

Program Handbook

LinkedIn Certified Professional–Recruiter

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Why get certified



Value of certification

LinkedIn Certified Professional–Recruiter is the credential that demonstrates that you are an expert in candidate recruitment using LinkedIn Recruiter. It is the only official LinkedIn certification, and it validates and showcases the skills you already use.

Become an expert

LinkedIn Recruiter Certification validates your skills in finding, engaging and managing talent effectively and demonstrates your proficiency in Recruiter.

Enhance your LinkedIn Recruiter skills and find the right talent faster.

Stand out

LinkedIn Recruiter Certification is the only credential that differentiates you as an expert to your network. Highlight your certification on your LinkedIn profile and email signature.

Join a talented group of professionals and get noticed.

Advance your career

LinkedIn Recruiter Certification enhances your knowledge and credibility, helping you become a trusted advisor to colleagues and business partners.

Showcase your skills and grow in your career.

Who should get certified?

The LinkedIn Certified Professional–Recruiter certification is for anyone who is actively involved in the recruiting effort, including:

- Recruiters
- Sourcers
- Staffing professionals
- Talent acquisition professionals
- Headhunters
- Executive recruiters
- HR generalists
- Recruiting researchers
- HR coordinators
- Recruitment coordinators

Certification benefits

This is the only program that gives you official LinkedIn Recruiter certification status, boosting your professional reputation among your peers and demonstrating that you have invested in your career.

As a LinkedIn Certified Professional–Recruiter, you can add the certification to your LinkedIn profile and showcase your achievement. You also get a certificate, a wallet card, and a certification logo that you can use on your business cards and email signatures. Finally, you get exclusive membership to the LinkedIn Certified Professional group.



How to prepare

What's on the exam?

The LinkedIn Certified Professional–Recruiter certification exam validates your skills at identifying and engaging talent, building a talent pipeline, posting jobs, and maximizing efficiency using LinkedIn Recruiter. Review the exam objectives and focus on building the required skills.

Identifying talent: Search

- Construct effective, targeted Boolean search strings
- Apply filters, implicit search, conceptual search, natural language search, keyword and title search, and indirect search
- Use saved searches
- Use history and search alerts

Engaging talent: LinkedIn presence and InMail

- Describe the impact of a professional brand on recruiting effectiveness
- Work with InMail and inbox
- Apply best practices for optimizing response rates

Building a talent pipeline: Talent Pipeline and pipelining

- Use projects, notes, tags, statuses, sources, importing, and search
- Analyze relevant data and metrics to adjust your pipelining approach

Posting jobs: Jobs

- Create effective job postings using job slots
- Use your LinkedIn network to optimize job views

Maximizing efficiency: Tools for organization and collaboration

Effectively use:

- Projects
- Clipboard
- Smart to-do's
- Search alerts
- Notes
- Custom filters
- InMail templates
- Profile matches
- Batch actions
- Profile activity

Certification preparation

We have created a [certification curriculum](#) on our [Learning Center](#)* to help you sharpen your skills and prepare for the LinkedIn Certified Professional–Recruiter exam. To access the Learning Center, from your Recruiter account, move your cursor over your profile picture and choose **Training**.

The Learning Center has a variety of online learning resources, including on-demand and instructor-led training.

Tutorials

Build a solid foundation in using LinkedIn Recruiter’s powerful features and functionality with these modular, targeted video tutorials.

Webinars

Learn foundational and advanced tips and tricks using LinkedIn Recruiter by attending live or recorded sessions hosted by recruiting experts.

Tip sheets

Fine-tune your knowledge of specific LinkedIn Recruiter features by learning how recruiting experts use them.

Get certified in 3 steps

Step 1. Build your skills and experience.

- Build at least six months of experience in using LinkedIn Recruiter.
- Gain at least one to two years of work experience in a recruiting role.

Step 2. Prepare for the exam by studying and practicing.

