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.

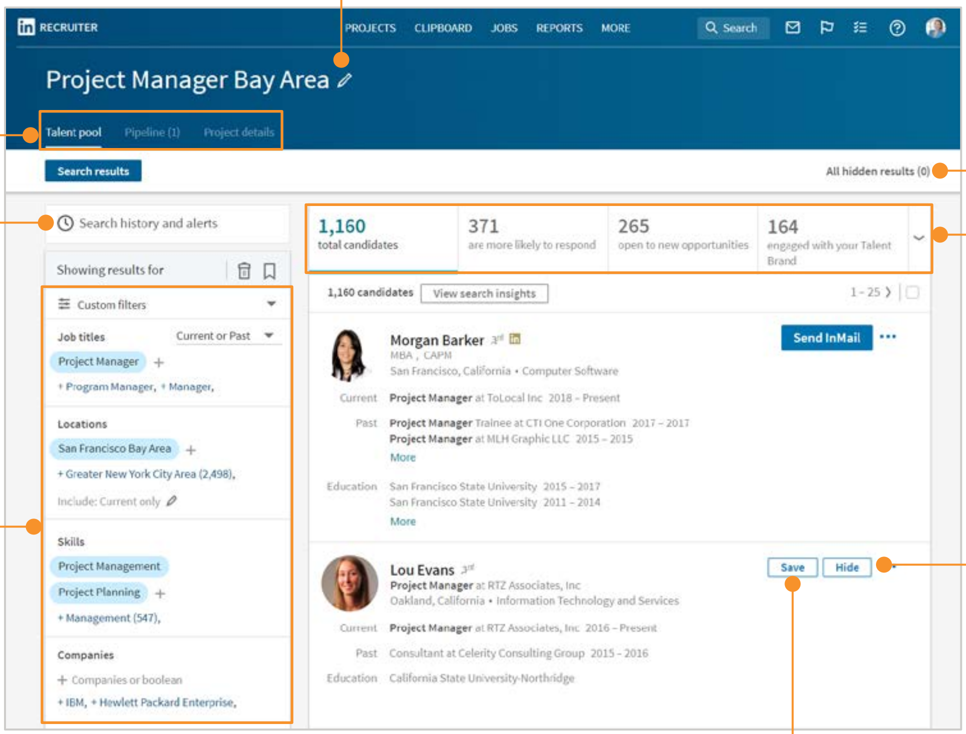
Talent Pool Tab

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.

Edit the name of your project.

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

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

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.

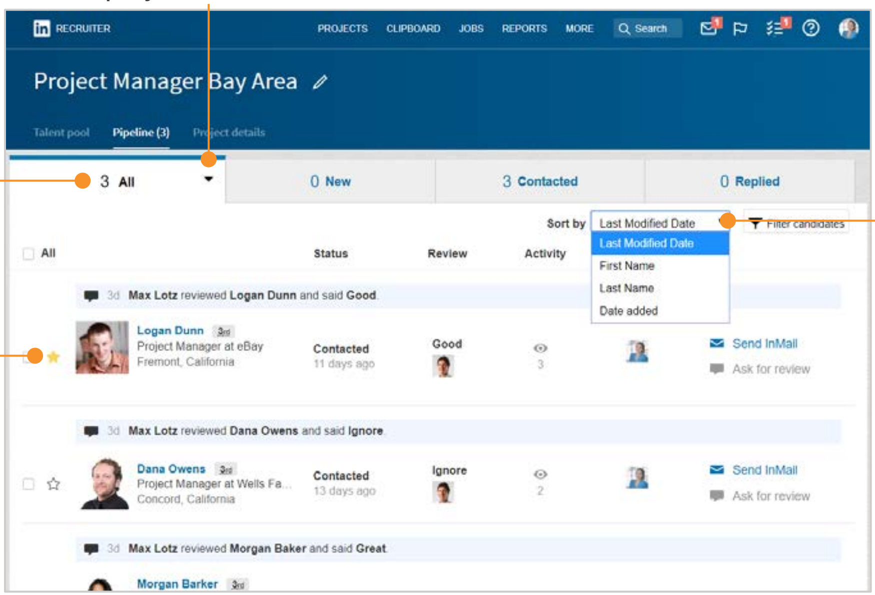
Pipeline Tab

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.

