Training and education resources for your team

Linked in

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In this guide

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.
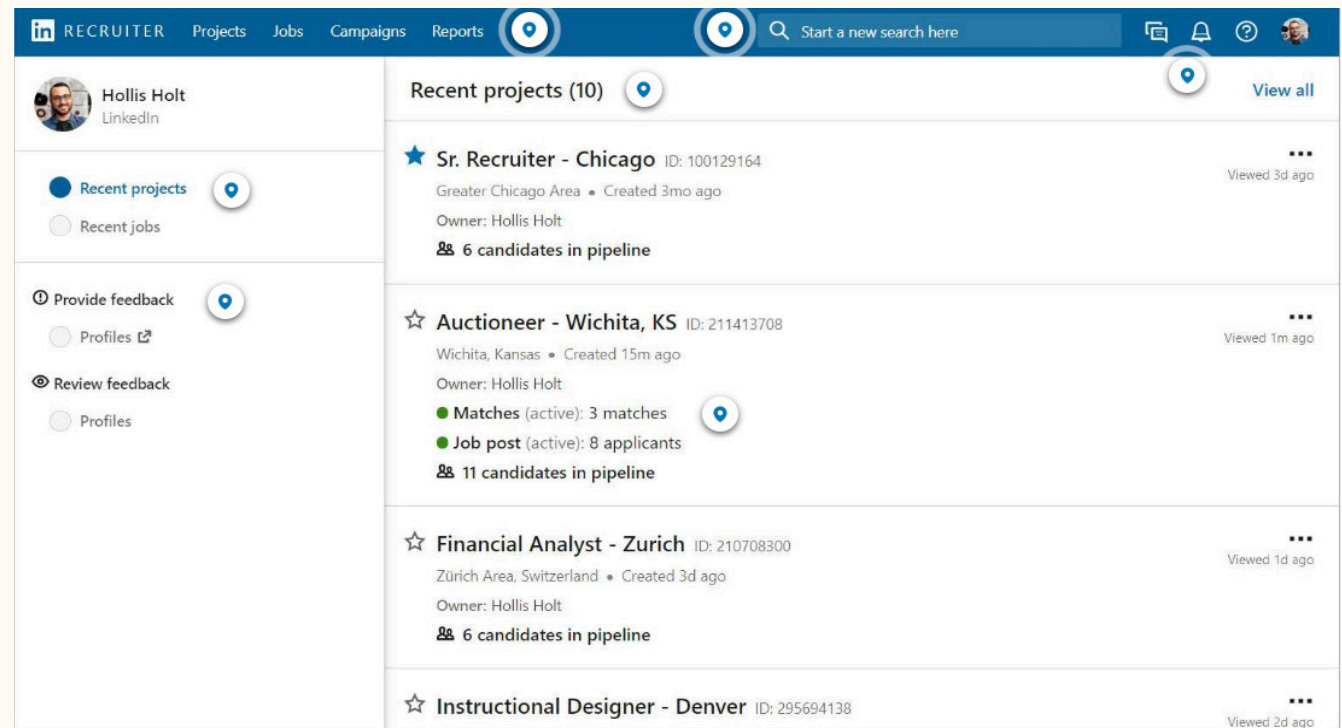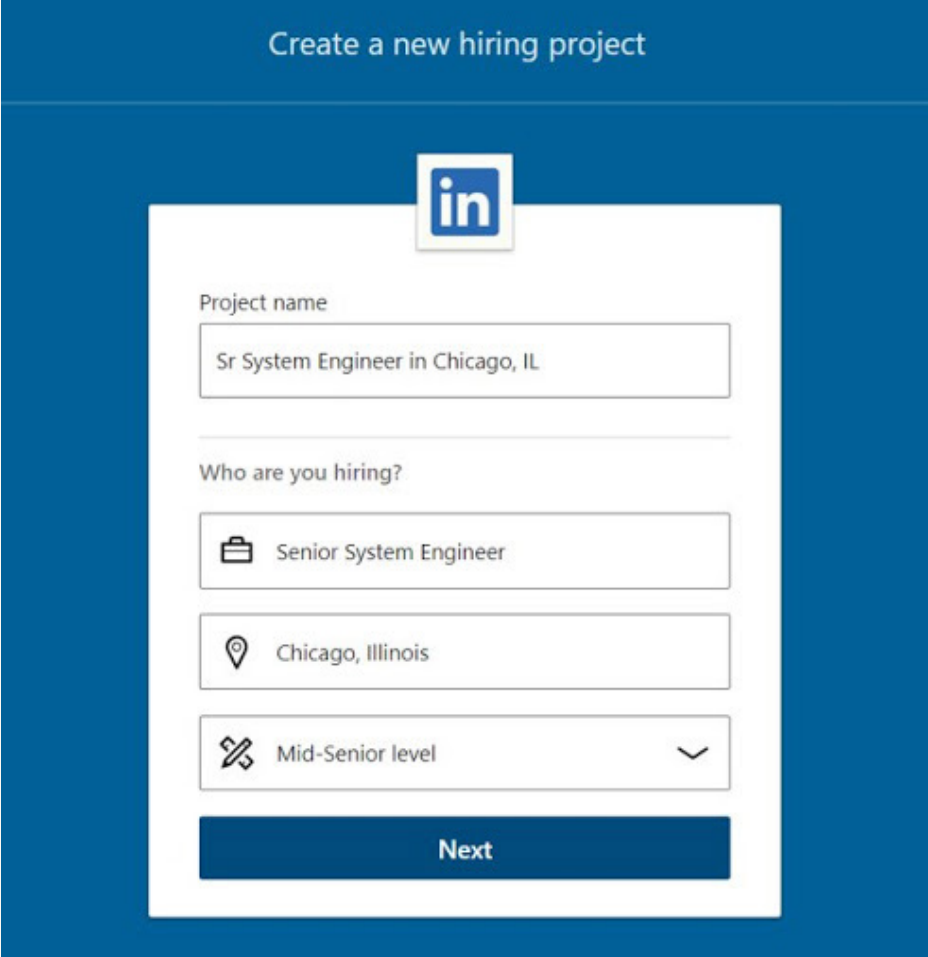
Projects

