

New Recruiter & Jobs

Step-by- step guide

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



Welcome to New Recruiter & Jobs.

Fast, seamless, and smart, New Recruiter & Jobs makes it easier than ever to build great teams.

New Recruiter & Jobs has a new seamless workflow that helps you get more done, and it constantly learns from you in order to provide smart recommendations.

From jump-starting your sourcing with Recommended Matches to adding screening questions to Job Posts, this guide will help you navigate the new features heading your way.

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Three ways this update improves the recruiting experience.

New Recruiter & Jobs helps teams get smarter results, collaborate more easily, and be more productive.



Smarter results

Recruiter and Jobs now constantly learn for you, to provide you with personalized Recommended Matches who seem like a good fit for your open role.



Increased productivity

Organize search leads and job applicants for a role all in one project. View candidate profiles without opening a new tab. Recruiter and Jobs have been overhauled to help you be more productive.



Improved collaboration

Tag teammates in candidate profile notes. View full messages between candidates and your teammates. It's now easier than ever to keep your recruiting team on the same page.



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

You can now organize search results and job applicants for an open role all in one project.

Getting started

A project is now the folder for all of your recruiting activities, so you can handle everything in one place.

Let's take a look at how this works.

Start a new project and post a job.

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

Fill in your project details

Project details

Project name (for internal use only) *

Account Manager - SF (FYQ1)

Project description

Add project description (optional)

Who are you trying to hire? Ⓞ

Job title Location

Get customized talent insights

Tell us who you're trying to hire and get customized insights about your talent pool.

610,875,380 professionals on LinkedIn

1,749,083 with account manager job title

26,415 in San Francisco Bay Area

189 meet your requirements

Additional collaborators [+ Invite](#)

Larry Hawkins
Senior Recruiter II

John Carpenter
Technical Sourcer

* Required field Cancel Add a job post Create project

Step 1. Create a project and type in the role you're recruiting for. You'll see a glimpse of the talent pool for that role on the right.

Step 2. Once you've entered your project details, add a job post to your project by clicking "Add a job post."

Step 1: Fill in your job post details

Company *

Job title *

Location *

Job function (Select up to 3) *

Account Management [+ Add job function](#)

Employment type *

Talent pool Pipeline Project settings

189 Recruiter search 0 Applicants Recommended matches [+ Add candidates](#)

🕒 Search history 189 RESULTS

🗑️ Clear search

⚙️ Custom filters

Mae Norris · 2nd
Account Manager at Freshing
San Francisco Bay Area

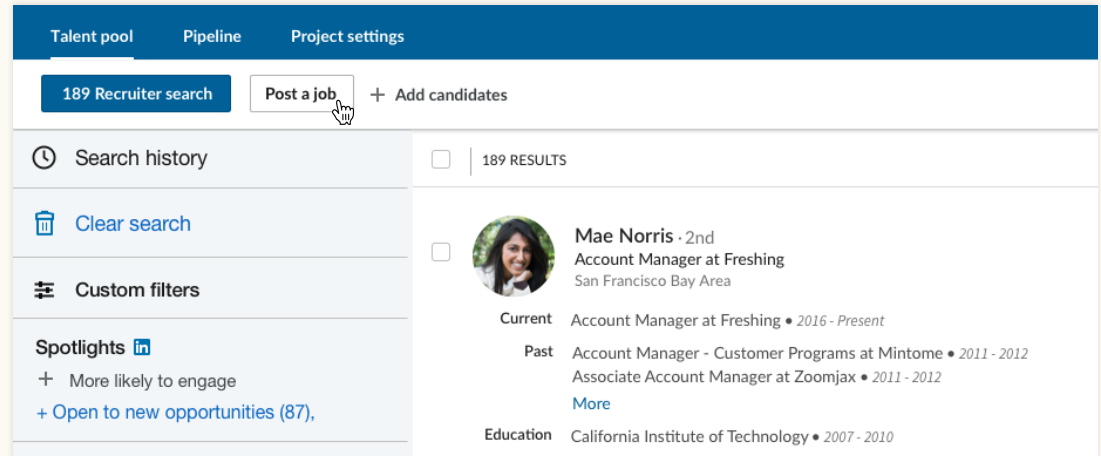
Current Account Manager at Freshing • 2016 - Present

Step 3. Enter your job post details.

