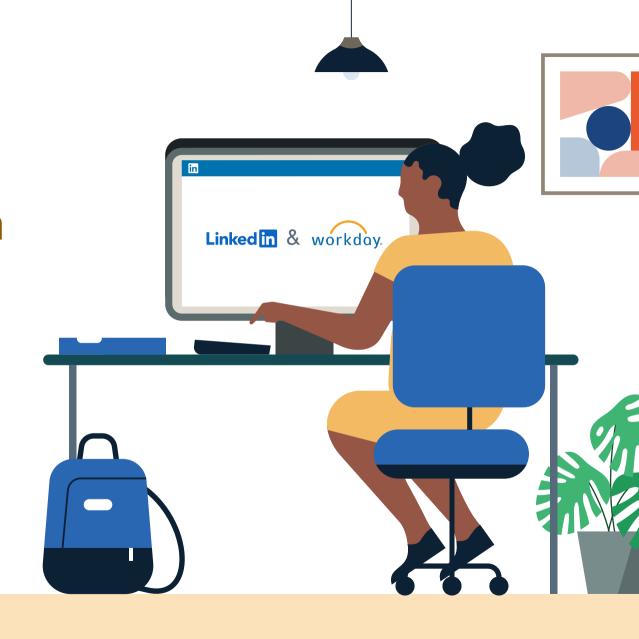


# Connect LinkedIn Recruiter & Jobs to Workday

Discover a simplified, insights-driven workflow that helps you engage more qualified candidates faster.





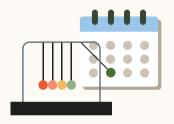
# Table of Contents

Benefits	3
Packages	4
Integration availability	5
Recruiter System Connect (RSC)	6
Unified Search	20
Recommended Matches	21
ATS-Enabled Reporting	22
Apply Connect	25
Optional step	26



# Spend more time on people, not process.

Discover the one integration suite that can save your team time so you can focus on what matters most — hiring the right people.



#### Save time

Quickly access all the information you need without switching between platforms.



## Hire qualified candidates

Attract the most qualified candidates and move them through the hiring funnel faster.



### Make informed decisions

Strengthen your hiring strategy with relevant candidate insights and data-driven reports.



# Integrations for all of your hiring needs

LinkedIn ATS Integrations help you stay efficient at every stage of the hiring process.



## Sourcing package

Work seamlessly across Recruiter and your ATS to find qualified candidates faster.

#### Recruiter System Connect

Connect your ATS to LinkedIn Recruiter to access information when and where you need it, without having to switch between platforms.

#### **Unified Search**

Search and message candidates across both your ATS and the LinkedIn network directly from your ATS.

#### **Recommended Matches**

Discover candidate recommendations based on job descriptions you post in your ATS.



## Reporting package

Understand your sourcing and hiring activities across your entire funnel.

#### **ATS-Enabled Reporting**

Gain insight across your end-to-end hiring funnel to optimize where you spend your time and to understand the value of all your sources, including linkedin.



## Apply package

Streamline the job posting and application processes so you can focus on the most qualified candidates.

#### **Apply Connect**

Attract more applicants with a seamless candidate experience and real-time job postings, then use insights to evaluate applicants in your ATS.

#### Apply with LinkedIn

Let candidates apply to jobs on your career site using their LinkedIn profile information.



Whatever stage your candidates are at, LinkedIn ATS Integrations can move them through the funnel faster with these packaged solutions.

