Connect LinkedIn Recruiter with Workday

Link your accounts using our comprehensive guide.

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Introducing Recruiter System Connect

LinkedIn Recruiter System Connect (RSC) integrates LinkedIn Recruiter with your Workday account to make your hiring process even simpler. By turning on RSC, you're able to access up-to-date candidate information, boost collaboration, and access more applicant data in both Recruiter and Workday.

If you are interested in activating in a Preview tenant, please continue on to the instructions on page 8.

Save time now that you're connected

Connect at no additional cost

RSC is secure and GDPR compliant

Easy setup for Admins

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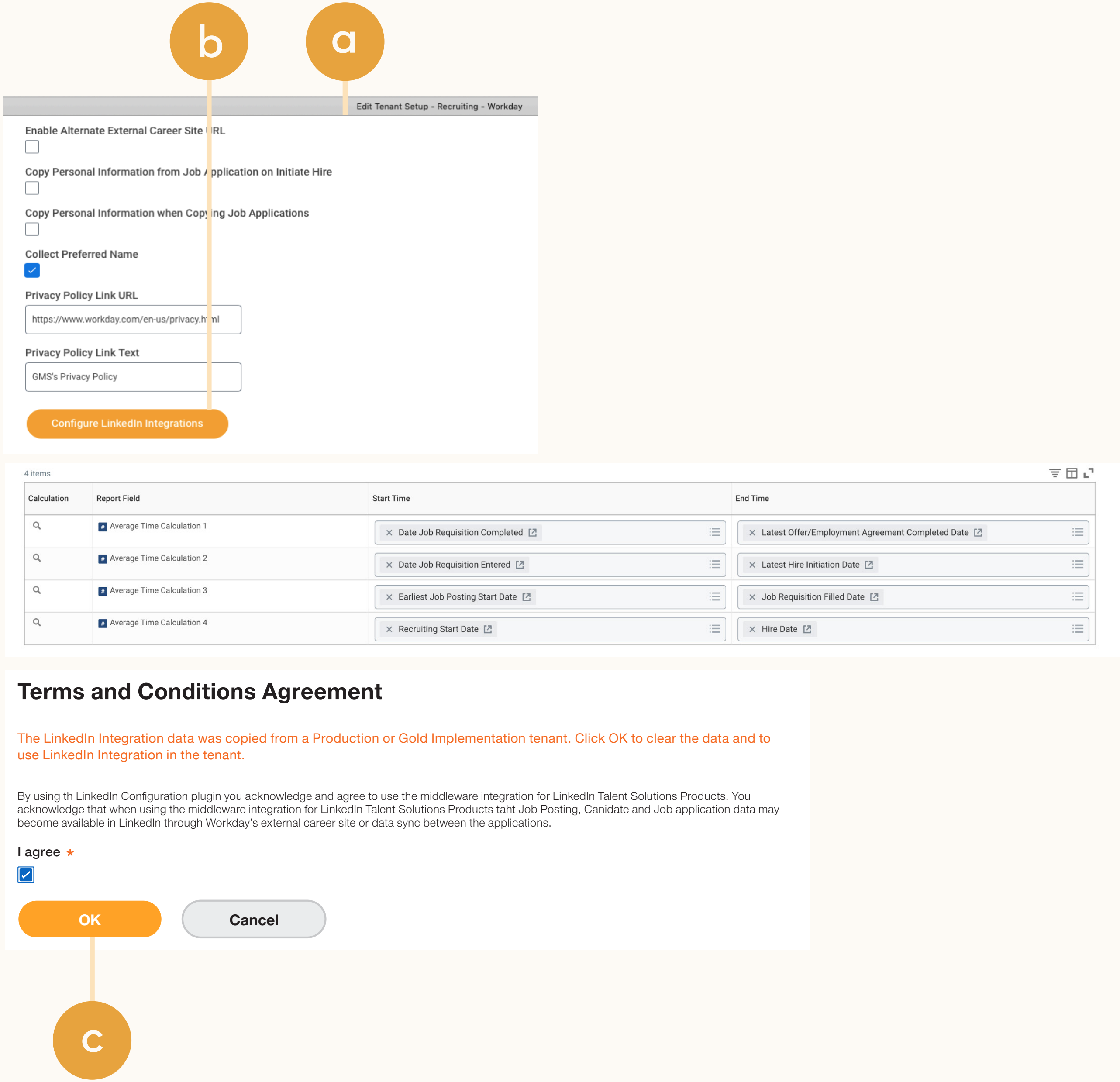
Step 1
Activate RSC in Workday.

a Launch **“Edit Tenant Setup Recruiting”** task to enable LinkedIn Recruiter System Connect

b Click **“Configure LinkedIn Integrations”** to initiate the setup

c Accept the **“Terms & Conditions Agreement”**



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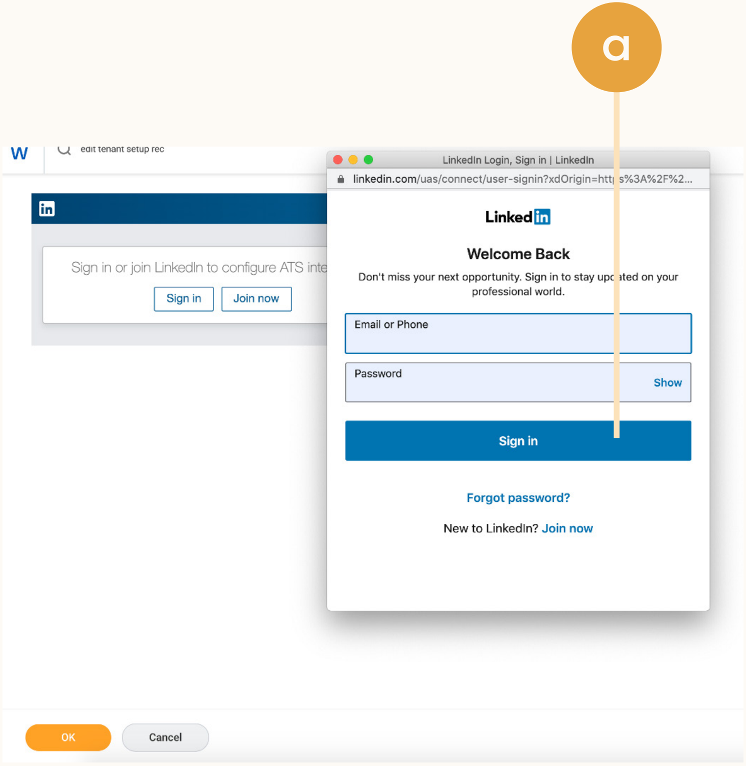
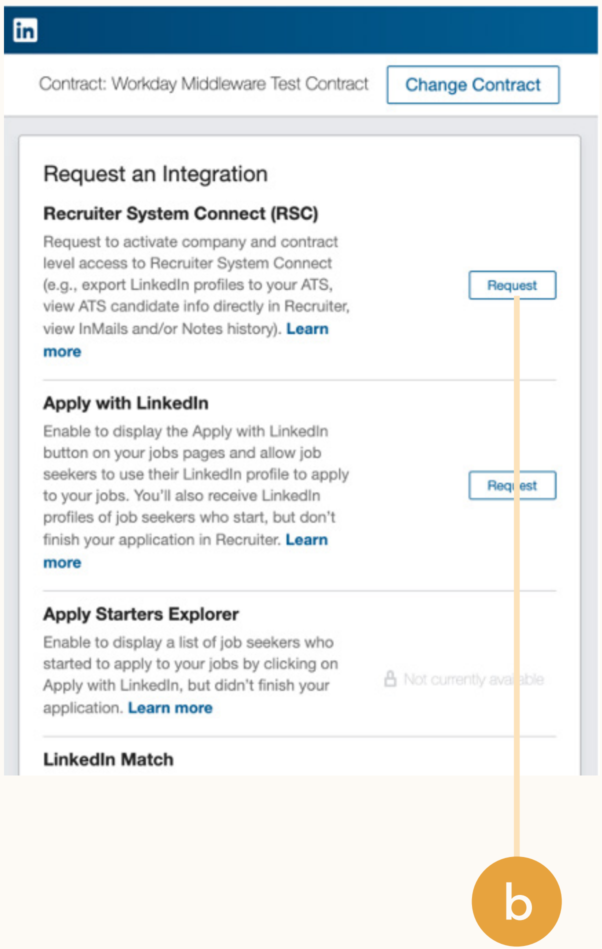
Step 2
Request Recruiter System Connect.

a After agreeing to the terms & conditions, sign in to LinkedIn using the LinkedIn popup widget.

