



New Recruiter & Jobs:

Job Wrapping Workflow Guide

How to make the most out of your
workflow in *New Recruiter & Jobs*



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- 1 *New Recruiter & Jobs Basics*
- 2 Job Wrapping Best Practices
- 3 Recommended Workflows
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- 5 Recap & FAQs

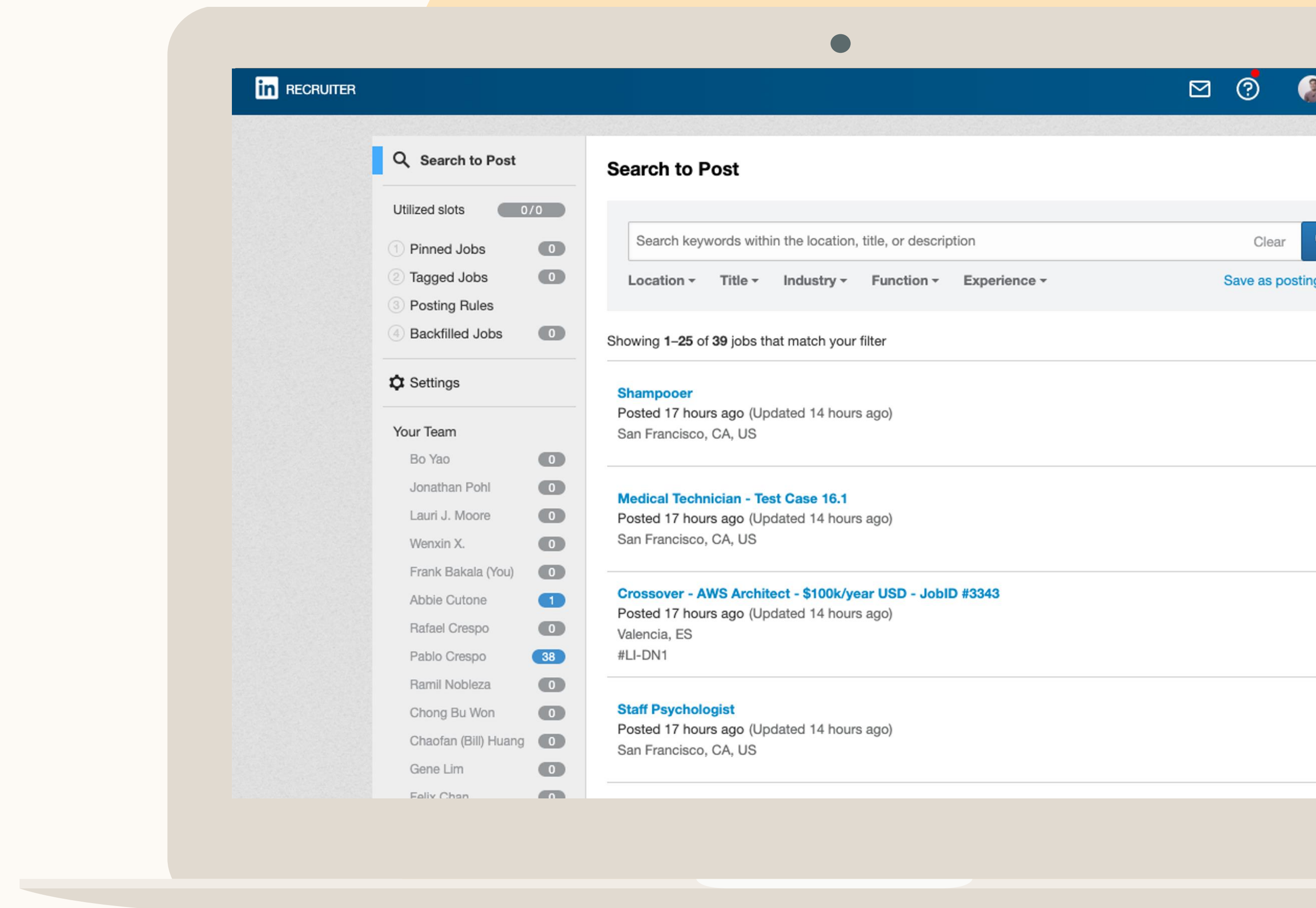


New Recruiter & Jobs Basics

Navigating Job Wrapping, Projects,
and Job Posts in *New Recruiter & Jobs*

The Job Wrapping Menu

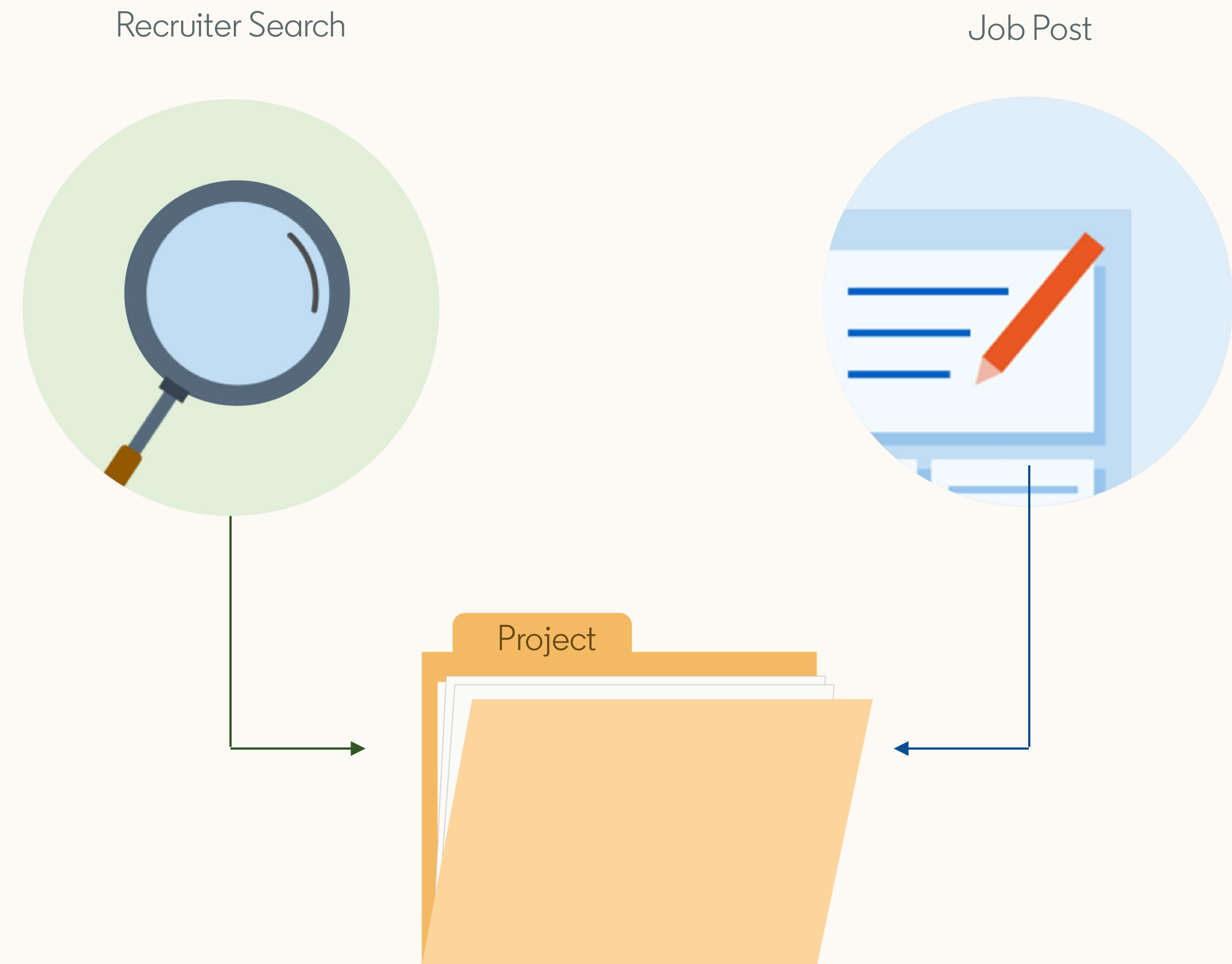
- The Job Wrapping menu has not changed since Last-Generation Recruiter. It can be accessed by navigating to *Jobs > Job Wrapping*.
- Job Wrapping still posts jobs based on Pinning, Tagging, Rules, and Backfill.
- When you click on *Job Wrapping*, the Job Wrapping menu will open in a new tab. Clicking the back button on your internet browser is the fastest way to return to your previous page.



How Job Posts and Projects Work Together

In *New Recruiter & Jobs*, Projects are folders for organizing your work across both Recruiter Searches and Job Posts.

This means **when a job is posted through Job Wrapping, it will automatically create a Project with the same title as the Wrapped Job Post.**



Viewing Wrapped Job Posts

You can manage your Wrapped Job Posts by navigating to *Jobs > View all jobs*.

1. Job Post title
2. This is the project the job is posted in. Clicking here will take you to the *Talent Pool* tab.
3. Clicking here will take you to the list of candidates who clicked *Apply* on LinkedIn. These candidates may not have completed the application on your career site*.
4. Label indicates job was posted through Job Wrapping.

The screenshot displays the LinkedIn Recruiter interface. At the top, there's a navigation bar with 'RECRUITER', 'Projects', 'Jobs', and 'Reports'. A search bar on the right says 'Start a new search here'. Below the navigation bar, the 'Jobs (15)' section is active, showing a dropdown menu with options: 'View all jobs', 'Conversion tracking', 'Job wrapping', and 'Post a job'. The main content area lists job posts. The first job is 'Systems Engineer' by GSOBA Company in Houston, Texas, posted 2/11/2020, with 0 Apply starters and 0 Candidates in pipeline. The second job is 'Customer Success Manager III' by GSOBA Company in Philadelphia, Pennsylvania, posted 1/27/2020, with 4 Apply starters and 0 Candidates in pipeline. Both jobs are marked as 'Wrapped Job: Rule'. Annotations with orange circles and lines point to specific elements: '1' points to the job title 'Customer Success Manager III', '2' points to the project name 'In project: Customer Success Manager III', '3' points to the '4 Apply starters' link, and '4' points to the 'Wrapped Job: Rule' label.

Jobs (15)

Reset filters

Search for a job

Location

Search location

☒ All

☐ Yemen (11)

☐ Houston, Texas, United States (1)

☐ 94158, San Francisco, California, United States (1)

☐ 34286, Spangenberg, Hesse, Germany (1)

Show more

View all jobs

Conversion tracking

Job wrapping

Post a job

Sort by:

→ In project: Systems Engineer

☐ ☆ **Systems Engineer** ● Open

GSOBA Company • Houston, Texas, United States • Posted 2/11/2020

Job poster: Andrew Wu • Job post type: ATS • **Wrapped Job: Rule**

0 Apply starters 0 Candidates in pipeline

→ In project: Customer Success Manager III

☐ ☆ **Customer Success Manager III** ● Open

GSOBA Company • Philadelphia, Pennsylvania, United States • Posted 1/27/2020

Job poster: Matthias Zeller • Job post type: ATS • **Wrapped Job: Rule**

4 Apply starters 0 Candidates in pipeline

*You will see *Apply Starters* here if you are redirecting applicants to your career site to complete the job application. If you collect applications in LinkedIn, you will see *Applicants* here.

Viewing Projects with Wrapped Job Posts (*Job Projects*)

The Projects automatically created by Wrapped Job Posts (*Job Projects*) will have the same title as the Job Post by default.*

1. Navigate to your Projects list here.
2. Apply this filter to only view *Job Projects*. You can filter *Job Projects* based on Job Post status (Open, Closed, Draft, In Review).
3. Label indicates that this project contains a Wrapped Job.
4. Title of the Job Post this project contains.

The screenshot shows the LinkedIn Recruiter interface. At the top, the navigation bar includes 'RECRUITER', 'Projects', 'Jobs', and 'Reports'. A 'Start a new' button is in the top right. Below the navigation bar, the main header says 'Projects (149)'. A filter bar below this shows 'Show me projects with:' followed by three buttons: 'Search only', 'Job post (Open)' (which is selected and has a dropdown arrow), and 'Shared applicants'. A 'Clear' button is to the right. On the left side, there is a 'Reset filters' link and a search bar 'Search for a project'. Below the search bar is a 'Location' section with a 'Search location' input field and a list of location filters: 'All' (checked), 'Yemen (92)', 'Berkeley, California, United States (5)', and 'Aden, Yemen (3)'. The main content area is titled '149 PROJECTS' and lists two projects. The first project is 'Systems Engineer' with ID 351686628, located in Houston, Texas, United States, created 2 weeks ago, owned by Pat Webb. It has a green dot icon and a label 'Job: Systems Engineer (active): 0 apply starters' and '0 candidates in pipeline'. The second project is 'Customer Success Manager III' with ID 347876292, located in Philadelphia, Pennsylvania, United States, created 4 weeks ago. Both projects have a 'Wrapped Job: Rule' label. Numbered callouts are present: 1 points to the 'Projects' tab in the navigation bar; 2 points to the 'Job post (Open)' filter button; 3 points to the 'Wrapped Job: Rule' label for the first project; and 4 points to the project title 'Customer Success Manager III'.

