Product guide

Get the most out of Job Wrapping in Recruiter & Jobs.

Linkedin

Introducing a new experience that makes it easier to manage wrapped jobs.

Job Wrapping in Recruiter & Jobs helps manage automated job promotion with greater simplicity, control, and efficiency.

This guide highlights some of the updates headed your way. It explains what to expect and where to go for questions and additional help.

Let's get started.

In this guide

Job Wrapping in Recruiter & Jobs

This new workflow is designed to simplify usability, increase transparency around promoting jobs, and focus on promoting the highest priority jobs.

Manage all jobs in one place.

We've simplified job management with a view for all your jobs and centralized product settings for Admins that eliminates the need to toggle between multiple tabs.

Increase visibility.

To give more clarity into how jobs are promoted, we've centralized visibility for all existing rules and tags for Admins and brought job slot utilization, number of applications, and invalid job details into the new Jobs List View.

Prioritize job postings.

To help promote the highest priority jobs, Job Wrapping in Recruiter & Jobs focuses on job freshness, Admins' prioritized rules, and utilization of available slots.

Manage all jobs in one place.

A simplified Job Wrapping view

For ease of use, we've integrated the old Job Wrapping view into the new Jobs List View in Recruiter.

When you navigate to the Jobs page, you will see a new "**Promoted**" tab and "**Basic**" tab. All jobs promoted into Job Slots will be visible in the "Promoted" tab and all non-promoted ingested jobs will be in the "Basic" tab. When you perform an action to promote a job, such as pinning, the job will move from the "Basic" to "Promoted" tab.

Manage active Job Slots.
See all promoted job details in one list.

New name, same feature. We've changed the name of "Limited Listings" to "Basic Jobs."

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in RECRUITER   Projects   Jobs   Reporting

Start a new search....

Execu..

Jobs

84% of job slots in use (42 of 50)   **+ Post a job**

Promoted
41 jobs

Basic
46 jobs (3 invalid)

Filters

↻ Reset filters

🔍 Search all jobs

Location

Search location

☐ United States (39)
☐ California, United States (21)
☐ San Francisco Bay Area (10)
☐ New York, United States (3)

Show more

Workplace type

☐ Remote (10)
☐ Hybrid (20)
☐ Remote (11)

Job status

☑ Open (41)
☐ Draft (214)
☐ Closed (64)
☐ In review (0)

41 JOBS   Sort by: Last viewed by me ▾   ‹ 1-10 ›

Job status: Open

☐

Job	Applicants	Views
☐ **Software Engineer, Jr.** ● Open Freshing · San Jose, CA, United States (On-site) Posted: 1/11/2022 Last updated: 6:00 AM · Next update: 12:00 PM Job poster: Laura Jimenez · Job post type: ATS **Promoted via pinning** Project: Software Engineer Jr.	**64** Applicants	185 Views
☐ **Software Engineer - Go Developer** ● Open Freshing · San Jose, CA, United States (On-site) Posted: 1/15/2022 Last updated: 6:00 AM · Next update: 12:00 PM Job poster: Noah Edwards · Job post type: ATS **Promoted via tag** #LI-NE1 Project: Software Engineer (Go Developer)	**63** Applicants	188 Views
☐ **Client Activation Specialist** ● Open Freshing · San Jose, CA, United States (On-site) Posted: 1/13/2022 Last updated: 6:00 AM · Next update: 12:00 PM Job poster: Michael White · Job post type: ATS **Promoted via backfill** Project: Client Activation Specialist - San Jose	**44** Applicants	178 Views

Edit job ···

Edit job ···

Edit job ···

An easier way to filter wrapped jobs

Job Wrapping still posts jobs based on **pinning, tagging, rules,** and **backfill**.

You can see how many jobs are posted through the different posting types by the new filters in the "Promoted" tab under "Job post type."

Manage all jobs in one place.