IMPORTANT: You must be a LinkedIn Admin to enable the integration at this step. If you are a Workday Admin but do *not* have LinkedIn Admin rights, you can be granted LinkedIn Admin rights by following these steps.

b Click **"Request"** next to **"Recruiter System Connect (RSC)"** and status will display as **"Partner ready"**





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Step 3
Connect LinkedIn Recruiter to Workday.

a Navigate to LinkedIn Recruiter and click on your profile image in the top right corner

b Select **"Product settings"** from the dropdown menu

c Click **"ATS Integration"** on the left side of the screen

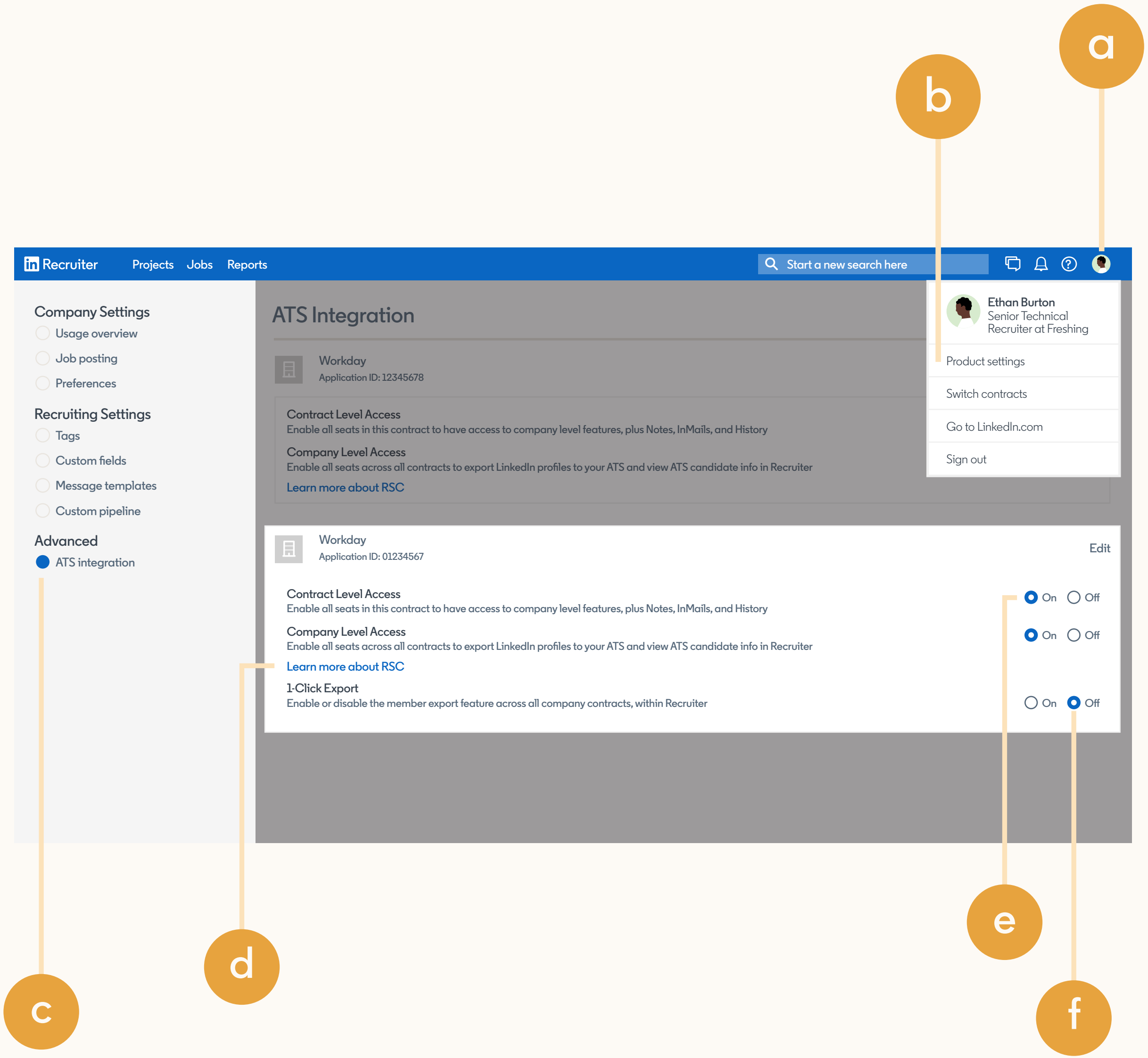
d Scroll to the Workday section

e Choose to connect either Company Level Access, Contract Level Access, or both by selecting **"On"** for the desired access

f Select "Off" under "1-Click Export" as this feature is unavailable in Workday (New Recruiter & Jobs customers only).

For details on what each of these access levels means, click the "Learn more about RSC" link in LinkedIn Recruiter.

Note: Admins must enable Contract Level Access from their specific dashboard (if you have multiple LinkedIn Recruiter dashboards).

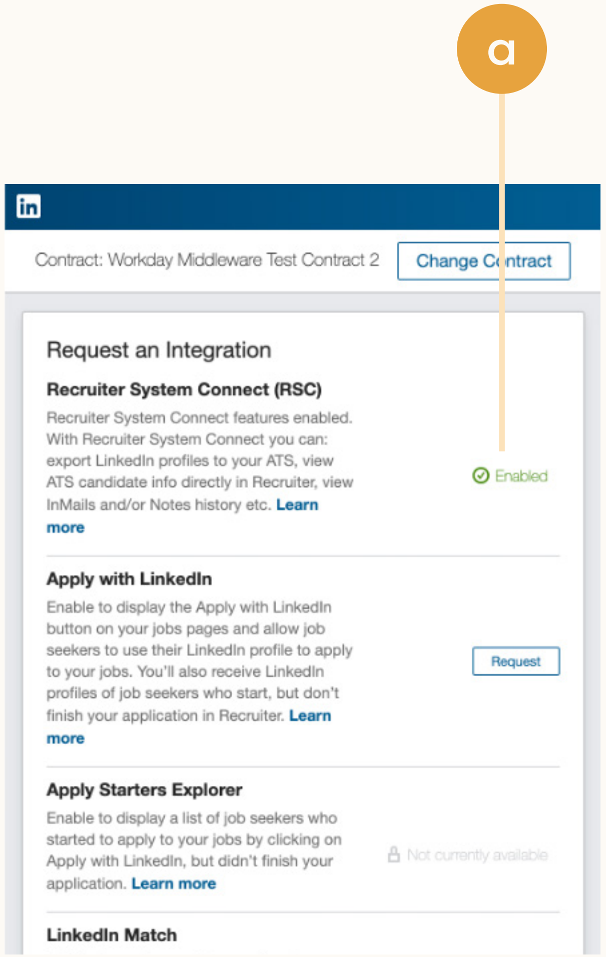


Step 4
RSC is enabled in Workday.

a. Navigate back to Workday where you will see that RSC is **"Enabled"**.

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 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.



