Microsoft Teams

Video interviewing

Integration guide

Linked in Talent Hub

in Talent Hub | 📊

Hire more efficiently with Microsoft Teams video conferencing.

LinkedIn Talent Hub makes it easy to set up, manage, and host Microsoft Teams video interviews. Now you can consolidate interview scheduling into a single workflow, so there's more time to connect with your potential hire.

Once Microsoft Teams is authorized, you can send candidates an InMail or Email with a link to your calendar, allowing them to check availability and choose an interview time.

in Talent Hub | **Teams**

Microsoft Teams integration at a glance

By integrating with a video conferencing partner, you'll be able to complete all of your video interviewing tasks without leaving Talent Hub.

1:1 video screen

Video interviewing for Recruiter screening calls

- Scheduler can send candidate a video interview invitation via InMail
- Candidate must be a LinkedIn member to access 1:1 interview

Panel interview

Video interviewing for multiple interviewers

- Interviewers can use any Microsoft Teams license to access integration
- Each panelist will receive an invitation with either a unique video conference link for each interview, or the same video conference link for all interviews

Things to be aware of

Fees
There are currently no fees for integration.

Promotions
There are currently no promotions for integration.

Additional nuances of Microsoft Teams licenses

Talent Hub Admin must authorize integration using a user with Microsoft Admin privileges.

A "Free" license is not recommended due to its limitations – interviews will be cut off after 60 minutes.
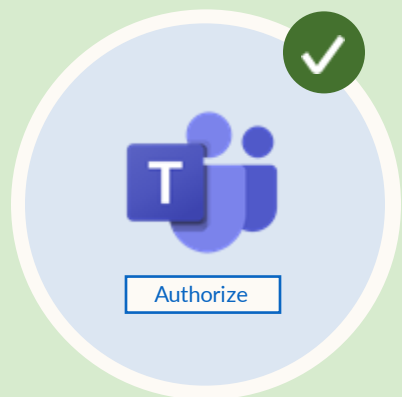
Please review the following resources for further information on licenses

1. Find the right Microsoft Teams for your business
2. Limits and specifications for Microsoft Teams

Get started

Contact or enable Microsoft Teams

in Talent Hub | Teams

We'll help you get started.

Authorize Microsoft Teams.

Enable Microsoft Teams from the Talent Hub integrations page.
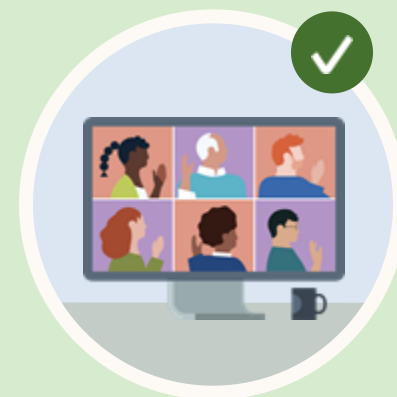
Sync your email and calendar.

Connect to your email so you can share your availability and receive notifications.

Schedule a video interview via InMail directly from Talent Hub.

You can send candidates an InMail that includes a video interview link. This is typically used for initial 1:1 video screens.

Schedule a group video interview directly from Talent Hub.

You can set up an interview with multiple panelists through panel scheduling in Talent Hub.

Authorize Microsoft Teams in Talent Hub

👤 Admin-only view

First, authorize the Talent Hub integration with Microsoft Teams.

1. Click your picture in the upper right-hand corner and select "Product Settings" from the drop-down menu.

2. On the Product Settings page, click "Integrations."

3. Find Microsoft Teams under "Available integrations" and click the "Authorize" button.

   You will only need to authorize this integration once through your Talent Hub ATS administrator.
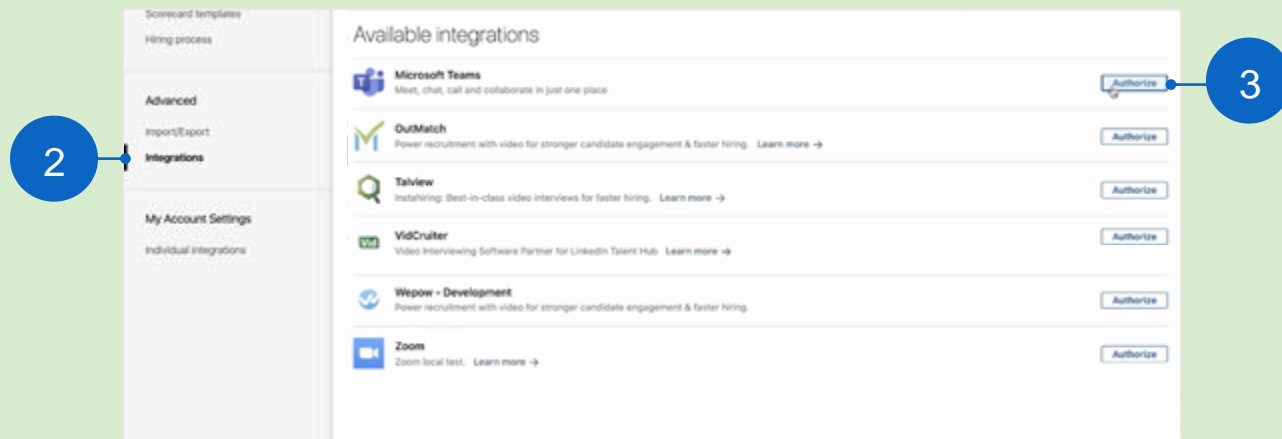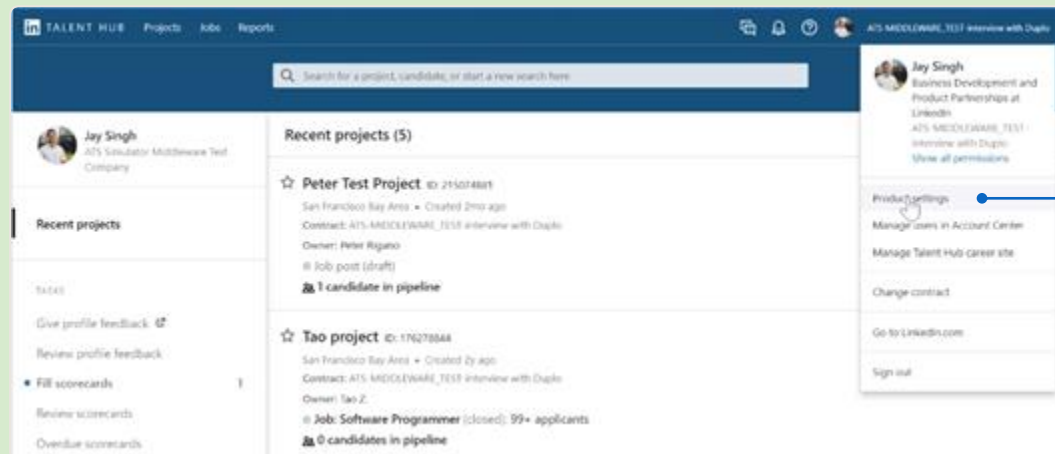
🔗 **Talent Hub** | 📊

Sign-in & confirm

👤 Admin-only view

1. Sign in to Microsoft Teams using your credentials.
2. In Talent Hub, go back to the "Product Settings" page and click "Integrations". Microsoft Teams should now appear under "Authorized integrations."
3. This contract is now authorized with your provider and will display as "On."

You must be assigned Admin access for your Microsoft Teams account to authorize it with Talent Hub. Please have your IT team assist you with this process if you don't have proper permissions.

