

Intelligent Hiring Experience

# A Step-by-Step Guide

How to get the most out of the new intelligent hiring experience.



The LinkedIn intelligent hiring experience streamlines your day by creating a unified experience across LinkedIn Recruiter and LinkedIn Jobs.

It's fast, seamless, and smart. And it makes it easier than ever to build great teams.

From creating a unified talent pool with search results and job applicants to tagging teammates in notes, this guide can help you navigate the new features and product updates heading your way.

## In this guide

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# Three ways this update improves the hiring experience

The intelligent hiring experience is designed to help teams get smarter results, collaborate more easily, and get more done in Recruiter.



## Increased productivity

We've created a new seamless workflow that helps streamline your day. From a unified talent pool that helps you see all of your candidates across Jobs and your searches to new slide-in candidate profiles, you can now see more, do more, and find great people faster with less jumping between tabs.



## Improved collaboration

The intelligent hiring experience makes it easier to work together by streamlining and centralizing communication. It keeps your team on the same page, and keeps the hiring process moving.



## Smarter results

The intelligent hiring experience thinks ahead. Once you start bringing your jobs and searches together in a project, those channels can begin to learn from one another, so we can improve the quality of the candidates you see in Recruiter.

### Coming later in 2019:

You'll start to see more integration between Jobs, search, and Pipeline Builder, as well as more intelligent features like proactive candidate recommendations based on your preferences. All of these will help you minimize busy work and focus on building great teams.



# Creating a new project and starting your search

With the LinkedIn intelligent hiring experience, starting a new project and searching for great candidates is smarter and more intuitive. Here's how it works.

# Getting started

Project name

---

Who are you hiring?

Job title

Location

Seniority level

Next

Now when you create a new project, you can provide details on the role title, location, and seniority level right away.

Step 1: First, tell us about your project

Project details

Project description

Set project visibility \*

**Private**  
Only the member of this project can access this project. You can add more members after project is created. Sharing with Hiring Team.

**Public**  
Anyone can access this project.

\* Required field

Next

**Test**  
ID #: 94569604

7,714,315  
Professionals with Account Manager titles

146,789  
in San Francisco Bay Area

45,910  
meet your requirements

When you click through to the next page of the project creation flow, you'll see a glimpse of the talent pool for the role.

Next, you can select whether the project is visible publicly or privately.

## Creating a new project and starting your search

# Automatic search

Once you finish creating your project, you can see that a search is automatically created using the information you've just provided.

The screenshot displays the LinkedIn Recruiter interface for a project titled "Account Managers - SF(FYQ1)" with ID# 135. The top navigation bar includes "RECRUITER", "Projects", "Jobs", "Campaigns", and "Reports", along with a search bar and notification icons. Below the project title, there are tabs for "Talent pool", "Pipeline (4)", and "Project settings". A summary bar shows "31 search results" and an option to "Add candidates".

The left sidebar contains a "Search history and alerts" section with a "Clear search" button and "Custom filters". The filters are categorized as follows:

- Job title:** Marketing Manager (+), Engineer, + Mechanical Design Engineer.
- Locations:** Greater Denver Area (+), Greater New York City Area (7,040). Includes: Current and past.
- Skills:** Marketing Strategy, Marketing Automation, Demand Generation (+), Management Consulting, + Financial Analysis.
- Recruiter insights:** More likely to engage, Open to new opportunities (87).
- Companies:** Add companies, Google, + Microsoft, + Apple.
- Years of Experience:** 3 - 10 years.
- Degrees:** Bachelor's Degree (+), Master of Business Administration.
- Schools:** Schools attended, University of Michigan (3).
- Industries:** Internet Technology (+), Logistics and Supply Chain.
- Keywords:** Profile keywords or boolean.
- Employment type:** May be open to these types of employment.

