

Interpret the Recruiter Usage Report

The Recruiter Usage report helps you evaluate how effectively you are working in Recruiter and identify areas for improvement. By default you'll see all usage data on your contract. If your administrator restricts access to this report, you'll only see your own data.

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.

RECRUITER PROJECTS CLIPBOARD JOBS REPORTS MORE

Start a new search Advanced • Saved / History

See what's new
Explore the latest product updates rolling out this season.
[Learn more](#)

Get Started

Follow candidates to get updated on their profile changes. Some people you may want to follow:
Lou King, Test Lead at Nobbies

Save a search to get notified when new people match your criteria. Be the first to find new talent!

Post a job to attract top talent from millions of people on LinkedIn.

People You May Want to Hire
Start searching for candidates and sending messages to receive recommendations on people you may want to hire.

Project Activity

Animator in SF
Last updated: May 9, 2018
1 profile
• 0 contacted
• 0 reviewed

Sales exec top 25
Last updated: Jun 6, 2018
25 profiles
• 0 contacted
• 0 reviewed

Account manager
Last updated: Jun 5, 2018
0 profiles
• 0 contacted
• 0 reviewed

See more ▶

Job Activity

Software Specialist-202
San Francisco, California, United States - Expires: Dec 19, 2018
1 view • 0 applies

RECRUITER Projects Jobs Reports

Start a new search here

Max Lotz
Enigma Corporation

Recent projects

Recent jobs

Provide feedback
Profiles

Review feedback
Profiles

Recent projects (10) [View all](#)

☆ **Technical Writer - LA** ID: 91306252
Greater Los Angeles Area • Created 2h ago
Owner: Max Lotz
14 candidates in pipeline

☆ **Instructional Designer - San Francisco** ID: 259945706
San Francisco Bay Area • Created 3w ago
Owner: Karina Bieker
26 candidates in pipeline

☆ **Type Designer - Portland OR** ID: 91292812
Portland, Oregon Area • Created 3h ago
Owner: Max Lotz
7 candidates in pipeline

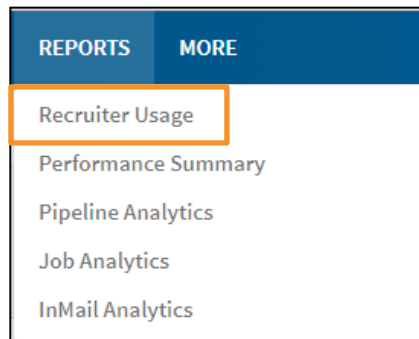
☆ **Art Director - SF** ID: 259067690
San Francisco Bay Area • Created 4w ago
Owner: Max Lotz

Legacy Recruiter and Jobs Experience

Access the Recruiter Usage Report

Follow these steps to access the Recruiter Usage Report.

