

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 *

Freshing Account Manager San Francisco Bay Area

Job function (Select up to 3) * Employment type *

✓ Account Management + Add job function Full Time

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

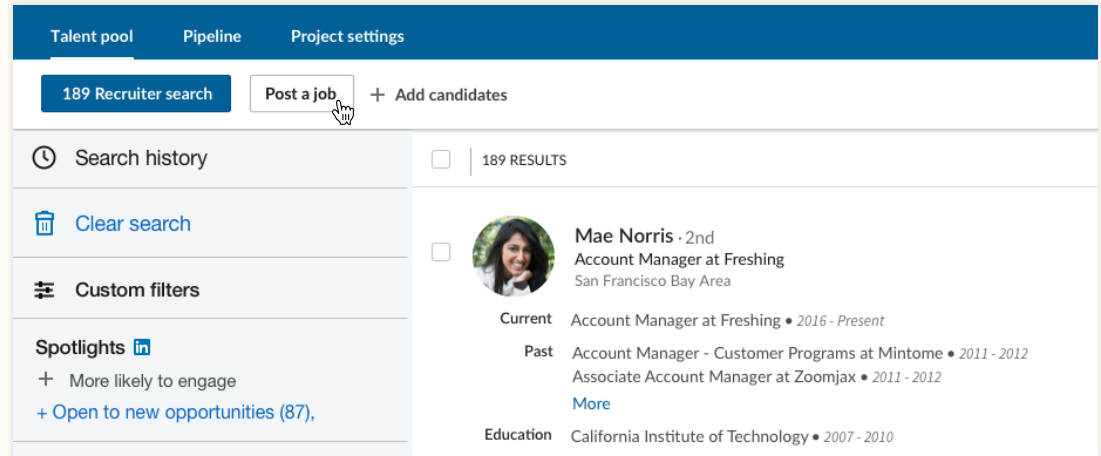
Step 3. Enter your job post details.

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.

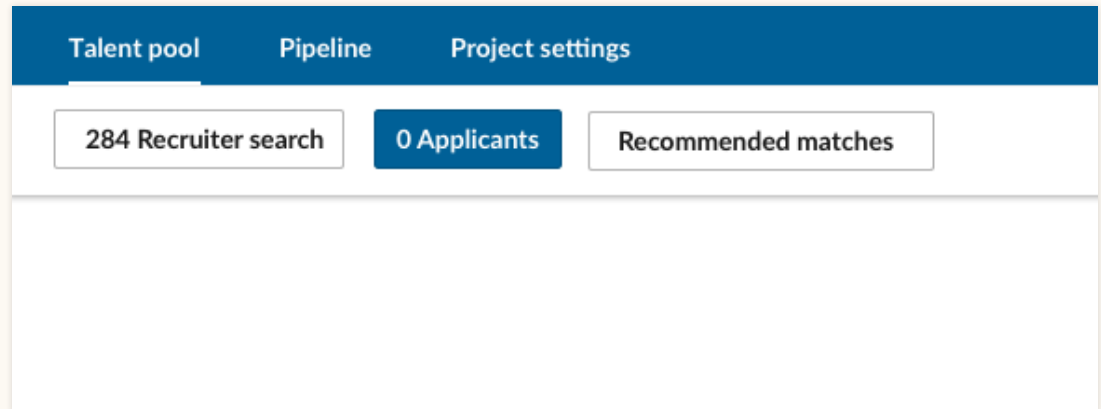
Create a project, post a job, and search for candidates

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.