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.
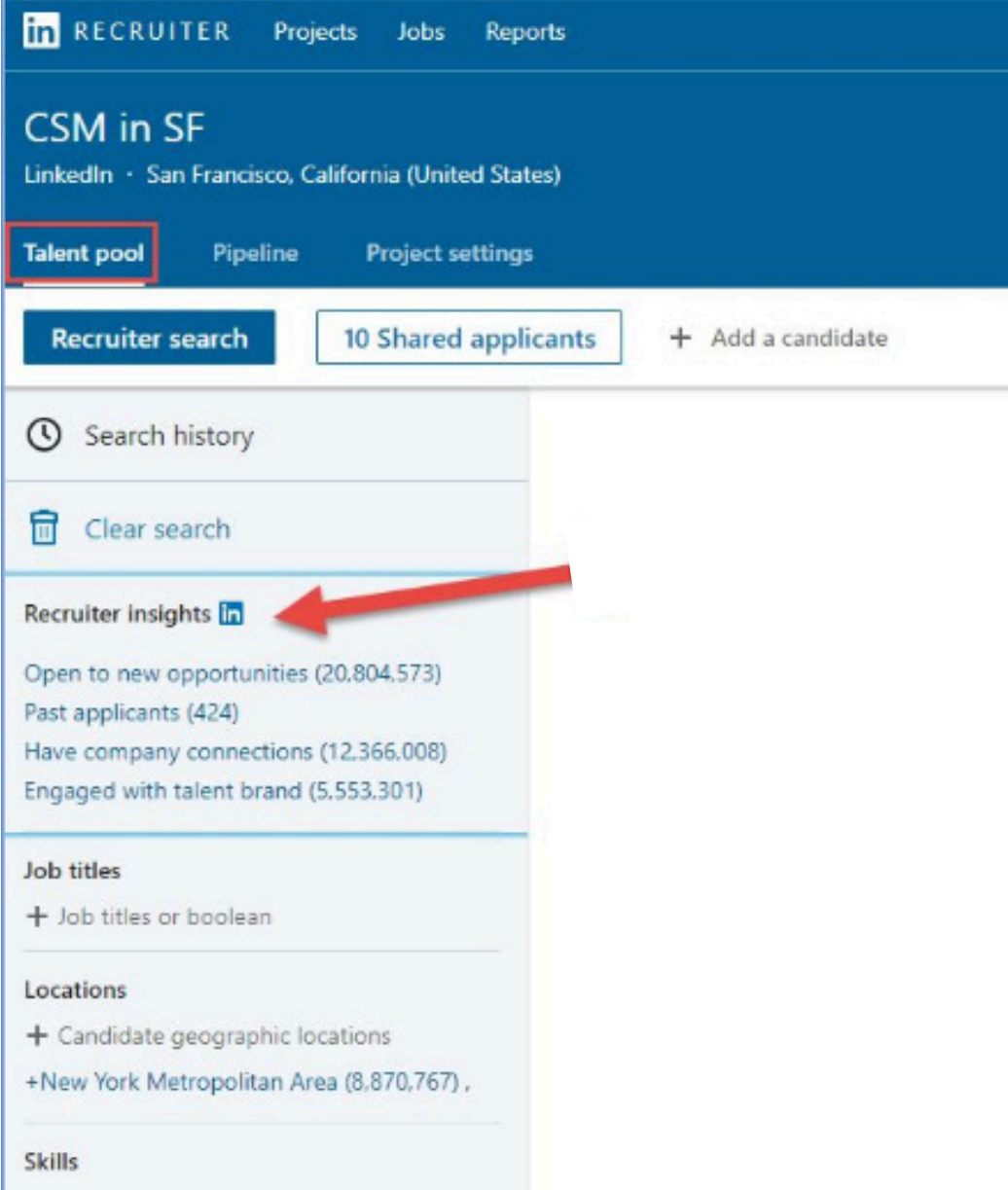
Spotlights

