How Search Filters Work in Recruiter

Using Advanced Search Filters

You can use advanced search filters to refine your search results. To access advanced filters, click the **Advanced search** link.

Custom filters panel

🕐 Search history

Showing results for 🗑 🔖

⇄ Custom filters ▾

Spotlights 🔵
+ More likely to engage

Job titles   Clear
≡ Project Manager +
+Engineering Manager ,
Include: **Current or Past** ✎

Locations   Clear
San Francisco Bay Area +
+New York Metropolitan Area (207,215) ,
Include: **Current** ✎

Skills   Clear
Project Management +
+Management (52,758) ,

Companies
+ Companies or boolean
+IBM , +EY , +Google , +Amazon ,

Schools
+ Schools attended
+University of Phoenix (2,054) ,

Year of graduation
+ Add graduation year range

Industries
+ Candidate industries
+Information Technology and Services (16,...

Keywords
+ Profile keywords or boolean

Employment type
+ May be open to these types of employment

Advanced search

Candidate details
- Postal code / Zip code
- Spoken languages
- Profile languages
- Recently joined LinkedIn
- First names
- Last names
- Network relationships

Education & experience
- Years of experience
- Years in current company
- Years in current position
- Military veterans
- Fields of study
- Degrees
- Seniority

Company
- Current companies
- Past companies
- Company types
- Company sizes
- Company followers
- Job functions

Recruiting & candidate activity
- Recruiting activity
- Tags search
- Projects search
- Notes search
- Reviews search
- Reminders search
- Hide previously viewed
- All groups
- My groups
- Applicants
- In ATS
- Project statuses
- Candidate sources

Search Filter Functionality

Recruiter search filters allow you to build complex queries, but it's important to understand how to effectively combine search filters to yield the desired results. The search filters operate using Boolean logic, with implied AND, OR and NOT operators, as explained below.

View your **Search history**.

Click the **Custom filters** drop-down to select, save, or delete a custom filter.

Multiple filters have an implicit **AND** command between them.

Excluded terms appear in red. To add the term back to the search, place your cursor over the term and click the 'Ø' button again.

Some search filters support Boolean text commands, as indicated in the description.

Click the **Trash** icon to clear your search. Click the **Bookmark** icon to save your search.

Multiple search terms within a filter have an implicit **OR** command between them.

Place your cursor over a term and click 'X' to remove the term or 'Ø' to exclude the term from your search with a "NOT" command.

Smart suggestions dynamically appear in each filter as you adjust your search. Simply click on a suggestion to add it to your search, or use the typeahead within the filter to look for a specific term.

Search history

Showing results for 🗑 🔖

⇄ Custom filters ▾

Spotlights in
+ More likely to engage

Job titles   Clear
≣ Business Analyst
≣ Sales Manager +
+Account Manager ,
Include: **Current or Past** ✎

Locations   Clear
San Francisco Bay Area
New York Metropolitan Area +
+Los Angeles Metropolitan Area (59,302) ,
Include: **Current** ✎

Skills   Clear
Enterprise Software   Man... ⊘ ✕
Business Development +
+Sales (56,268) ,

Companies
enter a company or boolean...
Cognizant
IBM
Google

Advanced Search Filter Definitions

Filter Name	Definition and tips for using
All groups	LinkedIn members join groups to connect with other members in their industry, within their organization or those with similar interests. Use the **All groups** filter to find potential candidates who are members of specific LinkedIn Groups.
Applicants	Use the **Applicants** filter to narrow results to show only people who have applied to jobs with your company. By default, you can filter for candidates who applied to your company's jobs via LinkedIn. Customers who have cross-system awareness implemented with a supported ATS can also filter for candidates that are in their ATS or use the 'Ø' symbol to exclude candidates already in their ATS.
Candidate sources	Sources are pre-defined by your administrator (ex. networking, referral, email, and so on). The **Source** field appears on profiles in Recruiter and is used by your team to identify where you met, or how you know a potential candidate. Use the **Candidate sources** filter to find candidates in your pipeline based on a specific source you or your team added to profiles.
Companies	The **Companies** filter pulls data from the **Company Name** field of the **Experience** section of member profiles. Use the **Companies** filter to find potential candidates who work for a specific company, either currently or in the past.
Company followers	Filter by **Company followers** to find candidates who follow your company on LinkedIn. Followers already know your brand and are twice as likely to respond to an InMail message. A LinkedIn study showed that 76% of members are interested in job opportunities from companies they follow.
Company sizes	Use the **Company sizes** filter to find candidates who work for various sized companies – from self-employed to companies with 10,000+ employees. Company size is based on the size of the current employers listed in the **Experience** section of a member's profile.
Company types	The **Company types** filter indicates the type of company a candidate works for, including public, private, non-profit, educational, government, partnership, self-owned, or self-employed company types. Company type is based on the type of current employers listed in the **Experience** section of a member's profile.
Current companies	Use the **Current companies** filter to find candidates who currently work for specific companies. You can also use Boolean text commands within this filter to exclude candidates who work for specific companies.
Custom field filters	Custom fields are defined by your administrator and appear on Recruiter profiles in the **Recruiting Tools**. Custom fields help you track unique information specific to the needs of your company (ex. start date, desired salary, willingness to relocate, levels of security clearance, and so on). If custom fields are enabled on your contract, you can filter for candidates within your pipeline based on the specific custom field data you or your team has added to profiles.

