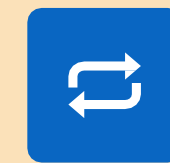


Day 1 Guide: what's changed

We'll walk you through the key changes you'll encounter on Day 1 of signing in to New Recruiter & Jobs.

How to read this guide



Updated

Features from previous version that have been refreshed.



Moved

Features from previous version that have moved location.



New

Brand-new features as part of the major upgrade.

Key product changes

Updated

Homepage

The homepage has been redesigned around projects to help you quickly jump back into your recent work.

Up to 15 projects can be displayed on the homepage, and you can “star” important projects to pin them at the top of the list. Additionally, you can easily access all of the candidate feedback requests you’ve sent and received on the left-hand side of the homepage.

Updated

Project-list view

View, filter, or search for all of your projects or those shared with you.

Moved

Search bar

The Recruiter search bar has moved to the top right of the homepage.

in

RECRUITER

Projects

Jobs

Campaigns

Reports

Start a new search here

Recent projects

Recent jobs

Provide feedback

Profiles

Review feedback

Profiles

Recent projects (6)

View all

★ Account Manager

Updated

Hiring manager feedback

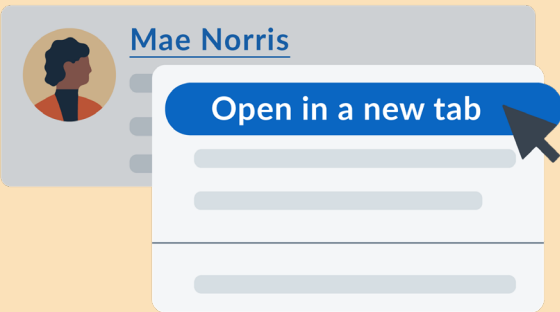
See candidate feedback from hiring managers on the homepage or directly from the candidate’s profile.

Key product changes

Slide-in profile

The slide-in profile lets you view candidate profiles in detail, without losing your place in search or needing to open a new tab.

Use the arrows in the upper right corner of the slide-in profile to click through different profiles.

