

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.

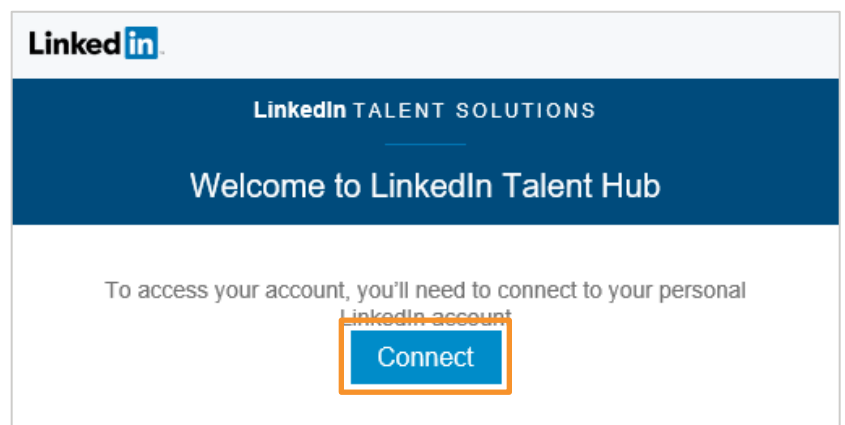
As a Hiring Manager with access to Talent Hub, you may be responsible for:

- 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

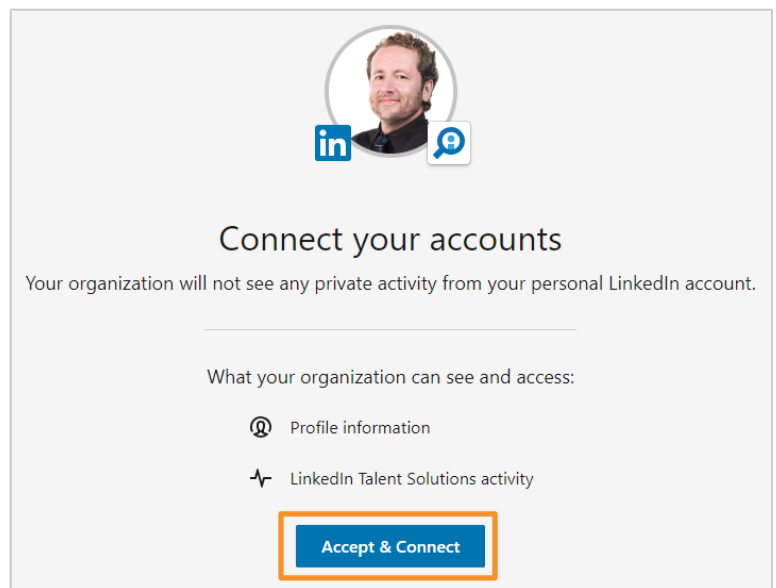
Access Talent Hub

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**.

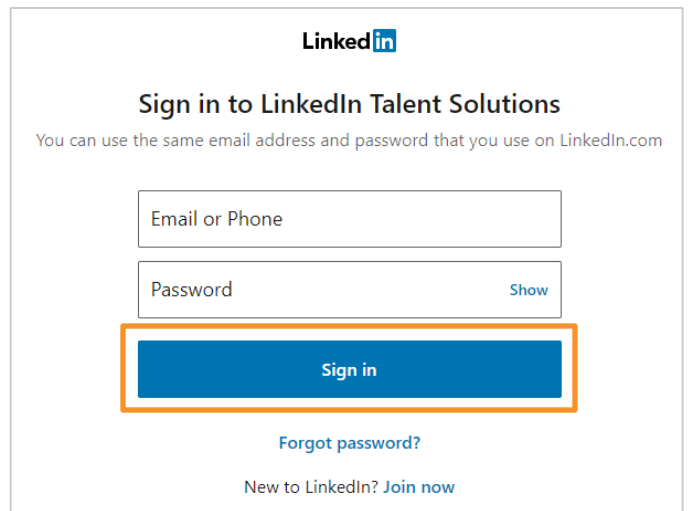


3. Click **Accept & Connect**.



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.



