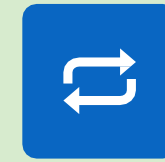


# Day 1 guide: What's changed

A walk-through of the changes you'll find on your first day in the updated Recruiter Lite



# How to read this guide



## Updated

These are features from the previous version that have been refreshed.



## Moved

These are features from the previous version that have moved location.



## New

These are brand-new features that are part of the updated version.

# 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 to the top of the list. You can also easily review all the candidate feedback you've received on the left-hand side of the homepage.

Updated

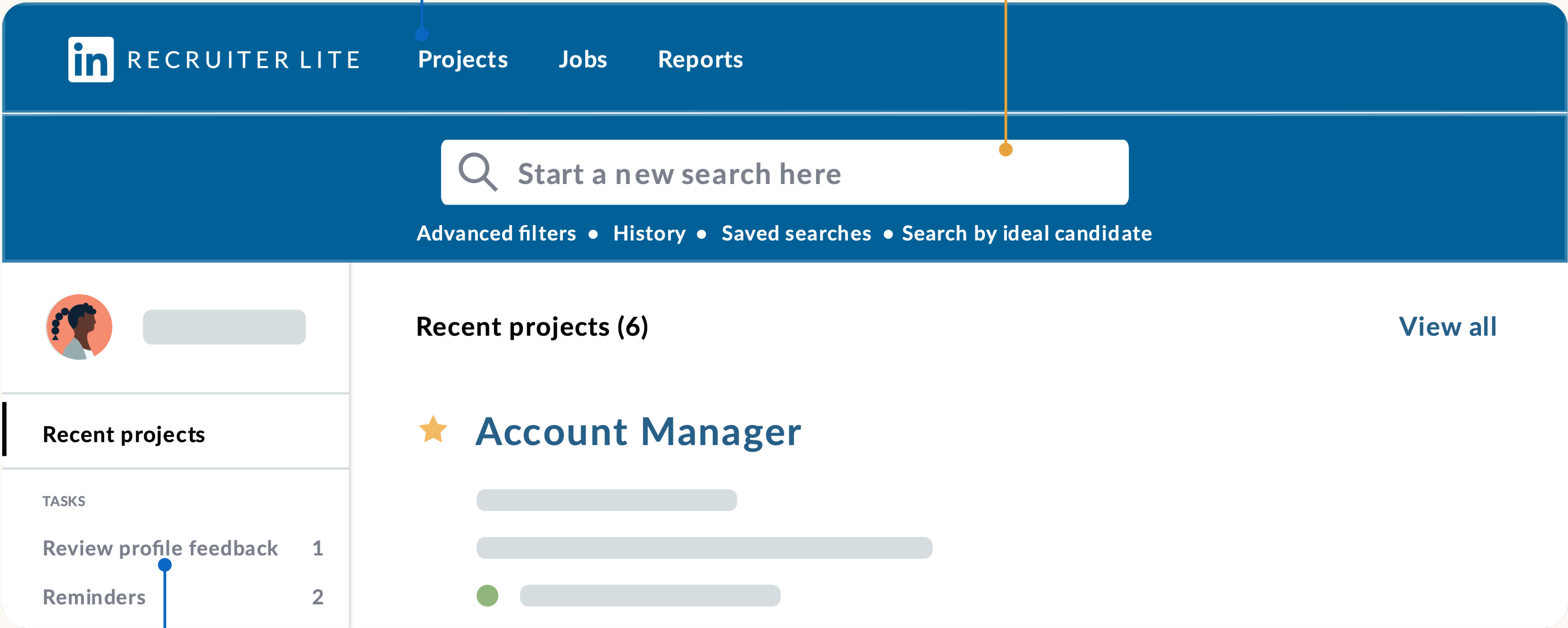
## Project-list view

View, filter, or search for all of your projects.

Moved

## Search bar

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



Updated

## Hiring manager feedback

View candidate feedback from your hiring managers on the homepage or the candidate's profile.

Updated

# Saved searches and search history

There are two places you can access your past searches — from the search bar, or within a project.



Pro tip: get alerts when new candidates meet your search criteria by downloading the free Recruiter mobile app, available in the [App Store](#) or on [Google Play](#).