- Review the exam objectives to find out what’s on the exam.
- Prepare with our [Certification curriculum](#) and practice applying your skills in your recruiting activities.

Step 3. Register for and pass the exam.

- Create a test taker account at <http://www.webassessor.com/linkedin> and register to take the exam online or onsite at a testing center.
- Purchase an exam test session by using a credit card at checkout. LinkedIn Recruiter customers can also contact your sales representative for more information.
- Take the exam at your scheduled date and time and earn a passing score. Candidates who pass the exam have met the certification requirements and earn the “LinkedIn Certified Professional–Recruiter” certification.

*The Learning Center is included within LinkedIn Recruiter. It is not available to members who do not have a LinkedIn Recruiter account. For more information about purchasing a LinkedIn Recruiter account, please contact a sales representative.

Take the exam

Test taking options

There are two options for taking the exam.

Online testing: Take the exam from the convenience of your home or office using your computer.

Onsite testing: Take the exam at a designated test center.

Registering

Step 1: Create a test taker account at <https://www.webassessor.com/linkedin>. You can use your LinkedIn.com credentials to create your account.

Step 2: Select your preferred test taking option - online or onsite.

For online testing, refer to the [Kryterion Test Taker Guide](#) and complete the hardware and software requirements. Test takers must create their biometric profile at least 48 hours before the exam. You can test your system compatibility by visiting the [Kryterion Support page](#). Online exams are monitored by a trained proctor via an external webcam and microphone for the duration of the exam.

For onsite testing, please select the Kryterion test center location where you would like to take the exam, acknowledge the terms and conditions, and then pick a date and time. For the latest information on test center locations, visit the [Kryterion Test Center Locations](#) page. For more information on test times or available test centers, contact ktnsupport@kryteriononline.com.

Step 3: Check out with your credit card using secure checkout, or contact your sales representative for more information.

You can get a refund or change your appointment date, time, or location on this website up to 72 hours before your appointment. No changes are allowed after that time, and unused appointments forfeit the cost of the exam.

Exam format

Types of questions: The exam questions may include, but aren't limited to, multiple choice (single response or multiple responses), matching, and free response.

Length: You have 90 minutes to complete the exam, which includes about 60 to 70 questions. Sometimes we include some new and unscored questions to evaluate their effectiveness, as well as a small number of survey questions. Your responses to these questions aren't included in your exam results.

Language: The exam is offered in English. We allot 90 minutes so that non-native English language speakers will have enough time to complete the exam.

Scoring

We determined the passing threshold by using an industry-standard, criterion-referenced methodology that incorporates input from LinkedIn Recruiter experts and psychometricians. LinkedIn reviews, updates, and adjusts exam questions on an ongoing basis, and the passing score is regularly adjusted using ongoing statistical analysis.

You will learn whether you passed right after you finish. We don't share your passing or total score. Instead, we email you with percentage scores for each exam topic.

Test delivery, exam integrity, and security

To uphold exam integrity and preserve the value of LinkedIn certification, all exams are delivered in secure, proctored environments. Test takers' identities are verified, and proctors monitor all test sessions in real time. This practice protects against cheating.

Online test security includes, but is not limited to:

- Video and audio monitoring
- Secure ID checks and authentication, including keystroke analysis and facial recognition
- Secure software on candidate testing stations to lock the testing environment
- Behavior alerts

Online test security includes, but is not limited to:

- ID checks, with two forms of photo identification required for test takers
- In-room and outside window observation
- Video monitoring
- Software on candidate testing stations to secure the system

Exam versions and sequencing

To defend against cheating, the exam is delivered using multiple versions. Each question in each version is randomly sequenced per test taker.