Talent Hub also recommends your IT team to configure these settings to deliver the best experience for your interviewers and candidates.
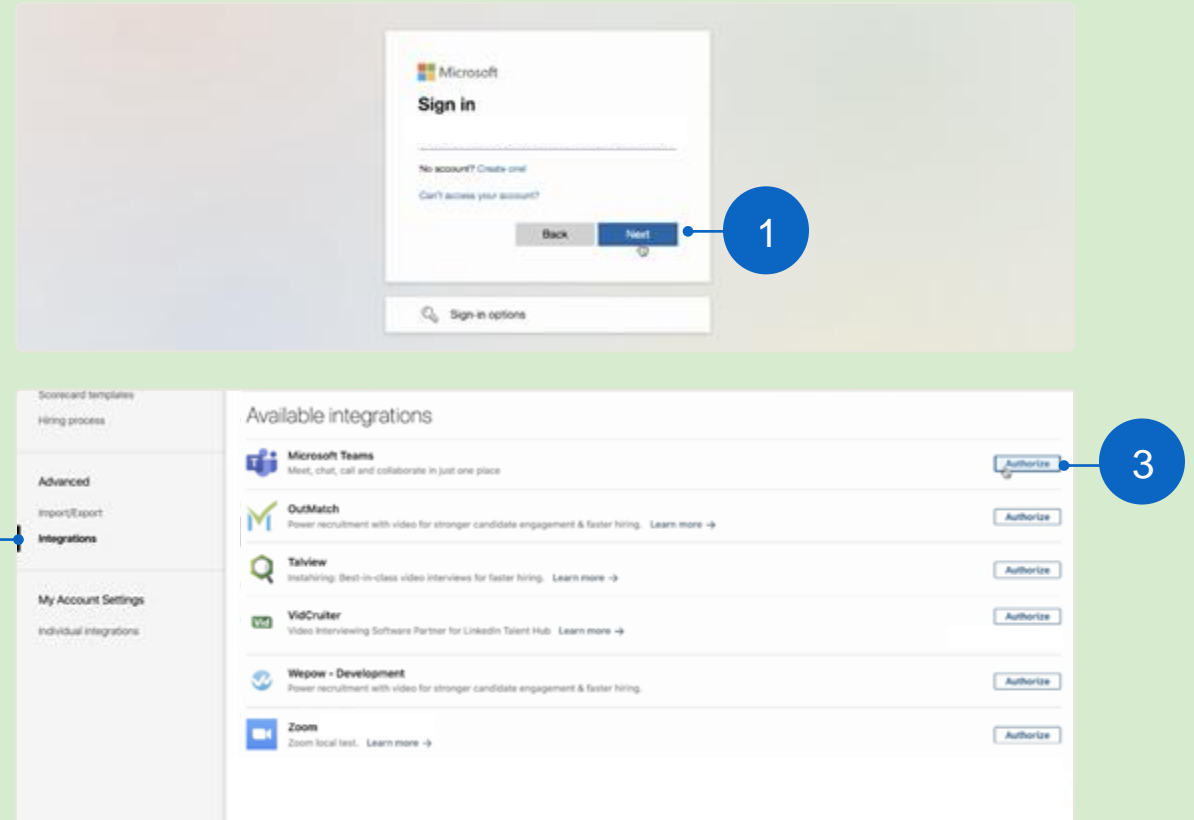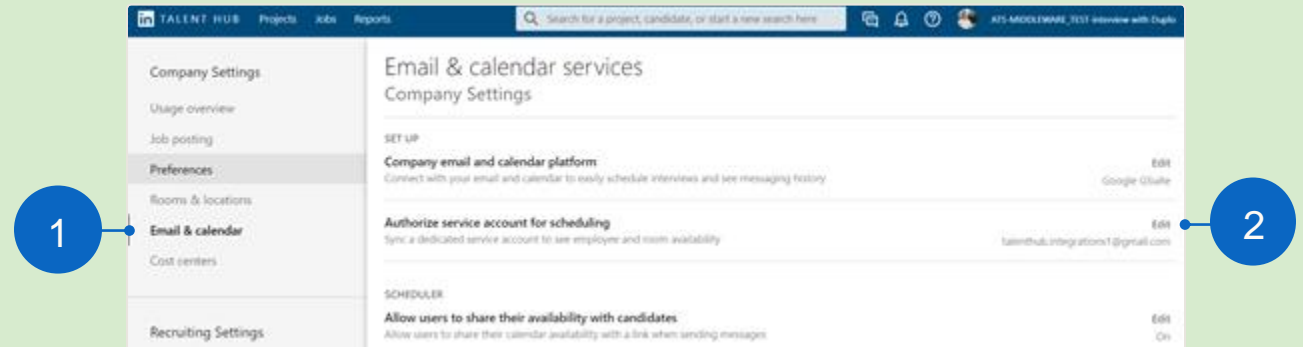

🔗 Talent Hub | 📓

Prepare to schedule

👤 Interviewer view

Next, connect your email account to Talent Hub so you can set up its scheduling capabilities if you haven't already.

1. On the "Product Settings" page, click "Email & calendar."

2. Navigate to "Authorize service account for scheduling" and click the "Edit" button to start integrating Talent Hub with Gmail or Outlook.

Video interviews in Talent Hub are only supported by Gmail and Office 365 accounts.
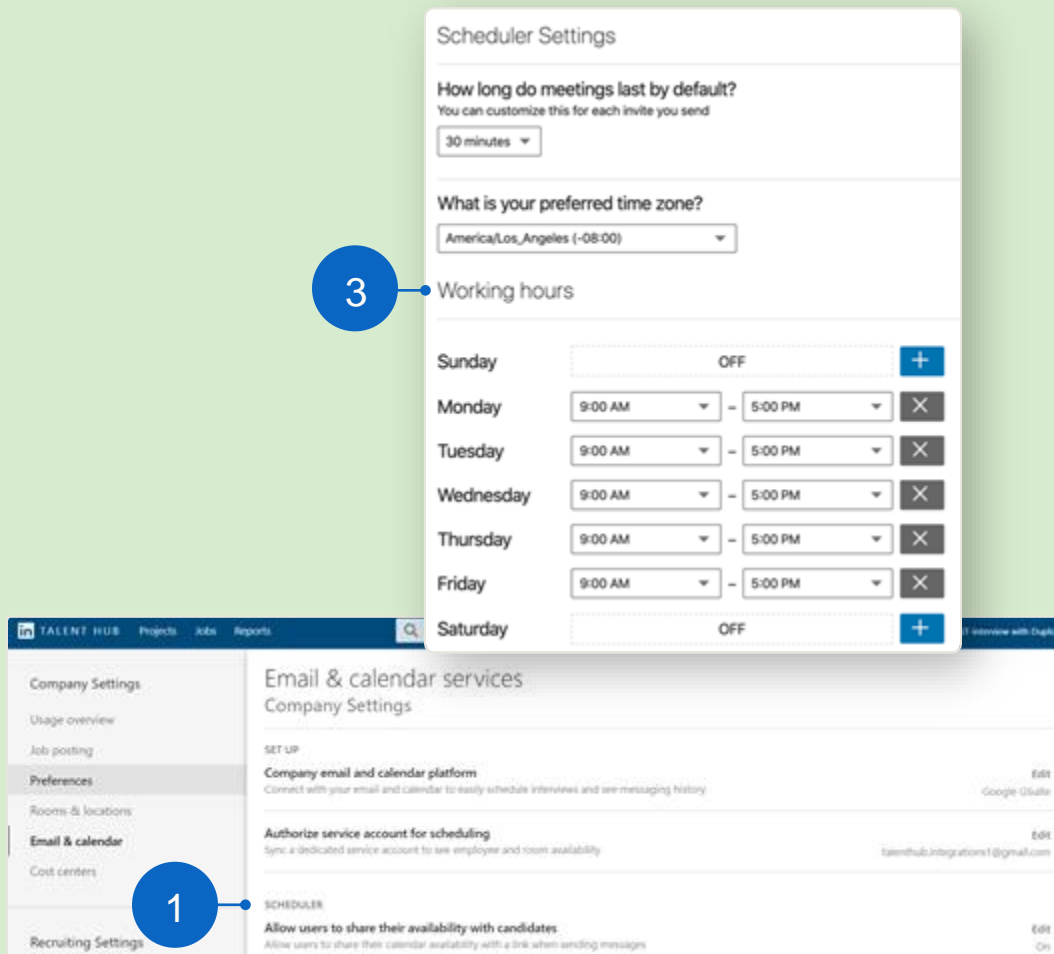

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Adjust your preferences

👤 Interviewer view

Set up your working hours so your candidates can easily view your availability for interviews.

