Create a Project

A project makes it easy for you and your team to access everything you need in one place in Recruiter. Projects can be created for open positions you are actively sourcing, building future pipelines of talent, and tracking current employees for future openings within your organization.

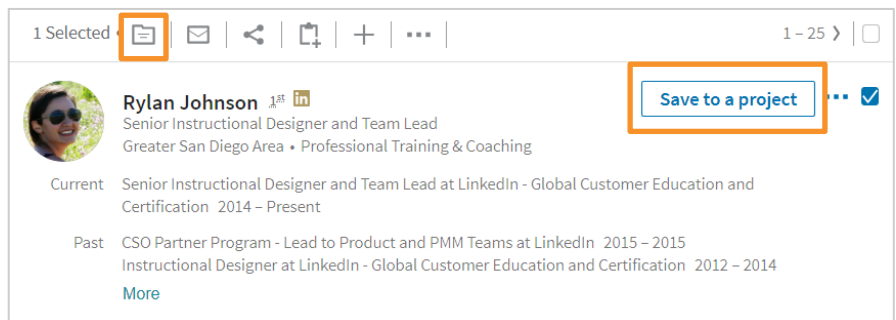Before you create a new project, here are a few best practices for you and your team to consider following:

- Develop a standard naming convention to use for all projects. Consistency is key and will make things easier for everyone.
- Determine if you are sourcing for a specific job requisition or building a talent pool for the future. How would you differentiate these types of projects in Recruiter?
- Be as specific as possible in order to quickly identify the right project in Recruiter. (ex. include a job ID code, job title, location, and more).

From the Search Results Page

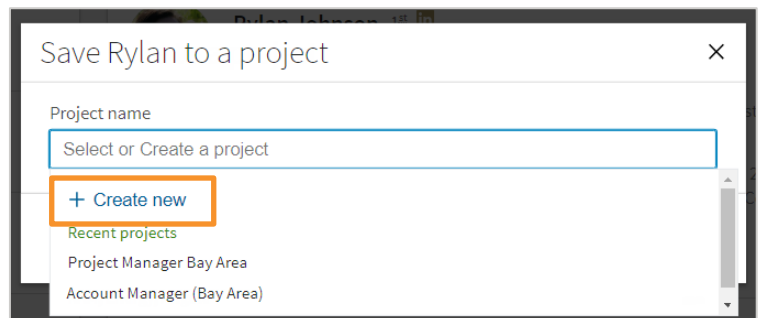1. On the **Search results** page, click **Save to a project**

   OR

   Select 1 or more profiles and click the **Folder** icon at the top of the search results.
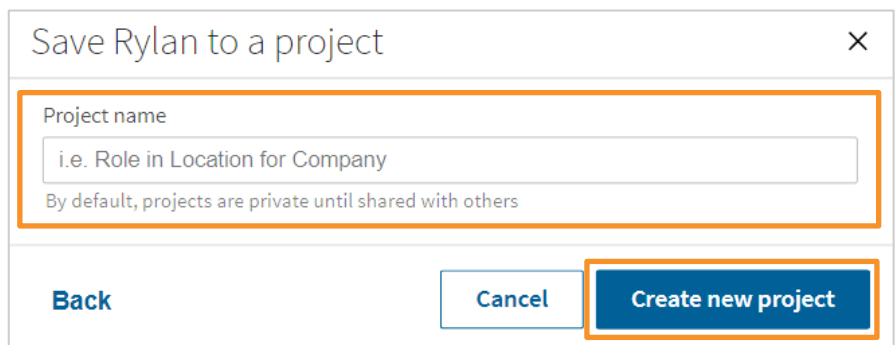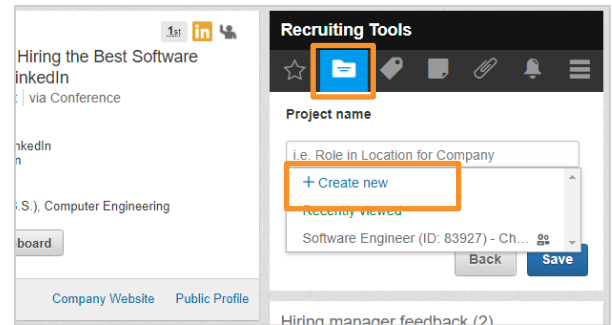
2. Click **+ Create new**.

3. Enter a descriptive project name. Follow any best practice naming conventions determined by your team.
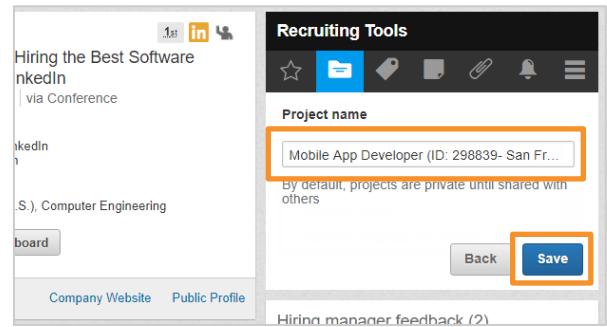4. Click **Create new project**.

From a Profile Page

1. On a **Profile** page, go to the **Recruiting Tools** and click the **Folder** icon.
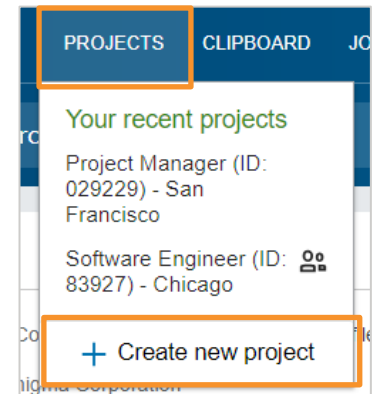2. Click **+ Create new**.

3. Enter a descriptive project name. Follow any best practice naming conventions determined by your team.
4. Click **Save**.

From the PROJECTS Menu

1. Place your cursor over **PROJECTS**.
2. Click **+ Create new project**.

3. Enter a descriptive project name. Follow any best practice naming conventions determined by your team.
4. Click **Create new project**.