## Sourcing package

#### Recruiter System Connect - Get started ◆

- ✓ Identify which candidates are already in your ATS when searching in Recruiter
- ✓ Filter LinkedIn searches by existing ATS candidates
- Access ATS candidate history and status on Recruiter profiles
- Export limited LinkedIn profiles to your ATS
- ✓ View real-time LinkedIn profile information for candidates in your ATS
- ✓ Send messages and view LinkedIn Notes and InMail from within your ATS

#### Unified Search - Get started ↓

➤ Search candidates across both your ATS and the LinkedIn network directly from your ATS

#### Recommended Matches - Get started ↓

★ Get LinkedIn candidate recommendations for jobs in your ATS

## Reporting package

#### ATS-Enabled Reporting - Get started ↓

- ✓ Optimize your strategy with full-funnel activity insights from the Hiring Funnel Report
- Evaluate different candidate sources with the Source Report
- ✓ Understand the impact of your LinkedIn activity with LinkedIn Touch Attribution
- ✓ Use industry benchmarks to compare against industry peers

## Apply package

#### Apply Connect - Get started ↓

- × Post jobs from your ATS to LinkedIn in real time
- ★ Allow candidates to apply to jobs from any device without leaving LinkedIn
- ➤ Get applications from LinkedIn delivered directly to your ATS
- X Incorporate screening questions from your ATS into your LinkedIn applications
- X View real-time LinkedIn profiles and applicant insights in your ATS
- X Receive LinkedIn skills data about applicants
- X Send application status updates to candidates with automated notifications

#### Apply with LinkedIn

✓ Let candidates apply to jobs on your career site using their LinkedIn profile information



Sourcing package

# Recruiter System Connect (RSC)

Connect your ATS with LinkedIn Recruiter to access candidate information, boost collaboration, and view more applicant data in both Recruiter and Workday without having to switch between platforms.

- Get the same candidate data in both Recruiter and Workday, saving you time and keeping you up to date wherever you're working
- View a candidate's LinkedIn profile with Workday and easily see which candidates are already in Workday from Recruiter
- See all Recruiter notes and InMail messages in Workday for a complete view of your candidate interactions
- Automatically create or update a profile within Workday when a candidate responds to an InMail message
- Activate RSC to pave a path for easier activation of other powerful LinkedIn ATS Integrations.



Save time now that you're connected



Connect at no additional cost



RSC is secure and GDPR compliant

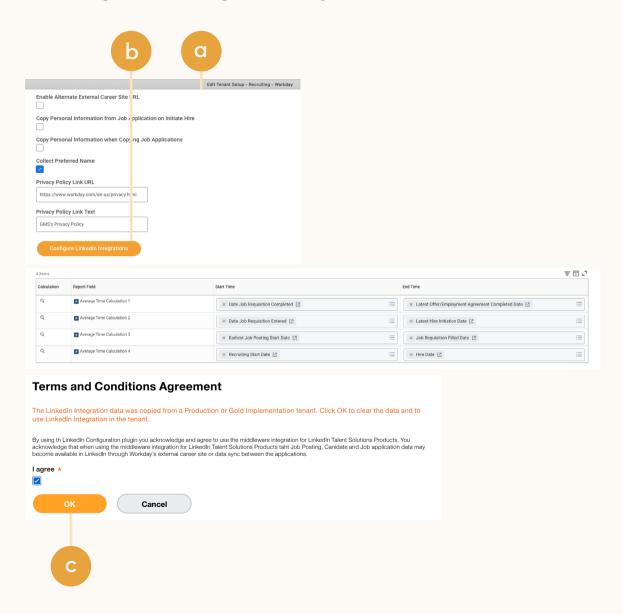


Easy setup for administrators



## Step 1 of 5 Activate RSC in Workday.

- a Launch "Edit Tenant Setup Recruiting" task to enable LinkedIn Recruiter System Connect.
- b Click "Configure LinkedIn Integrations" to initiate the setup.
- Conditions Agreement."





