Recruiter Workflow

The chart below highlights the key tasks of the typical daily Recruiter workflow. Use this workflow as you work in Recruiter to increase efficiencies and reduce time-to-fill.

Find

1. Run a guided search, ideal candidate search, or Boolean search.
2. Narrow or expand your search results with refinement filters.
3. Use Spotlights to prioritize your results by those who are most likely to engage with you.

Organize

1. Review profiles and save the best ones to a project.
2. Continue your search from within your project and save additional profiles.
3. Add tags and statuses to profiles to track and manage progress through the recruitment process.

Contact

1. Use InMail to send messages directly to potential candidates from within a project – no contact information needed.
2. Write an authentic and personalized message.
3. View InMail analytics to assess the effectiveness of your messages.

Collaborate

1. Review the recruiting activities on a profile to learn how your team is engaging with a prospect.
2. Update tags and statuses as candidates move through the recruitment process.
3. Share projects and InMail templates with your team.

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