

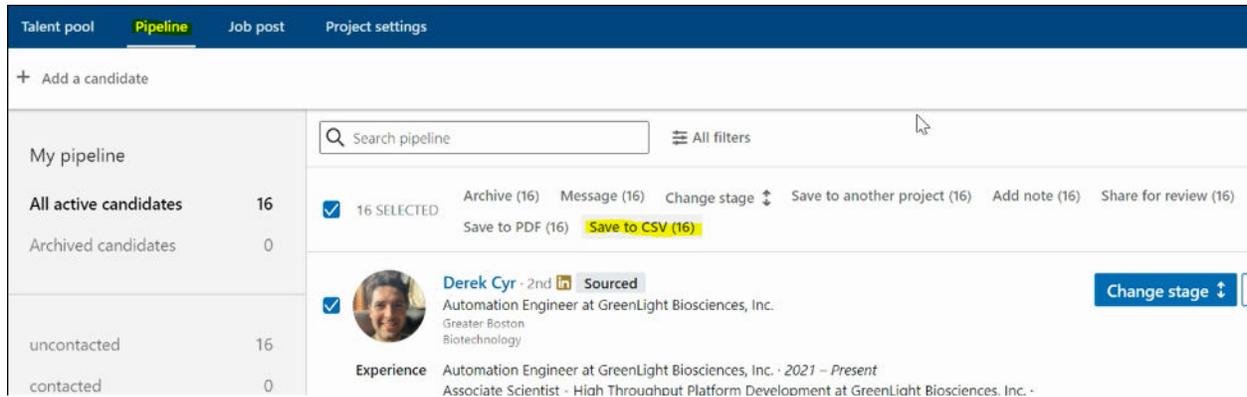
Likor SOP

This tool will allow you to take pipelines from LinkedIn Recruiter and convert them into a format to be able to upload into Kortivity. You need to be logged into your linkedin recruiter account to use this tool.

Navigate to the Team Drive→ Technology Tools→ Likor.

Download this file onto your computer.

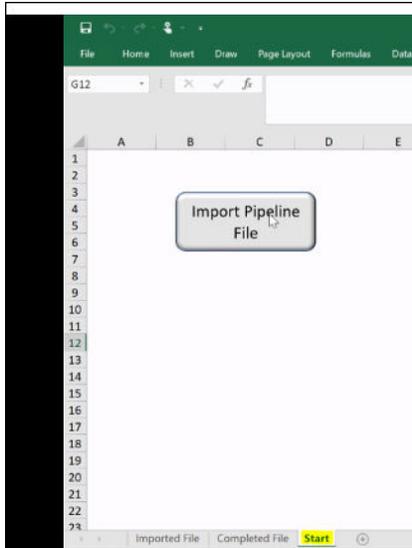
Once the file is downloaded, you can now go to LinkedIn. Make sure you are looking at the pipeline view under the position you are recruiting for. Select the candidates you are looking to transfer over and click “Save to CSV”



The screenshot displays the LinkedIn Recruiter interface for a pipeline. At the top, there are tabs for 'Talent pool', 'Pipeline' (which is active), 'Job post', and 'Project settings'. Below the tabs, there is a search bar labeled 'Search pipeline' and a filter icon labeled 'All filters'. A summary bar shows '16 SELECTED' candidates with various actions: 'Archive (16)', 'Message (16)', 'Change stage', 'Save to another project (16)', 'Add note (16)', 'Share for review (16)', 'Save to PDF (16)', and 'Save to CSV (16)'. The 'Save to CSV (16)' option is highlighted in yellow. Below this, a candidate profile for 'Derek Cyr' is shown, including a profile picture, name, title 'Automation Engineer at GreenLight Biosciences, Inc.', location 'Greater Boston Biotechnology', and a 'Sourced' badge. A 'Change stage' button is visible next to the candidate's name. The left sidebar shows a breakdown of candidates: 'My pipeline' with 'All active candidates' (16) and 'Archived candidates' (0); 'uncontacted' (16); and 'contacted' (0).

Open the file and save it to your computer.

Open the Likor tool. Click on the “Start” tab. Click “Import Pipeline File.”



Select the file you have downloaded from LinkedIn. Open the file. The candidates will then populate into the completed file tab.

	A	B	C	D	
1	Title	First Name	Last Name	Suffix	Job Title
2		Haofan (Eric)	Peng		Associate di
3		Maya	Miatkowski		Manager
4		Falguni	Gadkari		Associate Di
5		Ryan W.	Serra, Ph.D.		Senior Direc
6		Stephen	Hughes		Preclinical A
7		Derek	Cyr		Automation
8		Nicole	Stange-Thomann		Life Science
9		James	Crutchley		Process and
10		Rene	Oda		Automated
11		Damon	Sheets		Principal Inv
12		Scott	Hamilton		Associate Di
13		Joseph	Barberio		Director, mF
14		Robert K	Mongillo Jr		Scientist, Co
15		Vladislav	Zarayskiy		Director of A
16		Philipp E.	Schneggenburger, PhD		Director, Nu
17		Haythem	Latif		Director Clir
18					
19					
20					
21					
22					
23					

Copy the completed file tab and paste it into a new blank workbook.

Save as a CSV (Comma delimited) file. You can now upload this file into Kortivity.

In Kortivity, go to Menu-->Upload people-->Upload list of people.

Select the job you would like to add this list to by typing in the search field.

Sci.bio

Menu [person](#) / [add people](#)

[Upload Resumes](#) [Upload List of People](#) [Upload List of Clients](#)

File upload (CSV) options - use the following options to upload your CSV file of contacts [Download example](#)

Submit all contacts to specific talent pool(s) after upload

Submit all contacts to specific job(s) after upload

Job(s) to submit contacts to

Please enter 1 or more character

Drop Your CSV File(s) Here OR [Choose CSV File](#)

Click “Choose CSV file.” Find the CSV you have created and click “Open.” It will then populate the candidates into the requisition.