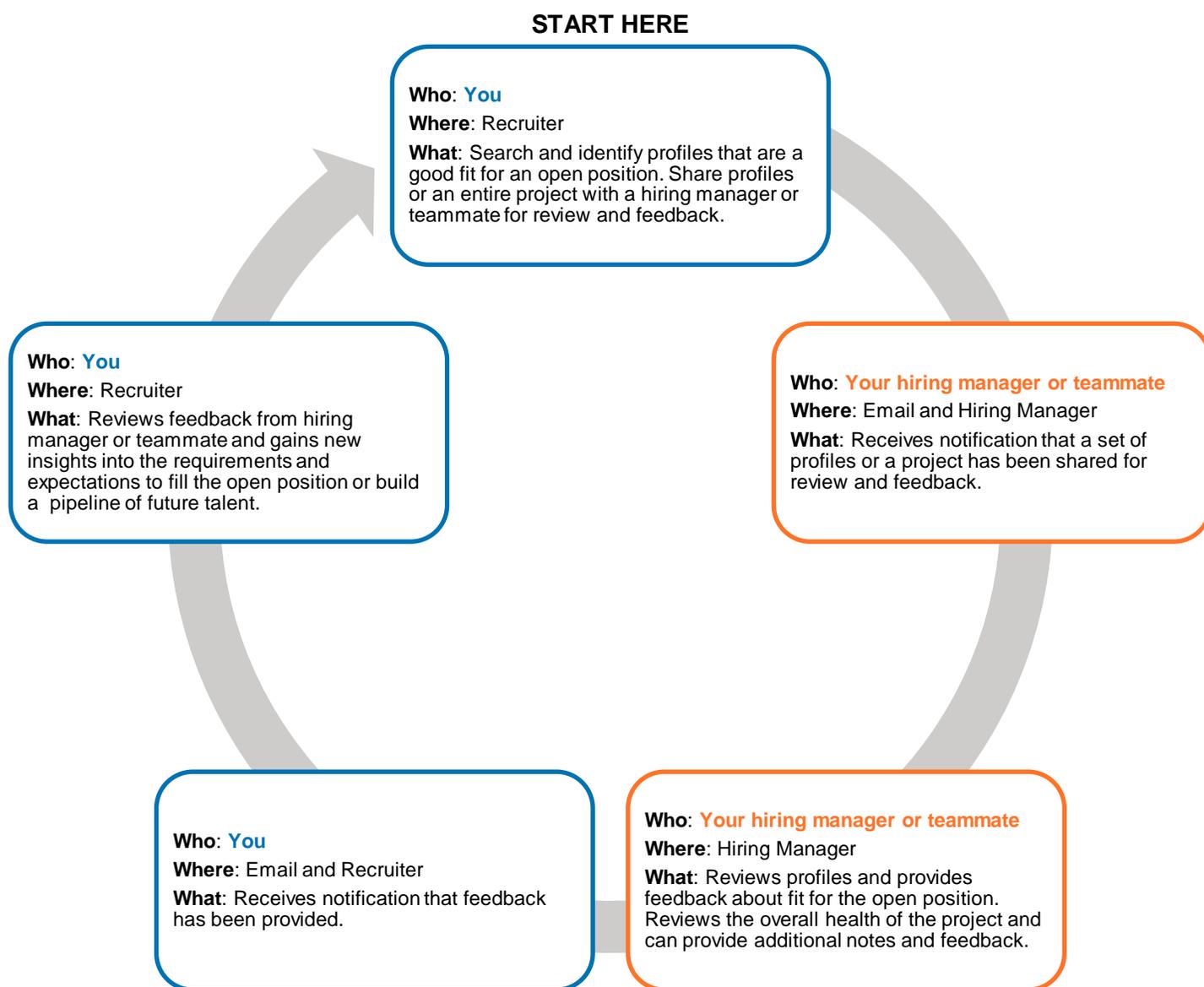


Use Hiring Manager to Collaborate with Teammates

Hiring Manager is a limited version of LinkedIn Recruiter that enables you to easily collaborate with your hiring manager or a teammate who does not have a full Recruiter license for a more streamlined and productive sourcing process. All your hiring manager or teammate needs is a LinkedIn.com profile to gain access to the Hiring Manager tool.

