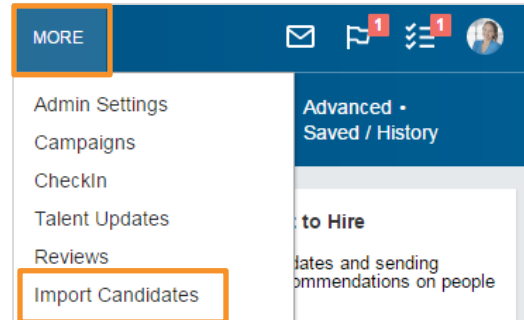


Add a Prospect and Link to a Profile

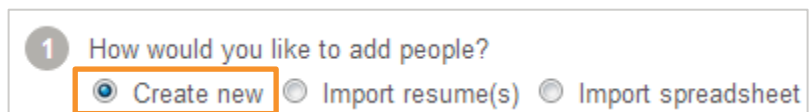
Turn business cards and other brief information into rich, up-to-date profiles, with new professional insights, by adding contact information into Recruiter and associating the information that you enter with that person's LinkedIn profile.

Create a New Prospect

1. Click the **More** menu at the top of the screen and select **Import Candidates**.



2. Select **Create new**.



3. Enter the **First Name**.
4. Enter the **Last Name**.
5. Enter an **Email** or **Phone**.
6. Enter a **Job Title**. (optional)
7. Enter a **Company**. (optional)
8. Enter a **Location**. (optional)

A screenshot of a form titled '2 Fill in details about this person.'. The form contains several input fields: 'First Name' (Robin), 'Last Name' (Hunters), 'Email' (rhunters123@yahoo.com), 'Phone' ((999) 876-5432), 'Job Title' (Senior Mobile Engineer), 'Company', and 'Location'. The 'Create new' radio button from the previous step is visible at the top left of the form area.

9. Select a **Source**.
10. Add **Tags**. (optional)
11. Select a **Project** or click **Create a new project**. (optional)

Tags identify special skills or experience, roles this prospect could fit, or special attributes. They can also indicate prospect ownership and refine searches.

A screenshot of a form titled '3 Add information to provide context for your recruiting team.'. It contains a 'Source' dropdown menu (Network), a 'Tags' field with 'Engineer' and 'Mobile Apps' tags, a 'Projects' dropdown menu (Software Developers), and a 'Create a new project' link. A tip below the tags field reads: 'Tip: Click to enter tag name or view list of available tags'. The form is highlighted with an orange border.

The source identifies where you met or how you found this prospect.

Put prospects directly into your pipeline of talent by adding them to a project.

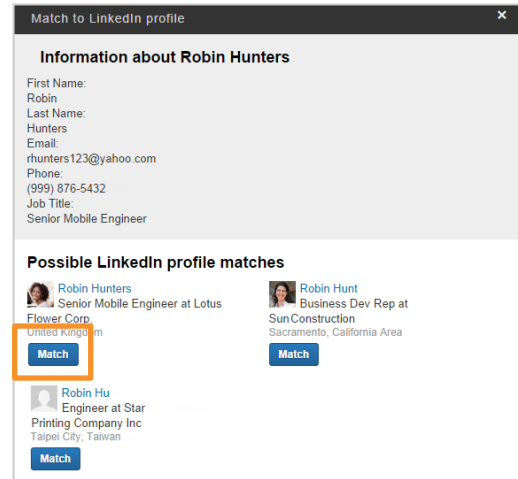
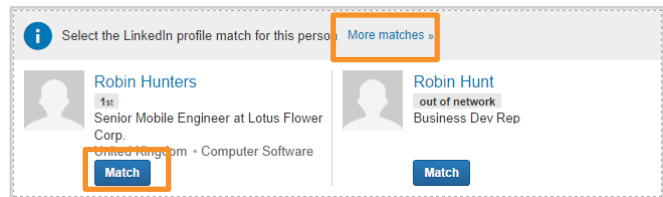
12. Click **Create**.



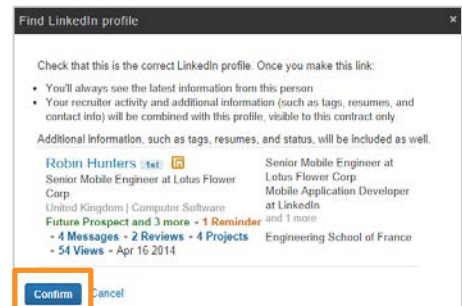
Manually Link to a Profile*

If the email address or phone number that you enter matches a LinkedIn profile, it is automatically linked. If the email address or phone number doesn't match any contact information associated with a LinkedIn profile, you can do a search and manually link it to the correct profile.

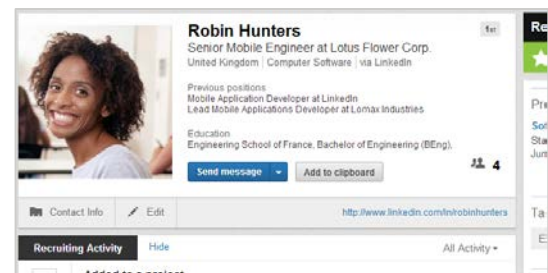
1. Select the LinkedIn profile match for this person:
 - If a suggested profile is a match, click **Match** next to the correct profile.
 - If the suggested profiles are not matches, click **More matches**, locate the correct profile, and click **Match**.



2. Verify that you selected the correct person and click **Confirm**.



3. Your prospect is now matched to the correct LinkedIn profile.



**If a prospect doesn't have a LinkedIn profile, it appears for you and your team like any other profile in the system, but without the LinkedIn data. You can still view all contact information, experience, and other information that you imported with the record and you can also perform nearly all the same activities that you can with a LinkedIn profile, such as adding additional information provided by the prospect, sending messages, adding notes, attaching files, and tracking project statuses.*