

Recruiter Mobile for Android

Engage the best talent anywhere, anytime. The Recruiter Mobile app puts the LinkedIn Recruiter features you love most in the palm of your hand. You can do everything from responding immediately to candidate InMails, to viewing all of our hundreds of millions of members' full profiles, to getting hiring manager feedback on prospects – all while out and about.

Install the Recruiter Mobile App

The application can be downloaded by anyone with a Google Play Store account.

1. In the Play Store, tap the **search magnifying glass icon** in the top right.
2. Type "**LinkedIn Recruiter**".
3. Select the app from the results. You may have to tap on the green **More** button.
4. Tap **Install** and type in your **Play Store password** if prompted.
5. You may be prompted to accept App permissions, tap **ACCEPT**.

Note: You may encounter issues on different version of Android with an unsupported version.

Sign In

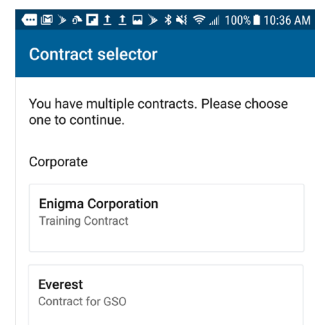
1. Tap the **Recruiter** app on your mobile device or access it from your mobile device's web browser at www.linkedin.com/recruiter.



2. Type in the **Email** you use for your Recruiter account.
3. Enter your **Password**.
4. Tap **Sign In**.

The image shows a mobile app sign-in screen. It has a teal background. At the top, there's a label 'Email' above a white input field. Below that is a label 'Password' above another white input field. At the bottom of the input fields is a blue button with the text 'SIGN IN' in white. Below the button, there are two links: 'FORGOT YOUR PASSWORD?' and 'JOIN NOW!' separated by a vertical line.

5. If you have access to multiple contracts, select the one you want to access. You can switch contracts anytime from the app **Settings**.

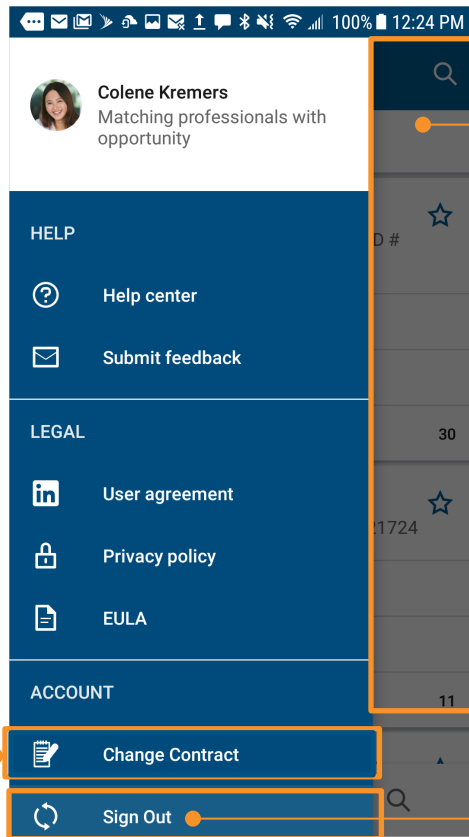


Access Your Settings

1. Tap the **Settings** icon in the upper-left corner.



If you have multiple contracts, you can tap **Switch contracts** to access another contract.