## Step 2 of 5 Set up integration in Workday.

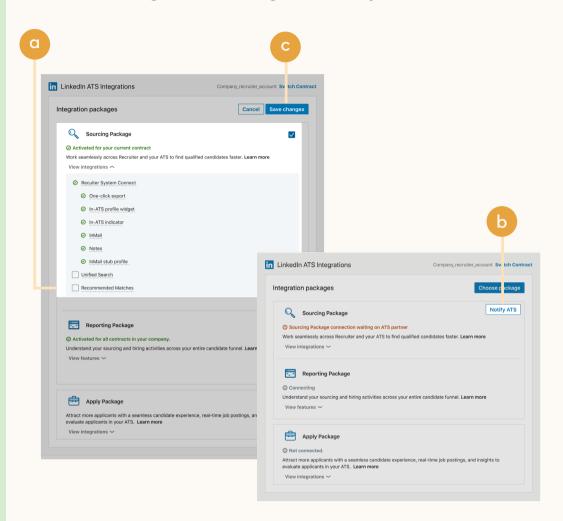
Admins can request to activate integrations all at once
 across all packages — inside the onboarding widget.

Please note: Default access level is contract level for sourcing packages versus company level for reporting and applicant management packages.

- b (Optional) Connection not moving fast enough? Nudge partners with a notification. (For troubleshooting, check the next page.)
- Hit "Save changes" to confirm integration activation. Your integrations will be turned on at this point.

\*Check with your ATS to ensure all features are enabled for you.

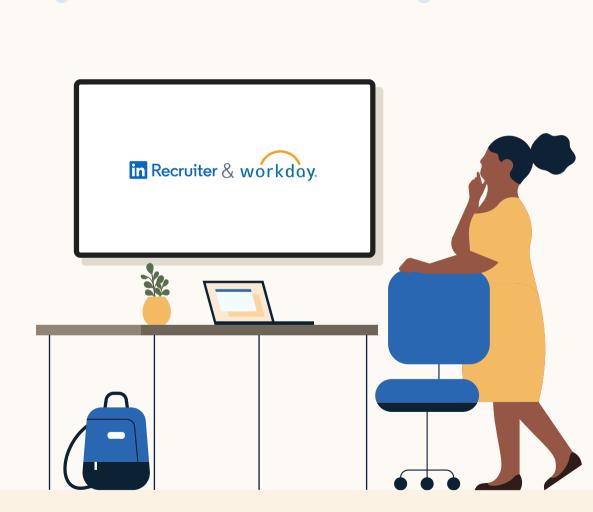
\*\*If an integration package or feature is grayed out, it's either because your ATS is not offering it at this time or you don't have the permission to adjust this package. Check with your ATS to ensure all features are enabled for you or to request an integration.





## Step 2 (Cont.) Troubleshooting

- Change your browser settings to accept cookies.
- Clear apps in both LinkedIn and Workday, and then restart configuration.
- Allow time for data syncing (approximately 20 minutes on average), and then check back on activation status.
- Please note that you may not be an Admin for the contract or have authorization to access the LinkedIn dashboard.



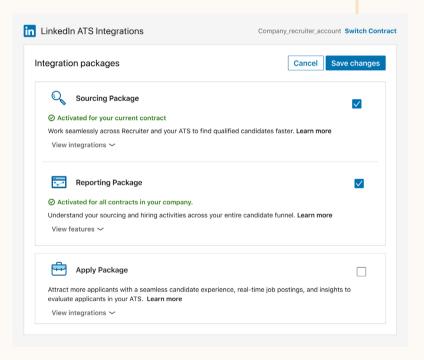


## Step 3 of 5 RSC is enabled in Workday.

- a Navigate back to Workday where you will see that RSC is "Activated in your current contract."
- b Finish setting up the integration by reviewing the configuration steps in the Workday Admin Guide. Follow the steps outlined under "Setup LinkedIn Recruiter System Connect Integration." Only upon completing and scheduling the "Inbound & Outbound Integrations" will there be a data sync between Workday Recruiting & LinkedIn Recruiter.

You may test your RSC integration by referring to this <u>Preview Guide</u>. You will need to reactivate and reconfigure the RSC integration each time you move from a test environment to another environment (i.e., Preview > Sandbox -> Production), including from one test environment to another test environment.

