

# How do I use the LinkedIn add-in?

*This help guide explains how to use the features of Recruit Studio's LinkedIn add-in.*

*The LinkedIn add-in allows you to perform basic searches of LinkedIn users and then add them as either clients or candidates to your Recruit Studio database. Note that it is not intended to replace the very comprehensive search facilities provided directly by LinkedIn.*

*The functions included are:*

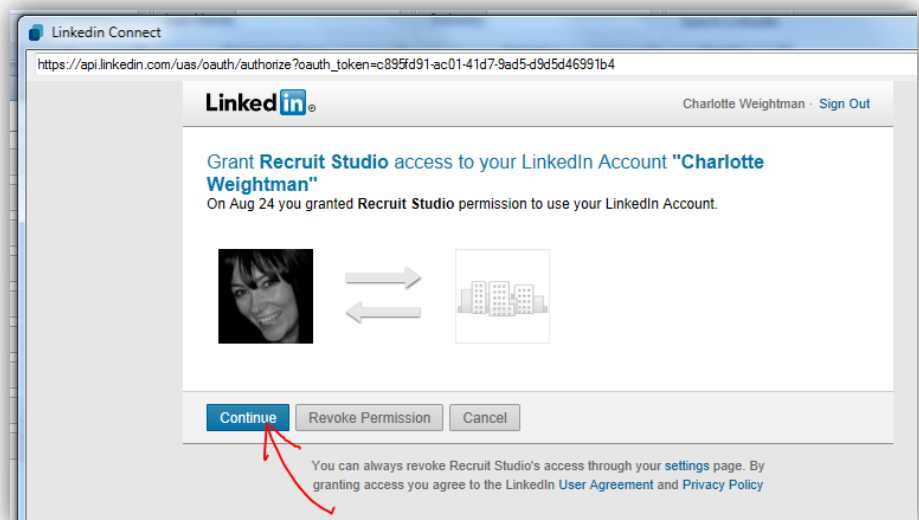
- *Search for contacts on LinkedIn via name, keyword, job title, company and industry.*
- *Search for contacts using proximity based on post code. Contacts can be selected within a specified radius (in miles) of the post code. Note that this facility is not available in all countries.*
- *Create a summary CV in text format for any contact on LinkedIn. If added to a candidate form in Recruit Studio then skills can be captured from this CV.*
- *Create a CV file which contains a LinkedIn contact's profile.*
- *Create a Client or Candidate record in Recruit Studio based on the LinkedIn profile.*
- *Update an existing Client or Candidate record with a reference to the LinkedIn profile.*

*If 'LinkedIn' does not appear on your Tools menu you will need to download it from [www.recruitstudio.co.uk/addins.shtml](http://www.recruitstudio.co.uk/addins.shtml) and then follow the instructions to configure it.*

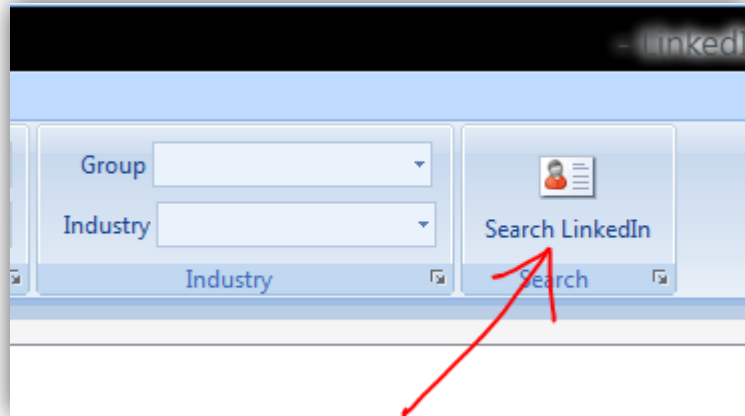
1. In Recruit Studio, go to the Tools menu, and choose 'LinkedIn'.

2. Before you can use the LinkedIn add-in you need to connect to your LinkedIn account. You must grant access each time you use the add-in.

Enter your LinkedIn log in details if necessary and click 'Continue'. Recruit Studio will remember your log in details.

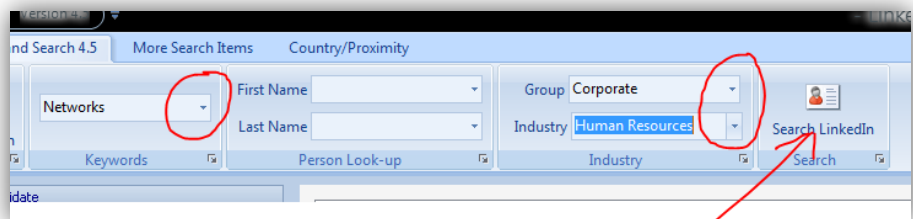


- If you simply wish to see a list of your own LinkedIn connections, click 'Search LinkedIn' along the toolbar.



- You can also use criteria to build a search. This search will not only search your existing connections, it will also include LinkedIn users beyond your own connections.