Profile and Project Sharing Workflow

The Hiring Manager tool enables you to get feedback from a hiring manager or teammate on individual profiles and see the overall health of your projects to ensure you are on the right track when sourcing for an open position or pipelining for future opportunities. Here's what a typical workflow looks like when you are collaborating with teammates between Recruiter and Hiring Manager.



Administrative Set Up

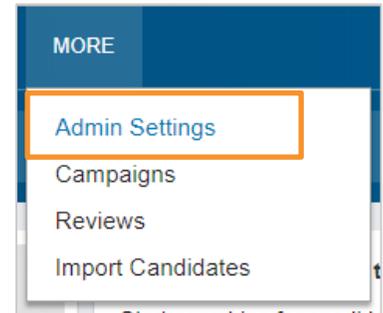
Before sharing profiles and projects with a hiring manager or teammate, there is a little set up required to use the Hiring Manager tool to collaborate with those who do not have a full Recruiter license.

If you have administrative access, you can manage these settings in Recruiter. If you don't have administrative access, reach out to someone on your team with admin access in Recruiter.

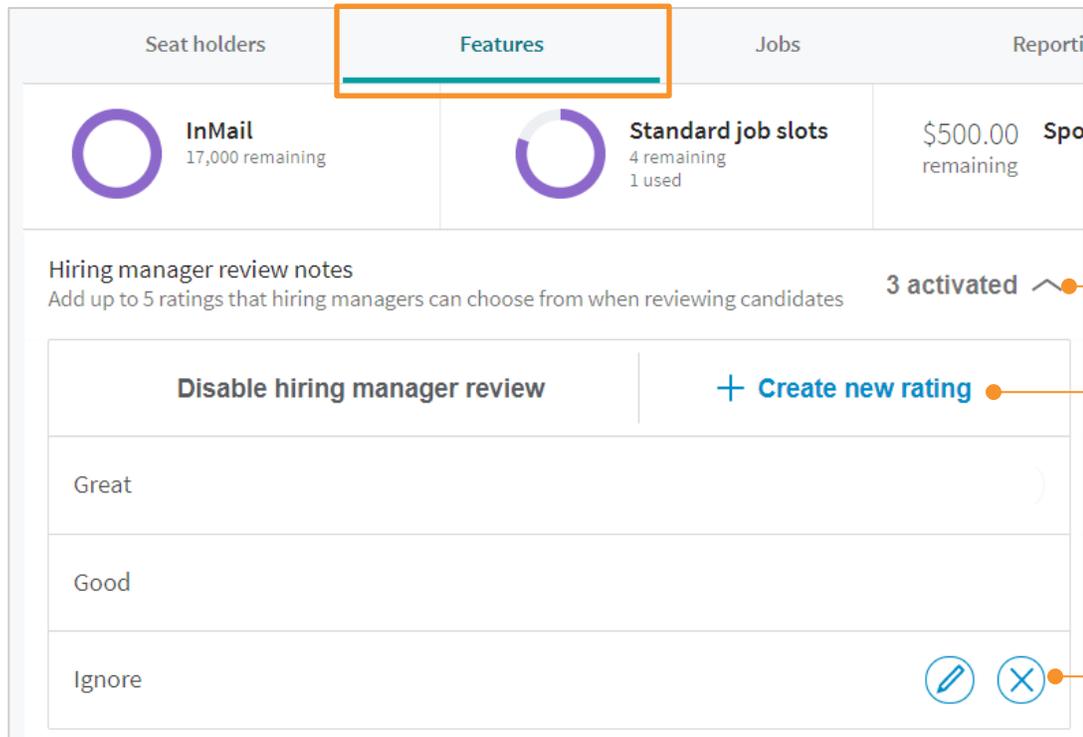
Set Hiring Manager Rating Options

First you need to set the rating system a hiring manager or teammate will use when they review profiles in the Hiring Manager tool. This rating system will be used across your entire contract, it is not customized for each individual user.

1. Sign in to **LinkedIn Recruiter**.
2. Place your cursor over **MORE** and click **Admin Settings**.



3. Click the **Features** tab.
4. Edit the **Hiring manager review notes** settings.

A screenshot of the LinkedIn Recruiter 'Features' tab. The 'Features' tab is highlighted with an orange box. Below the tabs, there are three feature cards: 'InMail' (17,000 remaining), 'Standard job slots' (4 remaining, 1 used), and '\$500.00 Spots remaining'. Below these cards is the 'Hiring manager review notes' section, which is currently '3 activated'. There are three orange callout lines pointing to specific elements: one points to the '3 activated' status, another points to the '+ Create new rating' button, and a third points to the edit and delete icons for the 'Ignore' rating.