Filter Name	Definition and tips for using
Degrees	Use the **Degrees** filter to find candidates who have a specific degree type, such as a Master of Art, Science or Education, a Bachelor of Art or Science, an Associate's Degree, or a High School Diploma. These are generic degree types – not specific fields of study. For example, if you want a candidate who has a Master's Degree in Chemical Engineering, use the Degree filter: Master's Degree and the Field of study filter: Chemical Engineering.
Employment type	The **Employment type** filter lets you quickly find candidates who may be interested in specific types of employment, including full-time, part-time, contract and internships.
Fields of study	The **Fields of study** filter is linked to the Field of Study a candidate completes in the Education section of their profile. This is not the actual degree type, such as a Bachelor's or Master's degree, but rather the focus of their studies, such as Computer Science, Marketing, and so on.
First names	The **First names** filter can be useful if, for example, you met someone at an event, and you can only remember their first name and possibly the company where they work or one or two other identifying qualities. You could use a combination of filters to find this specific candidate.
Hide previously viewed	Use the **Hide previously viewed** filter allows you to focus on fresh results, hiding profiles you've previously clicked to view. This filter can be useful if, for example, you are re-running a saved search, and you have already viewed and passed on many of the candidates, so you want to review only the new candidates matching your criteria. You can adjust the timeframe to exclude profiles you have viewed in the past 3 or 6 months. This filter only excludes candidates you have personally viewed – not those your teammates have already viewed.
Industries	The **Industries** filter is based on the industry a candidate selects in the Industry section of their profile. It's important to remember that members self-select their industry, but the industry doesn't necessarily reflect their skills or job role. For example, a Database Analyst working in Health Care could identify Computer Services as their industry and would be excluded if you filtered solely for candidates in the Health Care industry.
Job functions	The **Job functions** filter is determined by what members list as their job titles. LinkedIn categorizes job titles into standard job functions. Job function is determined based on all present positions - for instance, a member can be categorized as having a job function of both a designer and an owner of XYZ Design Firm. So, this member's profile would surface if the **Job function** filter included either 'Art and Design' OR 'Entrepreneurship' (as the owner).
Job titles	The **Job titles** filter is based on job titles a member adds in the **Experience** section of their profile. Use the drop down to select whether they should have the job title currently, in the past or both.

Filter Name	Definition and tips for using
Keywords	You can use a combination of filters and **keywords** to further refine your search results. The keywords filter allows you to enter and edit Boolean search strings and pulls on data from the entire profile page. If you have a criterion that isn't covered by any other filter, you can enter it here.
Last names	The **Last names** filter can be useful if, for example, you met someone at an event, and you can only remember their last name and possibly the company where they work or one or two other identifying qualities. You could use a combination of filters to find this specific candidate.
Locations	The **Locations** filter lets you filter by a geographic region including country (ex. United States), metro area (ex. Greater New York Area), and city (ex. Brooklyn, New York) in most countries around the world. When using the **Locations** filter, you can search for people currently located in the area, expand your search to include people who have indicated that they are interested in relocating to your area, or limit your search to only open candidates willing to relocate to your local area.
Military veterans	The **Military veterans** filter lets you quickly identify candidates who have a background in the U.S. military, based on their LinkedIn profile data. There are more than 2.2 million LinkedIn members who have served in the U.S. military. Veterans are power users of LinkedIn and they cite networking as the #1 source for their post-service careers. On average, veterans have 26% more connections, follow 28% more company pages, and are 25% more likely to accept InMail than their non-veteran peers.
My groups	Use the **My groups** filter to find people who are members of LinkedIn groups in which you are also a member.
Network relationships	Use the **Network relationships** filter to narrow your search results to candidates who are in your network. You can filter 1st or 2nd degree connections, group members, or 3rd degree connections + everyone else.
Notes search	You and members of your team can add notes to profiles using the **Recruiting Tools**. For example, you might add salary requirements as a note. You can enter a word or phrase in the **Notes search** filter to find candidate profiles that have notes containing those words.
Past companies	Use the **Past companies** filter to find candidates who have experience working with specific companies in the past. This could be useful, for example, if you want to find candidates who have worked for your competitors in the past or if you want to target candidates who have experience with a specific company.