Workplace type
- [ ] Remote (10)
- [ ] Hybrid (20)
- [ ] Remote (11)

Job status
- [x] Open (41)
- [ ] Draft (214)
- [ ] Closed (64)
- [ ] In review (0)

Job poster
`Search job poster`
- [ ] Nora Morgan (10)
- [ ] Louis Davis (12)
- [ ] Gregory Mills (1)
- [ ] Susan Edwards (12)

Show more

Job post type
- ( ) All
- ( ) Manual (8)
- (•) ATS (33)
  - [ ] Pinned jobs (12)
  - [ ] Tagged jobs (6)
  - [ ] Promoted via rule (12)
  - [ ] Backfilled jobs (3)

Contract
`Search for a contract`
- [ ] Everest contract (38)
- [ ] SWE Contract (8)

Freshing · San Jose, CA, United States (On-site)
Posted: 1/15/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Noah Edwards · Job post type: ATS
Promoted via tag
#LI-NE1
Project: Software Engineer (Go Developer)

	Applicants	Views	

Client Activation Specialist ● Open — 44 Applicants — 178 Views — Edit job
Freshing · San Jose, CA, United States (On-site)
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Michael White · Job post type: ATS
Promoted via backfill
Project: Client Activation Specialist - San Jose

Senior Java Software Engineer ● Open — 77 Applicants — 124 Views — Edit job
Freshing · San Jose, CA, United States (On-site)
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: José Salcedo · Job post type: ATS
Promoted via rule
Promotion rule: Roles in California
Project: Java Engineer (Sr.)

Software Developer: Company to Company ● Open — 64 Applicants — 192 Views — Edit job
Freshing · San Jose, CA, United States (On-site)
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Richard Davidson · Job post type: ATS
Promoted via backfill
Project: Software Developer - Company to Company

Software Engineer II ● Open — 49 Applicants — 222 Views — Edit job
Freshing · San Jose, CA, United States (On-site)
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Joaquin Lebrand · Job post type: ATS
Promoted via backfill
Project: SWE II

Staff Software UI Engineer ● Open — 84 Applicants — 157 Views — Edit job
Freshing · San Jose, CA, United States (On-site)
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Susan Wilkoff · Job post type: ATS
Promoted via backfill
Project: Staff Software Engineer UI

Manage all jobs in one place.