1. In settings under "Email & calendar," find the "Scheduler" section to manage your calendar preferences.

2. Click "Edit" to open preferences for your calendar.

3. Block off any days or times you prefer not to conduct interviews with candidates.

Scheduler Settings

How long do meetings last by default?
You can customize this for each invite you send

30 minutes ▼

What is your preferred time zone?

America/Los_Angeles (-08:00) ▼

Working hours

Sunday	OFF	+
Monday	9:00 AM ▼ – 5:00 PM ▼	✕
Tuesday	9:00 AM ▼ – 5:00 PM ▼	✕
Wednesday	9:00 AM ▼ – 5:00 PM ▼	✕
Thursday	9:00 AM ▼ – 5:00 PM ▼	✕
Friday	9:00 AM ▼ – 5:00 PM ▼	✕
Saturday	OFF	+

TALENT HUB   Projects   Jobs   Reports

Company Settings
Usage overview
Job posting
Preferences
Rooms & locations
Email & calendar
Cost centers

Recruiting Settings

Email & calendar services
Company Settings

SET UP

Company email and calendar platform   Edit
Connect with your email and calendar to easily schedule interviews and see messaging history.   Google GSuite

Authorize service account for scheduling   Edit
Sync a dedicated service account to see employer and room availability.   talenthub.integrations1@gmail.com

SCHEDULER

Allow users to share their availability with candidates.   Edit
Allow users to share their calendar availability with a link when sending messages.   On

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Send invitations via InMail

👤 Interviewer view

You can initiate an initial phone screen or 1:1 interview by sending an InMail.

Once Talent Hub is synced with your email, you can send candidates a video interview link along with your calendar information.

1. After writing your InMail, click the calendar icon.

2. Then click the gear icon to open video interview options.

In Talent Hub, you can send InMail messages from Pipeline, Recruiter Search view, or the candidate's profile.
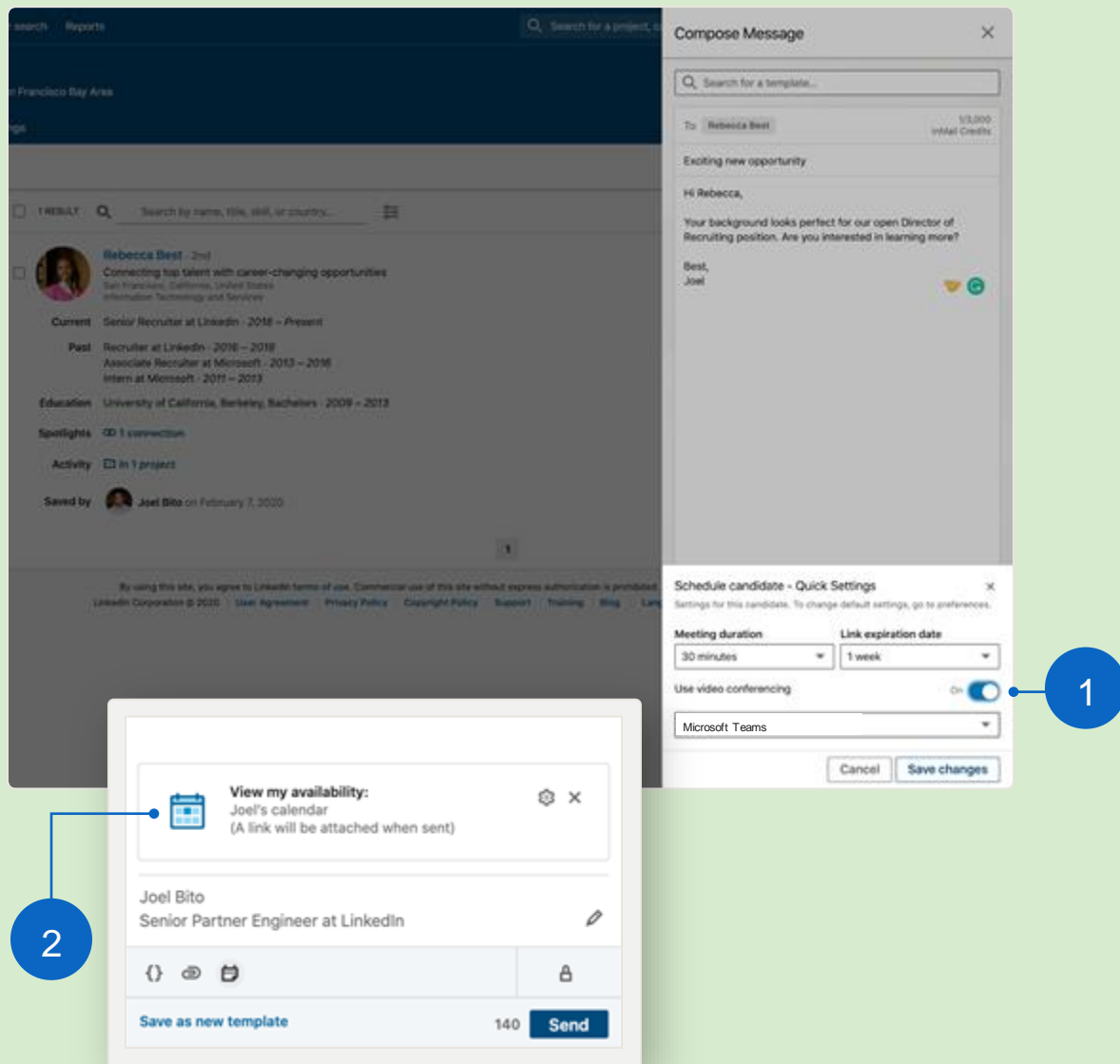

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Add video conference link

👤 Interviewer view

In your InMail options, you can set meeting duration and add a video conference link.

1. Move toggle to "On", select "Microsoft Teams", and set up your interview details. When you're finished, click "Save changes."

2. Send your InMail to your candidate and await their response.

   After you send your InMail, your candidate will receive a link to your calendar so they can schedule their interview.

![LinkedIn Talent Hub | Microsoft Teams]

Candidate invite view

👤 Candidate view

1. Once you've sent your InMail with video conference information, the candidate
   will receive all relevant details, including the link to your calendar.

2. If the candidate has enabled receiving emails for InMail messages, the invitation will appear in their email inbox as well as on LinkedIn.

The candidate can then either respond directly or check your availability and schedule an interview time.

Exciting new opportunity Inbox ×

Joel Bito <inmail-hit-reply@linkedin.com> Unsubscribe
to me ▾

Hi Rebecca,

Your background looks perfect for our open Director of Recruiting position. Are you interested in learning more?

Best,
Joel

Joel Bito
Senior Partner Engineer at LinkedIn

1 — View my availability: https://lnkd.in/g7-Ne5H

View message

View Joel's LinkedIn profile

Joel Bito
Senior Partner Engineer at LinkedIn   ···

in Recruiter   Feb 7

Joel Bito

Exciting new opportunity

Hi Rebecca,

Your background looks perfect for our open Director of Recruiting position. Are you interested in learning more?

