

Track Profile Activity

One of the many benefits of building your pipeline of talent in Recruiter is the ability to centralize, manage, and share all relevant information related to a prospect. Explore the information you have access to, and the actions you can take from a prospect's profile to help you work more effectively, increase team collaboration, and reduce duplication of efforts.

Left Side of a Prospect's Profile

The image shows a LinkedIn profile for Robin Hunters, a Senior Mobile Engineer at Lotus Flower Corp. The profile includes a profile picture, name, title, location, and previous positions. It also features a 'Recruiting Activity' section with an 'Added status' entry and a 'Background' section with a 'Summary' and 'Experience' subsection. Callouts point to various elements: 'Send the prospect a message.' points to the 'Send message' button; 'View, add, and edit contact information provided to you by the prospect.' points to the 'Contact Info' and 'Edit' buttons; 'See the prospect's complete LinkedIn profile.' points to the profile picture; 'View your degree of connection.' points to the '2nd' connection indicator; 'See the Source of the prospect.' points to the 'via LinkedIn' text; 'View the history of all recruiting activities you and your team have taken with the prospect.' points to the 'Added status' entry; and 'View the prospect's complete LinkedIn profile.' points to the profile picture.

Send the prospect a message.

View, add, and edit contact information provided to you by the prospect.

See the prospect's complete LinkedIn profile.

View your degree of connection.

See the **Source** of the prospect.

View the history of all recruiting activities you and your team have taken with the prospect.

Right Side of a Prospect's Profile

Use the **Update me** feature to receive automatic updates on your Recruiter homepage when the prospects makes a change to their public LinkedIn profile or a teammate takes an action.

View projects, statuses, tags, notes, attachments, reminders, custom field information, and hiring manager feedback added to the prospect's profile by your team.

The screenshot displays the right-hand navigation pane of a LinkedIn Recruiter prospect profile. At the top is a dark header with the text "Recruiting Tools" and a row of icons: a green star, a folder, a tag, a document, a paperclip, a bell, and a hamburger menu. Below this are several sections: "Projects (1)" with a card for "Software Developers" (Status: Screened, April 2, 2014); "Tags (2)" with "Engineer" and "Media" tags; "Attachments (1)" with a "Resume: RHunters.docx" (April 2, 2014); "Connection Path" (1 of 10) showing "Colene Kremers" (2nd connection) with a note "Matching professionals with opportunity" and a button "Ask about Robin"; "Similar profiles" listing "Alex Handris" (Recruiter at Enigma Corporation) and "Karina Bieker" (Matching professionals with opportunity); and "People also viewed" listing "Breana Panaro" (1st) and "Anthony Permenter" (3rd).

Use the **Recruiting Tools** to add the prospect to a Project, create tags or notes, attach files, set reminders, or add custom fields.

Learn more about the **Recruiting Tools** on the next page.

Connection Path finds coworkers and connections that may know the prospect. Use **Connection Path** to reach out to your coworkers and connections and ask about the prospect.

Use **Similar profiles** and **People also viewed** to see people with related backgrounds and skill sets.

Recruiting Tools

Projects: Add the prospect to an existing Project and choose a status or create a new Project to which you can add the prospect.

The screenshot shows the 'Add to projects' form in the Recruiting Tools interface. At the top, there is a search bar labeled 'Search for projects...'. Below it is a dropdown menu labeled 'Choose a status'. At the bottom, there are two buttons: 'Add' and 'Cancel'. A 'Create new project' link with a plus sign is located at the bottom right of the form.

Tags: Add tags.

The screenshot shows the 'Add tags' form in the Recruiting Tools interface. It features a search bar labeled 'Search tags'. Below the search bar, there are two expandable sections: 'Recently used tags' and 'All tags (alphabetical)'. At the bottom, there are two buttons: 'Add' and 'Cancel'.

Notes: Add free-form notes to track information that isn't captured anywhere else on the prospect's profile.

The screenshot shows the 'Add notes' form in the Recruiting Tools interface. It features a large text area for entering notes. At the bottom, there are two buttons: 'Add' and 'Cancel'.

Attachments: Add a relevant link, attach a file, or upload a resume.

The screenshot shows the 'Attachments' form in the Recruiting Tools interface. It features three options, each with a plus sign: 'Add a link', 'Attach a file', and 'Attach a resume'.

Reminders: Create a reminder for yourself.

The screenshot shows the 'Set a reminder' form in the Recruiting Tools interface. It features a dropdown menu for frequency with options: '1 day', '1 week', '1 month', and 'set a date'. Below this is a date field showing 'June 5, 2014' and a large text area for the reminder message. At the bottom, there are two buttons: 'Add' and 'Cancel'.

Custom Fields: Track unique information specific to your organization's needs, like a start date, pay rate, or work authorization.

The screenshot shows the 'Custom Fields' form in the Recruiting Tools interface. It features three custom fields, each with a plus sign: 'Willing to relocate', 'Salary Requirements', and 'Language'.