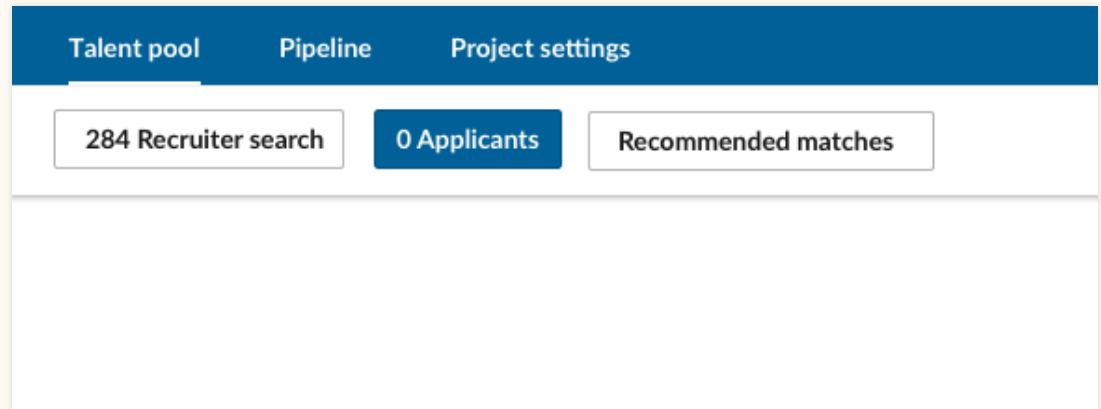
Step 4. After entering all of your job post details, clicking "Finish" will create the project and job post. You'll land in the "Applicants" tab within your "Talent pool," where you can view all future applicants to this job. You can navigate to the "Recruiter search" tab to see search results based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

Post a job in an existing project.

You've already created a project to search for candidates, and now you want to post a job for that same open role.



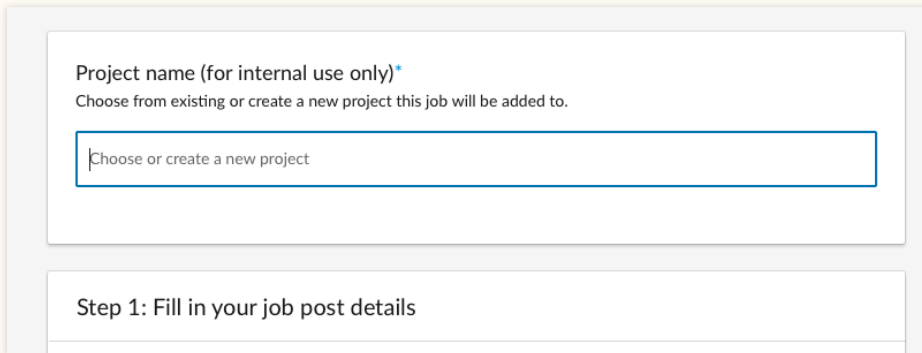
Step 1. Within the “Talent pool” of a project, click “Post a job” to post a job in that project.



Step 2. Enter the job details and post the job. The job will be posted within the project, and you can view all future applicants to this job in the “Applicants” tab within the “Talent pool.”

Post a job.

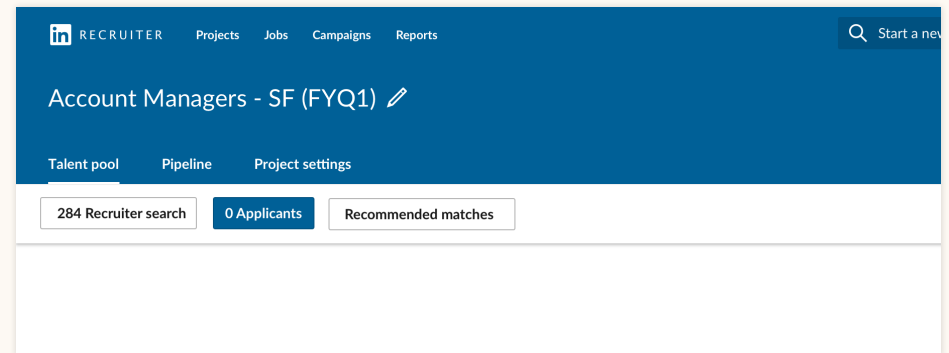
You want to post a job as quickly as possible.