Updated

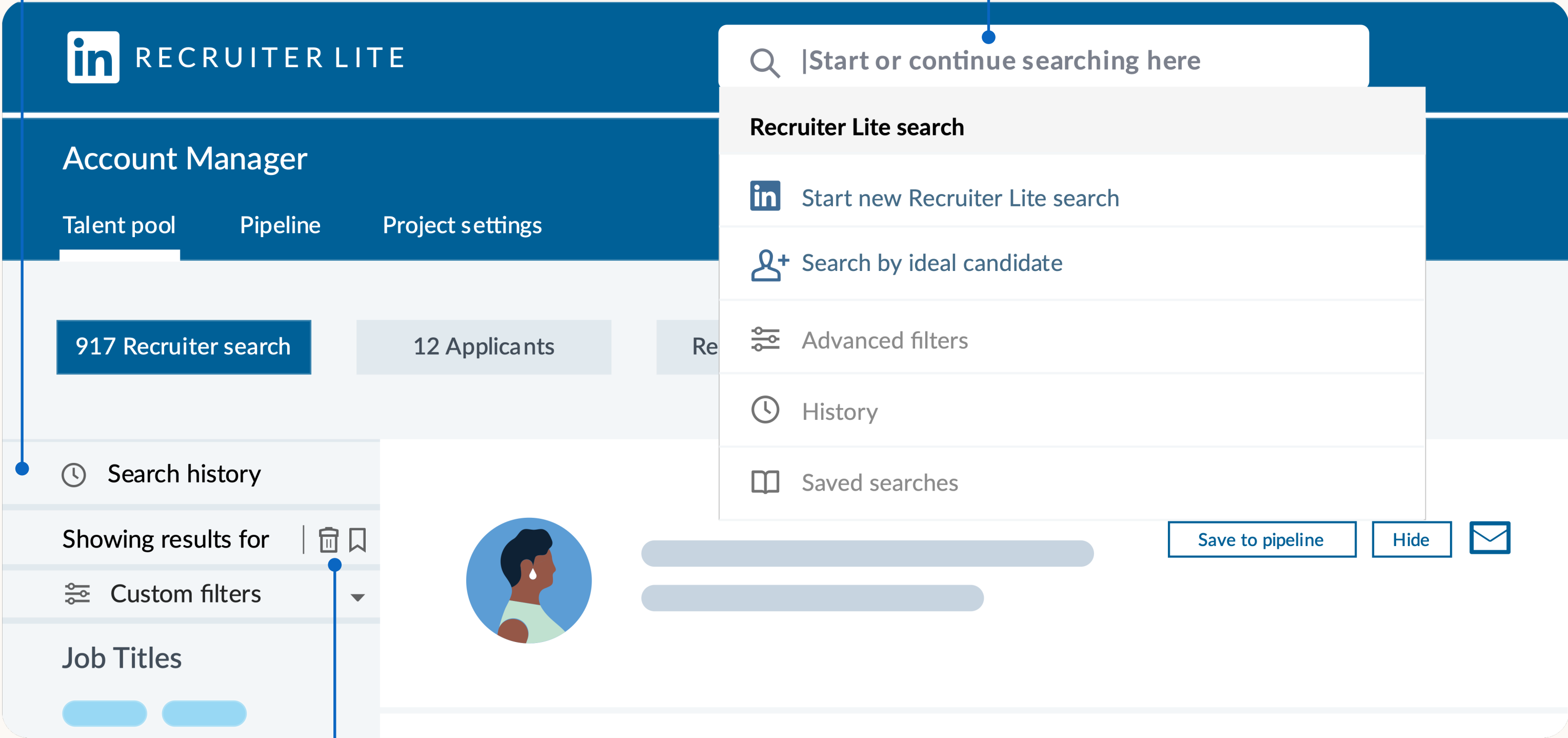
## Project-specific searches

Access your search history and saved searches specific to the project you’re working in by clicking “Search history” at the top left of the “Talent pool” section.

Updated

## Search history and saved searches

You can access all of your search history and saved searches from the search bar.



Updated

## How to save or clear a search

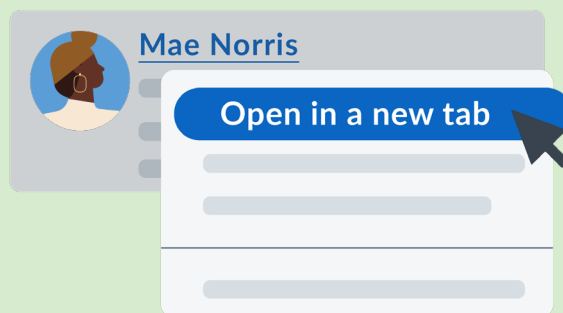
Click the “bookmark” icon to name, and then save, your search. Click the “trash” icon to clear your existing search and start a new one.