Expand the **Hiring manager review notes** settings and click **Enable hiring manager review**.

Click to add a new rating.

Place your cursor over an existing rating to edit or delete the rating.

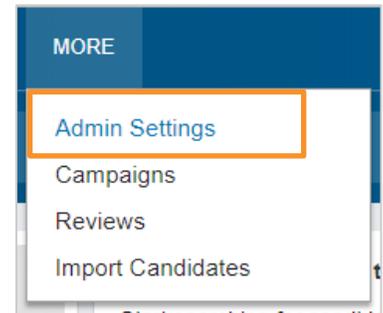
Assign Users a Hiring Manager Seat

There are two ways you can assign teammates a Hiring Manager seat and give them access to the Hiring Manager tool. Both methods require the user to have a LinkedIn.com profile.

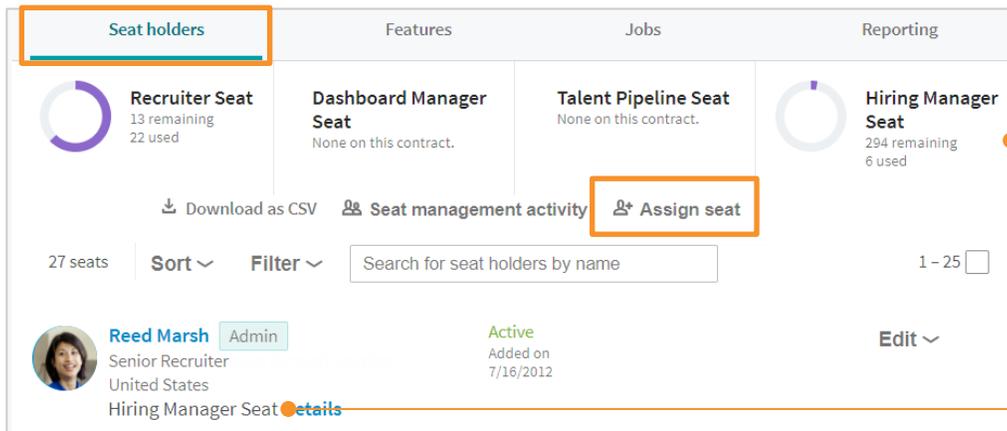
1. **Admin Settings:** If you want to proactively assign Hiring Manager seats to those you know will need access, you can do so from the Admin Settings – just follow the steps below.
2. **Ask for Review workflow:** You can also easily assign a Hiring Manager seat to any teammate when you are selecting profiles for review and requesting feedback – just enter your teammate's name, select their profile, and they'll automatically be assigned a seat.

Note: A Hiring Manager seat can only see the profiles or projects that you have shared with them.

1. Sign in to **LinkedIn Recruiter**.
2. Place your cursor over **MORE** and click **Admin Settings**.



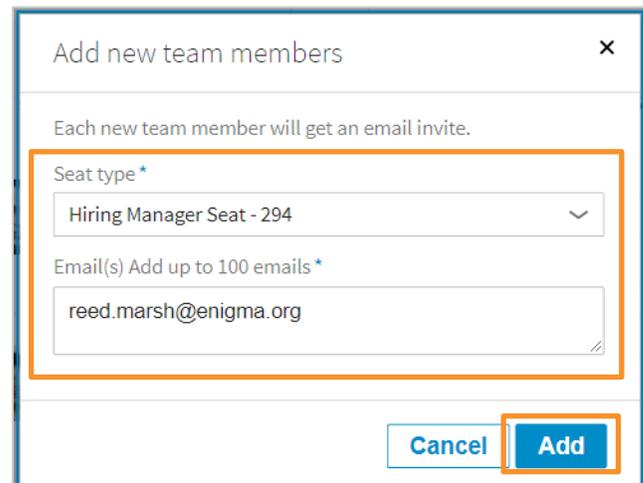
3. Click the **Seat holders** tab.
4. Click **Assign seat**.