The main area shows "31 CANDIDATES". The first five candidates are listed with their profiles:

- Thomas Smith - 3rd**: Marketing Manager at Flexis, Greater Denver Area. Applied on 2:30 PM. Current: Growth Marketing Manager at Flexis (2014 - Present). Past: Campaign Marketing Manager at Freshing (2014-2014), Associate Account Executive at Runity (2013-2013). Education: University of Southern California (2007 - 2010). Insights: Open to new opportunities. Application: 1 resume, 4/5 screening questions.
- Stacy Lai - 2nd**: Sales and Marketing Manager / B2B Sales, Greater Denver Area. Applied on 2:13 PM. Current: Sales and Marketing Manager and Vidrun (2018 - Present). Past: Campaign Marketing Manager at Itkix (2018-2018), Sale Manager at Itkix (2016-2018). Education: Loyola Marymount University, College of Business (2007 - 2010). Insights: Open to new opportunities, Company follower, 5 connections.
- Timothy Jones - 2nd**: Marketing Manager, Runity, Greater Denver Area. Applied on 2:13 PM. Current: Marketing Manager at Runity (2017 - Present). Past: Marketing Manager, Retail Locations at Amazon (2013-2015), MBA Marketing Strategy at Philips (2015-2017). Education: Eastern Washington University (2007 - 2011). Application: 1 referral, 1 resume, 4/5 screening questions.
- Haverland Nelson - 3rd**: Sr. Product Marketing Manager at Runity, Greater Denver Area. Applied on 2:13 PM. Current: Senior Product Marketing Manager at Unity Technologies (2015 - Present). Past: Program Manager at Flexbox (2011-2015), Account Manager at LinkedIn (2009-2011). Education: Arizona State University (2005 - 2009).
- Hailey White - 2nd**: Sales and Marketing Manager / B2B Sales, Greater Denver Area. Applied on 2:13 PM. Current: Sales and Marketing Manager and Vidrun (2018 - Present). Past: Campaign Marketing Manager at Itkix (2018-2018), Sale Manager at Itkix (2016-2018). Education: Loyola Marymount University, College of Business (2007 - 2010). Insights: Open to new opportunities, Company follower, 5 connections.

Creating a new project and starting your search

## Filter your search for candidates that are most likely to engage

We've moved what used to be called "spotlights" from the top center of the search page to the Recruiter insights section in the top left of the filters pane.

You can use these to refine your search to 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.



RECRUITER

Projects

Jobs

Repor

# Account Manager

LinkedIn · Greater Denver Area

Talent pool

Pipeline

Project settings



Search history



Clear search

### Recruiter insights

[Open to new opportunities \(647\)](#)

[Past applicants \(0\)](#)

[Have company connections \(4,991\)](#)

[Engaged with talent brand \(4,334\)](#)

### Job titles

[+ Job titles or boolean](#)

