Hiring Manager's Guide to Talent Hub

Talent Hub enables you to easily collaborate with recruiters and other team members for a more streamlined and productive sourcing process.

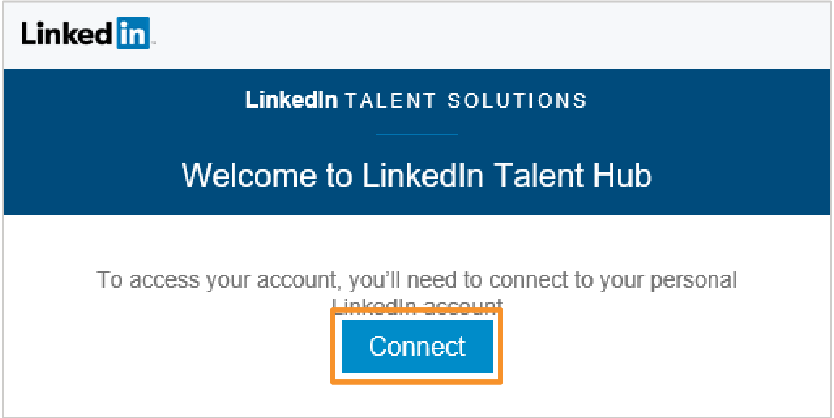
As a Hiring Manger with access to Talent Hub, you may be responsible for:

- Reviewing profiles shared with you and providing feedback on each potential candidate.
- Viewing potential candidates within a project that has been shared with you.
- Approving job posts
- Submitting interview feedback

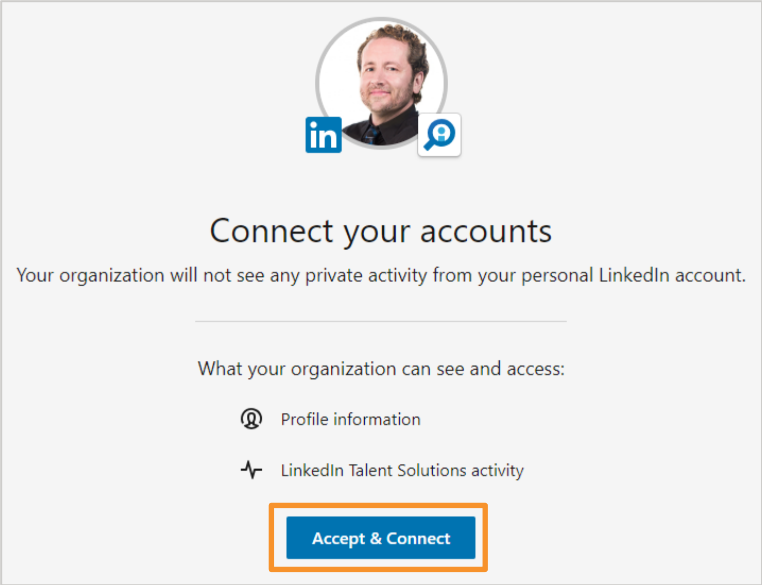
Access Talent Hub

When someone on your team adds you to Talent Hub, you'll receive an email notification with a link to connect to your personal LinkedIn account.

1. Open your corporate email account and locate an email similar to this example.
2. Click **Connect**.

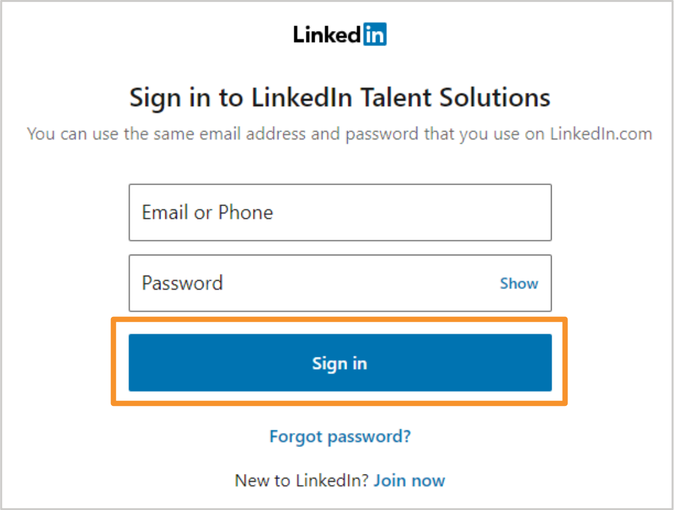


3. Click **Accept & Connect**.



4. Enter your email and password that you use for LinkedIn.com.
5. Click **Sign in**.

   Note: All notifications from Talent Hub will go to your corporate email. This setup process is simply binding your LinkedIn account to your new Talent Hub account which is associated with your corporate email.