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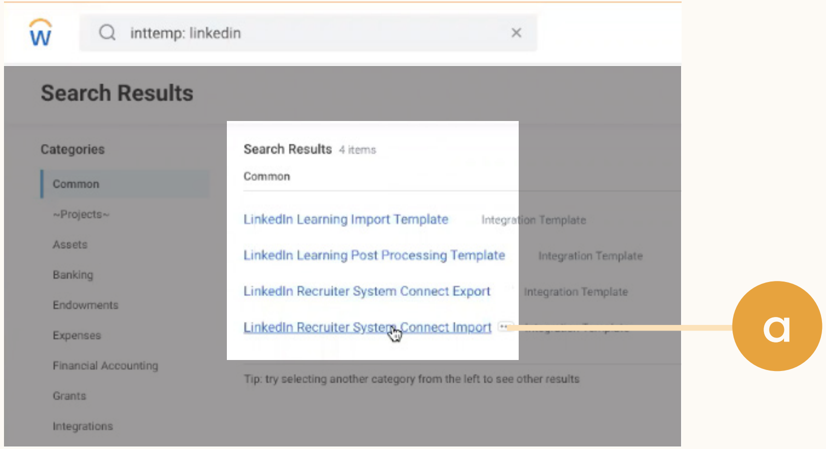
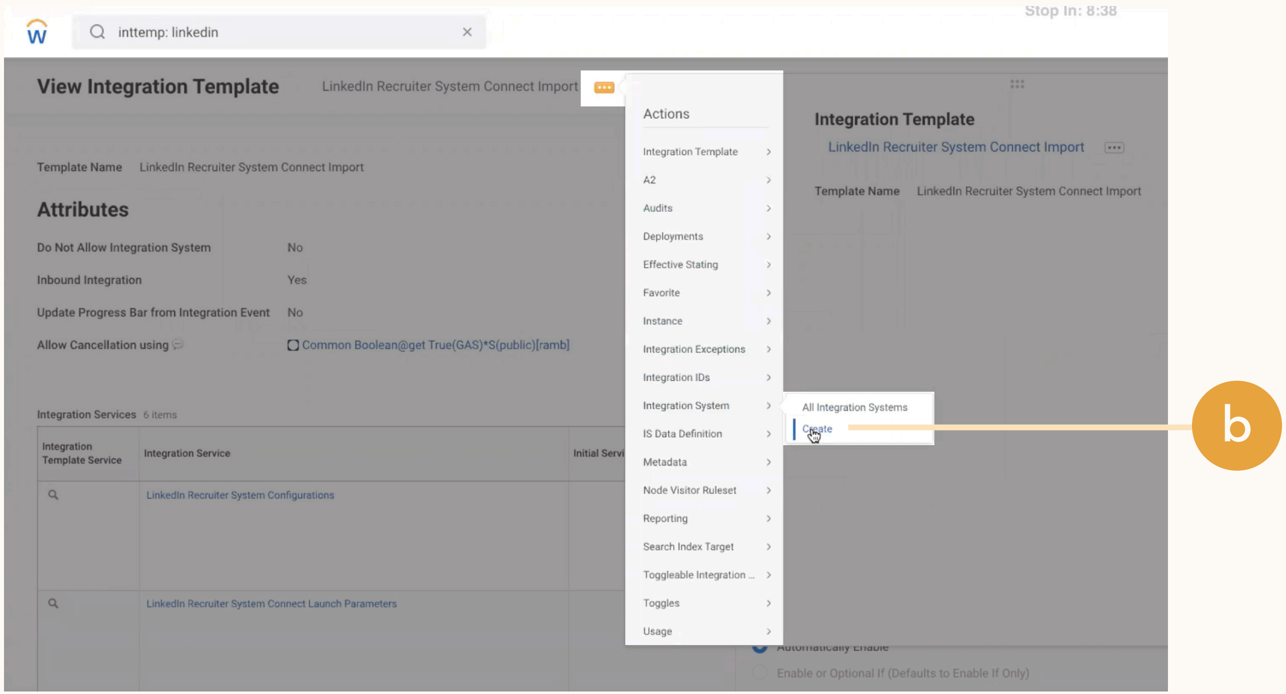
Step 5
Set up import integrations.

a. Search for “inttemp: linkedin” and select **“LinkedIn Recruiter System Connect Import.”**

b. Click on “•••” to reveal the Actions menu, then go to **“Integration System > Create.”**





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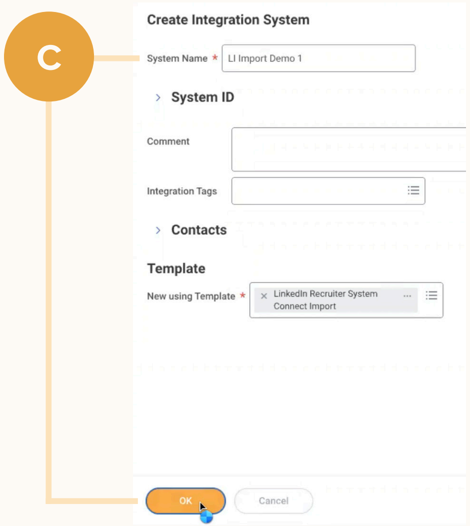
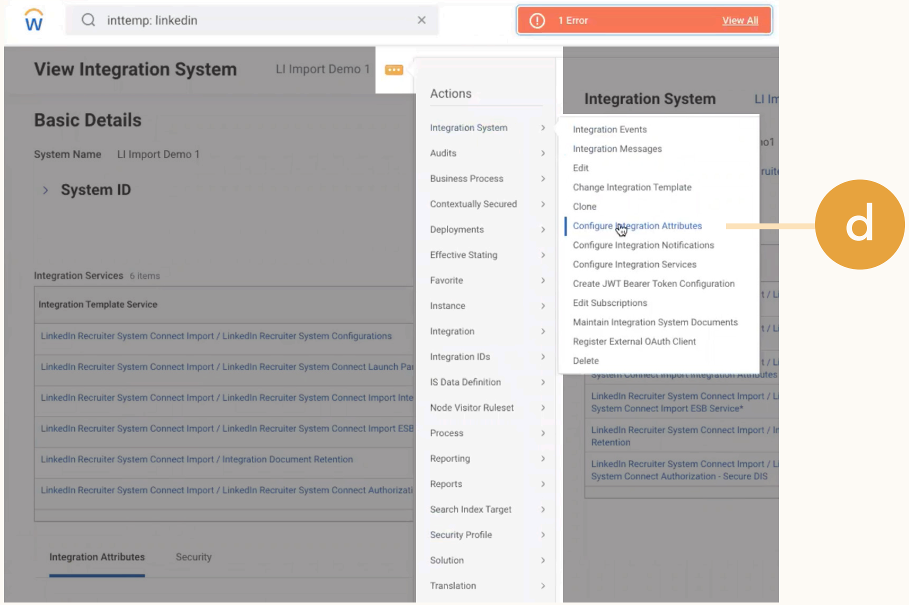
Step 5 (Cont.)
Set up import integrations.

c. Add a System Name and click **"OK."**

d. Return to the "•••" Actions menu and go to **"Integration System > Configure Integration Attributes."**