Filter Name	Definition and tips for using
Postal code/ Zip code	To narrow your list of candidates based on distance from a certain town or city, use the **Postal code / Zip code** filter. For example, if you are searching for a candidate within 25 miles of a smaller town, the **Locations** filter may not recognize the area because it is not a large enough metro area to be included in the Locations results. Enter a postal/zip code and select a radius from the dropdown (x number of miles from that zip/postal code). You can also filter by country using the Anywhere dropdown.
Profile languages	The **Profile languages** filter lets you filter your results based on the language in which a member's profile is written. This differs from the **Spoken languages** filter, as a profile can be created in only one language, but a member can add multiple spoken languages and proficiency levels in the **Languages** section of their profile.
Projects search	Use the **Projects search** filter to narrow your search results to just those candidates who have already been saved to a Project by you or your teammates.
Project statuses	When candidates are added to a project by you or members of your team, they are given status of *new*, *contacted*, *replied*, *archived, or custom status defined by your administrator*. You can use the **Project statuses** filter to find candidates who match one or more of those statuses.
Recently joined LinkedIn	The **Recently joined LinkedIn** filter helps you narrow your results to find candidates who joined LinkedIn in the last 3 months. You can select from categories ranging from 1 day to 3 months, allowing you to find active candidates who are likely to have recently joined because they are seeking a new opportunity.
Recruiting activity	The **Recruiting activity** filter lets you filter by people who have or have not had recruiting activity by your team. You can select *People with* and then click one or more activity types to see people with whom your team has had those activities. Click *People without* to filter by those who have not had activity from your team. Use the time period dropdown to the right of the filter to choose when the activity could have occurred.
Reminders search	The **Reminders search** filter lets you narrow your search results based on words that you and members of your team added to **Reminders** for a particular candidate. For example, you might speak with a few candidates who are finishing a project in March, so you set a reminder to follow up with each of them at that time. If you enter 'March' in the **Reminders search** filter, it would display those candidates.
Reviews search	When you share a profile with a Hiring Manager, the Hiring Manager can provide a rating and add review notes. You can enter keywords in the **Reviews search** filter to find candidates with specific words in the Hiring Manager review notes.

Filter Name	Definition and tips for using
Schools	You can filter based on the **Schools** candidates attended. You can enter a school name or select from a list of schools. This filter is based on schools listed in the **Education** section of the member's profile.
Seniority	The **Seniority** filter is determined by the position level a member holds at their current company. For example, Entry, Senior, Owner, Director, or Volunteer. Seniority categories are derived from job titles.
Skills	The **Skills** filter allows you to type a skill or select skills from a list of common skills for the job title you entered. The filter looks for specific skills that candidates have explicitly listed in the **Skills** section of their profile as well as keywords included in relevant sections of their profile where skills are most likely to be listed.
Spoken languages	The **Spoken languages** filter helps you quickly identify candidates who speak the languages your role requires. You can filter a search based on the languages candidates speak and their proficiency level. If you select multiple languages, they are treated with an OR Boolean operator. Language proficiency level applies to all of the languages selected.
Spotlights	The **Spotlights** filter helps you prioritize candidates who are more likely to engage with you and your organization, based on relationship and activity insights from LinkedIn.
Tags search	Tags are added to profiles by you or members of your team to highlight particular attributes or skills a candidate has. You can add tags to identify special skills or experience, roles the lead could fit, or special attributes, like "willing to relocate." Tags can be used to indicate ownership of a lead, refine searches, and as a secondary data point when paired with source information. Tags can sometimes reflect things that don't necessarily appear on a profile, for example, *will relocate* or *fluent in Spanish*. The **Tags search** filter lets you narrow your results based on these tags that you and your team have added to a member's profile.
Year of graduation	The **Year of graduation** filter enables you to search for candidates based only on year of graduation. This filter is based on the end date entered for each school listed in the **Education** section of the member's profile.
Years in current company	The **Years in current company** filter indicates how many years a candidate has been working for their current company, based on the start date entered on their profile for their current employer.
Years in current position	The **Years in current position** filter indicates how many years a candidate has been in their current position, based on the start date entered on their profile for their current position.

Filter Name	Definition and tips for using
Years of experience	The **Years of experience** filter takes into account the total years of work experience a candidate has, based on their LinkedIn profile, regardless of industry or company. It is derived from the start date of the earliest position they enter in the Experience section of their profile.