LinkedIn

Sign in to LinkedIn Talent Solutions

You can use the same email address and password that you use on LinkedIn.com

Email or Phone

Password [Show](#)

Sign in

[Forgot password?](#)

New to LinkedIn? [Join now](#)

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**.



LinkedIn

Email

Password

Sign in

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



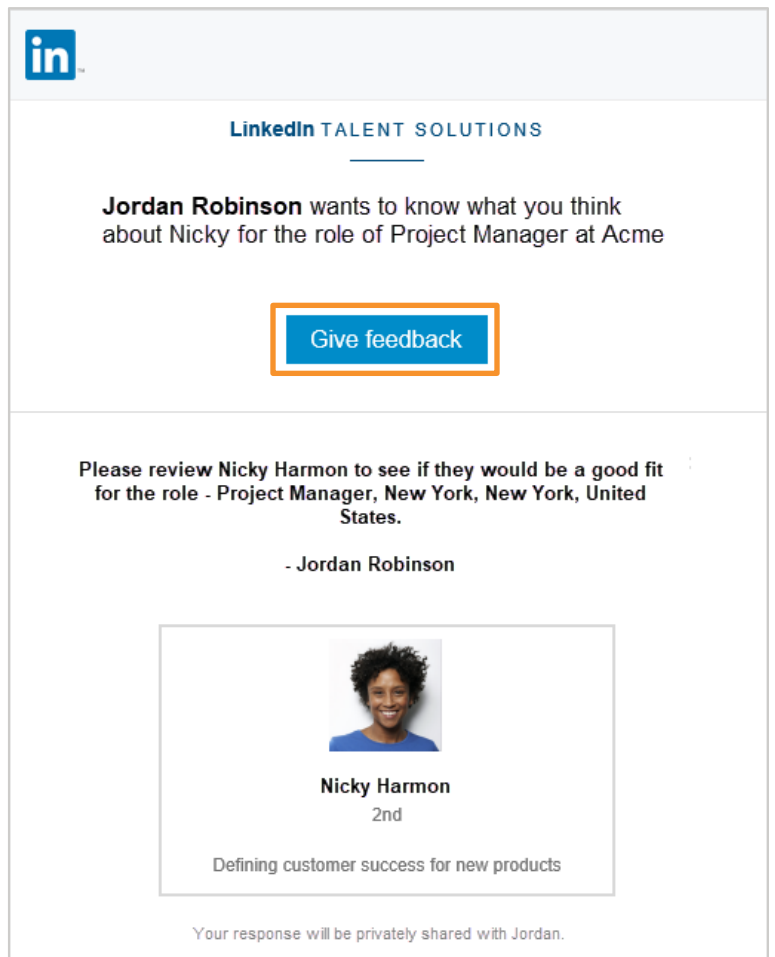
Work

Talent Hub

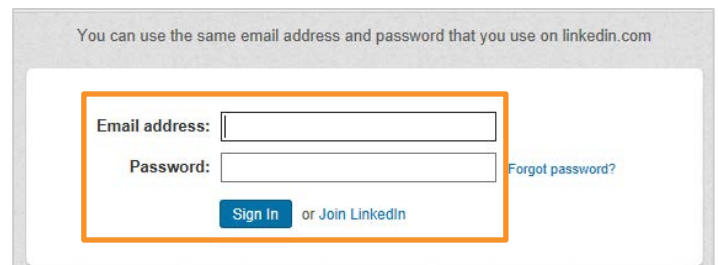
Review Shared Profiles

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.

Jordan Robinson wants your feedback

Jordan Robinson
Bringing new products to market @ LinkedIn

Please review Nicky Harmon to see if they would be a good fit for Phoenix role - Project Manager, Greater New York City Area.

Project Manager
test | Greater New York City Area

See details

Is Nicky a good fit for this Project Manager role?

Not a fit Good fit Dismiss

“ Project manager/superintendent with experience overseeing construction and installation to assure high quality work while performing on-time and on budget. Strength in ensuring efficien... See more

Experience

Babbidge Construction Company
Nov 2015 – Present • 3 yrs 4 mos
Project management from conceptual estimate through close out acting as a general contractor and construction manager

2 total requ

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**.