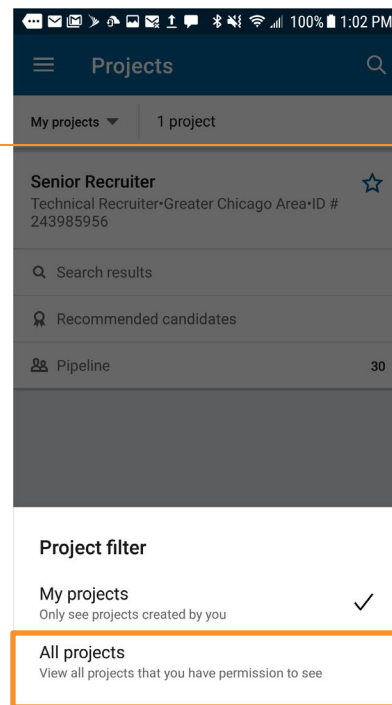
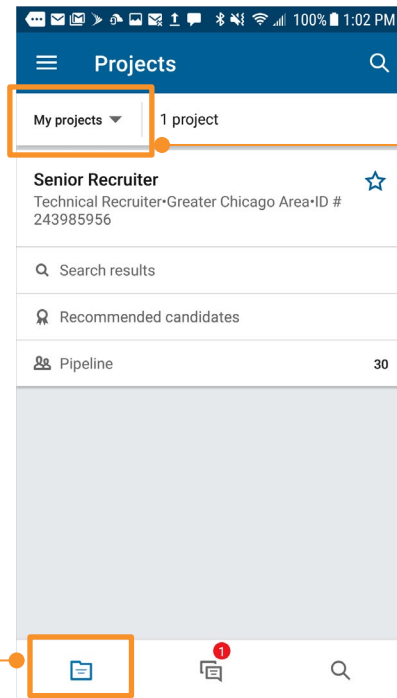
Tap outside the slide-in panel to close the **Settings** menu.

Scroll to the bottom to access the **Sign out** button to exit Recruiter.

Projects Tab

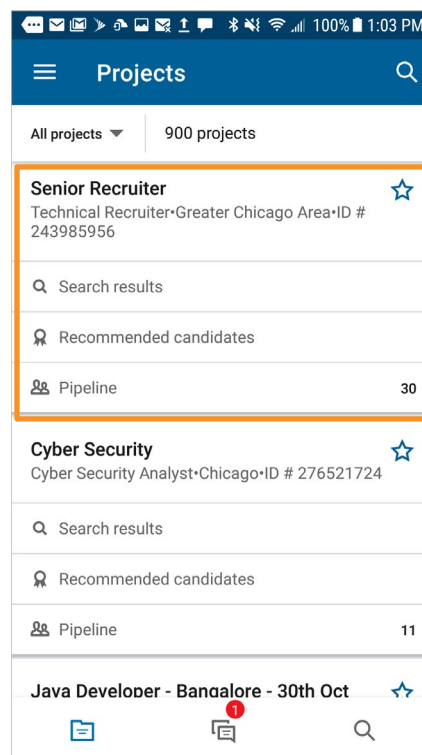
Projects help you keep your work organized. Any project you create on your desktop can be accessed within the Recruiter mobile app, so that you can continue working while on-the-go.

Recruiter mobile defaults to the **Projects** tab.

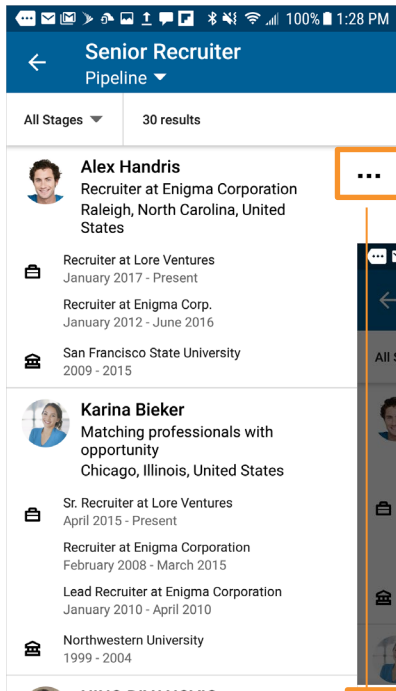


If you do not see the project you are looking for displayed, tap **My projects** at the top of the screen and select **All Projects**.