Project name (for internal use only)*
Choose from existing or create a new project this job will be added to.

Step 1: Fill in your job post details

Step 1. Navigate to Jobs > Post a job. Upon entering the job-posting flow, you have the option to add the job post to an existing project or to create a new project.



RECRUITER Projects Jobs Campaigns Reports

Account Managers - SF (FYQ1) ✎

Talent pool Pipeline Project settings

284 Recruiter search 0 Applicants Recommended matches

Step 2. After entering the job post details and completing the job-posting flow, you'll arrive in the "Applicants" tab. Within the "Talent pool," you can view all job applicants and a Recruiter search that was automatically created based on your Job Post details.



Manage your
search and Job Post
in one project.

Skill Assessments

Improve your ability to source and hire the best candidates with LinkedIn Skill Assessments.

Validated skills

Review candidates who have proven that they possess the skills needed to succeed in a job.

Hidden-gem candidates

Find candidates who may not have a traditional background for the role, but have the skills they need to excel.

Time savings

Review a small pool of qualified candidates instead of hundreds of profiles.

The screenshot displays the LinkedIn Recruiter interface for a search project titled "Account Managers - SF (FYQ1)". The top navigation bar includes "RECRUITER", "Projects", "Jobs", "Campaigns", and "Reports". A search bar on the right contains the text "Start a new search". Below the navigation, there are tabs for "Talent pool", "Pipeline", and "Project settings". The main content area shows "189 Recruiter search" results, with "0 Applicants" and "Recommended matches" tabs. A filter overlay is visible, titled "Include:", with two options: "All skills" (unselected) and "At least one passed skill" (selected). The search results list several candidates, including Mae Norris, Angel Blair, Chin Chou, and Zachary Wade, each with their profile picture, name, current role, and a brief work history.

Filter your search for candidates who are more likely to engage.

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

Spotlights help you filter your search results for candidates who are more likely to engage. You can 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.

The screenshot displays the LinkedIn Recruiter interface for a search project titled "Account Managers - SF(FYQ1)". The top navigation bar includes "RECRUITER", "Projects", "Jobs", "Campaigns", and "Reports". Below the title, there are tabs for "Talent pool", "Pipeline", and "Project settings". A summary bar shows "264 Recruiter search", "30 Applicants", and "Recommended matches".

The filters pane is open, showing the following sections:

- Search history** (clock icon)
- Clear search** (trash icon)
- Spotlights** (LinkedIn icon):
 - [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
- Skills**
 - + Skills and expertise or boolean
- Companies**
 - + Companies or boolean

The search results pane shows "30 RESULTS" and lists two candidates:

- Ronald Smith**, Marketing Manager, Growth Market Associate Account Executive. Current status: Growth Market Associate Account Executive. Past status: Campaign Manager. Education: University of San Francisco. Insights: Open to new opportunities. Application: 1 resume.
- Everette Williams**, Marketing Manager, Growth Market Associate Account Executive. Current status: Growth Market Associate Account Executive. Past status: Campaign Manager. Insights: Open to new opportunities. Application: 1 resume.

Slide-in candidate profile view

Now when you click 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.