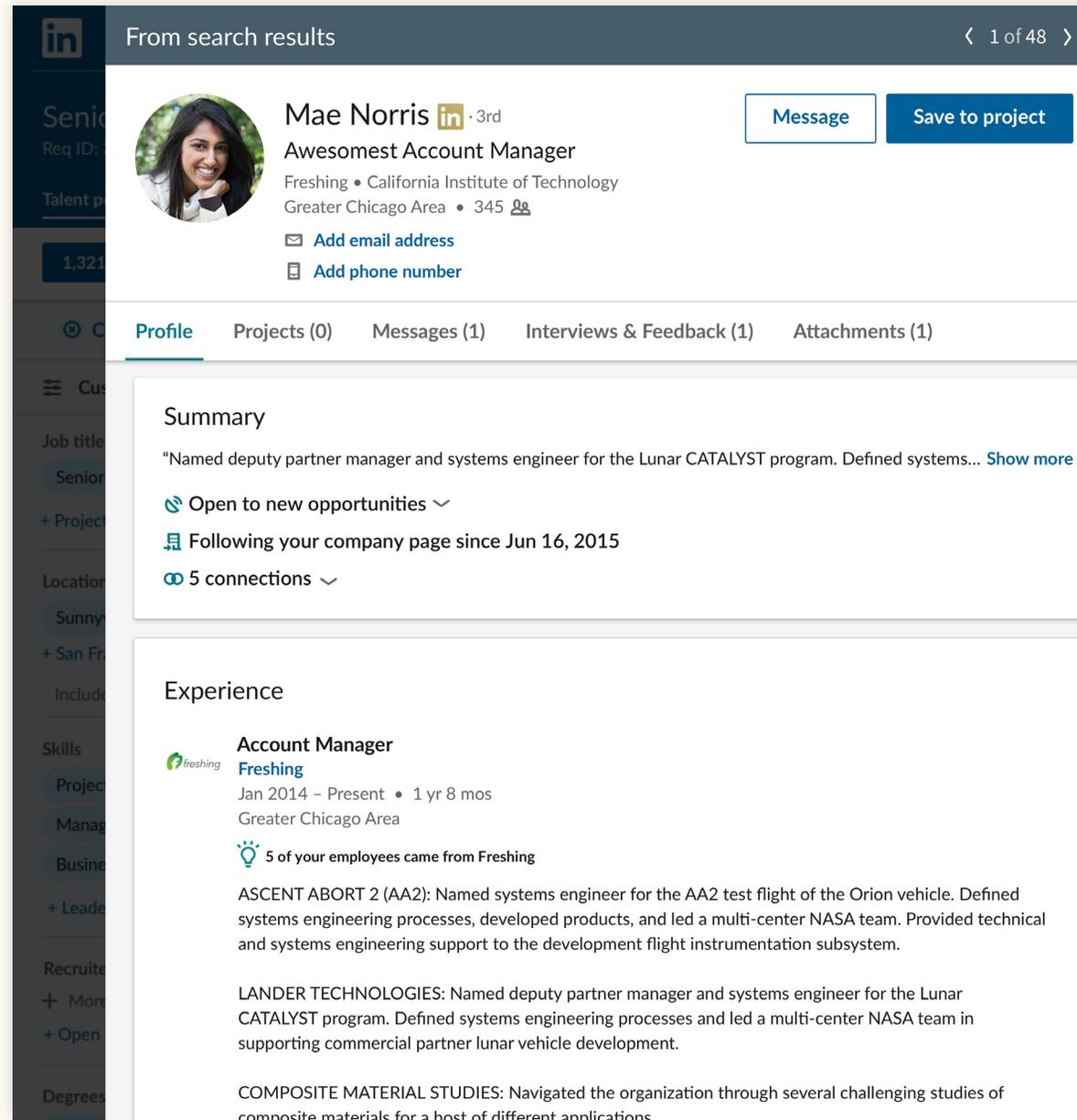
Account Manager

## Slide-in candidate profile view

Now you've launched your search. When you click on a candidate, you can see that their profile slides into view in the same window. This new profile view allows you to maintain your place in your search results list without opening a new tab.

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

The new candidate profile view also gives you easier access to key candidate information like mutual connections, external links – Twitter, personal site, portfolio – and skill endorsement counts, so there is no need to toggle back and forth between Recruiter and LinkedIn.com to collect all of the information you need.



The screenshot shows a LinkedIn profile view for Mae Norris, an Awesomest Account Manager. The profile is displayed in a slide-in view within a search results window. The top navigation bar includes "From search results" and "1 of 48" with navigation arrows. The profile header shows the candidate's name, title, location (Fresning, California Institute of Technology), and area (Greater Chicago Area, 345 connections). Action buttons for "Message" and "Save to project" are visible. Below the header, there are tabs for "Profile", "Projects (0)", "Messages (1)", "Interviews & Feedback (1)", and "Attachments (1)". The "Summary" section includes a brief description of her role, a link to "Open to new opportunities", and information about following the company page since June 16, 2015, and having 5 connections. The "Experience" section lists her role as Account Manager at Freshing from January 2014 to the present (1 year 8 months) in the Greater Chicago Area. It highlights that 5 of her employees came from Freshing and provides details about her work on the ASCENT ABORT 2 (AA2) test flight and the Lunar CATALYST program. The profile also lists her work at Lander Technologies and Composite Material Studies.

# Saving candidates to your pipeline and moving them through pipeline stages

The pipeline experience has been redesigned to help you manage candidates more easily and effectively.

The image displays two screenshots of the LinkedIn Recruiter interface for a project titled "Account Managers - SF(FYQ1)".

**Left Screenshot:** Shows a list of 31 search results. A candidate, Thomas Smith, is highlighted. A red circle highlights the "Save" and "Hide" buttons next to his profile. The interface includes a search bar, filters for job title, location, and skills, and a sidebar with search history and alerts.

**Right Screenshot:** Shows the same project but with 5 candidates in the pipeline. The pipeline stages are: All candidates (5), Saved (2), Contacted (2), Responded (0), Screen (1), Moved to ATS (0), and Hired (0). The candidate Ronald Smith is shown in the "Saved" stage, with a "Message" and "Move" button next to his profile. The interface also includes filters for location and years of experience, and a sidebar with recent actions and table settings.

1. You can save any candidate to your pipeline by using the save button.

2. Once you have saved a candidate to your pipeline, you can easily move them to a different stage in the pipeline by clicking on the move button.

