

Access and Use Your Hiring Manager Seat

Hiring Manager is a limited version of LinkedIn Recruiter that enables you to easily collaborate with recruiters and other team members for a more streamlined and productive sourcing process.

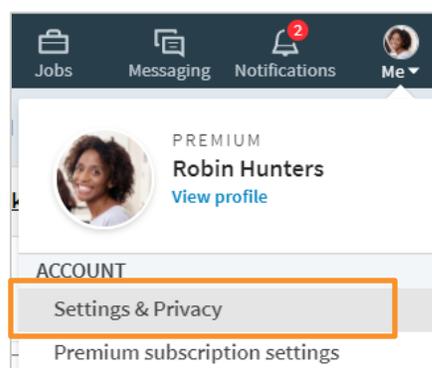
With a Hiring Manager seat, you can:

- Review profiles shared directly with you and provide feedback on each potential candidate.
- View all potential candidates within a project that has been shared with you.

Add Your Work Email to Your LinkedIn Account

When a team member shares profiles or a project with you for review, you will receive an email notification. It's important that your work email is added to your LinkedIn account, so that these notifications go to your work email and aren't overlooked in your personal email account.

1. Sign in to **LinkedIn.com**.
2. Place your cursor over your profile picture and click **Settings & Privacy**.



3. Click **Change** next to **Email addresses**.

Email addresses

Add or remove email addresses on your account

Change

2 email addresses

4. Click **Add email address** to add your work email address.
 - **Note:** You can have multiple email addresses associated with your LinkedIn profile – both work and personal.

Email addresses

Add or remove email addresses on your account

Close

2 email addresses

Email addresses you've added:

robinhunters50@gmail.com

Primary

rhunters@enigma.corp

Make primary

Remove

Add email address

Access Your Hiring Manager Seat

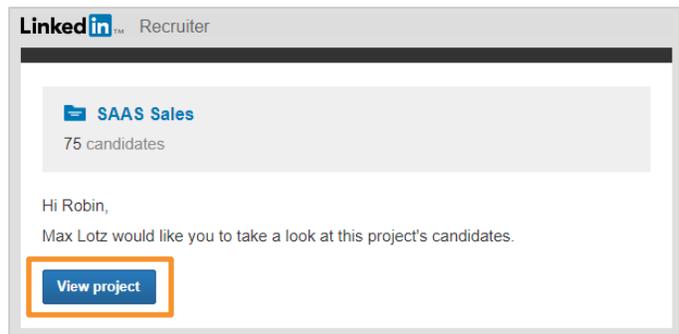
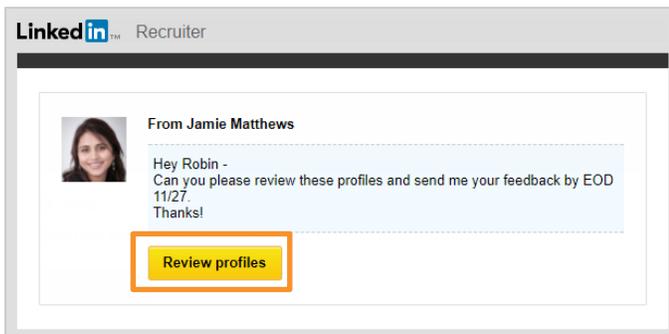
There are two ways to access your Hiring Manager seat:

1. Email notification that profiles or a project have been shared with you.
2. Your LinkedIn.com account.

Access via Email Notification

When someone on your team shares profiles or a project with you, you'll receive an email notification with a link to access the shared profiles or project in Hiring Manager.

1. Open your email account and locate an email similar to the examples below.
2. Click **Review profiles** or **View project**.



3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.



Access via LinkedIn.com

Anytime you want to access your Hiring Manager seat, you can do so through your LinkedIn.com account.

1. Go to www.linkedin.com.
2. Enter your LinkedIn.com credentials.
3. Click **Sign in**.



4. Click **Recruiter** in the upper-right corner of the screen.

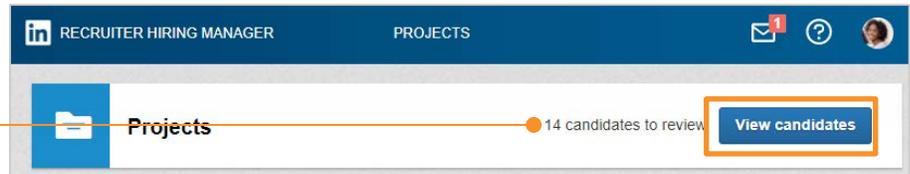


Review Shared Profiles

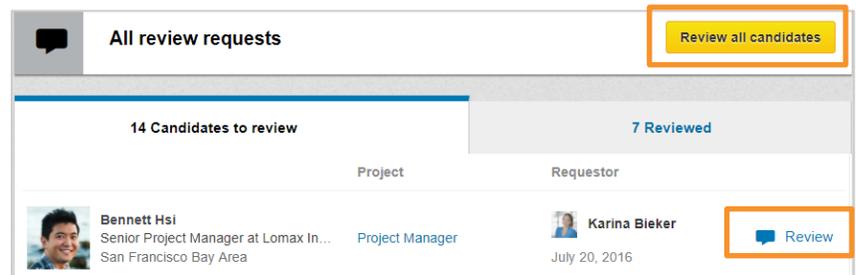
At any step in the recruiting process, another team member with a full Recruiter license, can request your feedback on profiles they've found in Recruiter. You can review and provide feedback on these profiles with your Hiring Manager seat.