Test-taking tips

- Read each question carefully and then select the best answer to the question. If you are not sure about the correct answer, select the one you think is best. There are no penalties for guessing.
- Attempt to answer all of the questions. You get credit for every question that you answer correctly. Guessing gives you the opportunity to earn points, while skipping a question is always marked as incorrect and won't earn you any points.
- None of the questions are meant to be "trick" questions. Interpret words according to their generally accepted meanings.
- Don't spend too much time on any one question. If you aren't sure, answer the item and flag it for review by clicking the check box at the bottom of your screen. If you have enough time, you can take another look and change your answer to the flagged questions.
- If you have enough time, go back and review your answers.

After you pass

You will find out whether you passed right after you complete the exam, and you will receive your exam results, certificate, logo, and wallet card by email. You will also receive a unique link that allows you to add the certification to your LinkedIn.com profile, as well as an invitation to join the LinkedIn Certified Professional group. Every two years, you will need to recertify to keep displaying the LinkedIn Certified Professional logo and participate in the LinkedIn Certified Professional group.

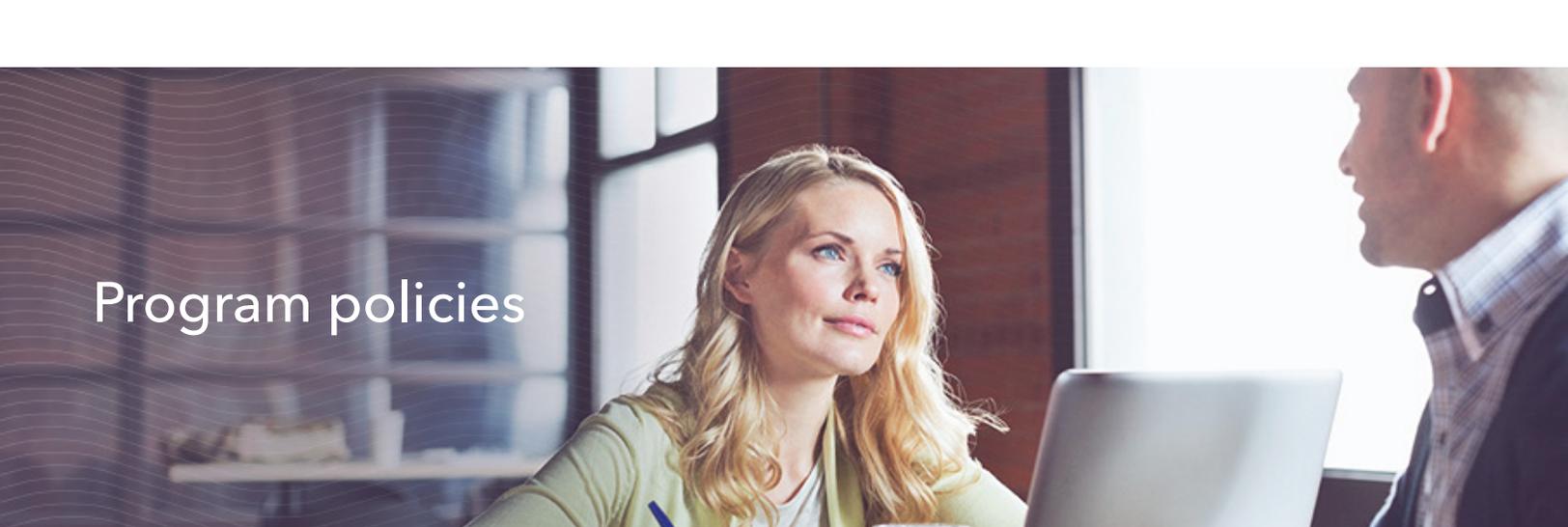
Fees, rescheduling, and cancellations

A certification exam test session can be purchased directly during the [registration](#) process using any major credit card for US\$199 (US\$99 in India). LinkedIn Recruiter customers can also contact their sales representative for more information. Don't know who your sales representative is? Email us at certification@linkedin.com.

You may also cancel your exam through the appointment portal, if you paid by credit card, and receive a full refund, up to 72 hours before your exam. No changes are allowed with less than 72 hours' notice, as a proctor and testing station have already been secured for your use. There are no refunds for unused test appointments.