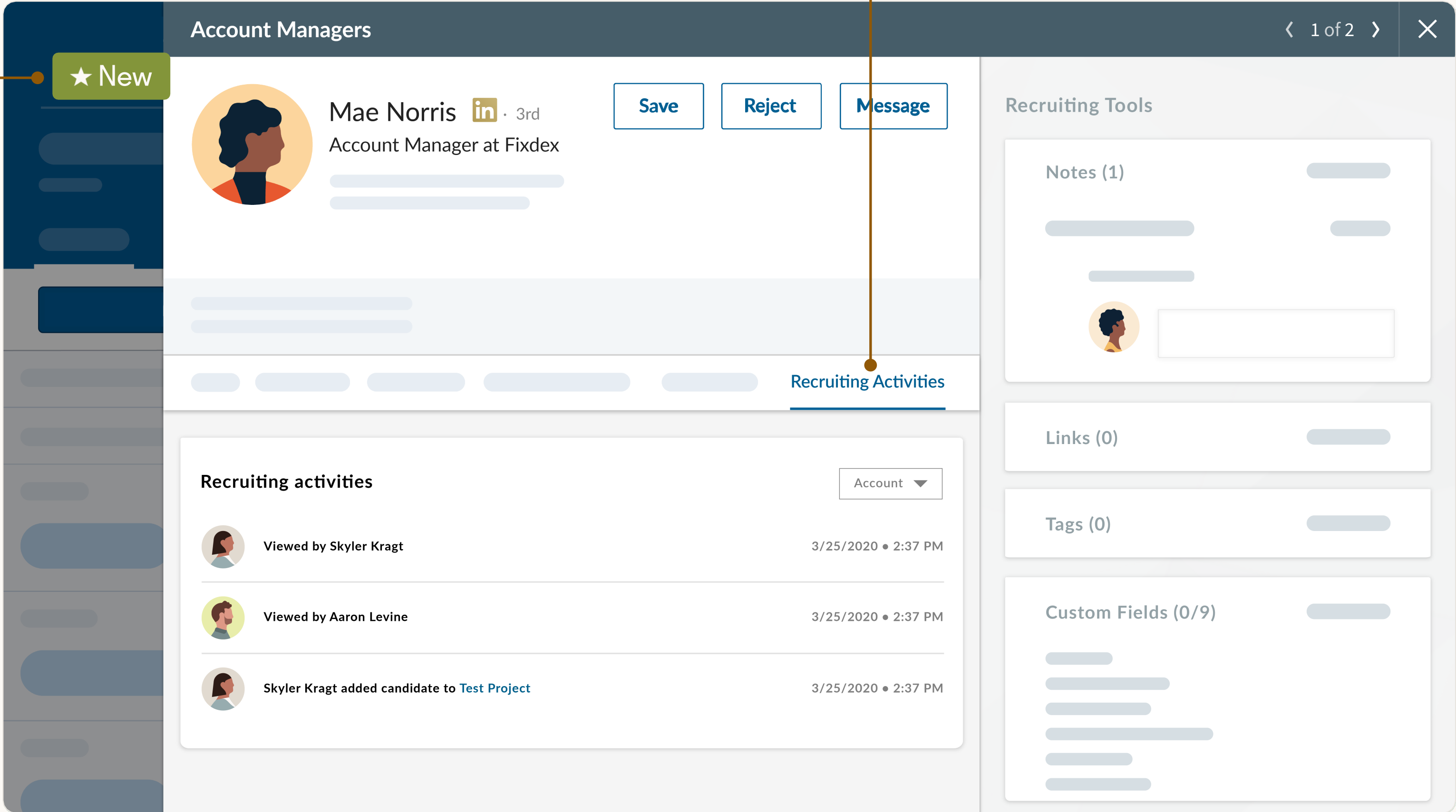


Top tip: To open a profile in a new tab, go to your Pipeline and simply right-click on the candidate's name (underlined) and select "Open in a new tab."

Moved

Recruiting activity

You can now find all your team's interactions related to a candidate on their slide-in profile, under the "Recruiting Activities" tab.