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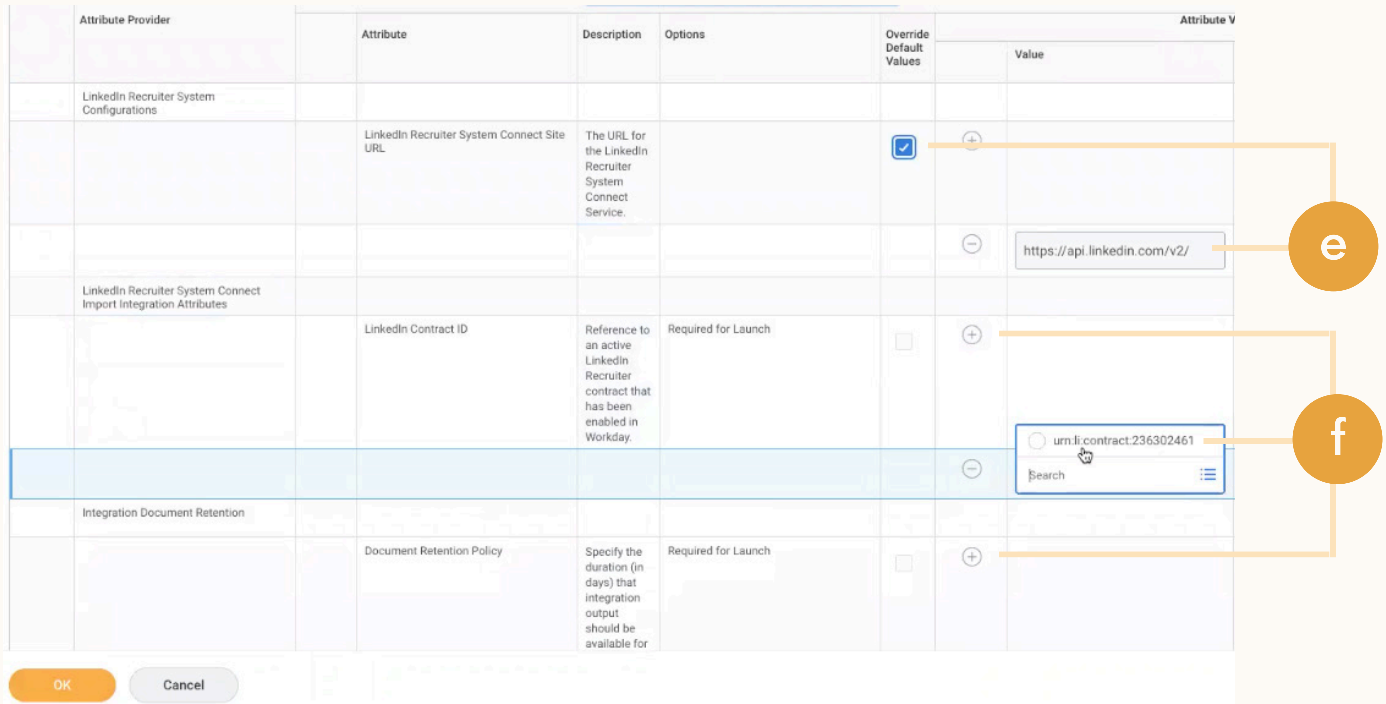
Step 5 (Cont.)
Set up import integrations.

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.



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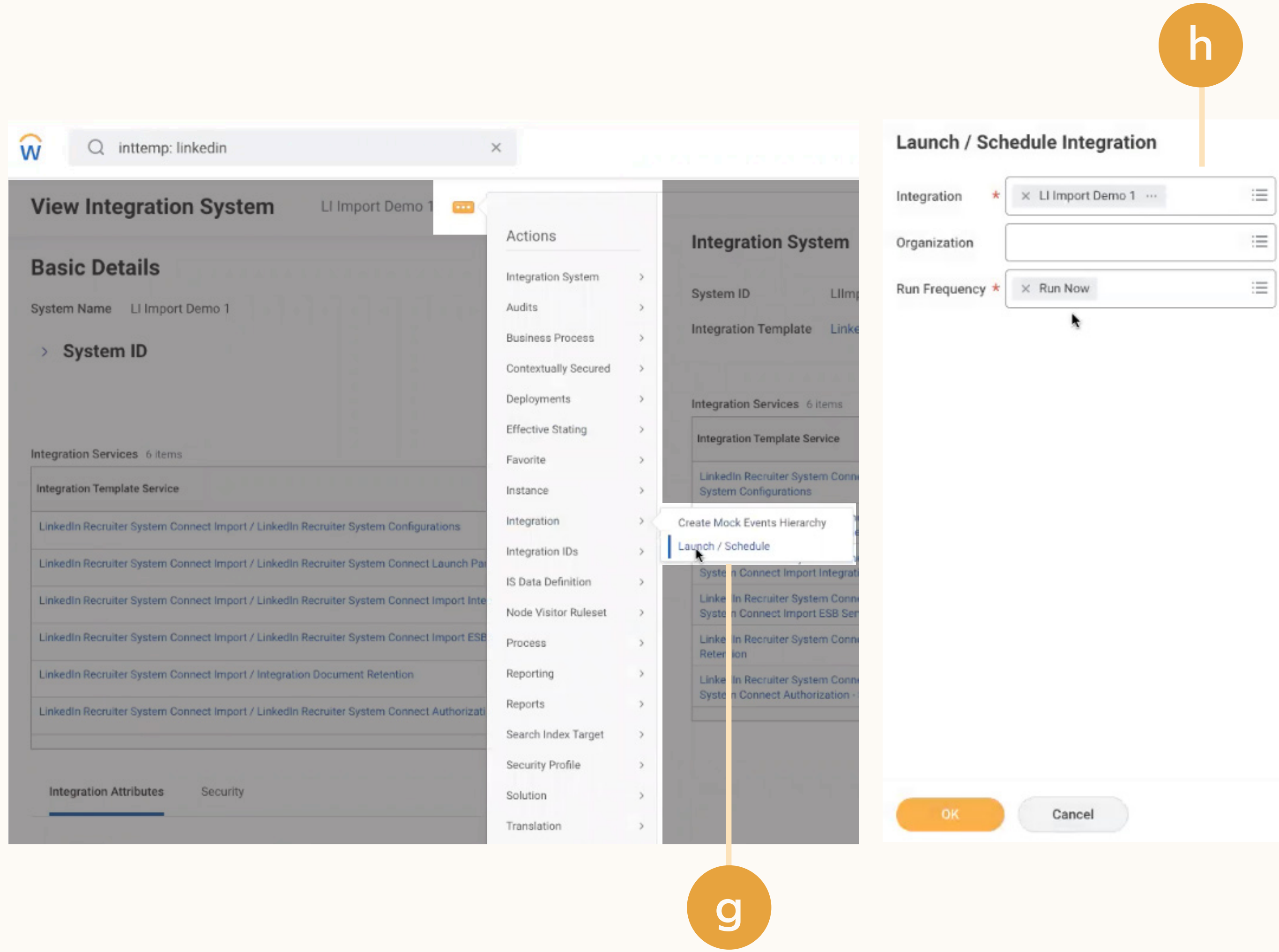
Step 5 (Cont.)
Set up import integrations.

g 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.



