

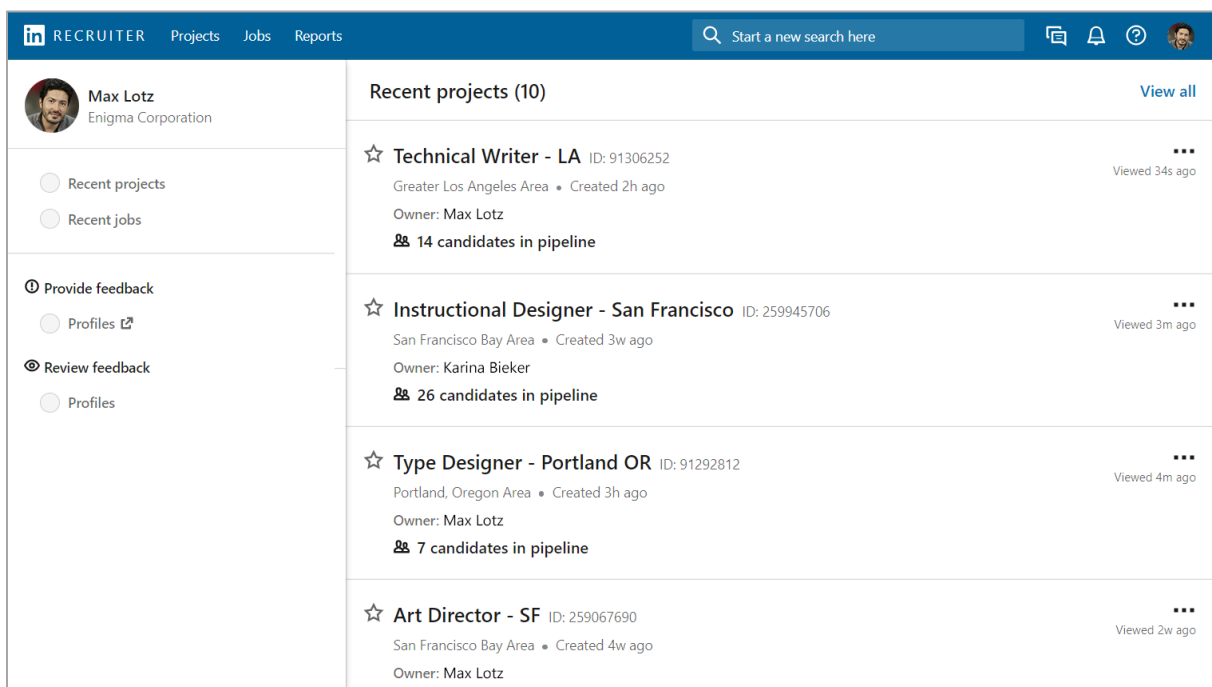
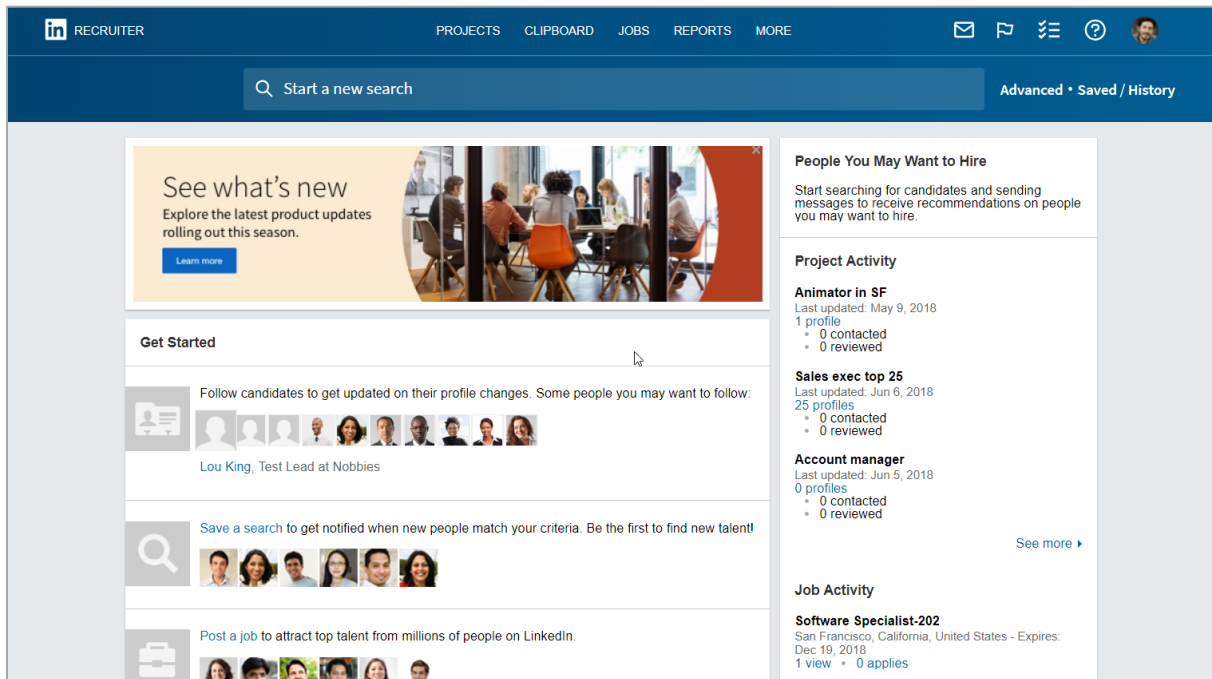
Increase Efficiency with Projects