Retakes

You can retake the exam after 14 days. During this time, we recommend that you focus on strengthening your skills. First, review your topic-level scores included in the score report that you receive after you complete the exam. Then visit the [Certification Preparation Curriculum](#) and look for the learning modules specific to the skills you need to strengthen. Exam fees cover one test appointment. Retakes require the purchase of an additional appointment.



Program policies

Recertification policy

The LinkedIn Certified Professional–Recruiter certification remains active for two years from the date you were certified. Certified individuals must pass the latest version of the exam before the end of the two-year period to remain actively certified and continue to access benefits such as membership in the LinkedIn Certified Professional group and use of the LinkedIn Certified Professional logo.

Use of certification logo

LinkedIn Certified Professional logos may be used only by certified individuals to indicate their certification achievement status. Use of LinkedIn Certified Professional logos to represent organizations or for any commercial purpose, such as promotions and marketing, is not permitted.

Revocation of certification program participation and status

LinkedIn has the right to decertify individuals who do not adhere to LinkedIn.com or LinkedIn Certified Professional program policies. Furthermore, LinkedIn may decide to ban individuals from taking certification exams, revoke test scores, and remove individuals from the LinkedIn Certified Professional group.

Program revisions and retirement

LinkedIn has the right to revise, replace, or retire certification exams at any time at its sole discretion.

Support

Contact us

Have questions about registering, joining the LinkedIn Certified Professional group, displaying your certifications, determining your pass/fail status, or something else? We can help.

For questions and help, please contact certification@linkedin.com. You can get assistance with a variety of issues and questions, including:

- Registering and scheduling your exam
- Special accommodations
- Exam pass/fail status
- Displaying your certification on your LinkedIn profile
- Joining the LinkedIn Certified Professional group

Frequently asked questions

What is a biometric profile, and why is it necessary for the online testing option?

Biometrics are distinctive and measurable identifiers used to confirm that individuals are who they say they are. Examples can include fingerprint, facial recognition, DNA, palm print, hand geometry, iris recognition, and so on. They are characteristics that make an individual unique. Kryterion uses several types of authentication methods – passwords, keystroke analytics, and facial recognition – to verify the identity of the test taker.

Can I use the built-in camera on my laptop to take the exam online?

No. To take advantage of online proctoring, test takers must use an external webcam that meets the technical requirements of Kryterion. The camera should have a long cord (3-4 feet or 90-120 cm) that can be placed to one side. If the camera doesn't have a stand, the user must place the camera in an elevated position (1 foot or 30 cm).

Is there an additional cost for taking the exam online?

No. Test takers must procure their own external webcam that meets Kryterion's technical requirements.

Can I take the online-proctored exam anywhere?

Yes. However, test takers must adhere to certain requirements. The testing surface must be clutter-free and contain only one computer, one monitor, one keyboard, and one mouse. The camera must be placed so the proctor can see the test taker's torso, hands, full face, keyboard, and mouse, if a mouse is used. No test aids are permitted in the testing area. Dual monitors are not permitted. Watches, bracelets, and necklaces are not permitted to be worn during testing. Refer to the [Kryterion Test Taker Guide](#) for more information.

Frequently asked questions (continued...)

What other technical requirements are there for online proctoring?

Test takers need to install security software and create a biometric profile at least 48 hours before the exam. Refer to the [Kryterion Test Taker Guide](#) for more information.

Where can I get a list of onsite test center locations?

Visit the Kryterion test center locations web page at https://www.kryteriononline.com/host_locations. Please contact ktnsupport@kryteriononline.com if you have questions about available test centers.

What times are available to take the exam?

Testing times are generally available during local business days and hours. For more information on test times, please contact ktnsupport@kryteriononline.com.

What if I need to cancel or reschedule my exam?