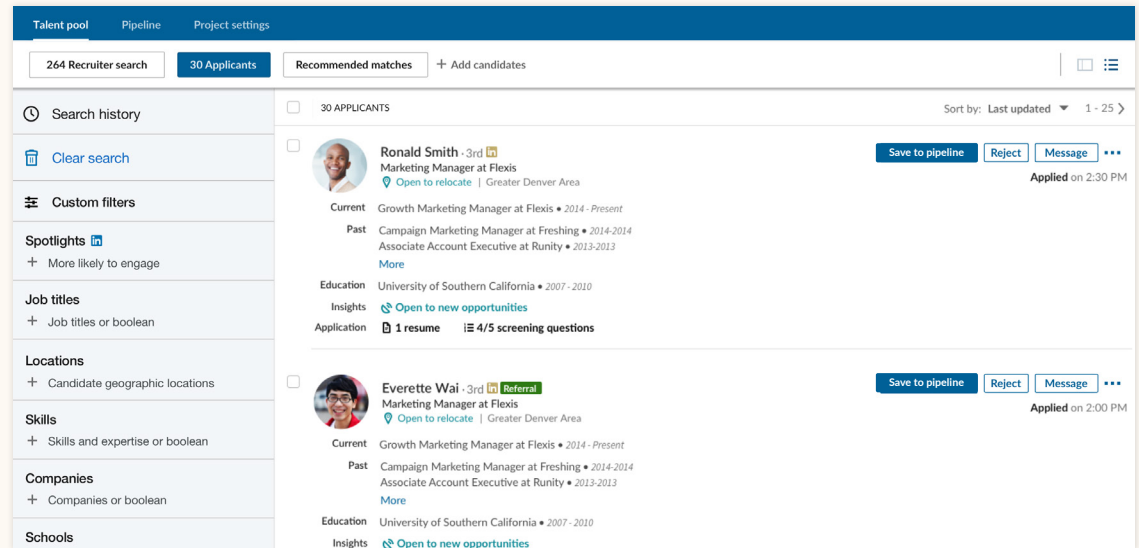
The screenshot shows a slide-in candidate profile view for Mae Norris. The profile is displayed within a search results window titled "From search results" (1 of 48). The candidate's name, "Mae Norris", is followed by a LinkedIn icon and ".3rd". Her title is "Account Manager". Her current company is "Flexis", and her education is "Loyola Marymount University, College of Business, Sunnyvale, California". She has 345 connections. The profile view includes tabs for "Profile", "Projects (0)", "Messages (1)", "Interviews & Feedback (1)", and "Attachments (1)". The "Summary" section states: "Mae has helped nurture relationships with several major clients over the years... Show more". It also includes: "Open to new opportunities", "Following your company page since Jun 16, 2015", and "5 connections". The "Experience" section is for "Account Manager" at "Flexis" from "Jan 2017 - Present" (2 yr 14 days) in "Sunnyvale, California". A note says "5 of your employees came from Flexis". The description of her role mentions digital marketing, B2B/B2C agencies, and various projects like websites, landing pages, animation, and video. It also notes her proficiency in running daily scrums and managing budgets. Finally, it highlights her enjoyment of client relationships and her role as a results-driven, relationship-nurturing, and communications-savvy machine.

Create a single Pipeline for search leads and job applicants.

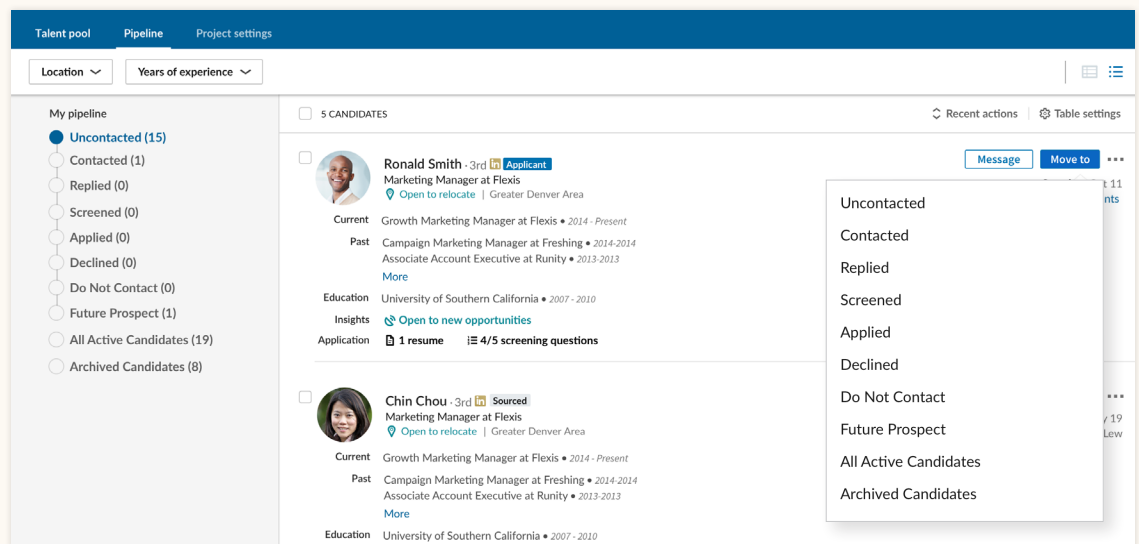
The closer integration between projects and job posts provides a simple view of all search leads and job applicants within the “Talent pool.”