A project is an organizational space in Recruiter where you can search for candidates and save all your work in one central location, so you and your team members can easily access everything you need in one place. You can use projects to work on current job openings, for building future pipelines of talent, or to track current employees for future openings within your organization.

Select a Path

LinkedIn's rolling out a [new Recruiter and Jobs experience](#) to customers in 2019. This transition will happen over several months.

Click the image that matches your Recruiter home screen to access learning for your current experience.



Legacy Recruiter and Jobs Experience

Working within Projects

Follow these guidelines when working within a project.

Talent Pool Tab

When you save a profile from the search results page or a profile page, your search results are also imported to the project. The **Talent pool** tab displays these search results, integrated within your project. From this tab, you can continue to search across the entire LinkedIn network and use filters to refine your search. If you need to step away or start a different search, you can return to the **Talent pool** tab anytime and Recruiter will remember everything you've entered here and even what page you are on, so you can easily pick up where you left off with your search.

Toggle between the **Talent pool**, **Pipeline**, and **Project details** tabs.

Edit the name of your project.

View your search history to see the past searches you've run that are related to this project.

Use filters to refine your search.

The screenshot shows the LinkedIn Recruiter interface for a project named "Project Manager Bay Area". At the top, there are tabs for "Talent pool", "Pipeline (1)", and "Project details". Below the tabs, a summary bar shows search results: "1,160 total candidates", "371 are more likely to respond", "265 open to new opportunities", and "164 engaged with your Talent Brand". A list of candidates is displayed, including Morgan Barker and Lou Evans. On the left, there is a sidebar with "Search history and alerts" and "Custom filters" for job titles, locations, skills, and companies. Callout lines point to various UI elements with descriptive text.

Click **All hidden results** to view profiles that you've hidden in this project.

Use spotlights to focus on the warm leads who are more likely to respond to you.

Click the **Hide** button and the profile will be hidden from you within the context of this project only – hidden profiles will still appear in future searches outside of this project.

Click the **Save** button to quickly add a profile to your project pipeline.

Pipeline Tab

When you save a profile to a project, the profile is added to the **Pipeline** tab of your project. Your pipeline consists of the candidates that you identified as meeting your search criteria and you are interested in following up with. Here you can quickly see all candidates you are interested in or view them by where they are within the recruiting process using the status tabs across the top of your project (ex. New, Contacted, Replied). The statuses displayed will vary, depending on the administrative settings within your Recruiter dashboard and whether Smart Project Filters are enabled.