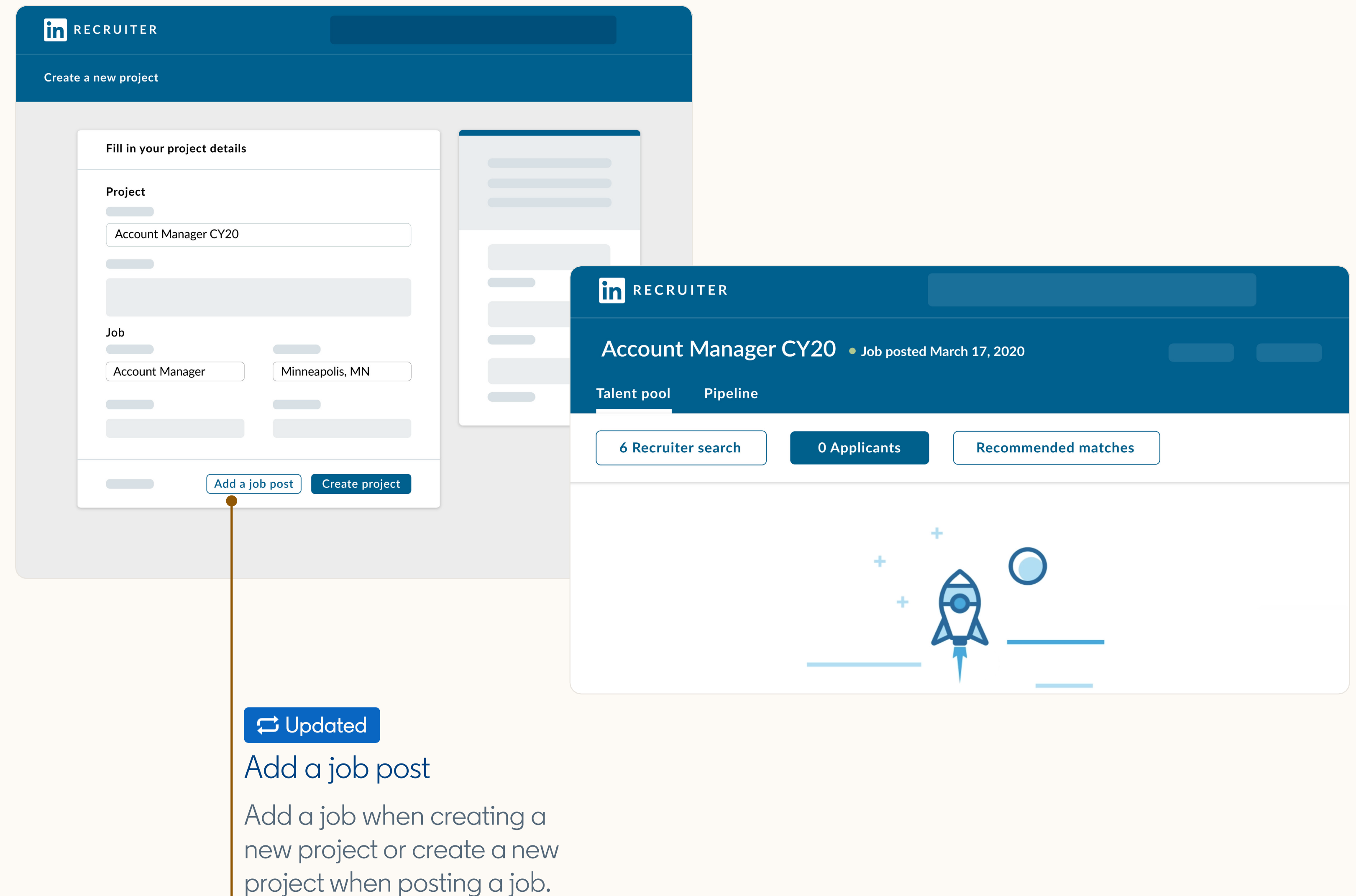


Key product changes

Updated Jobs in projects

You can now manage job applicants and sourced candidates all in one project, giving you a unified view of the candidates for your role.

Once created, all job applicants will appear in the “**Applicants**” section, and your searches will live in the “**Recruiter search**” section of “**Talent pool.**”



Key product changes

Spotlight

Spotlights are now located at the top left-hand rail in the “Recruiter search” tab.

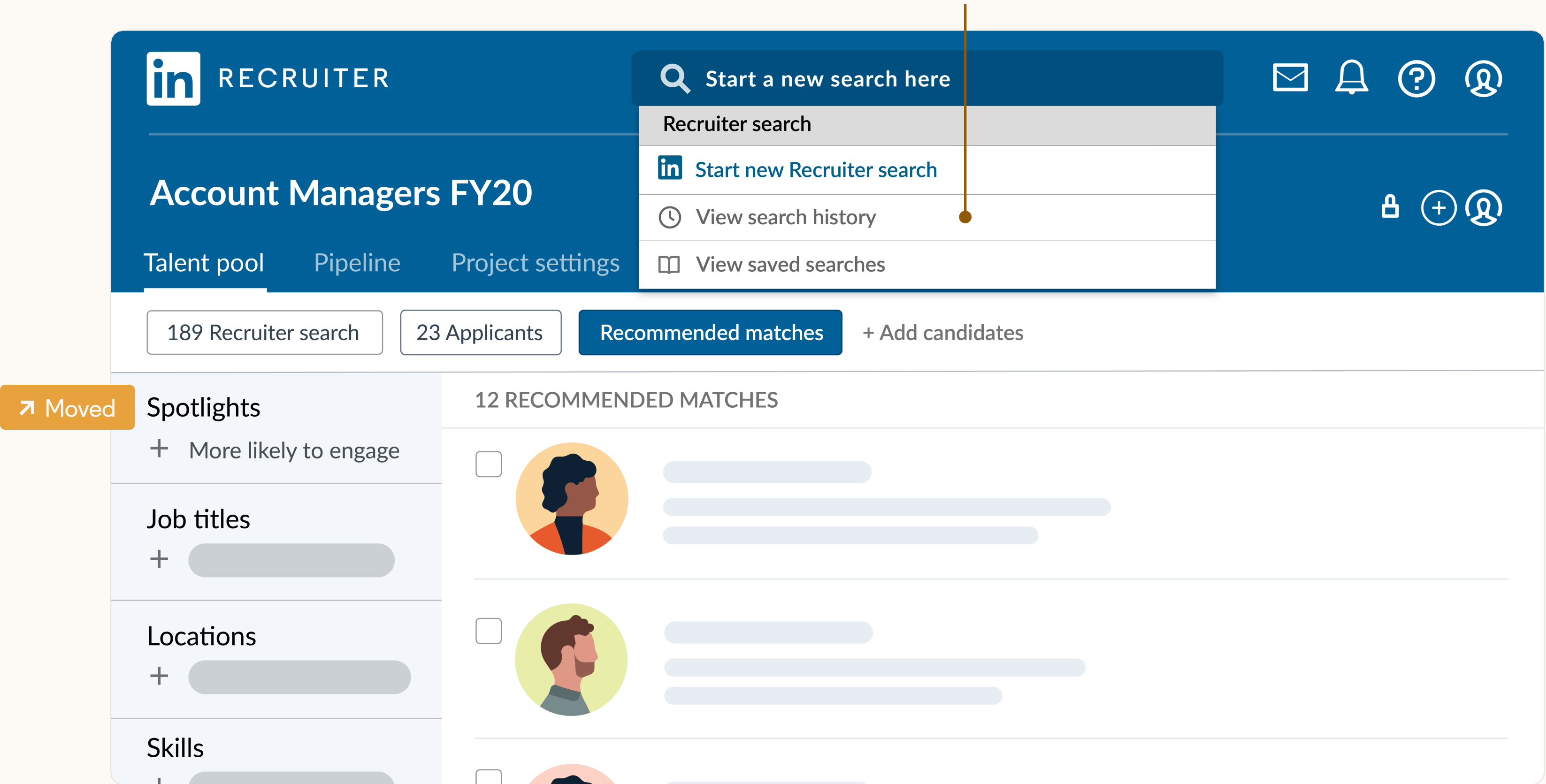
You can select more than one spotlight at a time to expand your search (selecting multiple spotlights works as an OR statement).

