

建立執行專案，提升效率

執行專案是 Recruiter 中的組織空間，可用於搜尋人選並集中儲存您的所有工作，讓您和團隊成員可以輕鬆在單一位置存取所需。您可以使用執行專案管理目前的職缺，打造未來徵才流程，或追蹤目前員工以因應組織內部未來的職缺。

人才庫分頁

建立執行專案後，Recruiter 會根據您所輸入的條件，在執行專案的人才庫分頁自動執行搜尋。從人才庫分頁，您可以輕鬆搜尋整個 LinkedIn 人脈並使用篩選條件改進搜尋結果。如果您需要離開或開始不同的搜尋，您可以隨時返回人才庫分頁，Recruiter 會記住您曾在此輸入的資訊，甚至是您所在的頁面，讓您可以輕鬆回到上次搜尋的最後狀態。

在不同執行專案分頁間導覽。

管理執行專案內的多個招募來源，包括 Recruiter 搜尋、推薦適合人選、職缺應徵者以及手動新增的人選。

查看**搜尋記錄**以檢視您過去執行的搜尋中與此執行專案相關的記錄。

按一下**隱藏結果**以查看您在此執行專案中隱藏的個人檔案。

使用 Spotlight 以著眼於較可能回應您的熱絡潛在客戶。

按一下**儲存至徵才流程**按鈕以將個人檔案快速新增到您的執行專案徵才流程中。

按一下**隱藏**按鈕，您將不會在此執行專案中看到該個人檔案；此執行專案外的未來搜尋仍會顯示這些隱藏的個人檔案。

使用篩選條件改善搜尋結果。

徵才流程分頁

將個人檔案儲存到執行專案中時，個人檔案會新增到執行專案的徵才流程分頁。徵才流程包含您所找到符合搜尋條件的人選，以及您有興趣後續聯絡的人選。在此您可以快速查看所有感興趣的人選，或利用徵才流程分頁左欄中我的徵才流程狀態連結，查看這些人選在招募流程中的狀態。顯示的狀態視 Recruiter 管理介面的管理設定而有所不同。

使用徵才流程搜尋與篩選條件，縮小人選的清單，並依據姓名、職稱、技能、地點、工作經年年資等排列顯示。

概略瞭解人選在招募流程中的狀態。按一下任一個階段以查看這些人選。

The screenshot shows the LinkedIn Recruiter interface for a 'Senior Software Engineer' position at Enigma Corporation in the Los Angeles Metropolitan Area. The 'Pipeline' tab is active, showing a list of candidates categorized by status: All active candidates (5), Archived candidates (2), uncontacted (4), contacted (1), and replied (0). A search bar and 'All filters' option are present above the candidate list. The first candidate, Taylor Howell, is shown in detail, including their current role as Sr. Recruiter at Lore Ventures, past roles at Enigma Corporation and Vandelay Industries, education from Northwestern University, and contact information.

選擇您要如何在執行專案中排序人選。

選擇一或多個人檔案並採取大批行動。

This screenshot shows the same LinkedIn Recruiter interface, but with two candidates selected in the pipeline. A batch action menu is open, allowing for multiple actions on the selected candidates. The actions include 'Archive (2)', 'Message (2)', 'Change stage', 'Save to another project (2)', 'Add note (2)', 'Share for review (2)', 'Add tag (2)', 'Save to PDF (2)', and 'Save to CSV (2)'. The candidate Taylor Howell is highlighted with a checkmark, indicating they are selected.

檢查已對個人檔案所進行的追蹤活動，包括已收到的意見反映、已傳送的訊息、已新增的備註，以及已將人選儲存到哪些其他執行專案中。

執行專案設定分頁

執行專案設定分頁可供您編輯與管理所有專案層級的設定與詳細資訊。

Senior Software Engineer
Enigma Corporation
Los Angeles Metropolitan Area

- Project details**
- Applicant rejection settings
- Video intro settings
- Workflow settings
- Manage job post
- Share job
- Import candidates
- Project members
- Shared applicants

Archive project

完成招募後封存執行專案。

Project details

Project name Senior Software Engineer Edit

Project description Edit

Job title Senior Software Engineer Edit

Location Los Angeles Metropolitan Area Edit

Seniority Mid-Senior level Edit

Applicant rejection settings

Reject out of country applicants On
All rejected candidates will be available in Archived candidates

Notify auto-rejected applicants promptly Off
Auto-rejected applicants will receive this message from LinkedIn 7 calendar days after they apply. Should you change your mind, move them from Archived candidates before the message is sent. [Learn more](#)

Thank you for your interest in the Senior Software Engineer <Test Job Visible to LinkedIn Employees Only> position at Enigma Corporation in Los Angeles Metropolitan Area. Unfortunately, Enigma Corporation did not select your application to move forward in the hiring process.

Regards,
Enigma Corporation

Save

Video intro settings

HOW IT WORKS

- Add questions** before you send out invites
- Invite top candidates** after you receive applications
- Review responses** to decide who to move forward

Choose up to 2 questions
Candidates can respond with video or written responses. *

Question 1
Choose a question

+ Add question

Edit invitation message
This will be sent to candidates when you invite them to a video intro. You can edit the template here or update the message for each candidate individually as you invite them. *

As a next step, I'd like to invite you to answer a few questions with a short video intro or written response. We'd prefer a video response so we can see your verbal communication skills.

Feel free to message me with any questions. Only a few candidates are invited to this step - I look forward to seeing your response!

Save

編輯執行專案詳情，如執行專案名稱、說明、職稱、地點與職階等。

若某職缺已刊登在您的執行專案中，可編輯應徵者拒絕設定，包括自動拒絕國外的應徵者。針對被自動拒絕的應徵者，您可以開啟或關閉對其通知，也可以自訂通知文字。

收到應徵資料後，您可以邀請首選應徵者提供影片簡介。

選擇兩個人選能以影片或文字答覆的問題。

您可在此自訂邀請訊息，再傳送給人選。

開啟或關閉這些工作流程設定以控制人選通知和徵才流程階段。

The screenshot displays the LinkedIn job posting management interface, organized into several sections:

- Workflow settings:** Includes a toggle for 'Let job applicants know when you've downloaded their resume' (On) and 'Toggle hiring pipeline stages' (On).
- Manage job post:** Features a 'View job posting' link, an 'Edit job post' button, and buttons for 'Renew job post' and 'Close job post'.
- Share job post:** Provides 'Share' buttons for LinkedIn, Facebook, and Twitter.
- Import candidates:** Includes a 'Choose file' button for importing candidates from a spreadsheet.
- Project members:** Lists team members like Devon Ray (Owner) and Blake Daniels (Full Project Access).
- Shared applicants:** Includes a 'Link job post to a project' link and a note about applicant visibility across projects.

若某職缺已刊登在您的執行專案上，可管理您的徵才廣告，包括編輯、續約與關閉徵才廣告。

若某職缺已刊登在您的執行專案上，可在社交媒體上分享您的徵才廣告以觸及更多人選。

從試算表大批匯入人選。下載樣本檔案以查看建議的格式。

隨著您逐步完成招募流程，與個人、整個團隊或徵才經理分享您的執行專案，將可提升效率。

若某職缺已刊登在您的執行專案上，可將其連結到另一個執行專案；在您連結職缺後應徵的人選，也會顯示在該執行專案的人才庫中。