Intelligent Hiring Experience

A Step-by-Step Guide

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

Linkedin

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

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

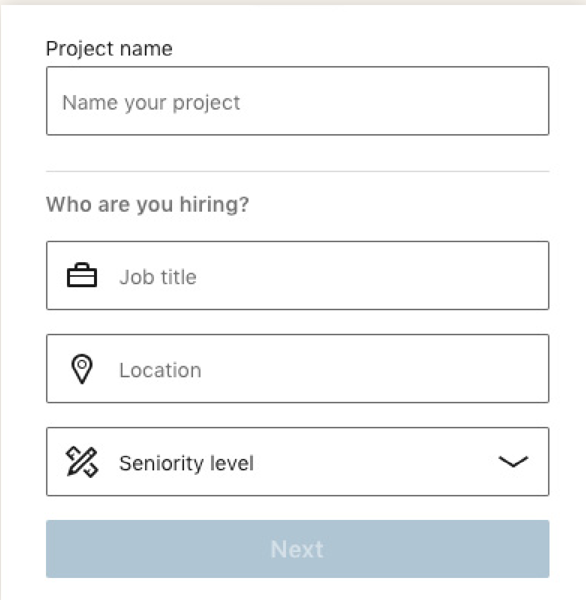
The intelligent hiring experience thinks ahead. Once you start bringing your jobs and searches together in a project, those channels can begin to learn from one another, so we can improve the quality of the candidates you see in Recruiter.

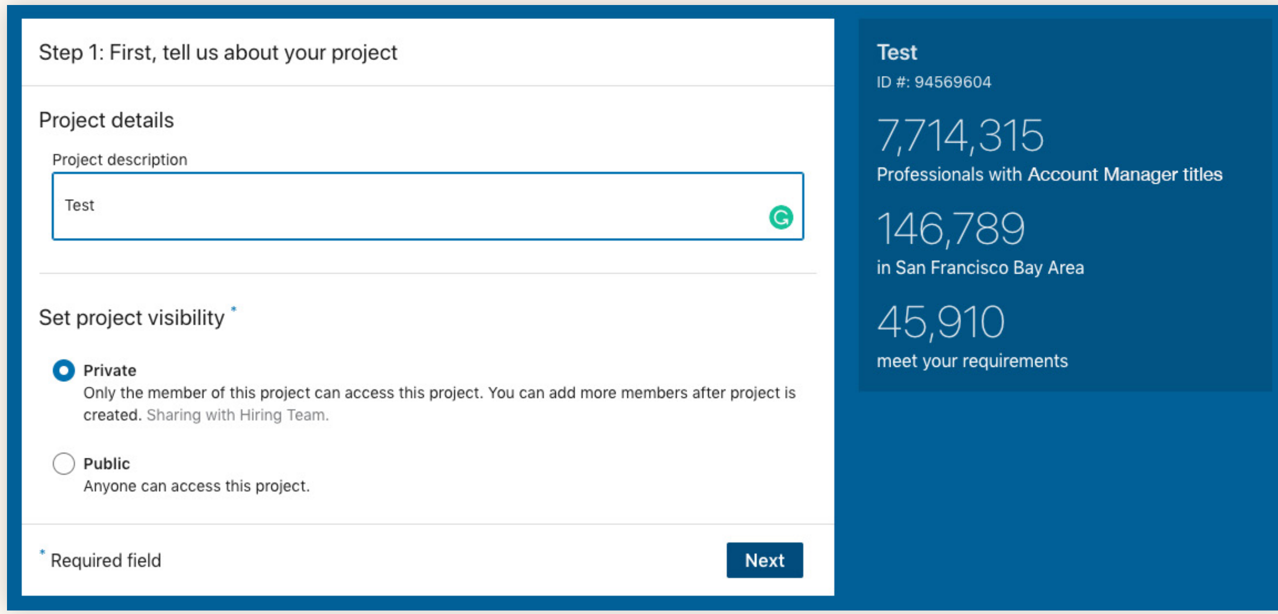
Coming later in 2019:
You'll start to see more integration between Jobs, search, and Pipeline Builder, as well as more intelligent features like proactive candidate recommendations based on your preferences. All of these will help you minimize busy work and focus on building great teams.

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





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

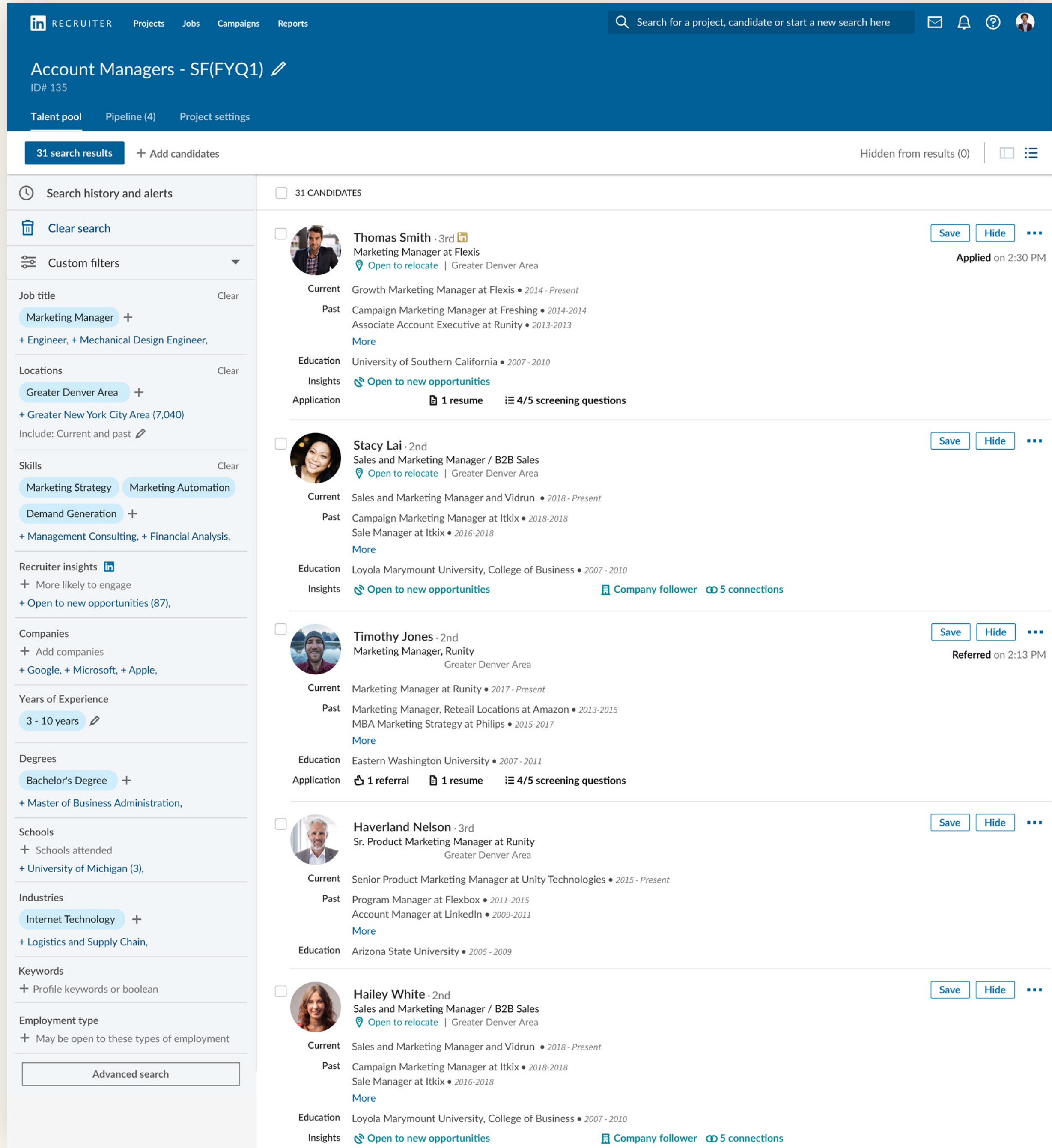
When you click through to the next page of the project creation flow, you'll see a glimpse of the talent pool for the role.