From here, you can easily save 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.

Saving and hiding candidates, as well as sending InMail messages to candidates, gives LinkedIn signals about what kind of candidates you’re looking for. LinkedIn then uses those signals to improve your Recommended Matches.



Step 1. Save any candidate to your “Pipeline” by clicking the “Save” button.



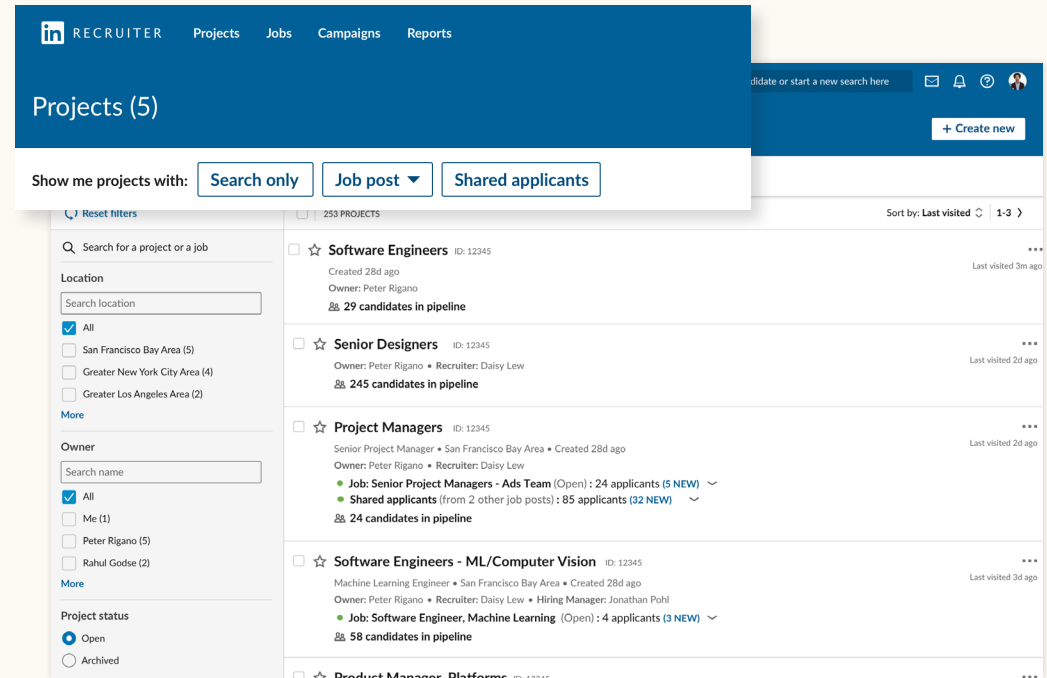
Step 2. Move candidates to a different stage in the “Pipeline” by clicking the “Move to” button.

Navigate to your projects and jobs.

