

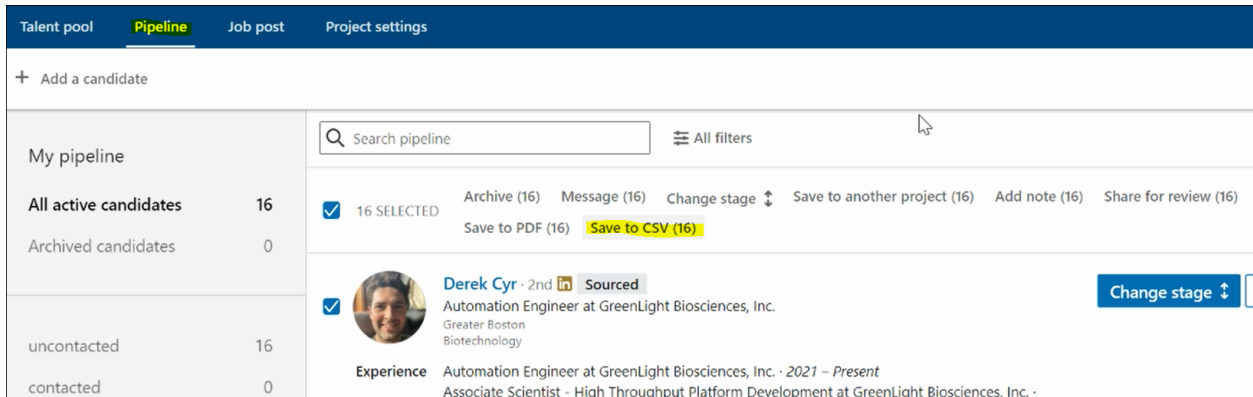
Likor SOP

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.

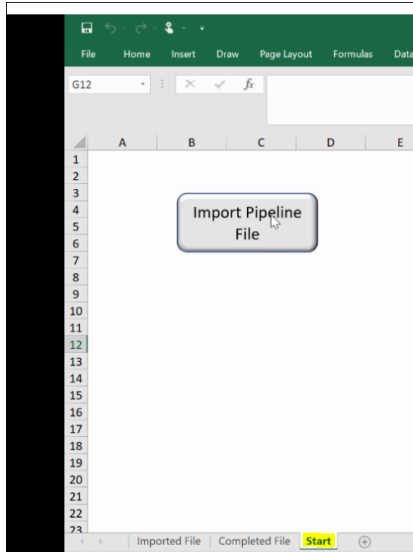
Download this file onto your computer.

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”



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.

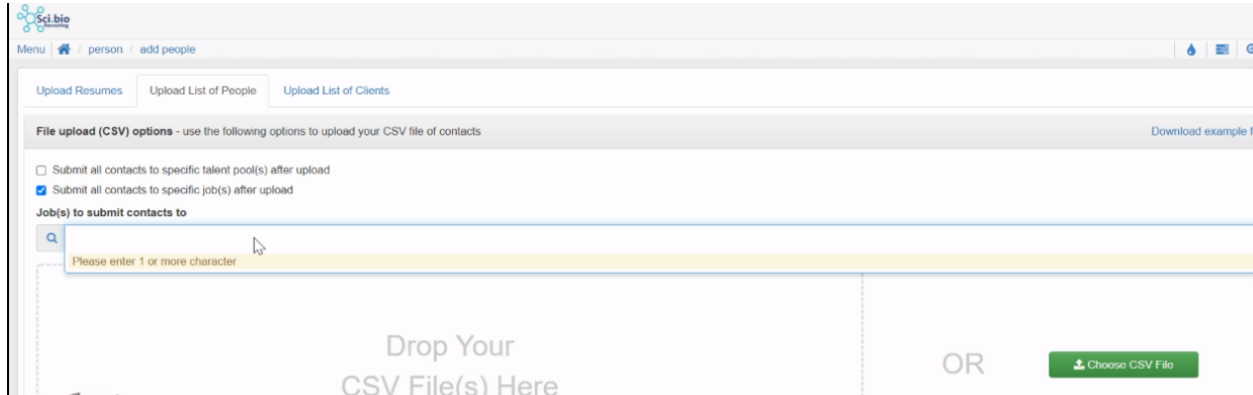
	A	B	C	D	
1	Title	First Name	Last Name	Suffix	Job Title
2		Haofan (Eric)	Peng		Associate di
3		Maya	Miatkowski		Manager
4		Falguni	Gadkari		Associate Di
5		Ryan W.	Serra, Ph.D.		Senior Direc
6		Stephen	Hughes		Preclinical A
7		Derek	Cyr		Automation
8		Nicole	Stange-Thomann		Life Science
9		James	Crutchley		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.



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