1. Place your cursor over **Reports** and click **Recruiter Usage**.

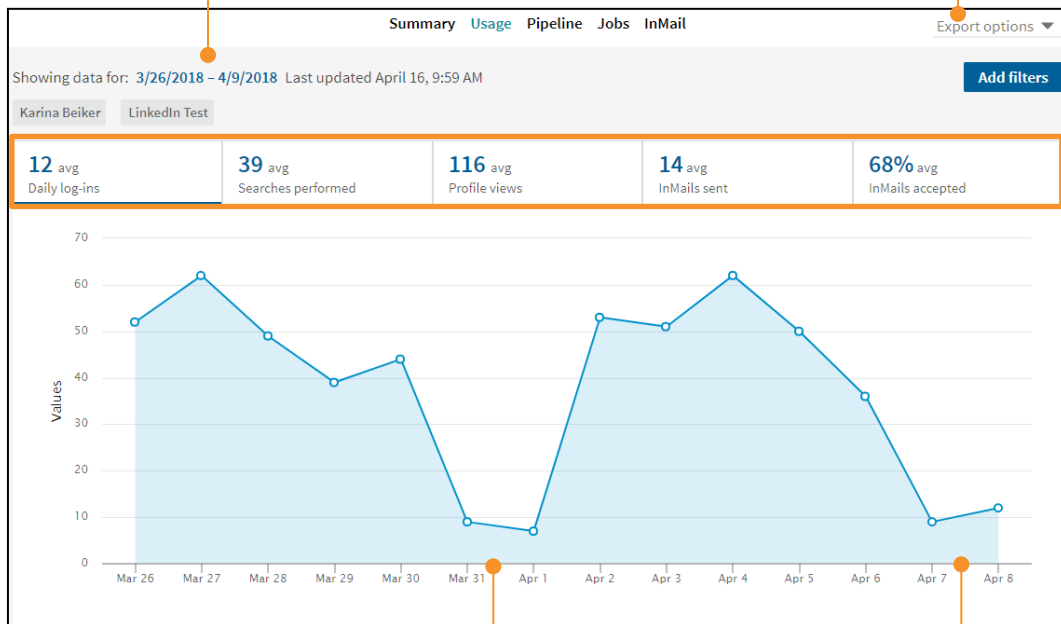


2. At the top of the screen, review the overall activity.

Select from the past 7, 30, or 90 days; the last 2-week reporting period, or you can select any custom date range during the past 2 years.

Click **Export options** to download the data to a .CSV file.

You can filter data by user and contract to refine the data displayed.



Click the tabs to toggle between the different usage data views.




You'll likely notice the absence of data during weekend days.

3. Click **Add Filters** to filter the data displayed by **Users** and **Contracts**.

The screenshot shows a filter dialog box with the following elements and annotations:

- Add filters**: A blue button at the top left, with an annotation pointing to it.
- Apply filters**: A blue button at the top right, with an annotation pointing to it and the text "Click **Apply filters** to save your changes."
- Cancel**: A text label at the top left of the dialog box.
- Users**: A tab on the left side of the dialog box, with an annotation pointing to it and the text "Search for a user or contract name."
- Search bar**: A text input field with the placeholder "Enter a user or contract name", with an annotation pointing to it.
- Select all seats**: A text label above a list of options, with an annotation pointing to it.
- Your contract (LinkedIn Test)**: A blue text option in the list, with an annotation pointing to it and the text "If you have access to multiple contracts you can select **All contracts**."
- All contracts (100)**: A blue text option in the list, with an annotation pointing to it.
- Selected (2)**: A text label above a list of selected items, with an annotation pointing to it.
- Clear all**: A text label next to the "Selected (2)" label.
- Seats**: A section header above a list of selected seats.
- Karina Beiker**: A selected seat with an "X" icon to its right, with an annotation pointing to the "X" and the text "Click **X** to remove individual users and contracts."
- Contracts**: A section header above a list of selected contracts.
- LinkedIn Test**: A selected contract with an "X" icon to its right.

4. At the bottom of the screen, the **Usage Details** data table summarizes the individual recruiter usage for each person on your dashboard. You can use the information in this table to evaluate how effectively you are working and identify areas for improvement.

Usage Details								
27 seat holders Customize Columns								
Name	Unique daily logins	Job posts	Searches Performed	Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined
 Francesca Buren	13	4	29	203	26	38	16	8
 Blake Martinez	8	0	13	61	2	3	2	0
 Phillip Rivers	1	0	0	8	0	1	1	0

Customize Columns

- ☐ Searches Saved
- ☐ Searches Alerts
- ☐ Projects Created
- ☒ InMails Sent
- ☒ InMails Accepted
- ☒ InMails Declined
- ☐ InMail Acceptance Rate
- ☐ InMail Decline Rate
- ☐ InMail Response Rate
- ☐ New Status
- ☐ New Tag

Click **Customize Columns** to customize the data you want to display in the table.

Interpreting the Recruiter Usage Report

The Recruiter Usage report is your tool for reviewing your overall performance and seeing how everything you do in Recruiter is connected. The example scenarios below provide guidance on how to read and interpret the Recruiter Usage report.

Searches

Effective and efficient searching techniques include using Boolean search strings and refinement filters to narrow your search results and saving your best searches and creating search alerts to save time and reduce work. Compare the data in the **Searches Performed**, **Searches Saved**, **Search Alerts**, and **Profiles Viewed** columns to determine how effectively and efficiently you are searching.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
23	5	2	45	25

Data: **Searches Performed** is equal to **Profiles Viewed**.

Indicator: Looking for specific people by name.

Recommendation: Learn and apply the different levels of search available within Recruiter to expand your talent pool beyond your own network.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
25	0	0	25	25

Data: **Searches Performed** is small and **Profiles Viewed** is large.

