

# Training and education resources for your team





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### In this guide

#### **Feature updates**

**03**

Get a side-by-side overview of how the features you're familiar with now operate in the New Recruiter & Jobs.

#### **Resources**

**13**

Check out a comprehensive list of all training resources available for your team.

# Feature updates



# Walk-through of changes

## Preparing your team for change

We know that change isn't easy. So to help your team with the new update, this overview shows how the new features operate in New Recruiter & Jobs. The following can help guide your team along their journey.

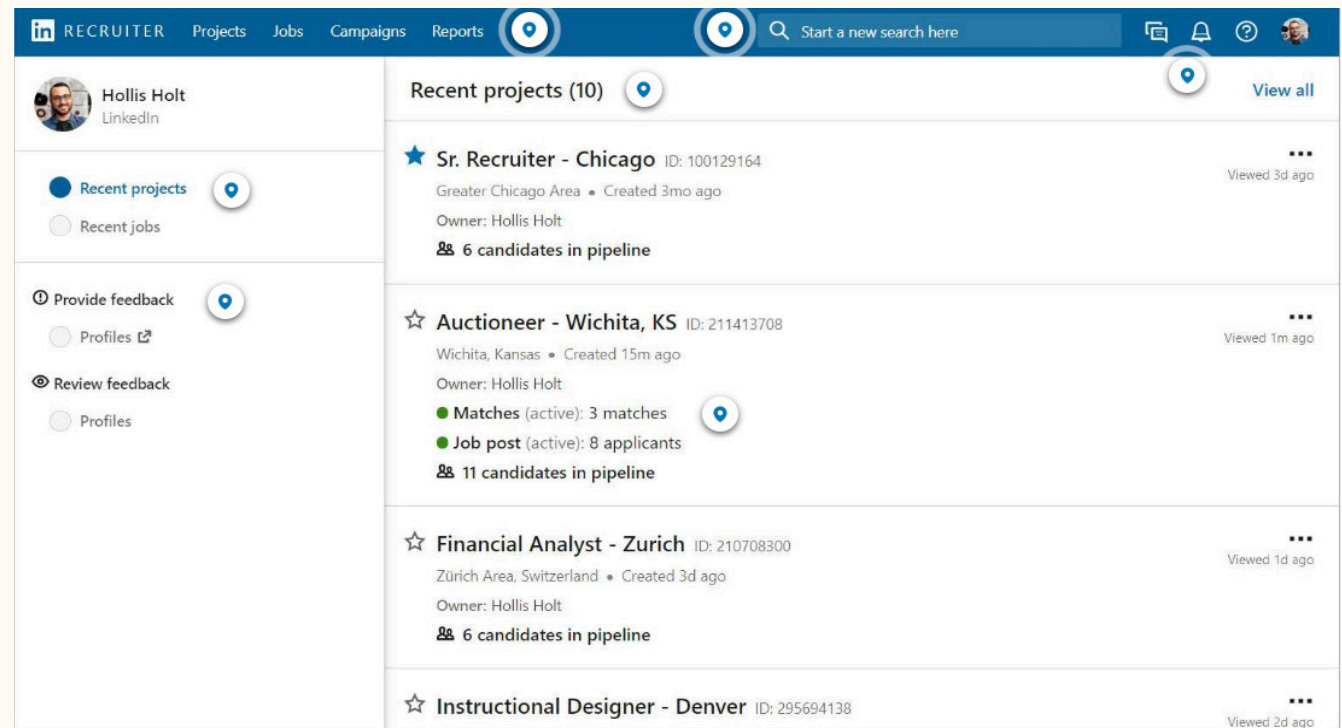
## Homepage

### Old experience

The LinkedIn Recruiter homepage is where you start your daily recruiting activities. The display is similar to a feed.

### New experience

The new homepage is designed to help you quickly launch into your workflow and stay focused on the tasks that matter the most for moving the hiring process forward. You can access the Projects, Jobs, Campaigns, and Reports menus from any page.