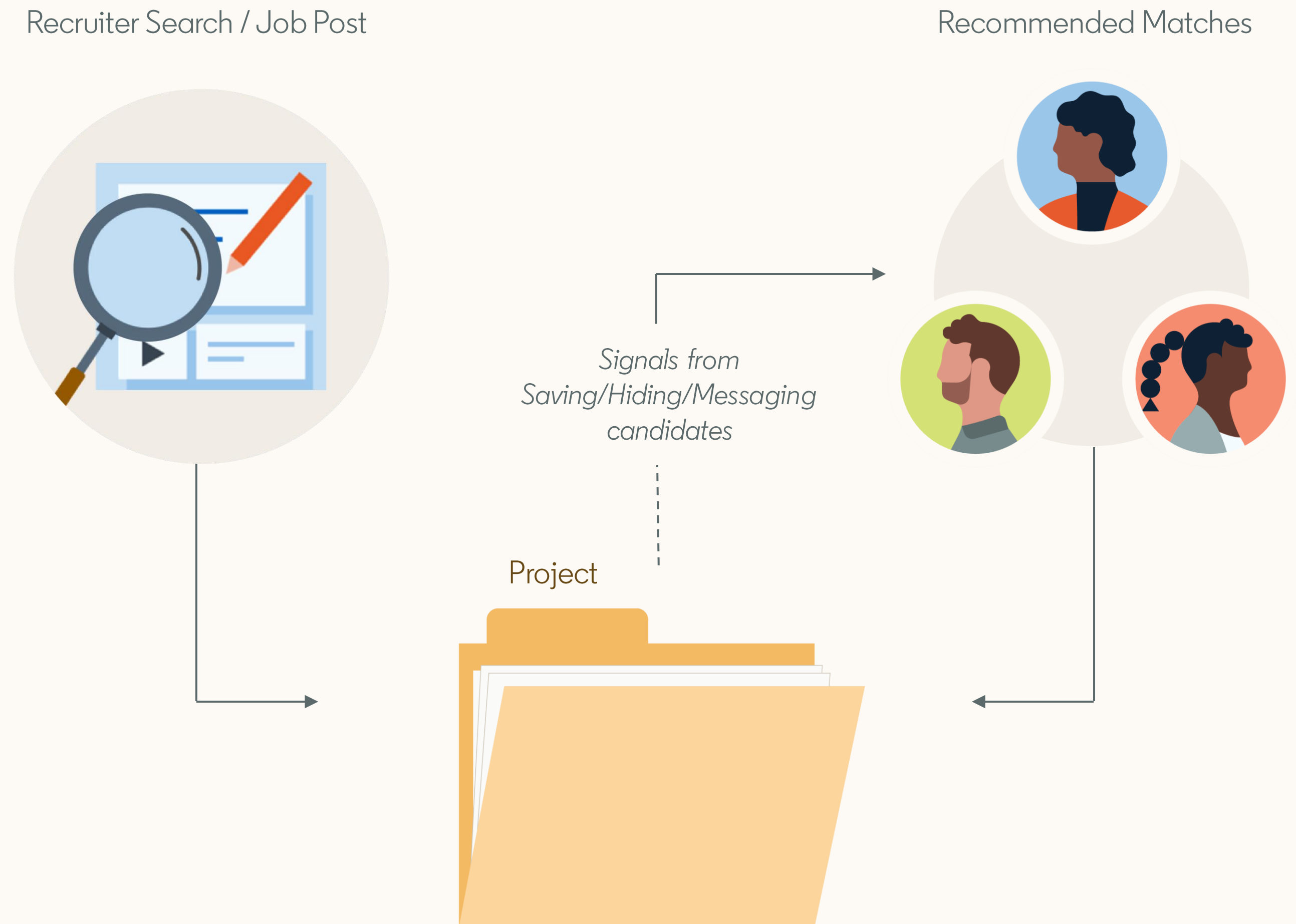
*From within a project, you can edit the project name by clicking the Pencil Icon next to the project name, or by navigating to the *Project Settings* tab.

Managing your Search and Job Post in One Project

Managing both your Recruiter Search and Job Post for an open role in the same project is a best practice in *New Recruiter & Jobs*.

A Project is tied to a role you are hiring for and uses artificial intelligence to help you find relevant candidates. Each time you *Save*, *Hide*, or *Message* a candidate, LinkedIn receives signals about what kind of candidates you're looking for.

Projects use these signals to give you more relevant Recommended Matches for your open role. This means that managing both your Job Post and Recruiter Search in one project will maximize the quality of your Recommended Matches over time.





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Job Wrapping Best Practices

How to Pin or Tag jobs to enable the recommended Recruiter & Jobs workflows

Pinning/Tagging Jobs Enables You to Manage your Job Posts on LinkedIn

To manage your Recruiter Search and Job Post in the same project, you need to be able to view and manage your Wrapped Job Post in Recruiter.

Non-Admin users need to own their Wrapped Job Posts (i.e. they need to be listed as the job poster) in order to view and manage them in Recruiter*.

We recommend using one of the below methods to establish ownership of your Wrapped Job Posts:

1. Tagging Jobs
2. Pinning Jobs

1

Search to Post

Utilized slots 0 / 10

① Pinned Jobs 0

② Tagged Jobs 0

Tagged Jobs

Add your personal tag to your jobs' descriptions to ensure they're wrapped, expire on your career website or until you remove your tag. If you add a tag, it will be wrapped. Tags take priority over rules and the backfill.

Your personal tag is currently #LI-AV22 | [Edit](#)

2

Search to Post

Search keywords within the location, title, or description

Clear

?

Location ▾ Title ▾ Industry ▾ Function ▾ Experience ▾

Save as posting rule

Showing 1–15 of 15 jobs that match your filter

Customer Success Manager IV

Posted 2 hours ago (Updated 30 minutes ago)

Qasam, YE

Pin this job

Block this job

View original job

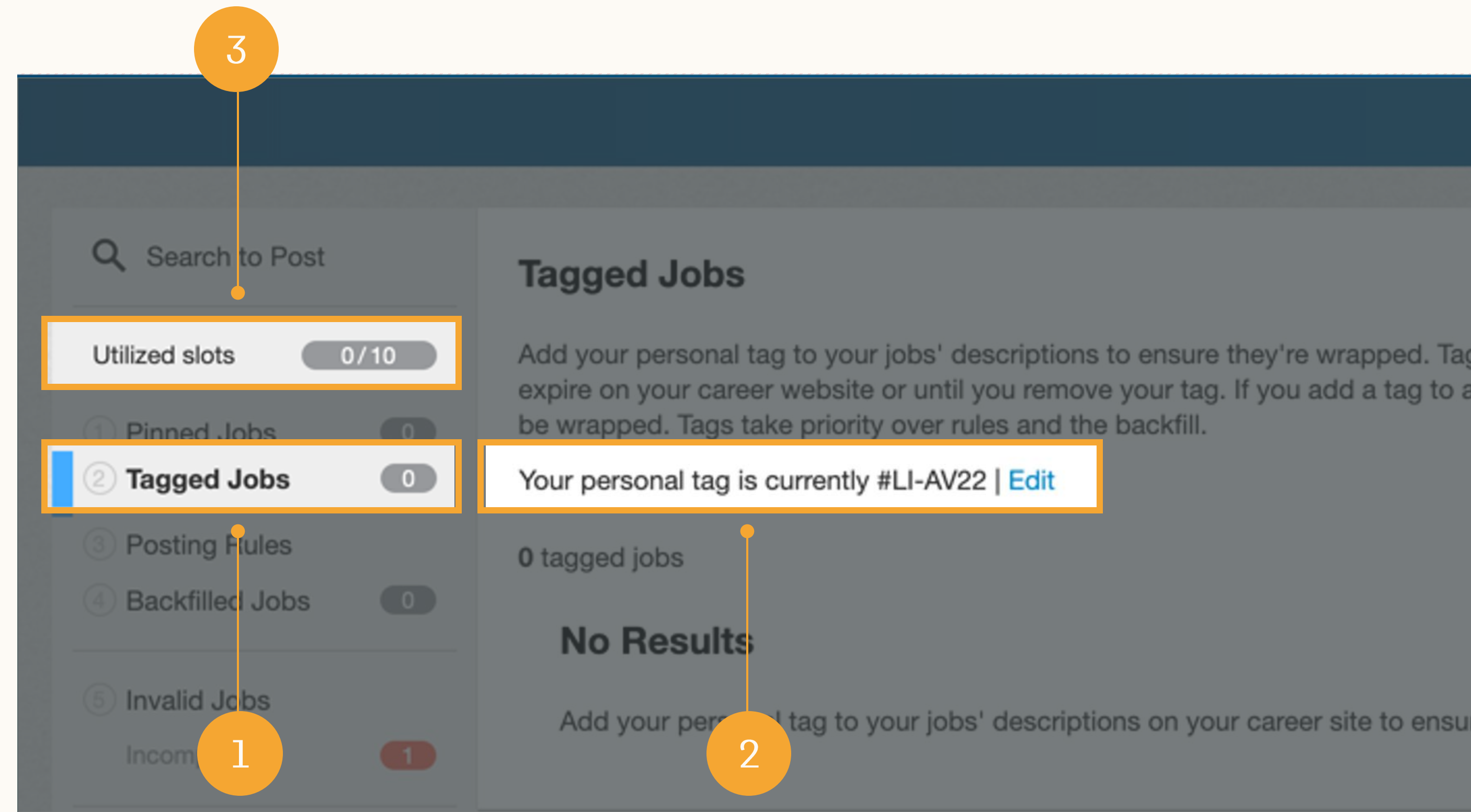
View this job on LinkedIn

*If a Non-Admin user does not use Pinning or Tagging to establish ownership of their jobs, their jobs may be posted to LinkedIn under a different user. Non-Admin users cannot see jobs posted by other users.

How to Tag Jobs in Your ATS

To Tag Jobs:

