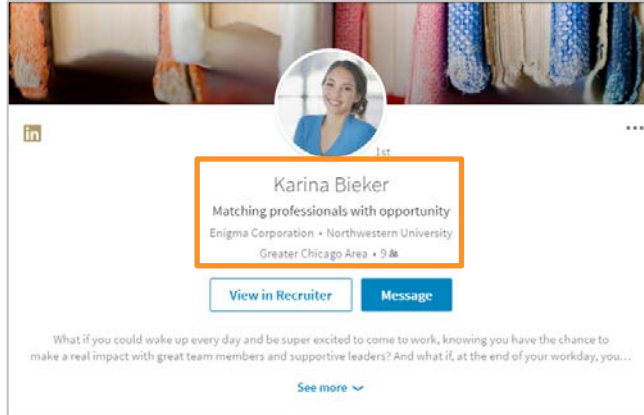


Recruiter Essentials

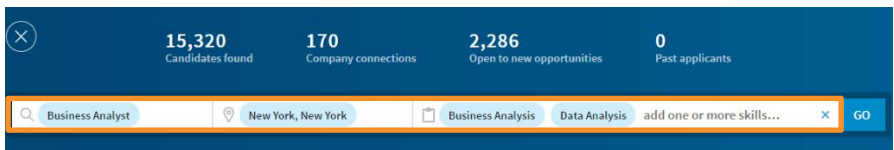
Checklist

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

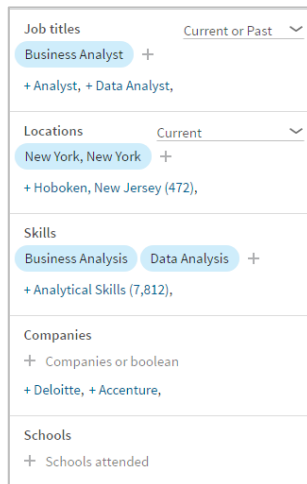
- ❑ **Build your LinkedIn profile.** Look for opportunities to improve your LinkedIn profile. Make sure you use your real name and include a professional photo of yourself. Be sure your current company is listed, and craft your summary.



- ❑ **Run a guided search.** You can search by job title to enjoy a guided search experience that provides relevant suggestions to help you build a search, or you can simply identify the ideal candidate or candidates, and Recruiter will find more people like them.



- ❑ **Refine your search with filters.** As you add or remove filters from your search, the suggestions will adjust in real time, to offer the most relevant terms.



- **Use Spotlights to focus on warm leads.** Warm leads are more likely to respond favorably to outreach from your company. You can view prospects that are past applicants, or who are already engaged with your talent brand (those who are followers, or who have liked or commented on your company, and are twice as likely to respond to your InMail as other prospects.)

15,320 total candidates	4,692 are more likely to respond	2,286 open to new opportunities	703 candidates in competitors' talent pool	▼
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- **Organize your work into a Project.** A project is an organizational workspace within Recruiter where you can store profiles, searches, and jobs and track the progress of prospects through the recruitment process. This workspace makes it easy for you to access everything you need in one place. You can even share your projects with your team to enhance collaboration and reduce duplication of work.

- **Send an InMail message.** InMail enables you to send a direct message to potential candidates – no contact information needed. It's the best way to contact and attract passive and in-between candidates. By using InMail, rather than email, you can use Recruiter's built in features to track your responses and measure the effectiveness of your communications.

- **Collaborate with your team.** Within Recruiter there are many ways you can collaborate with your team and prevent duplication of work. Everyone on your dashboard can see the activity performed on a profile. Talent Pipeline tools, like tags and statuses can be added as you and your teammates connect with candidates. Projects and InMail templates can be shared with the team, and profiles can be shared with hiring managers and teammates.

Recruiting Activity

All Activity Views (1) Messages (2) Feedback (1) Projects (13) Other... ▾

- Viewed by: Karina Bieker**
October 11, 2016, 9:22 AM
- Hiring manager feedback**
July 21, 2016, 11:50 AM
Review: Good
Colene Kremers -
- Added to a project**
July 20, 2016, 9:43 AM
Senior Business Analyst - London: New
Karina Bieker -

- **Keep learning.** Be sure to visit the Learning Center for more resources localized in different languages that will help you make the most of your Recruiter license.

LinkedIn Learning Center

Home My Learning Find Learning Product Updates Training Partners Help

Find More Candidates with Apply Starters

Nearly 3 out of 4 qualified candidates that start an application don't finish – now you can reach them using Apply Starters.

Welcome, Rachael!

Give feedback