## Projects

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### Old experience

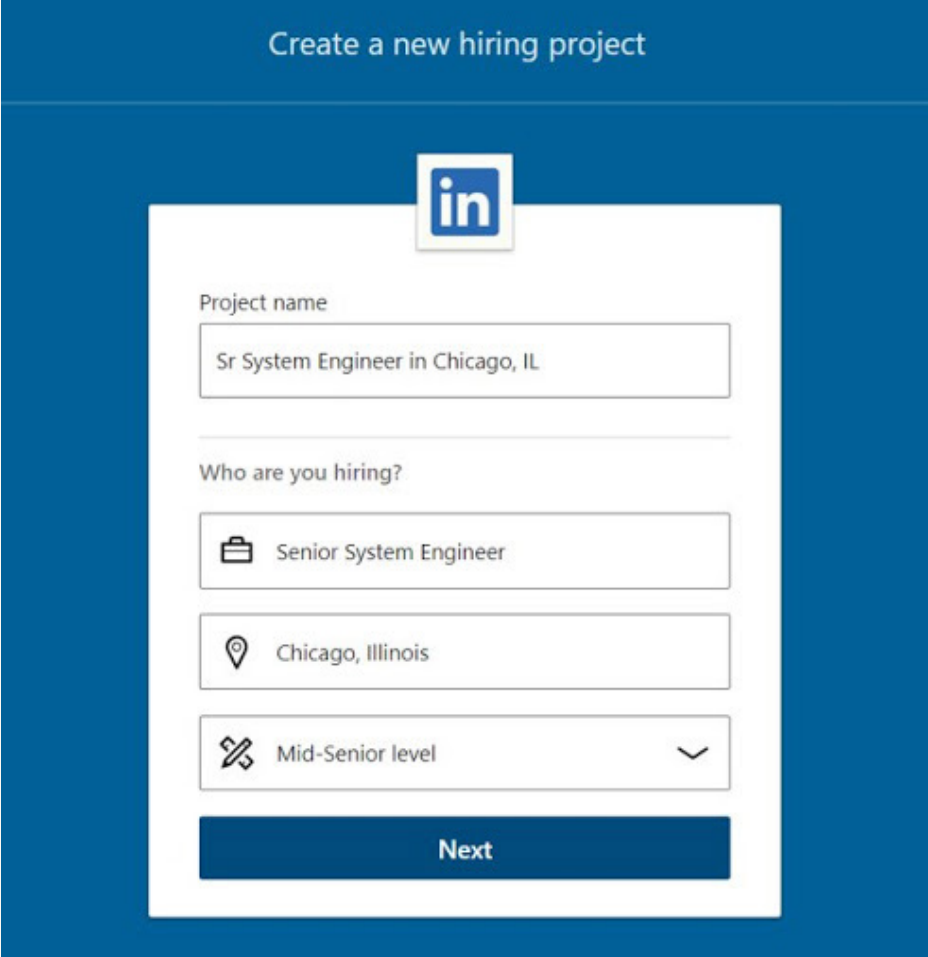
Projects are an organizational space within Recruiter where you can search for candidates and save work for each job requisition in a central location.

The option to create a project use to be located at the bottom of the welcome homepage.

### New experience

Recent projects now appear on the homepage.

There's also an option to create a new project to launch a search. Projects save automatically, making it easy to find your previous search results. You can also pin your favorite projects, so they appear at the top of the homepage.



The screenshot shows a blue header with the text "Create a new hiring project". Below the header is a white form with a LinkedIn logo at the top center. The form contains the following fields:

- Project name:** A text input field containing "Sr System Engineer in Chicago, IL".
- Who are you hiring?:** A dropdown menu with a briefcase icon and the text "Senior System Engineer".
- Location:** A dropdown menu with a location pin icon and the text "Chicago, Illinois".
- Level:** A dropdown menu with a crossed-hammers icon and the text "Mid-Senior level".