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

Creating a new project and starting your search

Automatic search

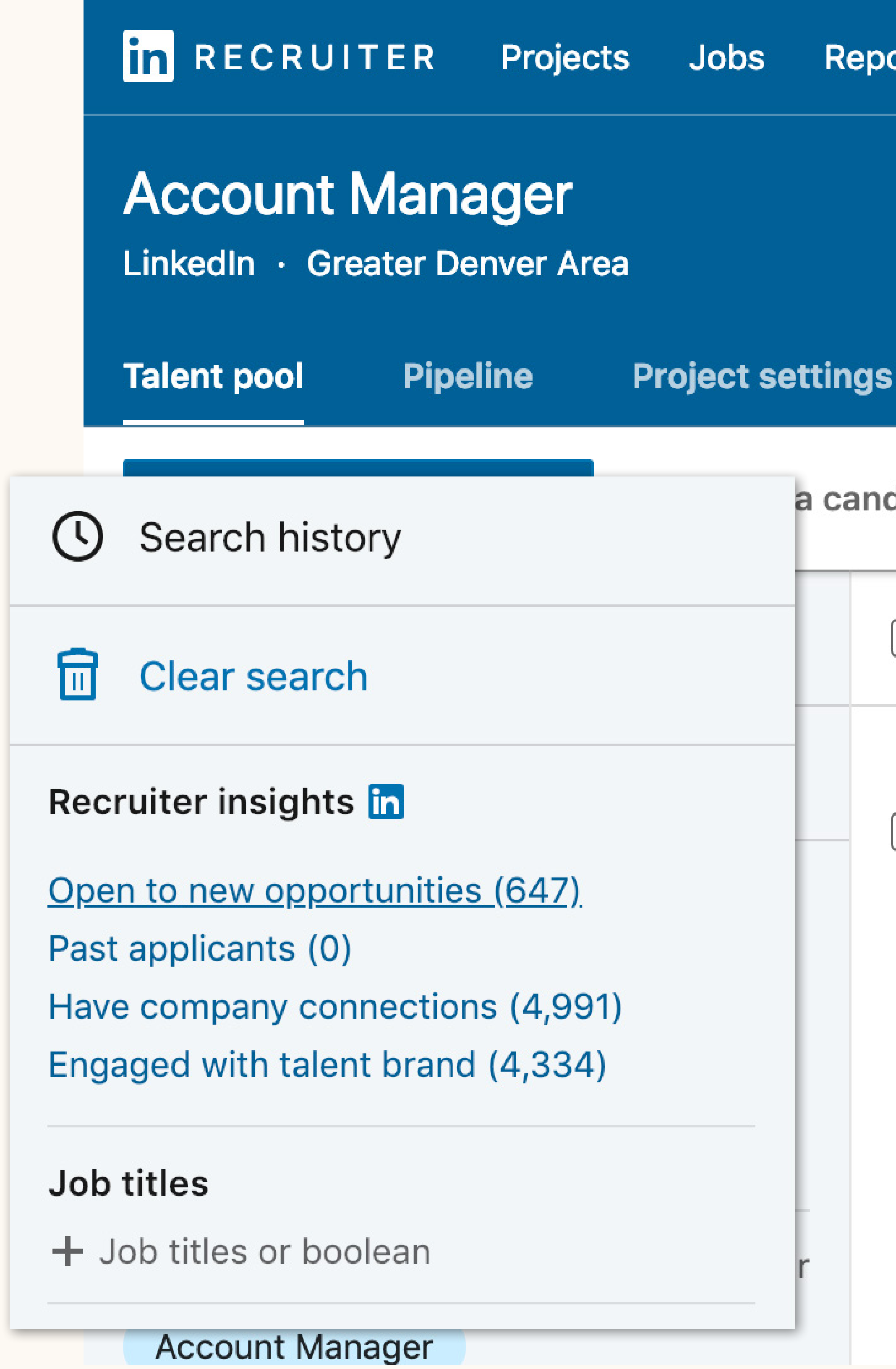
Once you finish creating your project, you can see that a search is automatically created using the information you've just provided.



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.