Indicator: Searching too broadly.

Recommendation: Refine search techniques with Boolean search strings and refinement filters.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
5	0	0	911	1

Data: **Searches Performed** is high and **Search Alerts** is small or none.

Indicator: Working too hard and duplicating efforts.

Recommendation: Save searches and set search alerts to save time and reduce work.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
45	5	2	42	25

Data: **Searches Performed** is small, **Profiles Viewed** is moderate, and **Search Alerts** have been created.

Indicator: Searching efficiently.

Recommendation: Keep doing what you're doing.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
23	15	8	196	103

InMail

InMail success comes from targeting the right talent with a personalized and relevant message. This means taking the time to review each profile before you send someone an InMail message. Compare the data in the **Profiles Viewed**, **InMails Sent**, **InMails Accepted**, **InMails Declined**, **Acceptance Rate** and **Response Rate (%)** columns to determine your InMail success.*

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
42	25	13	4	2	0.307692	0.461538

*Use the InMail Analytics report for a more in depth look into your InMail behaviors.

Data: **InMails Sent** is greater than **Profiles Viewed** and **InMail Response Rate** is low.

Indicator: Spamming members with InMail.

Recommendation: Spend more time reviewing profiles and customizing the messages that you send.

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
8	45	307	3	10	0.042345	0.461538

Data: **Profiles Viewed** is equal to or greater than **InMails Sent** and **InMail Response Rate** is high.

Indicator: Spending time reviewing profiles to make sure they are a good fit and likely customizing messages.

Recommendation: Keep doing what you're doing.

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
81	37	10	8	0	0.80	0.80

Pipelining

Saving profiles to projects and adding tags and statuses to profiles are key steps to building a pipeline of talent. Review the data in the **Profiles Saved**, **New Status**, and **New Tag** columns to get a snapshot of how many profiles you've saved to projects, how many statuses you've set on profiles, and how many tags you've added to profiles within a given period.*

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate	New Status	New Tag
42	25	13	4	2	0.30	0.46	6	168

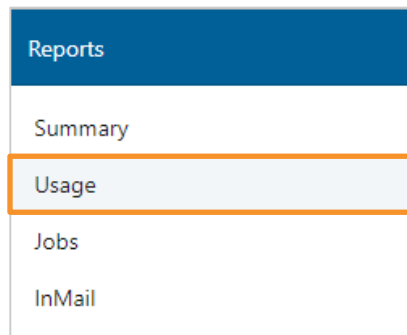
*Use the Pipeline Analytics report and the information within individual projects for a more in-depth look at your pipelining analytics.

New Recruiter and Jobs Experience

Access the Recruiter Usage Report

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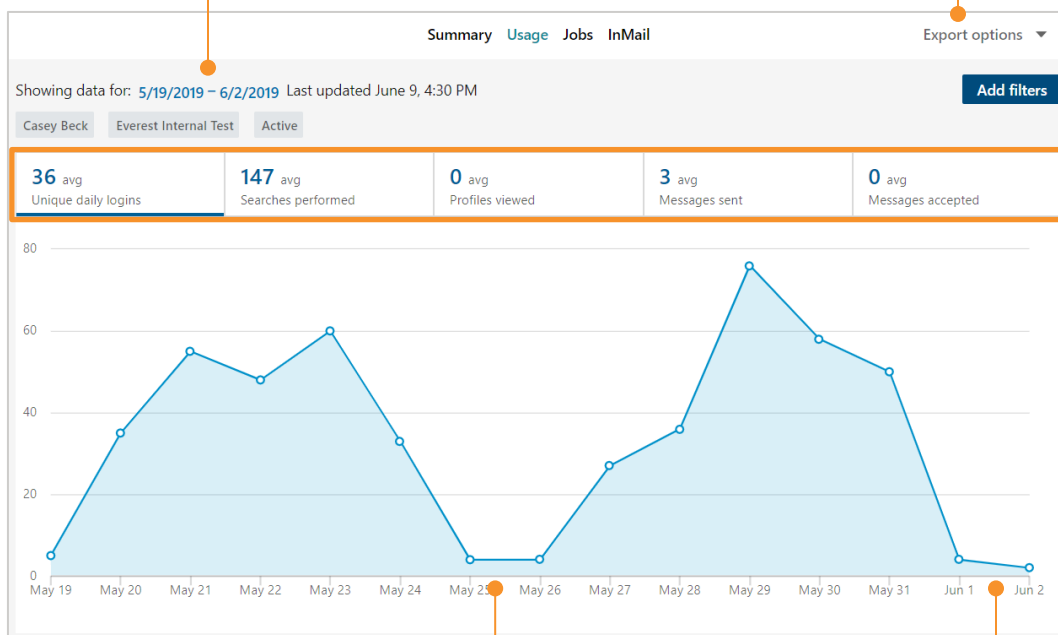