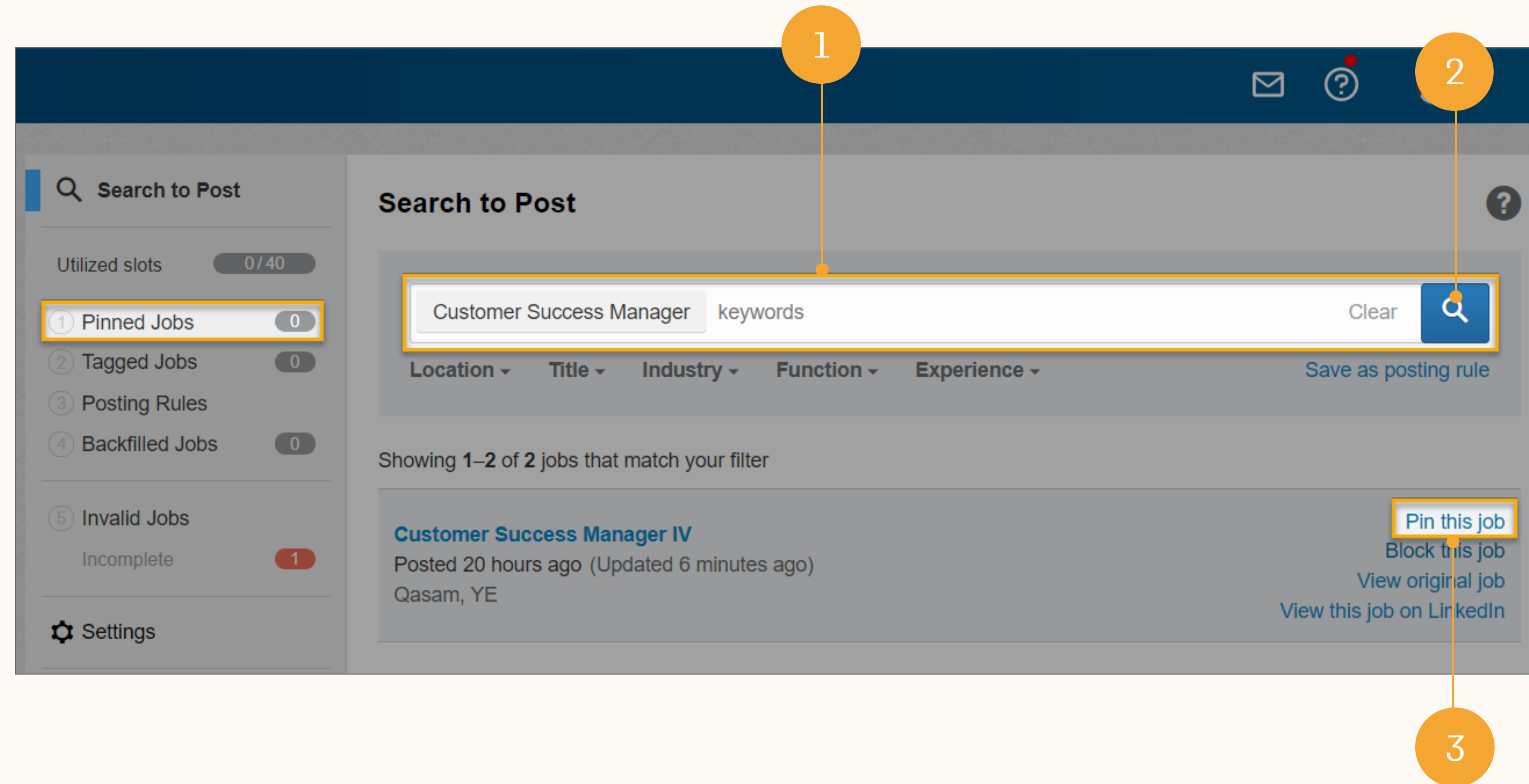
1. From the Job Wrapping menu, click on *Tagged Jobs* in the left panel.
2. Locate your personal Tag as shown in the diagram. You can edit the letters after the "-" to make your Tag easier to remember (e.g. John Appleseed might use "#LI-JA").
3. Here you can see how many Job Slots you have utilized out of the number of Job Slots assigned to you.
4. For Jobs you want posted to LinkedIn, add your Tag to the bottom of the Job Description when you create the requisition in your ATS. If you have a limited number of Job Slots, we recommend only adding Tags to high priority roles.



How to Pin Jobs in the Job Wrapping Menu

To Pin Jobs:

1. From the Job Wrapping menu, click into the *Search to Post* field. To locate your requisition, enter keywords from the Job Location, Title, or Description. You can also narrow down your search by using the *Location, Title, Industry, Function, or Experience* filters below the search bar.
2. Press Enter or click the blue magnifying glass icon to run your search. A list of jobs that match your search criteria will then appear below the search bar.
3. Once you find your job requisition, hover over it and click *Pin this Job**. Your job will immediately be posted into a Job Slot, and a *Job Project* will automatically be created.



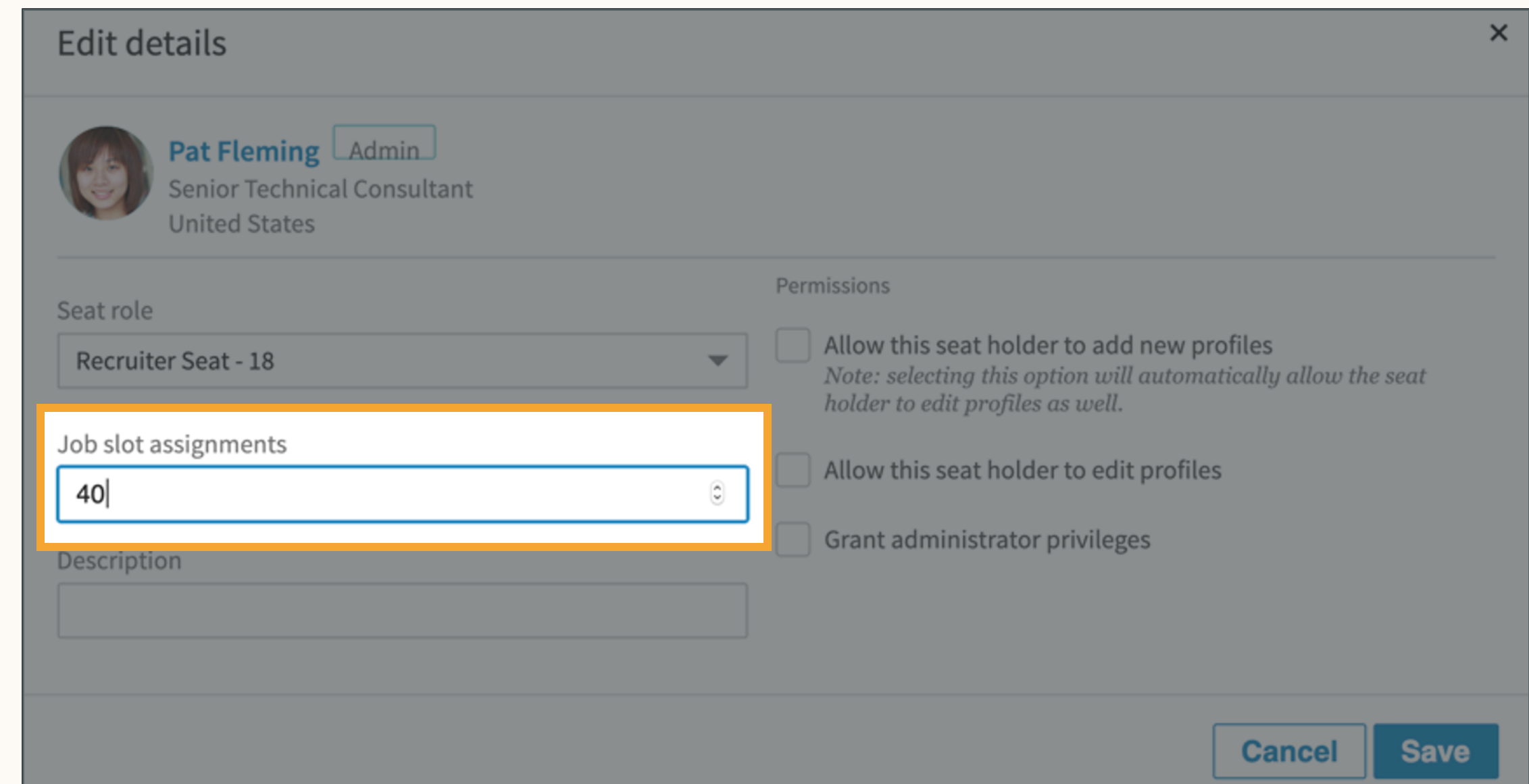
*The jobs shown in your search include all jobs that LinkedIn is ingesting from your job source (e.g. your careers site). This includes jobs posted in Job Slots on LinkedIn, as well as jobs shown on LinkedIn as Limited Listings (free jobs that are not actively promoted to LinkedIn members but can be found through a job search). If the *Pin this job* button does not appear when you hover over a job, that means the job is already posted in a Job Slot.

Assigning Job Slots to Users

For requisition owners to use the Tagging or Pinning workflow, an Admin seat holder needs to first ensure that each job poster has enough Job Slots assigned to them. Users can only post as many Wrapped Jobs as they have Job Slots assigned to them.

To manage Job Slot Assignments for users (Admin-only functionality):

1. Hover over your profile photo in the top right corner of Recruiter and select *Manage Users* from the dropdown menu.
2. For each user that will be posting jobs, navigate to *Edit > Edit User*.
3. From here you can edit *Job Slot Assignments*. We recommend assigning each user the total number of Job Slots on the dashboard (e.g. If your dashboard has 40 total Job Slots, assign each user 40 Job Slots). If you encounter problems where certain users are using too many Job Slots, you can decrease the number of Job Slots assigned to them.



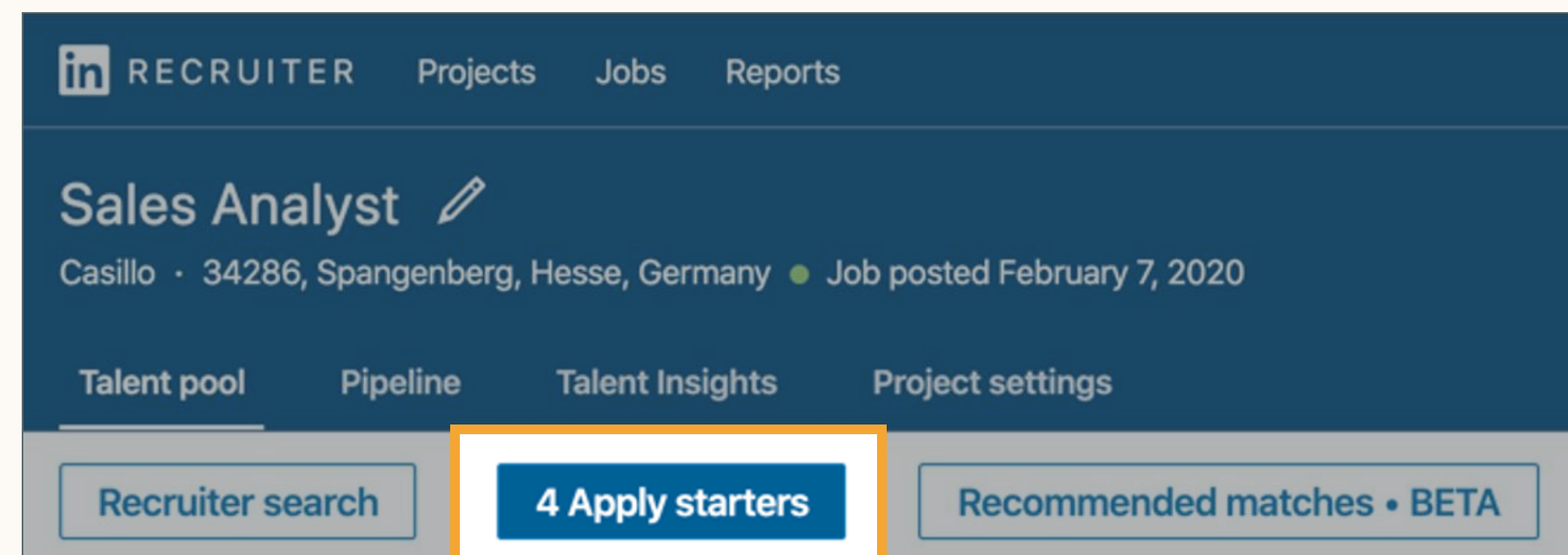
The screenshot shows a modal titled "Edit details" for a user named Pat Fleming, who is an Admin, Senior Technical Consultant, and located in the United States. The modal contains several sections: "Seat role" with a dropdown menu currently showing "Recruiter Seat - 18"; "Job slot assignments" with a text input field containing the number "40"; "Description" with an empty text area; and "Permissions" with three checkboxes: "Allow this seat holder to add new profiles" (with a note that selecting this option will also allow editing profiles), "Allow this seat holder to edit profiles", and "Grant administrator privileges". At the bottom right of the modal are "Cancel" and "Save" buttons. The "Job slot assignments" field is highlighted with an orange border.

Additional Benefits of Tagging or Pinning Jobs (Part 1)

Tagging and Pinning also provide additional benefits that help you find talent more effectively.