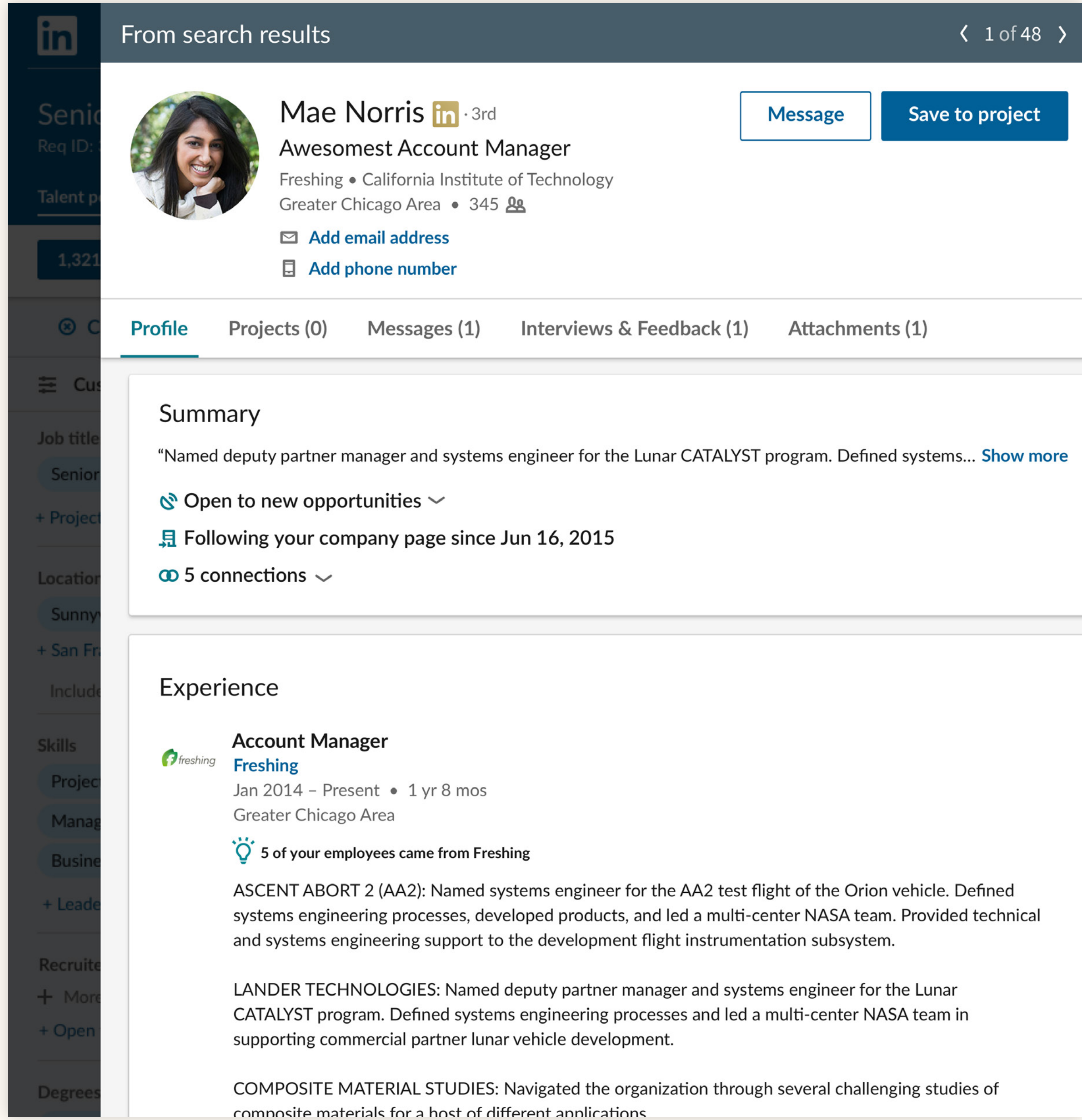


Slide-in candidate profile view

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.

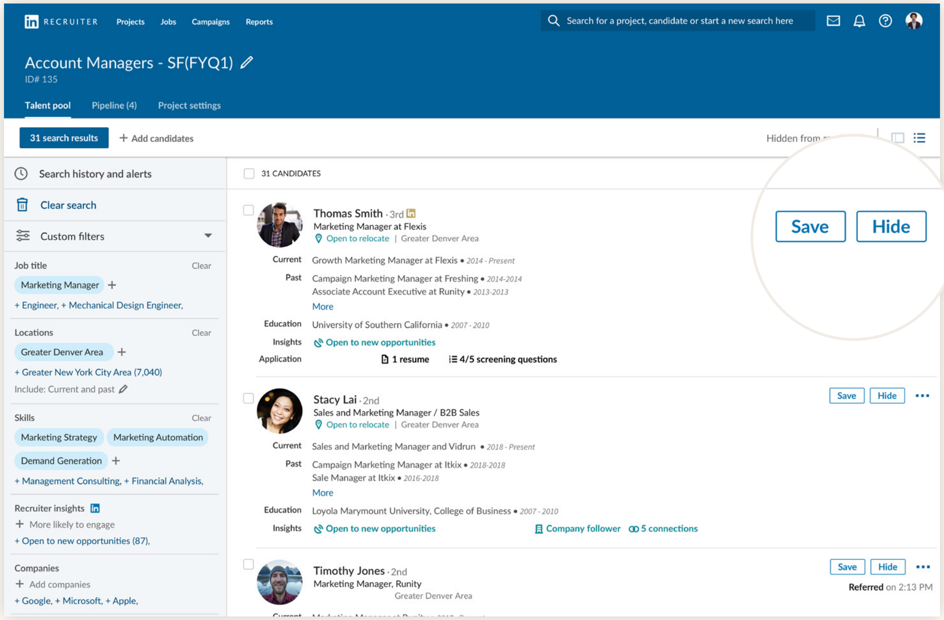
From within this slide-in profile view, you can easily flip through the other candidate profiles in your search results list by clicking on the arrows in the top-right corner.

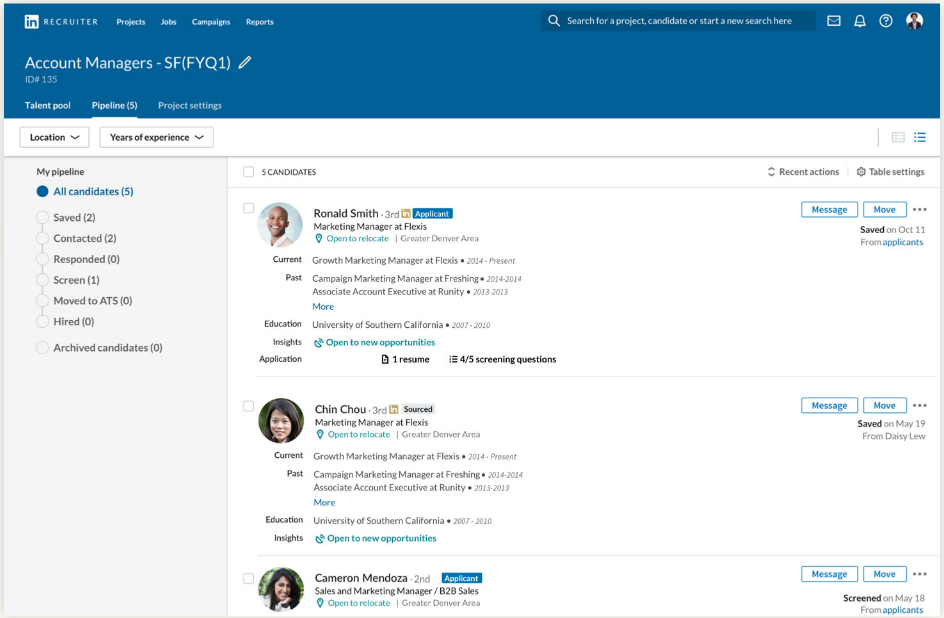
The new candidate profile view also gives you easier access to key candidate information like mutual connections, external links – Twitter, personal site, portfolio – and skill endorsement counts, so there is no need to toggle back and forth between Recruiter and LinkedIn.com to collect all of the information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