Updated

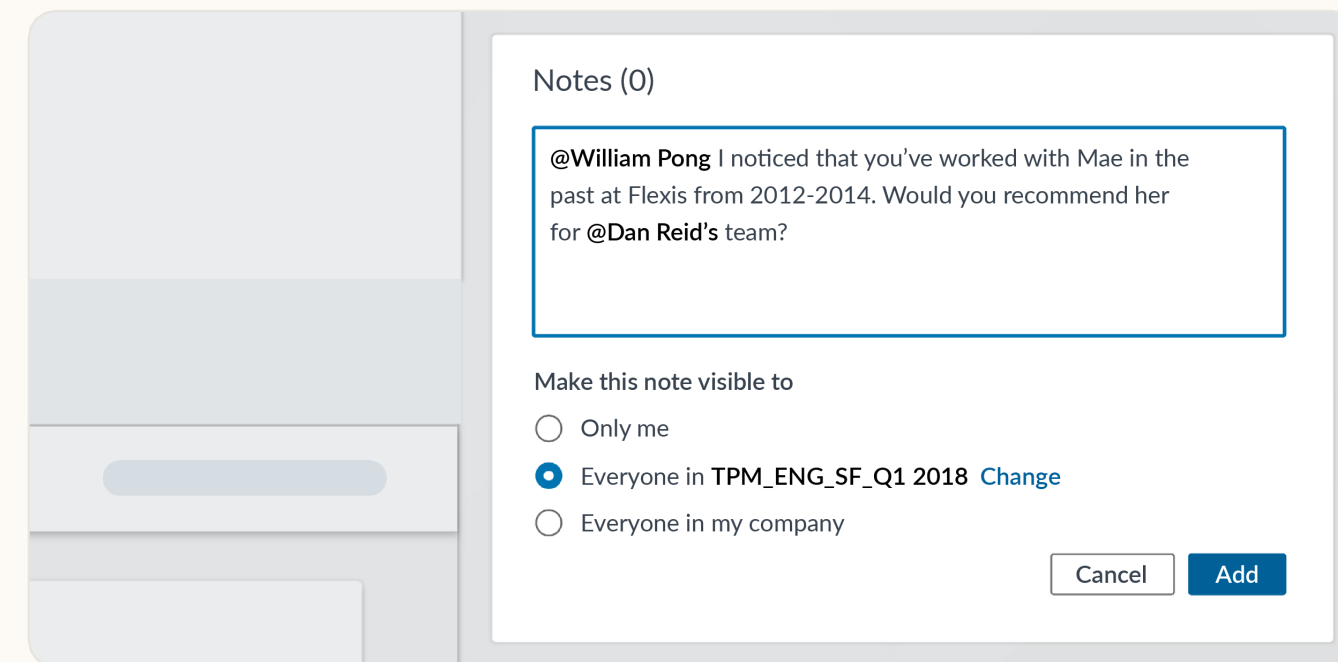
Search history and saved searches

You can access your search history and saved searches from the search bar at the top right of the page or from within a project by clicking “Search history” on the left-hand rail.

Note: When inside a project, you will only see the search history and saved searches relating to that specific project.