At the bottom of the form is a blue button labeled "Next".

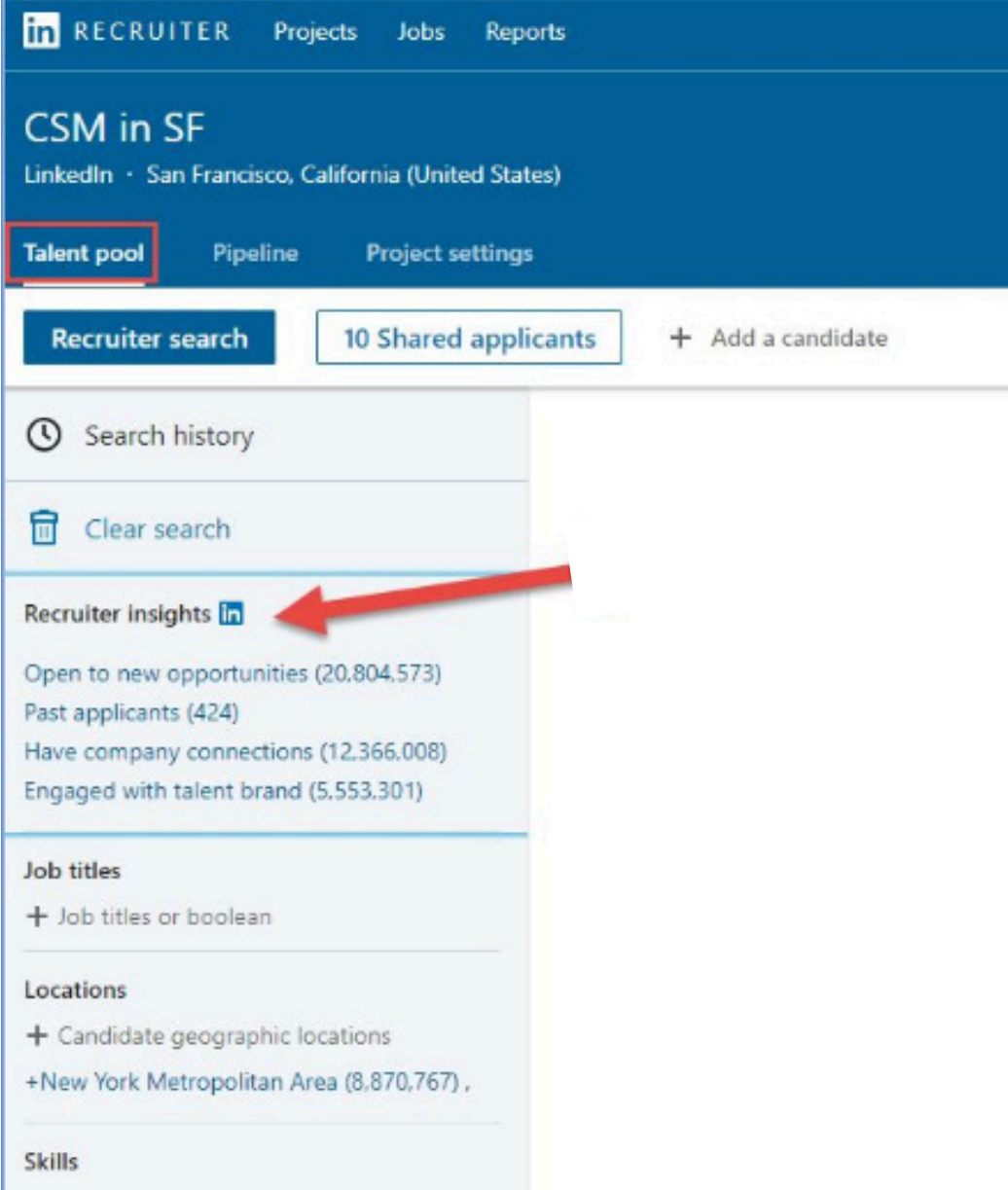
## Spotlights

### Old experience


Spotlights appear at the top of search results, displaying candidates most likely to respond and engage.