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.





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

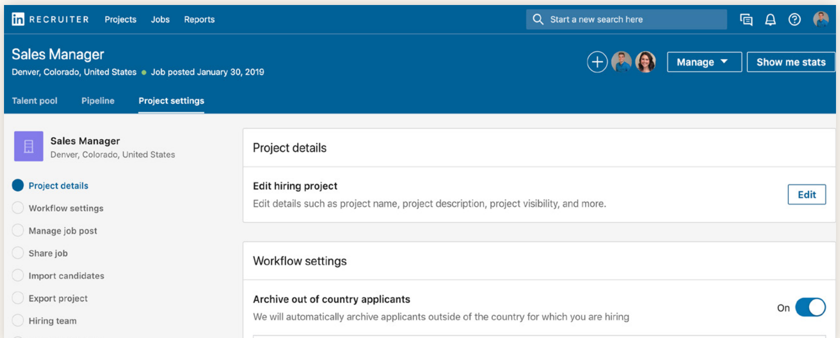
2. Once you have saved a candidate to your pipeline, you can easily move them to a different stage in the pipeline by clicking on the move button.

Building a single pipeline for sourced leads and job applicants

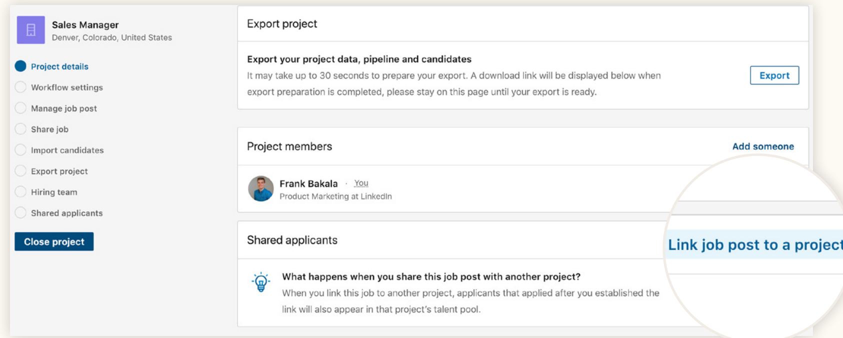
Linking a job to your project

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.

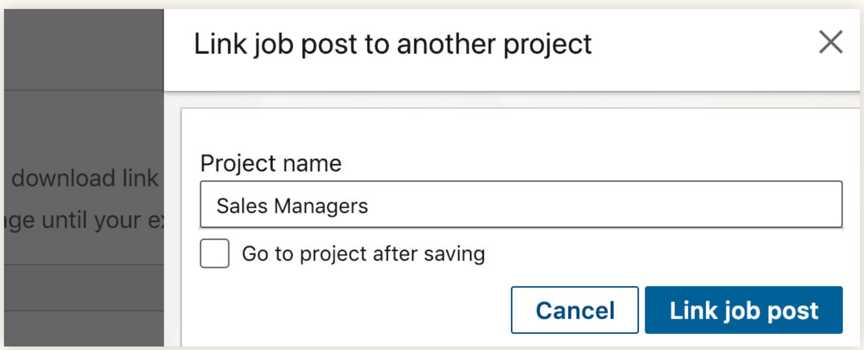
Any future applicants to this job will appear in the shared applicants tab and can be added to your pipeline just like your search results.



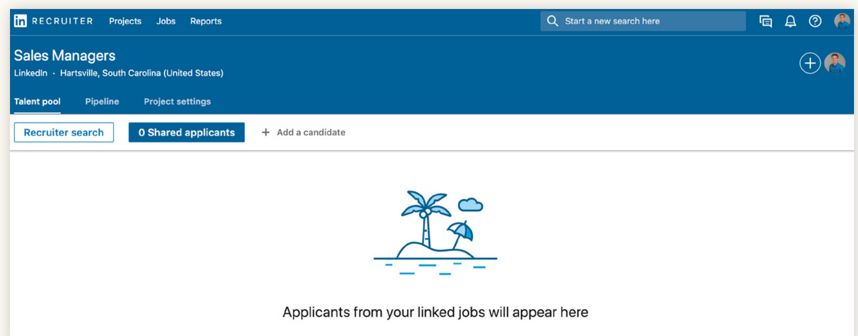
1. To add a job to your project talent pool, navigate to the individual job.



