

Meet the Recruiter Inbox Upgrade



The new Inbox seamlessly integrates with your workflows to simplify collaboration, improve productivity, and streamline candidate management.

Simplify Collaboration

Tag teammates and easily view previous candidate outreach to maintain internal alignment.

Improve Productivity

Change pipeline stage or add notes, tags and reminders directly from Inbox, so you don't have to toggle back and forth.

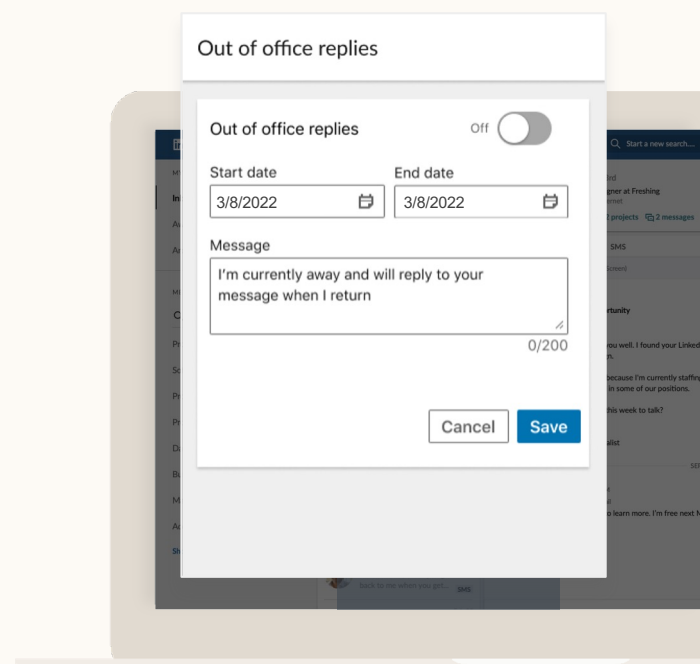
Streamline Candidate Management

View messages by project or status, reassign inboxes to other seat holders, and take bulk actions on multiple messages.

Feature Spotlight:

Set an Out of Office

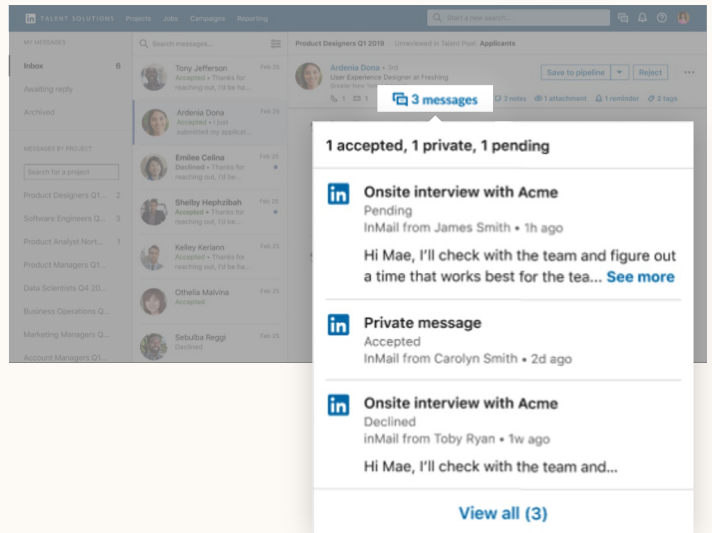
With the Recruiter Inbox upgrade, you'll also be able to set an out of office reply when you're away to keep candidates in the loop!



Simplify Collaboration

Message with Full Context

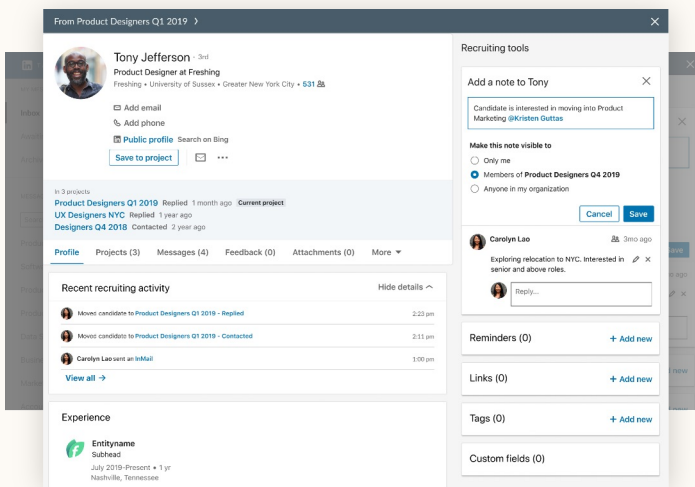
- View all relevant candidate information directly within your message thread or through the slide-in candidate profile
- Reply to notes and tag your peers to maintain internal alignment
- Set your message visibility preference to share InMail messages with your team or company while ensuring confidentiality



Improve Productivity

Take Action Directly from Inbox

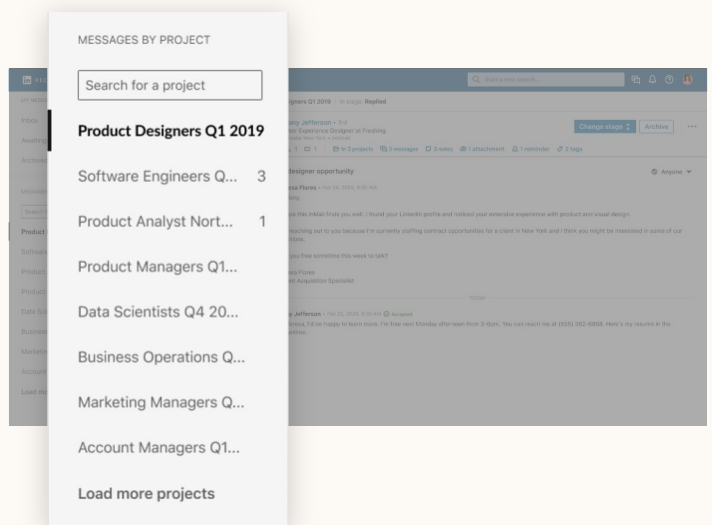
- When a candidate responds to your offer, move them to the next stage in the pipeline with just a few clicks
- Keep relevant candidate details updated, including notes, tags, and reminders
- Slide-in candidate profiles allow you to take all possible candidate profile actions without needing to toggle between tabs



Streamline Candidate Management

Keep Candidates Updated & Engaged

- Improved search allows you to filter messages by project or message status
- Stay organized with bulk actions, like archiving messages or marking them as unread
- Make sure your organization doesn't lose any correspondence by easily reassigning inboxes to the right recruiter



Want to learn more?

Check out related resources in the [Customer Learning Center](#) and [Help Center](#).