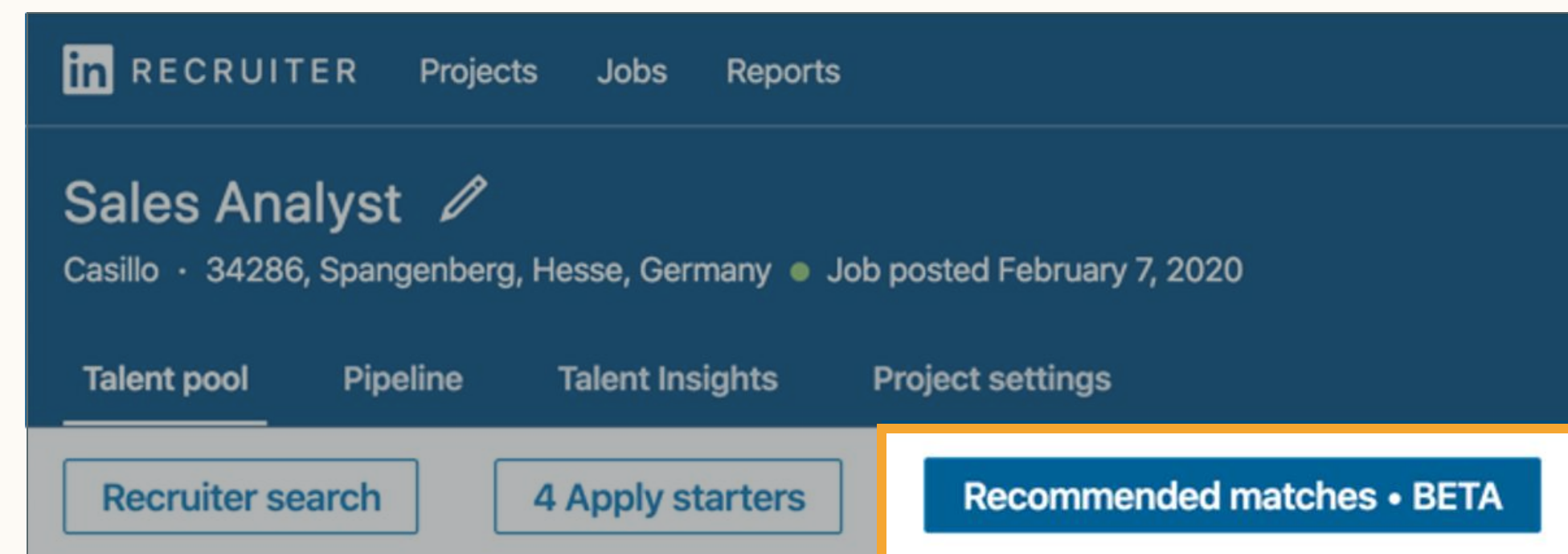
Use Apply Starters as Warm Leads

Owning your Wrapped Job Posts enables you to view [Apply Starters](#) for your job, which are candidates that clicked Apply on LinkedIn and were redirected to the application on your career site. These applicants may not have completed your career site application, but they consented to sharing their profile with you. Apply Starters can be great warm leads, and you can send InMail messages to these candidates for free.



View Recommended Matches

View [Recommended Matches](#) that seem like a good fit for your role. Recommended Matches appear as soon as a job is posted, and improve over time as you *Save*, *Hide*, and *Message* candidates in the project.



Additional Benefits of Tagging or Pinning Jobs (Part 2)


Tagging and Pinning also provide additional benefits that help you find talent more effectively.

Show your Profile Info on Public Job Post

You can choose to show your LinkedIn profile info to job seekers on your public Job Post. This increases the likelihood that job viewers will apply and allows LinkedIn Premium members to send you an InMail.

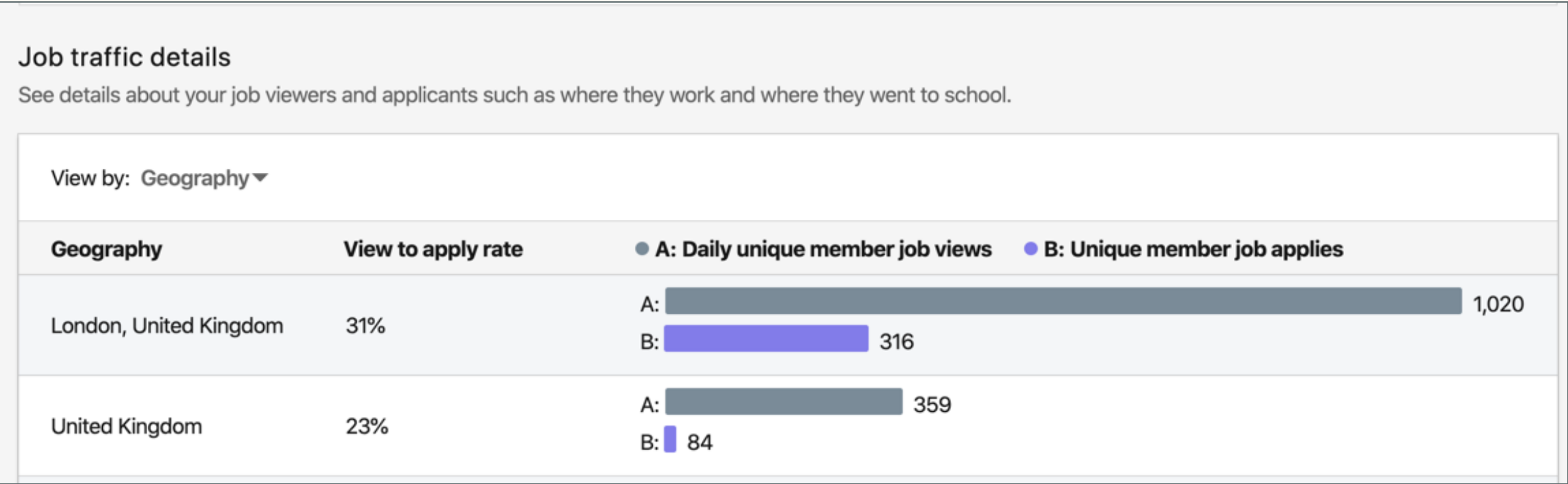
Contact the job poster



Sidney King
Linkedin Talent Solutions:Cu...
 PREMIUM
[Send InMail](#)

See How Well your Job Post is Performing

Keep tabs on Job Post Views and Applies for your Job Post. You can break this data down by Education Level, Seniority Level, Geography, and Current Company.





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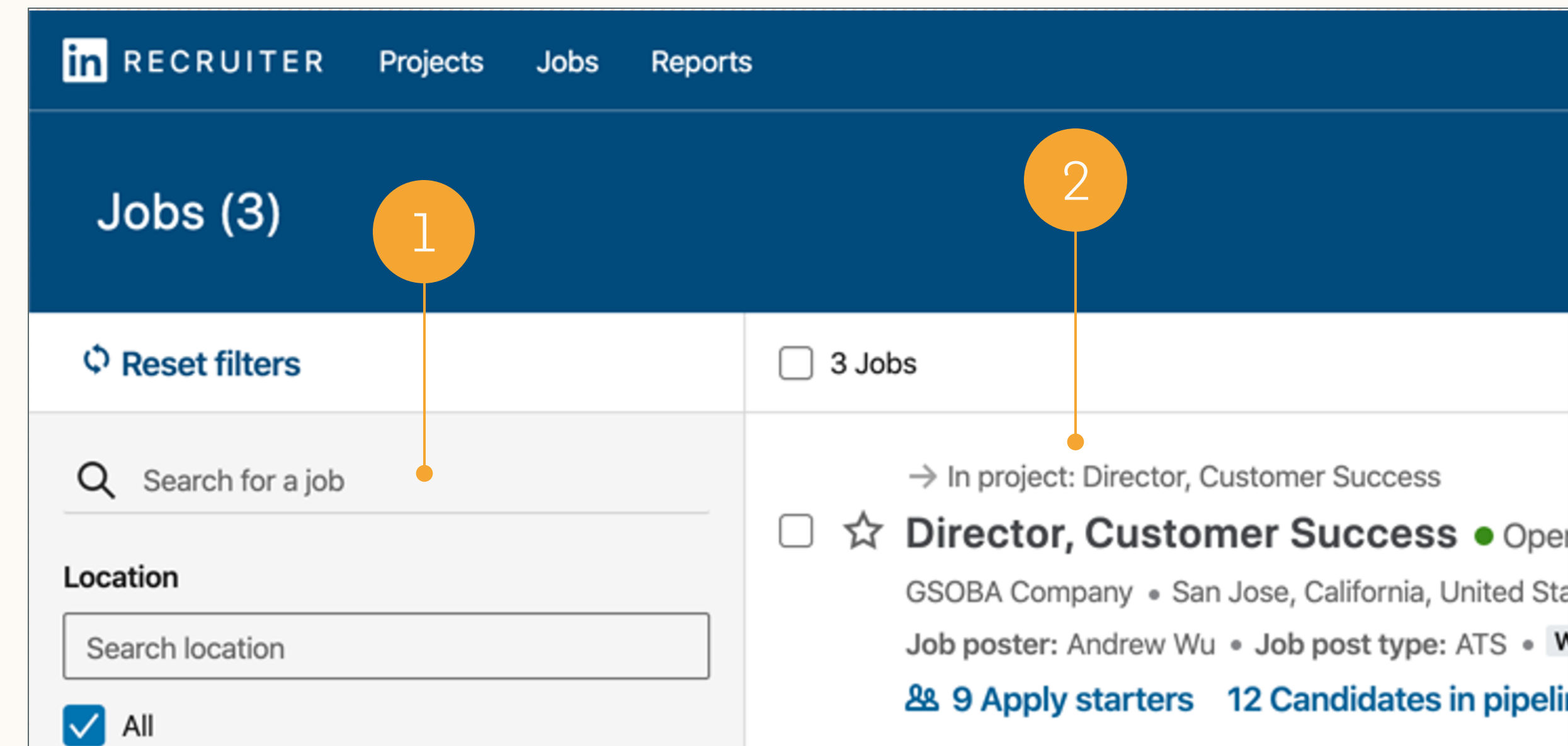
Recommended Workflows

Workflows for customers whose
requisition owners are managing their
Wrapped Job Posts

Checking for *Job Projects* Before Starting a New Search

Whenever you access Recruiter to begin a brand-new search for an open role, first navigate to *Jobs > View all jobs* to see whether you already have a job posted for that role.

If you already have a job posted for this role, you can use the *Job Project* it created to conduct Recruiter Searches for the role. This way you can manage your sourcing and your Job Post in one place, maximizing the quality of your Recommended Matches.



1. You can search for jobs here.
2. Clicking on the Project name will bring you to the Project Talent Pool where you can conduct a search, review Apply Starters/Applicants, and review Recommended Matches for this role all in one place.

Sourcing and Reviewing Candidates in the Talent Pool

From the *Talent Pool* tab, you can easily run Recruiter Searches for candidates, as well as view Apply Starters and Recommended Matches.

