

Leading the New Recruiter & Jobs transition





Leading the New Recruiter & Jobs migration

LinkedIn is excited to share that your team will soon migrate to our newest **version** of Recruiter, Jobs, and Pipeline Builder.

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Meet the New Recruiter & Jobs





Meet the New Recruiter & Jobs

What's new

The New Recruiter & Jobs is a major upgrade to the existing LinkedIn Recruiter and LinkedIn Jobs solutions. This upgrade brings our products together in one platform, and it comes with a plethora of new features that can allow your team to become more productive and collaborative by providing smarter results within the recruiter experience.

Why the change

The New Recruiter & Jobs introduces a new, simplified workflow, along with some enhanced features, to bring you a unified platform that'll assist in your recruiting efforts. With these changes, the New Recruiter & Jobs learns from your actions to provide you a more seamless and efficient recruiting experience.





How this benefits your team and business

LinkedIn is committed to making sure your team has the right tools to be successful. The upgraded experience will benefit your team by saving time with a recruiting experience that delivers more relevant candidates as you continue to use the product and get more done with a new seamless workflow. With easy-to-use tools, your team can focus on what matters most.

Customer success stories

LinkedIn built the New Recruiter & Jobs with recruiters in mind to help save time and stay organized. This new experience can help your team:

- Increase productivity
- Improve collaboration
- Provide smarter candidate search results

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It's easy to share and very intuitive. There's a logical way to find what you're looking for.



Jennifer Pucci
Director of Human Resources, CANY

Role and responsibilities of an Internal Champion



Role and responsibilities of an Internal Champion

Your team will receive this new, enhanced experience in the upcoming months. In order to set up your team for success, our team has prepared a plan to manage change and enable user adoption from day one. We believe that the best way to manage change is from within, so this plan is focused on enabling Internal Champions from your own team to be your change agents and leaders. Your LinkedIn Customer Success Manager (CSM) and support team will also be there to help along the way.

Overall expectations for Internal Champions

Your LinkedIn CSM will provide resources and guidance, touch base throughout the migration timeline, and deploy communication strategies and change management tactics to ensure this transition is a success for your entire team. Your role as an Internal Champion will be to use your team knowledge to choose the resources and support model that can help your team be successful, and implement the appropriate training plan and change management strategies. There is no limit to the number of Internal Champions your company can have, since it depends on the complexity of your recruiting organization.

Train the trainer model

Your LinkedIn CSM partners with your stakeholders to plan and deploy education plans for your talent acquisition team. As an Internal Champion, your role is to help ensure every recruiter seat holder is ready for the new experience.





Our partnership

For this migration to be successful, it's critical that this LinkedIn partnership is seen as a key priority for your executive leadership team. Additionally, for us to launch quickly and efficiently, your team should act as a partner throughout the migration process and beyond.

Stakeholders include:

Executive sponsor

To make your program successful, we want to ensure this is a company-wide priority for your team – starting from the top. Your executive sponsor will receive separate training and emails about the migration. Be sure to check in with them to make sure they're receiving key notifications from LinkedIn. Executive sponsor responsibilities include:

- Driving excitement and action by leveraging the executive communication templates
- Communicating with internal stakeholders at key intervals to drive success and manage change

Other partners

If your team has an employer brand manager who manages the LinkedIn Pipeline Builder account, recruiting operations, or administration contacts that may have feedback from an operations or technical perspective, make sure you connect with them about the upcoming migration.



Role and responsibilities of an Internal Champion

Internal Champion

This is your role, and you'll serve as LinkedIn's main point of contact. Your responsibilities include:

- Become a New Recruiter & Jobs expert
- Hold internal stakeholders accountable
- Utilize LinkedIn-provided resources to execute training plans
- Keep a pulse on internal adoption and sentiment
- Work with the LinkedIn team to determine an appropriate course of action when adoption may be lagging – including facilitating a decision to temporarily opt out of the new experience where appropriate



Feel empowered to lead change effectively at your organization by connecting with your executive sponsor, LinkedIn CSM, and team members to align successfully transitioning your organization to the New Recruiter & jobs.