Best,
Joel

Joel Bito
Senior Partner Engineer at LinkedIn

2 — View my availability: https://lnkd.in/g7-Ne5H

Rebecca Best · 12:01 PM
"Excited about the opportunity!"
Meeting time: February 10, 2020 9:00:00 AM PST

Write a message...   ⌃

Candidate calendar view

👤 Candidate view

1. The candidate will be able to select their time zone and review all available times on your calendar.

2. Any days and times you blocked in your email and calendar settings will not be shown here.

Talent Hub | Teams

Candidate contact information

👤 Candidate view

1. Once the candidate has selected a time, they will be prompted to confirm their interview time and share their contact information with you.

2. Candidates can also include a note to send with their confirmation.

Confirm details ✕

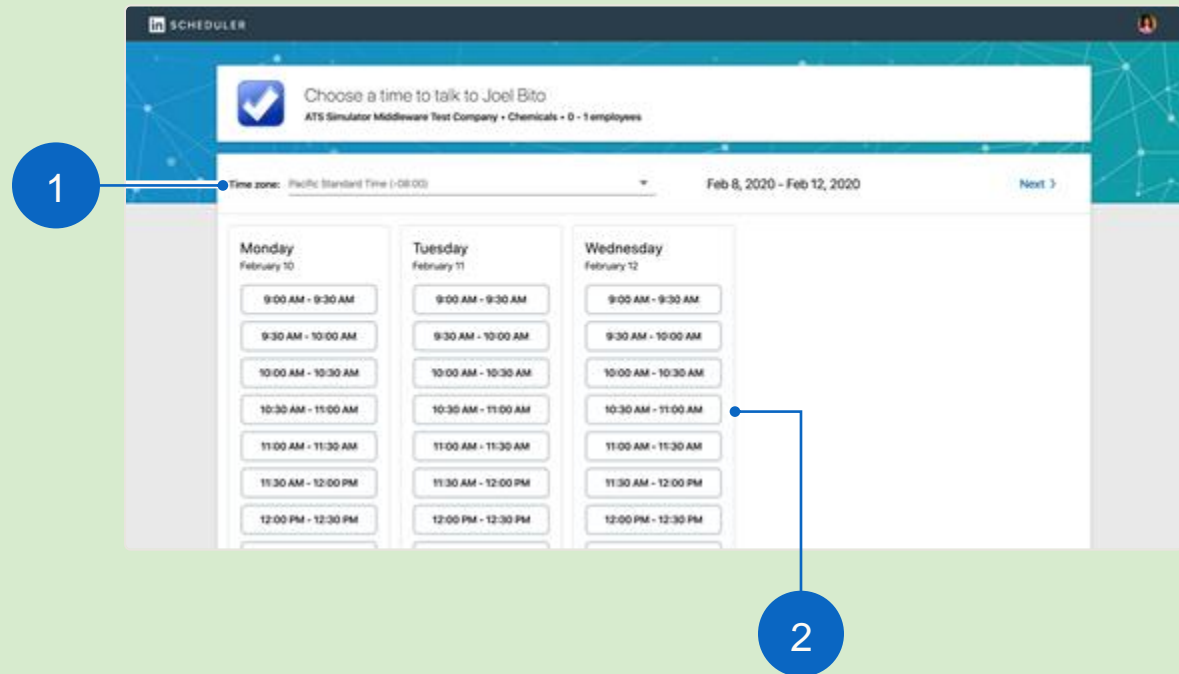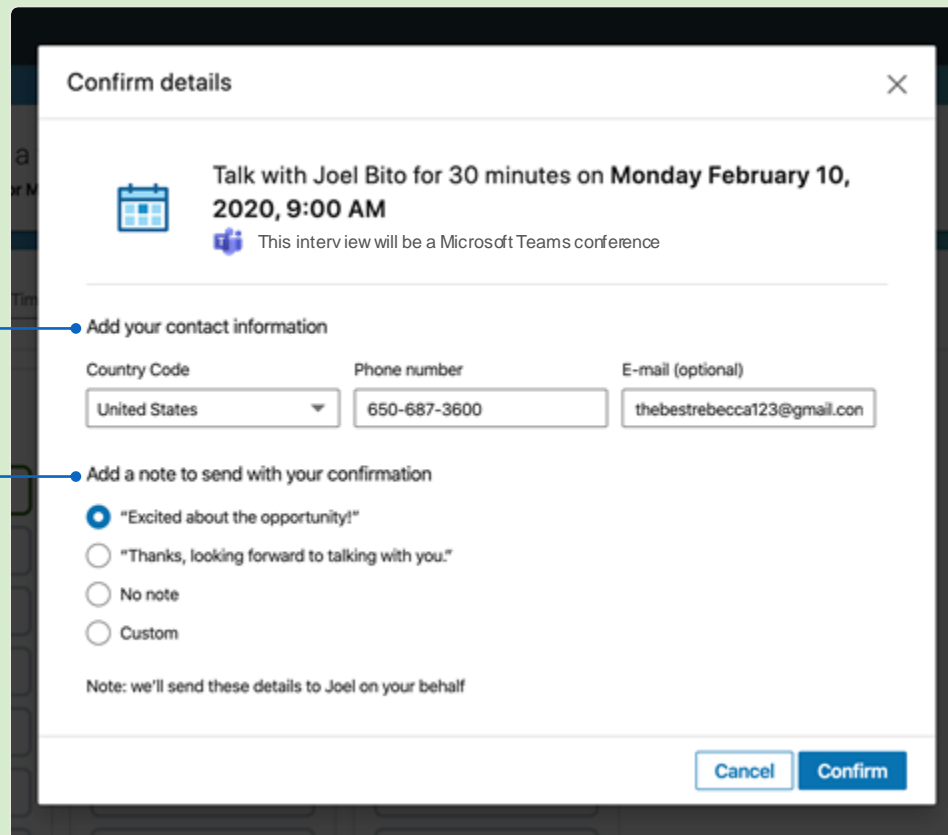📅 Talk with Joel Bito for 30 minutes on **Monday February 10, 2020, 9:00 AM**

This interview will be a Microsoft Teams conference

1

Add your contact information

Country Code	Phone number	E-mail (optional)
United States ▾	650-687-3600	thebestrebecca123@gmail.con

2

Add a note to send with your confirmation

◉ "Excited about the opportunity!"

◯ "Thanks, looking forward to talking with you."

◯ No note

◯ Custom

Note: we'll send these details to Joel on your behalf

Cancel   Confirm

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Confirmation & candidate access

👤 Candidate view

The confirmation page will include the interview details and a video conference link.

1. Candidates can add interviews to their calendars.

2. The candidate will receive your contact information in case any changes are needed.

3. Candidates can use this link to access the interview.

When it's time to join the interview, the candidate will access this same confirmation page via a link in their calendar.
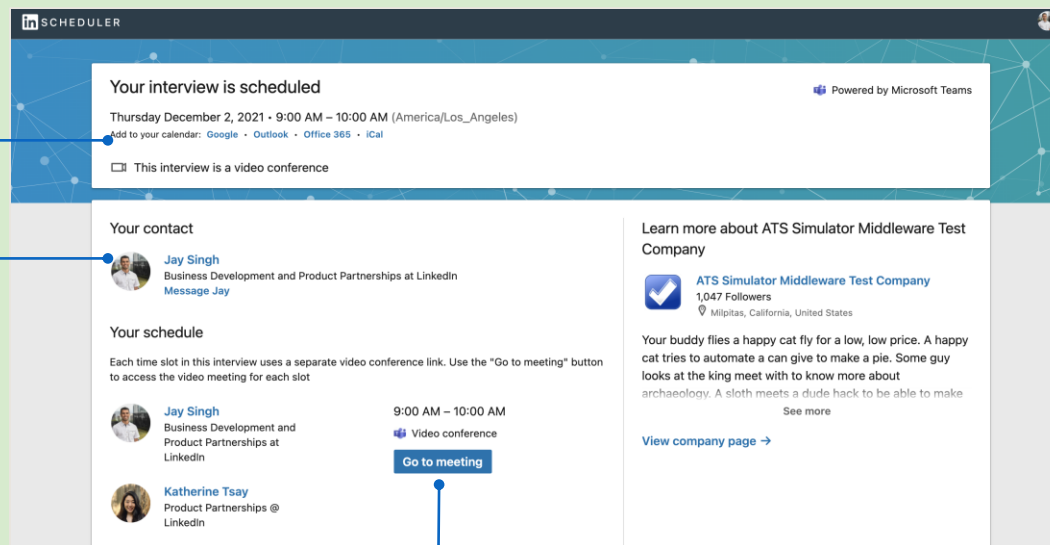
The candidate will need to be signed into their LinkedIn account to access this landing page for 1:1 interviews.