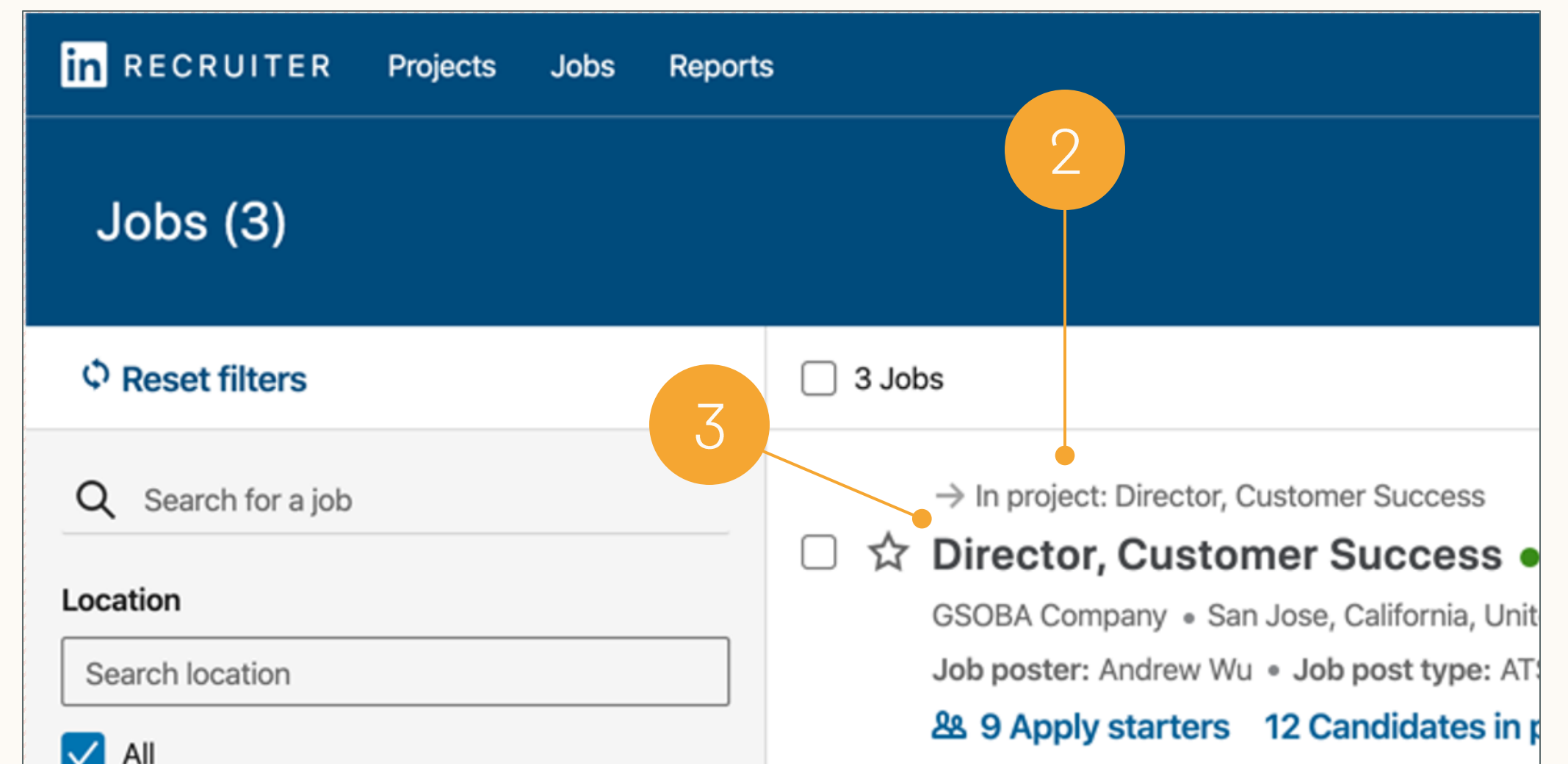
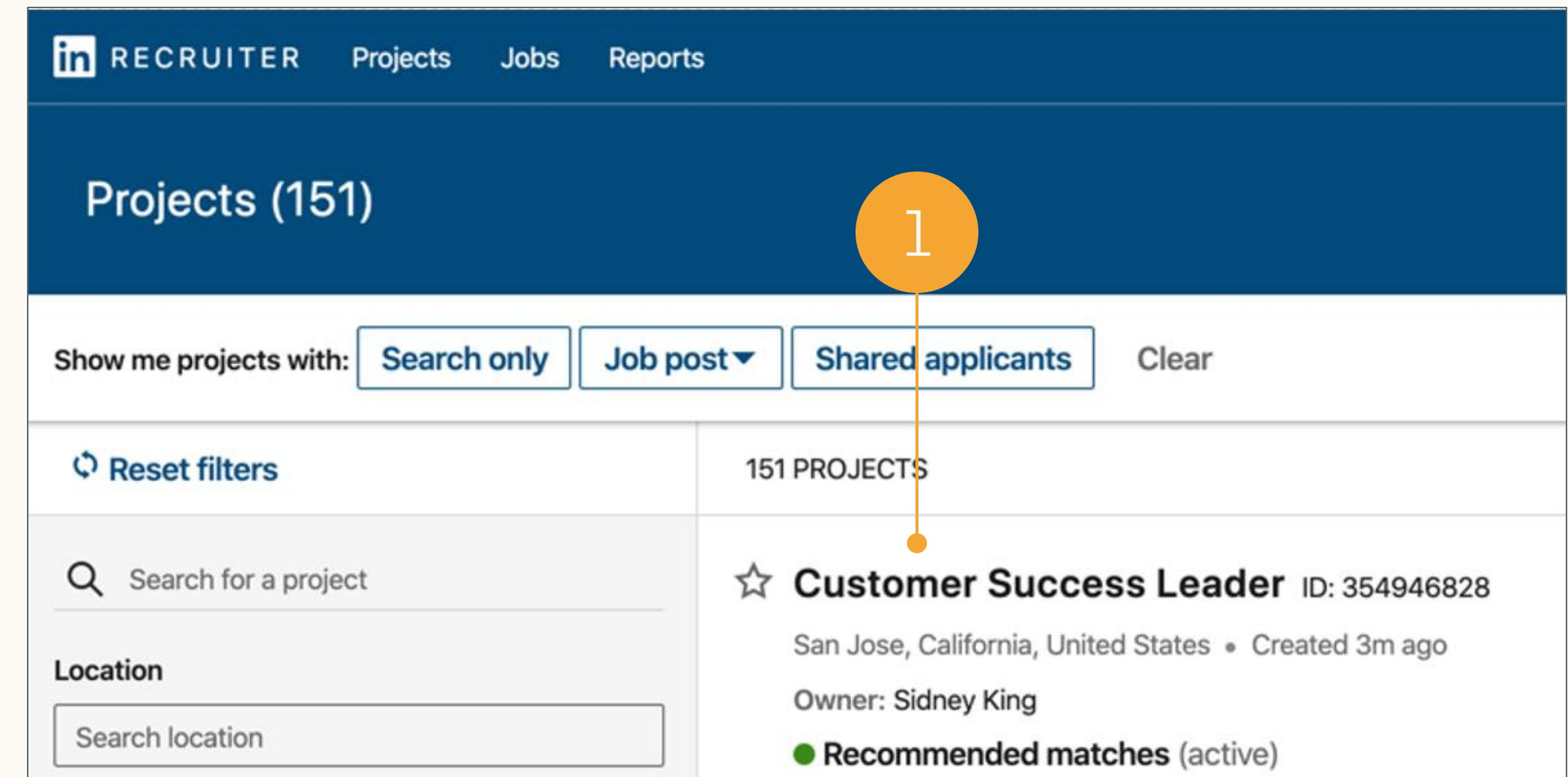
1. You can conduct a Recruiter Search using the filters and fields on the left panel.
2. Here you can review Apply Starters (people who have clicked Apply on your LinkedIn Job Post).
3. Here you can review Recommended Matches for your role. These Recommended Matches get more relevant over time as you *Save*, *Hide*, and *Message* candidates in this project.

The screenshot displays the LinkedIn Recruiter interface for a specific job project. The top navigation bar includes 'RECRUITER', 'Projects', 'Jobs', and 'Reports'. The job title 'Director, Customer Success' is prominently displayed, along with the location 'GSOBA · San Jose, California, United States' and the posting date 'Job posted February 24, 2020'. Below the job title, there are tabs for 'Talent pool', 'Pipeline', 'Talent Insights', and 'Project settings'. The 'Talent pool' tab is active, showing three main sections: '110K+ Recruiter search', '9 Apply starters', and 'Recommended matches • BETA'. A search history panel on the left is labeled '1'. The 'Recommended matches' section is labeled '3'. The 'Apply starters' section is labeled '2'. The 'Recommended matches' section shows a list of candidates, including Rylan Owen and Hadley Payne, with their profiles and work history. The 'Apply starters' section shows a list of candidates who have applied to the job, including Rylan Owen and Hadley Payne, with their profiles and work history. The 'Recruiter search' section shows a list of candidates who are being searched for, including Rylan Owen and Hadley Payne, with their profiles and work history.

Two Projects for the Same Role

If your Job Post for an open role is wrapped to LinkedIn after you have already created a project to source for that open role, then you will have two separate projects that may have similar names.

1. *Search Only Project*
2. *Job Post title*
3. *Job Project*

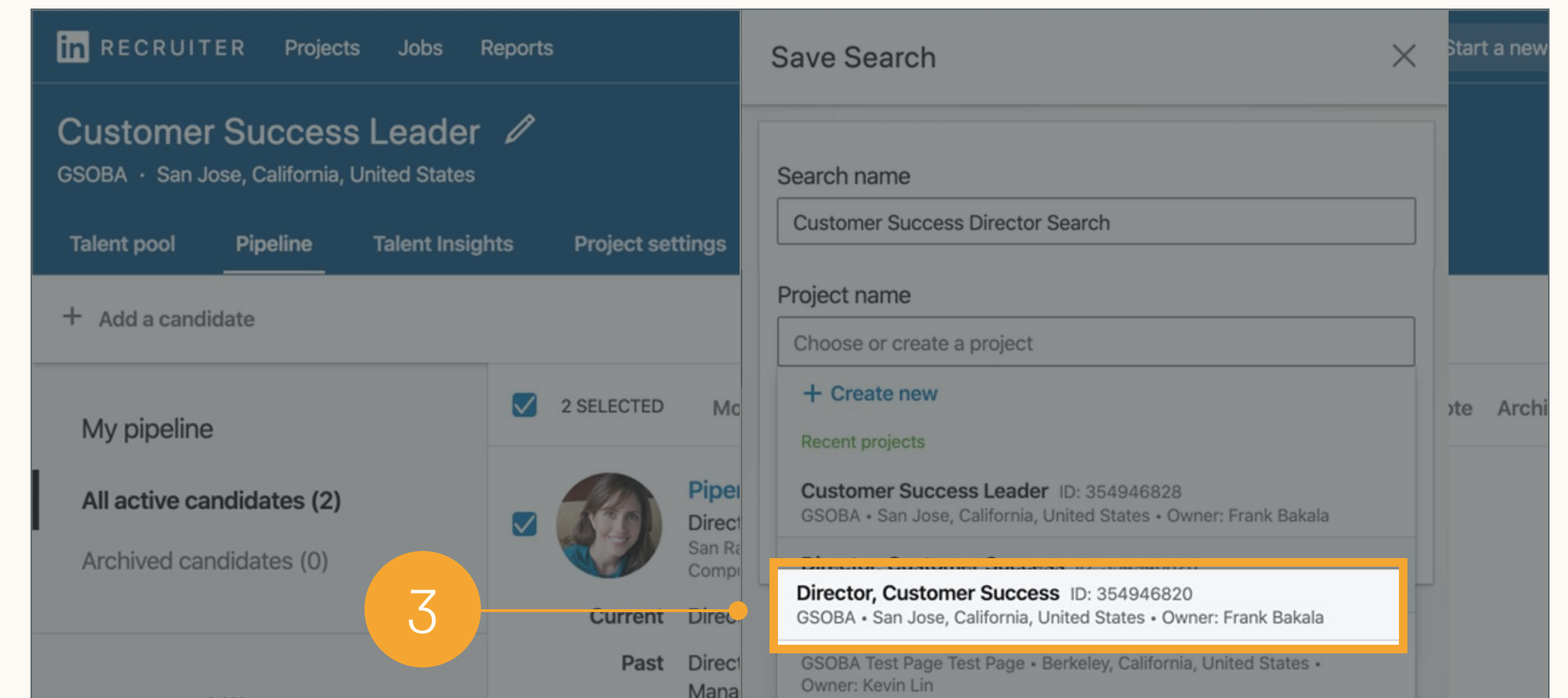
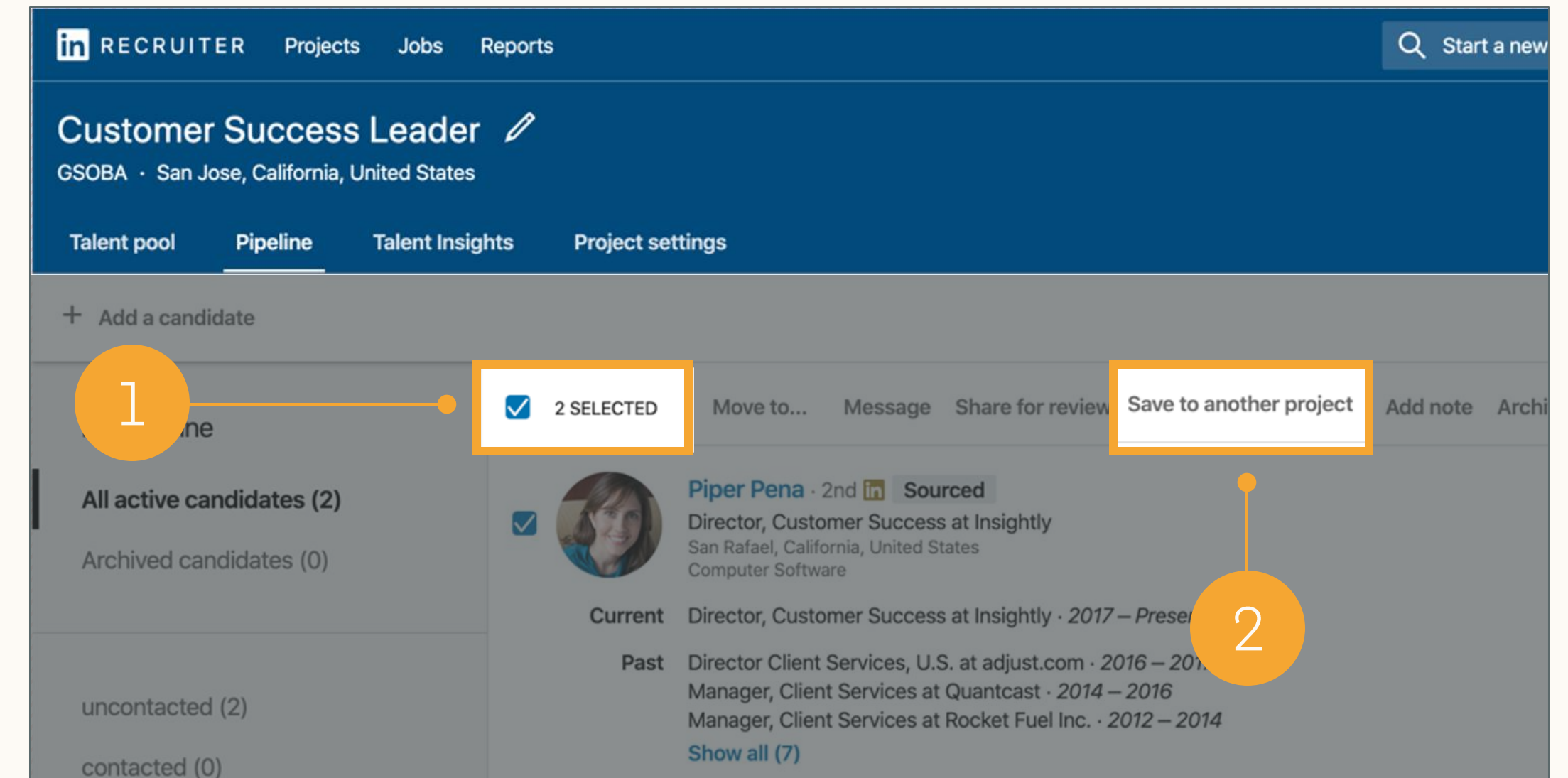


Saving Candidates to Another Project

To maximize the quality of your Recommended Matches and streamline your workflow, you can consolidate two projects by saving candidates you are interested in from your *Search Only* project to your *Job Project*.