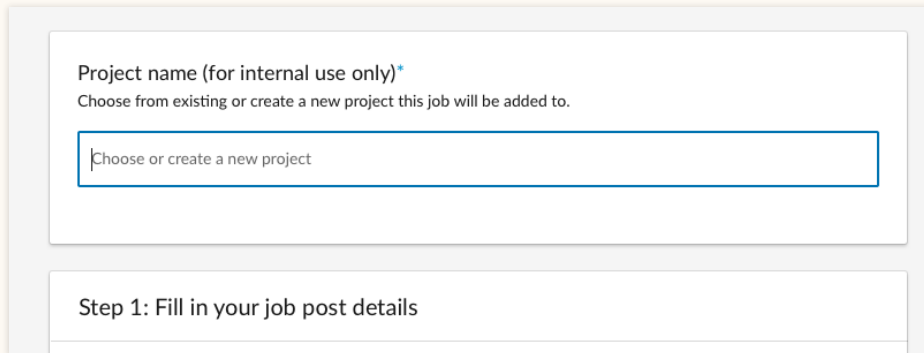
Step 1. Within the “Talent pool” of a project, click “Post a job” to post a job in that project.



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.”

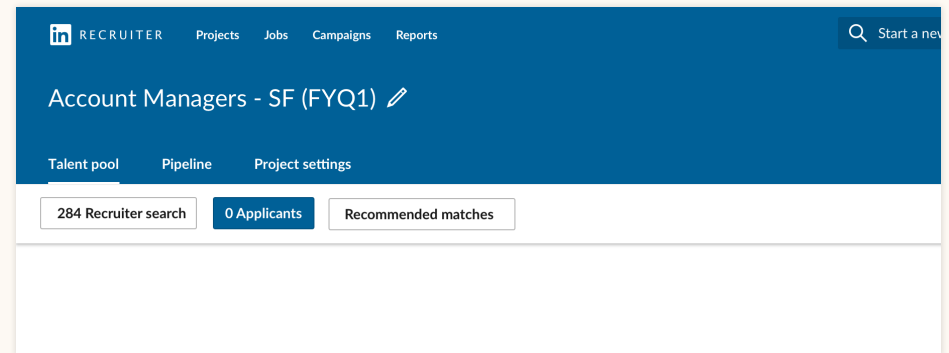
Post a job.

You want to post a job as quickly as possible.



The screenshot shows a form titled "Project name (for internal use only)*" with a subtext "Choose from existing or create a new project this job will be added to." Below this is a text input field containing the placeholder text "Choose or create a new project". At the bottom of the form, there is a section header "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.



The screenshot shows the LinkedIn Recruiter interface for a job post titled "Account Managers - SF (FYQ1)". The top navigation bar includes "RECRUITER", "Projects", "Jobs", "Campaigns", and "Reports". Below the job title, there are tabs for "Talent pool", "Pipeline", and "Project settings". Under the "Talent pool" tab, there are three buttons: "284 Recruiter search", "0 Applicants" (which is highlighted in blue), and "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 titled "Account Managers - SF (FYQ1)". The interface includes a top navigation bar with tabs for "Projects", "Jobs", "Campaigns", and "Reports". Below this, there are tabs for "Talent pool", "Pipeline", and "Project settings". The search results are displayed in a list format, showing 189 results. A sidebar on the left contains filters for "Search history", "Clear search", "Custom filters", "Spotlights", "Job titles", and "Locations". A modal window is open over the search results, titled "Include:", with two options: "All skills" (unselected) and "At least one passed skill" (selected). The search results list includes profiles for Mae Norris, Angel Blair, Chin Chou, and Zachary Wade, each with details on their current and past roles, education, and insights.

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. At the top, a dark blue header contains the LinkedIn logo, the word "RECRUITER", and navigation tabs for "Projects", "Jobs", "Campaigns", and "Reports". Below this, a blue banner shows the search title "Account Managers - SF(FYQ1)" with an edit icon. Underneath the banner are three tabs: "Talent pool", "Pipeline", and "Project settings". A row of three buttons follows: "264 Recruiter search" (highlighted in dark blue), "30 Applicants", and "Recommended matches".

