Candidate Import via email

A step-by-step enablement guide

Introducing a simple way to import candidates from third-party job boards into Talent Hub!

Linked in Talent Hub

Candidate Import via email *(also referred to as email import)*

With our new candidate import capabilities, you now have a consolidated view of all candidates within Talent Hub, from both LinkedIn and third-party job boards.

*Please note: We cannot guarantee this will work for all job boards. Candidate import via email will only work for job boards that allow for applications to be received via email with a candidate resume attached.

TALENT SOLUTIONS   Projects   Jobs   Campaigns   Reporting   🔍 Start a new search....   ✉ 🔔 ❓ 👤

Sr. Data Scientist ✎
New York, New York, United States   🔒 Private ⊕ 👥 +99

Talent pool   pipeline   Project settings

399 search results   **3 applicants**   **2 imported** ②   **Recommended matches**   ➕ Add a candidate

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☐ 👤 **Lucy Joshi** · 1st [Imported]   [Save to pipeline ▾] ✉ ⋯
        Enterprise Account Manager at KPG Partners
        City, State, Country
        Industry   **Imported** on April 30, 2020
Current Sr. Software Engineer at KPG Partners • Jan 2018 - Present   By automatic email import
Past Software Engineer at Freshing • Jul 2015 – Jan 2018
        Sales Development at Freshing • Sep 2015 – Jul 2015
        More
Education Columbus University • Sep 2011 – Jul 2015
Contact name@email.com

☐ 👤 **Amy Chan** · 1st [Imported]   [Save to pipeline ▾] ✉ ⋯
        Enterprise Account Manager at KPG Partners
        City, State, Country
        Industry   **Imported** on April 30, 2020
Current Sr. Software Engineer at KPG Partners • Jan 2018 - Present   By automatic email import
Past Software Engineer at Freshing • Jul 2015 – Jan 2018
        Sales Development at Freshing • Sep 2015 – Jul 2015
        More
Education Columbus University • Sep 2011 – Jul 2015
Contact name@email.com

Enabling Email Import for your Account:

Grace Myers
Senior Product Marketing Manager at LinkedIn
Talent Hub Internal Preview
(ID: 326938466)
Show all permissions

Product settings
Manage users in Account Center
Manage Talent Hub career site

My Account Settings

Individual integrations

Email & calendar

1 Make sure your email inbox has been authorized (this is required for email import to work).
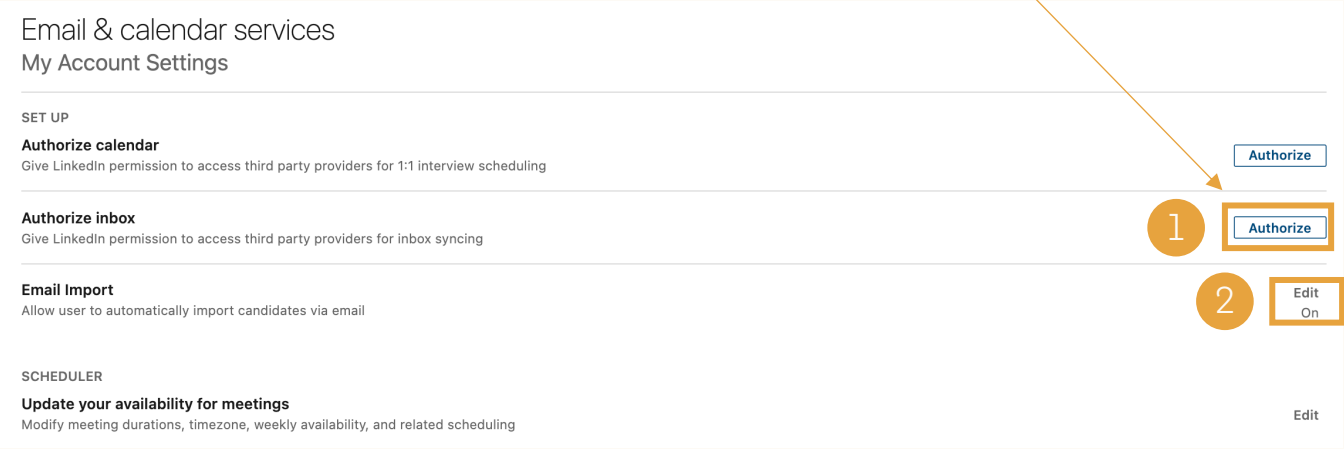
Go to "Product Settings" → "My Account Settings" → "Email & calendar" → "Authorize"