Search Only Project

1. Select candidates in your *Pipeline* or *Recruiter Search* tab.
2. Click *Save to another project*.
3. Select your *Job Project* in the dropdown. Click *Save and continue*.



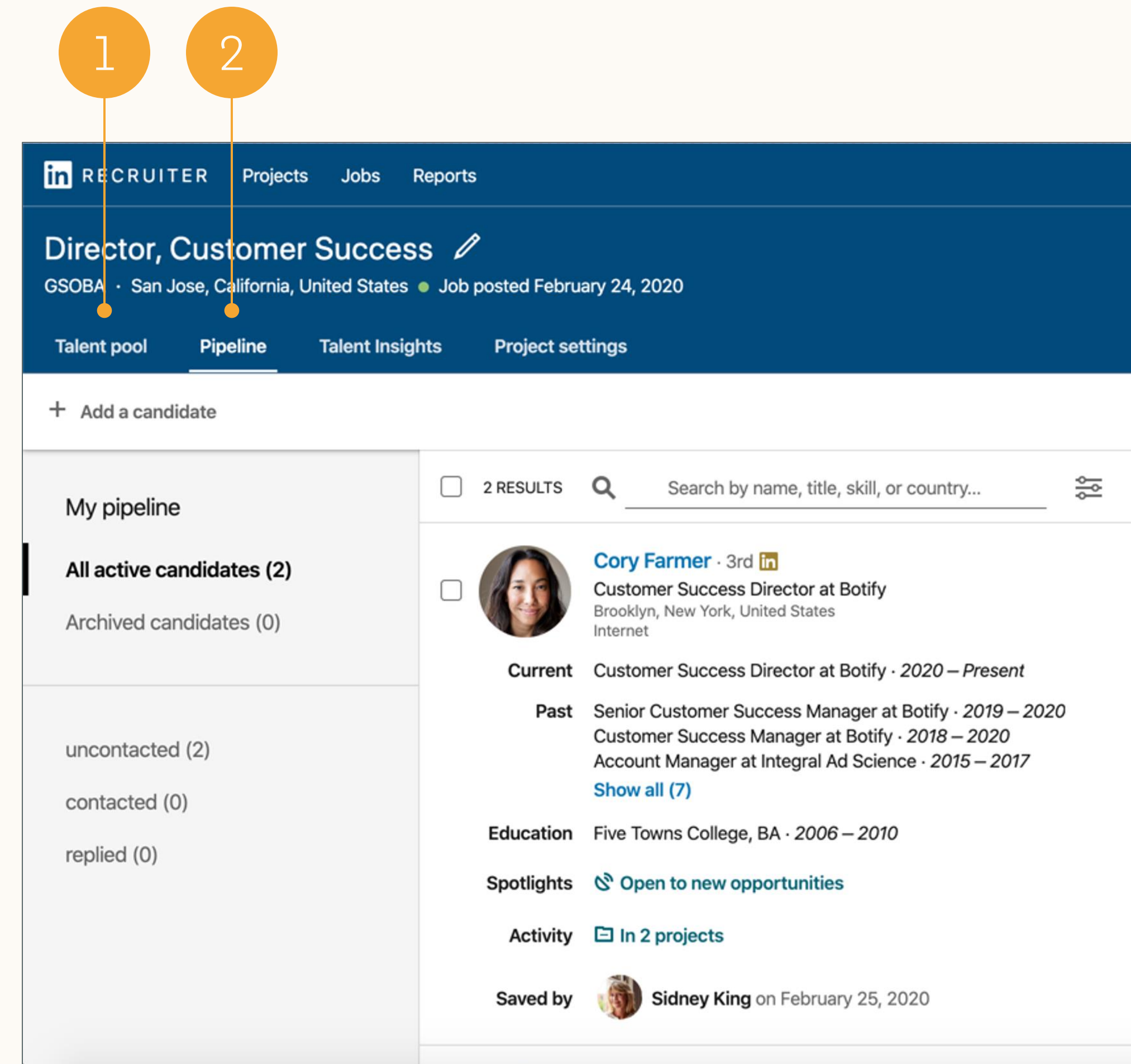
Finding Candidates You Have Saved Over from Another Project

Once you have saved candidates from the *Search Only Project* to the *Job Project*, you can find them in the *Pipeline* tab of the *Job Project*.

You can navigate to the *Talent Pool* tab to continue sourcing candidates.

Job Project

1. You can conduct searches and review *Apply Starters* for your job here.
2. You can view candidates you saved to this project from your *Search Only Project* either within the first stage of the *Pipeline*, or within the *All active candidates* section of the *Pipeline*.

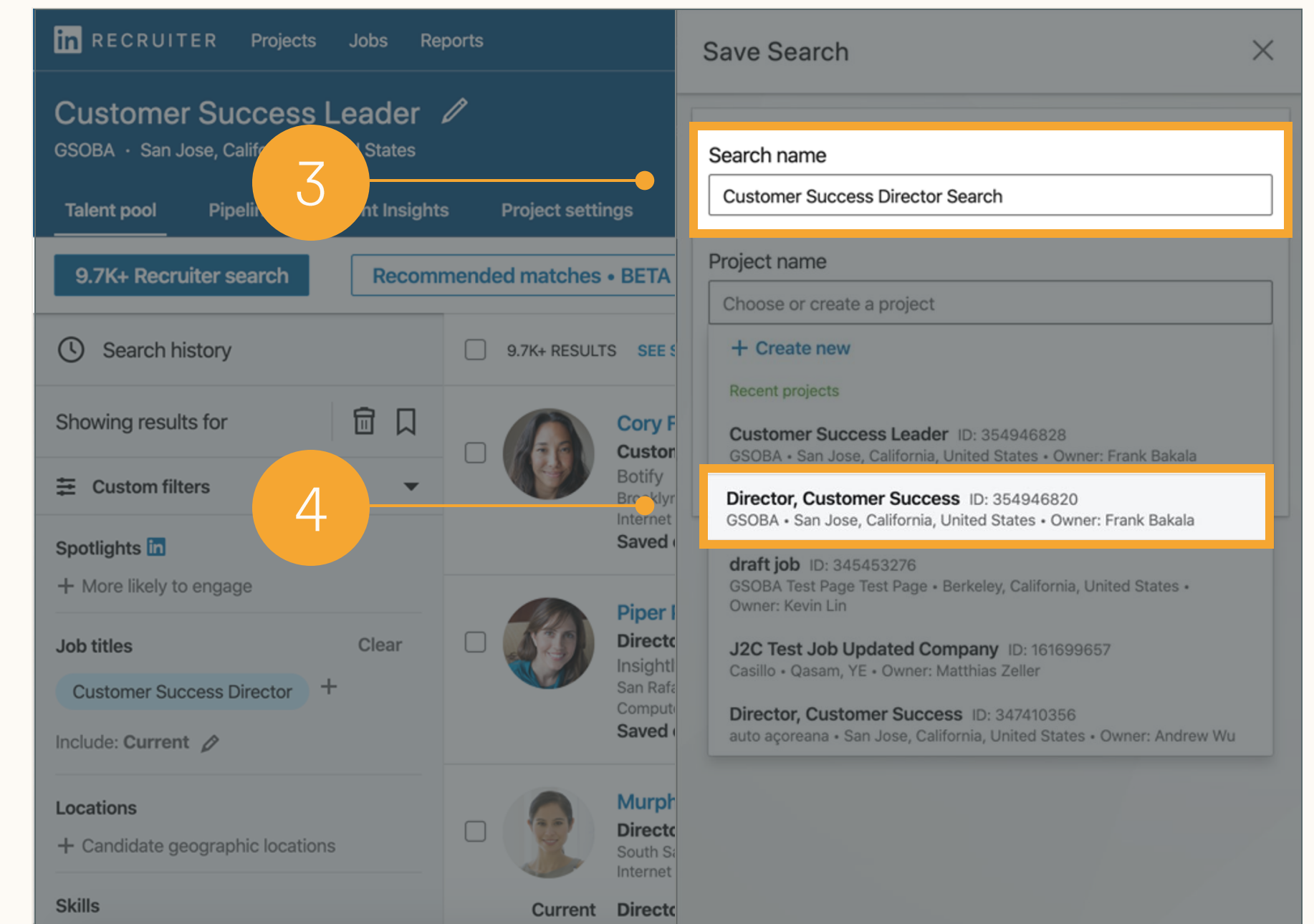
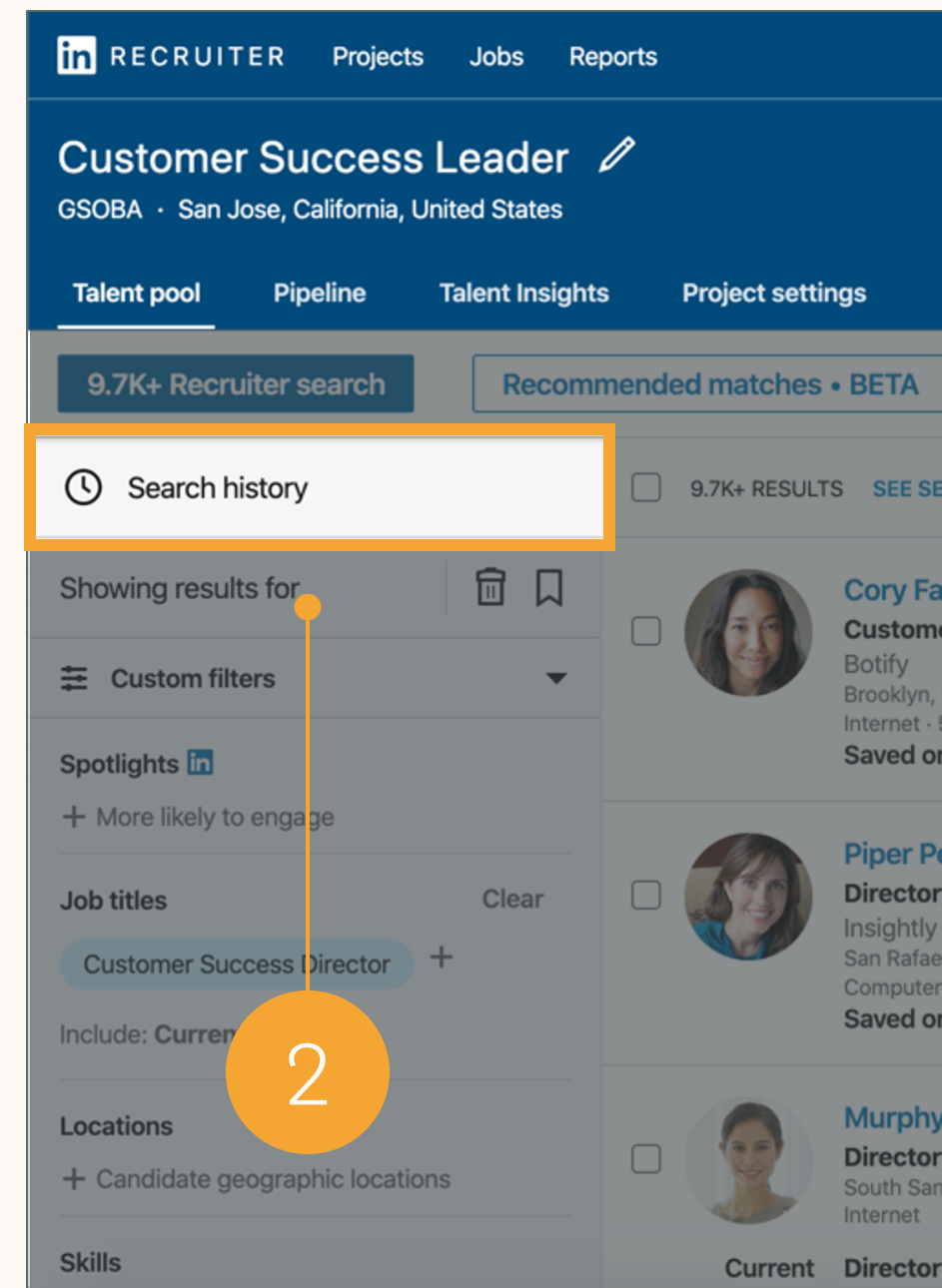


Saving a Search Query to Another Project

You can also quickly save your search query from your *Search Only* project to your *Job Project* without recreating it.