Access via LinkedIn.com

Anytime you want to access Talent Hub, you can do so through your LinkedIn.com account.

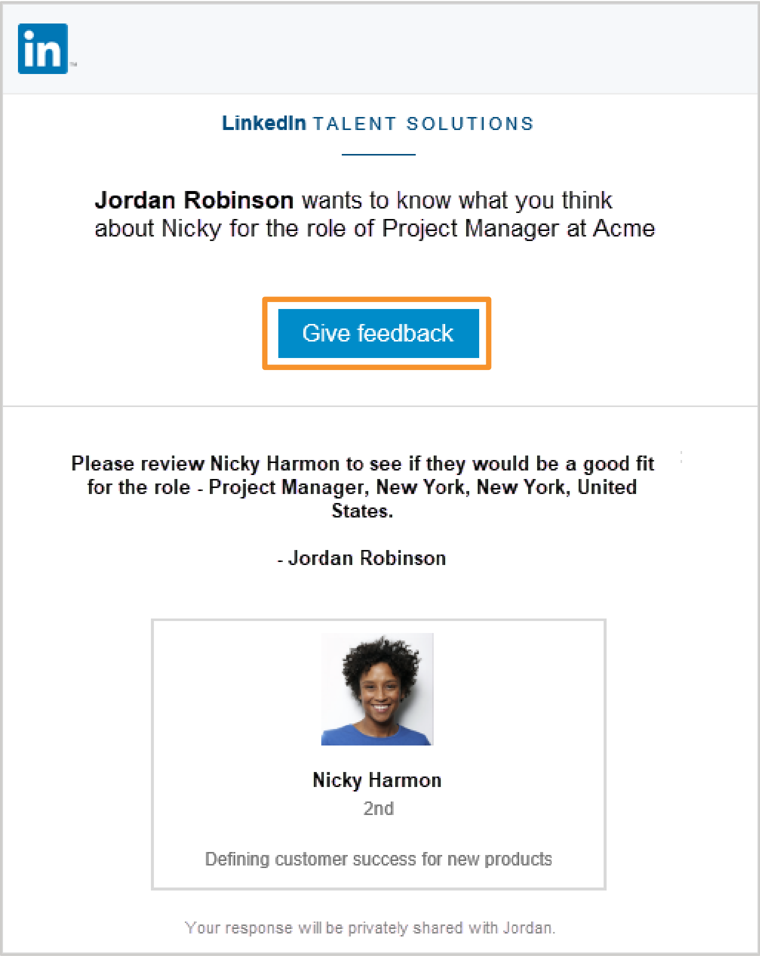
1. Go to www.linkedin.com.
2. Enter your LinkedIn.com credentials.
3. Click **Sign in**.

4. Click **Talent Hub** in the upper-right corner of the screen.

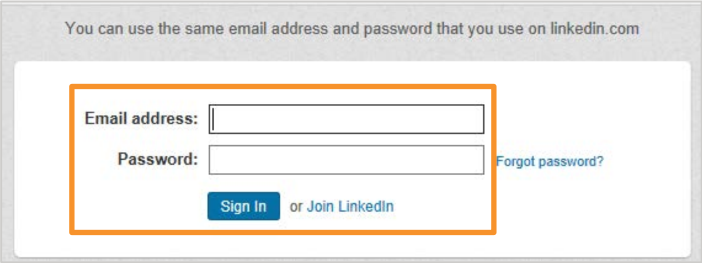
Review Shared Profiles

At any step in the recruiting process, another team member using Talent Hub can request your feedback on profiles they've found. You can review and provide feedback on these profiles within Talent Hub.

1. Open your email account and locate an email similar to this example.
2. Click **Give feedback**.



3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.