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



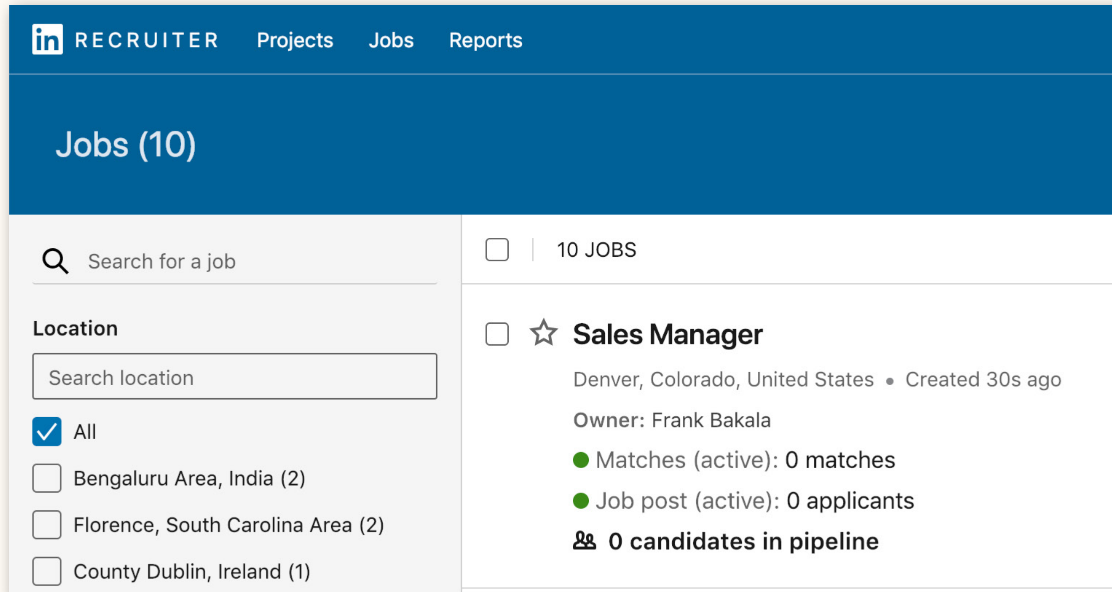
3. Select the project you'd like to link this job to and click “Link job post.”



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.

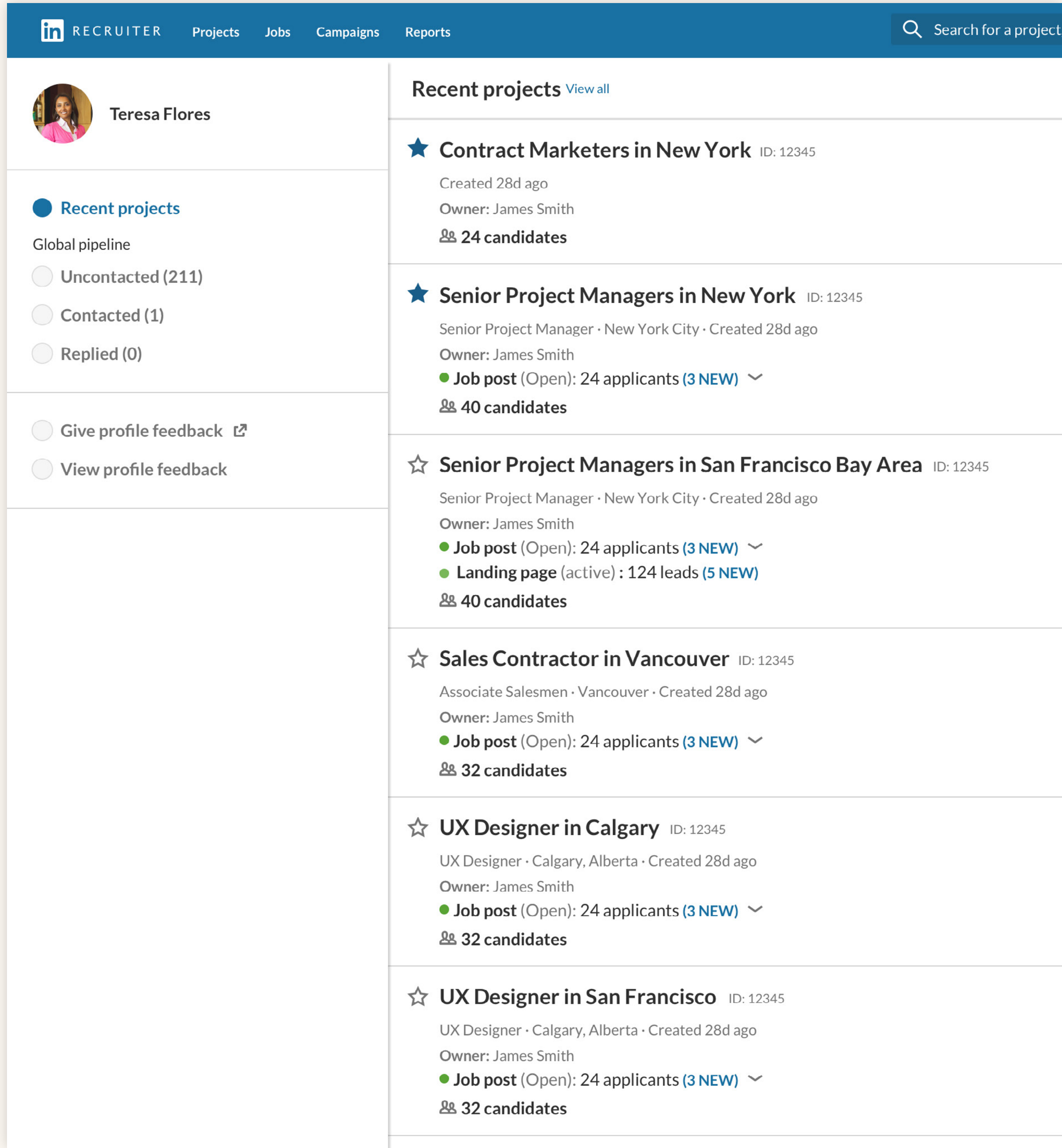
If you navigate to the Jobs menu and then click on the individual sales manager job, you'll notice that the single job applicant is still in the Applicants tab.

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

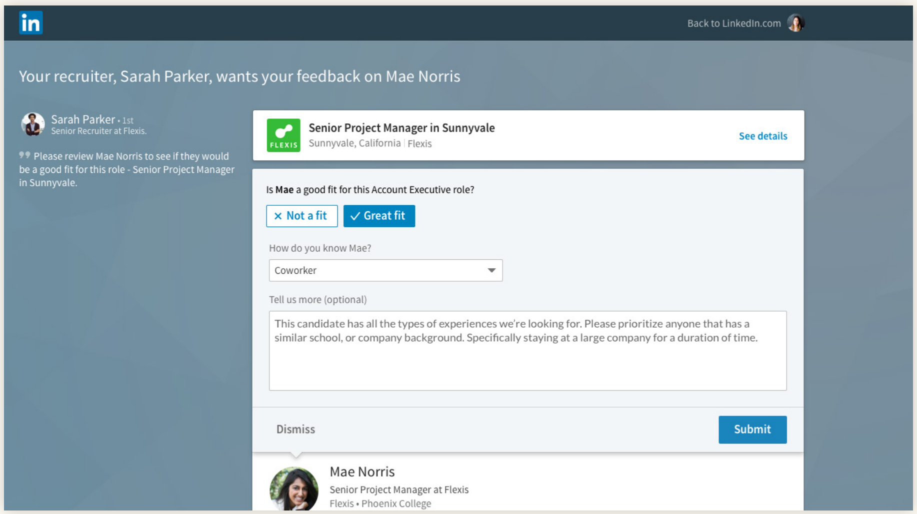
Collaborating with your teammates more easily