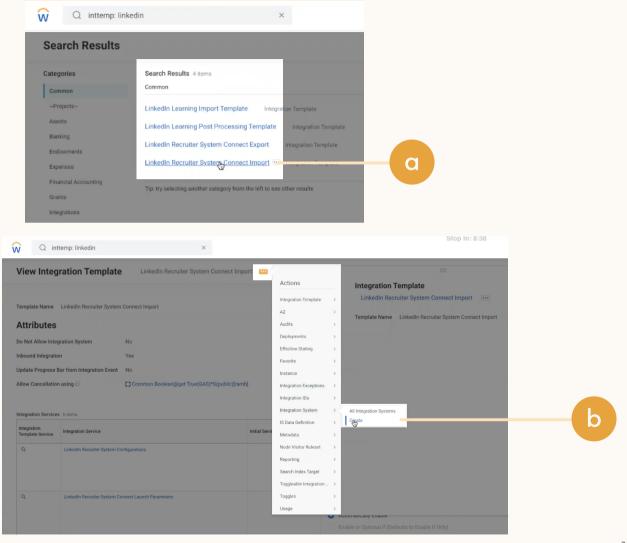






## Step 4 of 5 Set up import integrations.

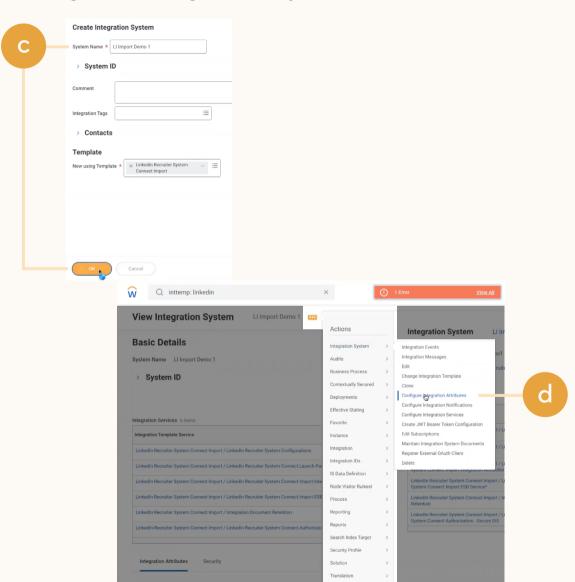
- and select "LinkedIn Recruiter
  System Connect Import."
- b Click on "•••" to reveal the Actions menu, then go to "Integration System > Create."





## Step 4 (Cont.) of 5 Set up import integrations.

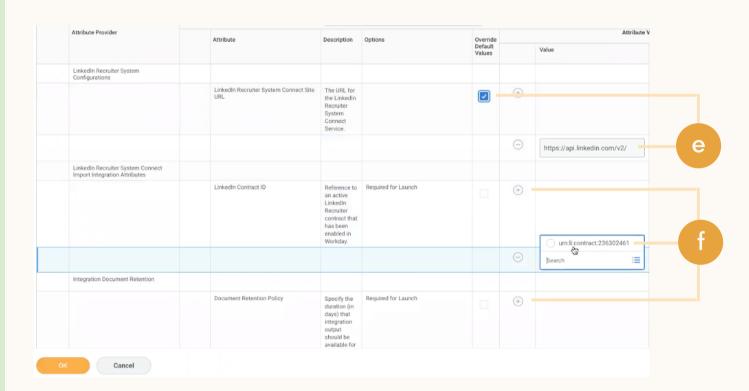
- c Add a System Name and click "OK."
- d Return to the "•••" Actions menu and go to "Integration System > Configure Integration Attributes."





## Step 4 (Cont.) of 5 Set up import integrations.

- e Copy the attributes value under "LinkedIn Recruiter System Configurations," then select "Override default values" and paste that value in the LinkedIn Recruiter System Configurations "Value" field.
- f Click "+" in the "LinkedIn Recruiter Import Integration Attributes" and "Integration Document Retention" sections, then select the contract you are setting up.