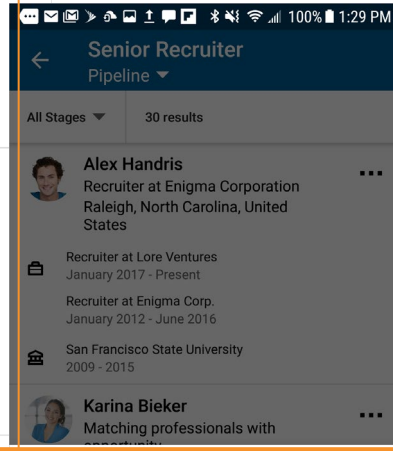
Within a project, you can perform a new **Recruiter search**, see **Recommended candidates**, and access the **Pipeline**. Tap an option to see a list of potential candidates.



View and Manage Profiles



Tap anywhere on the profile card to view the full profile or tap the **ellipsis [...]** for additional actions.

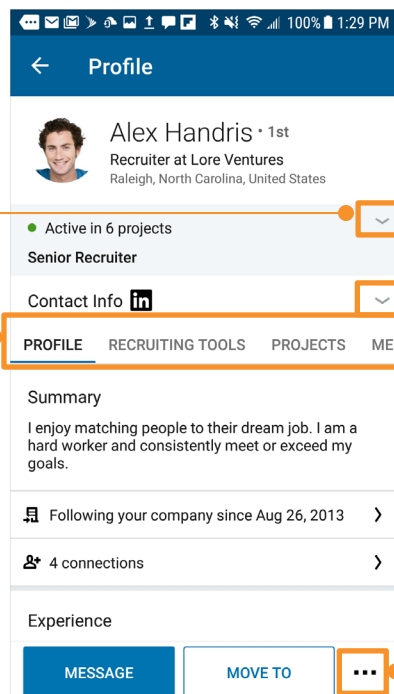


In the **Available actions** menu:

- **Move** the candidate to a different pipeline stage
- **Archive** the candidate
- **Message** the candidate

On the full profile screen, tap the **arrow** to view the candidate's active projects.

Tap the tabs to navigate between the different sections of the candidate's profile, including **Recruiting tools**, **Projects**, **Feedback** and more.



If the candidate has included contact information in their profile, it can be accessed by tapping the **arrow** next to **Contact info**.

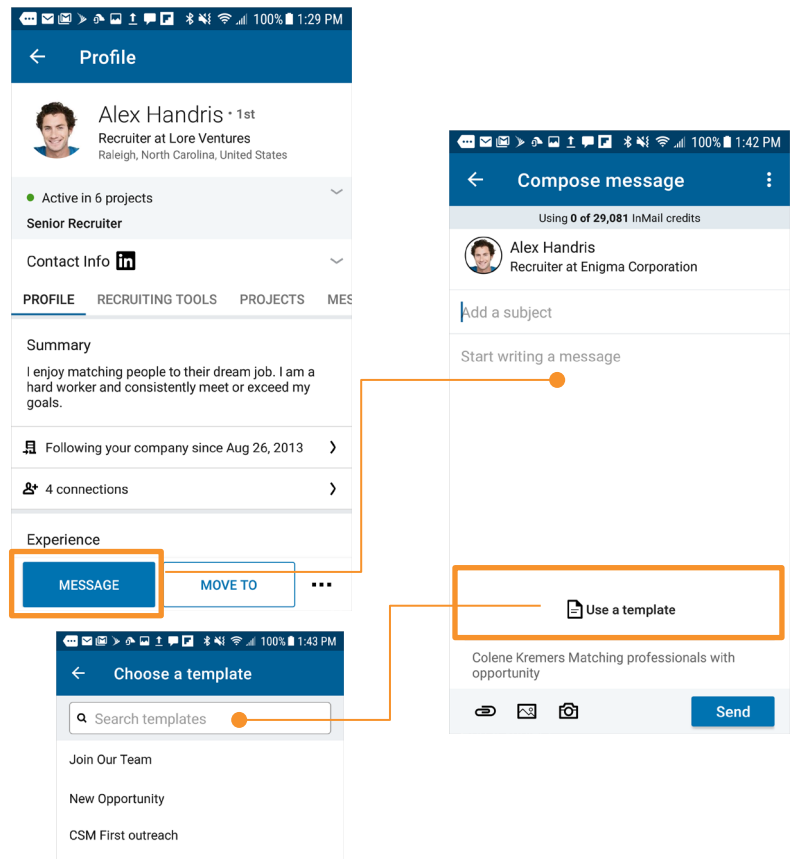
Tap the **ellipsis [...]** to open the **Available actions** menu.