Training plan



Training plan

You can access training material through the personalized online portal. The training plan can help build foundational knowledge about New Recruiter & Jobs and help you learn about all of the new features, so you can prepare your team for the migration. Our approach includes:

1. Online training and webinars

The self-paced online learning is designed to build foundational knowledge to ensure you're prepared to train your team.

2. Preparation for the usage of the new experience

Ensure users have the tools and information they need to continuously improve and grow as recruiting professionals.

3. Continuous learning and support

Your LinkedIn CSM will partner with you to provide additional learning opportunities and materials to empower your team during and after the transition.



Suggested Internal Champion training module

Further your learning by following the suggested training modules to prepare you to become an expert on the new experience. Your training video modules are available on the online portal.

Training video	Time
Meet the New Recruiter & Jobs experience	5 minutes
Explore the Recruiter homepage	5 minutes
Explore the Recruiter profile page	5 minutes
Explore Recruiter projects	6 minutes
Explore Recruiter jobs	5 minutes
Overview of product updates	1 hour
On-demand webinar	1 hour

Preparing for the transition





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LinkedIn is your partner to make sure your team is prepared for the exciting new changes to your dashboard. Your LinkedIn CSM will communicate the actual launch date 30 days in advance, so you'll have time to notify and train your entire team. As a change agent for your organization, invest time into the training modules and launch-day resources to help make the transition easier for your organization to adopt. Use the sequential change management guides to help you prepare your team for launch day and beyond for continued success with the new experience.



Checklist

Suggested copy for checklist:

Here's what you need to know about your team's transition to the New Recruiter & Jobs:

-  2 months Your LinkedIn CSM will reach out to you to kick off training with a dedicated microsite where your team can sign up for webinars, view FAQ and training videos, or review a guide that covers the available new features and workflow changes.
-  50 days Your LinkedIn CSM will work with you to align on a training plan for your broader team and share any additional training resources.
-  30 days Your LinkedIn CSM will confirm the launch date and check in with your team on training progress to ensure they feel set up for success.
-  21 days Your entire team will receive emails from LinkedIn with a link to a dedicated microsite with product materials and FAQ. Your team will also see a countdown banner in LinkedIn Recruiter, letting them know they have 21 days until the transition.
-  1 week Your LinkedIn CSM will do a final check ahead of your team's transition. Your entire organization will receive an email from LinkedIn notifying them about the upcoming launch date.
-  Launch day The New Recruiter & Jobs goes live for your team. Your team will receive an email from LinkedIn notifying them.
-  2 weeks after launch Your LinkedIn CSM will check in on how adoption and usage of the new experience is going, addressing any questions or feedback.
-  1 month after launch Your LinkedIn CSM will check in with you to see if you have any feedback that you'd like to share on the transition.

To learn more about the New Recruiter & Jobs, you can review the online portal sent to you directly or visit: business.linkedin.com/talent-solutions/customer/new-recruiter-and-jobs

Resources

Product guide

A step-by-step guide that provides functional knowledge for day-to-day experiences in the new dashboard.

FAQ

Get the answers you need for common questions about the new experience.

Webinars

For an overview of New Recruiter & Jobs, sign up for upcoming webinars.

Learning Center

Dive into on-demand videos that provide a review of the changes with in New Recruiter dashboard. The Learning Center provides 24-hour access to hundreds of topics. Options include self-guided training and live instructor-led webinars which are refreshed on a quarterly basis.

Product updates

Stay up to date on upcoming product updates and new features based on our quarterly releases, where you can hear directly from our product teams.

Access a wealth of other resources through the online portal your LinkedIn Customer Success Manager provided during your initial training call. Then download and customize the online training resources for your team's specific needs to help with your transition to the New Recruiter & Jobs experience.