### New experience

Spotlights can now be found in the Recruiter insights section. Navigate to the top left of your Talent pool to filter candidates that are more likely to engage.



The screenshot shows the LinkedIn Recruiter interface for a project named "CSM in SF" in San Francisco, California. The "Talent pool" tab is selected and highlighted with a red box. Below the search bar, the "Recruiter insights" section is highlighted with a red arrow. This section displays various filters and statistics:

- Search history
- Clear search
- Recruiter insights 
- Open to new opportunities (20,804,573)
- Past applicants (424)
- Have company connections (12,366,008)
- Engaged with talent brand (5,553,301)
- Job titles
  - + Job titles or boolean
- Locations
  - + Candidate geographic locations
  - + New York Metropolitan Area (8,870,767),
- Skills

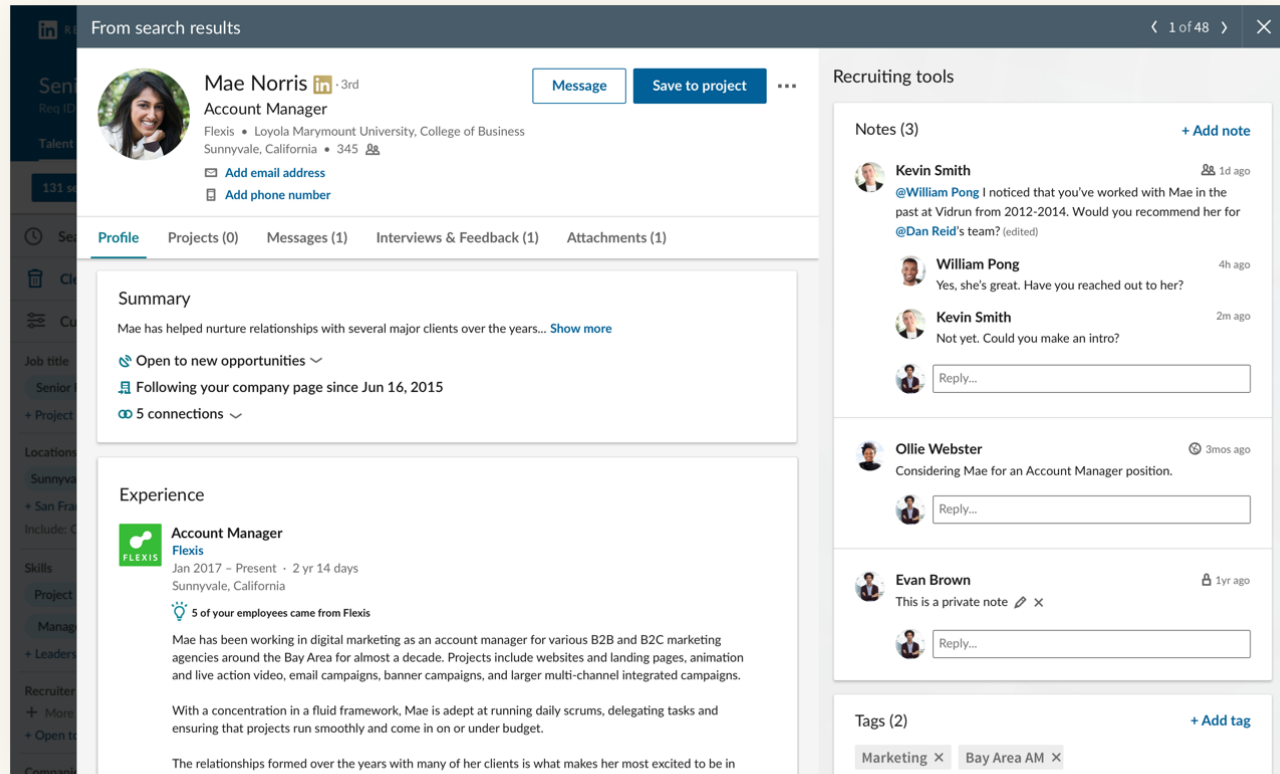
## Profile view

### Old experience

It used to be an open tab to view candidate profiles.