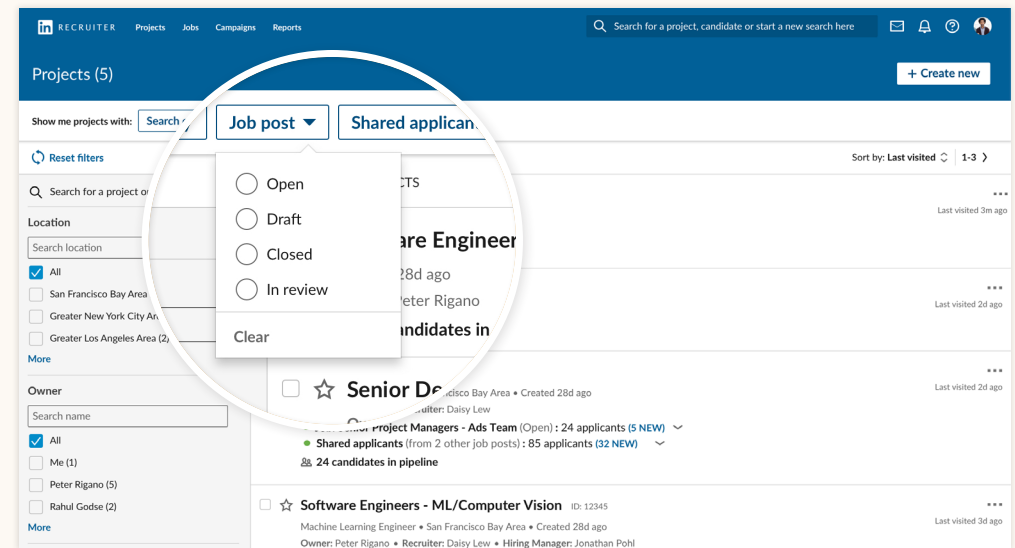
The projects list

You can navigate to your list of projects by going to Projects > Show all. You can then filter your projects based on whether those projects contain a Recruiter search only, or also contain a Job Post.

You can drill down into the “Job post” filter to refine your list of projects based on the status of the jobs they contain (such as “Open,” “Closed,” “Draft,” or “In review”). In order to return to your full list of projects, click the “Clear” button to the right of the filters.



The projects list



Use the “Job post” filter to navigate to projects with job posts.

The jobs list

You can navigate to your list of jobs by navigating to Jobs > View all jobs. Within the jobs list, you can view all of your Job Posts and the projects they are posted in.

You can also filter your list of Job Posts based on their type. Job post type indicates how the job was posted on LinkedIn. “Manual” indicates the job was posted using the manual job-posting functionality within LinkedIn Recruiter. “ATS” indicates the job was automatically posted from your applicant tracking system through Job Wrapping, through a job distribution provider, or through some other method.

The screenshot displays the LinkedIn Recruiter interface for the 'Jobs' section. The top navigation bar includes 'Projects', 'Jobs', and 'Reports'. The main header shows '115 Jobs' and a '+ Post a job' button. A search bar is present with the text 'Search for a job...'. On the left, there are filter sections for 'Job location', 'Job status', 'Job poster', and 'Job post type'. The 'Job post type' filter is expanded, showing 'All' (checked), 'Manual (6)', and 'ATS (109)'. A callout box points to the 'ATS (109)' option with the text 'Jobs automatically created from your ATS.' The main content area shows a list of job posts, all for 'Sales Operations Manager' at 'GSOBA Co.' in 'Morgan Hill, CA, US'. Each job post includes details like 'Created 8/14/19 (Expiring in 28 days)', 'Job poster: David Hill', and 'Job post type: Manual' or 'ATS'. Some posts also show 'Applicants' and 'Candidates in pipeline'. Each job post has 'Close job' and 'Edit job' buttons.

The jobs list



Kick-start your sourcing
with Recommended
Matches.

Review Recommended Matches.

Within a project, you'll now see a list of up to 25 candidates who each seem like a great fit for your role. These candidates are called Recommended Matches and are suggested based on the actions you take in Recruiter and Jobs. Saving, hiding, or messaging candidates provides signals that LinkedIn uses to improve the Recommended Matches you see in the future. Your Recommended Matches constantly learn from the candidates you interact with, and your list will be completely refreshed 24 hours after you take any of these actions.