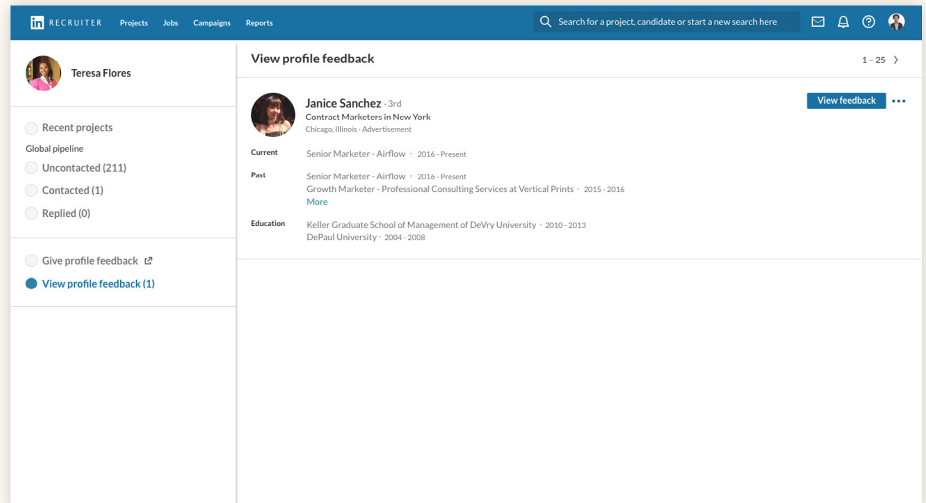
Giving and viewing profile feedback

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."



Giving and viewing profile feedback (continued)



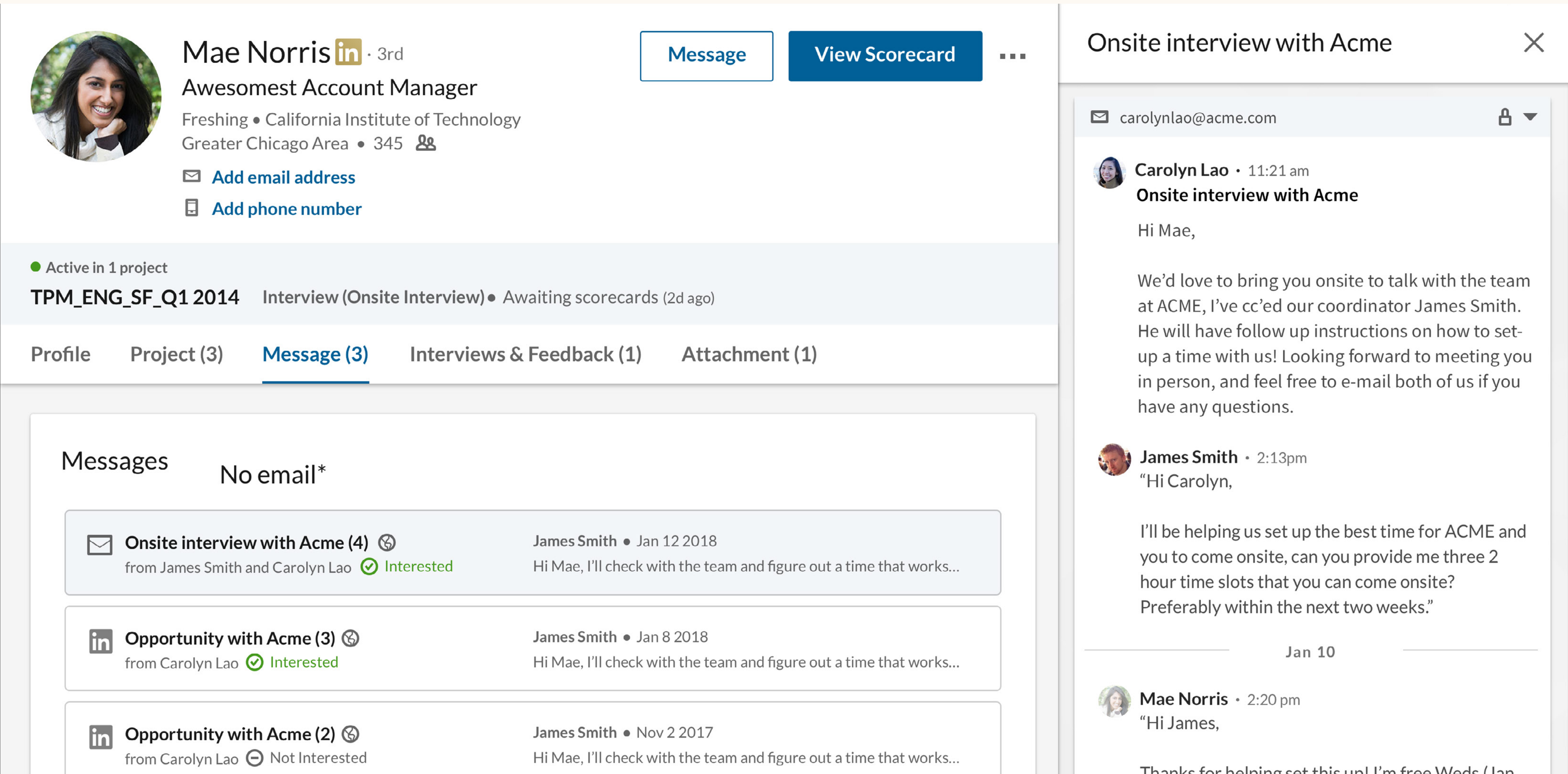


If you select, "Give profile feedback," you can view all of the candidate profiles that your teammates have requested feedback on, and you can easily provide feedback by clicking the button prompts at the top of a candidate profile.