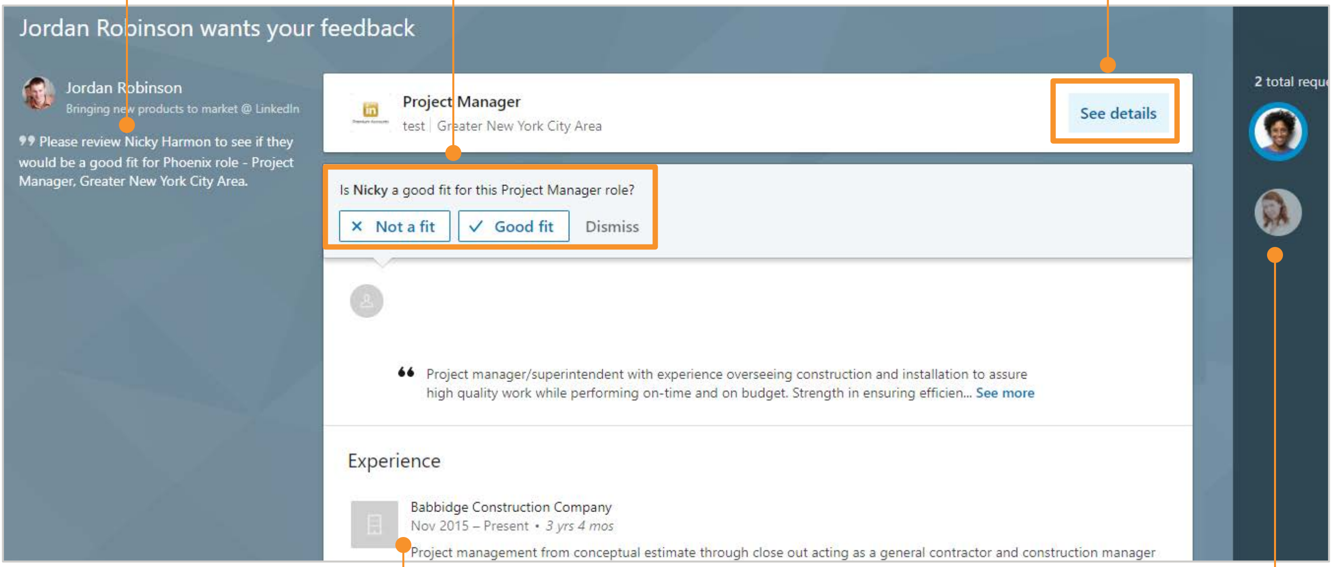


5. Review each candidate, click **Not a fit** or **Good fit**, provide feedback, and click **Submit**.

View notes or instructions from your team member.

Select a review for each candidate. Leave objective and constructive feedback. All feedback is saved and tracked in Talent Hub.

View details about the job.



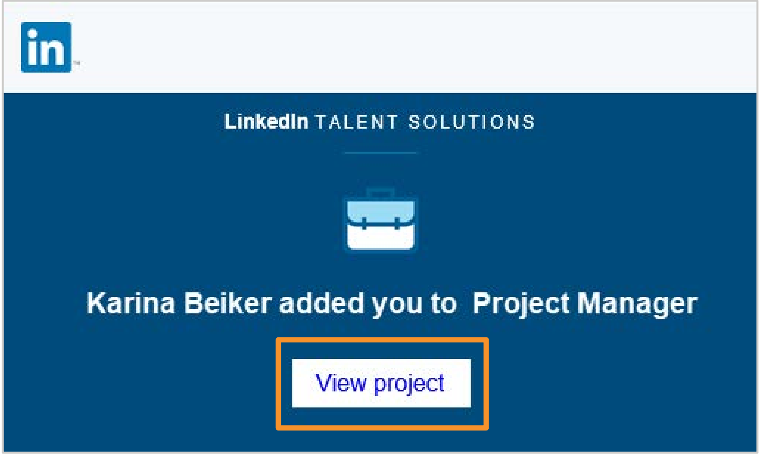
Review the candidate's LinkedIn profile.

Navigate between all profiles you're reviewing.

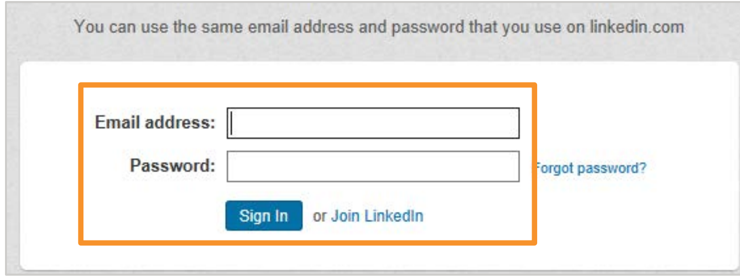
Review Shared Projects

Teammates can also share entire projects with you so that you can review the overall pipeline, see project details, and provide feedback on profiles at any stage of the recruiting process. You can review projects that have been shared with you at any time with Talent Hub.