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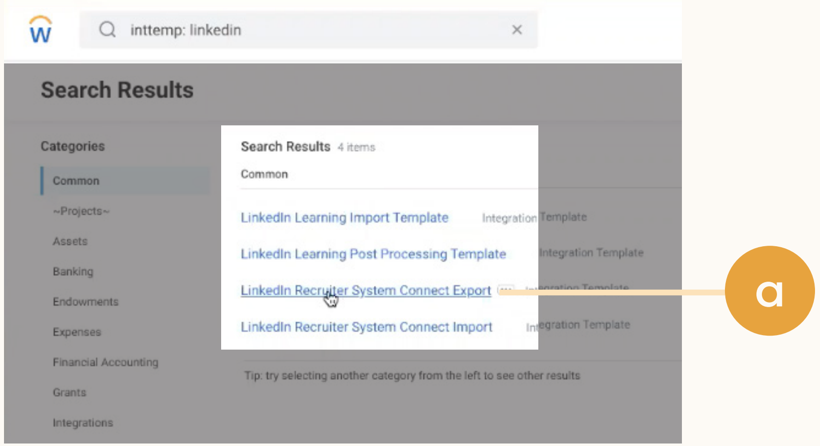
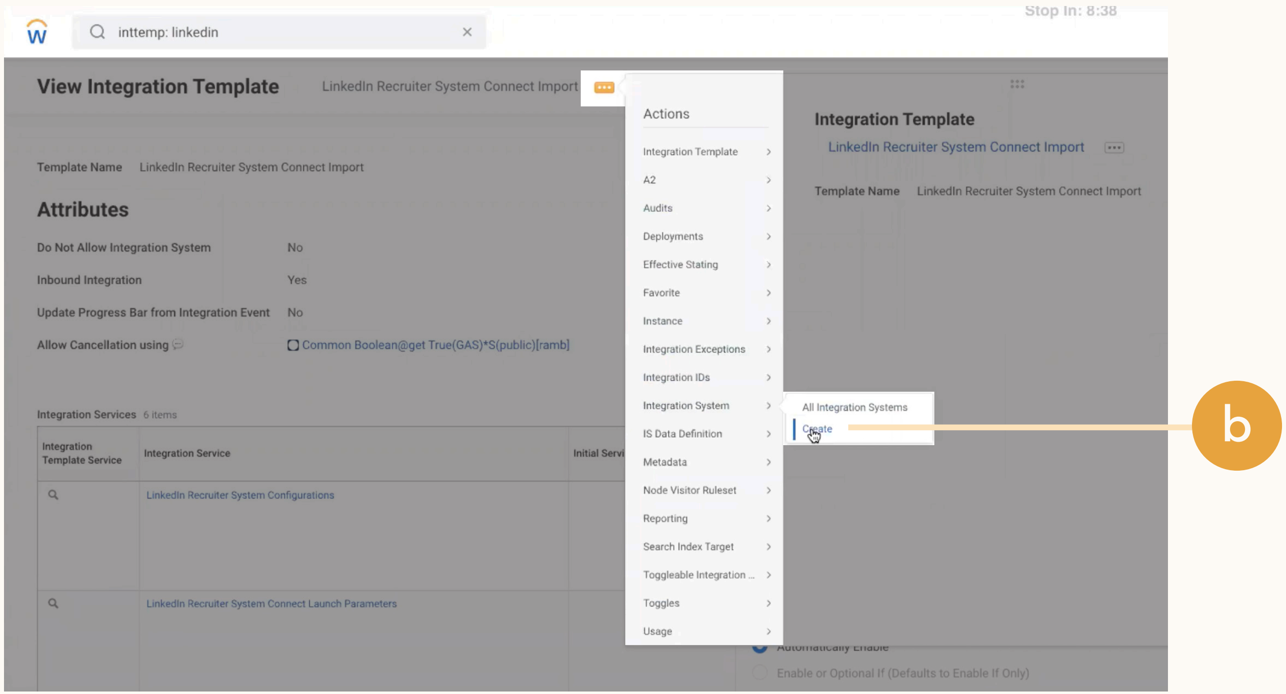
Step 6
Set up export integrations.

- **a** 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.”**

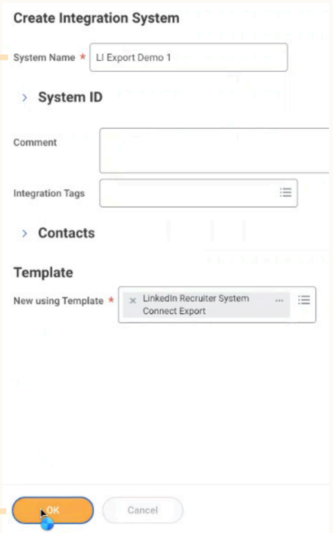


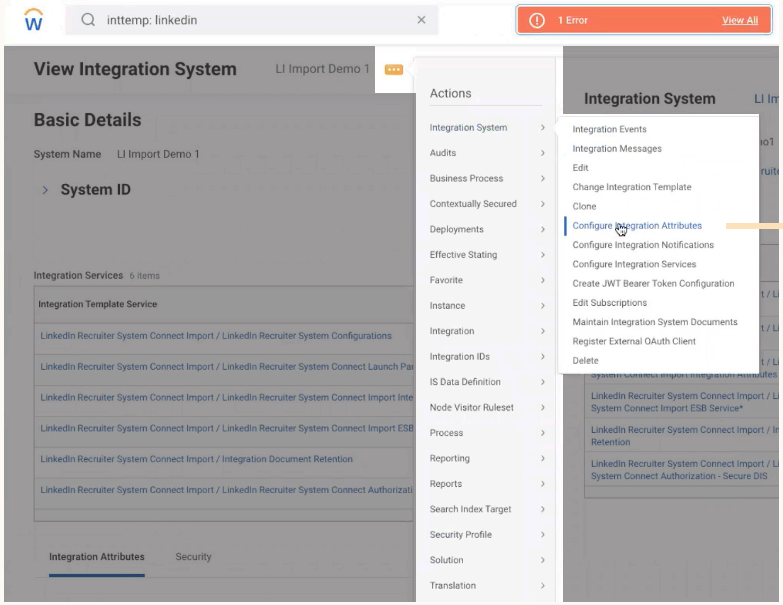


Step 6 (Cont.)
Set up export integrations.

c Add a System Name and click **“OK.”**

d Return to the “•••” Actions menu and go to **“Integration System > Configure Integration Attributes.”**





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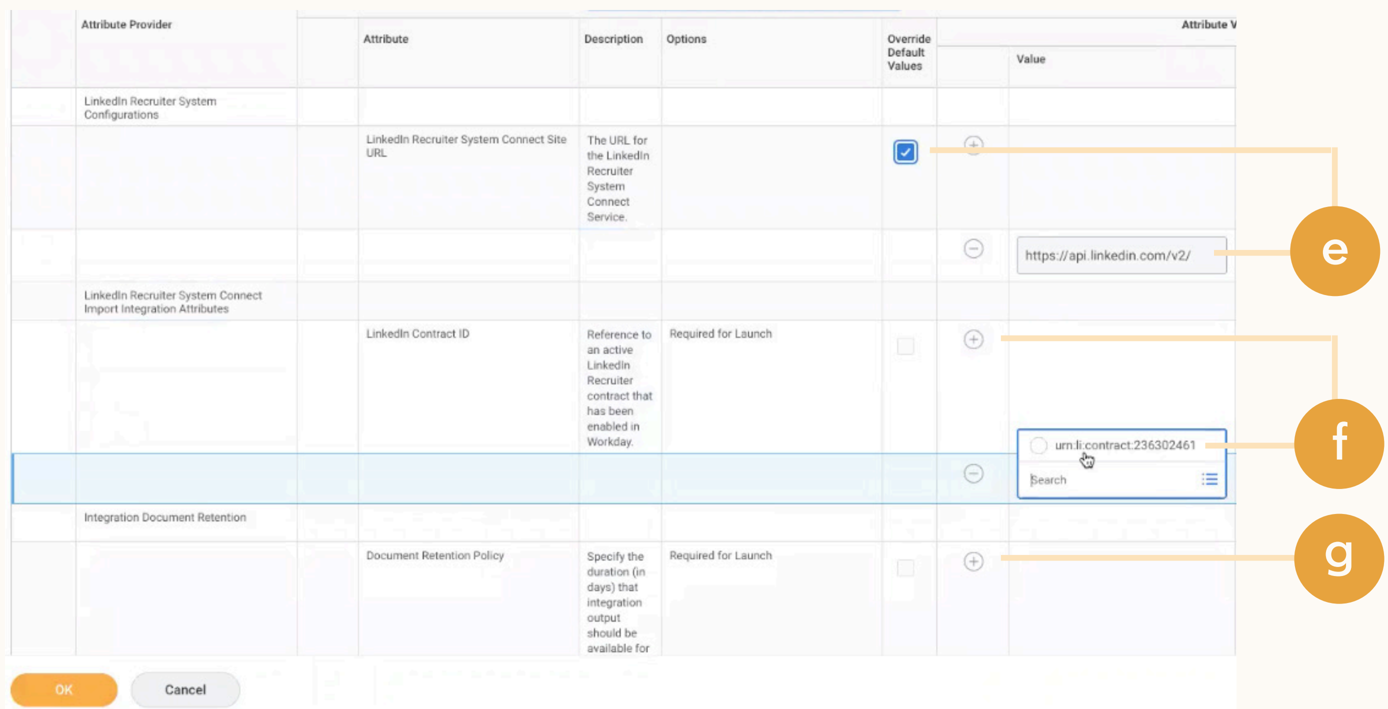
Step 6 (Cont.)
Set up export integrations.