Click the arrow to view a list of all project statuses.

Toggle between statuses to view the candidates in your pipeline.

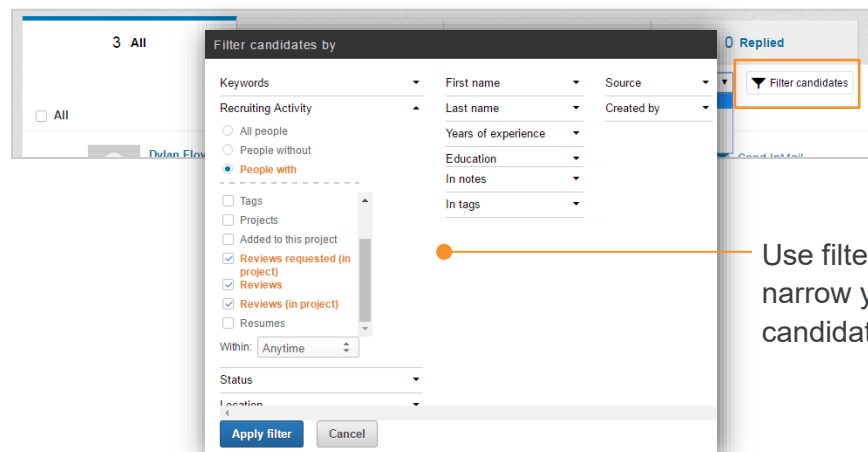
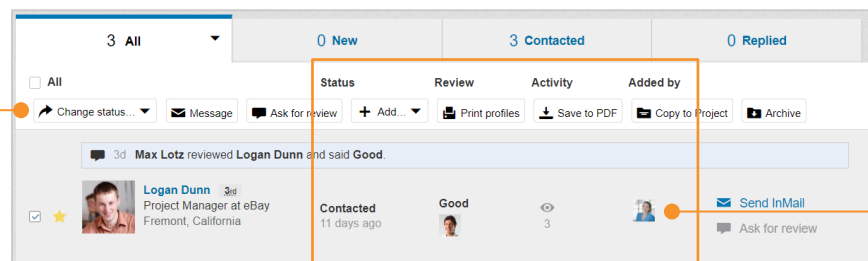
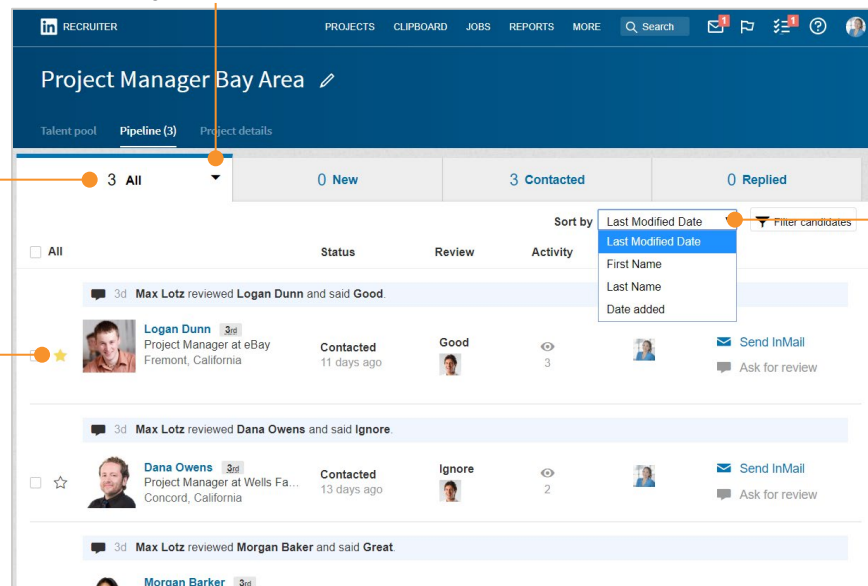
Click the **Star** to enable **Update Me** and stay on top of changes candidates make to their profiles.