1. Open your email account and locate an email similar to the example below.
2. Click **View project**.



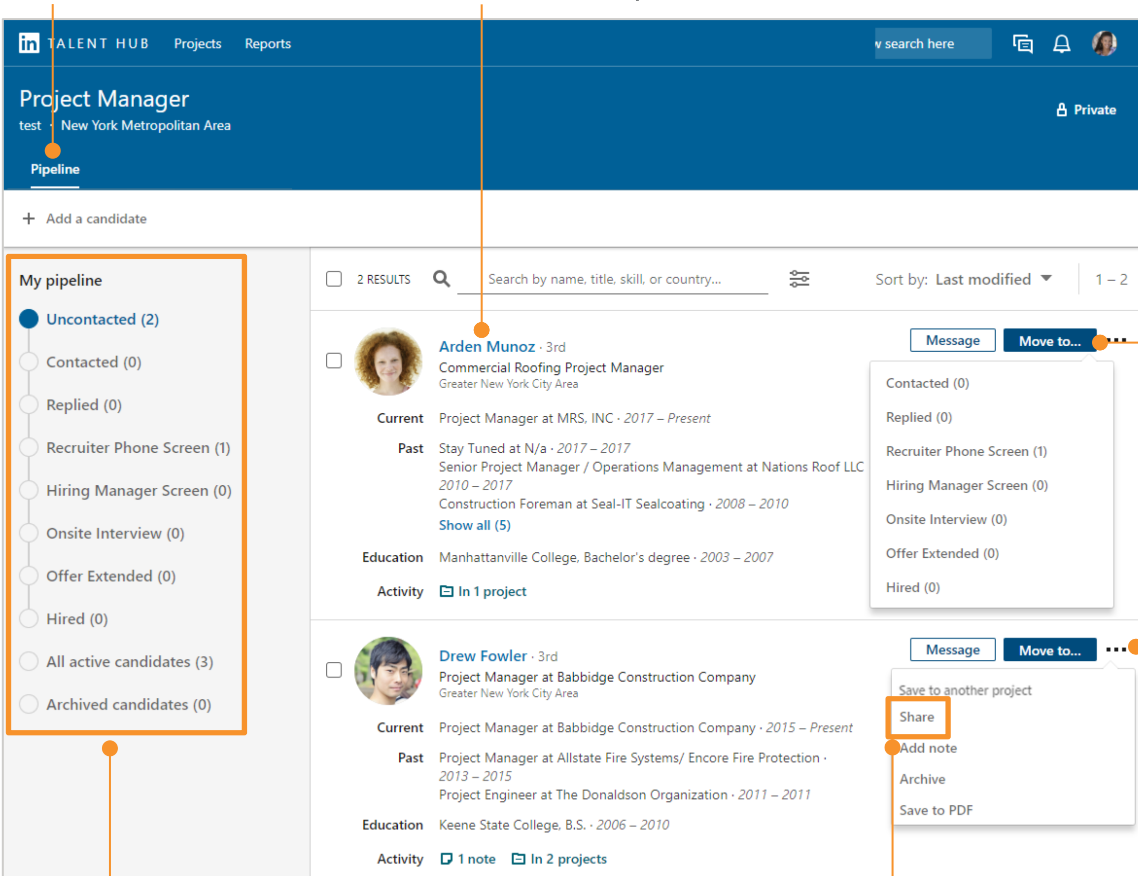
3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.



5. View the overall project details, how candidates are moving through the pipeline, and add notes or review candidates.

Everyone on your team with access to the project will see all the information saved to the **Pipeline** tab.

Click a candidate name to view the individual's full LinkedIn profile.



Manually move the candidate to a different phase of the recruiting process.

Click the **ellipsis** next to a profile to take action, including saving to another project, sharing with a teammate, adding a note, archiving, and saving to PDF.

Quickly see all candidates you are interested in or view them by where they are within the recruiting process.

Click **Share** to request feedback on a candidate.

Review Tagged Notes

Teammates can also **@mention** you in a free-form note asking you to take action or to track information that isn't captured anywhere else on the candidate's profile. When someone on your team tags you in a note, you'll receive an email notification with a link to access and reply to the note in Talent Hub.