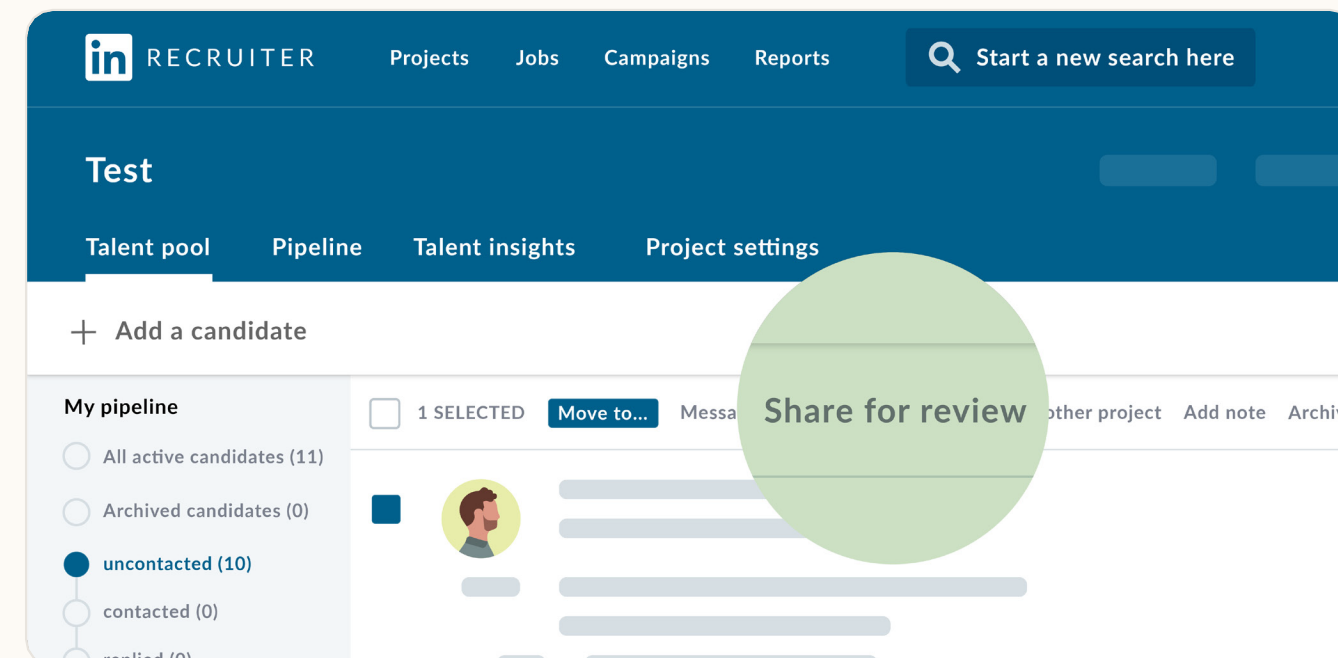


Key product changes



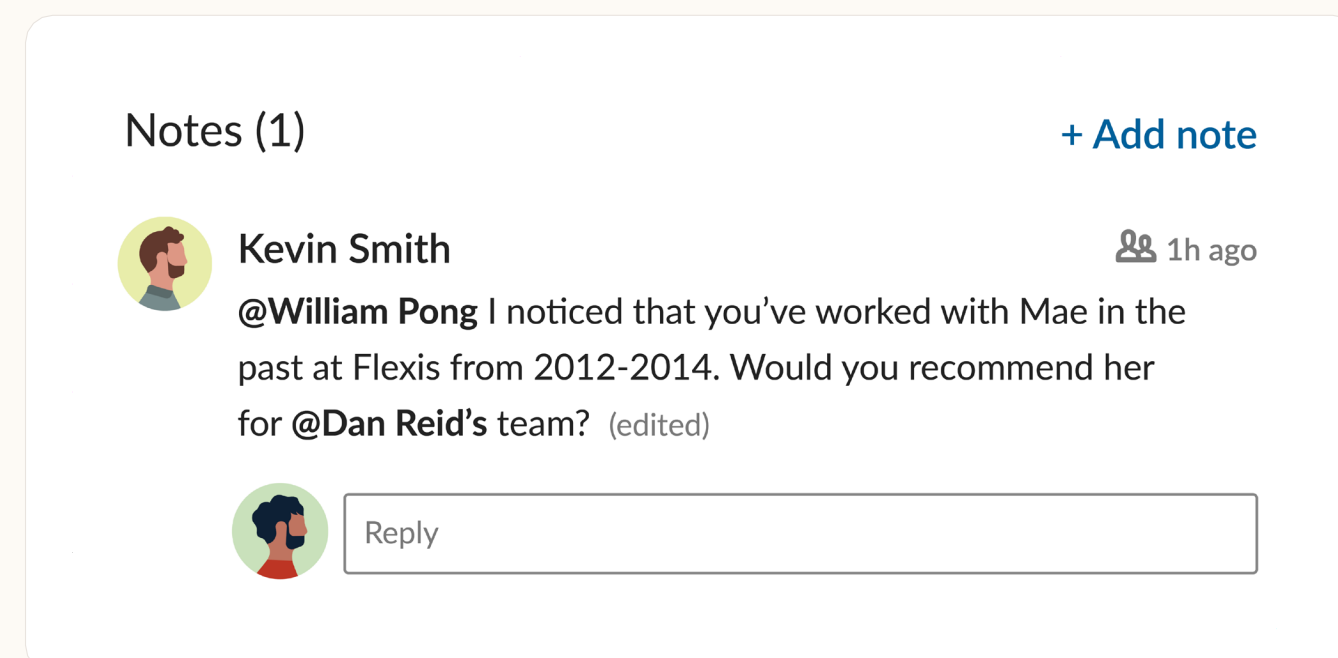
★ New Sharing message threads

Give your teammates visibility into your conversation history with a candidate. You can select one of three visibility settings: **“Only me,”** **“Members of a project,”** or **“Everyone.”