Select one or more profiles and take bulk action.

Select how you want to sort candidates in your project.

See the status of each candidate, reviews provided by your team or a hiring manager, any activity taken on a profile, and who added the candidate to the project.

Use filters to narrow your list of candidates.



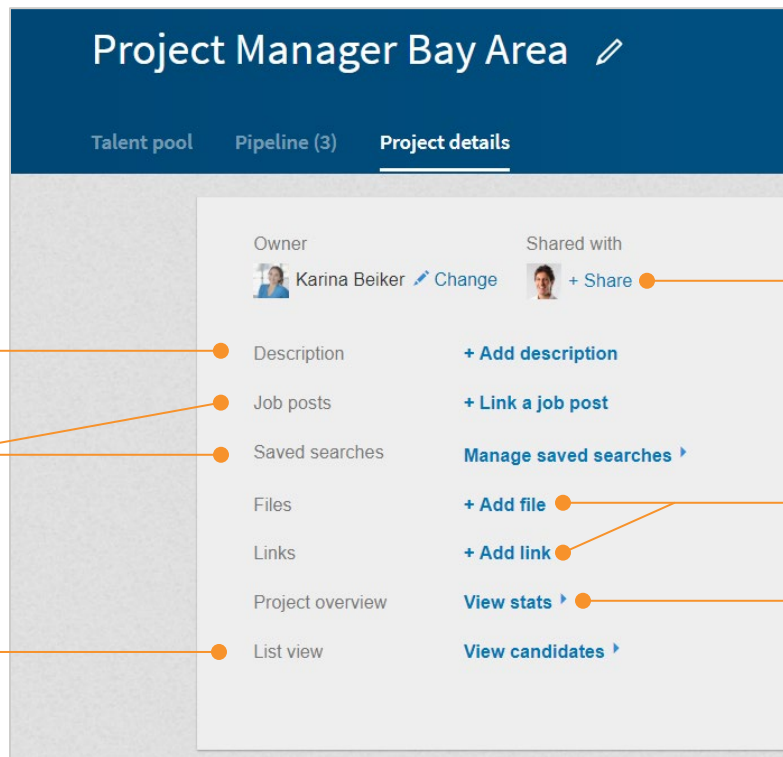
Project Details Tab

On the **Project details** tab, you can add a project description, link to a job post, manage saved searches, add relevant files and links, view stats for the project, and share your project with team members.

Add a project description.

Link your project to a job post and manage your saved searches.

View candidates in list view – similar to the search results page.



Share a project with an individual, your entire team, or a hiring manager to increase efficiency when you work together to find and organize profiles.

Centralize all your work in one place by adding any relevant files or links to the project.

See project statistics.

New Recruiter and Jobs Experience

Working within Projects

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Talent Pool Tab

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View your **search history** to see the past searches you've run that are related to this project.

Use **Spotlights** to focus on warm leads who are more likely to respond to you.

Use filters to refine your search.

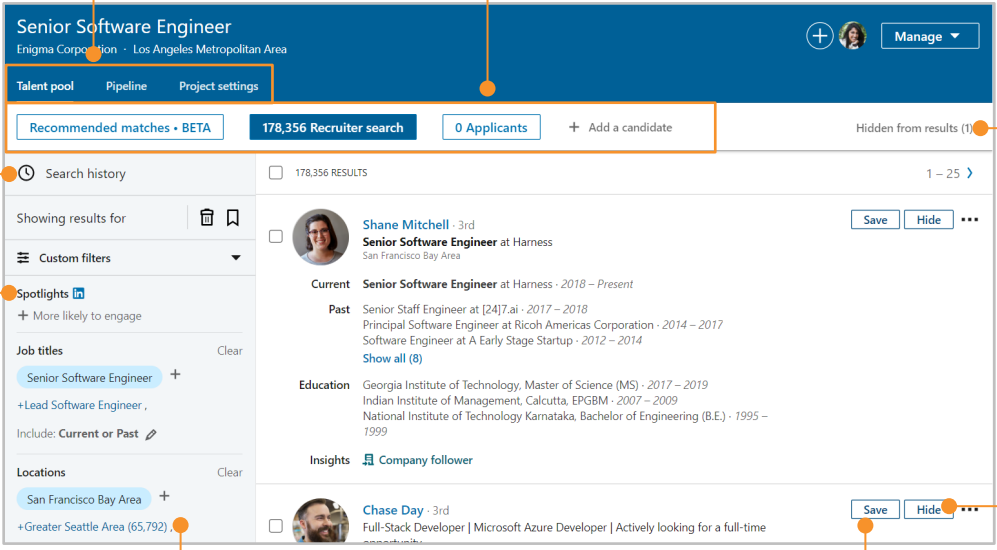
Toggle between the **Talent pool**, **Pipeline**, and **Project settings** tabs.