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.



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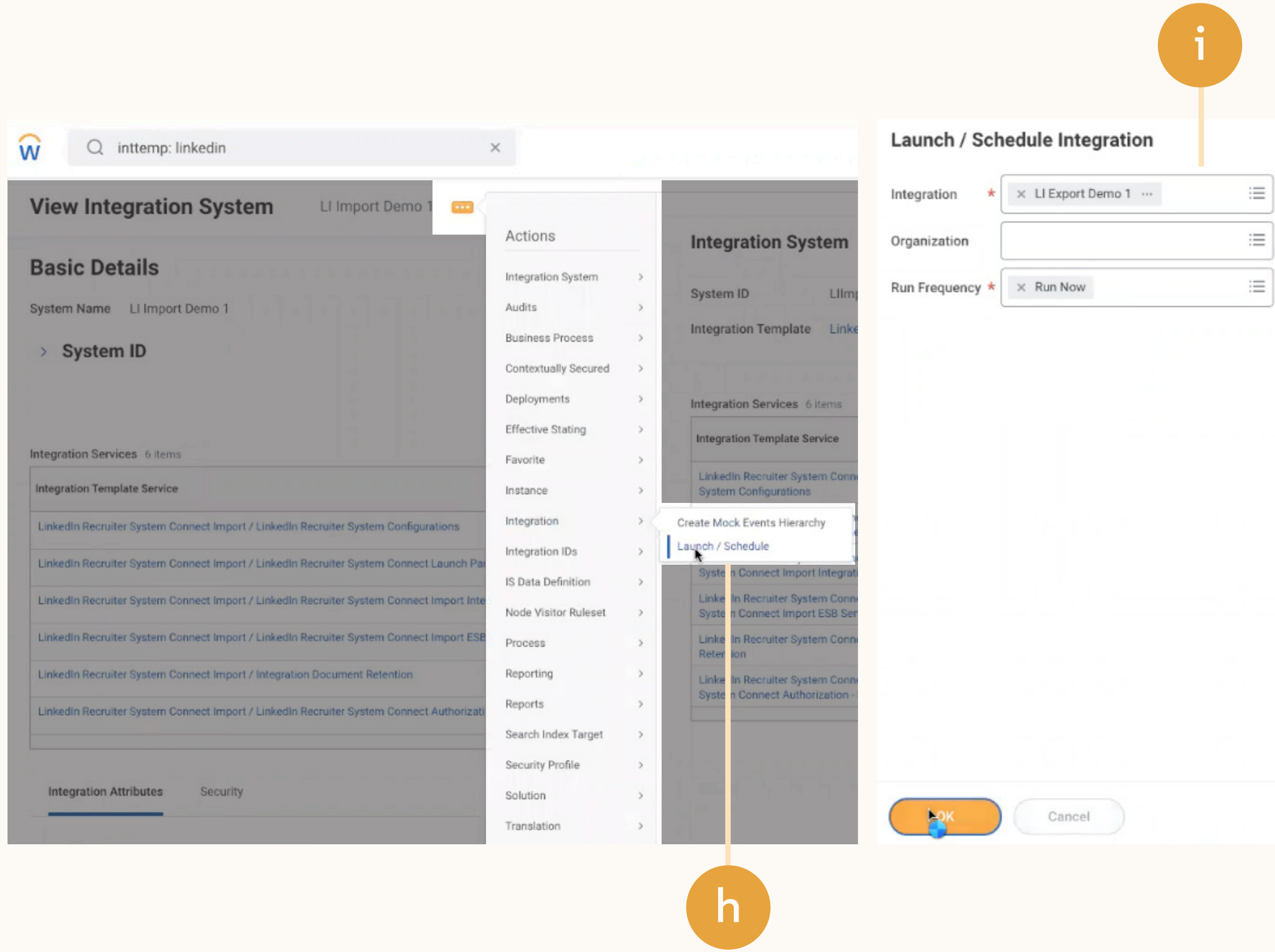
Step 6 (Cont.)
Set up export integrations.

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.



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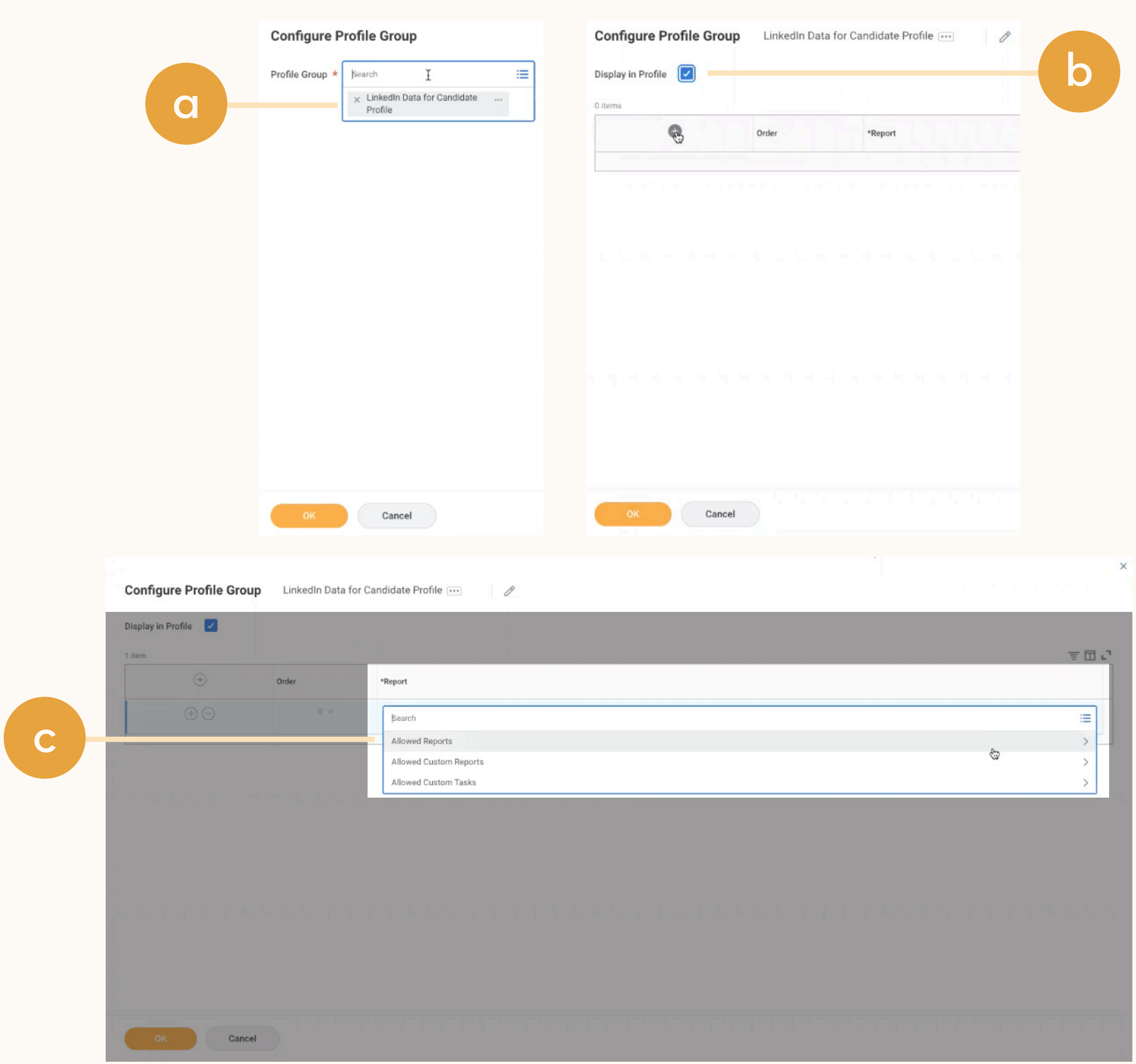
Step 7
View your reports.

a. 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.”**



Note on 1-Click Export

1- Click Export functionality will not be available for Workday RSC customers. While the 1-Click Export button will still be visible to your recruiters, it will not actually export any candidate information when clicked.