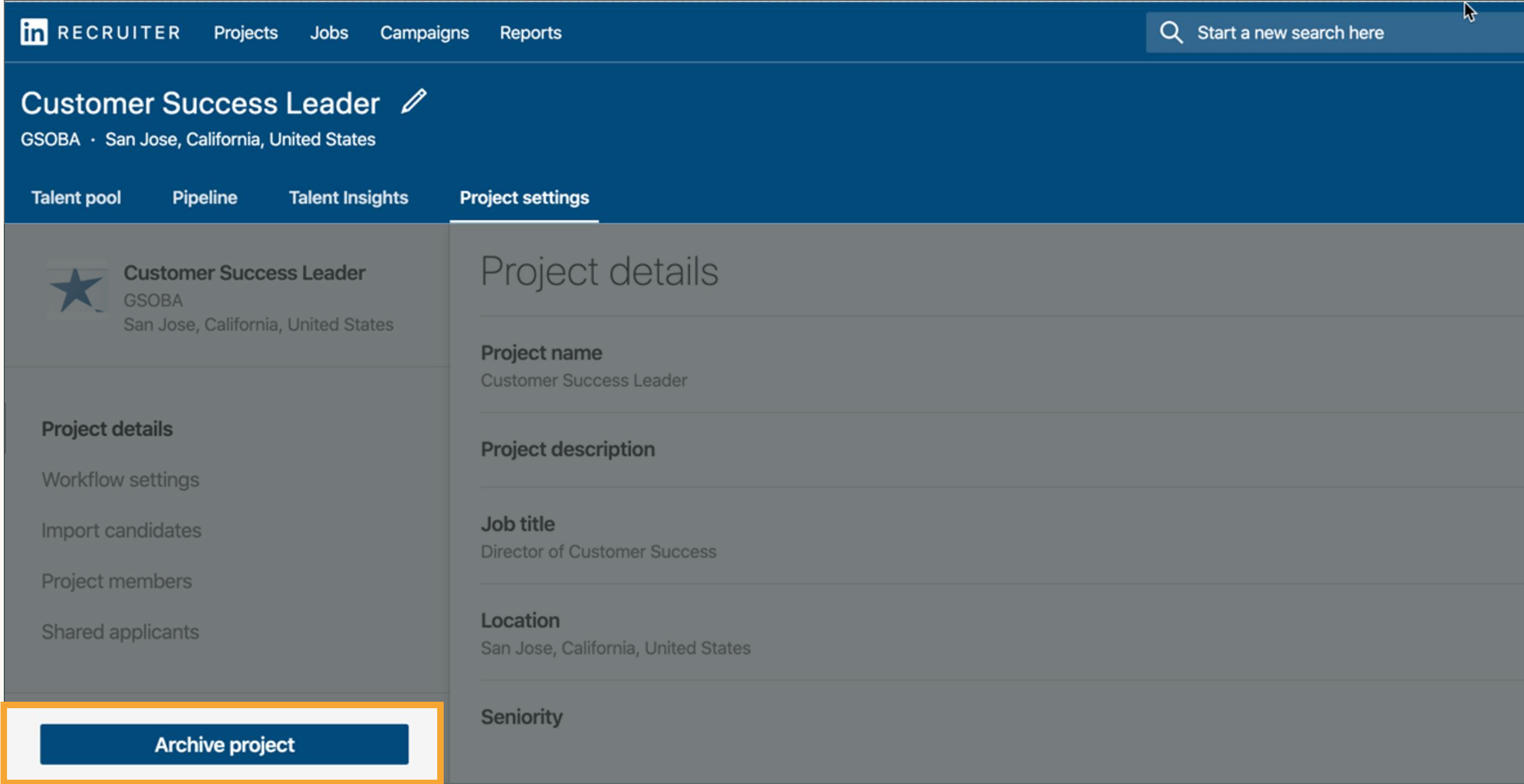
Search Only Project

1. Navigate to your *Search Only Project*.
2. Click *Search History* and click *Save Search* next to the desired search.
3. Enter a name for the search.
4. In the dropdown, select the name of your *Job Project* and click *Save*.



Archiving Unused Projects

Once you have saved your candidates over to the *Job Project* and no longer need the *Search Only Project*, you can navigate to the *Project Settings* of the *Search Only Project* to archive it.





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Alternative Workflows

Workflows for customers who post all
Wrapped Jobs under a single user

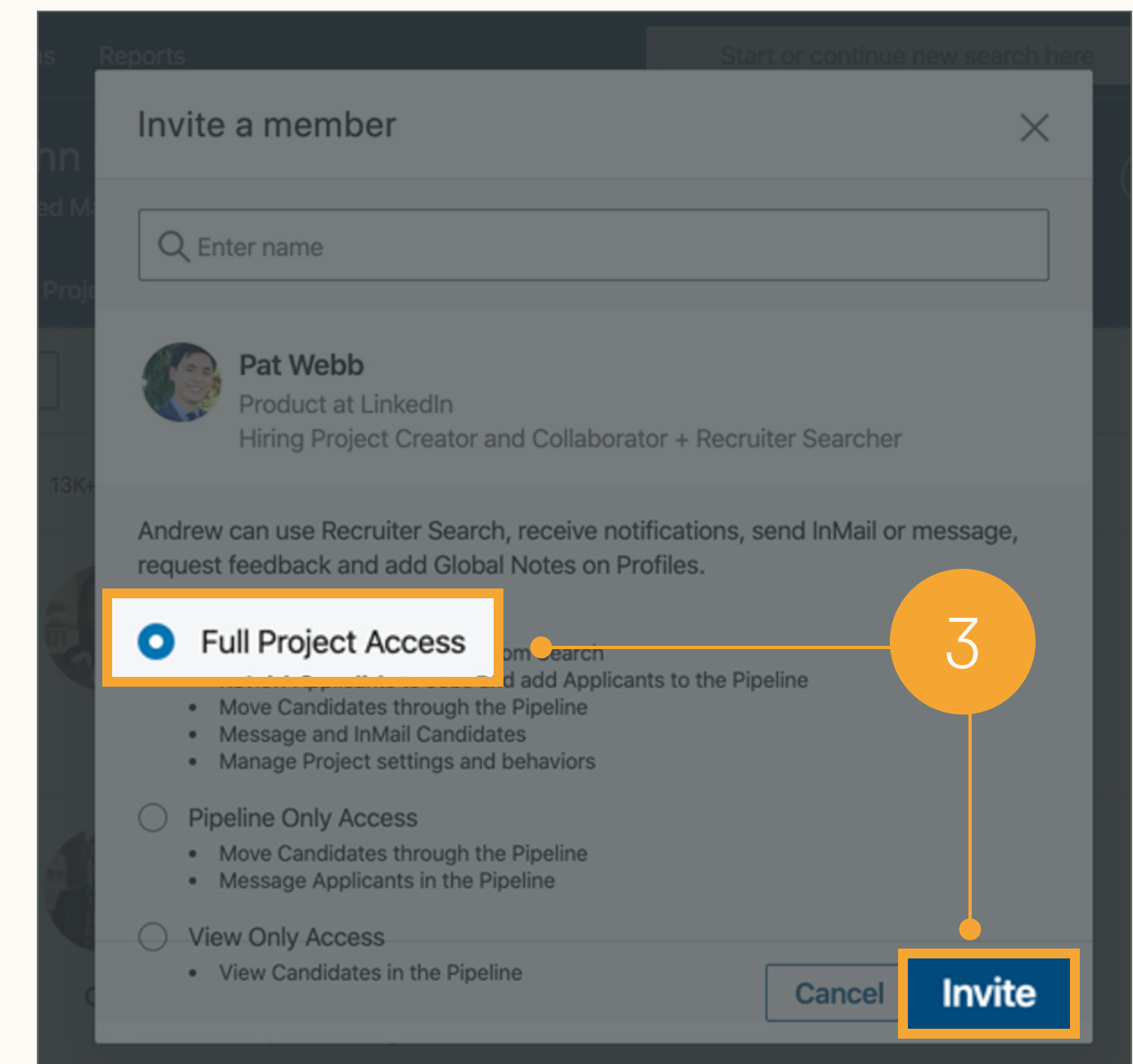
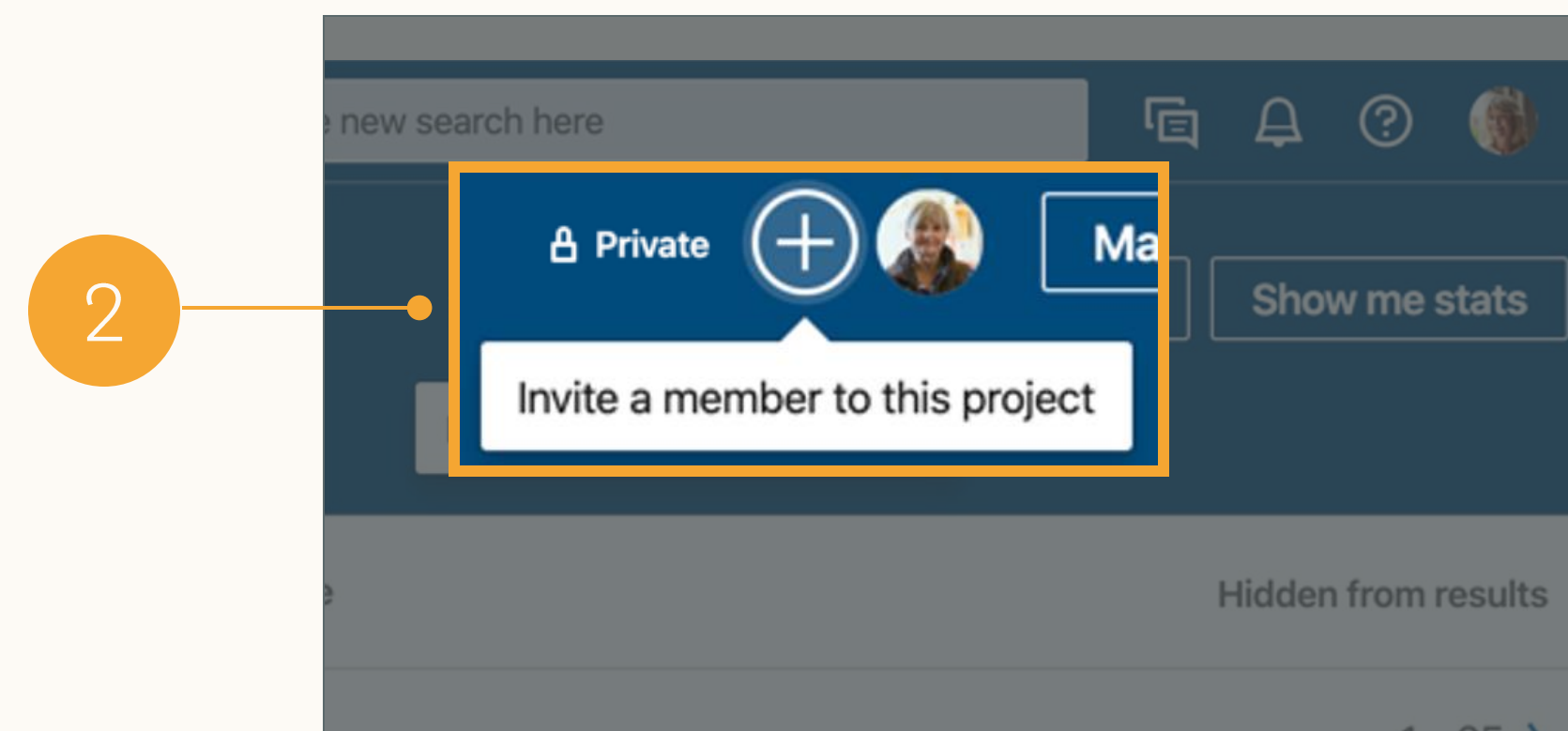
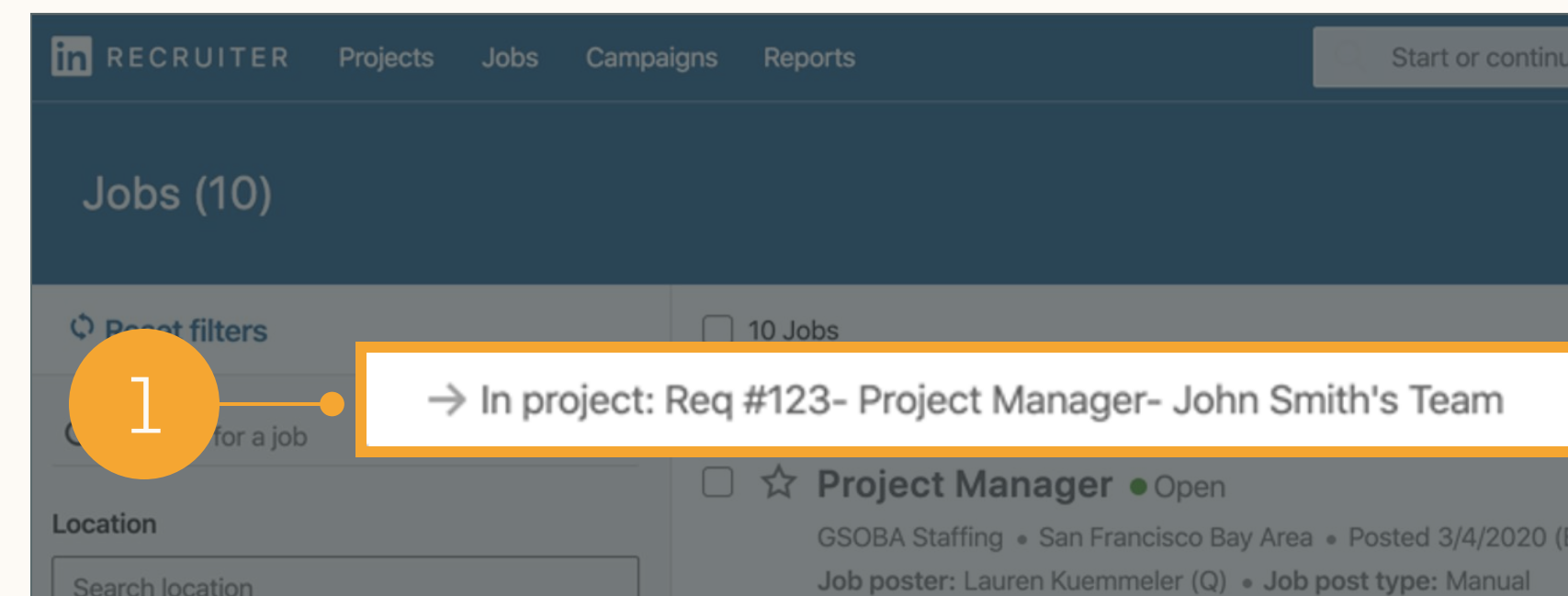
Sharing Job Projects with Other Users