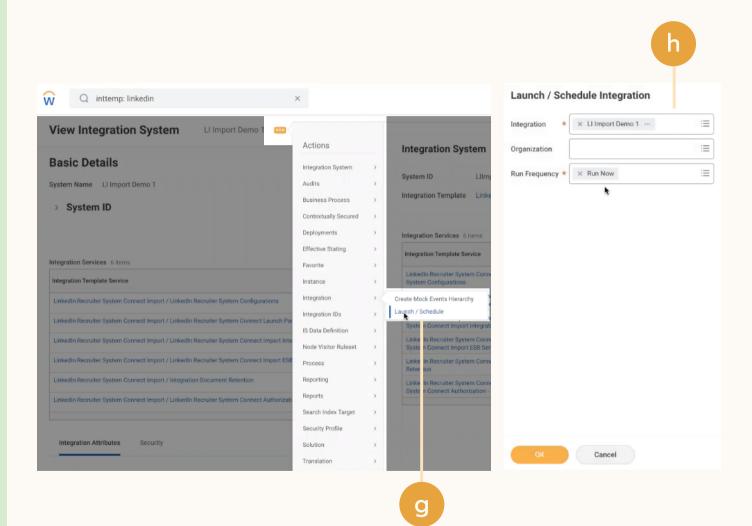


## Step 4 (Cont.) of 5 Set up import integrations.

- Go to "Actions > Integration System > Launch /Schedule."
- h Enter your Integration and Run Frequency, then click "OK."

**Note:** We recommend running this integration in yearly increments.

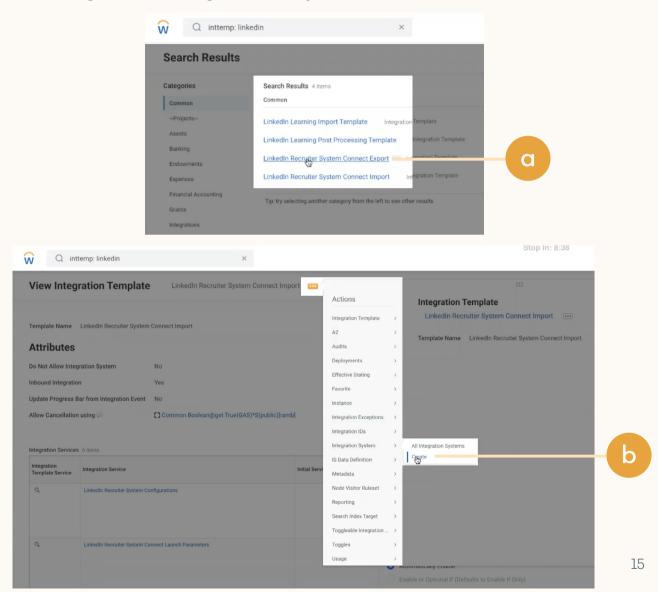
**Note:** Every system based on the import template can be configured with only one LinkedIn contract. If you have multiple contracts, you need to create multiple integration systems in Workday and configure each individual system.





## Step 5 of 5 Set up export integrations.

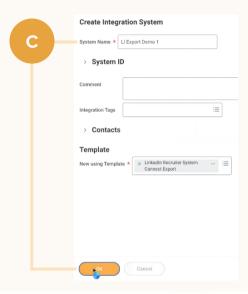
- Search for "inttemp: linkedin" and select "LinkedIn Recruiter System Connect Export."
- b Click on "•••" to reveal the Actions menu, then go to "Integration System > Create."

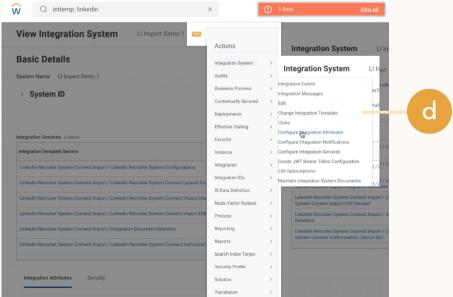




## Step 5 (Cont.) of 5 Set up export integrations.

- c Add a System Name and click "OK."
- d Return to the "•••" Actions menu and go to "Integration System > Configure Integration Attributes."