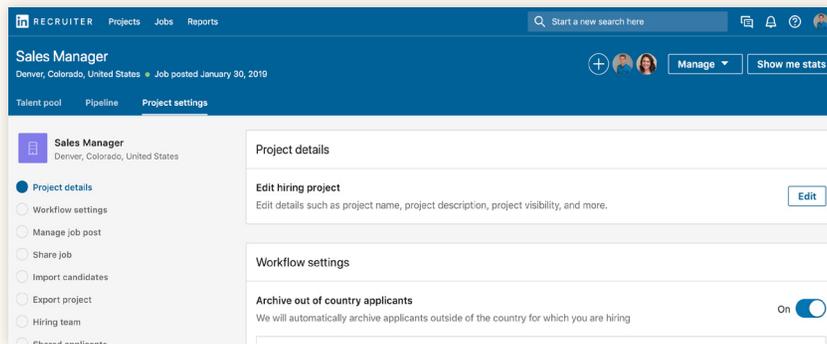


Building a  
single pipeline  
for sourced  
leads and job  
applicants

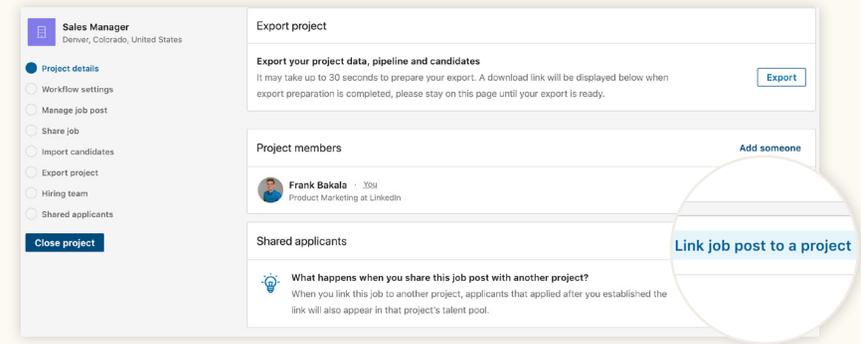
# Linking a job to your project

By adding a job to your project, you can view both your search results and job applicants within your project Talent pool tab, and then add candidates from either source to a single unified pipeline.

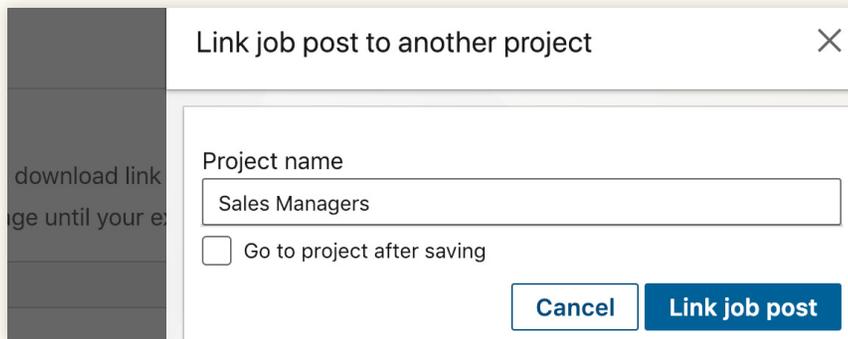
Any future applicants to this job will appear in the shared applicants tab and can be added to your pipeline just like your search results.



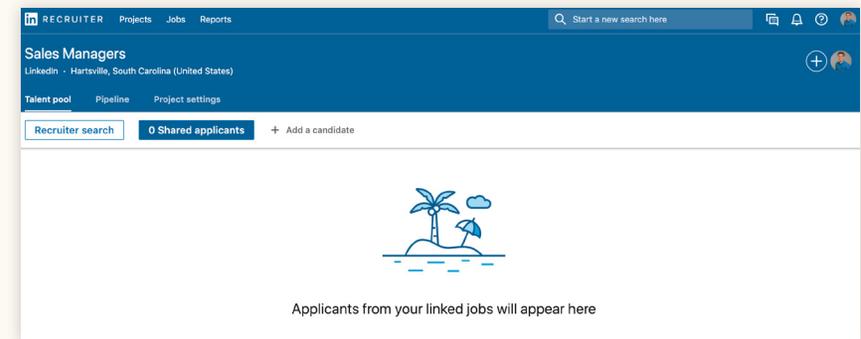
1. To add a job to your project talent pool, navigate to the individual job.