A light blue filters pane is open on the left side of the screen. It contains the following sections:

- Search history** (with a clock icon)
- Clear search** (with a trash can icon)
- Spotlights** (with the LinkedIn logo):
 - [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

On the right side of the interface, the search results are displayed under the heading "30 RESULTS". Two candidate profiles are visible:

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

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Seni

Req ID

Talent

131 se

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Job title

Senior I

+ Project

Locations

Sunnyva

+ San Fra

Include: C

Skills

Project

Manag

+ Leaders

Recruiter

+ More


+ Open to

Company

+ Add a

From search results

< 1 of 48 >



Mae Norris

in

• 3rd

Account Manager

Flexis • Loyola Marymount University, College of Business
Sunnyvale, California • 345

Save to pipeline

Hide

Profile

Projects (0)

Messages (1)

Interviews & Feedback (1)

Attachments (1)

Summary


Mae has helped nurture relationships with several major clients over the years... [Show more](#)

Open to new opportunities

Following your company page since Jun 16, 2015

5 connections

Experience



Account Manager

Flexis

Jan 2017 – Present • 2 yr 14 days

Sunnyvale, California

5 of your employees came from Flexis

Mae has been working in digital marketing as an account manager for various B2B and B2C marketing agencies around the Bay Area for almost a decade. Projects include websites and landing pages, animation and live action video, email campaigns, banner campaigns, and larger multi-channel integrated campaigns.

With a concentration in a fluid framework, Mae is adept at running daily scrums, delegating tasks and ensuring that projects run smoothly and come in on or under budget.

The relationships formed over the years with many of her clients is what makes her most excited to be in this role. Mae is a results driven, relationship nurturing, communications savvy machine.

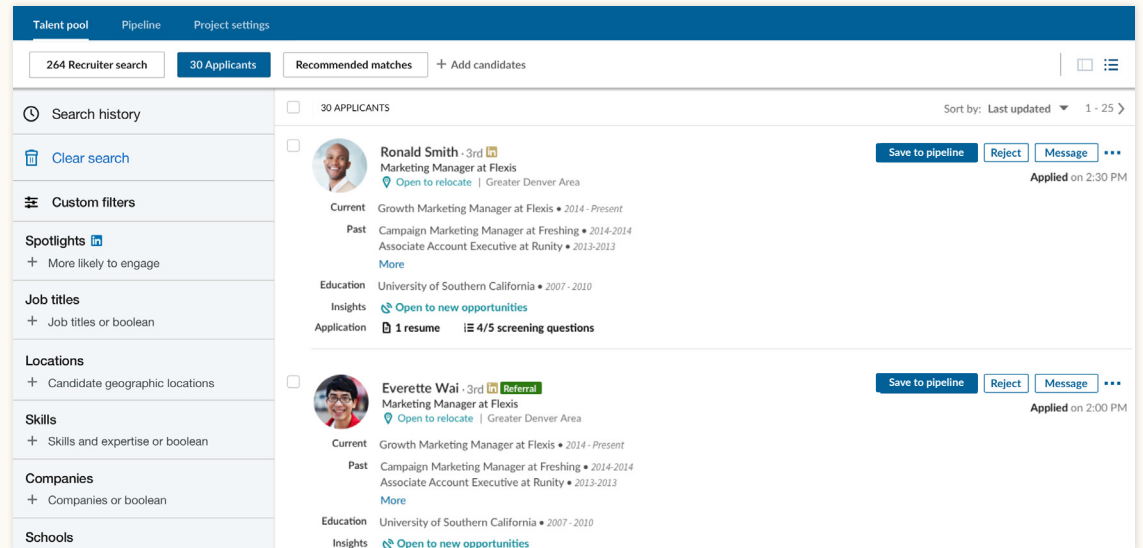
12

Create a single Pipeline for search leads and job applicants.