### New experience

Slide-in profiles allow you to review candidate profiles without losing your place in search.



The screenshot shows a LinkedIn profile view for Mae Norris, Account Manager at Flexis, within a search results window. The window title is "From search results" and it shows "1 of 48" results. The profile includes a profile picture, name, title, company, location, and contact options. Below the profile is a navigation bar with tabs for Profile, Projects (0), Messages (1), Interviews & Feedback (1), and Attachments (1). The main content area is divided into sections: Summary, Experience, and Recruiting tools. The Summary section includes a brief bio, a link to "Open to new opportunities", and "Following your company page since Jun 16, 2015". The Experience section shows her role as Account Manager at Flexis from Jan 2017 to Present. The Recruiting tools section includes Notes (3) and Tags (2).

**From search results** 1 of 48


**Mae Norris**  · 3rd  
Account Manager  
Flexis • Loyola Marymount University, College of Business  
Sunnyvale, California • 345 


[Add email address](#)  
[Add phone number](#)


**Message** **Save to project** ...


**Recruiting tools**




**Notes (3)** [+ Add note](#)

**Kevin Smith**  1d ago  
@William Pong I noticed that you've worked with Mae in the past at Vidrun from 2012-2014. Would you recommend her for @Dan Reid's team? (edited)



**William Pong**  4h ago  
Yes, she's great. Have you reached out to her?

**Kevin Smith**  2m ago  
Not yet. Could you make an intro?

**Ollie Webster**  3mos ago  
Considering Mae for an Account Manager position.

**Evan Brown**  1yr ago  
This is a private note  

**Tags (2)** [+ Add tag](#)

Marketing  Bay Area AM 

## Provide and review feedback

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### Old experience

Feedback was included on project view and candidate profiles with notifications at the top right of the homepage.

### New experience

Now you can review profiles from team members, quickly provide feedback, and read completed profile reviews from feedback requests that you've sent to other team members.

Once you're scheduled as an interviewer, scorecards need to be completed after the interview. Just accept interviews with candidates to start the process.