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

View your teammates' message history with candidates

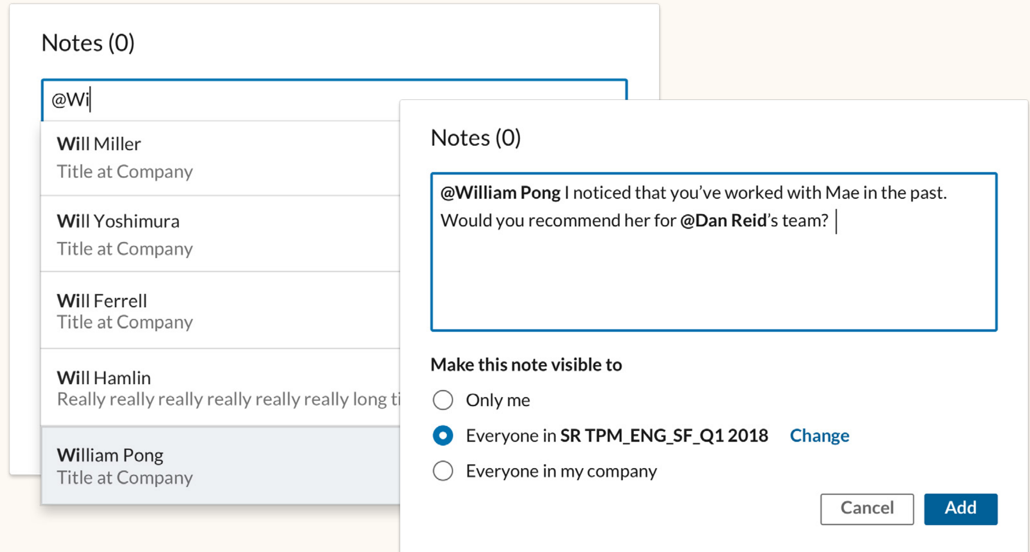
Now when you click on an applicant's profile, you can navigate to the Message tab within the profile view to view the message history between that candidate and yourself, or between that candidate and your team (if your teammates have chosen to make their conversations visible). Clicking on any message will show the full message text in the top-right corner of the screen.

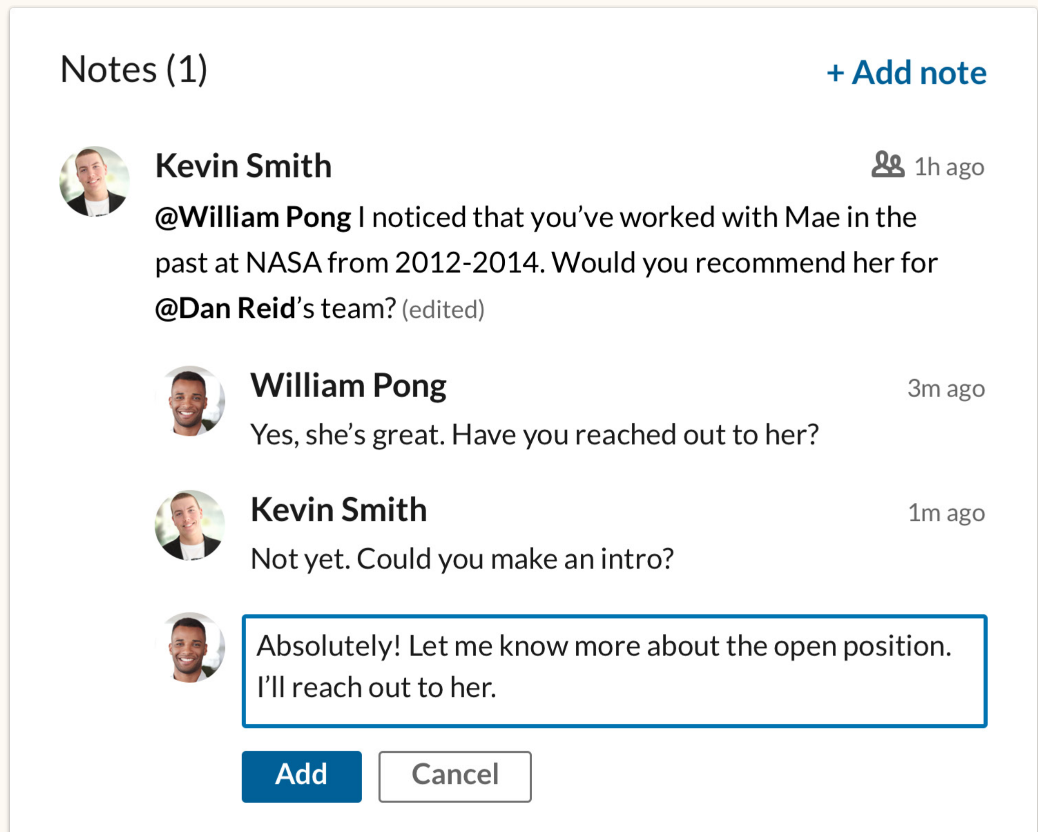


Reply to notes and tag your teammates

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.





Manage job posts more efficiently

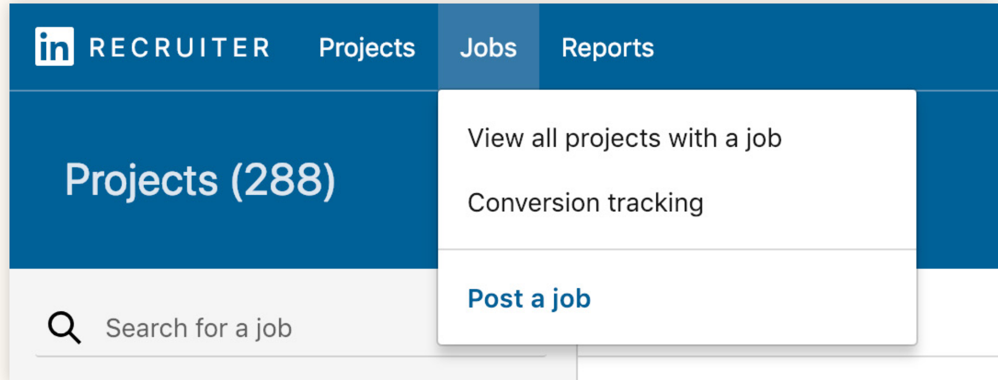
A new navigation experience similar to the search projects experience