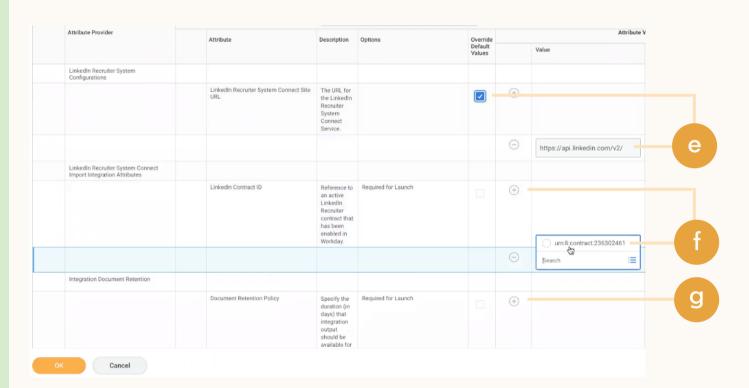






## Step 5 (Cont.) of 5 Set up export integrations.

- e Copy the attributes value under "LinkedIn Recruiter System Configurations," then select "Override default values" and paste that value in the LinkedIn Recruiter System Configurations "Value" field.
- f Click "+" in the "LinkedIn Recruiter Export Integration Attributes > Included External Job Posting Site" section, then select the contract you are setting up.
- g Click "+" in "Integration
  Document Retention >
  Document Retention Policy"
  section, then select the contract
  you are setting up.



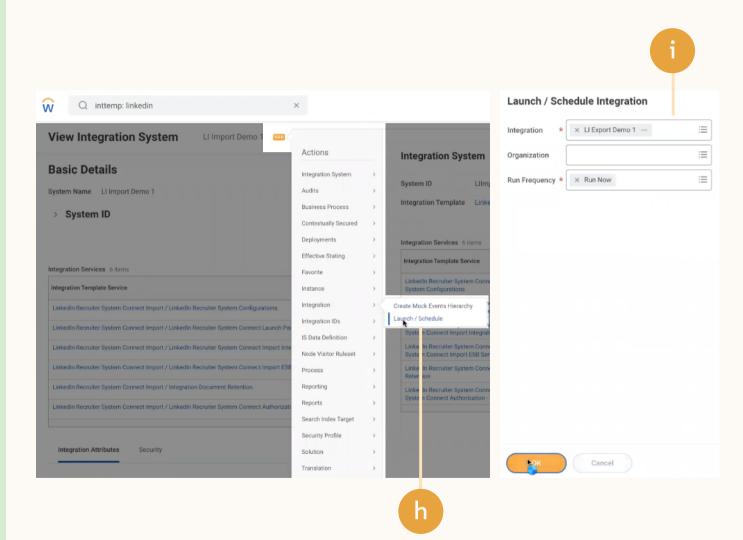


## Step 5 (Cont.) of 5 Set up export integrations.

- h Go to "Actions > Integration System > Launch / Schedule."
- i Enter your Integration and Run Frequency, then click "OK."

**Note:** We recommend running this integration in yearly increments.

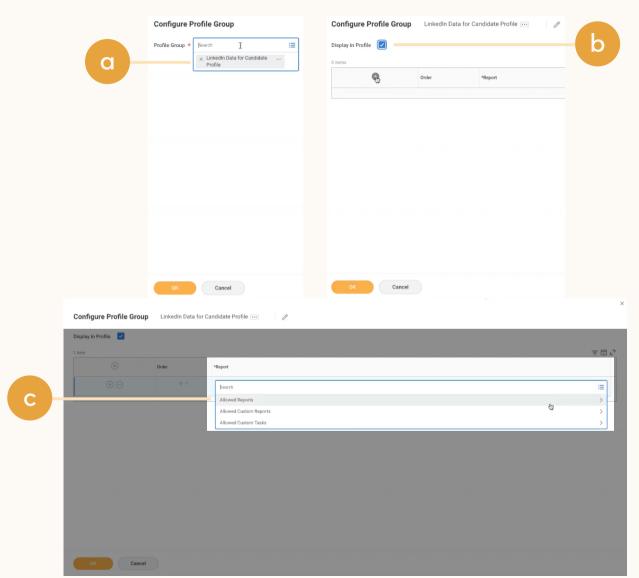
**Note:** Every system based on the import template can be configured with only one LinkedIn contract. If you have multiple contracts, you need to create multiple integration systems in Workday and configure each individual system.





