Program Handbook

LinkedIn Certified Professional–Recruiter

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Why get certified?

Value of certification

Are you a pro at using LinkedIn Recruiter to find, engage, and manage the best talent? Get the LinkedIn Certified Professional—Recruiter certification to stand out as an expert in your field.

The certification exam will validate the skills you already use: identifying and engaging talent effectively, building a pipeline of talent, and posting jobs using LinkedIn Recruiter.

Who should get certified?

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

- HR Generalists
- Recruiting Researchers
- Sourcers
- Staffing Professionals
- Recruiters
- HR Coordinators
- Talent Acquisition Professionals
- Recruitment Coordinators
- Headhunters
- Executive Recruiters

How to get certified

Step 1. Build skills and experience, prepare for the exam

- Build at least 6 months of experience using LinkedIn Recruiter.
- Gain at least 1 to 2 years of work experience in a recruiting role.
- Prepare to take the exam by reviewing learning content and completing practice activities.

Step 2. Register for the exam

To earn LinkedIn Certified Professional—Recruiter certification, you must pass the certification exam.

- Create a test taker account online, and register to take the exam at a scheduled date and time at a designated test center.

Step 3. Pass the exam

- Take the exam at your scheduled date and time, and receive a passing score.
- Candidates who pass the exam have met the certification requirements and become LinkedIn Certified.

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've invested in your career.

As a LinkedIn Certified Professional, you can add the certification to your LinkedIn profile. 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 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 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

Learning Center

We've got a variety of online learning resources to help you sharpen your skills and get ready for the LinkedIn Certified Professional–Recruiter exam. Visit our Learning Center to check out everything we offer.

Tutorials
Build a solid foundation in using LinkedIn Recruiter's powerful features and functionality with these modular, targeted tutorials.
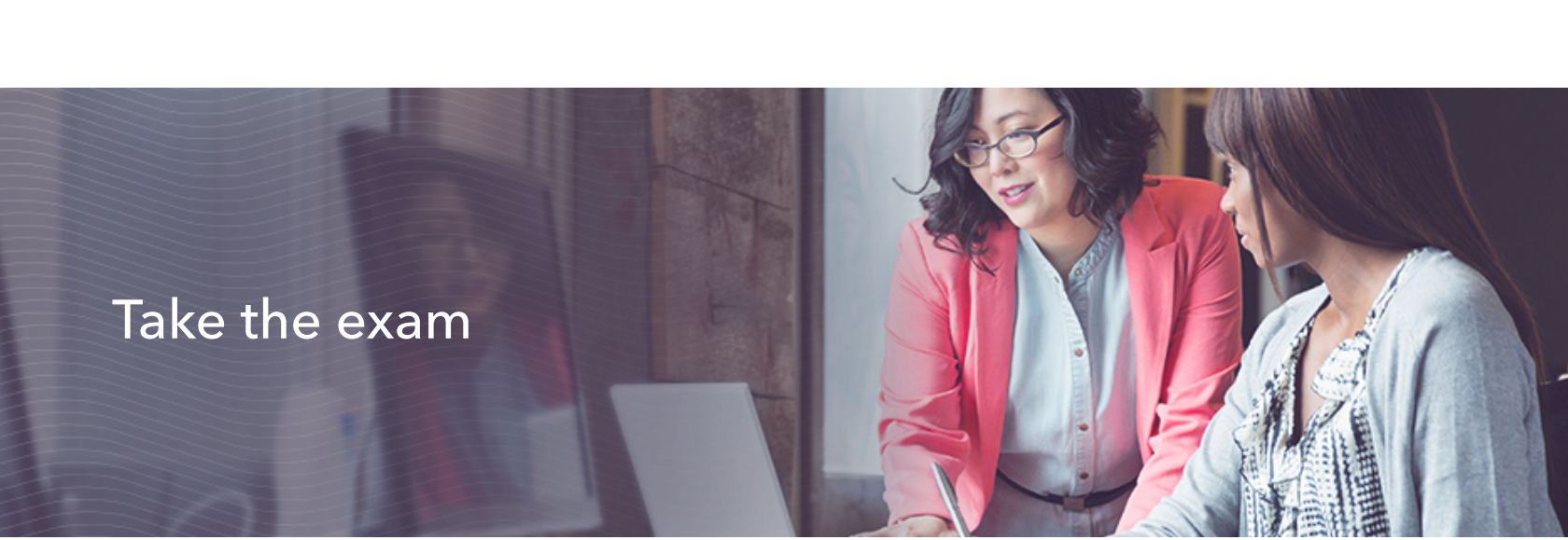
Webinars
Learn foundational and advanced tips and tricks using LinkedIn Recruiter by attending live or recorded sessions hosted by recruiting experts.