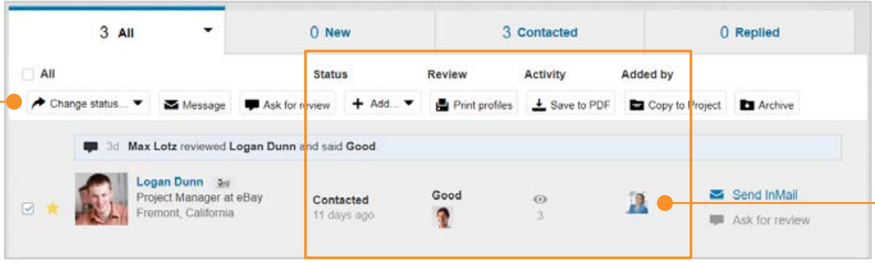
Toggle between statuses to view the candidates in your pipeline.

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

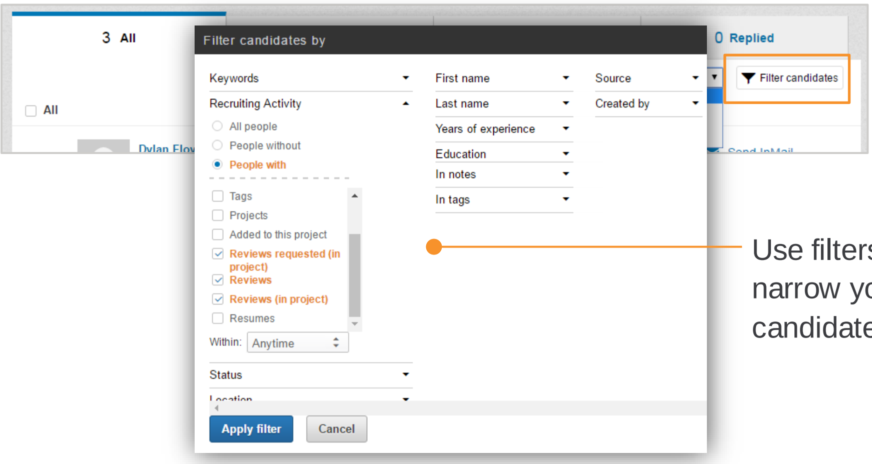


Select how you want to sort candidates in your project.

Select one or more profiles and take bulk action.



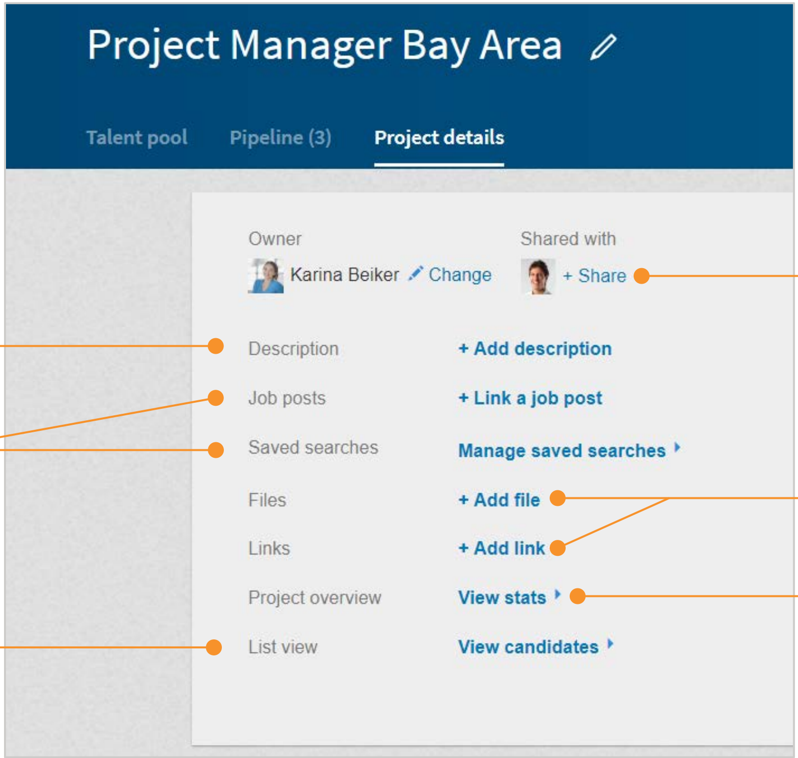
See the status of each candidate, reviews provided by your team or a hiring manager, any activity taken on a profile, and who added the candidate to the project.



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.

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