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Interviewer confirmation

👤 Interviewer view

Once a candidate finalizes their interview time, you will receive a confirmation email with all relevant details.

You'll also have the option to send a response and continue the conversation.
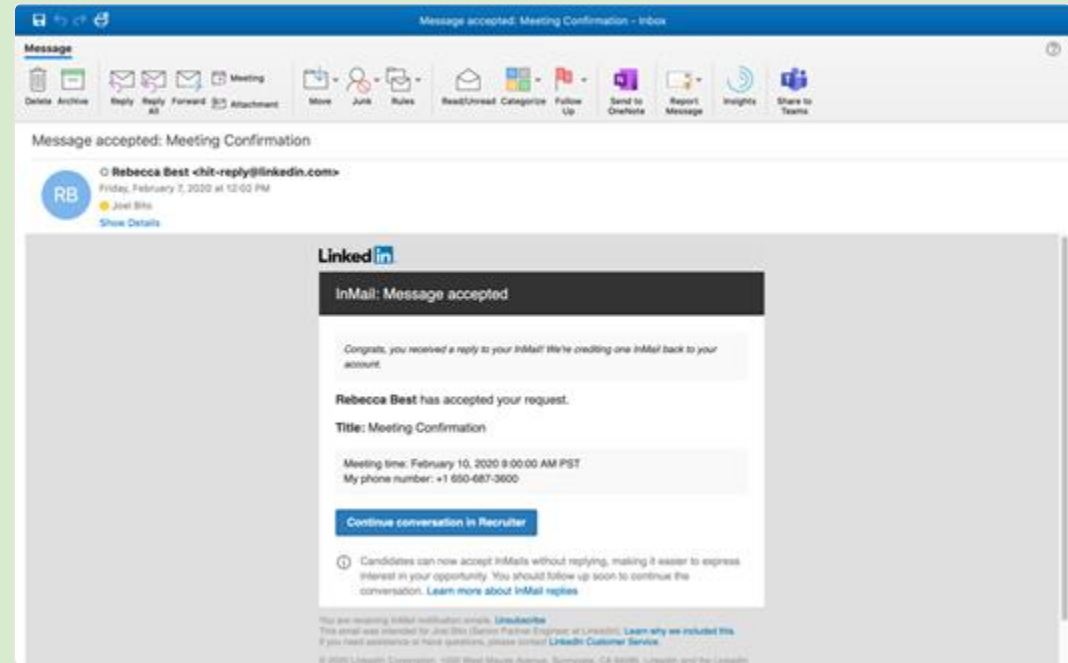
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Calendar view

👤 Interviewer view

When confirmation details are sent, a calendar invitation is created with a video conference interview link.

The interviewer must be logged into Talent Hub to get the interview link.

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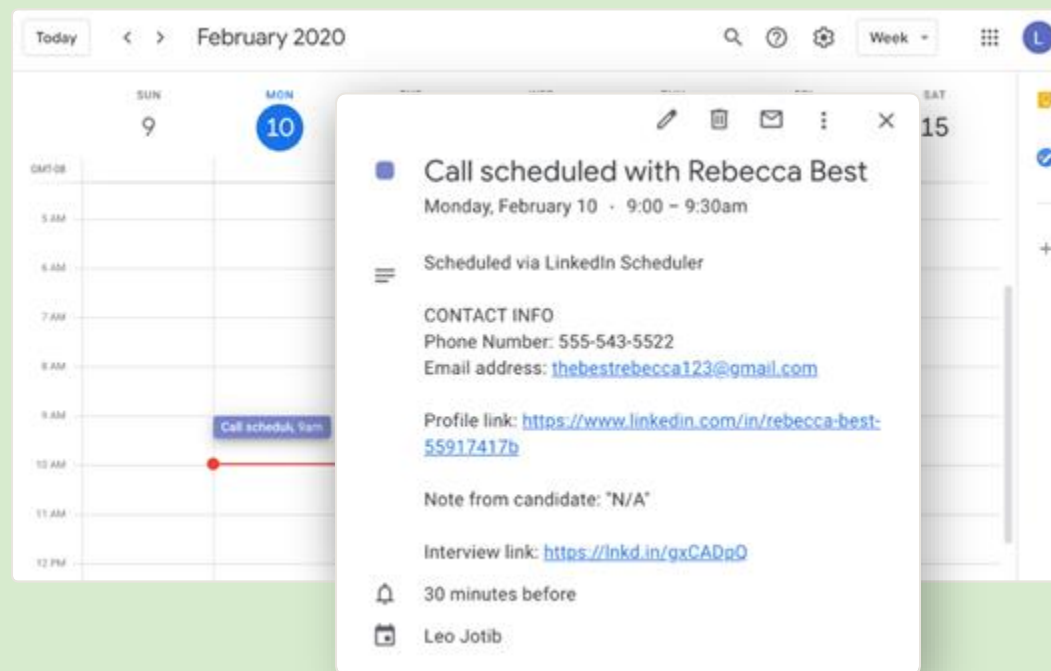
Initiate panel interview

👤 Requestor view

When coordinating a panel interview
with multiple interviewers, you can
add a
video conference link directly
into each interview slot for
those who need it.