★ New

## 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.

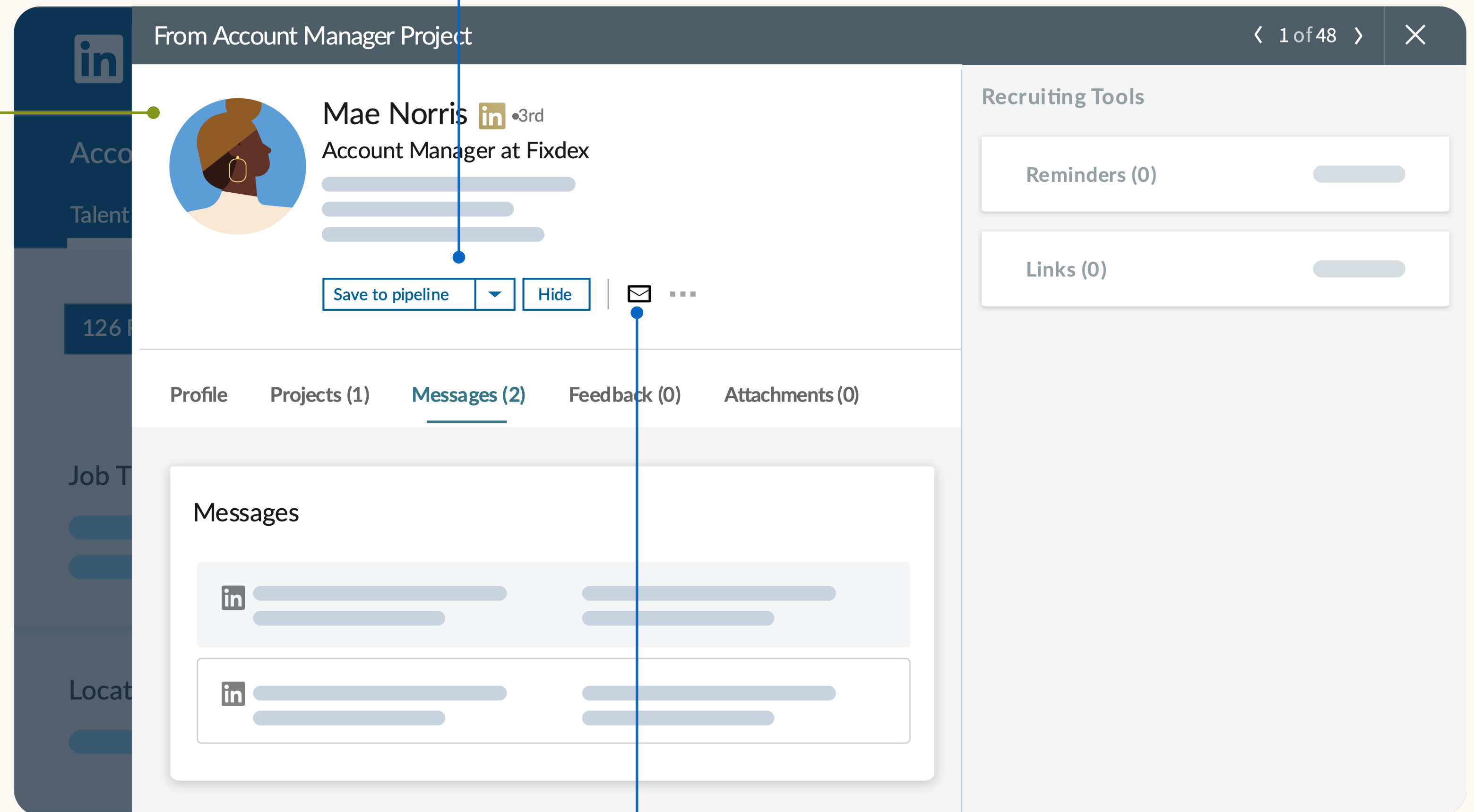


**Pro tip:** to open a profile in a new tab, go to the list view, right-click the candidate's name, and select "Open in a new tab."

Updated

### Saving from profile

If a candidate looks like a good fit for your role, click "Save to pipeline" to add their profile to the "Pipeline" section of your project.



Updated

### Messaging from profile

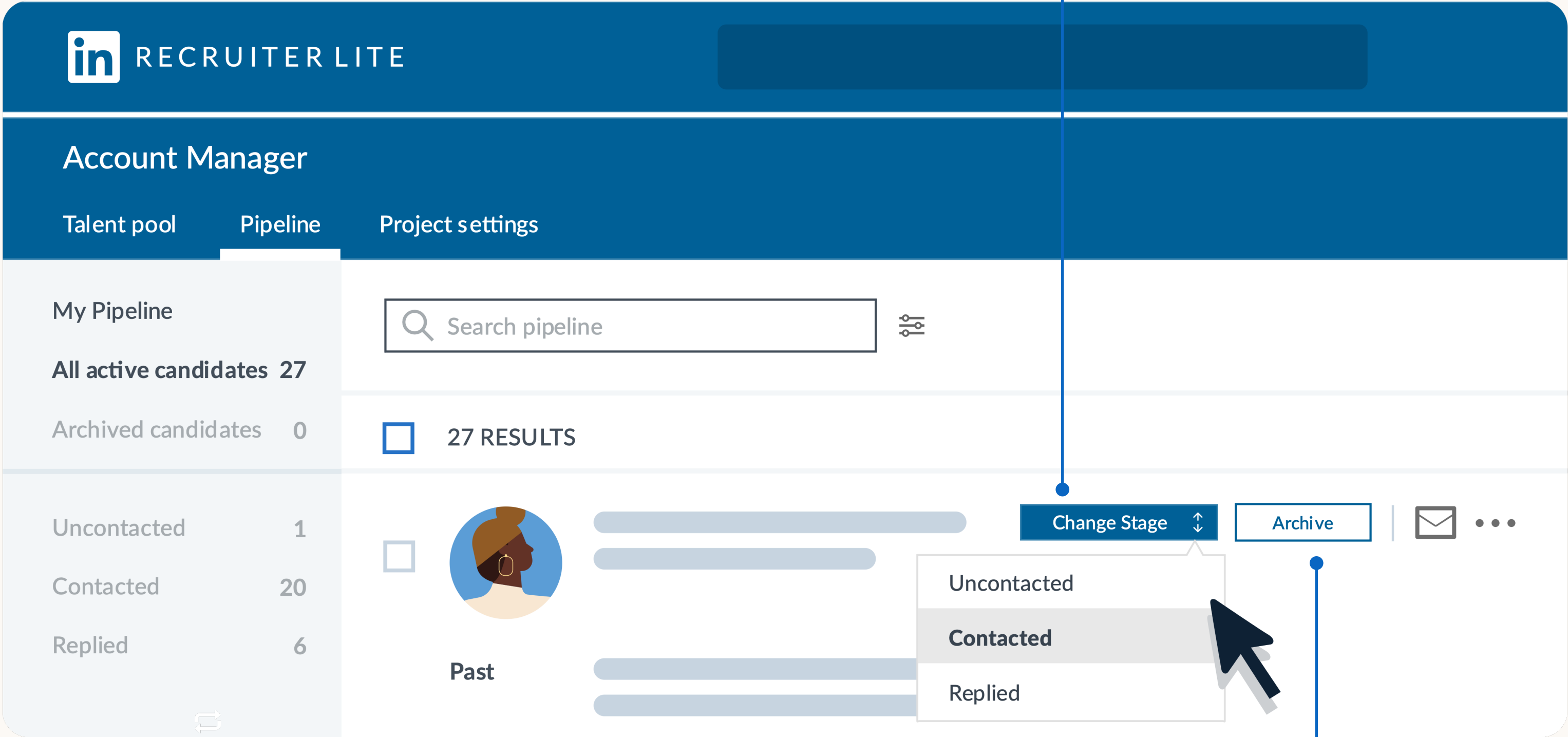
You can message a candidate directly by clicking the "mail" icon.