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.
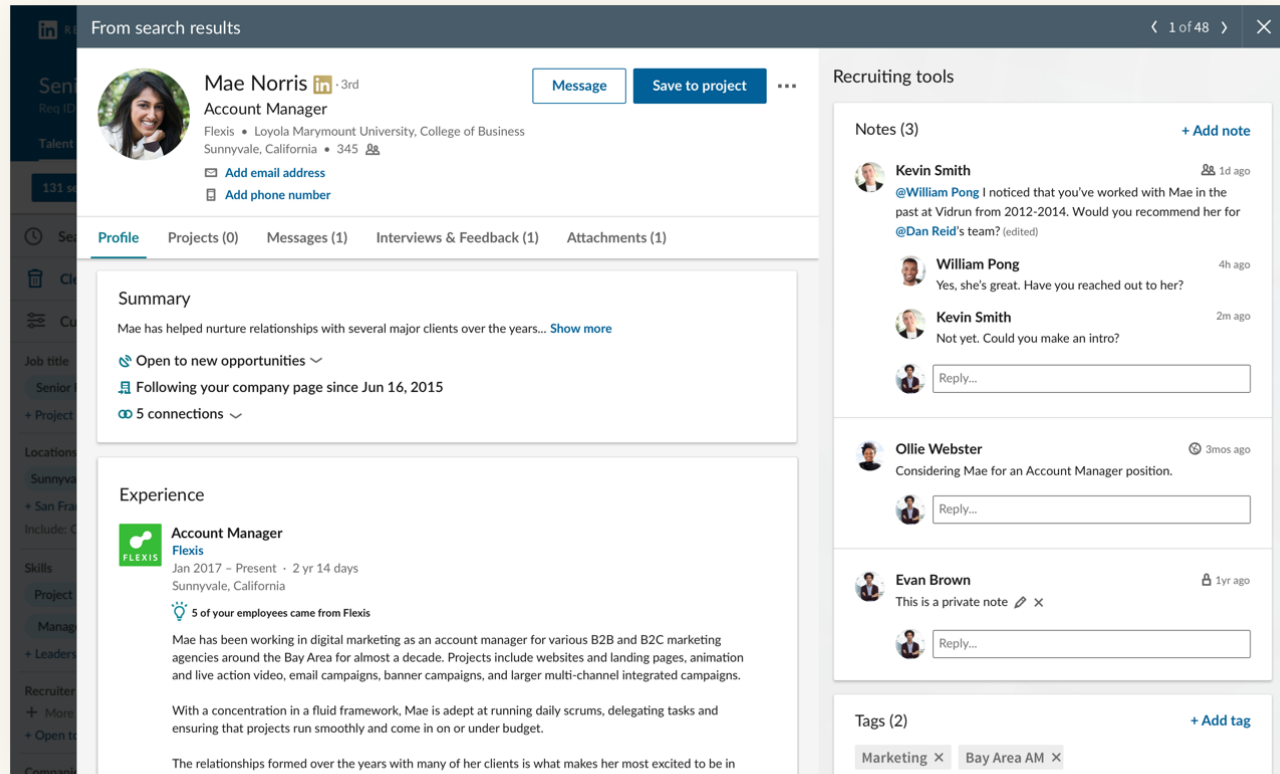
Profile view

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.

