

LinkedIn Recruiter Best Practices Use a Job Distribution Partner

Notice: Only administrator on the account can perform these steps

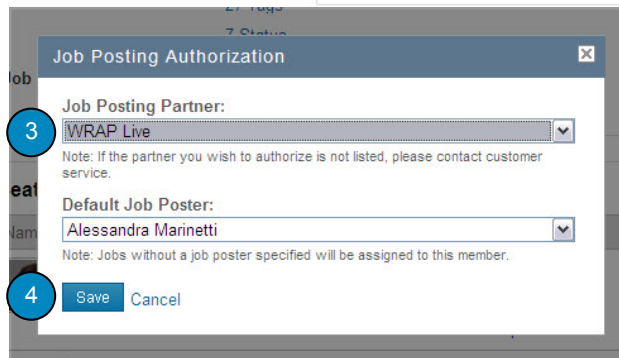
1. Your company purchases Job Slots from LinkedIn and a contract is created.
2. Your organization then authorizes your job distribution partner by logging into Recruiter:

1. Select the More, then select Admin.

2. Under Job Posting Partners, select "Authorize New Partner."

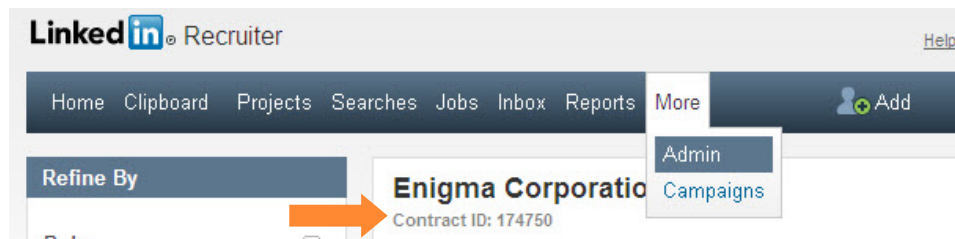
3. In the pop up window, select your partner and your default job poster.

4. Select Save.

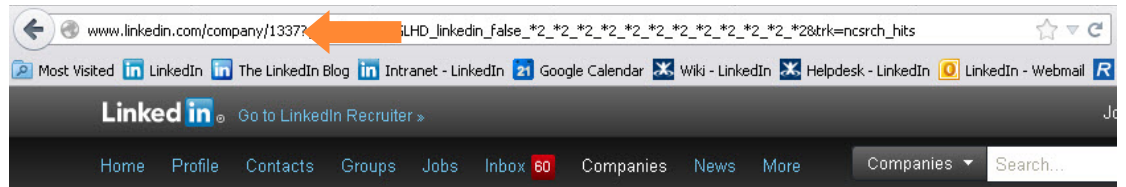


3. Your organization will then provide the Company Name, Contract ID, and Company ID number to the job distribution vendor.

Contract ID:
Your contract ID can be found on the Admin Dashboard, under the name of your organization.



Company ID#:
Your Company ID number can be found in the URL within your Company Page on LinkedIn.com



www.linkedin.com/company/1337?goback=.....

4. You or your job distribution partner should set up LinkedIn as one of the job boards in your job distribution system. In the event you do not know how to do this, please seek assistance from your job distribution vendor.
5. You can now start posting jobs to LinkedIn via your vendor.