**Miyishia Slay**  
test page

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Recent projects

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 **Provide feedback**


Profiles 

**Fill scorecards**

 **Review feedback**

Profiles

Review scorecards

 **Miscellaneous**

Overdue scorecards



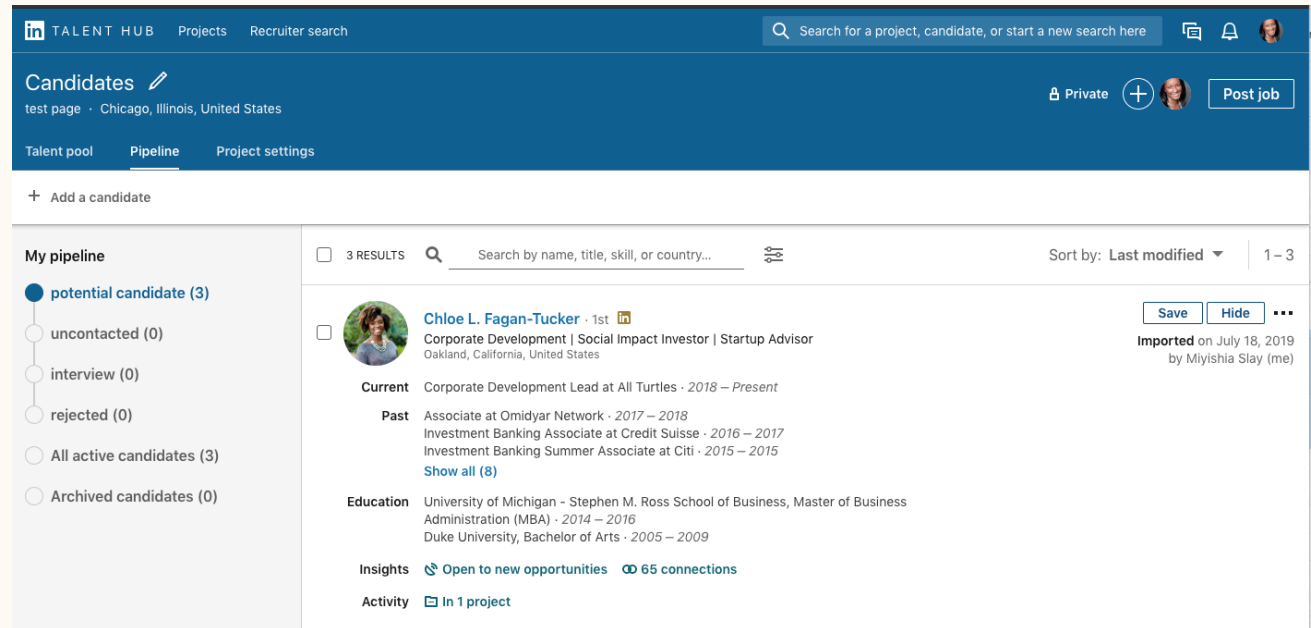
# Pipeline tab

## Old experience

When you clicked save next to a profile on the Talent pool tab, the candidate profile is added to the Pipeline tab. Your pipeline consists of candidates that you've identified as meeting the job criteria.

## New experience

Candidate profiles are automatically moved through the pipeline as you make key actions, such as contacted, interviewed, and rejected.



The screenshot shows the LinkedIn Talent Hub interface. At the top, there's a navigation bar with 'TALENT HUB', 'Projects', and 'Recruiter search'. A search bar is on the right. Below this is a 'Candidates' header with a pencil icon, and a breadcrumb 'test page · Chicago, Illinois, United States'. There are buttons for 'Private', '+', a profile picture, and 'Post job'. Below the header are tabs for 'Talent pool', 'Pipeline', and 'Project settings'. A '+ Add a candidate' button is visible. The main content area is titled 'My pipeline' and shows a list of candidate statuses: 'potential candidate (3)', 'uncontacted (0)', 'interview (0)', 'rejected (0)', 'All active candidates (3)', and 'Archived candidates (0)'. The 'potential candidate (3)' status is selected. To the right, there are 3 results. The first result is for 'Chloe L. Fagan-Tucker', a 1st-degree connection. Her profile includes a photo, name, title 'Corporate Development | Social Impact Investor | Startup Advisor', location 'Oakland, California, United States', and a 'Save' button. Her current role is 'Corporate Development Lead at All Turtles · 2018 – Present'. Her past roles include 'Associate at Omidyar Network · 2017 – 2018', 'Investment Banking Associate at Credit Suisse · 2016 – 2017', and 'Investment Banking Summer Associate at Citi · 2015 – 2015'. Her education includes 'University of Michigan - Stephen M. Ross School of Business, Master of Business Administration (MBA) · 2014 – 2016' and 'Duke University, Bachelor of Arts · 2005 – 2009'. She has '65 connections' and is 'In 1 project'. The profile was 'Imported on July 18, 2019 by Miyishia Slay (me)'. There are 'Save' and 'Hide' buttons next to the profile.

