



# TALENT HUB

## Email Templates

### Organizational announcement




Send during implementation to prepare your colleagues for Talent Hub onboarding

From: Implementation lead

To: Recruiters & hiring managers using Talent Hub

**Top tip:** Copy and paste the suggested email copy to help your team get started.

### Your new and improved hiring process is almost here!

TO  Casey Clark ×  Marcia Howell ×  Marvin Gladwell ×

We're excited to announce that you will soon have access to a more efficient candidate review and feedback process with our new applicant tracking system, LinkedIn Talent Hub!

Be on the lookout for an email from LinkedIn with details to activate your license. When that email arrives, please [activate](#) your license by clicking the activation link in the email and signing in via your LinkedIn profile. Please note that activating your LinkedIn Talent Hub license will not expose any of your personal information or activity to our company.

Once you've activated your license, you'll gain access to [Talent Hub 101](#) – a best in class onboarding experience offered by LinkedIn to get you familiar with how to use our new applicant tracking system.

Here are a couple of benefits you'll see right away with Talent Hub:

- Improved visibility into candidate pipelines
- Fast & easy feedback processes
- Real-time collaboration with the recruiting team

Having trouble locating your activation email? Please reach out and we will resend your activation email.

Thanks,  
[Contact Information]

Send



# TALENT HUB

## Email Templates

### Leadership engagement

Drive Talent Hub awareness after implementation

From: Leadership

To: Recruiters & hiring managers using Talent Hub

**Top tip:** Copy and paste the suggested email copy to help your team get started.

### Introducing LinkedIn Talent Hub!

TO



Casey Clark



Marcia Howell



Marvin Gladwell



As you may have heard, we've invested in a new applicant tracking system with LinkedIn called Talent Hub! This will be our new system for hiring moving forward. Talent Hub will help us streamline the hiring process and make it easier for you all to collaborate as a team.

If you are a part of the hiring team (hiring manager, interviewer or recruiter) you should have received an invitation to LinkedIn Talent Hub. If you did not receive this invitation, reach out to *[Insert Implementation Lead name here]*.

Please [activate](#) your license by clicking the activation link in your email and signing in with your LinkedIn profile. Please note activating your LinkedIn Talent Hub license will not expose any of your personal information or activity to our company.

Your cooperation and commitment to the success of this rollout is greatly appreciated!

Thanks,  
[Contact Information]

Send



# TALENT HUB

## Email Templates

### New user training & onboarding

Send to new or existing Talent Hub users for support with workflow or product education

From: Talent Hub Administrator or leadership

To: New recruiters/hiring managers using Talent Hub

**Top tip:** Copy and paste the suggested email copy to help your team get started.

### Check out Talent Hub 101!

TO



Casey Clark



Marcia Howell



Marvin Gladwell



Included with our purchase of LinkedIn Talent Hub is [Talent Hub 101](#): a best-in-class onboarding & product education site that contains everything you need to know about how to use our new applicant tracking system.

Here's how to get started:

- 1) Navigate to the "[Hiring with Talent Hub](#)" page
- 2) Select your role (recruiter, hiring manager or interviewer)
- 3) Watch the the video(s) relevant to your role
- 4) Review additional resources by topic on the [resources page](#)

If you experience any issues with Talent Hub and need troubleshooting support, or can't find your answer on Talent Hub 101, you can submit a ticket to LinkedIn support [here](#)

See you in Talent Hub!

Best,  
[Contact Information]

Send



# TALENT HUB

## Email Templates

### Response for candidate feedback received outside of Talent Hub

Send this to select interviewers who have provided candidate feedback outside of the scorecard/ feedback system

From: Talent Hub Recruiter

To: Interviewer

**Top tip:** Copy and paste the suggested email copy to help your team get started.

Thank you for your feedback!

TO



Casey Clark



Thanks so much for taking the time to provide feedback. We really value every piece of feedback we get as it allows us to make better hires in a timely fashion. That said, we are unable to record any feedback made through email. Can you please submit your feedback through **LinkedIn Talent Hub**?

All you need to do is:

1. Open your email account and search for the sender 'LinkedIn Talent Solutions' to locate an email feedback request. Then **Click** 'Give Feedback or 'Fill scorecard'.
2. Enter your LinkedIn.com credentials to sign in to Talent Hub
3. If you have been asked to provide candidate feedback you'll be asked to select if this person is a 'Good fit' or 'Not a fit'. If you've been asked to provide interview feedback you'll be asked to fill out the scorecard.
4. Once you've submitted your feedback you're done! Your feedback will be recorded in the system and shared instantly with the hiring team.

Need more information?

Learn more about [submitting interview feedback here](#).

Thanks again and keep the feedback coming!

[Contact Information]

Send