2. Navigate to the project settings, then to shared applicants, and click “Link job post to a project.”



3. Select the project you'd like to link this job to and click “Link job post.”



4. Navigate to the project where you have added a job. Within the talent pool, you can see a new tab called Shared applicants.

## Linking a job to your project (continued)

After you've added a job to a project, that job will continue to exist within the Jobs menu in the top navigation, and you can still navigate there to manage your post and any applicants you receive.

### Keep in mind

Any actions you take on job applicants within the shared applicants tab will **not** be reflected in the individual job post that you access from the Jobs menu in the top navigation.

For example, you add a sales manager job to a project called "Sales Managers." You then get a single applicant to the sales manager job in the Shared applicants tab, and you save the applicant to the pipeline within your "Sales Managers" project.

If you navigate to the Jobs menu and then click on the individual sales manager job, you'll notice that the single job applicant is still in the Applicants tab.

Similarly, actions you take within this individual job will not be reflected in the project.

The screenshot displays the LinkedIn Recruiter interface. At the top, there's a navigation bar with 'RECRUITER', 'Projects', 'Jobs', and 'Reports'. Below this, a blue header reads 'Jobs (10)'. A search bar is present with the text 'Search for a job'. Underneath, a 'Location' filter section includes a search box and a list of locations: 'All' (checked), 'Bengaluru Area, India (2)', 'Florence, South Carolina Area (2)', and 'County Dublin, Ireland (1)'. On the right, a job card for 'Sales Manager' is shown, including its location, creation time, owner, and statistics: 0 matches, 0 applicants, and 0 candidates in pipeline.



Collaborating  
with your  
teammates  
more easily

Collaborating with your teammates more easily

# Giving and viewing profile feedback

The new homepage makes it simpler to respond to candidate feedback requests. On the left side of the homepage, you'll see a button called "Give profile feedback" and a button called "View profile feedback."

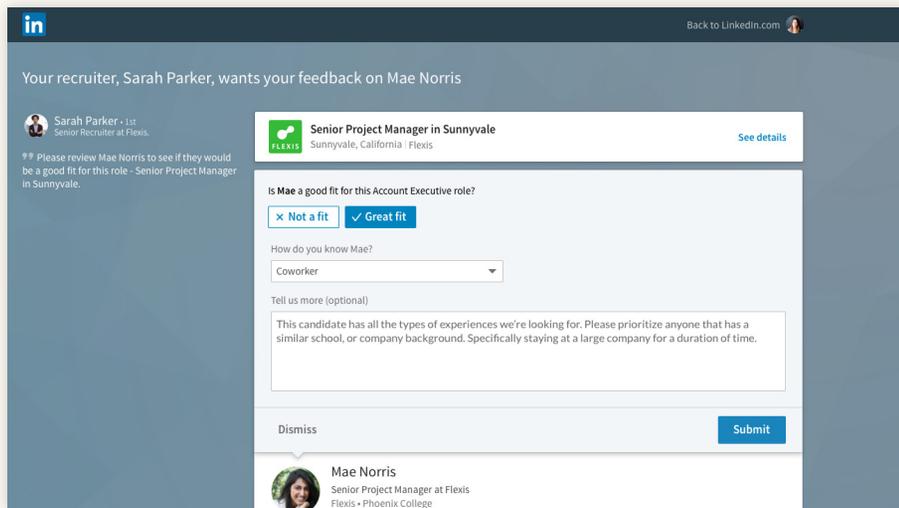
The screenshot displays the LinkedIn Recruiter interface. At the top, a navigation bar includes the LinkedIn logo, the word "RECRUITER", and menu items for "Projects", "Jobs", "Campaigns", and "Reports". A search bar on the right prompts the user to "Search for a project".

The main content area is divided into two columns. The left column features the profile of Teresa Flores, with a "Recent projects" section. Under "Recent projects", there is a "Global pipeline" section with three radio buttons: "Uncontacted (211)", "Contacted (1)", and "Replied (0)". Below this, there are two buttons: "Give profile feedback" (with an external link icon) and "View profile feedback".