** All message threads are set by default to the **“Only me”** visibility setting, including historical messages.



★ New Hiring manager collaboration

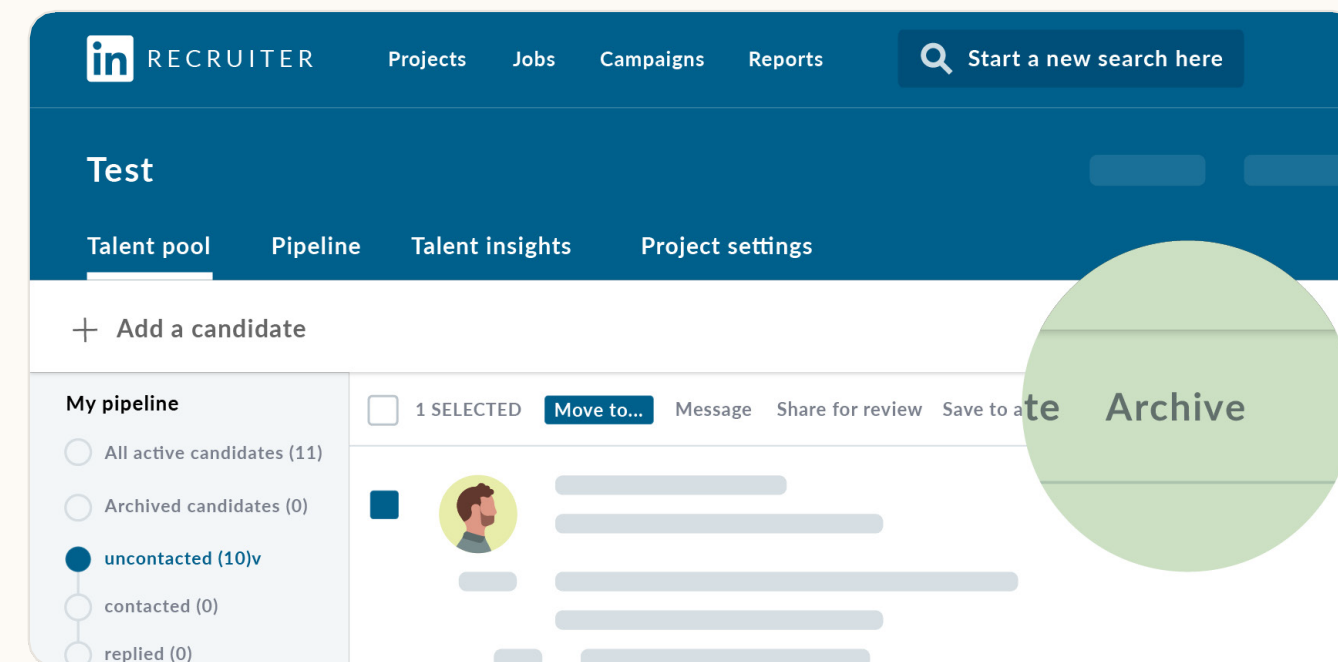
You can now collaborate with hiring managers in two ways: adding them to a project and sharing candidate profiles with them.