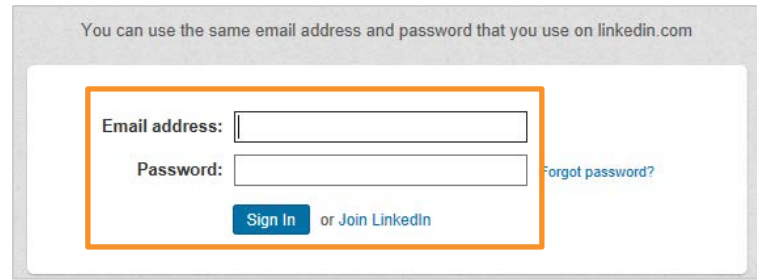
in

LinkedIn TALENT SOLUTIONS

Karina Beiker added you to Project Manager

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.

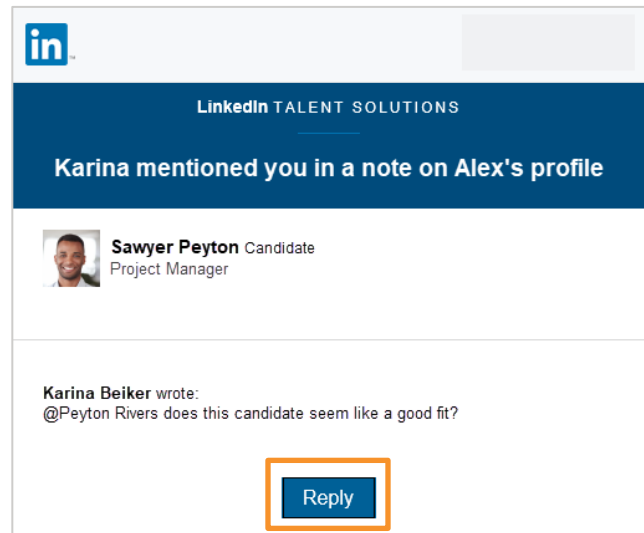
Quickly see all candidates you are interested in or view them by where they are within the recruiting process.

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

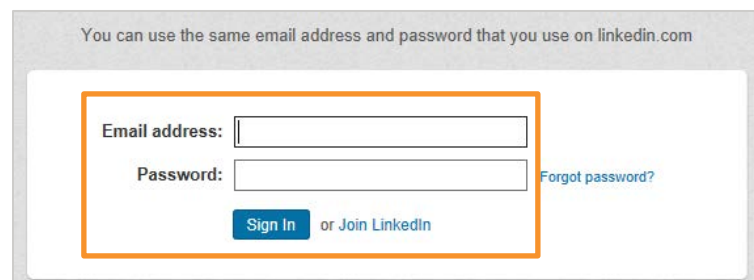
Review Tagged Notes

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.

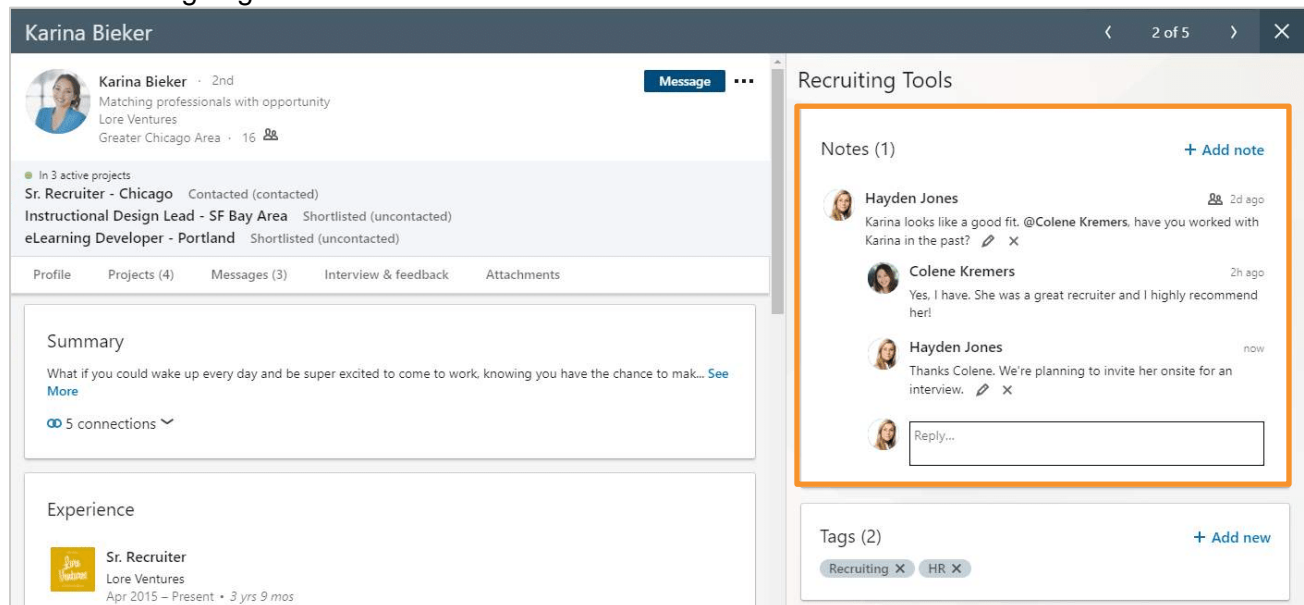
1. Open your email account and locate an email similar to this example.
2. Click **Reply**.