Manage multiple hiring sources within a project, including Recruiter searches, job applicants, recommended matches, and manually added candidates.

Click **Hidden from results** to view profiles that you've hidden in this project.

Click the **Hide** button and the profile will be hidden from you within the context of this project only – hidden profiles will still appear in future searches outside of this project.

Click the **Save** button to quickly add a profile to your project pipeline.

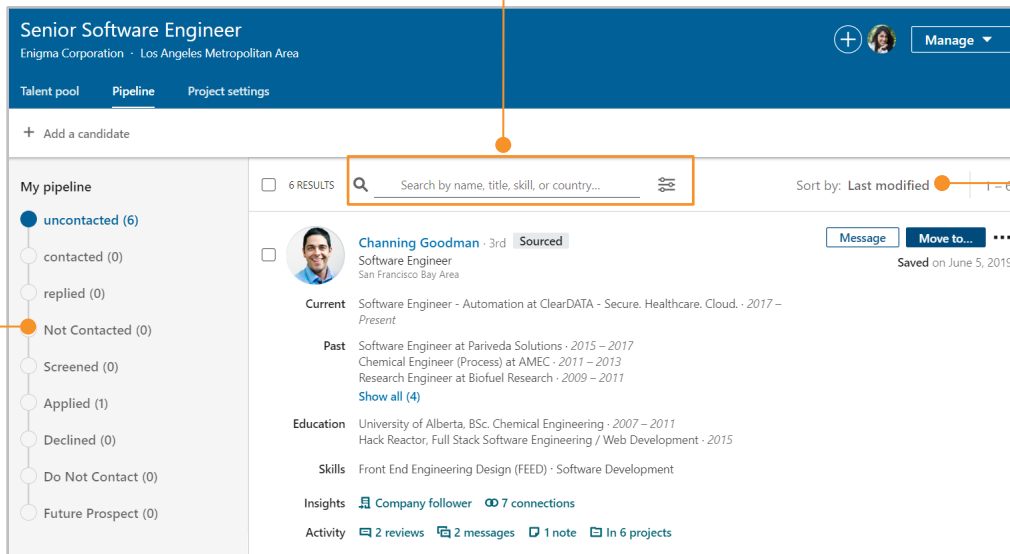


Pipeline Tab

When you save a profile to a project, the profile is added to the **Pipeline** tab of your project. Your pipeline consists of the candidates that you identified as meeting your search criteria and you are interested in following up with. Here you can quickly see all candidates you are interested in or view them by where they are within the recruiting process using the **My pipeline** status links in the left rail of **Pipeline** tab. The statuses displayed will vary, depending on the administrative settings within your Recruiter dashboard.