By default, Job Posts can only be viewed by the job poster or an admin user. If you post all Wrapped Jobs under a single user (the "Default Poster"), the actual requisition owner may not be able to manage the Job Posts for their requisitions.

If your team posts all jobs under one Default Poster but wants to enable all requisition owners to manage their jobs on LinkedIn, the Default poster can invite requisition owners to collaborate on the job.

Adding Users to a Project

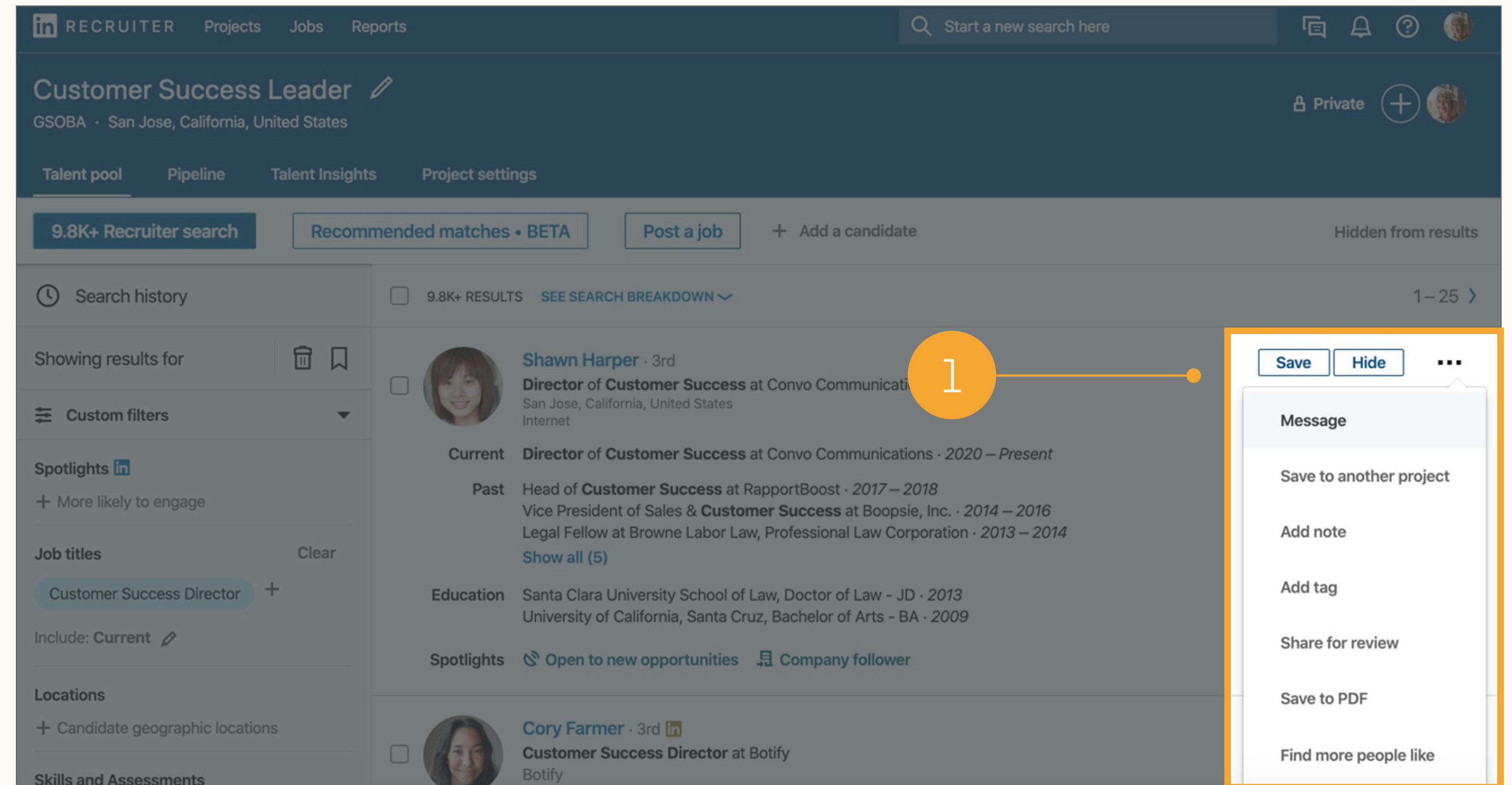
1. Navigate to *Jobs > View all Jobs* and click on the desired project.
2. From within the project, click the "+" icon.
3. Enter the user you want to invite to the project, click *Full Project Access*, then click *Invite*.



Managing Recruiter Searches and Job Posts in Separate Projects

If the Default Poster does not add requisition owners to *Job Projects*, requisition owners can simply conduct searches in separate projects as they did in last-generation Recruiter.

1. Saving, Hiding, and Messaging any candidate in a project will trigger a list of Recommended Matches. These Recommended Matches will get more relevant over time as you continue to Save, Hide, and Message candidates.





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Recap & FAQs

A one-page Recap of this guide and
Frequently Asked Questions

Recap

- 1 Wrapped Job Posts automatically create *Job Projects* when they are posted on LinkedIn.
- 2 We recommend that requisition owners use Pinning or Tagging to establish ownership of their Wrapped Job Posts so they can maximize the quality of Recommended Matches.
- 3 An Admin needs to ensure that users who need to own Wrapped Job Posts have enough Job Slots assigned to them.
- 4 If you have a *Search Only Project* and a *Job Project* for the same role, you can consolidate all activity into your *Job Project* by saving candidates and search queries from your *Search Only Project* to your *Job Project*
- 5 If you need to post all Wrapped Jobs under one Default Poster, the Default Poster can invite requisition owners to *Job Projects*. Alternatively, requisition owners can simply source for their role in a separate *Search Only Project*.

FAQs

Q: Once I tag my job in my ATS, how long will I need to wait until it's posted on LinkedIn and a Job Project is created?

A: Tagged jobs will be posted within 24 hours at most, as LinkedIn ingests jobs from your job source multiple times a day.

Q: Can I put my personal tag anywhere in my ATS requisition job description?

A: A personal tag can be listed anywhere in the job description, but we recommend adding the tag to the bottom of the job description so it is less distracting to job seekers.

Q: Can I list my tag in white font so that it does not appear on my job description?

A: Tags can be put in white font (if supported by your ATS) so that it does not show on the Job Description unless someone highlights the text in the description.

Q: In some cases multiple recruiters are recruiting for the same job. Can multiple recruiters tag the same job on our ATS?

A: Multiple seat holders should not add their tags to the same ATS requisition. If more than 1 tag is found, the system will post the job under only 1 of the seat holders.

Q: Can I change my personal tag?

A: Yes. Our system will automatically assign you a Tag in the following format: #LI-XX#. To edit this, you can log in to Recruiter and go to *Jobs > Job Wrapping*, then click the *Settings* widget on the left side. From here you can update the characters after the "-" (e.g. John Appleseed could make his tag "#LI-SuperRecruiter"). Please note that tags will still need to start with #LI-and that your tag cannot contain special characters.

Q: What if I tag more jobs than the number of Job Slots my admin has assigned to me?

A: LinkedIn will post the freshest (most recently posted) tagged jobs. For example, if you are allocated 5 Job Slots but tag 6 jobs on your ATS, the freshest 5 jobs will be posted into Job Slots.

Q: Should I tag all my open jobs in my ATS?

A: If you have a limited number of Job Slots, you should only tag jobs that are high priority requisitions. You should consult your Recruiter Admin on the right approach, because it may depend on how many Job Slots your dashboard has.

FAQs

Q: I have the same job posted in multiple locations which has created separate *Job Projects* for each location. How should I manage the multiple *Job Projects*?

A: We currently do not have a way to merge multiple projects together. To streamline candidate management, you can create an additional project where you can conduct your Recruiter search, and save any candidates from the Job Projects that you're interested in to this project.

Q: How do I show my profile on the public Job Post?

A: Log in to Recruiter and navigate to *Jobs > Job Wrapping*. Click the *Settings* widget on the left side bar. There you will see the option to enable *Show Profile*.

Q: What happens if I edit my ATS requisition information? Does it create a new project the next time my ATS is scraped, or does the job remain in the original project?

A: If the requisition ID/number remains the same in your ATS when you make your edits, the LinkedIn Job Post will update and remain in the same project the next time your ATS is scraped. If the requisition ID/number changes as a result of your edits, upon the next ATS scrape the old Job Post will close, and a new Job Post and Job Project will be created.

Q: I sometimes have multiple job postings for one open role. Can I configure Job Wrapping so that multiple wrapped jobs are posted into a single project at the same time?

A: Not currently. Each individual Job Post will create its own *Job Project*.