View how many **Hiring Manager Seats** are available on your contract.

View which users have a **Hiring Manager Seat**.

5. Select **Hiring Manager Seat** for the seat type.
6. Enter one or more email addresses.
7. Click **Add**.



Share Profiles and Ask for Feedback

Once the feedback rating options are set, you are ready to start collaborating with those who don't have a full Recruiter license.

There are multiple places in Recruiter where you can share one or more profiles with a hiring manager or teammate and request feedback to ensure you are targeting the right candidates for an open position or building a pipeline of talent.

Search Results Page or Talent Pool Tab of a Project

The screenshot shows a list of profiles in the Recruiter interface. At the top, there are icons for selection, sharing, and other actions. The first profile is Holland Torres, a Recruiter at Enigma Corporation. The second profile is Casey McGuire, a Sr. Recruiter at Lore Ventures. A dropdown menu is open for Casey McGuire's profile, showing options like 'Send InMail', 'Add to clipboard', 'Add note', 'Share profile', 'Update me', and 'Find more people like'. The 'Share profile' option is highlighted with an orange box. Another orange box highlights the ellipsis icon next to the 'Save to a project' button for Casey McGuire.

Select multiple profiles and click the **Ask for review** icon....

...or click the **Ellipsis** icon next to one profile and then click **Share profile**.

Tip: It is easier to manage feedback from a hiring manager or teammate when you save profiles to a project and then share the profiles for review.

Individual Profile

The screenshot shows an individual LinkedIn profile for Reed Marsh, a Senior Instructional Designer and Team Lead. The profile includes a photo, name, title, location, and previous positions. A dropdown menu is open over the 'Send message' button, showing options like 'Print profile', 'Save to PDF', and 'Share profile'. The 'Share profile' option is highlighted with an orange box. Another orange box highlights the down arrow next to the 'Send message' button.

Place your cursor over the down arrow to the right of **Send message** and then click **Share profile**.

Project

The screenshot shows the LinkedIn Recruiter interface. At the top, there is a toolbar with buttons for 'Change status...', 'Message', 'Ask for review', 'Add...', 'Print profiles', 'Save to PDF', and a trash icon. Below the toolbar, a list of profiles is displayed. The profile of Finley Christensen is selected, and the profile of Emery Walton is highlighted with a star. The 'Ask for review' button is highlighted in the toolbar and next to Emery Walton's profile.

Select multiple profiles and click the **Ask for review** button....

...or click **Ask for review** next to an individual profile.

Send Request

Once you've selected one or more profiles to share for review, follow the steps below to send your request.

The screenshot shows the 'Ask for Hiring Manager review' dialog box. The profile to review is Finley Christensen. The 'To' field contains Murphy Perkins. The 'Message' field contains 'Please review these profiles to see if they would be a good match.' The 'Send' button is highlighted.

Enter the names of those who you want to review the profiles and provide feedback. Anyone who doesn't already have a Hiring Manager seat will automatically be assigned a seat.

Add a short message and include instructions for your reviewers.

Click **Send**.

Review Feedback in Recruiter

After a hiring manager or teammate provides feedback, there are multiple places in Recruiter where you can view the feedback you've received.

Notifications

When you receive feedback, you'll see an **update** on your Recruiter homepage and in your **NOTIFICATIONS**.

The screenshot shows the LinkedIn Recruiter interface. The 'NOTIFICATIONS' dropdown menu is open, showing a notification for hiring manager reviews for the profile of Rey Woods. The notification is highlighted, and the 'Click to see the review rating and feedback' text is shown.

Click to see the review rating and feedback.

Project

The screenshot shows a table of candidates in a project. The columns are: All (10), New (0), Contacted (0), Sort by (Last Modified), and a list of columns: All, Status, Review, Activity, and Adde... The candidates listed are:

- Reed Marsh: Senior Instructional Designer... Greater San Diego Area. Status: February 19, 2015. Review: Excellent. Activity: 3 views, 1 message, 6 shares.
- Andy Caldwell: Customer Success Manager... San Francisco Bay Area. Review: 3 reviews.
- Murphy Perkins: Sr. Recruiter at Lore Ventures Greater Chicago Area. Review: Reviewed by Tristan Greer (Average, May 14, 2015), Lee McLaughlin (Good, April 10, 2013), Lynn Hampton (Excellent, December 12, 2011). Review Pending.
- Rey Woods: Senior Instructional Designer... San Francisco Bay Area. Review: Reviewed by Kendall Walton (February 10, 2015).