The screenshot displays the LinkedIn Recommended Matches interface. At the top, there are navigation tabs: "Talent pool", "Pipeline", and "Project settings". Below these are three buttons: "31 Recruiter search", "9 Applicants", and "Recommended matches" (which is highlighted in blue). To the right of these buttons is a "+ Add candidates" link. Below the buttons, there is a section for "25 RESULTS". The first three candidates are listed:

- Antonio Arnold** (3rd): Sr. Mechanical Engineer, Nashville, Tennessee • Design. Current: Mechanical Engineer at Sphero • Jan 2017 - Present. Past: Mechanical Engineer at SEAKR • Sep 2015 - Jul 2015; Systems Architect at Gelfrand Partners Architects • Sep 2015 - Jul 2015. Education: DePaul University • 2008 - 2018; Southern Illinois University, Carbondale • 1987 - 1991.
- Glen Martinez** (3rd): Sr. Mechanical Engineer, Nashville, Tennessee • Design. Current: Mechanical Engineer at Sphero • Jan 2017 - Present. Past: Mechanical Engineer at SEAKR • Sep 2015 - Jul 2015; Systems Architect at Gelfrand Partners Architects • Sep 2015 - Jul 2015. Education: DePaul University • 2008 - 2018; Southern Illinois University, Carbondale • 1987 - 1991.
- Chin Chou** (3rd): Mechanical Engineer at Beats, Inc. Open to relocate | Nashville, Tennessee • Construction and Planning. Current: Junior Designer at Studio GSA Architects • Jan 2017 - Present. Past: Junior Designer at KTG Architects • Sep 2015 - Jul 2015; Documentation Specialist at iotstudio • Sep 2015 - Jul 2015. Education: Columbia University • Sep 2015 - Jul 2015; Indus Valley School of Art & Architecture • Sep 2015 - Jul 2015. Contact: chin.chou@gmail.com.



Collaborate with
teammates more easily.

Reply to notes and tag your teammates.

You can now discuss candidates more easily by making candidate profile notes visible to teammates, and by tagging teammates to bring them into the conversation. You can also reply to notes to create a conversation thread.

When creating a candidate note, you can modify visibility settings 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 a note, create an @mention by typing “@” and then 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 be posted and your teammate will receive a notification via email.

Notes (0)

@W|

- Will Miller**
Account manager at Flexis
- Will Yoshimura**
Project manager at ZoomJax
- Will Ferrell**
Software engineer at Fixdex
- Will Hamlin**
Accountant at GoldenPhase
- William Pong**
Sales manager at Freshing

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](#)

View teammates' past messages with candidates.

You can now view the full messages your teammates send to candidates, so you and your team will always be on the same page. When viewing an applicant's full profile, navigate to the "Messages" tab and click a message thread to see the full message text in the right panel of the screen. You will not be able to view a message if your teammate has set that message's visibility to private.



Mae Norris · 3rd

Awesomest Account Manager

Freshing · California Institute of Technology
Greater Chicago Area · 345

Save to pipeline

Hide



- Profile
- Projects (0)
- Messages (3)**
- Interviews & Feedback (0)
- Attachments (0)

Messages



Onsite interview with Acme (4)

from Carolyn Lao

Account Managers SF (FYQ1) **This project**

Pending • Carolyn Lao • Jan 12 2018

I thought you might be interested in an opportunity with our account management team. We have a number of exciting...



Private message

from Rylie Snyder

Accepted • Rylie Snyder • Jan 8 2018

This conversation is private

Compose message



Send via InMail



Search for a template

To **Mae Norris**

1/240
InMail credits

Add a subject

Select a template above or compose your message




Get more qualified applicants with new job-posting features.

Post jobs with a remote location.


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

Step 1: What job do you want to post?

Company*  Freshing	Job title* Project Manager	Location* ⓘ Job address or city <input type="checkbox"/> This job is remote
Job function (Select up to 3)*		


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

Step 1: What job do you want to post?

Company*  Freshing	Job title* Project Manager	Remote in* ⓘ Job city or country <input checked="" type="checkbox"/> This job is remote
Job function (Select up to 3)*		

Step 2. Within the dropdown, select “This job is remote.”

Step 1: What job do you want to post?

Company*  Freshing	Job title* Project Manager	Remote in* ⓘ United States
Job function (Select up to 3)*		

Step 3. Type in the country or city where you would like candidates to work remotely. Other location categories, such as states, are not supported at this time.

Add screening questions to your job post.

You can now add screening questions to jobs you post manually on LinkedIn. These screening questions help you sort your applicant pool based on how well applicants meet your qualifications, so you can easily focus on the most qualified applicants.