Updated

# Pipeline in projects

The Pipeline is your place within a project to keep track of all the candidates you're interested in for your role.

As candidates move through your recruiting process, their statuses will be automatically updated for you. For example, after you send an InMail message to a candidate, their status will be automatically changed from "Uncontacted" to "Contacted."



Updated

## Change stage

Click "Change stage" to update a candidate's status with one of three options: "Uncontacted," "Contacted," and "Replied."

Updated

## Archive

Click "Archive" to remove candidates you've saved to your Pipeline. If you change your mind, you can always access them in the "Archived candidates" section of the Pipeline.



★ New

# Jobs in projects

You can now manage job applicants and your candidates from search 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.”



**Note:** only one job can be linked to a project at a time.

in RECRUITER LITE

Create a new project

Fill in your project details

Project

Account Manager Project

Who are you trying to hire?

Job title

Account Manager

Location

Minneapolis, MN

Seniority

Senior

Company hiring for

Flexis

Add a job post

Create project

★ New

## Add a job post

Add a job when creating a new project so your job applicants are automatically organized in your project.

★ New

## View your applicants

Click “Applicants” to view the list of candidates who have applied to your job.

in RECRUITER LITE

Account Manager

Talent pool Pipeline Job post Project settings

72 Recruiter search 12 Applicants Recommended matches

Job Titles

Locations

Save to pipeline Reject

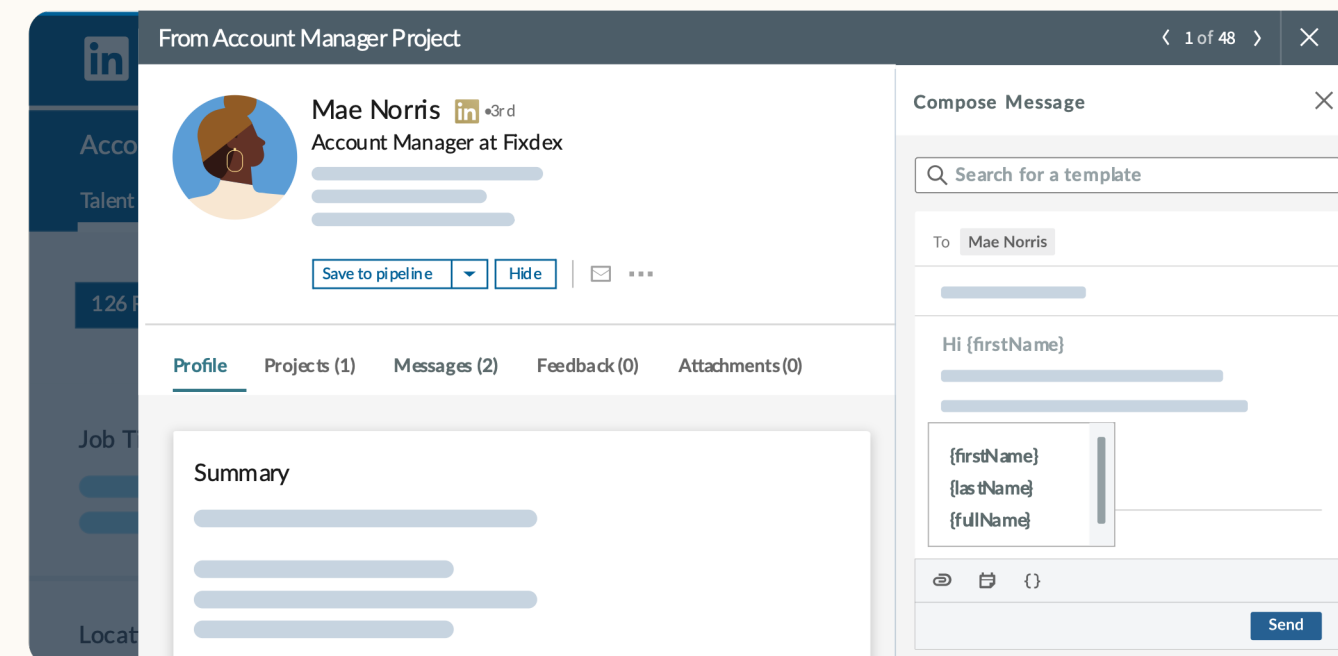
★ New

## Save or reject

Click “Save to pipeline” if the applicant looks like a good fit for your role. Otherwise, click “Reject” and choose to send an automated rejection message.