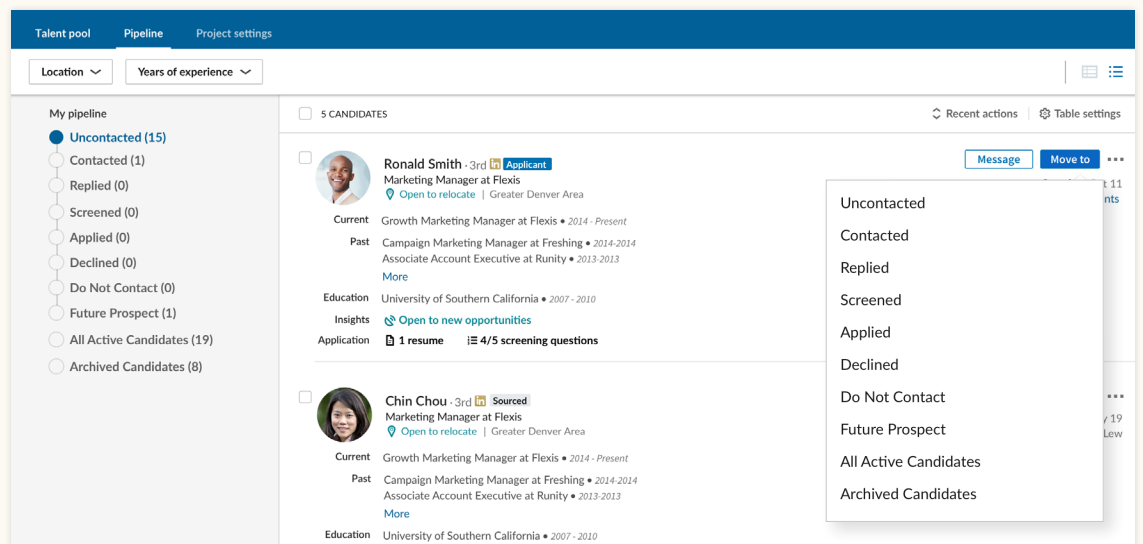
The closer integration between projects and job posts provides a simple view of all search leads and job applicants within the “Talent pool.”

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.



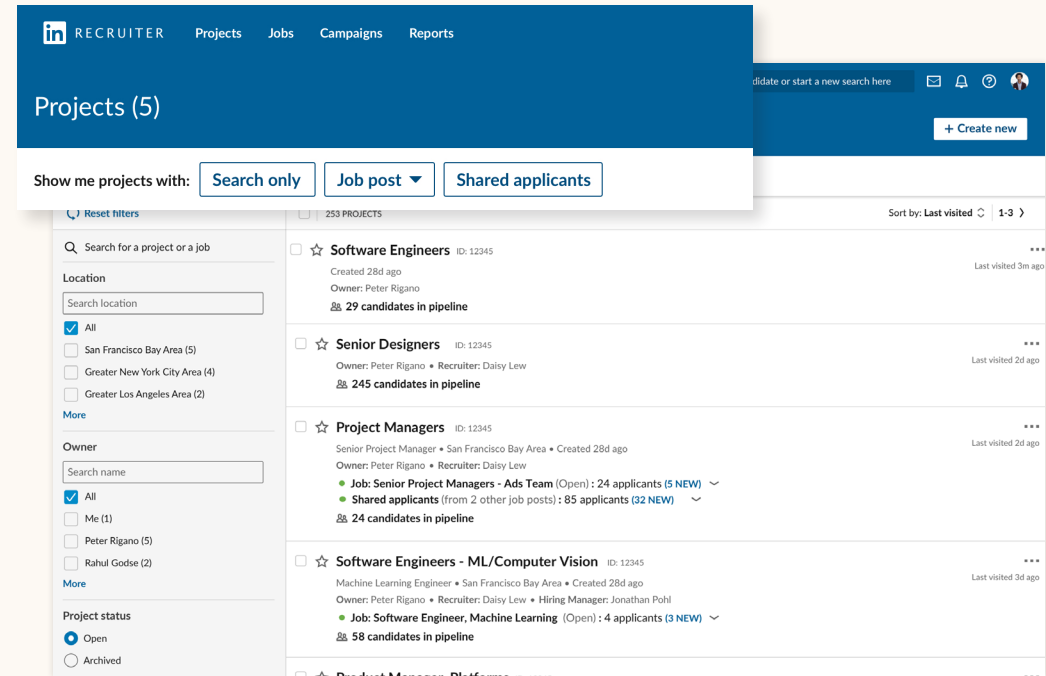
Step 2. Move candidates to a different stage in the “Pipeline” by clicking the “Move to” button.

