

# 追蹤個人檔案動態

在 Recruiter 中建立徵才流程的好處之一是您可以集中管理和分享所有與人選相關的資訊。探索您可以存取的人選個人檔案資訊以及可採取的行動，提升您的工作效率、加強團隊合作並減少重複的作業。

## 個人檔案簡介

查看人脈連結度。 查看人選來源。

From Senior Business Analyst LA

**Devon Nash** · 3rd Imported  
Recruiter at Enigma Corporation  
Lore Ventures · San Francisco State University  
Raleigh, North Carolina, United States  
Financial Services · 14

查看人選的聯絡人資訊。

@ ridmele@ji.us (Visible only to you) +  
(887) 974-5710 (Cell) ✎ +  
 Public profile Search on Bing

存取該人選所分享的任何社交媒體帳戶或在 **Bing** 上搜尋這些帳戶。

按一下變更階段...以變更此人選在徵才流程中的狀態。

Change stage ↓ Archive

按一下刪節號 [...] 以採取其他行動。

In 2 projects  
**Senior Business Analyst LA** uncontacted · Oct 1, 2020 **Current project**

將人選封存在目前的執行專案中。 傳送訊息給人選。

Change stage ↓ Archive

- Add note
- Share for review
- Add tag
- Save to another project
- Save to PDF
- Find more people like
- Provide feedback

**新增備註** – 為自己加入備註，或使用 @ 符號與同事開始對話。

**分享以供評價** – 與同事分享此個人檔案，並取得同事對此人選的意見反映。

**新增標籤** – 對人選的個人檔案加上標籤。

**儲存到另一個執行專案** – 將此人選加入至另一個執行專案的徵才流程中。

**儲存到 PDF** – 為此個人檔案建立一個 .PDF 檔，以供列印或與不能使用 Recruiter 的同事分享。

**尋找更多相似人選** – 搜尋有相似個人檔案的人選。

**提供意見反映** – 在個人檔案中心曾意見反映，說明您是否認為這是合適的人選。

# 個人檔案詳細資訊

在人選個人檔案的不同區段間切換，瞭解您和團隊對此人選所進行的個別和招募活動。

The screenshot shows the top navigation bar with tabs: Profile (selected), Projects (2), Messages (8), Feedback (4), Attachments (1), and Recruiting Activities. Below the navigation bar is a section titled "Most recent activities" with a "Show details" dropdown. The main content area is titled "Summary" and contains a snippet of text: "What if you could wake up every day and be super excited to come to work, knowing you have t... See more of summary". Below the text are two items: "Following your company page since Oct 14, 2020" and "5 connections".

個人檔案：查看人選的完整 LinkedIn 個人檔案以及重要實用資訊，例如可以用來撰寫個人訊息的共同聯絡人。

The screenshot shows the navigation bar with tabs: Profile, Projects (2) (selected), Messages (8), Feedback (4), Attachments (1), and Recruiting Activities. The main content area is titled "Projects" and shows a project entry for "Senior Business Analyst LA" at Enigma Corporation (San Francisco Bay Area). The project was created on 9/28/2020 and is currently in the "contacted" stage (October 13, 2020). There is a "Show and edit details" link at the bottom.

執行專案：查看所有已增加此人選的執行專案清單，瞭解每個執行專案的徵才流程進度。

The screenshot shows the navigation bar with tabs: Profile, Projects (2), Messages (8) (selected), Feedback (4), Attachments (1), and Recruiting Activities. The main content area is titled "Messages" and displays two messages. The first is a LinkedIn message from Reed Watson titled "New opportunity at Enigma", dated Aug 26, 2020, with the status "Accepted". The second is a private message from Keegan Payne dated Jun 4, 2020, with the status "Accepted" and a note "This conversation is private".

訊息：查看與此人選往來的所有訊息清單。此清單包含來自您與您同事的訊息；不過，您不能查看已指定為私人的訊息內容。

The screenshot shows the navigation bar with tabs: Profile, Projects (2), Messages (8), Feedback (4) (selected), Attachments (1), and Recruiting Activities. The main content area is titled "Senior Business Analyst LA" and includes a "This project" tag. Below the title is a "Profile shared" section with a summary: "0 Good fit • 0 Not a fit • 1 Pending". A table below shows the details of the feedback:

Respondent	Relationship	Sentiment
Tanner Silva	No relationship	Pending

There is a "Hide details" link at the bottom.



意見反映：與同事分享個人檔案時，同事的意見反映將顯示於此。

The screenshot shows the navigation bar with tabs: Profile, Projects (2), Messages (8), Feedback (4), Attachments (1) (selected), and Recruiting Activities. The main content area is titled "Attachments (1)" and shows a single attachment: "Devon\_Nash\_resume\_2020.docx" attached by Devon Wade on Oct 13, 2020. There are "Upload", "Download", and "Delete" icons at the bottom right.

附件：附加人選的履歷或其他相關文件。

Profile Projects (2) Messages (8) Feedback (4) Attachments (1) **Recruiting Activities**

Recruiting activities

-  Viewed by Reed Watson 12/15/2020 · 6:49 PM
-  Harper Andrews sent an InMail (No response yet) 11/17/2020 · 8:53 AM

招募動態：查看所有已採取的招募行動，最新動態將顯示在頂端。

## 招募工具

Recruiting Tools

**Notes (0)**

@Reed Davidson Take a look at Devon's updated resume and let me know what you think.

Make this note visible to

- Only me
- Members of Senior Business Analyst LA
- Anyone in my organization

Cancel Add


為自己加上備註以供未來參考，或使用 @ 符號與同事開始對話。選擇誰在檢視人選個人檔案時可以看到

**Reminders (0)**

Reminder\*

Follow up in January.


21/125

1/1/2021 

Cancel Add

建立提醒並設定通知日期。

**Links (0)**

 <http://portfolio.devonnash.net>

Cancel Done

新增相關連結，例如人選的個人作品集。

**Tags (2)**

Recruiting X Technical X

Search tags

Cancel Done




新增相關標籤以辨識特殊技能或工作經歷、人選可能適合的職務，或特殊屬性。標籤是由管理員所建立。

**Custom Fields (0/3)**

- + Willing to relocate
- + Salary requirements
- + Languages spoken

追蹤與您組織需求相關的特別資訊，如開始日期、薪資率或工作授權。自訂欄位是由管理員所建立。

**Similar Profiles**

-  **Pat Potter** · 3rd  
Recruiter at Wells Fargo  
El Monte, California, United States
-  **Holland Logan** · 3rd  
Senior Recruiter at Group1001  
Boston, Massachusetts, United States
-  **Lee Tucker** · 3rd  
Recruiter at Friedman Williams  
Lawrence, New Jersey, United States

[Show more people like this](#)

利用相似會員查看擁有相關背景及技能的會員。