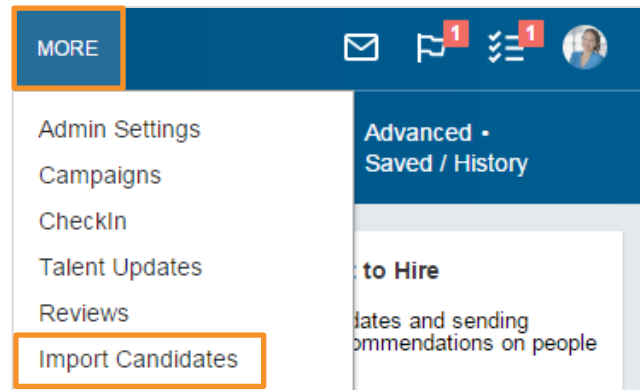


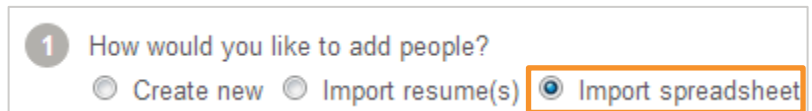
# Import a Spreadsheet

Turn stale contact information into rich up-to-date profiles, with new professional insights by importing your spreadsheets of contact information into Recruiter.

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

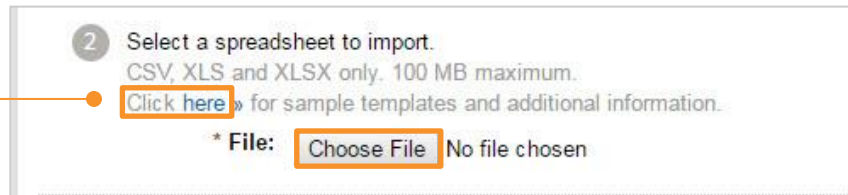


2. Select **Import spreadsheet**.



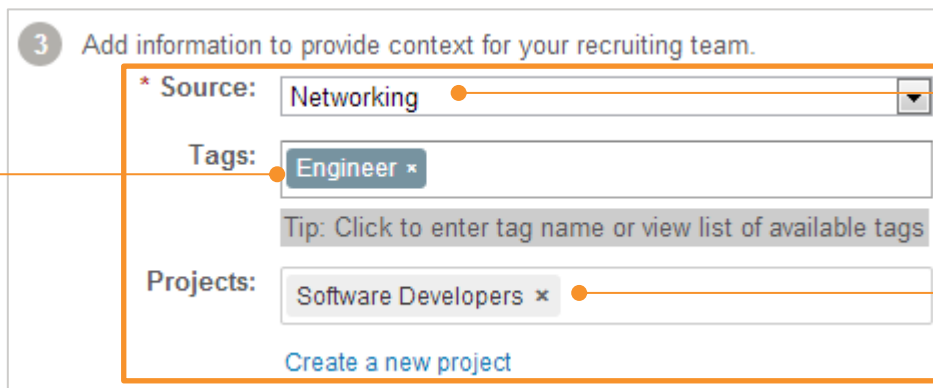
3. Click **Choose File...** and locate a spreadsheet file (.CSV, .XLS, or .XLSX) on your computer.

Before importing, be sure your data is properly formatted. **Download** sample spreadsheets here.



4. Select a **Source**.
5. Add **Tags**. (optional)
6. Select a **Project** or **Create a new project**. (optional)

**Tags** identify special skills or experience, roles these prospects could fit, or special attributes.



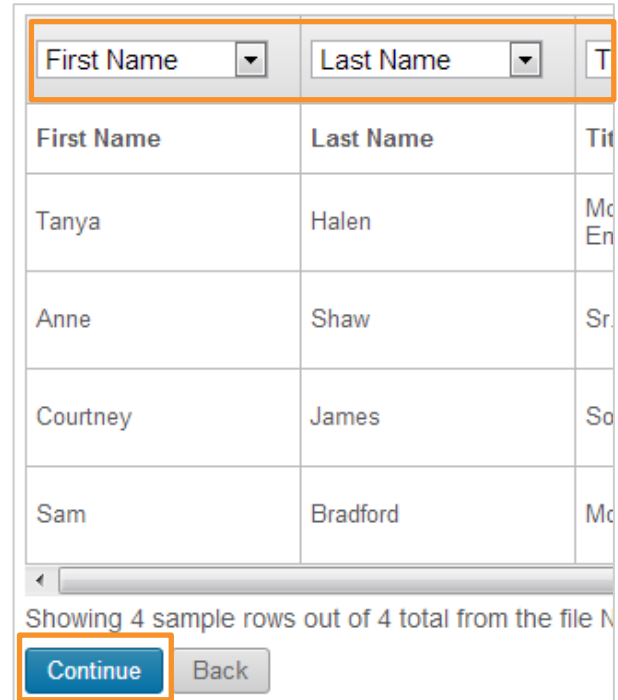
The **Source** identifies where you met, or how you found these prospects.

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

7. Click **Continue**.



8. Review the spreadsheet and verify the columns are correctly linked.
- a. Use the dropdown menus above each column to make any corrections.
  - b. Select **Ignore** from the dropdown if you don't want to import a column.
  - c. Column dropdowns left as **Select a Field** will be imported as a note on the profile.
9. Click **Continue**.



10. Your import is complete. Check for any errors that may have occurred during import. Below are the alerts you might see when you import a spreadsheet.
11. Click the **Pencil** icon to make any necessary edits right away.

**LinkedIn profile found:** Email address or phone number included in the resume matched a LinkedIn profile and was automatically connected.

Spreadsheet Row	First Name	Last Name	Email	Phone
Networking_attendees.xlsx 4 rows read				
Row 2 Already in Recruiter	Tanya	Halen	tanya.halen@starkind y.com	
Row 3 LinkedIn profile found	Anne	Shaw	anneshaw@fudd.com	919-987-6521
Row 4	Courtney	James	crjames21@acme.co m	562-122-2121
Row 5 Missing information	Sam	Bradford	Email or Phone missing	

**Missing information:** Required information such as first name, last name, and email or phone number is missing. Click the **pencil icon** to add the missing information.

**Already in Recruiter:** The prospect is already in the pipeline. This alert overrides the alert **LinkedIn profile found**, if the prospect is already in the pipeline and has been matched to a LinkedIn profile.