Provide and review feedback

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

○ Recent projects

ⓘ **Provide feedback**

○ Profiles ↗

● **Fill scorecards**

👁 **Review feedback**

○ Profiles

○ Review scorecards

≔ **Miscellaneous**

○ Overdue scorecards
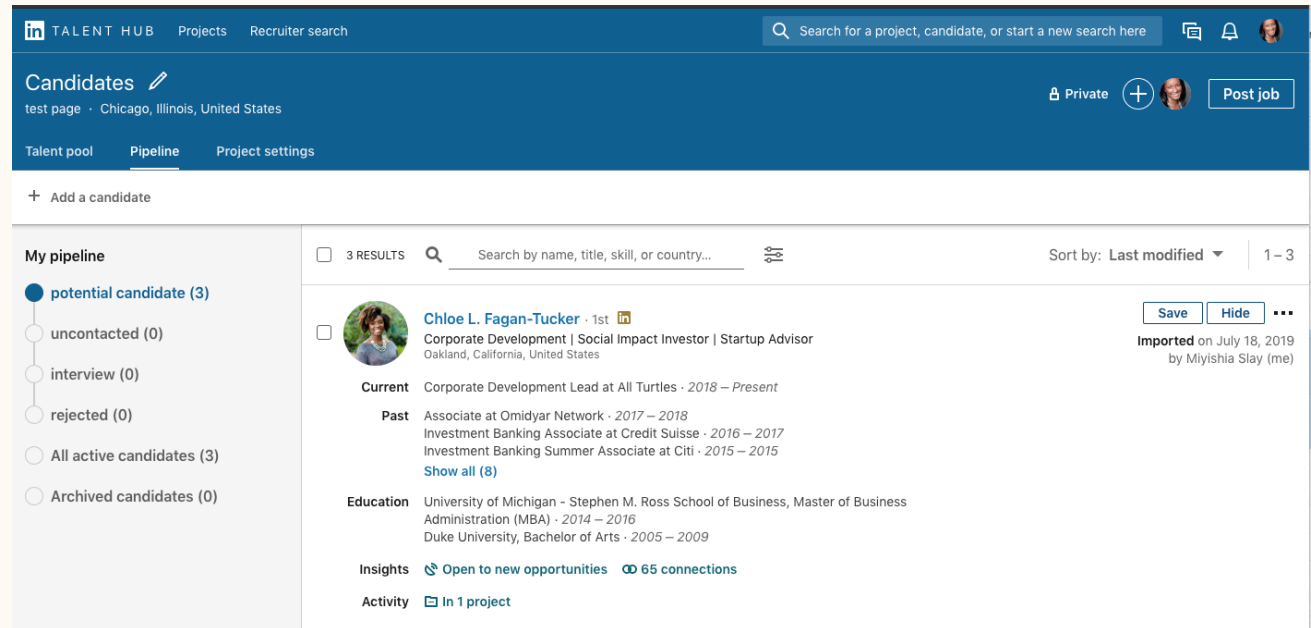
Pipeline tab

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.