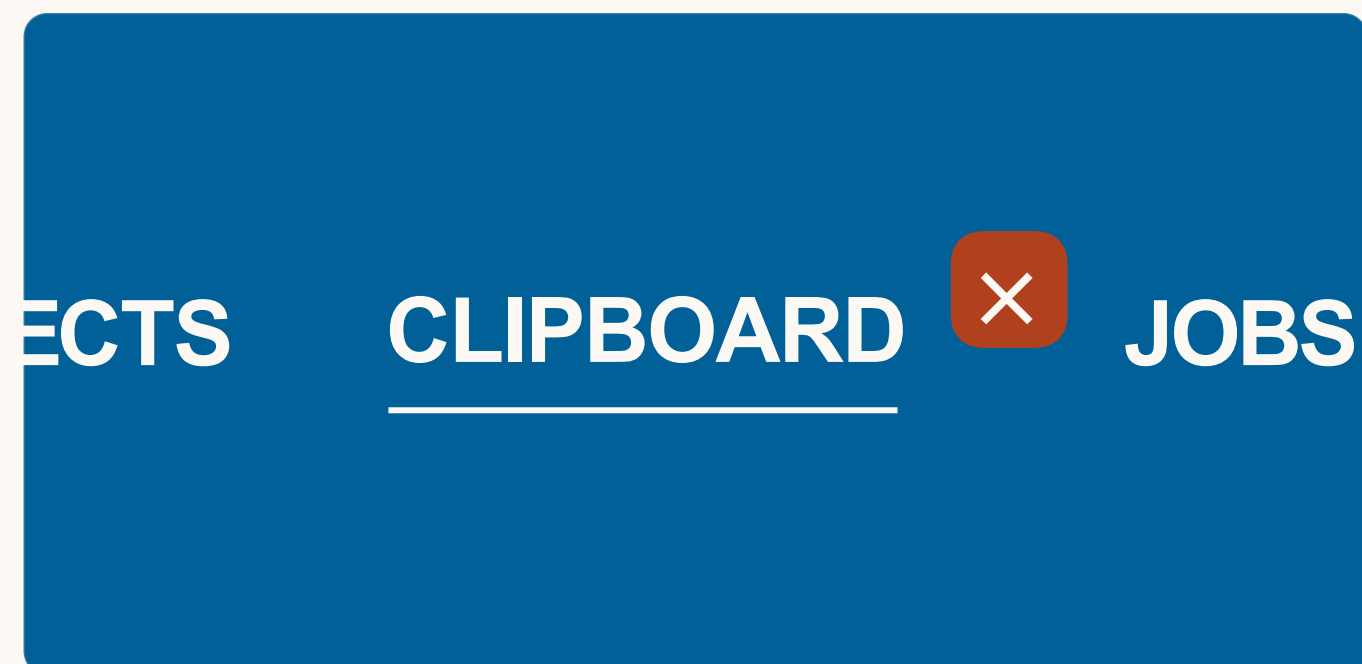


# Additional product changes



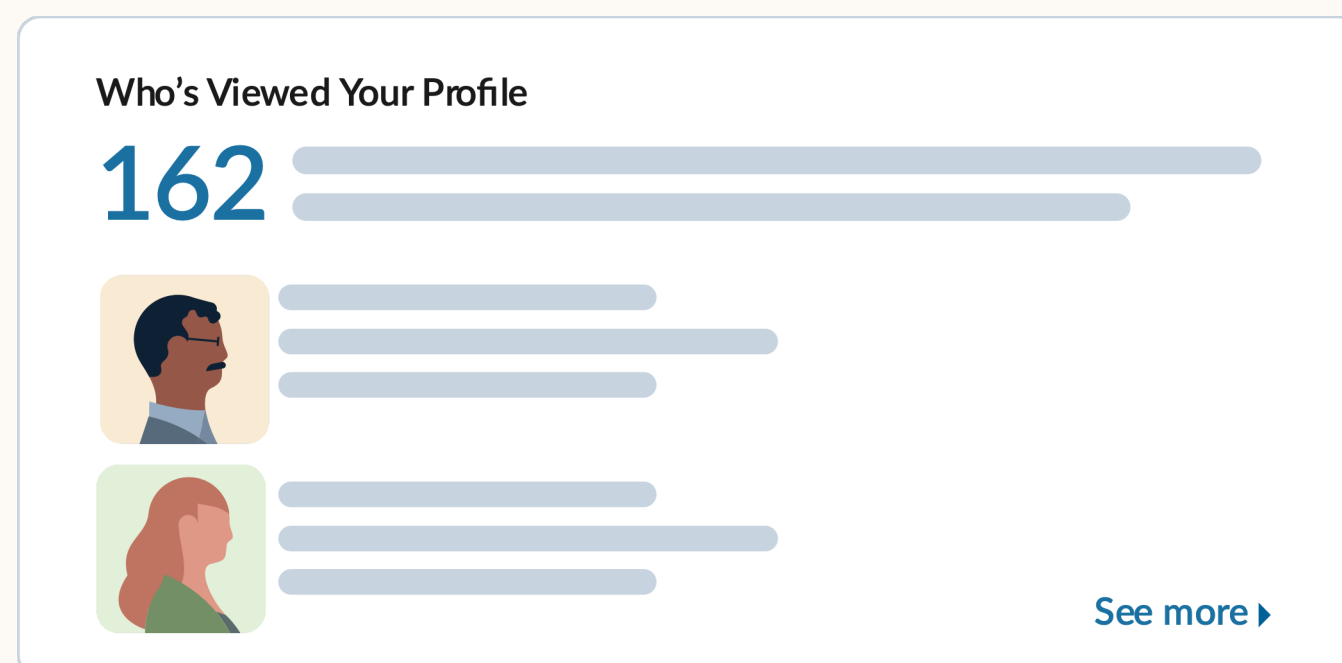
## Updated InMail salutation

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).



## Updated Clipboard

With the removal of the Clipboard feature, you can now keep track of all your candidates in your projects. If you had candidates