Go to a candidate profile and read any additional feedback provided by the reviewer.

View a summary of the feedback you've received in the **Review** column.

If anyone has not provided feedback, you'll see them in the **Review Pending** list.

Individual Profile

The screenshot shows the profile of Rey Woods. The 'Recruiting Activity' section is highlighted, showing 'Hiring manager feedback' from Robin Hunters, Sr. Mobile Engineer at Lotus Flower Corp. The feedback includes a rating of 'Great' and a note: 'Looks like a good candidate for the Sr. Instructional Designer role. Please set up an interview.' The date is December 7, 2017.

View the rating each reviewer gave the candidate and any additional feedback notes they included when they reviewed the profile.

See All Feedback Received from Reviews

The screenshot shows the LinkedIn Recruiter interface. The 'MORE' menu is open, and 'Reviews' is selected. The 'Reviews' section shows a notification: '11/20/17, 12:11 PM You shared 3 profiles with Robin Hunters'. The project is 'Instructional Designer'. The reviews listed are:

- Quinn Hopkins, Instructional Designer: Robin Hunters's rating: Good. Her summary of what she is interested in doing is aligned with our needs, but it's her profile what her skills are and how quickly she'd pick up new tools and content. 12/7/17, 5:57 PM
- West Wells, Transforming careers through learning: Robin Hunters's rating: Great. Looks like a good candidate for the Sr. Instructional Designer role. Please set up an interview. 12/7/17, 1:18 PM

Place your cursor over **MORE** and click **Reviews** to see a complete history of profiles you've sent for review and feedback you've received.

Access the project where the profiles were shared.

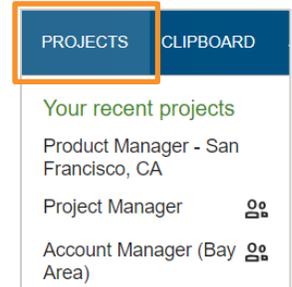
Review each rating, feedback notes, and when the review was completed.

Give Your Hiring Manager or Teammate Visibility into a Project

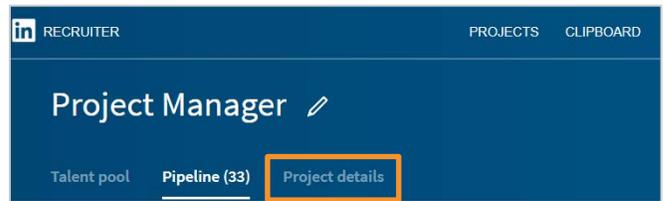
You can also share projects with a hiring manager or teammate who does not have a full Recruiter license and give them insight into the overall health of the recruiting pipeline. Your hiring manager or teammate will be able to see the project details, how candidates are moving through the pipeline, and add notes or review candidate profiles. They will not be able to send messages or add new candidates to the project.

Share a Project

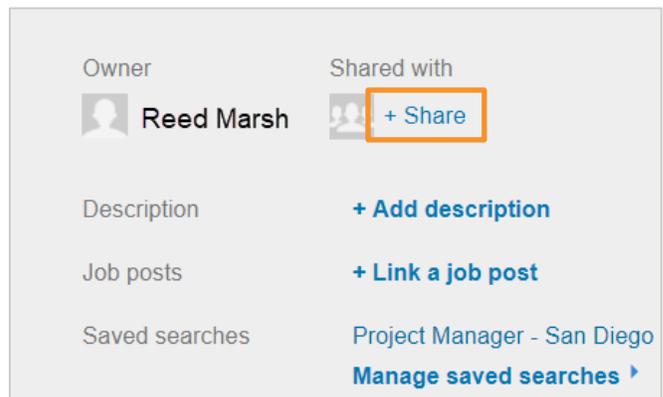
1. Sign in to **LinkedIn Recruiter**.
2. Place your cursor over **PROJECTS** and click a project name.



3. Click the **Project details** tab.



4. Click the **+Share** link.



5. Enter the names of those who you want to share the project. Anyone who doesn't already have a Hiring Manager seat will automatically be assigned a seat.
6. Click **Done**.