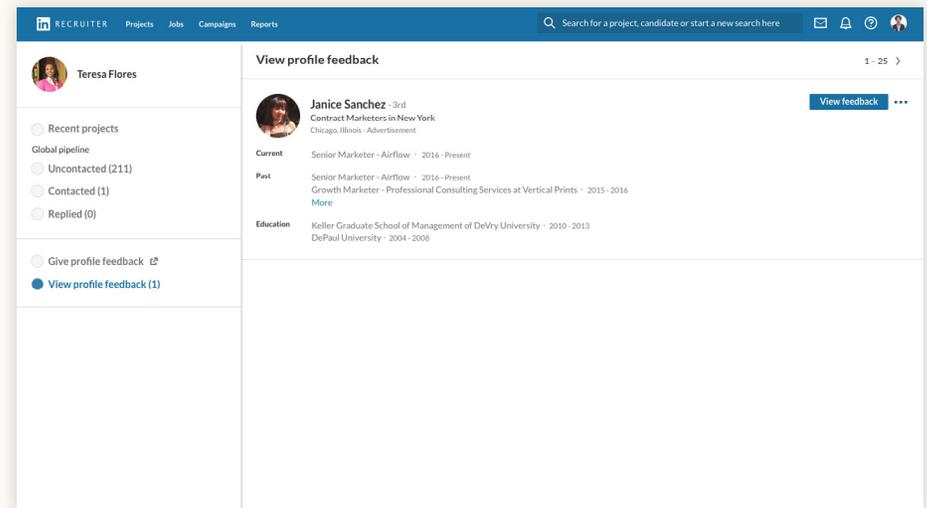
The right column is titled "Recent projects" and lists several job postings, each with a star icon and a "View all" link. The projects listed are:

- Contract Marketers in New York** (ID: 12345): Created 28d ago, Owner: James Smith, 24 candidates.
- Senior Project Managers in New York** (ID: 12345): Senior Project Manager · New York City · Created 28d ago, Owner: James Smith, Job post (Open): 24 applicants (3 NEW), 40 candidates.
- Senior Project Managers in San Francisco Bay Area** (ID: 12345): Senior Project Manager · New York City · Created 28d ago, Owner: James Smith, Job post (Open): 24 applicants (3 NEW), Landing page (active): 124 leads (5 NEW), 40 candidates.
- Sales Contractor in Vancouver** (ID: 12345): Associate Salesmen · Vancouver · Created 28d ago, Owner: James Smith, Job post (Open): 24 applicants (3 NEW), 32 candidates.
- UX Designer in Calgary** (ID: 12345): UX Designer · Calgary, Alberta · Created 28d ago, Owner: James Smith, Job post (Open): 24 applicants (3 NEW), 32 candidates.
- UX Designer in San Francisco** (ID: 12345): UX Designer · Calgary, Alberta · Created 28d ago, Owner: James Smith, Job post (Open): 24 applicants (3 NEW), 32 candidates.

## Giving and viewing profile feedback (continued)



If you select, “Give profile feedback,” you can view all of the candidate profiles that your teammates have requested feedback on, and you can easily provide feedback by clicking the button prompts at the top of a candidate profile.



Clicking “View profile feedback,” lets you view any completed profile reviews from feedback requests that you submitted.

# View your teammates' message history with candidates

Now when you click on an applicant's profile, you can navigate to the Message tab within the profile view to view 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). Clicking on any message will show the full message text in the top-right corner of the screen.



Mae Norris · 3rd

**Awesomest Account Manager**

Freshing • California Institute of Technology  
Greater Chicago Area • 345

[Add email address](#)

[Add phone number](#)

● Active in 1 project

**TPM\_ENG\_SF\_Q1 2014** Interview (Onsite Interview) • Awaiting scorecards (2d ago)

[Profile](#) [Project \(3\)](#) [Message \(3\)](#) [Interviews & Feedback \(1\)](#) [Attachment \(1\)](#)

[Message](#) [View Scorecard](#)

Messages **No email\***

**Onsite interview with Acme (4)** James Smith • Jan 12 2018  
from James Smith and Carolyn Lao Interested Hi Mae, I'll check with the team and figure out a time that works...

**Opportunity with Acme (3)** James Smith • Jan 8 2018  
from Carolyn Lao Interested Hi Mae, I'll check with the team and figure out a time that works...

**Opportunity with Acme (2)** James Smith • Nov 2 2017  
from Carolyn Lao Not Interested Hi Mae, I'll check with the team and figure out a time that works...