Quickly pin from within the Jobs List View.
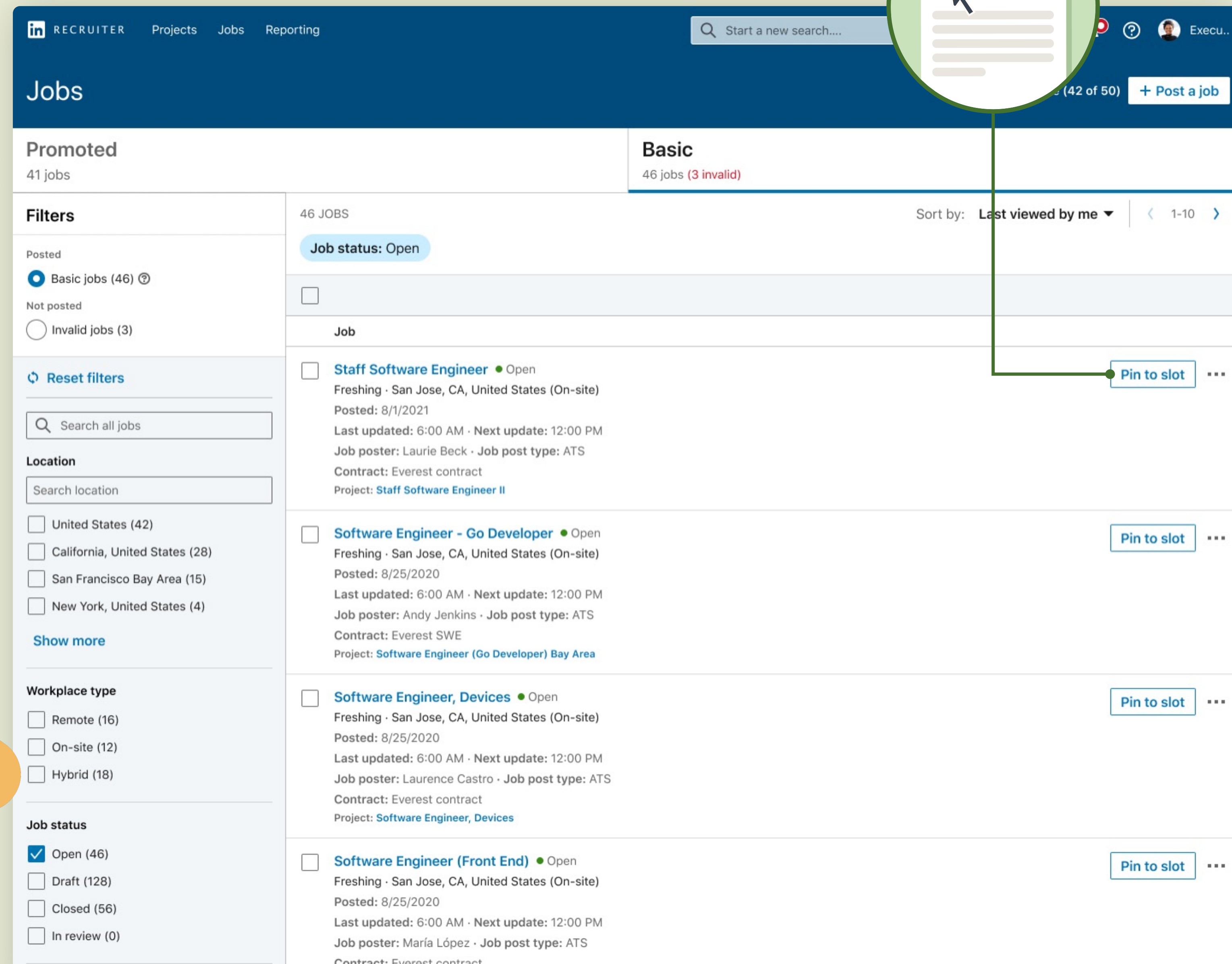
Pinning a job has been brought into the "Basic" tab to reduce the number of clicks it takes to promote the job. This action will give ownership and full management access to the user who pinned it.

Pinning a job will always give it higher priority over tagging, rules, or backfill.

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in RECRUITER   Projects   Jobs   Reporting

🔍 Start a new search....   Execu..

Jobs   (42 of 50)   **+ Post a job**

Promoted   **Basic**
41 jobs   46 jobs **(3 invalid)**

Filters   46 JOBS   Sort by: **Last viewed by me** ▾   ‹ 1-10 ›

Posted   Job status: Open
● Basic jobs (46) ⓘ
Not posted   ☐
○ Invalid jobs (3)
                                   Job
↺ **Reset filters**
                                   ☐ **Staff Software Engineer** ● Open   **Pin to slot** ⋯
🔍 Search all jobs   Freshing · San Jose, CA, United States (On-site)
                                       Posted: 8/1/2021
Location   Last updated: 6:00 AM · Next update: 12:00 PM
                                       Job poster: Laurie Beck · Job post type: ATS
Search location   Contract: Everest contract
                                       Project: Staff Software Engineer II
☐ United States (42)
☐ California, United States (28)   ☐ **Software Engineer - Go Developer** ● Open   **Pin to slot** ⋯
☐ San Francisco Bay Area (15)   Freshing · San Jose, CA, United States (On-site)
☐ New York, United States (4)   Posted: 8/25/2020
                                       Last updated: 6:00 AM · Next update: 12:00 PM
Show more   Job poster: Andy Jenkins · Job post type: ATS
                                       Contract: Everest SWE
                                       Project: Software Engineer (Go Developer) Bay Area
Workplace type
                                   ☐ **Software Engineer, Devices** ● Open   **Pin to slot** ⋯
☐ Remote (16)   Freshing · San Jose, CA, United States (On-site)
☐ On-site (12)   Posted: 8/25/2020
☐ Hybrid (18)   Last updated: 6:00 AM · Next update: 12:00 PM
                                       Job poster: Laurence Castro · Job post type: ATS
                                       Contract: Everest contract
Job status   Project: Software Engineer, Devices