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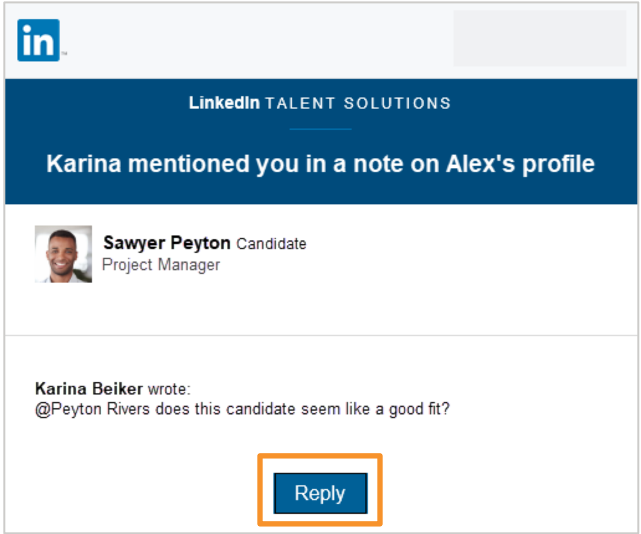
1. Open your email account and locate an email similar to this example.
2. Click **Reply**.



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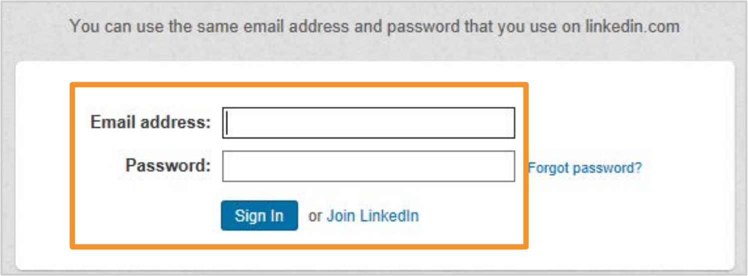
3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.



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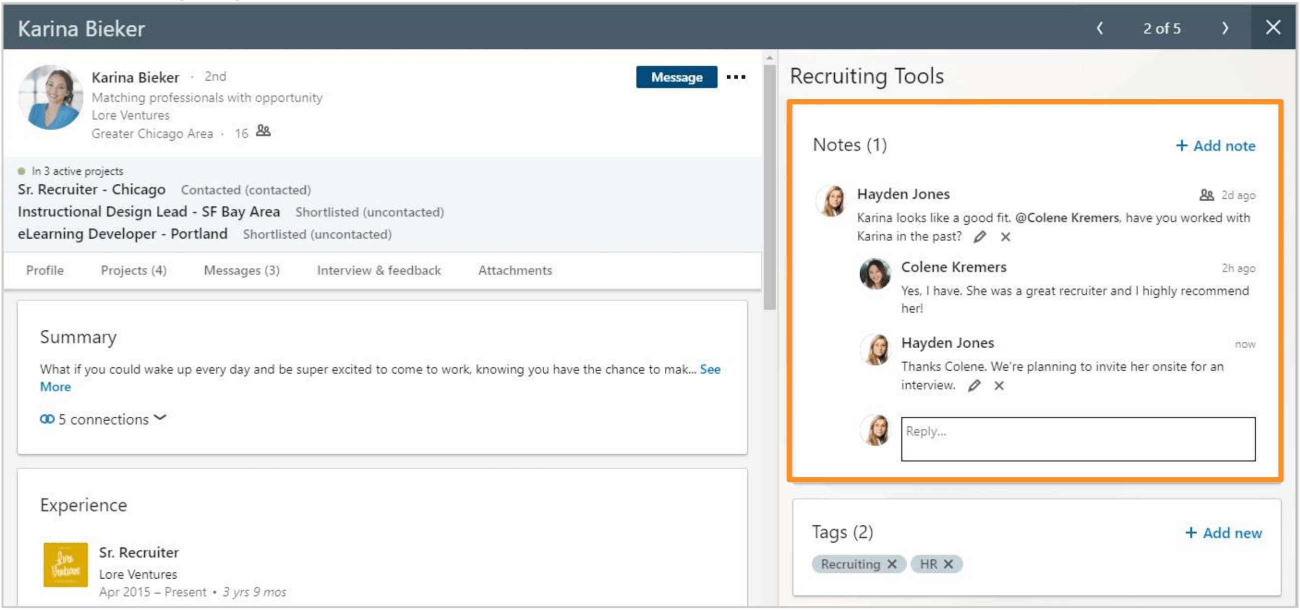
5. Use **@mentions** to bring a teammate into the conversation and easily reply in-line to keep the conversation going.