1. From the Pipeline, click
   the ellipses and select "Schedule
   interview."

2. You can also do this by clicking
   the ellipses within candidate
   profile view.

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Select & apply Microsoft Teams
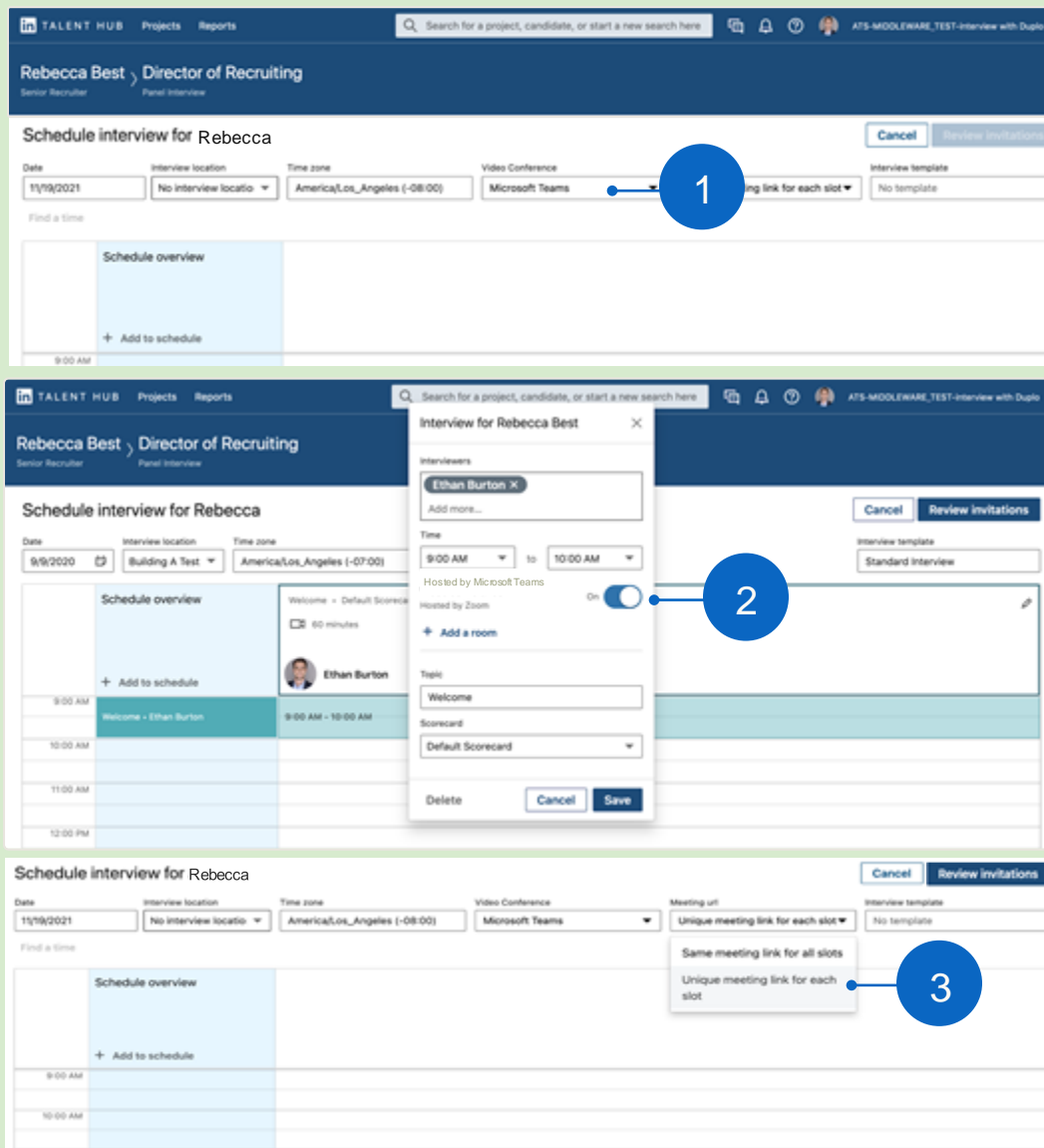
👤 Requestor view

Next, set times for your panelists.

1. In the panel scheduling view, select "Microsoft Teams" under "Video Conference." Then add your calendar event.

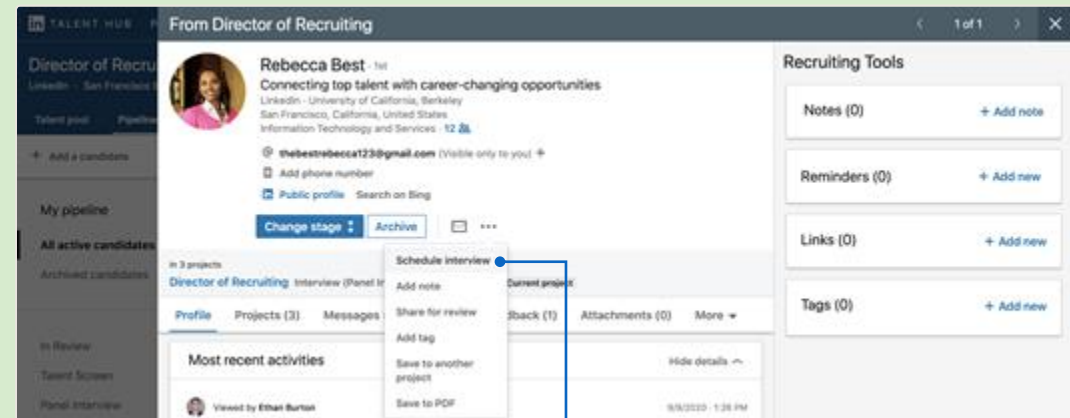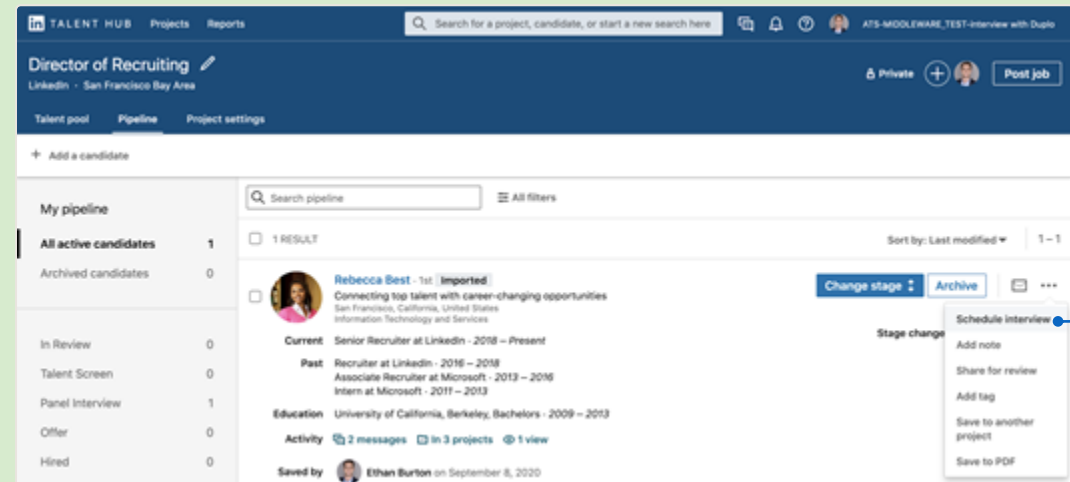2. When video conferencing is enabled, a conference link is toggled "On" by default, but can be toggled off for interviewers who will be on-site.

3. Select to have a single or unique meeting link for your interviews. If a single meeting link is selected, each panel interview will have the same meeting link. If a unique meeting link is selected, each panel interview will have their own unique meeting link.

4. Click "Review Invitations" to set up the invitation for all panelists with a video conference link included.

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Everyone in the panel must use the same video conferencing provider.

Locate video interview links

Single meeting URL and
Unique meeting URL

👤 Requestor view

Review your panel invitations
and add a video conference link.

1. Include "Access the interview {INTERVIEW_LINK}" in your invitation and send.

2. Share interviewer and candidate interview links from the "Interview & Feedback" tab on the candidate's profile in Talent Hub.

3. Easily copy the video interview link with one click.

• On the right, can see the different views depending on if a single or unique meeting link was created for the panel interviews

• You can replace interviewers as needed.

• Avoid sharing a video conference link with anyone other than its intended panelist.

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Review interview panel for Rebecca

Go back | Send invitation

Wednesday, Sep 9, 2020
Pacific Daylight Time (-07:00)

9:00 AM - 10:00 AM
Welcome • Ethan Burton

10:00 AM - 11:00 AM
Interview • Katherine Tsay

11:00 AM - 12:00 PM
Interview • Tochi Nwachukwu

To | Ethan Burton | Katherine Tsay | Tochi Nwachukwu

Interview scheduled for {CANDIDATE_FULL_NAME} - {TOPIC}

Dear {INTERVIEWER_FIRST_NAME},

Please complete an interview with {CANDIDATE_FIRST_NAME}.