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

Planned certification curriculum

For a comprehensive list of learning resources, visit the Learning Center.

Take the exam

Registering

The LinkedIn Certified Professional—Recruiter exam is administered by Kryterion, an industry leader in certification exams. Register using their exam delivery platform, Webassessor:

Step 1: Create a test taker account in Webassessor at www.webassessor.com/linkedin.

Step 2: Select the Kryterion test center location where you'd like to take the exam, and then pick a date and time.

For more information on test times, contact the test center directly.

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 questions. Sometimes we include a few 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: You can currently take the exam in English. We've allotted 90 minutes so non-native English language speakers will have enough time.

Scoring

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.

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

Test centers, 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. We've created a rigorous exam design approach and enforce a firm retake policy to prevent cheating.

During the exam, all candidates are monitored in real time by proctors. This protects the exam against cheating. Test center security includes, but isn't limited to:

- ID checks: test takers must show two forms of photo identification
- In-room and outside window observation
- Video monitoring
- Software on candidate testing stations secures the system

Exam versions and sequencing

To defend against cheating, the exam is delivered using multiple versions, where 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're 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. That means guessing gives you the opportunity to earn points, while skipping a question will always be 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'll 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 be able to join the LinkedIn Certified Professional group. To request an invitation, contact us.

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

Fees, rescheduling, and cancellations

The fee for the certification exam is $199 ($99 in India). For a limited time only, there is no fee to take the certification exam. The last day to complete the exam at no cost is December 31, 2013.

Need to change dates? You can reschedule your exam at no additional cost by logging into your Webassessor account and selecting a new date and time, as long as you do so at least 72 hours ahead of your scheduled test date and time.

If you wish to reschedule or cancel an exam less than 72 hours ahead of your scheduled exam time, you must contact certification@linkedin.com to make your request, and you will be charged a rescheduling or cancelation fee of USD$85 (this fee is waived until December 31, 2013).

Retakes

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 will 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.

Support

Contact us

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

For questions and help, please contact the LinkedIn Certification Team.
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

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?

Contact us with the details of your concerns.

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.

Check out our full Privacy Policy on page 13.

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

Visit the Kryterion test center locations web page at www.kryteriononline.com/host_locations.

What times are available to take the exam?

Testing times are generally available during local business days and hours. Contact your preferred testing center directly if you need more information on their specific testing times.

Frequently asked questions (continued...)

What if I need special accommodations to take the exam?

Contact us at least 35 days before the date you'd like to take the exam to request an accommodation.

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 will 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.

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

When you create your test taker account in Webassessor, you will be able to indicate whether you would like your certification to be displayed in your profile.

How can I join the LinkedIn Certified Professional group?

Once you're certified, you can request an invitation by contacting the LinkedIn Certification Team.

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'll be able to regain your benefits by re-taking 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 application and synthesis of multiple skills and concepts together 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 prior to 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 from your Webassessor test taker account in the My Assessments tab.

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 utilizing 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.

Program Policies

Recertification policy

The LinkedIn Certified Professional–Recruiter certification remains active for 2 years from the date an individual was certified. Certified individuals must pass the latest version of the exam before the end of the 2-year period in order 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 for 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.