# Recruiter Checklist for Hiring Managers

Use this checklist as a reminder of the steps you can take to start getting the most from your Recruiter license right away.

- ☐ **Sync with your team.** Invest a small amount of time upfront with your team to review:
  - The recruitment process at your company
  - Roles and responsibilities and how you'll work together in Recruiter
  - Ideal candidate criteria for the position or talent pool you are seeking
  - Importance of and strategy for creating a positive candidate experience

- ☐ **Enhance your LinkedIn profile.** Look for opportunities to improve your LinkedIn profile. At a minimum, make sure you:
  - Use your real name
  - Include a professional photo of yourself
  - Write a compelling summary that engages your audience
  - Use rich media to share a team project or showcase your company brand
  - Fill out your work experience, including your current position and company
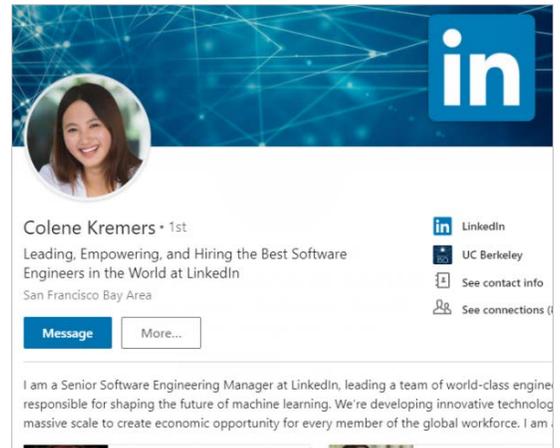


- ☐ **Sign in to your Recruiter account.** Click the **magnifying glass** icon in the upper-right corner of your LinkedIn.com account or go to http://www.linkedin.com/recruiter, and enter your LinkedIn credentials. Use the same username and password to access both LinkedIn.com and Recruiter.
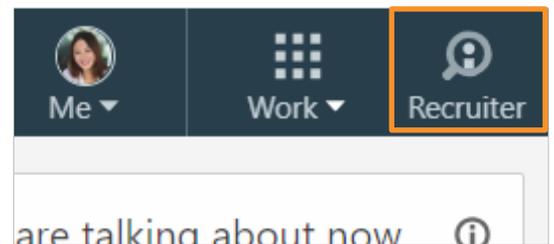


- ☐ **Run a search.** Start sourcing for candidates with one of these search methods:
  - <u>Ideal candidate search</u>: Enter the name of a rock star employee or a recent outstanding candidate, to find more people like them.
  - <u>Guided search</u>: Enter a job title, location, and set of skills you'd like to target and let Recruiter make intelligent suggestions for each field as you type.

☐ **Refine your search with filters.** Use the refinement filters on the search results page to narrow or expand your search results and find targeted talent.
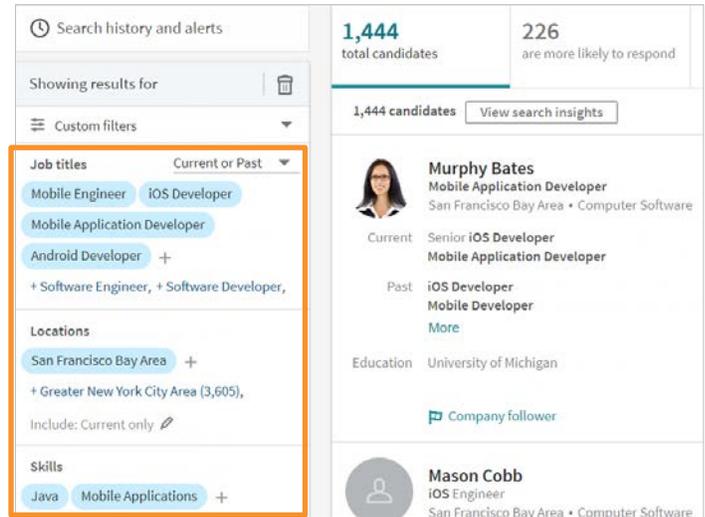


☐ **Apply spotlights.** Review spotlights to find the best potential candidates and prioritize those who are more likely to engage with you and your organization, based on relationship and activity insights from LinkedIn.
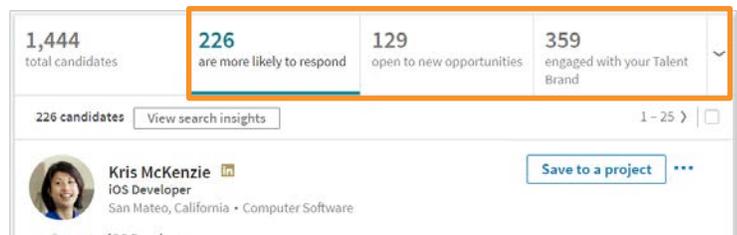