☑ Open (46)   ☐ **Software Engineer (Front End)** ● Open   **Pin to slot** ⋯
☐ Draft (128)   Freshing · San Jose, CA, United States (On-site)
☐ Closed (56)   Posted: 8/25/2020
☐ In review (0)   Last updated: 6:00 AM · Next update: 12:00 PM
                                       Job poster: María López · Job post type: ATS
                                       Contract: Everest

Increase visibility.

Centralized management for Admins*

Admins can now manage all rules, backfill, and tags from the Promotion Settings screen.

The new **job promotion settings** include:

a. A central view to manage all rules across the contract
b. Greater visibility into all tags through export functionality
c. Better management of backfill by selecting one default poster
d. Greater control over who has access to jobs by setting all new ATS projects to "Private" or "Public"

*Non-admins have a limited promotion settings view.

Increase visibility.

Critical job details at your fingertips

To help increase visibility on **critical job details**, we've simplified the new Jobs List View to include:

a. Number of applications
b. Job Slot utilization metrics
c. Invalid job details at a glance

Quick tip: To view why jobs are invalid, navigate to "invalid jobs" under **"Filters."**

Prioritize job postings.

Jobs prioritized based on freshness

Pinning will always take the highest priority no matter when the job is posted. Beyond pinning, jobs posted are **prioritized in order** by:

- Tagging (freshest by date)
- Rules (freshest by date)
- Backfill (freshest by date)

To help increase Job Slot utilization, backfill now fills all remaining vacant slots no matter the amount of Job Slots allocated to the default job poster.

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in RECRUITER   Projects

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Job poster: Noah Edwards · Job post type: ATS
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#LI-NE1
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Job status

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☐ Draft (214)

☐ Closed (64)

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Client Activation Specialist ● Open   44   178
Freshing · San Jose, CA, United States (On-site)   Applicants   Views
Posted: 1/13/2022
Last updated: 6:00 AM · Next update: 12:00 PM
Job poster: Michael White · Job post type: ATS
Promoted via backfill
Project: Client Activation Specialist - San Jose

Summary of new features and capabilities

Features	Old Job Wrapping	Job Wrapping in Recruiter & Jobs
See both promoted and basic jobs in the new Jobs List View		✔
Filter by job post type		✔
Ability to pin jobs	✔	✔
Ability to tag jobs	✔	✔
Export a list of users' tags (Admin only)		✔
Centralized visibility and management of rules (Admin only)		✔
Non-Admins' ability to edit rules	✔	
Enable a default poster for backfill		✔
Prioritize job promotion by freshness		✔
Ability to set all projects to public or private by default (Admin only)		✔
Job Slot utilization on Jobs List View		✔
Number of applicants visible in central Jobs view		✔

Want to learn more?

Take the new Learning Center course or visit the Help Center for illustrated step-by-step walk-throughs of basic workflows for managing jobs with Job Wrapping.
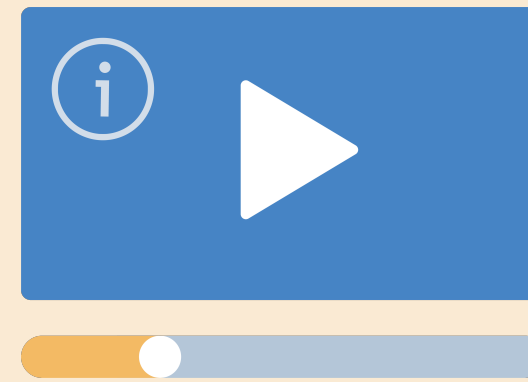
Learning Center course

LinkedIn Help Center

Linkedin