- **Add a note** to the profile and choose who can see the note
- **Request feedback** on the candidate from a teammate
- **Share the profile URL** with a teammate
- **Save** the candidate to the pipeline of another project
- **Archive** the candidate

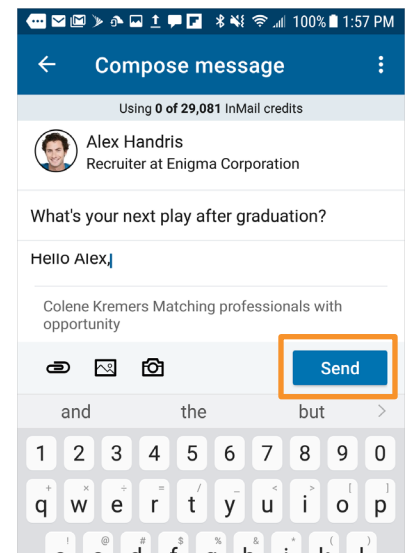
Send a Message

You can easily compose and send a message in the Recruiter mobile app.

1. Tap **Message** on a candidate's profile.
2. Write a message from scratch or tap **Use a template**.
3. Recently used templates will be displayed. Use the **Search** field if you do not see the template you want.

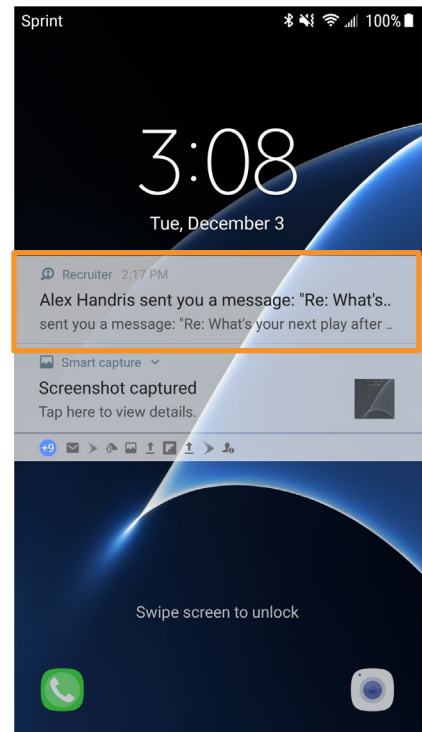


4. If using a template, make any necessary edits to the message.
5. Tap **Send**.



View, Reply To, and Archive Messages

When a candidate replies, you'll immediately receive a notification, if you have enabled **push notifications** in the Recruiter mobile app **Settings**.



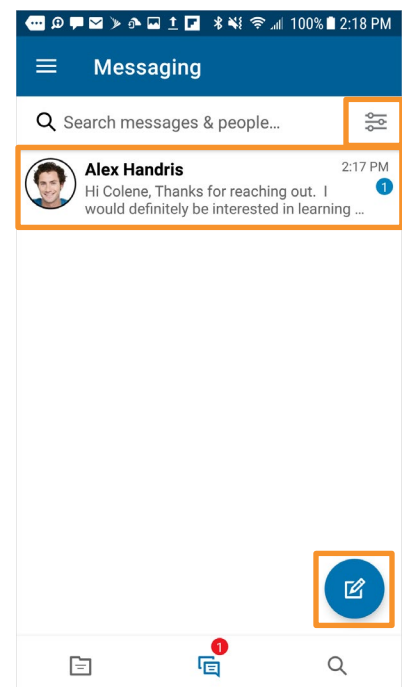
To view your messages, open the Recruiter mobile app and tap the **Message** icon at the bottom of the screen.