saved to Clipboard, you’ll see a project with your name and “Clipboard” in the title that contains all of your Clipboard profiles.

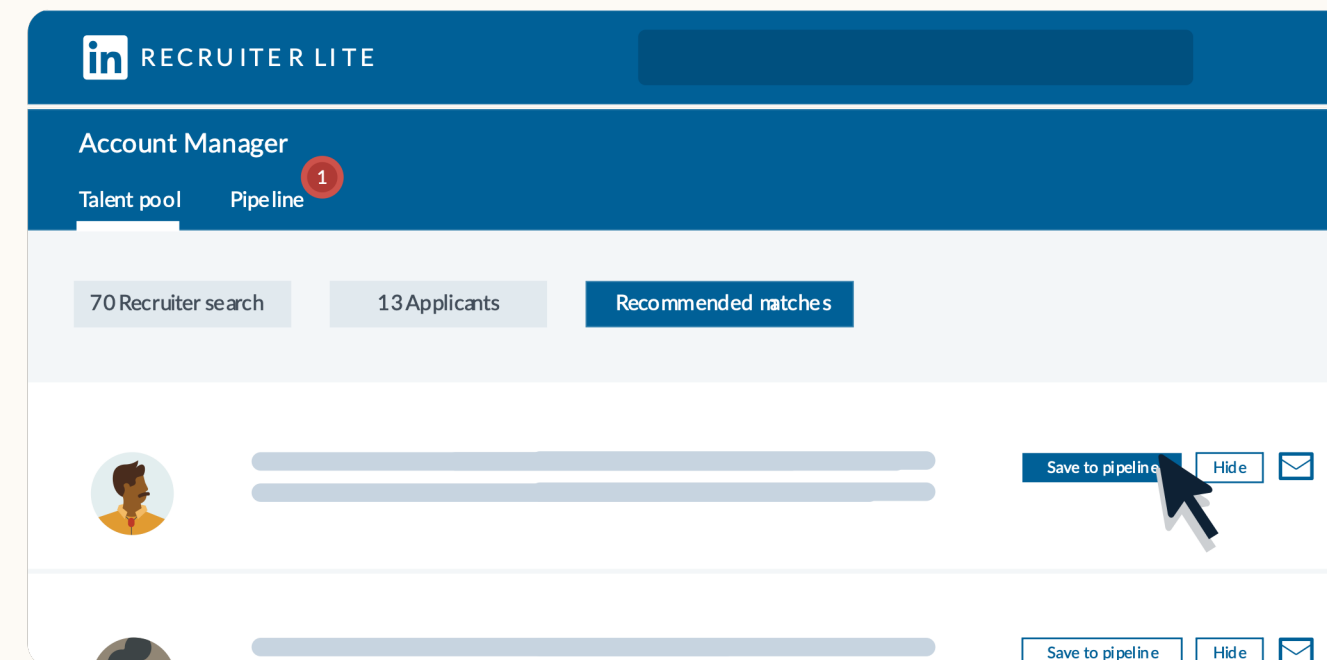


## Moved Who's Viewed Your Profile

Who's Viewed Your Profile has been removed from the Recruiter Lite homepage, but this information is still available on your LinkedIn profile.

