

Track Profile Activity

One of the many benefits of building your pipeline of talent in Recruiter is the ability to centralize, manage, and share all relevant information related to a prospect. Explore the information you have access to, and the actions you can take from a prospect's profile to help you work more effectively, increase team collaboration, and reduce duplication of efforts.

Select a Path

LinkedIn's rolling out a [new Recruiter and Jobs experience](#) to customers in 2019. This transition will happen over several months.

Click the image that matches your Recruiter home screen to access learning for your current experience.

The screenshot shows the LinkedIn Recruiter interface. At the top is a dark blue navigation bar with the LinkedIn logo and 'RECRUITER' text, followed by tabs for PROJECTS, CLIPBOARD, JOBS, REPORTS, and MORE. On the right of this bar are icons for messages, flags, lists, help, and a user profile. Below the navigation bar is a search bar with the placeholder 'Start a new search' and a button labeled 'Advanced • Saved / History'. The main content area is divided into two columns. The left column features a 'See what's new' banner, a 'Get Started' section with a 'Follow candidates' card (showing a list of profiles including Lou King), a 'Save a search' card, and a 'Post a job' card. The right column contains three sections: 'People You May Want to Hire' with a description and a 'See more' link; 'Project Activity' with two cards for 'Animator in SF' and 'Sales exec top 25'; and 'Job Activity' with a card for 'Software Specialist-202'.

This screenshot shows a user's profile on the left and a list of recent projects on the right. The user profile for Max Lotz at Enigma Corporation includes options for 'Recent projects' and 'Recent jobs', and sections for 'Provide feedback' and 'Review feedback'. The 'Recent projects (10)' list includes: 'Technical Writer - LA' (ID: 91306252, Created 2h ago, 14 candidates in pipeline), 'Instructional Designer - San Francisco' (ID: 259945706, Created 3w ago, 26 candidates in pipeline), 'Type Designer - Portland OR' (ID: 91292812, Created 3h ago, 7 candidates in pipeline), and 'Art Director - SF' (ID: 259067690, Created 4w ago, 0 candidates in pipeline). Each project entry shows the location, creation time, owner, and number of candidates in the pipeline.

Legacy Recruiter and Jobs Experience

Left Side of a Prospect's Profile

The screenshot displays a LinkedIn profile for Robin Hunters, a Senior Mobile Engineer at Lotus Flower Corp. The profile includes a profile picture, a header with the name and current position, and a section for previous positions and education. Annotations with orange lines point to various elements: 'Send the prospect a message.' points to the 'Send message' button; 'View, add, and edit contact information provided to you by the prospect.' points to the 'Contact Info' tab; 'See the prospect's complete LinkedIn profile.' points to the profile picture; 'View your degree of connection.' points to the '2nd' connection indicator; 'See the Source of the prospect.' points to the 'via LinkedIn' text; and 'View the history of all recruiting activities you and your team have taken with the prospect.' points to the 'Added status' entry in the 'Recruiting Activity' section.

Robin Hunters
Senior Mobile Engineer at Lotus Flower Corp.
United Kingdom | Computer Software | via LinkedIn

Previous positions
Mobile Application Developer at LinkedIn
Lead Mobile Applications Developer at Lomax Industries

Education
Engineering School of France, Bachelor of Engineering (BEng),

10
219

Send message Add to clipboard

Contact Info Edit <http://www.linkedin.com/in/robinhunters>

Recruiting Activity Current Contract ▾

All Activity Views (22) Messages (5) Feedback (2) Projects (23) Other... ▾

Added status
April 2, 2014 12:29 PM
Software Developers: Screened
Karina Bieker - Matching professionals with opportunity

See More ▾

Background

Summary
Talented and dedicated engineer with 5+ years of experience in the software industry. I enjoy designing and building software for mobile platforms and love the challenge of new projects.