New messages appear in the **Inbox**. Tap the **menu** button on the upper right to manage your messages according to the following categories:

- **Inbox**
- **Unread**
- **Accepted**
- **Pending**
- **Declined**
- **Archived**

Tap a **message** to open it, or tap the **compose** icon on the lower right to start a new message.

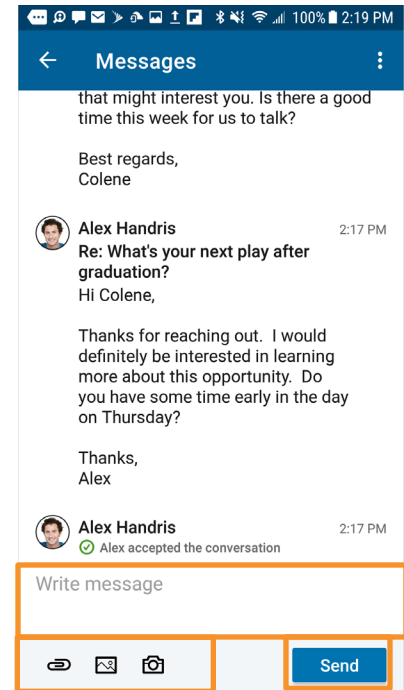


Tap the **Write message** field to reply to a message.

Additional actions are enabled by tapping the buttons in the bar at the bottom of the screen:

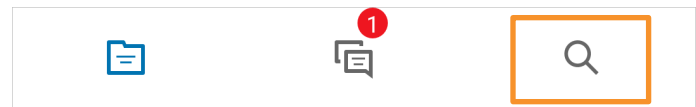
- **Camera** enables you to access your phone's camera to take a picture to include in your message.
- **Photo** enables you to access your photos on your phone and select a photo to include in your message.
- **Paperclip** enables you to attach a document on your phone to the message.

When your message is complete, tap **Send**.

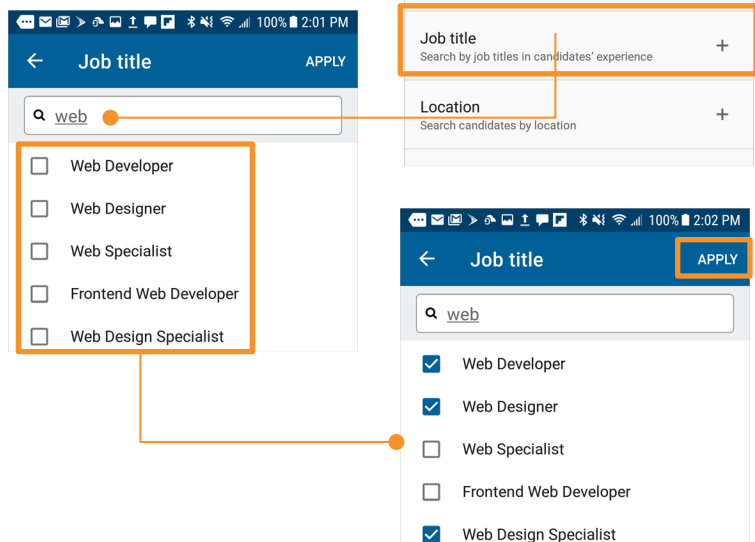


Search the Network and Filter Search Results

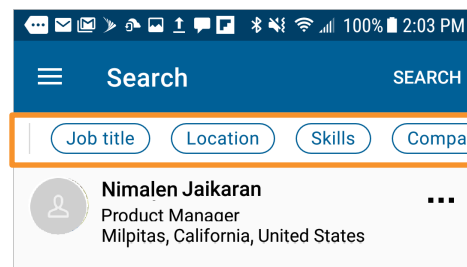
1. Tap the **Search** icon at the bottom of the screen to find potential candidates.



2. Tap a filter to open it.
3. Begin entering text into the **search** box, and then select relevant items as they appear in the smart suggestions.
4. Tap **Apply** when you have finished selecting items.



5. Use the carousel at the top of the screen to add additional filters as desired.



6. From the search results, tap the **ellipsis [...]** to send a **message** to a potential candidate.