★ New Notes

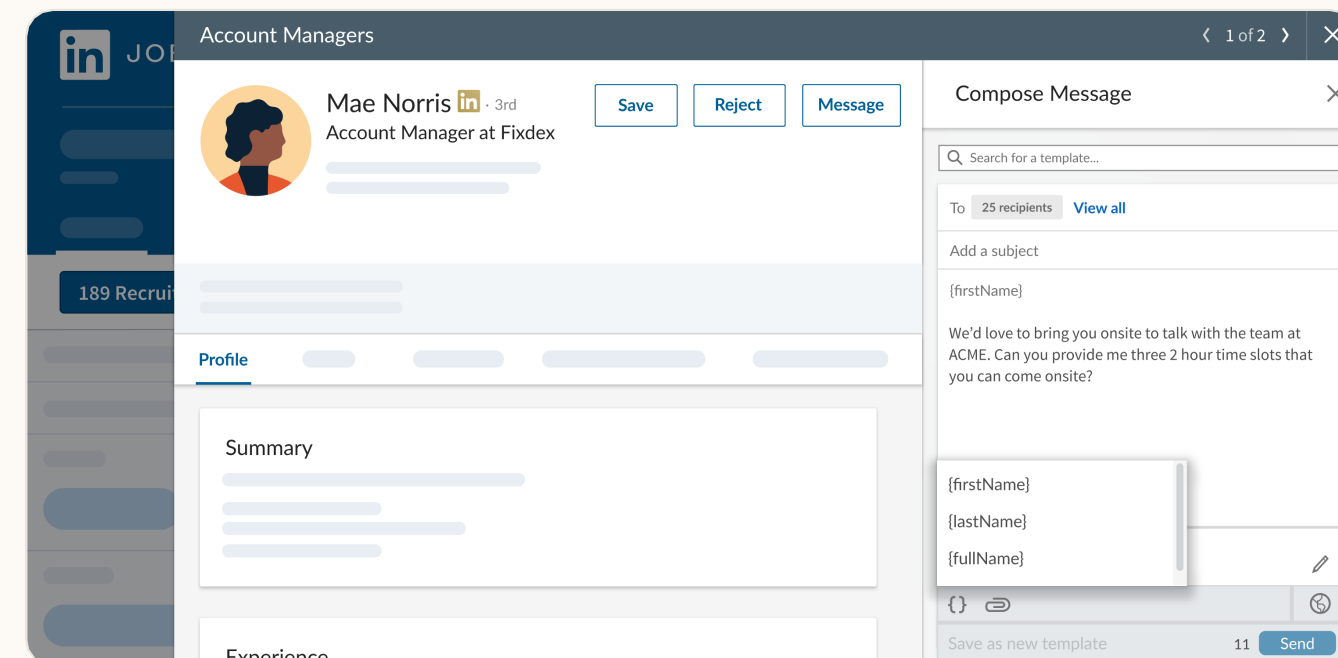
There are two new updates to notes in Recruiter. You can now select to share notes with your teammates and tag them to quickly discuss candidates. This helps to cut down on the back and forth and leads to better collaboration.