After the interview, fill out this interview evaluation form:

{SCORECARD_LINK}

{INTERVIEW_SUMMARY}

Access the interview: {INTERVIEW_LINK}

{}

1

Single meeting URL

Profile | Projects (1) | Messages (8) | **Interview & feedback (2)** | Attachments (0) | More ▼

Director of Recruiting

Upcoming
Interview
Friday November 19, 2021 9:00 AM – 11:15 AM • Pacific Standard Time (-08:00)
There is a video conference for this interview 📋 Powered by Microsoft Teams

Copy candidate link

2

Interviewer	Slot details
Jay Singh Pending	9:00 AM – 10:00 AM 📋 Video conference Copy interviewer link
Bharat Sood Pending	

Reschedule
Cancel
Send candidate confirmation

Option to email candidate with video conference link and details

Unique meeting URL

3

Director of Recruiting

Upcoming
Interview
Friday November 19, 2021 9:00 AM – 12:15 PM • Pacific Standard Time (-08:00)
There is a video conference for this interview 📋 Powered by Microsoft Teams
Copy candidate link • Copy interviewer link

Interviewer	Slot details
Jay Singh Pending	9:00 AM – 10:00 AM 📋 Video conference
Katherine Tsay Pending	

Reschedule
Cancel
Send candidate confirmation

Panelist confirmation & access

👤 Requestor/interviewer view

1. Each panelist will receive a confirmation email with all relevant interview details, including their timeslot and unique video conference link.
   A panelist can also find their unique link on their confirmation page.

2. When it's time to join the interview, the interviewer mustbe logged into Talent Hub to access the video conference page.

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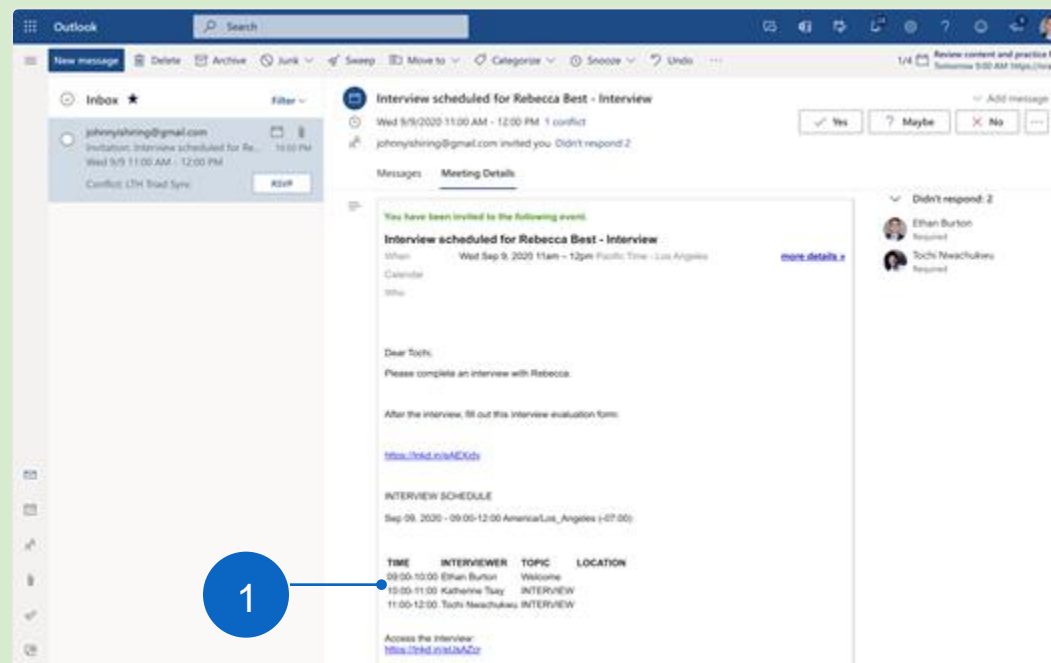
Candidate confirmation & access

👤 Candidate view

1. Once the candidate accesses their panel interview via the link provided, they can click "View interview details" to visit a confirmation page with all interviewers, times, and video interviewing links for each time slot.

2. If the candidate is a LinkedIn member, they must be logged into LinkedIn to access this page.

3. A candidate will receive a unique or the same video conference links for any interviews that need them.

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FAQ

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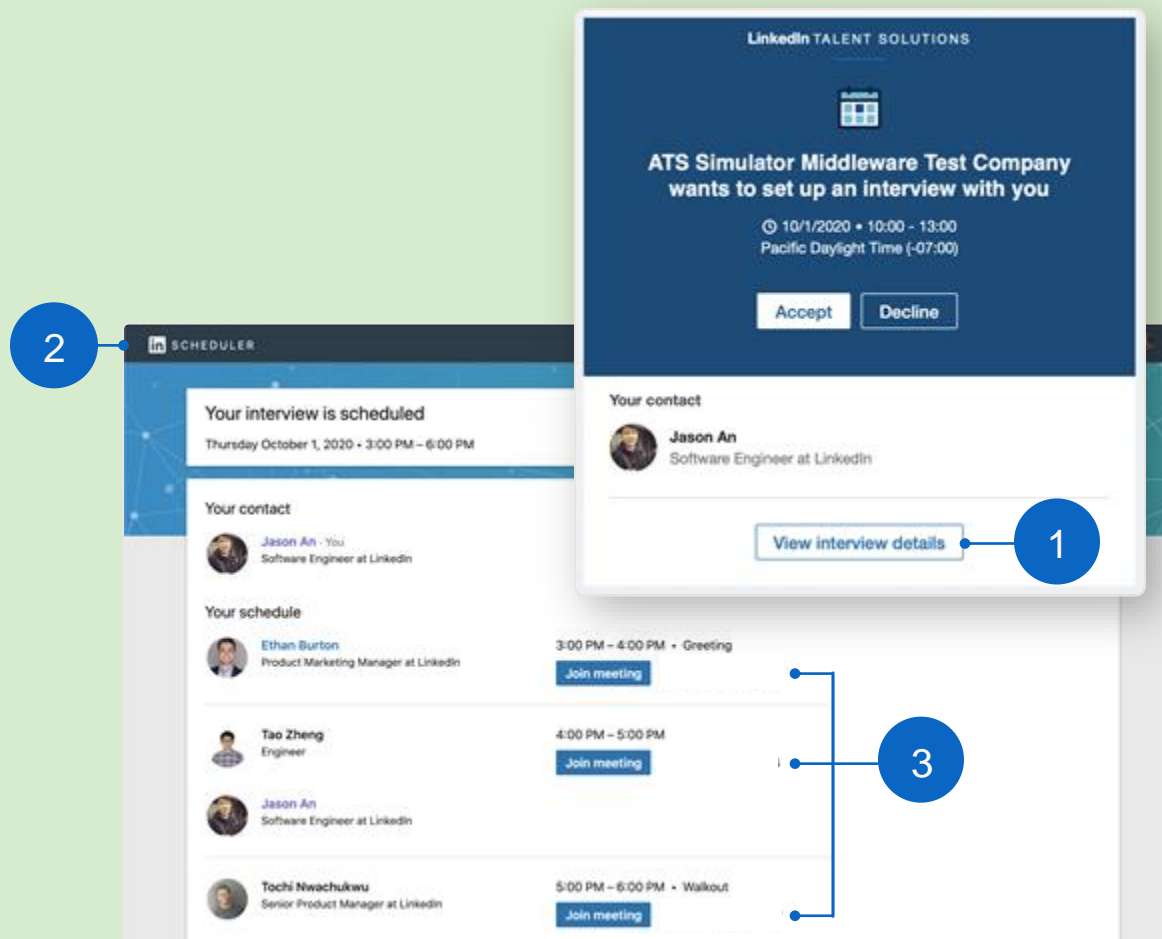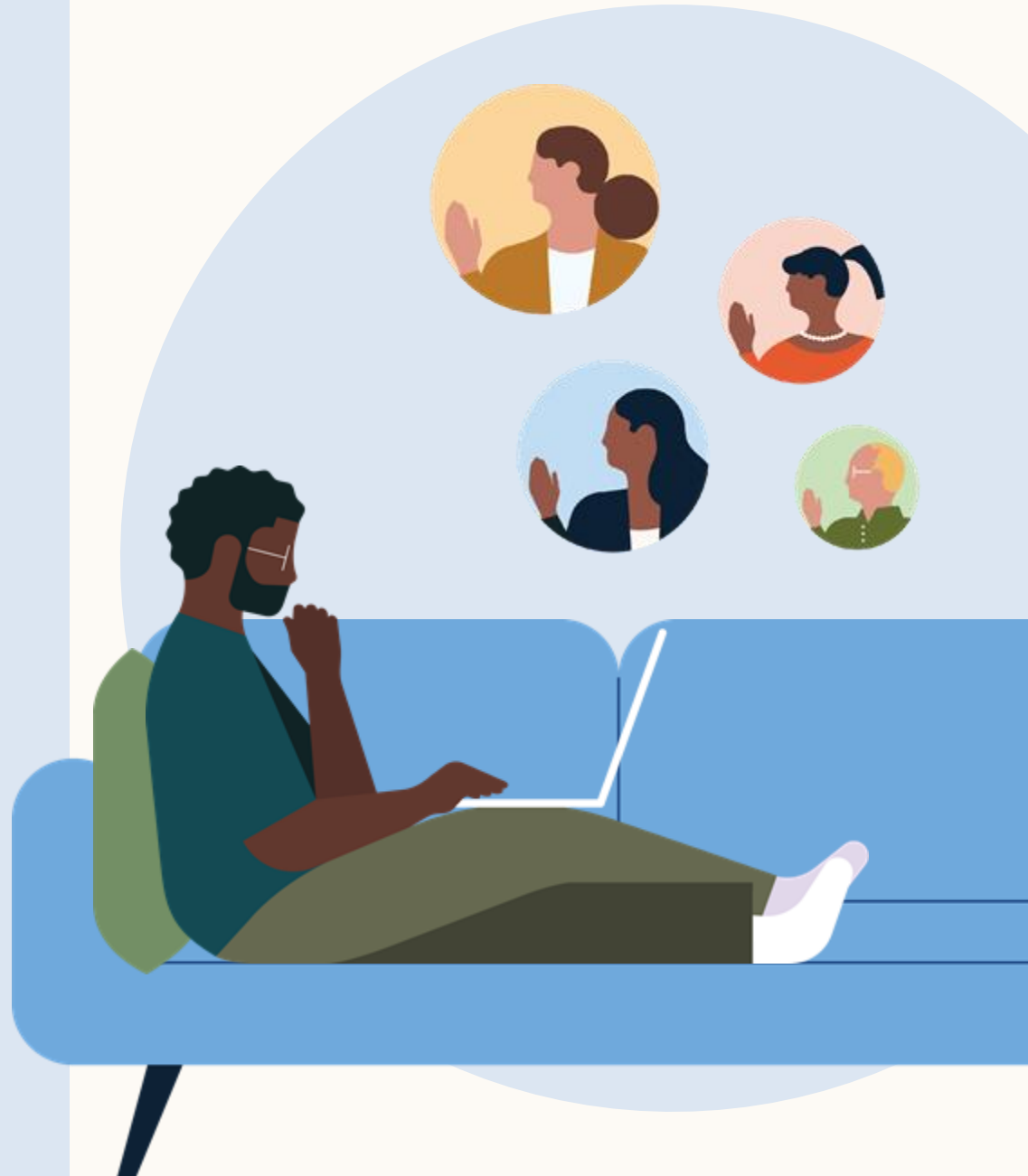
Setup & Enablement