☐ **Leverage search insights.** Visualize, analyze, and interpret the talent pool data of your search results with the search insights tool. Use this data to create or refine a recruiting strategy that prioritizes and discovers the best potential candidates.
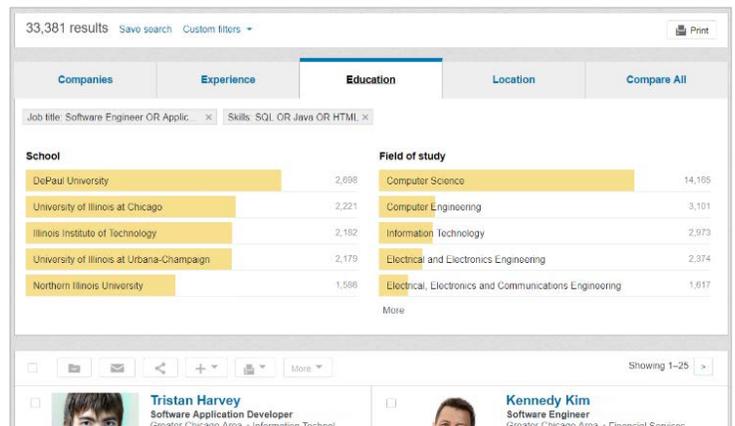


☐ **Review profiles.** Validate that your search is returning profiles that have the skills and experience required for the role. Profile reviews in Recruiter are anonymous so potential candidates do not know when you look at their profile.
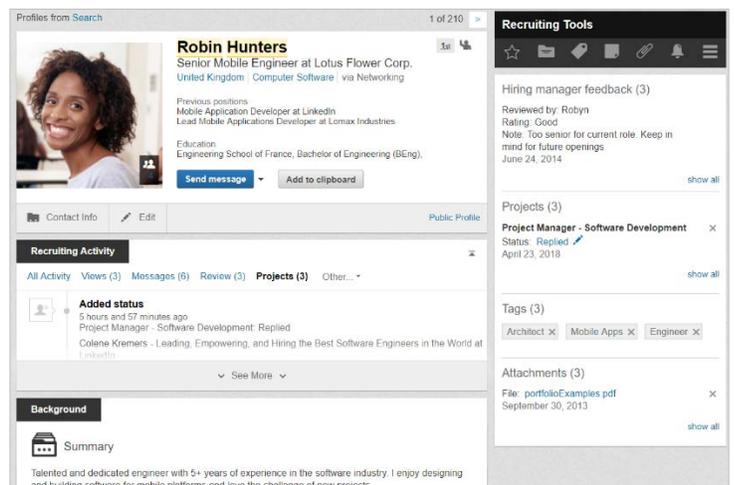
☐ **Save profiles to a project.** When you find great profiles, save them to a project to ensure every potential candidate you and the members of your team find in Recruiter are saved in one central location.



☐ **Continue your search from the Talent Pool tab.** When you save a potential candidate to a project, your search results are automatically imported to that project. You can then continue your search and easily save additional profiles from the **Talent Pool** tab within your project.



☐ **Stay organized and collaborate with your team on the Pipeline tab.** Review your project **Pipeline** tab to see all the candidates you and your team members have saved to the project. Your pipeline includes the candidates you are currently interested in and communicating with, actions other team members have recently taken, and details on how candidates are moving through the recruitment process.
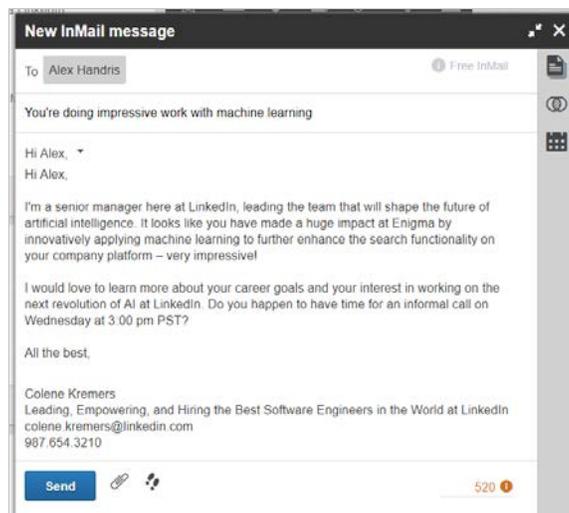
☐ **Send a message**. Use InMail to send a direct message to potential candidates from your project. Consider your first message a conversation starter. Be brief, to the point, and personalize the message to reflect something about the recipient's experience or something you have in common. Be sure to follow any communication best practices established by your team.



☐ **Keep learning.** Access the hiring manager success portal anytime and check out additional resources in the **Go beyond the basics** section. Learn quick tips and strategies for searching the LinkedIn network, engaging with candidates, collaborating with your team, and sharing priority jobs with your network.