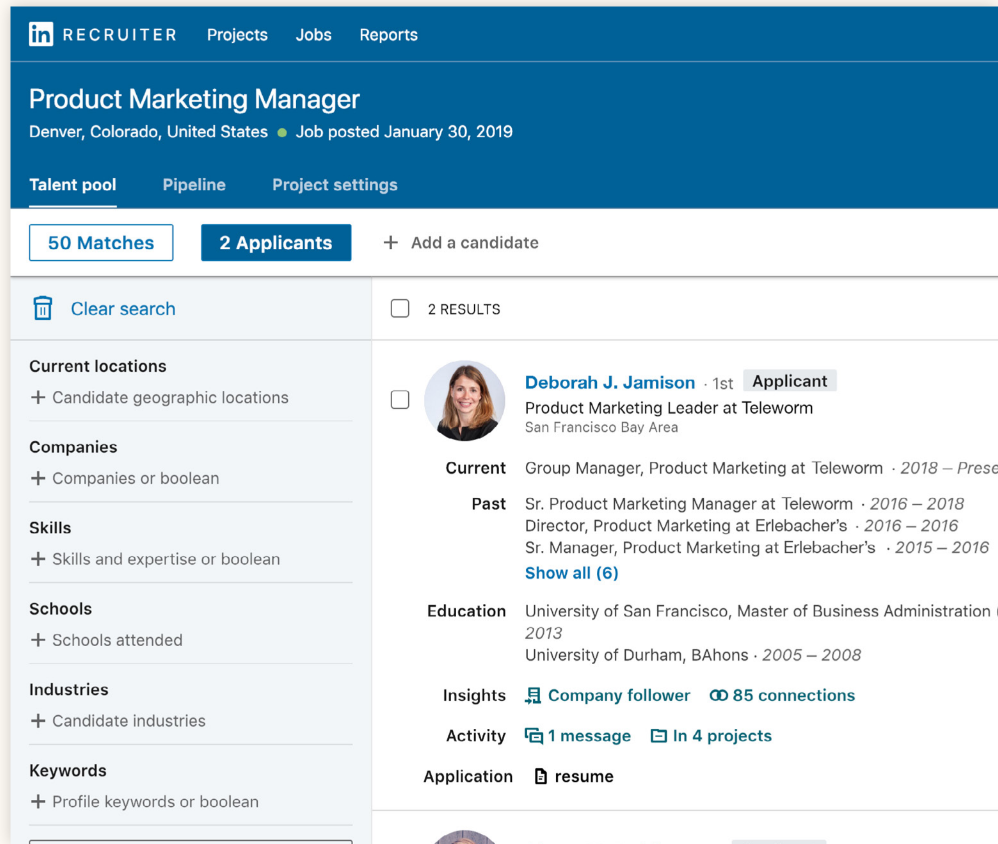
As part of the new intelligent hiring experience, we've made the search projects and jobs workflows more similar to allow for a more seamless transition between the two.

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.



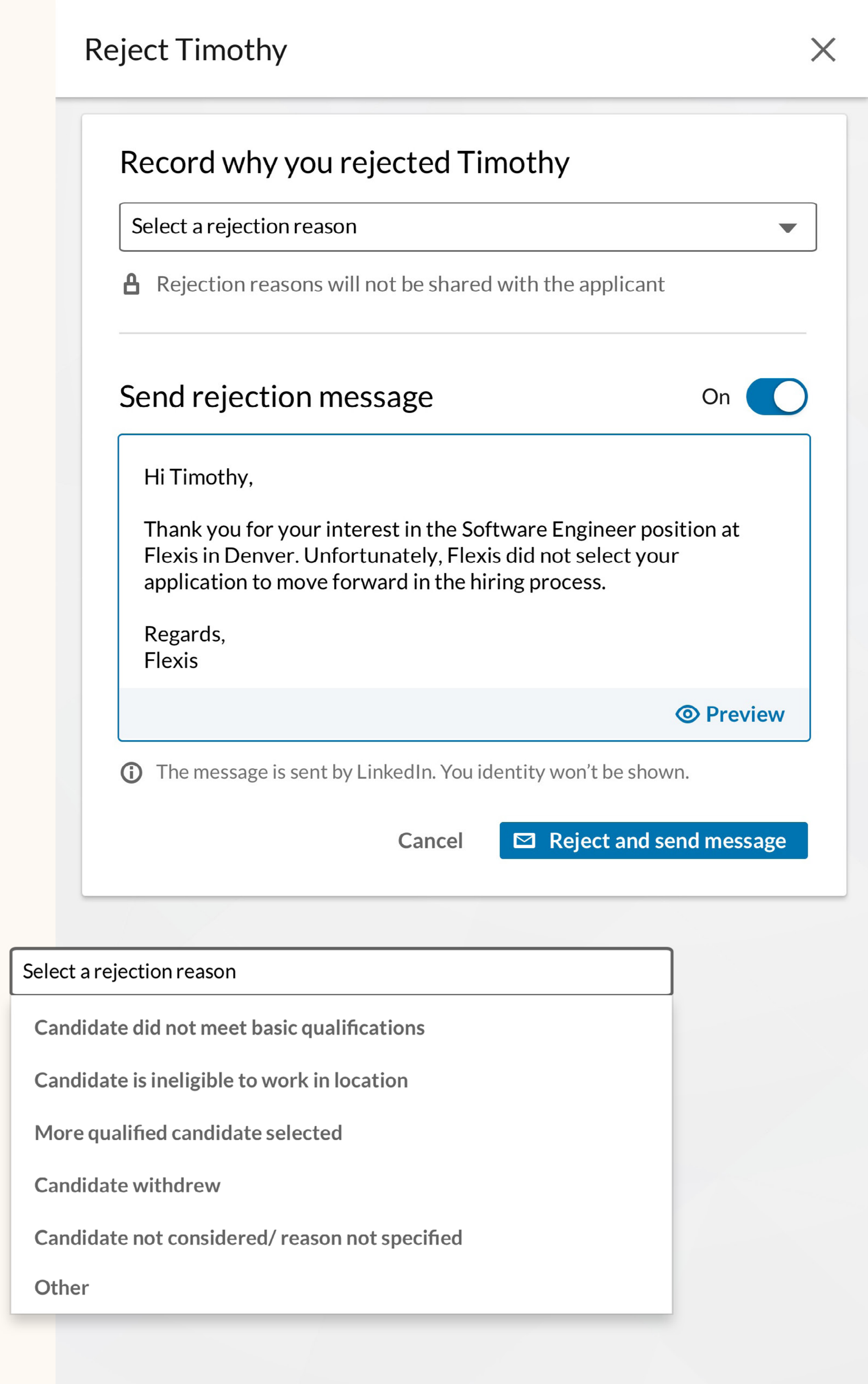


Send rejection messages to applicants in a few clicks

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.



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.