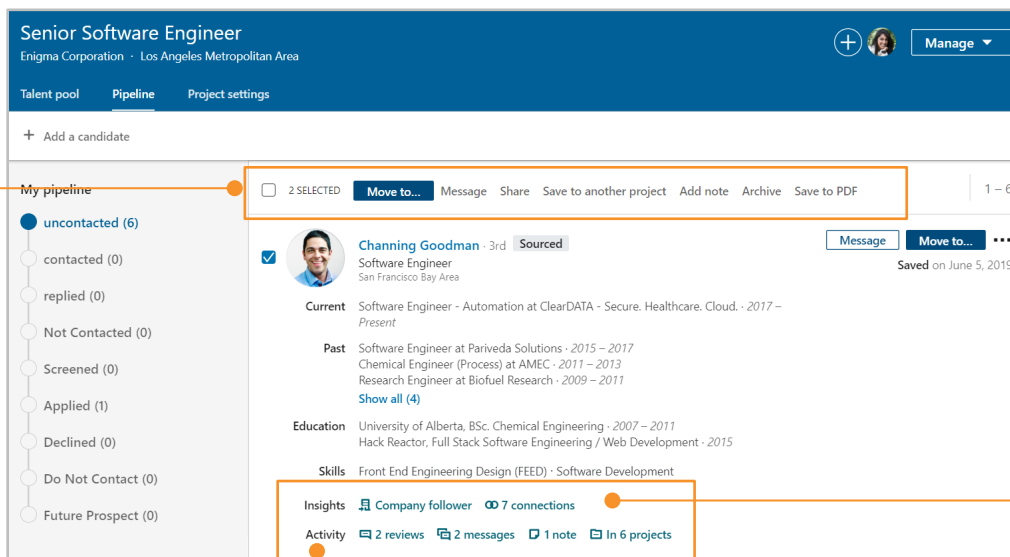
Narrow the list of candidates displayed with a **Search by name, title, skill, or country**, or apply a filter like **Location** or **Years of experience**.

Get a high-level overview of where candidates are in the hiring process. Click any status to view those candidates.



Select how you want to sort candidates in your project.

Select one or more profiles and take bulk action.

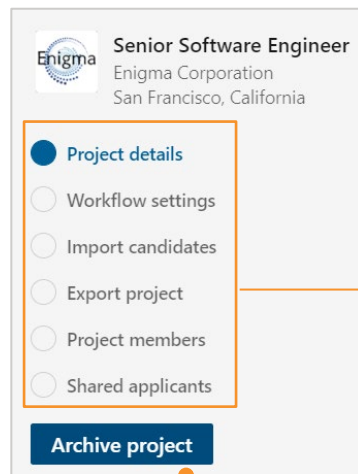


Get key insights about a candidate, including if they are open to new opportunities, follow your company, or if you have connections in common.

Review activities tracked on a profile including feedback received, messages sent, notes added, and other projects the candidate is saved to.

Project Settings Tab

On the **Project settings** tab, you can edit project details such as project name, project description, visibility, and more. You can turn workflow settings on and off, import candidates, export your project data, add and manage project members, and archive your project.



Edit **Project details**, such as project name, description, job title, location, and seniority.

Archive your project when you've filled the role.

Toggle these **Workflow settings** on or off to control candidate notifications and pipeline stages.

Export your project data, pipeline, and candidates to a file.

Share your project with an individual, your entire team, or a hiring manager to increase efficiency as you work through the hiring process.

Project details

Project name
System Architect
Edit

Project description
Edit

Job title
System Architect
Edit

Location
San Francisco Bay Area
Edit

Seniority
Mid-Senior level
Edit

Workflow settings

Let job applicants know when you've viewed their resume
We will automatically let job applicants know when you've viewed or downloaded their resume through LinkedIn
On ☒

Toggle hiring pipeline stages
Turn the hiring stages on or off
On ☒

Import candidates

Add multiple candidates in bulk
Import candidates from a spreadsheet into your pipeline to manage. [Download sample file](#)
[Choose file](#)

Export project

Export your project data, pipeline and candidates
It may take up to 30 seconds to prepare your export. A download link will be displayed below when export preparation is completed, please stay on this page until your export is ready.
[Export](#)

Project members

[Add someone](#)

Casey Beck · You
Senior Instructional Designer and Team Lead
Owner

Manually import candidates from a spreadsheet. Download a sample file to view the recommended formatting.