Sync with Your Team to Ensure Successful Collaboration in Recruiter

As a hiring manger, one of the first steps in the overall recruiting process is to sync with your recruitment team and make a plan for how you'll work together in Recruiter to fill the open positions on your team and build out talent pools for the future. Your recruitment team is experienced using LinkedIn.com and Recruiter and will be your first point of contact for questions.

By investing a small amount of time upfront with your recruitment team, you'll save time in the future and work more effectively together in Recruiter.

Review the Recruitment Process

The recruitment process often includes:

- Gathering information about the role
- Posting a job
- Searching for candidates
- Engaging with and evaluating candidates
- Reporting back to the team
- Interviewing candidates
- Making an offer
- Onboarding a new employee

Action Item: If you don't know what the recruitment process looks like at your company, ask a recruiter to explain the process during the intake meeting, focusing specifically on the activities that happen within Recruiter.

Having an understanding of what this process looks like at your company and how your recruitment team uses Recruiter will help set appropriate expectations within the team and be a great starting point for defining roles and responsibilities.

Use the space below to take notes.

Determine the Desired Candidate Criteria

Sharing detailed information about the open position you are looking to fill is one of the most important things to cover during an initial intake meeting so that everyone has a clear picture of the ideal candidate.

The search insights feature in Recruiter can be a valuable tool for helping you understand the realities of the available talent pool and provide guidance around determining your ideal candidate criteria.

Action Item: Discuss what the ideal candidate or talent pool of candidates would look like. Be as specific as possible. Be sure to differentiate between “nice to have” and “non-negotiable” criteria.

Use the sample intake form below to document the ideal candidate criteria.

Role	
Position description	
Title	
Geography	
Level (entry, senior, etc.)	
Skills / experience required	
Success factors	
Target companies, titles, universities	
Reason for hire	
Compensation range, bonus, equity	
Core selection criteria	
Anything that is non-negotiable (ex. specific skill, location, etc.)	
Notes/Comments	

Identify Roles, Responsibilities, and Best Practices

Once you've reviewed the recruitment process at your company, how your team uses Recruiter, and have an idea of who you are looking for, you can start to identify the roles, responsibilities, and best practices for the team to follow.

Keep in mind, multiple people can take on these roles and responsibilities. The most important thing is that you are aligned on the overall process.

Searching for Candidates

Recruiter offers several powerful methods for searching the entire LinkedIn network, refining your searches, and analyzing your results.

Action Item: Discuss strategies and best practices for sourcing candidates in Recruiter.

Use the table below to document best practices and decisions made by the team.

Who is responsible for finding candidates? The hiring manager, recruiter, or both?	
Who are your rock star employees or ideal candidates you could use to run an ideal candidate search?	
Often there are multiple variations of a job title, that have the same or similar role. What are some variations for the job title you could enter in Recruiter to run a guided search?	
Ask your recruitment team to share any favorite refinement filters or strategies for using the search filters to narrow or expand search results.	
Ask your recruitment team to share any tips for using spotlights?	
Ask your recruitment team to share best practices for using the search insights tool to analyze the talent pool.	

Managing Candidates in Projects

A project makes it easy for you and your team to access everything you need in one place in Recruiter.

Here are a few best practices to consider following:

- Develop a standard naming convention to use for all projects. Consistency is key and will make things easier for everyone.
- Determine if you are sourcing for a specific job requisition or building a talent pool for the future. How would you differentiate these types of projects in Recruiter?
- Be as specific as possible in order to quickly identify the right project in Recruiter. (ex. include a job ID code, job title, location, and more)

Action Item: Discuss strategies and best practices for setting up projects in Recruiter.

Use the table below to document best practices and decisions made by the team.

Who will be responsible for setting up the project?	
What are the standard naming conventions the team will follow for creating projects in Recruiter when sourcing for a specific job requisition?	
What are the standard naming conventions the team will follow for creating projects in Recruiter when building a talent pool for the future?	
Who will the project be shared with?	

Engaging with Candidates

InMail enables you to send a direct message to prospects, no contact information needed. It's the best way to contact candidates right from Recruiter.

Action Item: Discuss strategies and best practices for engaging with potential candidates in Recruiter.

Use the table below to document best practices and decisions made by the team.

Who will contact candidates? The hiring manager, recruiter, or both?	
Ask your recruitment team to share any internal guidelines or requirements for contacting candidates. For example, some companies require candidates to formally apply before you can invite them for an interview.	
Ask your recruitment team if they have any messaging best practices to share.	
Ask your recruitment team if they have any InMail templates to share.	

Sharing LinkedIn Jobs

As part of the larger enterprise-wide program with LinkedIn, your company will significantly increase the number of jobs highlighted on LinkedIn.com. One thing you can do to help increase the visibility of these jobs is share them with your network.

Action Item: Discuss with your recruitment team, the LinkedIn Job strategy at your company.

Use the table below to document best practices and decisions made by the team.

What can you do as a hiring manager to support this strategy? For example, share jobs with your LinkedIn network.	

Discuss the Importance of a Good Candidate Experience

Ensuring a good candidate experience, whether someone is ultimately hired or not, is very important in the recruiting process. The experience a candidate has is a direct reflection of you and your company. You want to make sure every candidate walks away with a positive experience and good feeling about you and your company.

Action Item: During the intake meeting, discuss what a positive candidate experience includes at your company. Examples include level of responsiveness, how to set expectations, and providing feedback – just to name a few.

Use the space below to take notes.