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



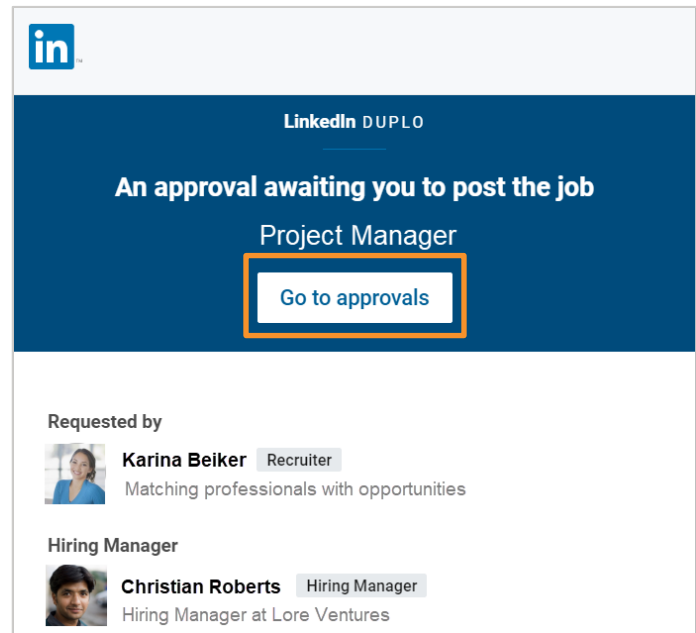
5. Use **@mentions** to bring a teammate into the conversation and easily reply in-line to keep the conversation going.



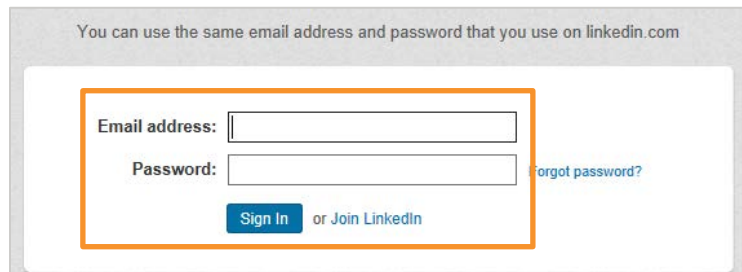
Approve a Job Post

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.

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



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



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**.