You can reschedule your exam at no additional charge (within 72 hours of your scheduled test date and time) by logging into your Webassessor account and selecting a new date and time. You may also cancel your exam through your Webassessor account, if you paid by credit card, and receive a full refund, up to 72 hours before your exam. Exams canceled or rescheduled within 72 hours of your scheduled exam time are not eligible for a refund.

How do I request that my LinkedIn Certified Professional certification be displayed on my LinkedIn profile?

When you pass the exam, you will receive a unique link that allows you to add the certification to your profile. If you have questions, please contact certification@linkedin.com.

How can I join the LinkedIn Certified Professional group?

When you pass the exam, you will receive an invitation to join the Certification group. If you have questions, please contact certification@linkedin.com.

What if I need special accommodation to take the exam?

Please email us at certification@linkedin.com at least 35 days before the date you'd like to take the exam to request an accommodation.

How do you determine who passes the exam?

We determined the passing threshold by using an industry-standard, criterion-referenced methodology that incorporates input from LinkedIn Recruiter experts and psychometricians, as well as statistical analysis of beta testing results.

What if I disagree with my pass/fail status?

Please email us at certification@linkedin.com with the details of your concerns.

What if I don't pass the exam?

You can retake the exam after 14 days. During this time, we recommend you focus on strengthening your skills. First, review your topic-level scores included in the score report that you receive after you complete the exam. Then visit the LinkedIn Learning Center and look for the learning modules specific to the skills you need to strengthen.

Frequently asked questions (continued...)

What if I don't recertify within the two-year recertification period?

Every two years, you'll need to recertify to keep displaying the LinkedIn Certified Professional logo and take part in the LinkedIn Certified Professional group. If you don't recertify by your two-year anniversary, you can regain your benefits by retaking and passing the exam.

What additional LinkedIn certifications are available?

We're currently assessing whether we need to create additional certifications. As our plans evolve, we'll share them with the LinkedIn Certified Professional community.

Are all of the questions that are on the exam answered by the training content available on the LinkedIn Recruiter Learning Center?

Although the Learning Center provides a broad range of learning content designed to help you prepare for the certification exam, the exam itself includes questions that go beyond the basic understanding of LinkedIn Recruiter. Many of the questions challenge you to apply and synthesize multiple skills and concepts to solve common recruiting professional challenges. Therefore, you should plan on spending plenty of practice time within LinkedIn Recruiter to ensure that you can effectively apply the concepts learned within the training materials before attempting the exam. To get a feel for the types of questions included on the exam, you may benefit from completing the practice exam available on the Learning Center.

Not all recruiting organizations use LinkedIn job postings or Recruiter job slots. Why are questions about these capabilities included on the exam?

LinkedIn recognizes that while you may not currently be using job postings or job slots, organizations must be able to react quickly and flexibly to changing business needs. Requiring you to know how to effectively display jobs to potential candidates ensures that the LinkedIn Certified Professional–Recruiter certification will be relevant in the overall recruiting industry as a foundational skill set, now and in the future.

I have a LinkedIn Recruiter account but I don't know who my sales representative is. How can I obtain contact information to learn more?

Please write to us at certification@linkedin.com with the name and location of your company, and we'll provide you with the information you need to get in touch with your sales representative.

What if I don't have a LinkedIn Recruiter account? How do I access the Learning Center and register for the exam?

At this time, only LinkedIn Recruiter customers can access the Learning Center. Recruiter Lite customers do not have access because many of the robust capabilities included with Recruiter are not used in Recruiter Lite. However, anyone can register for the exam by visiting <https://www.webassessor.com/linkedin>.

What do you do with my exam data and personal information?

We collect your personal information - including your name, address, email address, exam response data, and exam scores - when you register with Kryterion. We use this information to track, verify, and inform you of your exam and certification status. Your passing status may be shared with your employer on request if your employer paid for your exam or if you used your employer's Recruiter subscription for preparation. However, your scores are never shared.

Check out our full privacy policy at <https://www.linkedin.com/legal/privacy-policy>.