Specialties: Mobile applications and technology, Android, iOS, Java, C++, HTML, javascript, mobile user experience, web development

Experience

Right Side of a Prospect's Profile

Use the **Update me** feature to receive automatic updates on your Recruiter homepage when the prospects makes a change to their public LinkedIn profile or a teammate takes an action.

View projects, statuses, tags, notes, attachments, reminders, custom field information, and hiring manager feedback added to the prospect's profile by your team.

The screenshot displays the right-hand sidebar of a LinkedIn Recruiter prospect profile. At the top is a dark 'Recruiting Tools' bar with icons for a star (Update me), folder (Projects), tag (Tags), document (Attachments), link (Connection Path), bell (Reminders), and a menu icon. Below this are several sections: 'Projects (1)' showing a project named 'Software Developers' with status 'Screened' and date 'April 2, 2014'; 'Tags (2)' with 'Engineer' and 'Media' tags; 'Attachments (1)' showing a resume 'RHunters.docx' from 'April 2, 2014'; 'Connection Path' (1 of 10) showing 'Colene Kremers' as a 2nd connection and a note 'Worked with Robin at LinkedIn (2011 - 2012)' with an 'Ask about Robin' button; 'Similar profiles' listing 'Alex Handris' and 'Karina Bieker' with a '+94 More similar profiles' link; and 'People also viewed' listing 'Breana Panaro' and 'Anthony Permenter'.

Use the **Recruiting Tools** to add the prospect to a Project, create tags or notes, attach files, set reminders, or add custom fields.

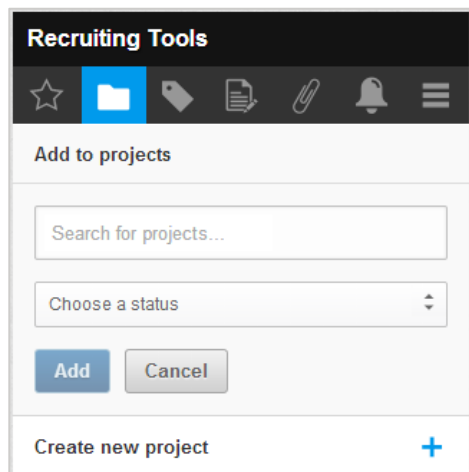
Learn more about the **Recruiting Tools** on the next page.

Connection Path finds coworkers and connections that may know the prospect. Use **Connection Path** to reach out to your coworkers and connections and ask about the prospect.

Use **Similar profiles** and **People also viewed** to see people with related backgrounds and skill sets.

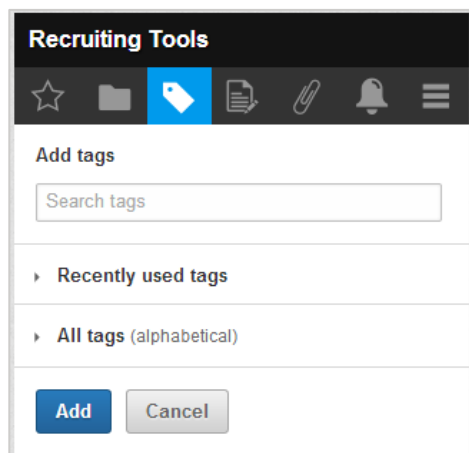
Recruiting Tools

Projects: Add the prospect to an existing Project and choose a status or create a new Project to which you can add the prospect.



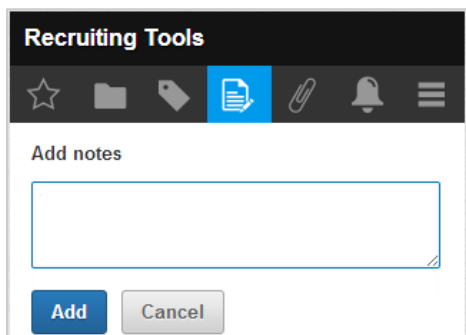
The 'Add to projects' modal in the Recruiting Tools interface. It features a search bar labeled 'Search for projects...', a dropdown menu labeled 'Choose a status', and 'Add' and 'Cancel' buttons. At the bottom, there is a link to 'Create new project' with a plus icon.