# Step 5 (Cont.) of 5 View your reports.

- Go to the "Configure Profile Group" template and add "LinkedIn Data for Candidate Profile" as your Profile Group, then click "OK."
- b Select the "Display in Profile" option.
- c Add any existing reports by clicking the "+" button and selecting "Allowed Reports > LinkedIn Profile" and "Allowed Reports > InMail History."





Sourcing package

## Unified Search

Save time by searching and sourcing from Workday and LinkedIn simultaneously. Access Workday candidate records not found on LinkedIn and explore LinkedIn outside your ATS, covering all your bases. Save candidates to a job and send InMail messages without leaving Workday.

**Note:** You must activate <u>Recruiter System Connect (RSC)</u> to integrate Unified Search.

X This integration currently isn't available with Workday.

Want this integration? Reach out to your Workday rep. Or, you can let us know you're interested in this integration.



Save time with less searching



Find candidates across networks



Engage directly from Workday



Sourcing package

# Recommended Matches

Let LinkedIn do the work for you. Discover candidate recommendations based on job descriptions you post in your ATS. Save your favorite candidates, send them InMail messages, and easily archive candidates from your ATS. Matches continually improve with each use.

**Note:** You must activate <u>Recruiter System Connect (RSC)</u> to integrate Recommended Matches.

X This integration currently isn't available with Workday.

**Want this integration?** Reach out to your Workday rep. Or, you can <u>let us know</u> you're interested in this integration.



Get automatic recommendations



Discover qualified candidates faster



Engage directly from Workday



Reporting package

# ATS-Enabled Reporting

Gain insight across your end-to-end hiring funnel to optimize where you spend your time and understand the value of all your sources, including LinkedIn. This integration is available for any customer who has activated RSC.



Gain more actionable insights



Discover valuable sources



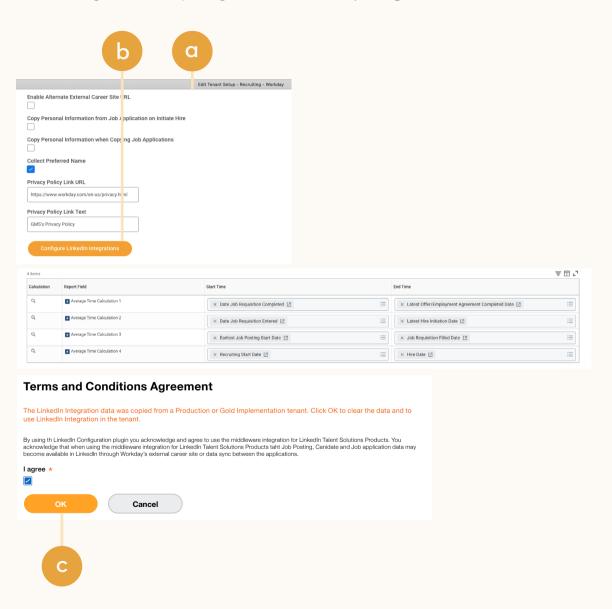
Make more informed decisions



## Step 1 of 2 Set up ATS-Enabled Reporting in Workday.

- Launch "Edit Tenant Setup Recruiting" task to enable LinkedIn Recruiter System Connect.
- b Click "Configure LinkedIn Integrations" to initiate the setup.
- Conditions Agreement."