When you add a question, you can select whether that qualification is required or preferred.

Once applicants apply to your role, you can sort them based on how well they meet your requirements. Navigate to the “Applicants” tab, select “Sort by,” and choose “Screening requirements.”



Screening questions are not supported for jobs posted through Job Wrapping.

Step 2: Add screening questions (optional)

See top applicants easier by asking about their qualifications when they apply. Add screening questions below:

 Work Experience ✓	 Education ✓	 Location +
 Work Authorization +	 Language ✓	 Visa Status +
 Certifications +	 Expertise with Tools +	

Applicants will be asked these questions as part of their application:

 How many years of <input type="text" value="Select job function"/> experience do you have?
This job prefers <input type="text" value=""/> years minimum.
Qualification type <input type="radio"/> Required <input checked="" type="radio"/> Preferred ↑ ↓ 🗑️
 Have you completed the following level of education: <input type="text" value="Select level of education"/>
This job requires a 'yes' answer.

Get more qualified applicants with new job-posting features

Send rejection messages to job applicants.

Get back to job applicants in just a few clicks.

You can now send rejection messages to applicants individually or in bulk. You can initiate a rejection by clicking the “Reject” button next to an individual applicant’s name. You can then edit the rejection-message text if desired. You can also select a rejection reason, which will help LinkedIn understand why you rejected the applicant, so LinkedIn can promote your job to more qualified applicants in the future.

Once you select “Reject and notify,” LinkedIn will send the rejection message to the applicant on your behalf via email. Your name will not be visible to the applicant when they receive the notification, and the applicant will not be able to respond. If you would like to archive the applicant(s) without sending a rejection, you can toggle the “Send rejection message” switch to “Off.”

To send a rejection message to multiple candidates, select the desired candidates using the checkboxes next to their profiles, and then navigate to the “Reject” button at the top of the applicant list.

Reject Timothy ✕

Record why you rejected Timothy

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

Regards,
Flexis

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

Cancel ✉ Reject and send message

Reject Timothy ✕

Record why you rejected Timothy

Other ▼

🔒 Rejection reasons will not be shared with the applicant

Send rejection message On

Hi Timothy, ✎ Edit

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

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

Cancel ✉ Reject and send message



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, you'll take a deeper dive into how candidates move through the recruiting pipeline.

For example, you'll:

- 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

The screenshot displays the LinkedIn Recruiter interface for Pipeline reporting. The top navigation bar includes 'RECRUITER', 'Projects', 'Clipboard', 'Jobs', 'Campaigns', 'Reports', and a search field. The main content area is divided into a left sidebar for filters and a right main panel for reports and charts.

Filters:

- Contract (10):** Search contract, All, Contract 1 (checked), Contract 2, Contract 3, More.
- Owner (50):** Search owner, All (checked), Me, Caleb Stephens, Sallie Salazar, More.
- Project (100):** Search project, All (checked), Engineers in Dallas, Designers in Austin, Sales Rep in Texas, More.
- Function (15):** All (checked), Administration, Design, Operations, More.

Reports:

- Summary | **Pipeline** | Usage | InMail | Jobs
- Date range: 1/25/2018 - 9/24/2018
- HIRING PIPELINE** (Info icon)
- Filter by: Moved to the next stage
- 100** moved to In Review
- 65** moved to Contacted
- 25** moved to Replied

Summary Table:

Contacted	
Sourced candidates	10
Applicants	55
Moved to Contacted	65
Conversion rate	66%
Avg time in stage	3 days

AVG. TIME TO SOURCE

25 days (Company)

Stage	Avg. Time to Source (days)
In Review	~18
Contacted	~12



Get help when
you need it.

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 New Recruiter & Jobs.

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.

New Recruiter & Jobs site

Discover new upcoming features, and get answers to frequently asked questions, by visiting the [New Recruiter & Jobs site](#).

New Recruiter & Jobs Learning Hub

This is your one-stop shop for bite-sized tutorials, on-demand training, and more. [Visit the Learning Hub](#).

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. Simply [submit a ticket](#) with your issue.

One-on-one guidance

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