Tags: Add tags.



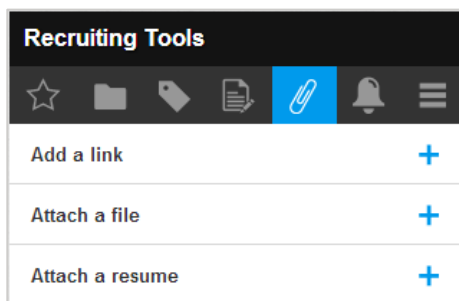
The 'Add tags' modal in the Recruiting Tools interface. It includes a search bar labeled 'Search tags', sections for 'Recently used tags' and 'All tags (alphabetical)', and 'Add' and 'Cancel' buttons.

Notes: Add free-form notes to track information that isn't captured anywhere else on the prospect's profile.



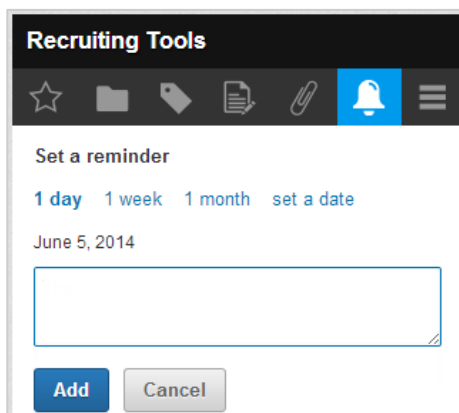
The 'Add notes' modal in the Recruiting Tools interface. It features a large text area for notes and 'Add' and 'Cancel' buttons.

Attachments: Add a relevant link, attach a file, or upload a resume.



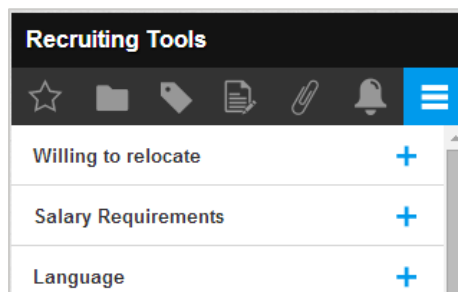
The 'Attachments' modal in the Recruiting Tools interface. It shows three options: 'Add a link', 'Attach a file', and 'Attach a resume', each with a plus icon.

Reminders: Create a reminder for yourself.



The 'Set a reminder' modal in the Recruiting Tools interface. It includes options for '1 day', '1 week', '1 month', and 'set a date'. Below these is a date field showing 'June 5, 2014' and a text area for the reminder message. 'Add' and 'Cancel' buttons are at the bottom.

Custom Fields: Track unique information specific to your organization's needs, like a start date, pay rate, or work authorization.



The 'Custom Fields' modal in the Recruiting Tools interface. It displays a list of custom fields: 'Willing to relocate', 'Salary Requirements', and 'Language', each with a plus icon.

New Recruiter and Jobs Experience

Left Side of a Prospect's Profile

View your degree of connection.

See the **Source** of the prospect.

Send the prospect a message.

Click **Move to...** to change the position of this candidate in your Pipeline.

View contact information provided to you by the prospect.

Blake Luna · 2nd Sourced

Senior Mobile Engineer
Enigma Corporation · Engineering School of France
Internet · 4

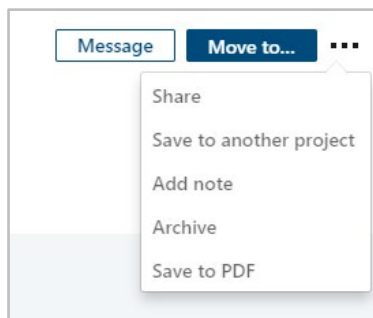
blake@til.tj (Primary)
(738) 778-1033 (Cell)

In 2 active projects

Mobile Engineer - Detroit replied May 23, 2019
Mobile Developer - Chicago contacted February 11, 2019

Profile Projects (2) Messages (3) Interview & feedback (1) Attachments (1) Recruiting Activities

Click the **Ellipsis [...]** for additional actions.