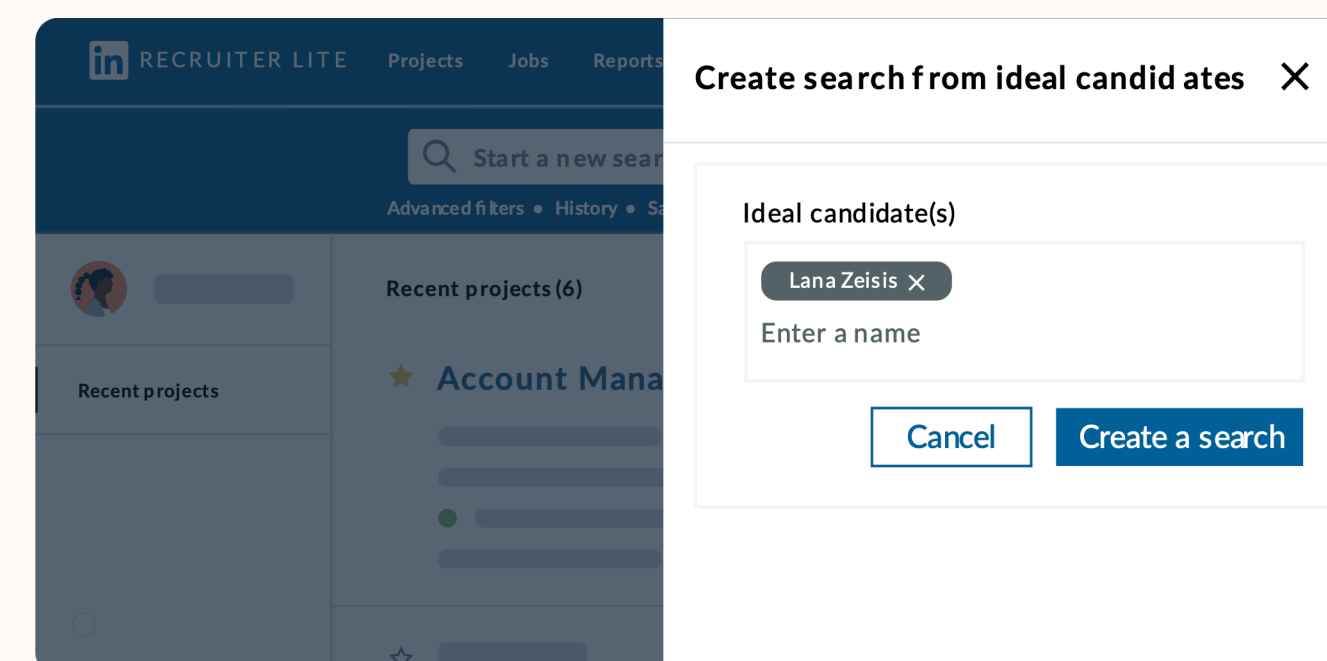
# New features

# New features



## ★ New Recommended Matches

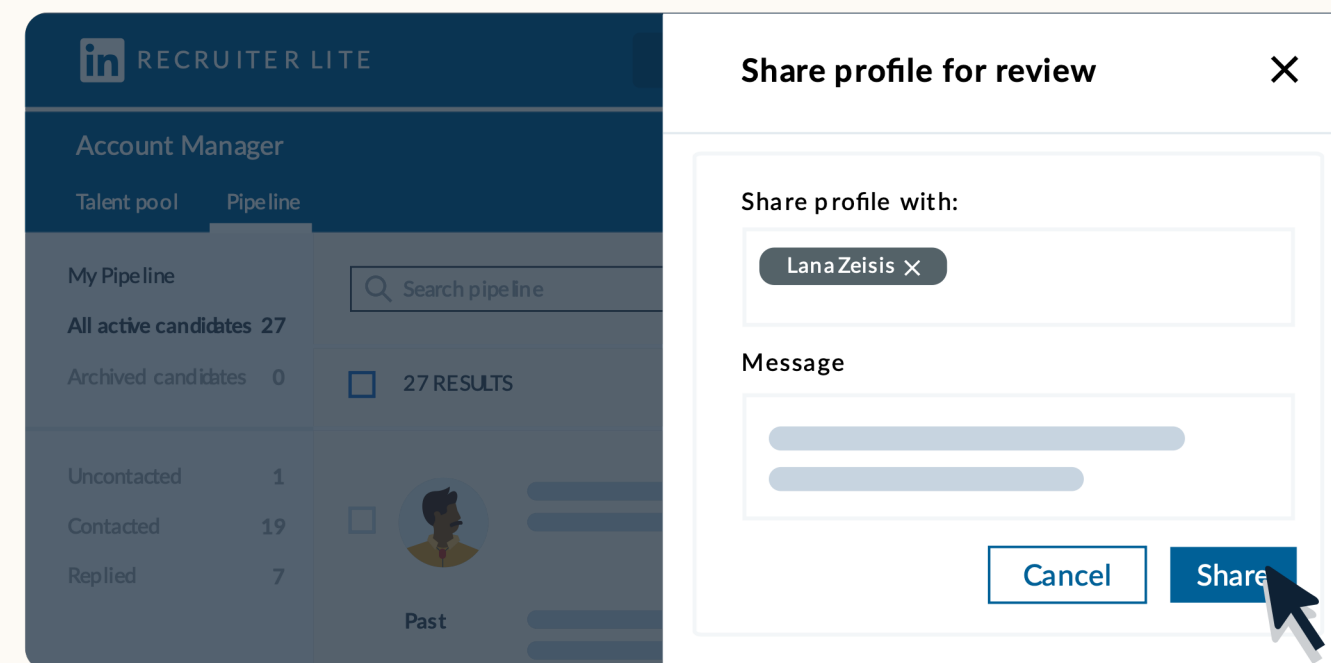
Generated daily by LinkedIn, Recommended Matches is a list of up to 25 recommended candidates for your role. As you save or hide candidates and send InMail messages, LinkedIn uses machine learning to refine your list of recommendations.