2 Toggle on email import

Go to "Product Settings" → "My Account Settings" → "Email & calendar" → "Edit"
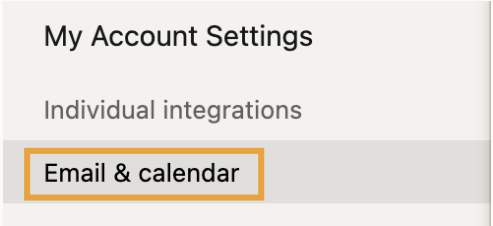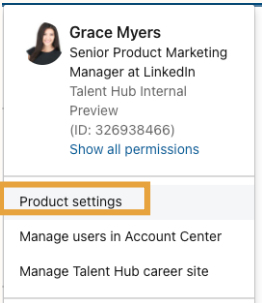
Authorizing inbox will allow us to automatically sync email notifications for new applicants from third party job boards.

Email & calendar services
My Account Settings

SET UP

Authorize calendar
Give LinkedIn permission to access third party providers for 1:1 interview scheduling
Authorize

Authorize inbox
Give LinkedIn permission to access third party providers for inbox syncing
1 Authorize

Email Import
Allow user to automatically import candidates via email
2 Edit On

SCHEDULER
Update your availability for meetings
Modify meeting durations, timezone, weekly availability, and related scheduling
Edit

Please note: The email used to import candidates will be attached to the account of the person who enables email import. We cannot use an email distribution list (e.g. resumes@companyname.com) for email import.

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Enabling Email Import for a specific Project

1 Within project settings, select the appropriate source imported candidates will be applying from

*Go to "Project Settings" →
"Import candidates" → "Source"
→ Select from drop-down*

2 Copy the email address provided in the email text field

*To the right of "Source"
dropdown, click on "Copy email"*

Director of Recruiting ✎
LinkedIn (San Francisco Bay Area) • Ethan Burton • Created 9/25/2020

Talent pool   **Pipeline**   **Job post**   **Project settings**

Director of Recruiting ❯ **Project settings** ▾

in Director of Recruiting
LinkedIn
San Francisco Bay Area

Project details
Applicant rejection settings
Video intro settings
Custom Fields
Workflow settings
Manage job post
Import candidates
Export project
HRIS export
Project members
Shared applicants

Import candidates

Add multiple candidates in bulk
Import candidates from a spreadsheet into your pipeline to manage. The file may include up to 200 candidates and must be in CSV format. **Download sample file** ⑦   **Choose file**

Automatically import candidates via email
Send emails to the following address with attached resumes to have resumes automatically imported into this project **Learn more**

1 | Source | Email |
| Search Source | Email will be generated after source is selected |

Export project

Export your project data, pipeline and candidates
It may take up to 30 seconds to prepare your export. A download link will be displayed below when export preparation is completed, please stay on this page until your export is ready.   **Export**

HRIS export

| Source | Email | |
| Indeed | Eburton+23409IMP09134@linkedin.com | **2** **Copy email** |

If you can't find the source you're looking for, go back to your Product Settings and under "Source Tracking", add new sources to your list. These will then appear in this Source drop-down list.
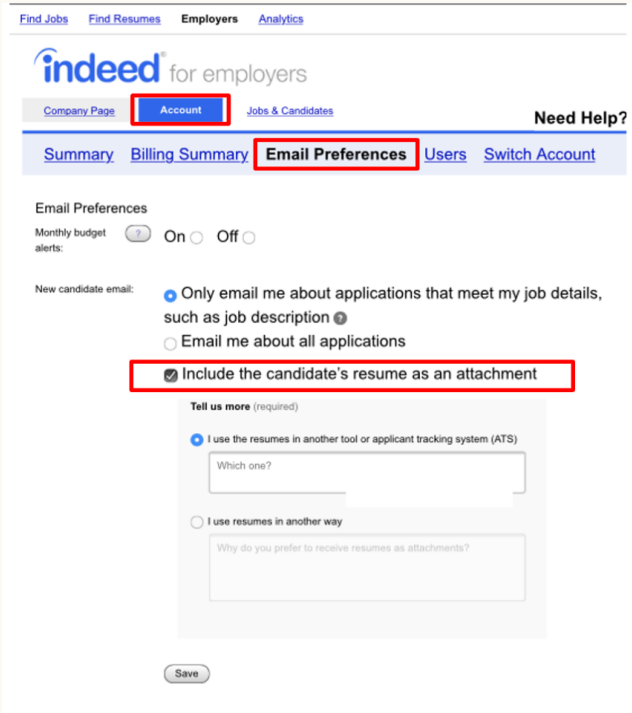
This email format relies on "plus addressing" to be enabled on your company email account. For Gmail users, this is automatically enabled. For Outlook users, leverage the email template provided at the end of this guide to request plus addressing from your IT admin.