Navigate to your projects and jobs.

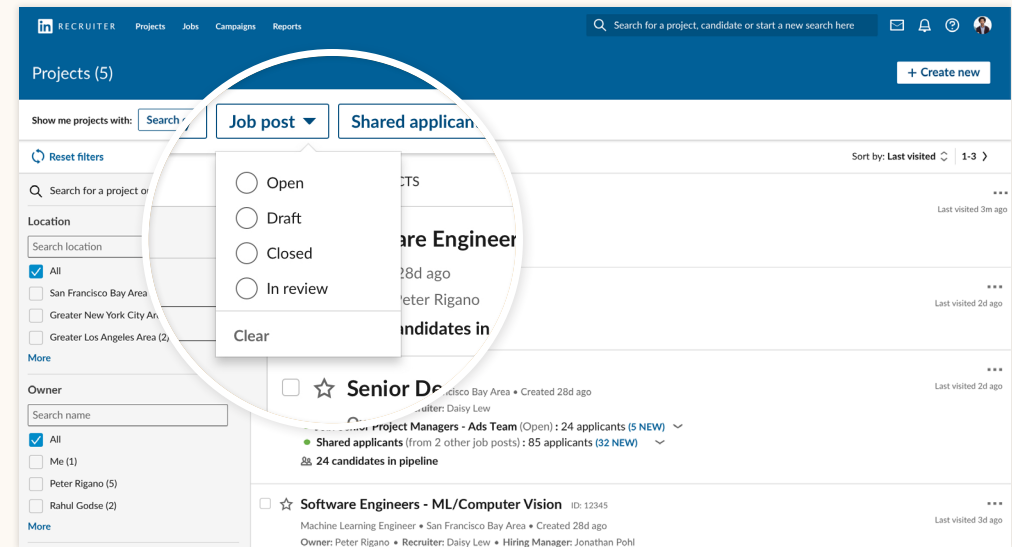
The projects list

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'. Below this, a blue header shows '115 Jobs' and a '+ Post a job' button. The main content area lists job posts for 'Sales Operations Manager' at 'GSOBA Co.' in 'Morgan Hill, CA, US'. Each job entry includes details like creation date, expiration, job poster, and job post type. A left sidebar contains filters for 'Job location', 'Job status', 'Job poster', and 'Job post type'. The 'Job post type' filter is expanded, showing 'All' (selected), 'Manual (6)', and 'ATS (109)'. A callout box points to the 'ATS (109)' filter, stating: 'Jobs automatically created from your ATS.' The job list entries show varying numbers of applicants and candidates in the pipeline, along with '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.

Talent poolPipelineProject settings

31 Recruiter search9 ApplicantsRecommended matches+ Add candidates

☐ 25 RESULTS

☐



Antonio Arnold

in

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

Show more experience (3)

Education DePaul University • 2008 - 2018

Southern Illinois University, Carbondale • 1987 - 1991

☐



Glen Martinez

in

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

Show more experience (3)

Education DePaul University • 2008 - 2018

Southern Illinois University, Carbondale • 1987 - 1991

☐



Chin Chou

in

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

More (3)

Education Columbia University • Sep 2015 - Jul 2015

Indus Valley School of Art & Architecture • Sep 2015 - Jul 2015

Contact chin.chou@gmail.com

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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)

@Wi

- 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](#)

Collaborate with teammates more easily

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


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

Step 1: What job do you want to post?

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

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

Step 1: What job do you want to post?

Company *	Job title *	Remote in * ⓘ
 Freshing	Project Manager	United States

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	<div>Select job function ▼</div>	experience do you have?
This job prefers		<div></div>	years minimum.
Qualification type			<input type="radio"/> Required <input checked="" type="radio"/> Preferred
			  

	Have you completed the following level of education:	<div>Select level of education ▼</div>
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. You 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. You identity won't be shown.

Cancel

Reject and send message



Discover key insights
with improved
Pipeline reporting.