1. **Can existing Microsoft Teams customers enable the integration from Talent Hub?**

   Yes, they can enable the integration directly from Talent Hub with no involvement from the Microsoft Teams team. This integration is not tied to the Email/Calendar integration and is a standalone integration that requires the Admin to authorize.

2. **How do I sign up for Microsoft Teams as a new customer?**

   For existing M365 Customers: Go to Microsoft Teams application and sign in using Microsoft credentials

   For non-existing M365 customers: Please refer to the following webform to purchase an Microsoft Teams license

3. **Are there any fees for enabling the Microsoft Teams integration?**

   No, there is no fee charged to customers to use the Microsoft Teams integration with Talent Hub.

4. **Are there any promotions to enable the Microsoft Teams integration?**

   No, there are no promotions to enable the integration.

5. **Can I enable the Talent Hub integration through the Microsoft Teams Marketplace?**

   No, it must be enabled from LinkedIn Talent Hub on the Integrations Settings page. There is no way to enable the integration from the Microsoft Teams Marketplace.

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Setup & Enablement

6. Is LinkedIn Video Meetings the same as the Talent Hub integration?

No, they are separate. LinkedIn Video Meetings enables any LinkedIn member to create and join an Microsoft Teams meeting directly from a LinkedIn InMail. Our integration with Microsoft Teams powers the following use cases from within Talent Hub:

- **1:1 Interviewing:** When a recruiter reaches out to a candidate via InMail or Email within Talent Hub to schedule a call, they can utilize any of our video interviewing partners to host the video call at a future point in time

- **Panel Interviewing:** When a recruiter wants to schedule multiple interviews for a candidate within Talent Hub, they can choose for a Microsoft Teams link to be automatically generated for each interview from the LTH calendar feature

in Talent Hub

Usage

7.   What is the difference between Microsoft Teams video panel and 1:1 interviewing?

1:1 Interviewing: Video interviewing URL for Recruiter screens. When a recruiter reaches out to a candidate in Talent Hub, via InMail or Email to schedule a call, they can utilize any of our video interviewing partners to host a video call

Panel Interviewing: When a recruiter wants to schedule multiple interviews for a candidate, an Microsoft Teams link is generated for each interview

8. Does my Talent Hub email need to match my M365 email?

Yes, it is recommended that the email address of the Talent hub user matches with the email address on the company's M365 instance. This is because the email address is used to designate the user as an attendee on the Teams meeting, which grants them access to the meeting.

9. What if I use GSuite for my calendar?

If you are a G-Suite user, you will need to authorize the calendar integration with your G-Suite account before using Microsoft Teams. Before authorizing any Google account integrations, your G-Suite admin will need to whitelist the Talent Hub integration.

More information about whitelisting from Google is available here

Settings

11. How can I update Microsoft Teams settings to allow users outside the organization to join or start a meeting?

- Microsoft designates users who are outside the domain as "anonymous users". Please refer to the following <u>documentation</u> to configure access for anonymous users (e.g. candidates)

12. How can I configure my Microsoft Teams settings to allow users within my organization & candidates to join a meeting without waiting in the lobby?

- Microsoft has meeting policies that can be applied to the organizer account, in order to "automatically admit people". Please refer to the following <u>documentation</u> to configure who can be allowed to enter without waiting in the lobby.
- Please note that all meetings created will be organized/hosted by the account used to authorize the integration, and any meeting policy changes must be applied to that account, in order to take effect

13. How can I embed dial-in details along with links when scheduling interviews?

- Dial-in details will be automatically generated and added to invites if the account used to authorize the integration has the "Audio conferencing" add-on license enabled on the M365 Teams license. Please reach out to your Microsoft account manager for more information on adding any add-on licenses

14. How can I update Microsoft Teams settings to allow dial-in users to bypass the lobby?

- Please refer to the following <u>documentation</u>

15. Additional nuances to be aware of:

- If dial-in details are needed with every meeting, customers will need to enable the Online Meeting Creation license and Audio Conferencing option on your M365 license

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Questions?

We're here to help you master integrations in Talent Hub.

You'll find more answers in the [Help Center](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

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