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Enabling Email Import
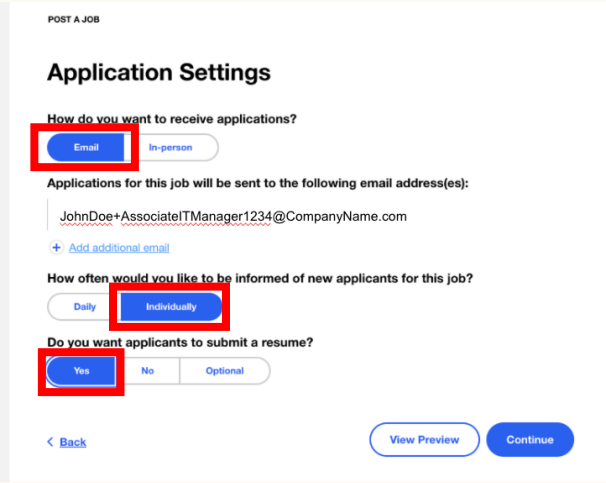# for a specific Project *(cont.)*

3 Use the email address copied in step 2 to sign-up for application notifications via email for the appropriate job board (e.g. Indeed).

Email notification settings will vary by job board provider. Please refer to the provider's Help Center for specific instructions on setting up email notifications for new applicants.

Steps to enable Indeed email notifications

Including candidate resumes as an attachment first needs to be enabled at the account level.

For each job posted on Indeed, the application settings need to include the email address copied from Talent Hub in the email notifications field. New applicants must be emailed individually with a resume attached for email import to work.

Linkedin Talent Hub

Viewing imported candidates in Talent Hub

1 To review candidates that have been imported through 3rd party job boards, navigate to the imported tab of your Talent pool

Go to your Project → "Talent Pool" → "Imported"

2 Review new candidates and save qualified applicants to your pipeline

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Talent pool   Pipeline   Job post   **Project settings**

On the right side of the candidate list you'll see the date each imported candidate applied to the job board

Talent pool   pipeline   Project settings

399 search results   3 applic **1** **2 imported** ²   **Recommended matches**   + Add a candidate

☐ 👤 **Lucy Joshi** · 1s **Imported**
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Save to pipeline ▼ ✉ ⋯

Imported on April 30, 2020
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☐ 👤 **Amy Chan** · 1st Imported
Enterprise Account Manager at KPG Partners
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     More
Education Columbus University • *Sep 2011 – Jul 2015*
Contact name@email.com

2 Save to pipeline ▼ ✉ ⋯

Imported on April 30, 2020
By automatic email import

Profile   **Projects (1)**   Messages (0)   More ▾

Projects

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Source tracking

Applied through Monster ✎

To view which job board the candidate applied through, click on the candidate profile and view the Source tracking details under the "Projects" tab

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Email notifications for candidate import

You will receive a daily email summary of your candidate import activity for each project with email import enabled, including the number of candidates successfully imported and failed to import.

*Please note: Common reasons candidate profiles fail to import are:

- *Resume not attached to application*

- *Resume file type not supported (must be PDF, DOC, DOCX)*

View project takes you straight to the project to review your imported candidates

Candidate import summary for [project name] 📁 Inbox x

LinkedIn <messages-noreply@linkedin.com> Unsubscribe
to me

6:43 AM (5 hours ago)

James Cameron

LinkedIn TALENT SOLUTIONS

Candidate import summary

[project name]

View project

22 candidates are imported successfully

2 candidates failed to be imported:

Tia Tino

Subject: Tia Tino applied to your job
Failure reason: No resume attached

Bob Bobo

Subject: Bob Bobo applied to your job
Failure reason: Unable to parse email address

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Email template to request plus addressing

If your team utilizes Microsoft Outlook, you might need to request your IT admin to enable "plus addressing" on your company account. 'Plus addressing" allows us to create unique email aliases for each project and source you're importing candidates from.

Requesting enablement of "plus addressing" in Microsoft Outlook

TO   [Your IT admin]

Hi _____,

I'm reaching out with a request to enable plus addressing for Microsoft Outlook (e.g. email+123@companyname.com). This functionality is required for my team to utilize key features within our applicant tracking system, LinkedIn Talent Hub. Specifically, plus addressing will streamline our workflow for managing job applicants from several sources (e.g. Indeed.com and other job boards). It will allow us to automatically import candidates from third party sources directly into LinkedIn Talent Hub, rather than managing workflows in separate systems as we do today.

Here is a LinkedIn Talent Hub Help Center article that explains how the candidate import functionality works and a Microsoft Outlook Help Center article that explains how to enable plus addressing.

Thank you in advance for your help!

Questions?

Visit the [Help Center](#) or [Talent Hub 101](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

in Talent Hub