# Notes

## Old experience

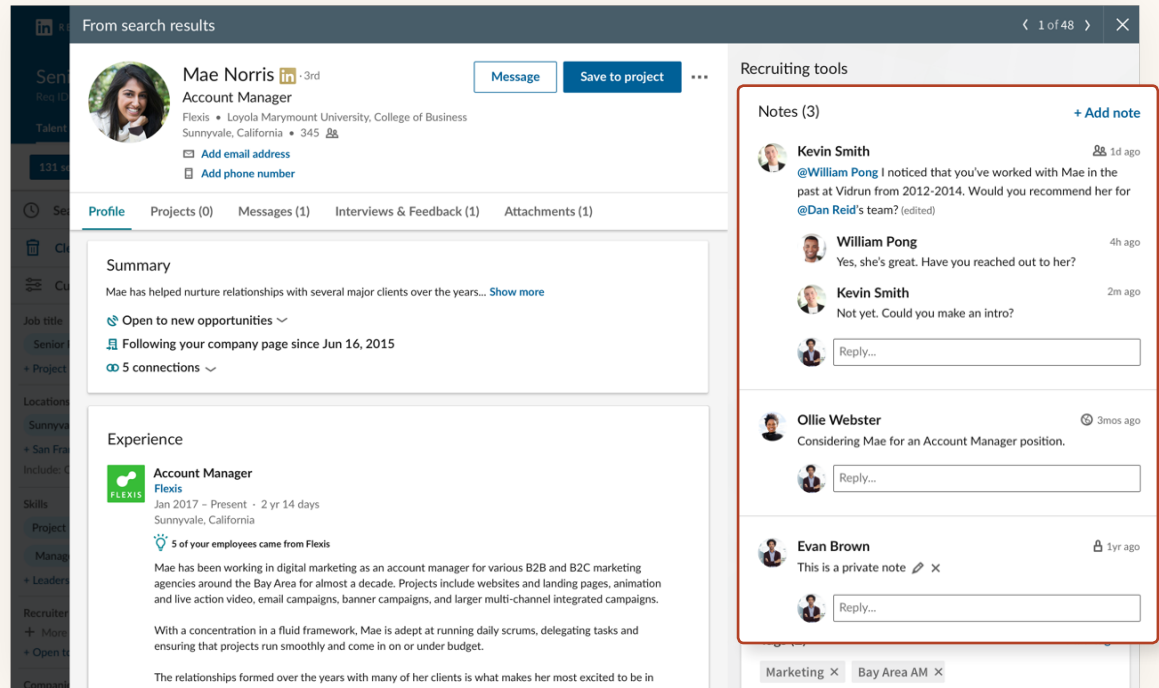
Notes are a place for tracking information not included on a candidate profile, and it alerts other team members to the information.

## New experience

The update to notes includes visibility options like:

- **Only me:** Visible only to the person who created the note
- **Members of a project name:** Visible to everyone included in a shared project
- **Everyone:** Visible to everyone with a seat on your Recruiter dashboard

Plus, enjoy the ability to tag other members of your team in a note, and use the in-line messaging feature to respond to the ones you've been tagged in.