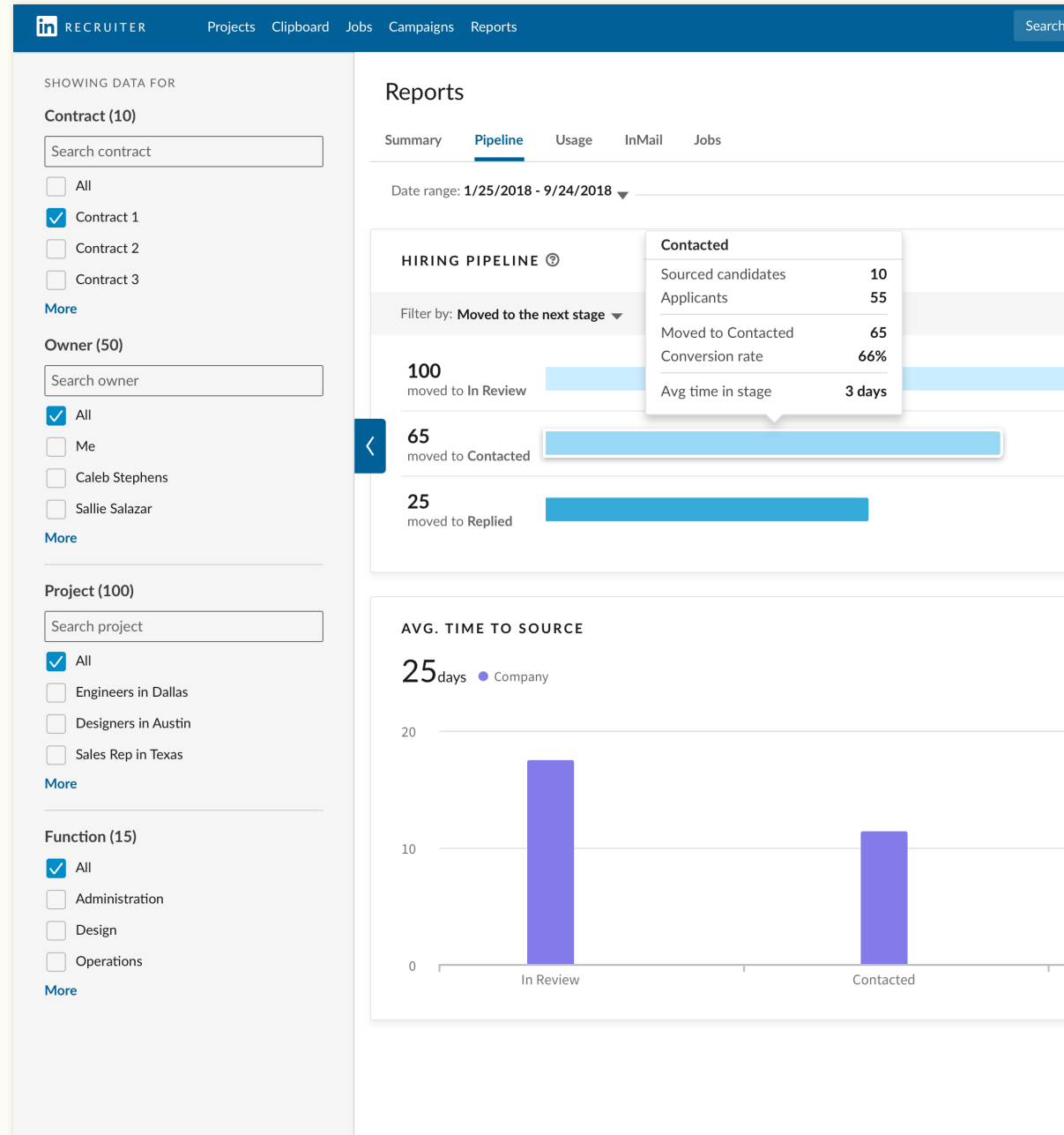
Improved Pipeline reporting

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





Get help when
you need it.

We're here for you.

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



Resources

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

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.