## ★ New Search by ideal candidate

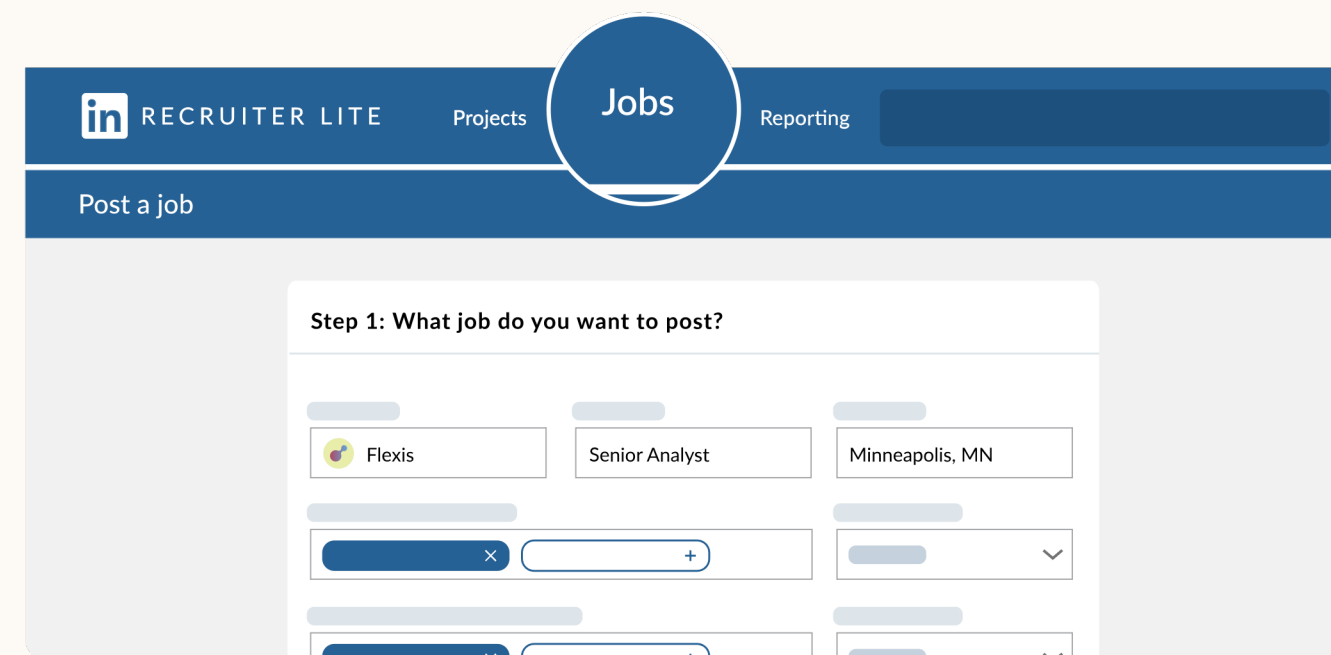
Select “**Search by ideal candidate**” under the search bar and type in the name of a candidate who has similar skills and experience to what you’re looking for. LinkedIn will then generate a candidate search for you based on your ideal candidate’s profile.

# New features



## ★ New Hiring manager collaboration

You can now collaborate with your hiring managers by sharing candidate profiles with them. Each manager only needs a LinkedIn profile to provide feedback — no Recruiter Lite subscription required.



## ★ New Post a job for free

Click on the “Jobs” tab in the top navigation bar and follow the steps to post a job for free. You can also pay to promote your job, so you can get up to 3x more qualified applicants, faster. To make sure you get alerts as soon as qualified candidates apply to your job, download the free Recruiter mobile app from the [App Store](#) or on [Google Play](#).

# Have a question? We're here to help.

Visit the [Help Center](#) or contact our [support team](#).