Customers using the New Recruiter & Jobs (NRJ) will be able to remove the 1-Click Export button for their recruiters by going to Settings and turning 1- Click Export "Off." We recommend taking this step as early as possible to minimize confusion among your recruiters.

Customers on CAP will not be able to remove the 1-Click Export button. It will remain visible but will not be functional. If you would like to upgrade to NRJ and have the option to toggle 1-Click Export off, please reach out to your Customer Success Manager to learn more.

Interested in 1-Click Export?
1- Click Export allows you to export information from LinkedIn Recruiter to your ATS at the click of a button. If you believe 1-Click Export would be a valuable part of your workflow in RSC, please pass feedback along to your Workday representative.

Testing RSC in Preview

If you are not interested in testing RSC in a Preview tenant, please skip these instructions.

We've put together a recommended flow for you to follow when testing RSC. See the next few pages for our step-by-step instructions.

How often should I test RSC?

How often you should log in to test RSC depends on how often you're syncing your data. In other words, if you have configured your data to sync from Workday into Recruiter 1-2 times a day, we recommend logging in to check that everything's running smoothly once or twice a day.

How long should I test in Preview?

We recommend testing RSC for no longer than 2 weeks to minimize the amount of time time your recruiters spend interacting with test data. You can deactivate your Preview tenant at any time by following the Ending Preview instructions included in this guide. Once you're ready to officially activate, check out the Workday RSC hub for next steps.

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Testing RSC in Preview

What is test data and how does it affect my workflow?

During Preview, Workday test data is synced into your LinkedIn production environment for the purposes of testing RSC. This data includes information like candidate, application, and jobs data, and will primarily be visible to your recruiters through the "In Workday" indicator in LinkedIn Recruiter. Only the historical data you have chosen to sync can have a matching record in both Recruiter & Workday.

During Preview, all recruiters on the selected contract(s) will be able to see and interact with test data from Workday. It is important to note that all test data synced from Workday into Recruiter will be removed, and any changes undone, once your Preview tenant has been deactivated.

Please ensure your Recruiter users are aware that they may be interacting with test data. See our email template to the right.

To Tricia Stauber x Brian Peterson x

Hello Recruiter users,

Beginning [X date] we will be testing LinkedIn's new integration with Workday, Recruiter System Connect, in a Preview environment. During this Preview period, test data f rom Workday will be visible on LinkedIn Recruiter. Please be aware that any actions you take on test data, like sending InMails, writing notes, or adding to p rojects, will be undone and removed once we wrap up with testing within the next two weeks.

Thank you,
[Your name]

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Preview Test Flow

Here is our recommended test flow you can follow to test RSC in your Workday Preview tenant. These steps will help you validate that your data has successfully synced between Workday & LinkedIn.

Please make sure there are no special characters in the data you are creating.

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Validating your Data Sync between Workday & LinkedIn

a. Create a profile for yourself in Workday using the same email address and name used for your LinkedIn profile

b. Apply for any job in Workday

c. Run the **"Export Integration for today"** setting the time period as: Start Date: **"12AM; End Date: Current"**

   i. This will export your candidate and job application data to LinkedIn Recruiter

d. Validate that your Workday data has synced to LinkedIn by navigating to LinkedIn Recruiter and login to your Recruiter seat

e. Search for your name

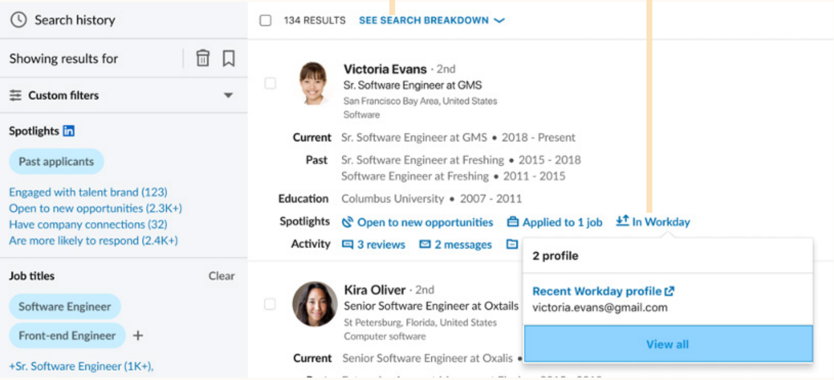
f. On your Profile, the **"In Workday"** indicator will display data from Workday, indicating that your Workday data is now accessible in Recruiter

g. Validate that your LinkedIn data has synced to Workday by searching for your name in Workday Recruiting

h. Navigate to your candidate profile → LinkedIn Data → Profile. Your up-to-date LinkedIn Profile should be displayed in Workday Recruiting

e

f



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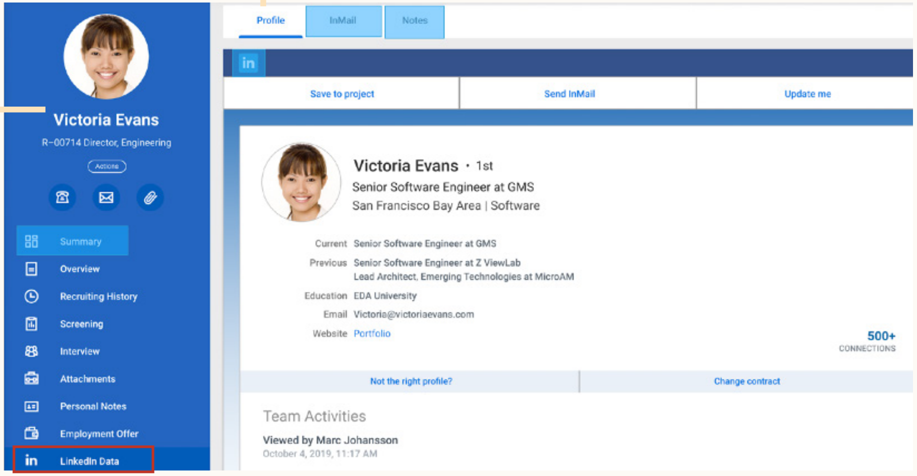