CUSTOMER EDUCATION

Approve a Job Post

If you're Talent Hub administrator has the job approval functionality enabled on your Talent Hub contract and you have the appropriate permission, you may receive an email with details about job postings waiting for your approval.

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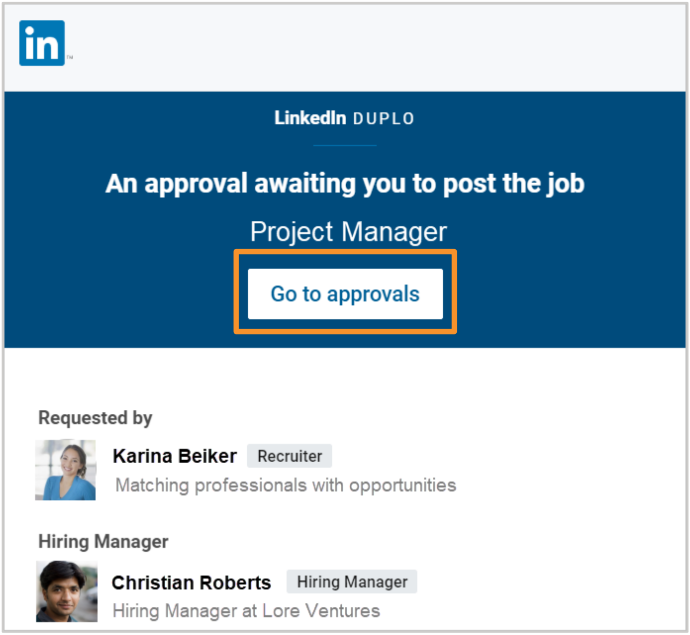
1. Open your email account and locate an email similar to this example.
2. Click **Go to approvals**.



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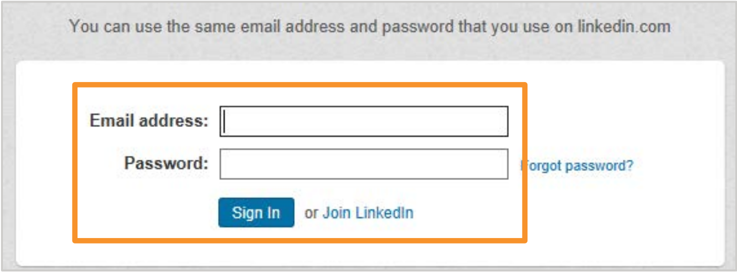
3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.