# Recruiter System Connect (RSC)\*

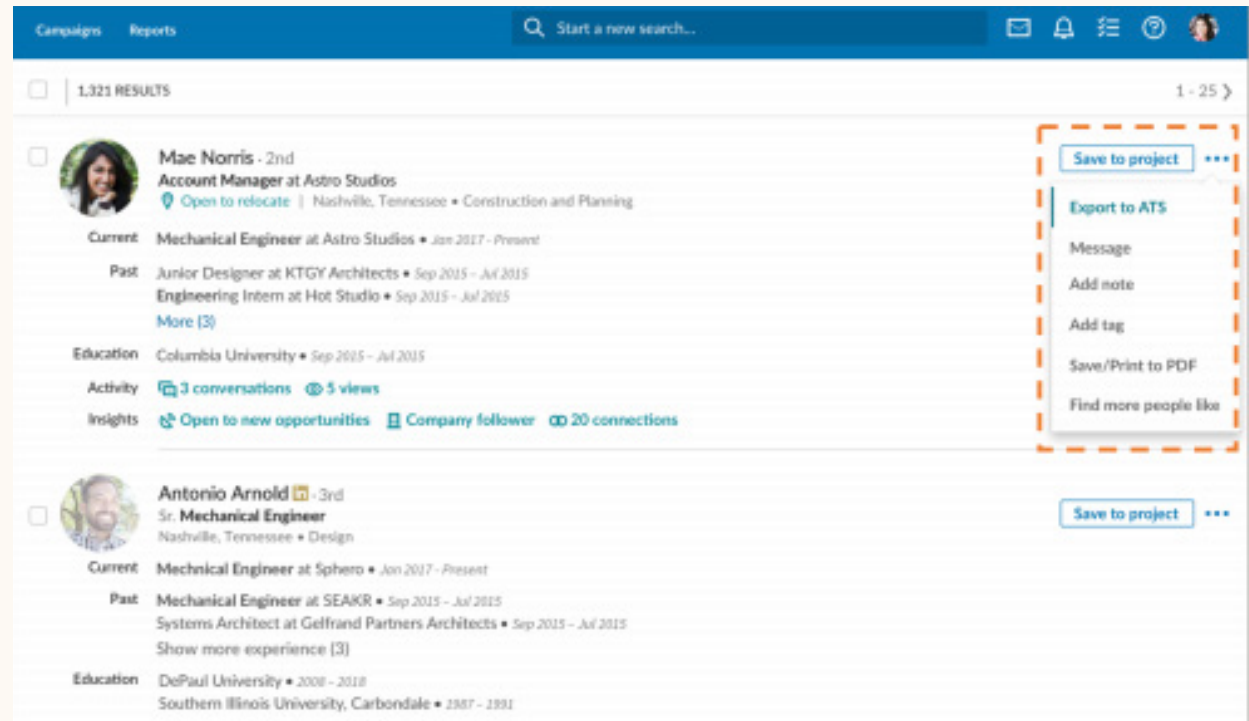
## Old experience

Information imported from your Applicant Tracking System (ATS), such as job history, interview feedback, and notes, can be viewed directly from the pop-out window.

## New experience

Have a more concise, streamlined view into ATS candidate data directly from Recruiter search.

\* Make sure your ATS is compatible with RSC.



## Profile activity

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### Old experience

Profile activity was designated with a bell icon located on the top-right side of a candidate profile.

### New experience

It's now located in the profile slide-in with a complete history of your team's interactions with a particular candidate.

## Jobs

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### Old experience

LinkedIn Jobs allowed you to post targeted jobs and efficiently review and manage applicants. The three ways to post a job:

- From the Jobs menu
- During the project creation process
- From within an existing project

### New experience

No matter how you enter the job-posting flow, the steps for creating a job post are the same – but with some added improvements:

- Review applicants and recommended matches on the Talent pool tab
- Broaden your Talent pool by enabling the remote location option on your job post
- Add two or three screening questions when posting a job to encourage the most qualified applicants to apply

## Tags

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### Old experience

Use tags to identify special skills or experience, roles the candidate could fit, or special attributes not already included on the candidate's profile.

Tags are predefined by your admin. If the tag you need isn't listed, contact your admin.

### New experience

There is no change to tags in the New Recruiter & Jobs. Continue to use the same experience, but with an updated look.

Learn more about all the new features on the [Learning Center](#).

Training  
resources for  
your team



## Training resources for your team

Preparation is a key component of the transition plan to the New Recruiter & Jobs. For your convenience, here's a list of the training resources available, so your team can get acclimated to the new experience.

### Product guide

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

### FAQ

Get the answers you need to 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 within the New Recruiter & Jobs dashboard. The Learning Center provides 24-hour access to hundreds of topics. Options include self-guided training and live instructor-led webinars which are updated 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 CSM 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.