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Testing InMail Sync

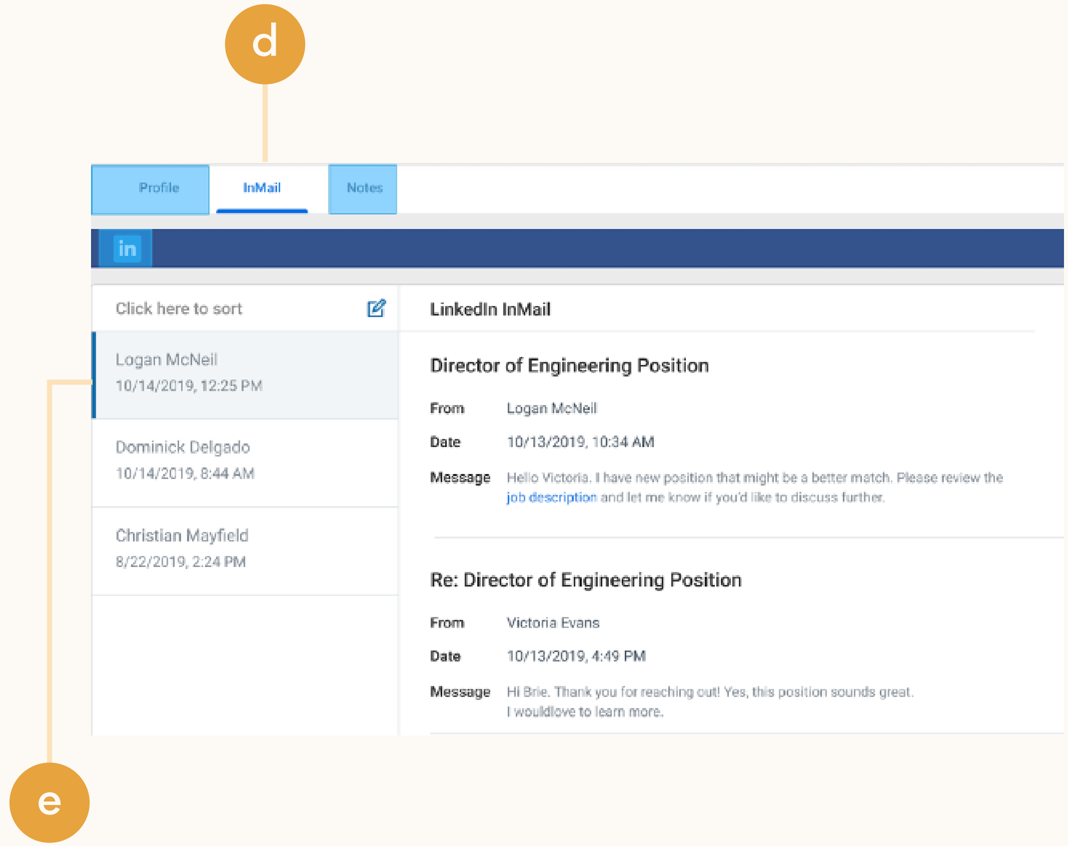
a. While logged in to your Recruiter seat, send an InMail using LinkedIn Recruiter to another colleague

b. Run the **"Import Integration for today"** setting the time period as Start Date: **"12AM; End Date: Current"**

c. In Workday Recruiting, search for the name of your colleague who received the InMail

d. Navigate to their **"Profile" → "LinkedIn Data" → "InMail tab"**

e. The InMail tab will display the InMail that you sent to this candidate



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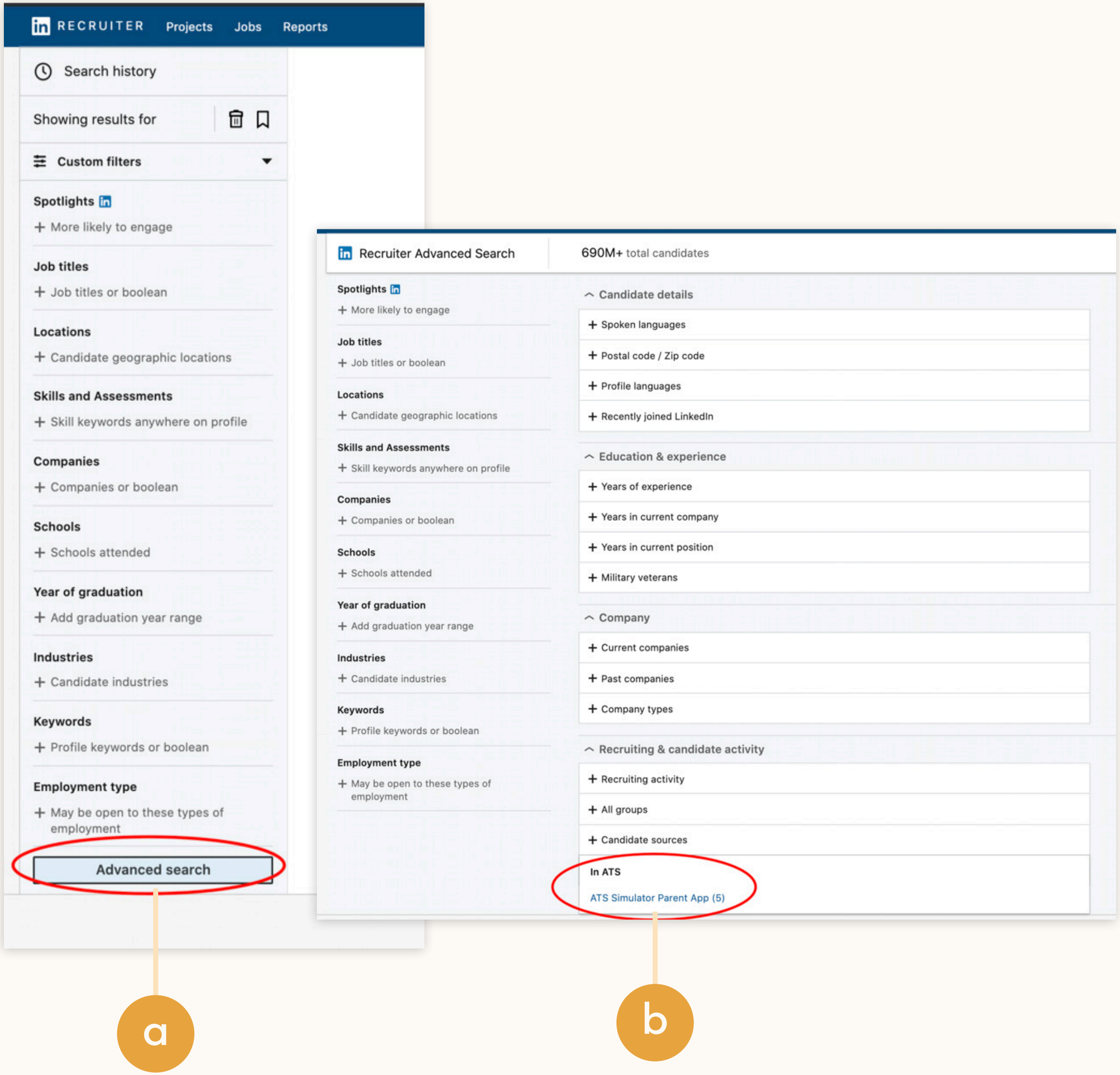
In-ATS Check

a In order to see all the candidates that have successfully synced, please navigate to LinkedIn Recruiter and click **"Advanced Search"**

b Within Advanced Search, see **"In ATS"** under the **"Recruiting & candidate activity"** filter

c The search will populate all of your Workday candidates that have a LinkedIn profile

i Note: Only candidates who are using the same email address as in their LinkedIn accounts will be matched



Ending Preview

Once you decide to end your Preview of RSC, it's imperative to deactivate the integration. This will ensure that your test data is removed from both Recruiter and Workday and prepares you for a seamless launch when you're ready to officially activate in production. Remember that after deactivating, any actions taken on test data during Preview will be undone and all test data will be removed.

To deactivate RSC, have a Recruiter user with Admin access take the following steps:

1. Disable the integration in Workday. This is a self-service step that should take no more than 1-2 clicks in your Workday admin settings.
2. Email us at ltsatsintegrations@linkedin.com requesting for RSC to be deactivated.

    Subject: Deactivate RSC - Workday Preview

    Account ID

    Contract ID

    Reason for deactivating: Testing is Completed

When you're ready to officially reactivate in production, follow the activation instructions at the beginning of this guide.

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With LinkedIn Recruiter and Workday working together:

- Get the same candidate data in both Workday and Recruiter, 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 your Workday account
- See all Recruiter notes and InMail messages in Workday for a complete view of your candidate interactions
- Automatically create a profile within Workday when a candidate responds to an InMail message

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