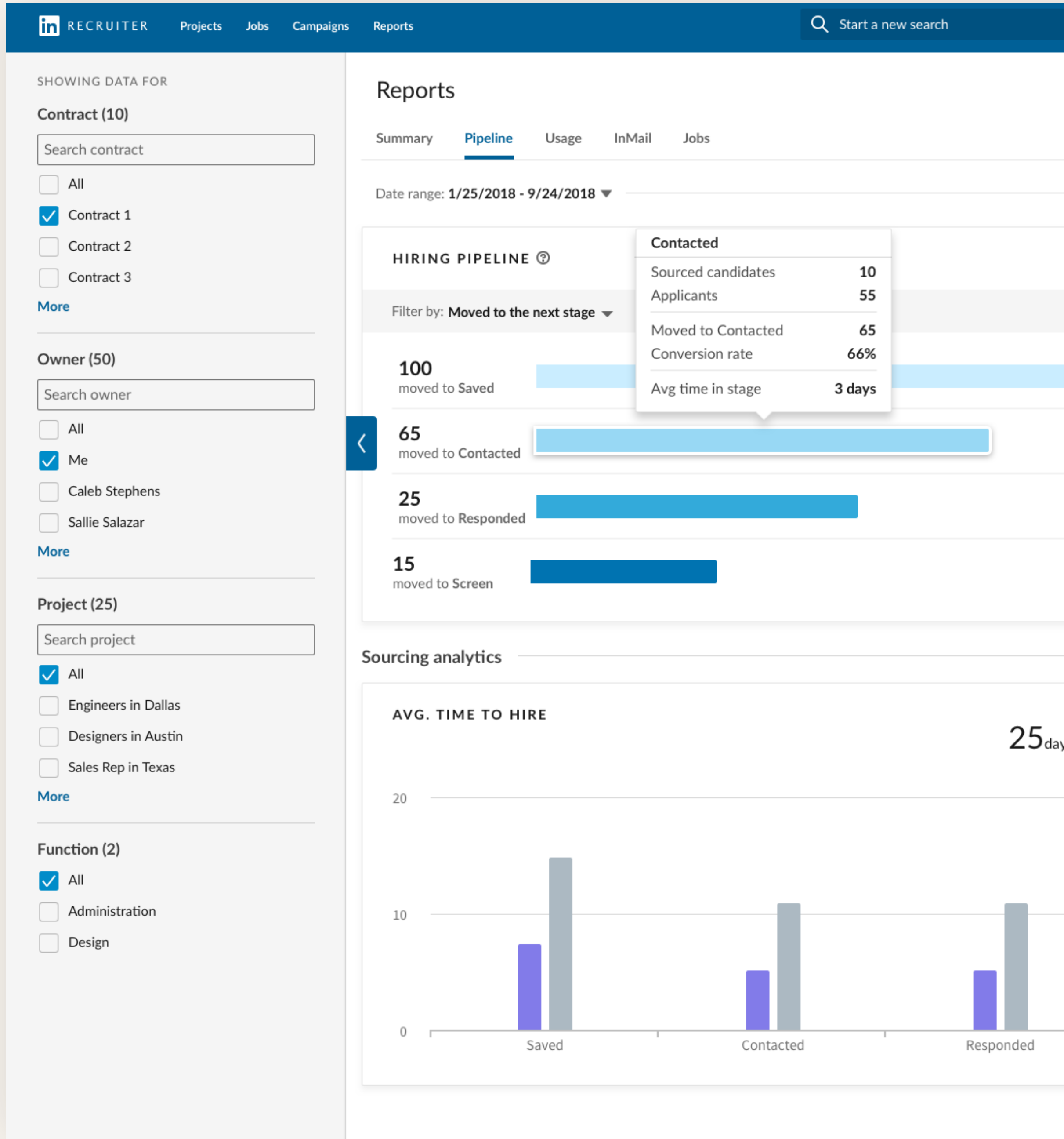
Discover key insights with improved pipeline reporting

Improved pipeline reporting

New robust pipeline reporting allows you to track the end-to-end recruiting process and identify trends and bottlenecks.

With the pipeline report, take a deeper dive into how candidates move through the recruiting pipeline.

- See how candidates have moved through various pipeline stages for a given period of time
- See detailed conversion rates between channels
- View the average time candidates spend in each stage
- View how many candidates came through each recruiting channel (ex: search vs. jobs) and the average time to source



Get help when you need it

We're here for you

We've created a wide range of resources to answer questions and offer additional support as you begin to adapt to this new experience.

Resources

Learn more about new features, get answers to frequently asked questions, and find all the resources your team will need to make the most out of the New Recruiter and Jobs.

The New Recruiter and Jobs site

Discover new upcoming features, and get answers to frequently asked questions by visiting the New Recruiter and Jobs site.

Webinar

Sign up for the webinar and live Q&A session.

Recruiter Help Center

Still can't find an answer? Visit the Recruiter Help Center.

LinkedIn Support team

Our Support team is standing by to help. Just submit a ticket through the Recruiter Help Center.

One-on-one guidance

If you have more questions, please reach out to your LinkedIn Account team.