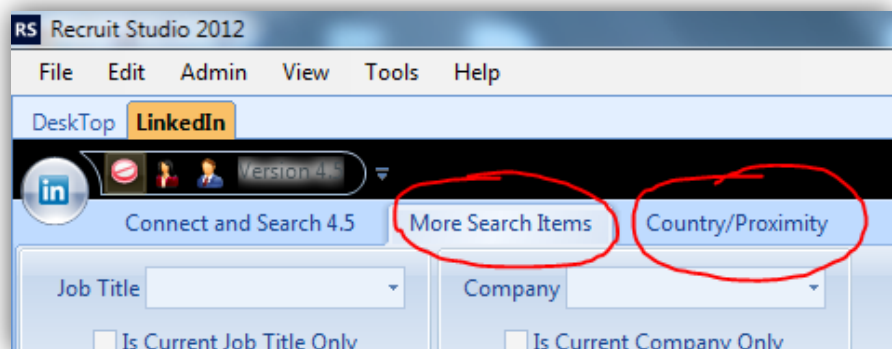
This allows you to expand your database and connections.



You can search by keyword, first or last name, group or industry. The 'Group' and 'Industry' pull down menu selections reflect LinkedIn categories.

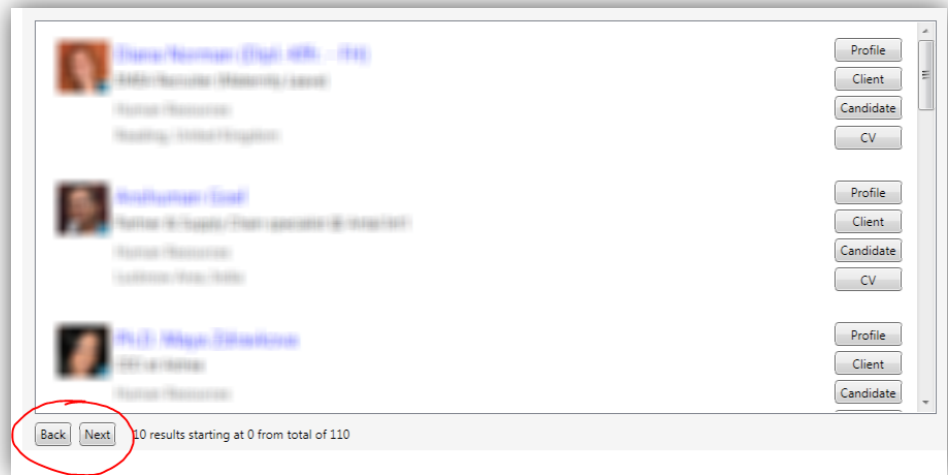
Click 'Search LinkedIn'.

- For more search criteria see the tabs along the ribbon toolbar: 'More search items' containing fields for Job Title and Company; and 'Country/Proximity' for country choice and a proximity search.

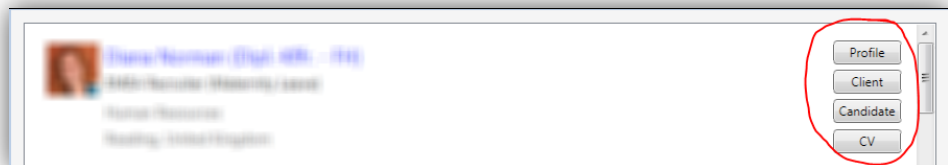


- Search results will appear in the main panel. Note that the maximum number of results a search can return is 110; this limit is imposed by LinkedIn.

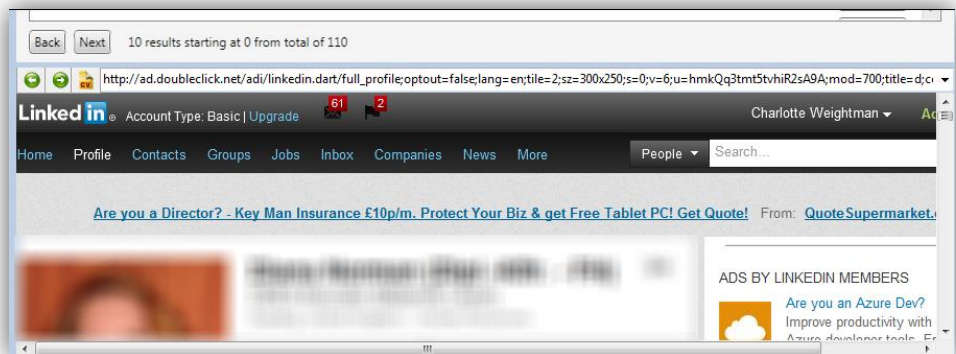
Move pages using the 'Back' and 'Next' buttons



- For each contact visible in the search results, 4 buttons will be available: Profile, Client, Candidate, and CV.



- The Profile button: allows you to view the person's profile in the lower panel.



9. The Client and Candidate buttons: allow you to create a new Recruit Studio client or candidate record from the LinkedIn connection.

Use drag and drop from the LinkedIn profile to populate the information in the Details tab of the new record.

Click 'Save' when you have finished and the new contact will be saved in your Recruit Studio database.

10. The CV button: creates a text based CV for the selected person using information from their LinkedIn profile. The content of the CV will depend on the amount of information made available by that person.

You can edit the CV then save the file to the CV database. You can also change the file name to suit your CV database.

11. It is also possible to save the selected person's profile to the CV database should you wish.

Click the yellow 'CV' button when viewing a person's profile and Recruit Studio will prompt you to enter a file name for the CV.