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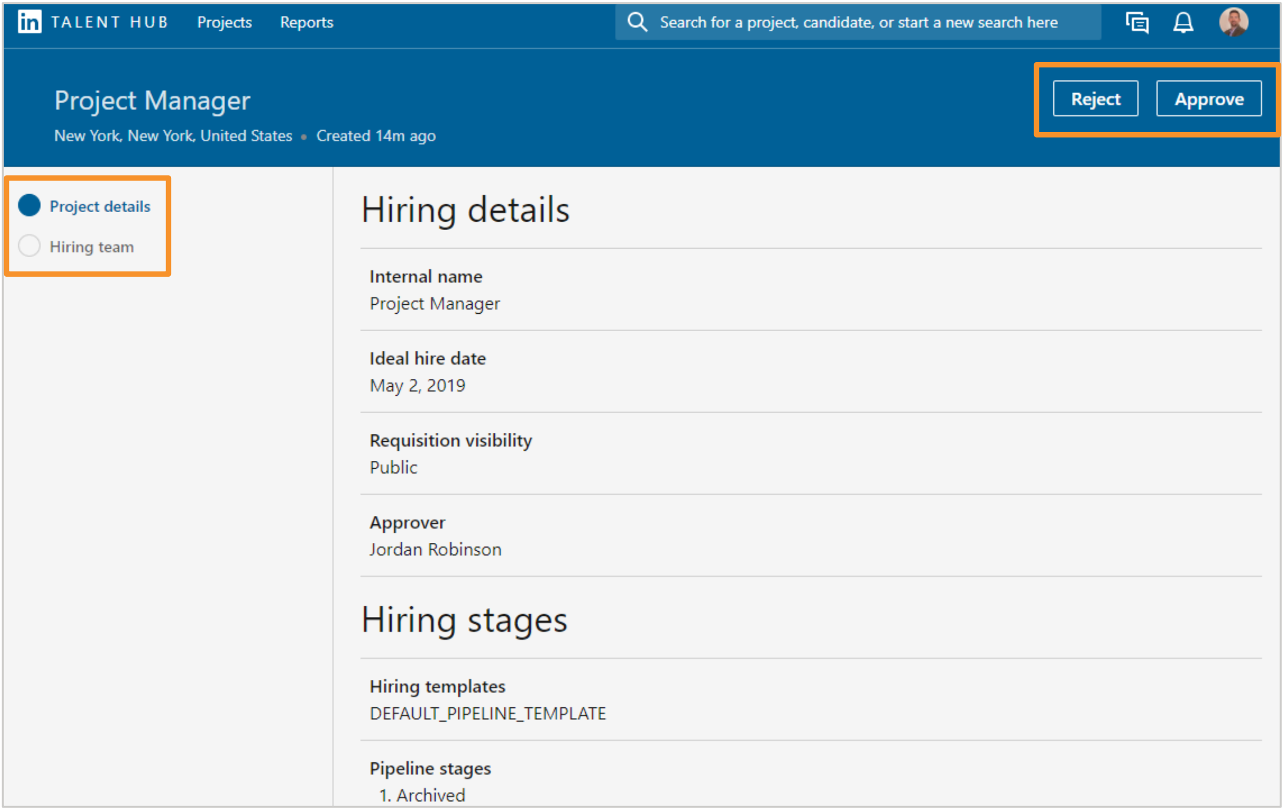
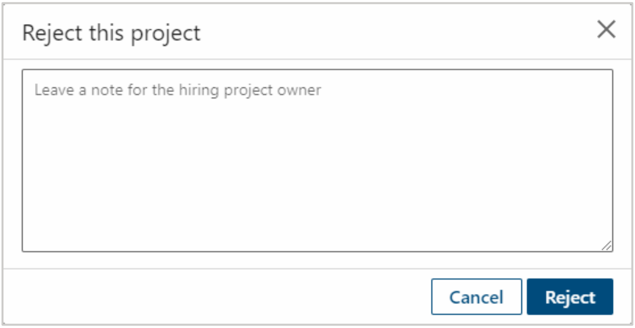
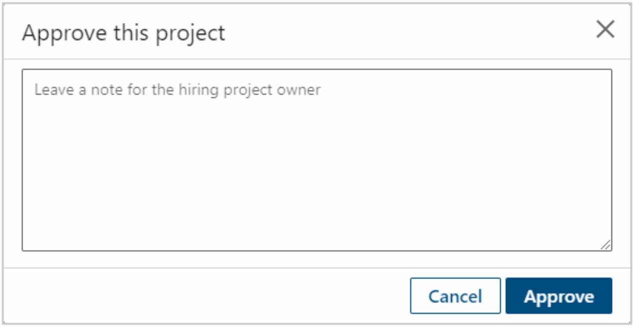
5. On the **Project details** tab you can review all the details of the job. Click the **Hiring team** tab to view everyone involved with the project. When you're finished reviewing, click **Reject** or **Approve**.



6. When you **Reject** or **Approve** the job, you have the option to leave a note for the hiring project owner.



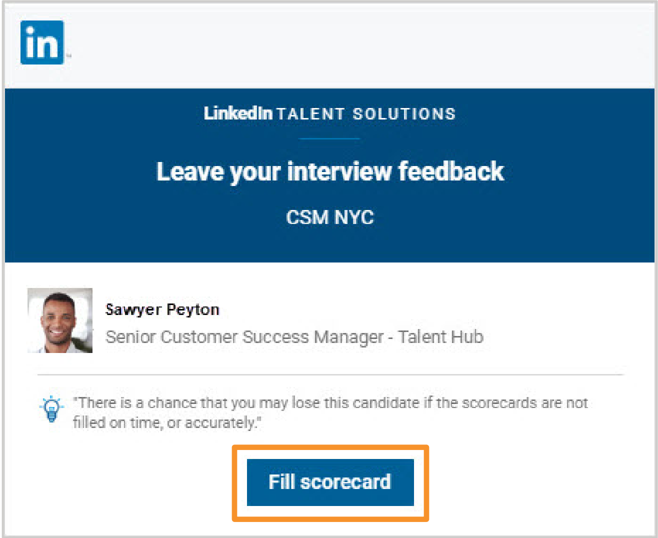


Once the job is approved it will be posted externally as specified in the project creation flow by the recruiter.