Share – Share this candidate's profile with a colleague.

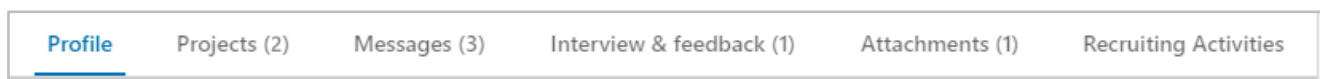
Save to another project – Add this candidate to the pipeline of another project.

Add note – Add a note for yourself or use the @ symbol to start a conversation with a colleague.

Archive – Remove the candidate from the pipeline of the current project.

Save to PDF – Create a .PDF file of this profile for printing or to share with a colleague who does not have access to Recruiter.

Click the tabs to learn about the candidate and the interactions they have had with your team. Find out more about these tabs on the next page.



Profile Projects (2) Messages (3) Interview & feedback (1) Attachments (1) Recruiting Activities

Summary

Talented and dedicated engineer with 5+ years of experience in the software industry. I enjoy designing and ... [See More](#)

1 connection

Experience

Profile: View the candidate's full LinkedIn profile as well as key insights, like connections in common, which can be used to personalize a message.

Profile **Projects (2)** Messages (3) Interview & feedback (1) Attachments (1) Recruiting Activities

Projects

Mobile Engineer - Detroit Open
Project id: #237513700
replied

Mobile Developer - Chicago Closed

Projects: View a list of all the projects to which this candidate has been added and where they are in each project's pipeline.

Profile Projects (2) **Messages (3)** Interview & feedback (1) Attachments (1) Recruiting Activities

Messages

Would you be interested in chatting? with Murphy Washington May 23, 2019
Sounds good!

Would you be interested in chatting? with Murphy Washington May 20, 2019
Hi Shay, I am currently working with a team looking for an exce...

Messages: Review a list of all messages to and from this candidate. This list includes messages from you as well as your colleagues, however you will not be able to view the content of messages that have been designated as **Private**.

Profile Projects (7) Messages (3) **Interview & feedback (1)** Attachments (1) Recruiting Activities

Interviews and feedback for this project

Profile shared 0 Great fit • 0 Not a fit • 1 Pending

Respondent	Relationship	Sentiment
Reed Davidson	No relationship	Pending

Interviews & feedback: When you **Share** a profile with a colleague, their feedback can be found here.

Profile Projects (7) Messages (3) Interview & feedback (1) **Attachments (1)** Recruiting Activities

Attachments

Drag and drop, or [upload a file](#)

BlakeLuna_Resume.docx DOCX
Attached by Erik Jagger

Attachments: Attach a candidate resume or other relevant documents.

Profile Projects (7) Messages (3) Interview & feedback (1) Attachments (1) **Recruiting Activities**

Recruiting activities

Murphy Washington moved candidate to [Mobile Engineer - Detroit - replied](#) 5/27/2019 - 1:48 PM


Murphy Washington added a [note](#)
@Reed Davidson Take a look at Blake's updated resume and let me know what you think 5/23/2019 - 2:06 PM

Recruiting Activities: See a list of all recruiting actions taken with this profile in reverse chronological order.

Right Side of a Prospect's Profile: Recruiting Tools

Recruiting Tools

Notes (2)




Murphy Washington

19h ago

@Reed Davidson


Take a look at Blake's updated resume and let me know what you think



Reed Davidson

1h ago

She's a perfect fit for this role!



Reply...

+ Add note

Tags (3)

Engineer X

Developer X

Mobile X

+ Add new

Add a note for yourself for future reference or start a conversation with a colleague by using the @ symbol.

Add relevant tags.