Onsite interview with Acme

carolynlao@acme.com

**Carolyn Lao** • 11:21 am  
**Onsite interview with Acme**

Hi Mae,

We'd love to bring you onsite to talk with the team at ACME, I've cc'ed our coordinator James Smith. He will have follow up instructions on how to set-up a time with us! Looking forward to meeting you in person, and feel free to e-mail both of us if you have any questions.

**James Smith** • 2:13pm  
"Hi Carolyn,

I'll be helping us set up the best time for ACME and you to come onsite, can you provide me three 2 hour time slots that you can come onsite? Preferably within the next two weeks."

Jan 10

**Mae Norris** • 2:20 pm  
"Hi James,

Thanks for helping set this up! I'm free Weds / Jan

## Reply to notes and tag your teammates

You can now reply directly to notes that your teammates add to candidate profiles, which allows you to communicate more easily about a specific candidate. Please note that you will not be able to see notes your teammates have made on a profile if they selected “Only me” under the prompt “Make this note visible to” when they created the note. To reply to a note on a profile, simply type your message into the “Reply...” field that appears below the note.

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

Notes (0)

@Wi

- Will Miller  
Title at Company
- Will Yoshimura  
Title at Company
- Will Ferrell  
Title at Company
- Will Hamlin  
Really really really really really really long ti
- William Pong  
Title at Company

Notes (0)

@William Pong I noticed that you've worked with Mae in the past. Would you recommend her for @Dan Reid's team? |

Make this note visible to

- Only me
- Everyone in SR TPM\_ENG\_SF\_Q1 2018 [Change](#)
- Everyone in my company

Cancel Add

Notes (1) [+ Add note](#)

**Kevin Smith** 1h ago  
@William Pong I noticed that you've worked with Mae in the past at NASA from 2012-2014. Would you recommend her for @Dan Reid's team? (edited)

**William Pong** 3m ago  
Yes, she's great. Have you reached out to her?

**Kevin Smith** 1m ago  
Not yet. Could you make an intro?

Absolutely! Let me know more about the open position. I'll reach out to her.

Add Cancel



Manage job  
posts more  
efficiently

Manage job posts more efficiently

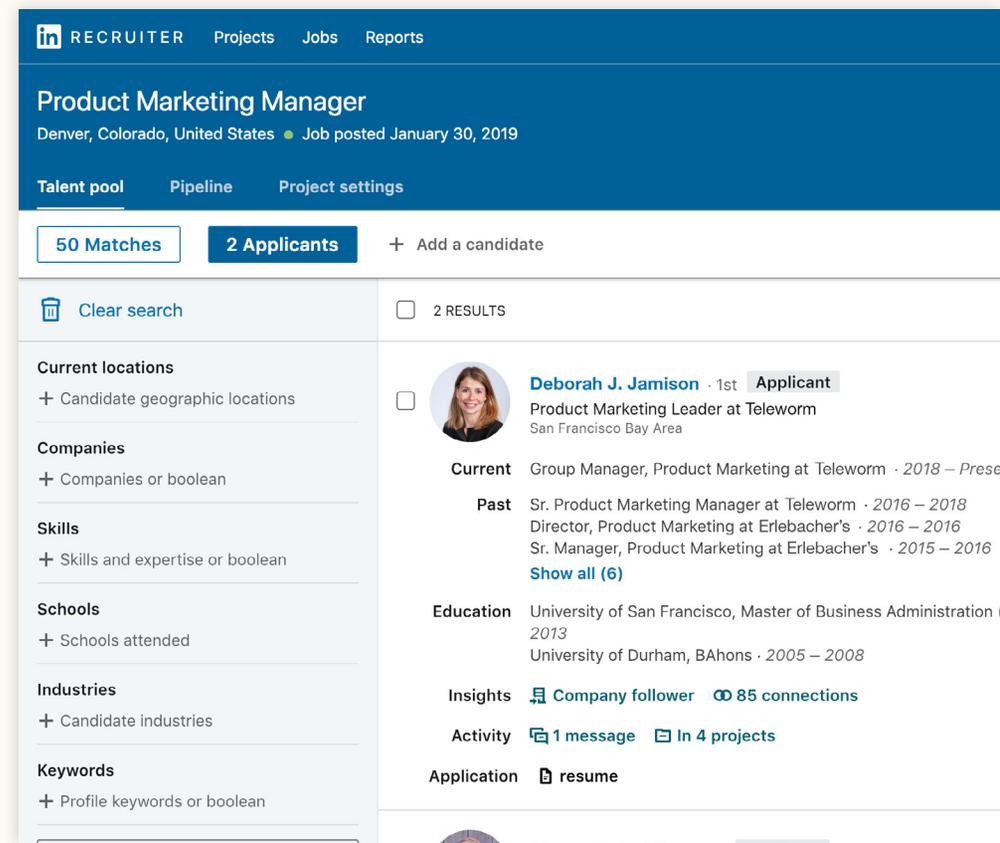
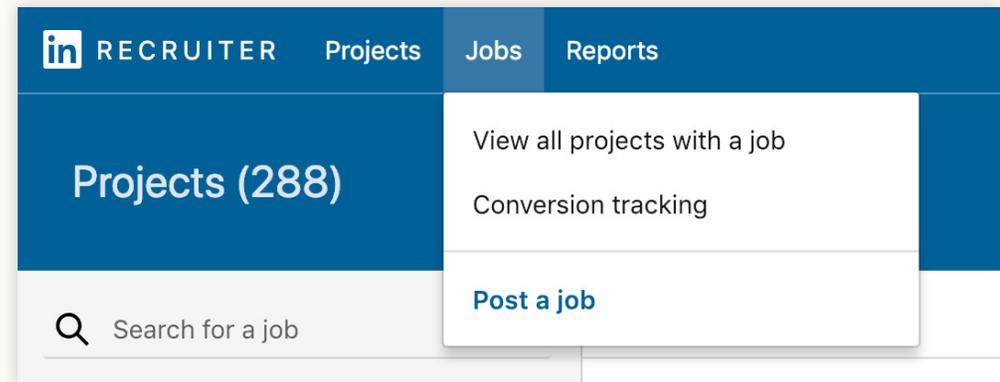
## A new navigation experience similar to the search projects experience