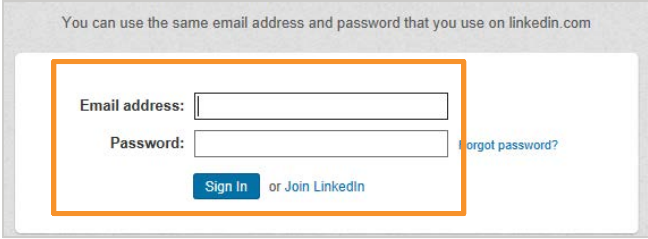
Submit Interview Feedback

After you've completed an interview that was scheduled in Talent Hub, you will receive an email asking you to leave your feedback on the candidate by filling out a scorecard. The link to the scorecard is also in the interview invitation you would have received.

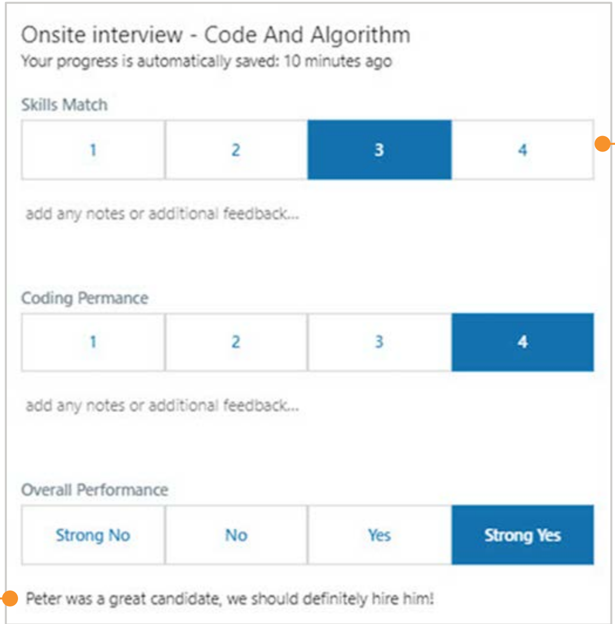
1. Open your email account and locate an email similar to this example.
2. Click **Fill scorecard**.



3. Enter your LinkedIn.com credentials
4. Click **Sign In**.



5. The scorecard is displayed next to the candidate profile for easy reference. Fill out the scorecard with your feedback. Your scorecard can be customized by your Talent Hub admin and may look different from the screenshot below.



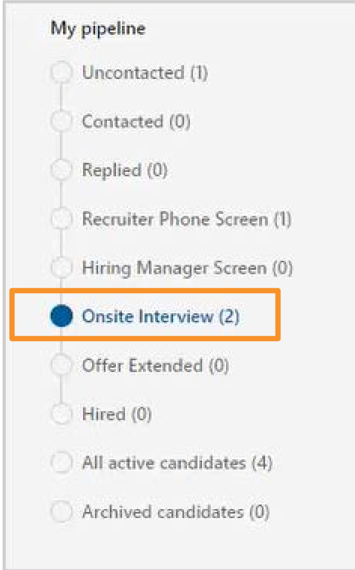
Select a candidate rating for each question.

Leave notes or additional feedback.

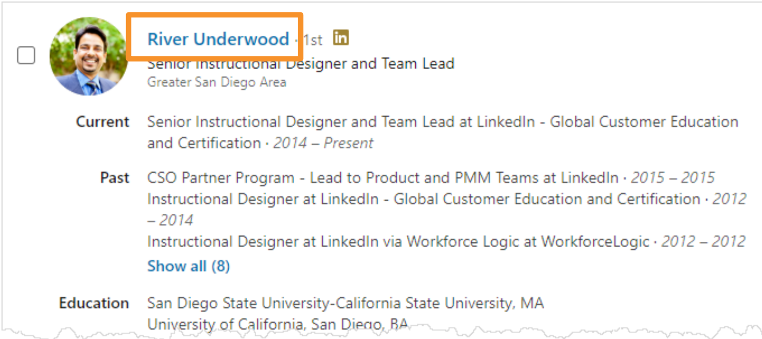
View Scorecards

If you have the appropriate permission to view feedback in the project, you can view scorecards from everyone that's interviewed a candidate and submitted interview feedback.

1. Select a project and click **Onsite Interview**.



2. Click a candidate's **name**.



3. Click the **Interview & feedback** tab.
4. Click the **ellipses** next to each interviewer that has submitted feedback.
5. Click **View scorecard**.