Project Manager
New York, New York, United States • Created 14m ago

Project details
Hiring team

Hiring details

Internal name
Project Manager

Ideal hire date
May 2, 2019

Requisition visibility
Public

Approver
Jordan Robinson

Hiring stages

Hiring templates
DEFAULT_PIPELINE_TEMPLATE

Pipeline stages
1. Archived

Reject Approve

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

Reject this project

Approve this project

Leave a note for the hiring project owner

Cancel Reject

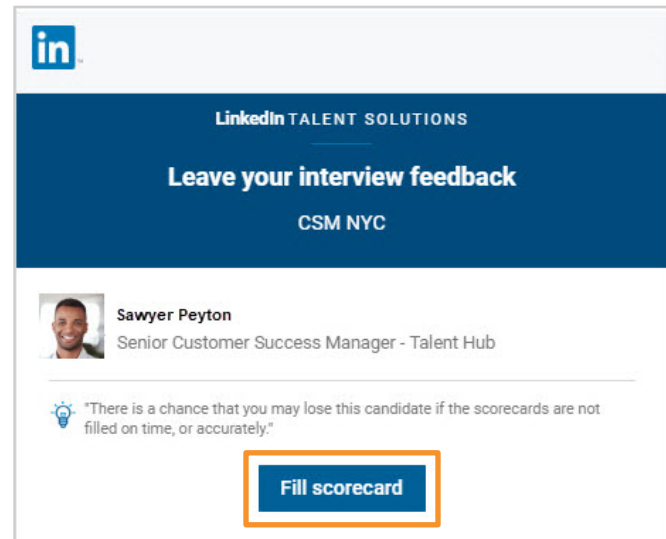
Cancel Approve

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

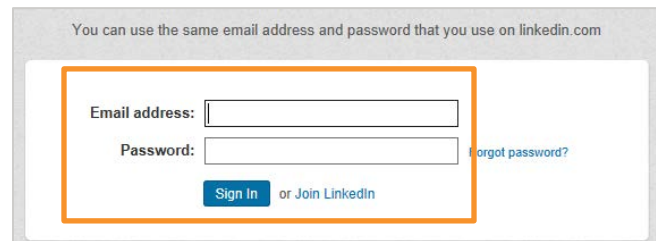
Submit Interview Feedback

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**.



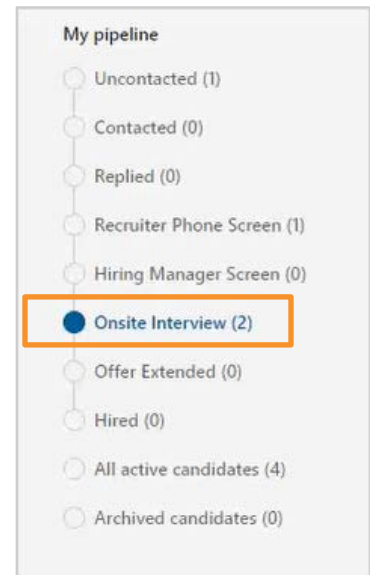
5. The scorecard is displayed next to the candidate profile for easy reference. Fill out the scorecard with your feedback. Your scorecard can be customized by your Talent Hub admin and may look different from the screenshot below.

The screenshot shows a scorecard titled 'Onsite interview - Code And Algorithm' with a note that progress is saved. It has three sections: 'Skills Match' with a 1-4 rating scale (3 is selected), 'Coding Pformance' with a 1-4 rating scale (4 is selected), and 'Overall Performance' with options 'Strong No', 'No', 'Yes', and 'Strong Yes' (Strong Yes is selected). A text box for notes contains 'Peter was a great candidate, we should definitely hire him!'. Annotations include an orange dot pointing to the '3' rating in Skills Match with the text 'Select a candidate rating for each question.' and another orange dot pointing to the notes box with the text 'Leave notes or additional feedback.'

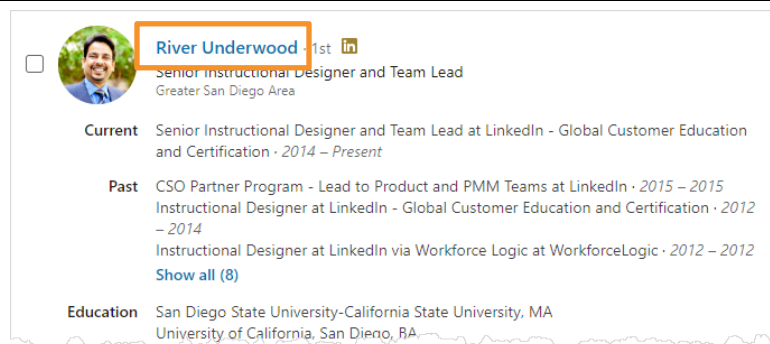
View Scorecards

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**.