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.
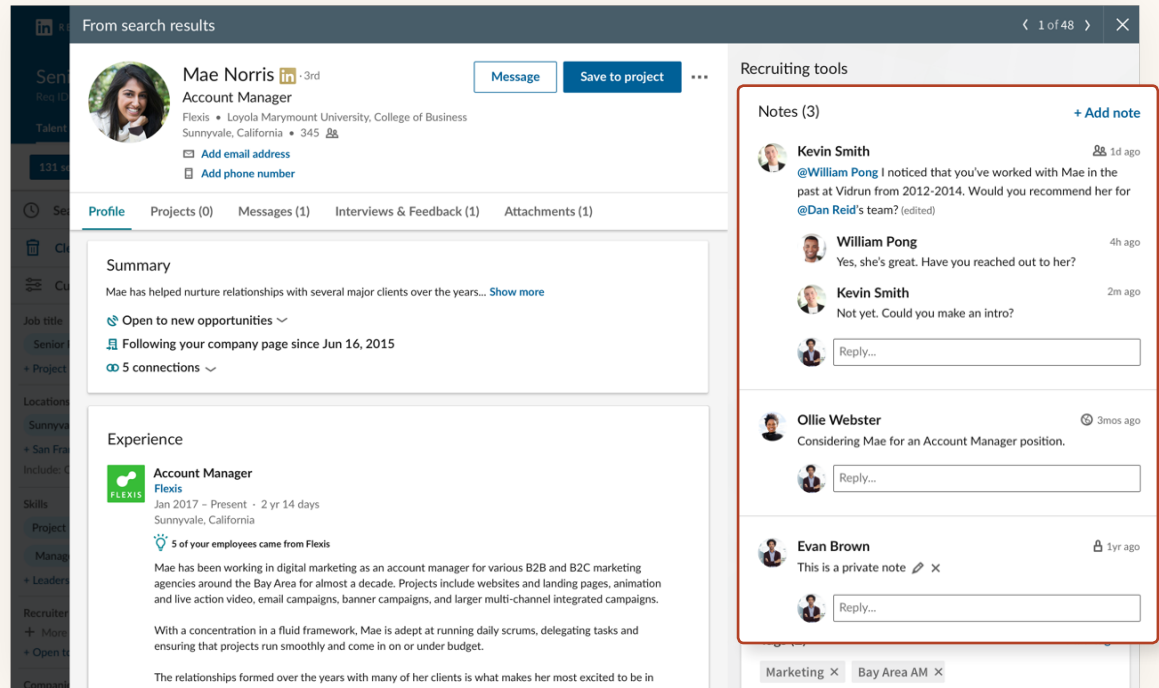
Recruiter System Connect (RSC)*

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.
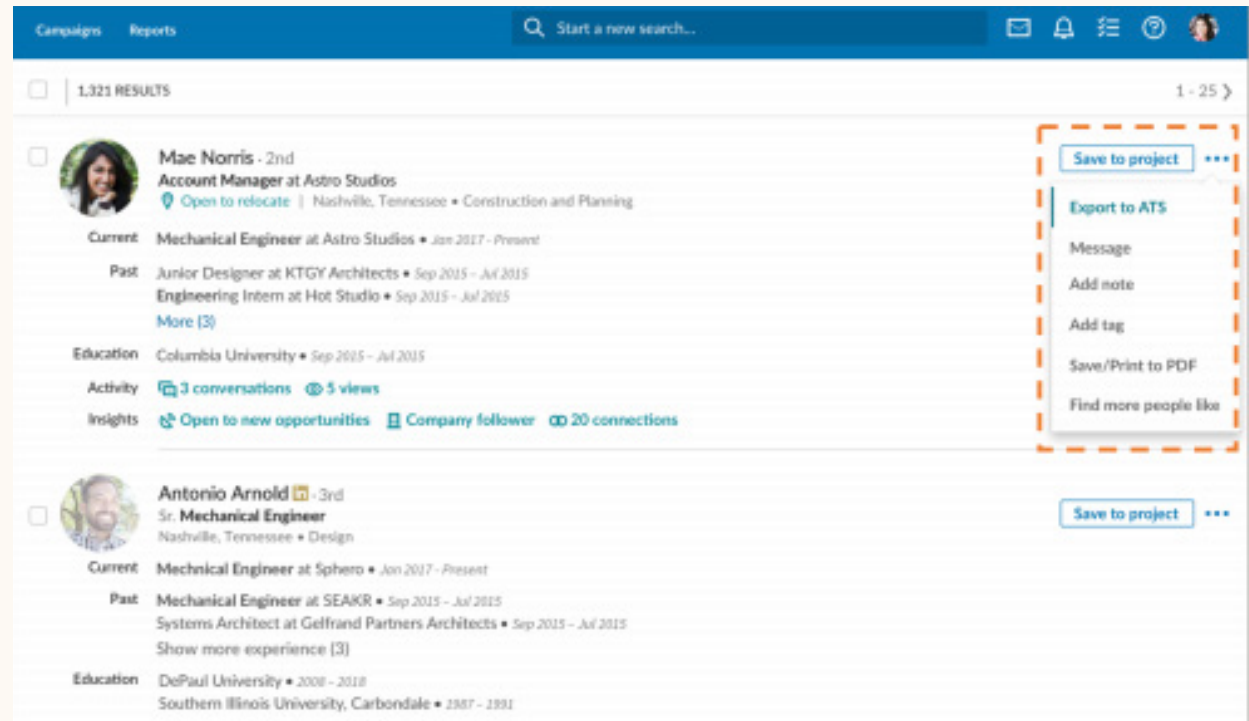
Profile activity

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

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

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.