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Click **Export options** to download the data to a .CSV file.

You can filter data by user and contract to refine the data displayed.



Click the tabs to toggle between the different usage data views.

You'll likely notice the absence of data during weekend days.

3. Click **Add Filters** to filter the data displayed by **Users** and **Contracts**.

Search for a user or contract name.

If you have access to multiple contracts you can select **All contracts**.

Add filters

Apply filters

Cancel

Users

Enter a user or contract name

User Status

Select all seats:

- Your contract (Everest Internal Test)
- All contracts (100)

Selected (2)

Clear all

Seats

- Casey Beck X

Contracts

- Everest Internal Test X

Click X to remove individual users and contracts.

4. At the bottom of the screen, the **Usage Details** data table summarizes the individual recruiter usage for each person on your dashboard. You can use the information in this table to evaluate how effectively you are working and identify areas for improvement.

Usage Details

1,035 seat holders | Customize Columns

Seat holder	Unique daily logins	Jobs posted	Searches performed	Profiles viewed	Messages sent	Messages accepted	Messages declined
Phoenix Walker	13	3	45	11	3	3	0
K		8	21	35	10	5	5

Customize Columns

- ☒ Seat holder
- ☒ Unique daily logins
- ☒ Jobs posted
- ☒ Searches performed
- ☐ Searches saved
- ☐ Search alerts saved
- ☒ Profiles viewed
- ☐ Profiles saved (coming soon)
- ☐ Projects created (coming soon)
- ☒ Messages sent
- ☒ Messages accepted
- ☒ Messages declined
- ☐ Messages acceptance rate
- ☐ Messages decline rate
- ☐ Messages response rate
- ☐ New status
- ☐ New tags

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Searches performed	Searches saved	Search alerts saved	Profiles viewed
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Searches performed	Searches saved	Search alerts saved	Profiles viewed
5	0	0	911

Data: **Searches performed** is high and **Search alerts saved** is small or none.

Indicator: Working too hard and duplicating efforts.

Recommendation: Save searches and set search alerts to save time and reduce work.

Searches performed	Searches saved	Search alerts saved	Profiles viewed
40	5	2	42

Data: **Searches performed** is small, **Profiles viewed** is moderate, and **Search alerts saved** have been created.

Indicator: Searching efficiently.

Recommendation: Keep doing what you're doing.

Searches performed	Searches saved	Search alerts saved	Profiles viewed
23	15	8	196

InMail Messages

InMail success comes from targeting the right talent with a personalized and relevant message. This means taking the time to review each profile before you send someone an InMail message. Compare the data in the **Profiles viewed**, **Messages sent**, **Messages accepted**, **Messages declined**, **Message acceptance rate** and **Message response rate** columns to determine your InMail messaging success.*

Profiles viewed	Messages sent	Messages accepted	Messages declined	Messages acceptance rate	Messages response rate
42	13	4	2	31%	46%

*Use the InMail report for a more in depth look into your InMail messaging behaviors.

Data: **Messages sent** is greater than **Profiles viewed** and **Message response rate** is low.

Indicator: Spamming members with messages.

Recommendation: Spend more time reviewing profiles and customizing the messages that you send.

Profiles viewed	Messages sent	Messages accepted	Messages declined	Messages acceptance rate	Messages response rate
8	307	3	10	1%	4%

Data: **Profiles viewed** is equal to or greater than **Messages sent** and **Message response rate** is high.

Indicator: Spending time reviewing profiles to make sure they are a good fit and likely customizing messages.

Recommendation: Keep doing what you're doing.

Profiles viewed	Messages sent	Messages accepted	Messages declined	Messages acceptance rate	Messages response rate
81	10	8	0	80%	80%