1. Access your Hiring Manager seat using one of the methods described above.
2. Click **View candidates**.

View how many candidate profiles are waiting for your review.

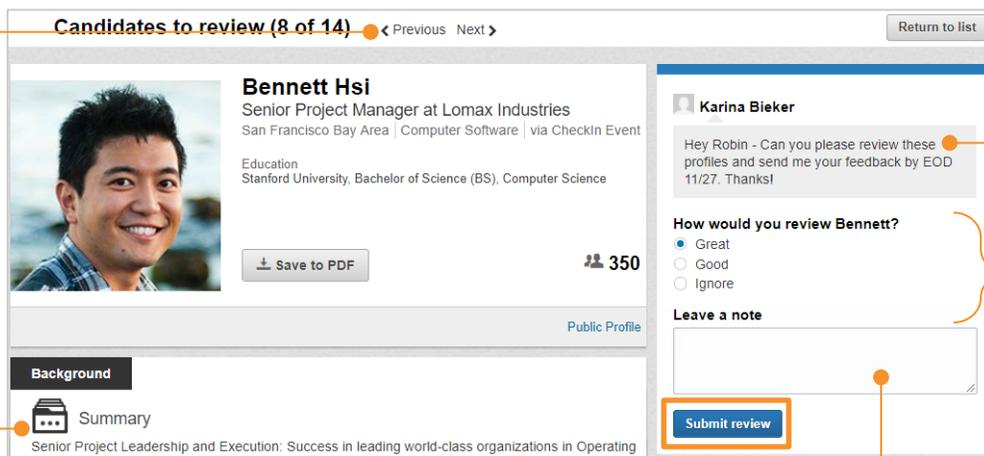


3. Click **Review all candidates** or **Review** next to an individual candidate.



4. Review each candidate, provide feedback, and click **Submit review**.

Navigate between profiles.



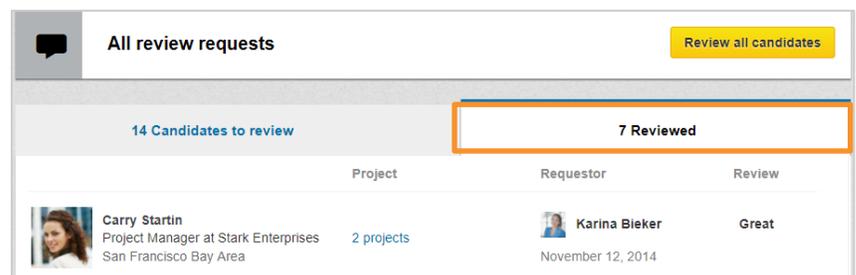
View notes or instructions from your team member.

Select a **review** for each candidate. Review options are set by your admin and may differ from the ones listed here.

Review the candidate's LinkedIn profile.

Leave objective and constructive feedback. All feedback is saved and tracked in Recruiter.

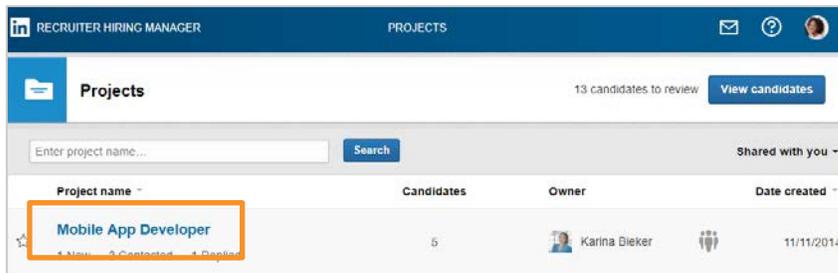
5. When you are finished, you'll see a summary of all the candidates you've provided feedback for on the **Reviewed** tab.



Review the Information Saved to a Shared Project

Teammates with a full Recruiter license can also share entire projects with you so that you can review the overall pipeline, see project details, and provide feedback on profiles at any stage of the recruiting process. You can review projects that have been shared with you at any time with your Hiring Manager seat.

1. Access your Hiring Manager seat using one of the methods described above.
2. Click the project name that you would like to view.



3. View the overall project details, how candidates are moving through the pipeline, and add notes or review candidates.

Mobile App Developer

Owner: Karina Bleker
Shared with: [User]

Description: Candidates for open positions on the mobile apps team as well as future prospects for future opportunities on this team.
Job posts: Senior Mobile App Developer
Saved searches: Mobile Engineer
Files: MobileApp-job-requirements.pdf
Links: <https://www.engima.com/jobs/>

6 All | 1 New | 3 Contacted | 1 Replied

Sort by: Last Modified Date | Filter candidates

All	Status	Review	Activity	Added by
<input type="checkbox"/>	Preston Erath Software Tester at Groupon Greater Denver Area August 13, 2014	2 reviews		Review
<input type="checkbox"/>	Lewis Litz Accountant at Level & So New	Great		Reviewed

Click the **Gear** icon to view project setting details.

See project details including, who owns the project, who else has access, and any information that has been saved to the project.

Use the tabs to see where candidates are in the recruiting process.

Click **Review** to provide feedback on any profile.

Place your cursor over another reviewer's picture to see the review they provided.

Place your cursor over activity icons to see actions that have been taken, including profile views, messages sent, and notes added.

Did You Know?

- When you review a profile in Hiring Manager, you remain anonymous – the candidate does not receive a notification that you viewed their profile.
- The profiles sent to you for review in Hiring Manager have been sourced by a member of your team to review – they may or may not be active job seekers or have applied for an open position.