Key product changes



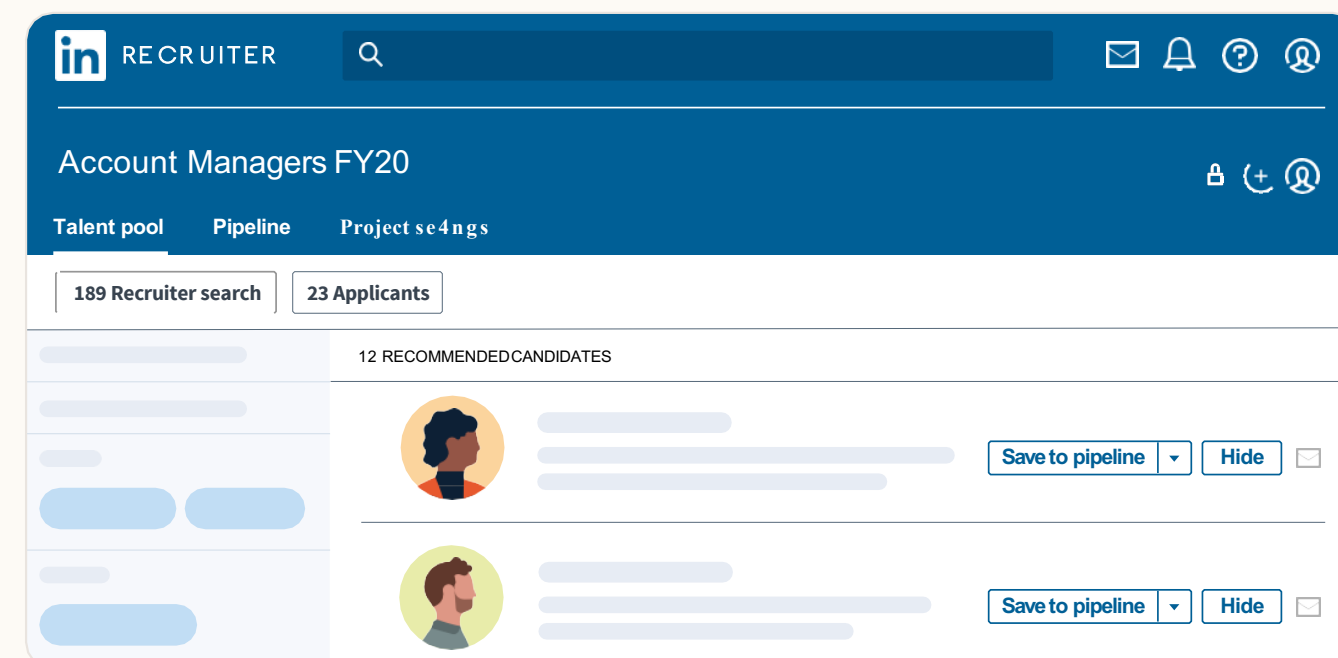
★ New Removing candidates from projects

To remove candidates in your Pipeline, select their profiles and click “**Archive.**” If you change your mind, you can always access all of your archived candidates under “**Archived**” in your project’s Pipeline.



★ New InMail salutation

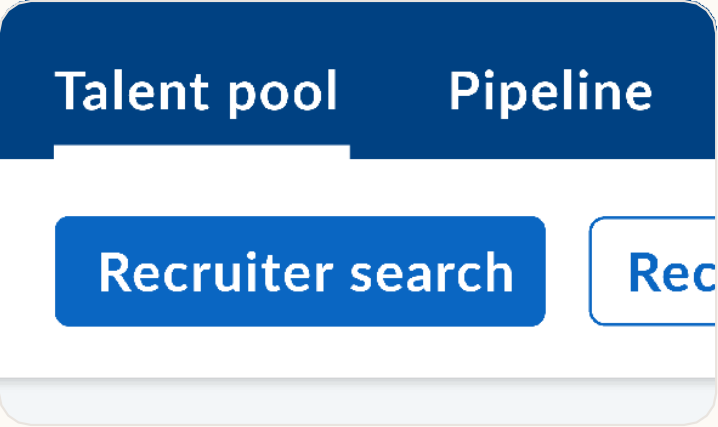
When sending an InMail, select the “[]” icon at the bottom left of the InMail compose window to automatically insert the first, last, or full name(s) of the candidate(s).



★ New Recommended Matches

Recommended Matches is a daily list, generated by LinkedIn, of up to 25 candidates who are recommended for your role. As you save and hide candidates, as well as send InMail messages, LinkedIn uses machine learning to refine your list of recommendations.

Best practices



Search in projects

You can now conduct all of your searches inside a project. We recommend you start by creating a project for the role you’re looking to fill before searching for candidates. This will not only help you stay organized, but you’ll also get candidate recommendations that improve over time based on your project activity.



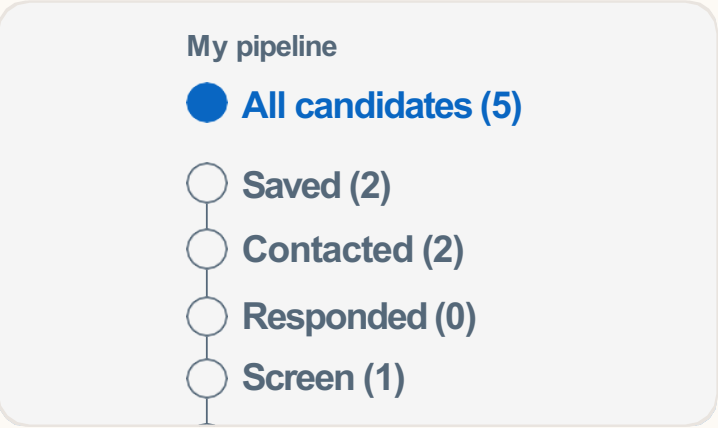
Reminders

You can still add reminders to follow up with candidates in the inbox, under “**Recruiting Tools.**” The LinkedIn Product team is currently rebuilding the feature so you can add reminders directly on candidate profiles. This should be available in the coming months.



Clipboard

We’ve removed the Clipboard feature and going forward you can now keep track of all your candidates in projects. If you had candidates saved to Clipboard, you’ll see a project with your name and “**Clipboard**” in the title that houses all of your Clipboard profiles.



Pipeline in projects

The Pipeline is your place within a project to keep track of all the candidates you’re interested in for a role. When you find candidates you like, click “**Save to Pipeline**” so they’ll be moved to the Pipeline. As candidates move through your recruiting process, click “**Change stage**” to stay on top of each candidate’s status.

Thank you for your partnership

We're here to help. Reach out to your LinkedIn Customer Success Manager if you need additional product training support or have any questions.