As part of the new intelligent hiring experience, we've made the search projects and jobs workflows more similar to allow for a more seamless transition between the two.

When you click "Jobs" in the top navigation, then click "View all projects with a job," and then click an individual job, you'll see the same Talent pool, Pipeline, and Project settings tabs that you see within a search project.

Job applicants and matches are accessible within the Talent pool, and you can save these candidates to your pipeline and move them through the various pipeline stages.

You'll also notice that you now have access to all of the same filters within the Applicants tab as you do when you're conducting a search, giving you greater precision when filtering your list of job applicants.



# Send rejection messages to applicants in a few clicks

Within the talent pool of an individual job, you now have the option to quickly reject applicants who are not a fit.

To reject an applicant:

1. Navigate to Talent pool tab.
2. Click the Reject button next to an applicant you would like to reject and send message.
3. Select a rejection reason for the applicant. Rejection reasons help us understand why you rejected the applicant, so we can target your job to higher-quality candidates in the future.
4. You can then toggle the “Send rejection message” on or off. Applicants that are rejected with this setting turned off will be moved to the Archived stage in the pipeline.
5. If you keep the “Send rejection message” setting turned on, you can either use the default rejection message or compose a custom rejection message to send to the candidate.
6. When you click reject, the candidate will be moved to the Archived stage within the pipeline, and the candidate will receive the rejection message as an email. Candidates will not be able to reply to these messages, and these messages will not count against your InMail credits.



## Record why you rejected Timothy

Select a rejection reason

Rejection reasons will not be shared with the applicant

## Send rejection message

On

Hi Timothy,

Thank you for your interest in the Software Engineer position at Flexis in Denver. Unfortunately, Flexis did not select your application to move forward in the hiring process.

Regards,  
Flexis

Preview

The message is sent by LinkedIn. Your identity won't be shown.

Cancel

Reject and send message

Select a rejection reason

Candidate did not meet basic qualifications

Candidate is ineligible to work in location

More qualified candidate selected

Candidate withdrew

Candidate not considered/ reason not specified

Other

# Resources

Learn more about new features, get answers to frequently asked questions, and find all the resources you'll need to get the most out of the intelligent hiring experience.

## 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.

### **The intelligent hiring experience site**

Discover new upcoming features, and get answers to some frequently asked questions by visiting the [intelligent hiring experience site](#).

### **Recruiter Help Center**

Still can't find an answer? Just submit a ticket through [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.