#### LinkedIn ATS Integrations → Reporting → ATS-Enabled Reporting

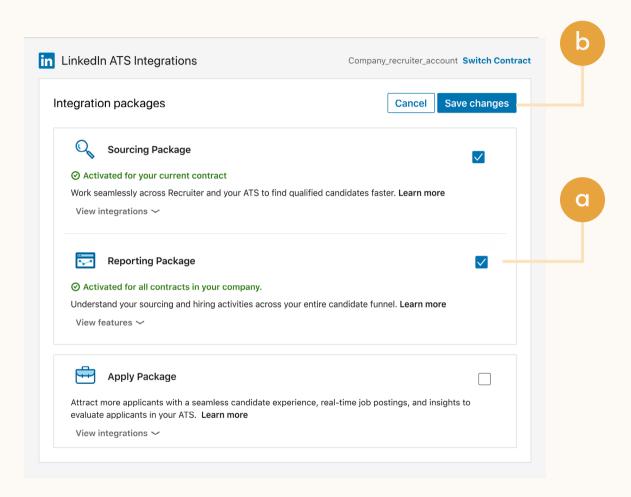




## Step 2 of 2 Set up ATS-Enabled Reporting in Workday.

- You'll see the onboarding widget. Then check the "Reporting Package" to activate ATS-Enabled Reporting.
- b Hit "Save changes" to confirm integration activation. Your integration will be turned on at this point.

#### LinkedIn ATS Integrations → Reporting → ATS-Enabled Reporting





Apply package

# Apply Connect

Optimize your candidate experience and encourage more job seekers to easily apply. Post your roles in real-time to LinkedIn from Workday and leverage dynamic LinkedIn profile and application data in Workday including relevant skills based on the job. Enable applicant notifications to send application status updates automatically to candidates across key stages in the application cycle.

X This integration currently isn't available with Workday.

Want this integration? Reach out to your Workday rep. Or, you can <u>let us know</u> you're interested in this integration.



Get dynamic LinkedIn
Profile information



Find qualified applicants faster



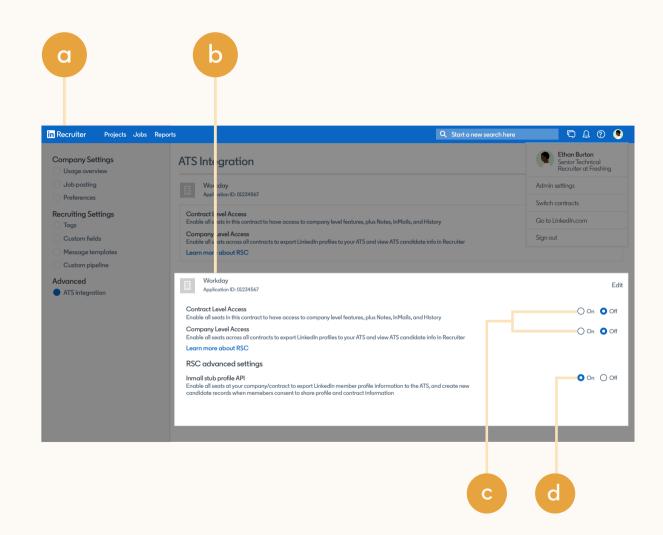
Reduce candidate drop-off



### Optional step

Adjust your access settings in Recruiter.

- Open your LinkedIn Recruiter Admin
- b Scroll down to your Workday section.
- \*\*Connect "Contract Level Access," "Company Level Access," or both by clicking "On" for the desired access.
- d Activate the InMail Stub Profile API to create or update profiles in your ATS when a candidate consents to share their contact information with your company via InMail.





## Additional resources

Get help setting up and using LinkedIn ATS Integrations at your organization.

## Email support

Email us at <u>LTSATSIntegrations@LinkedIn.com</u> for general support and answers.

## Request an integration

Want an integration that isn't available yet? Reach out to a Workday rep or complete the form.

