

Connect LinkedIn Recruiter with Workday

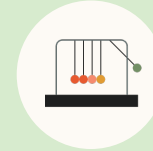
Link your accounts using our
comprehensive guide.



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

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”**

b

a

Edit Tenant Setup - Recruiting - Workday

Enable Alternate External Career Site URL

☐

Copy Personal Information from Job Application on Initiate Hire

☐

Copy Personal Information when Copying Job Applications

☐

Collect Preferred Name

☒

Privacy Policy Link URL

Privacy Policy Link Text

Configure LinkedIn Integrations

4 items

| Calculation | Report Field | Start Time | End Time |
|-------------|--|---|--|
| Q | <input checked="" type="checkbox"/> Average Time Calculation 1 | × Date Job Requisition Completed ? | × Latest Offer/Employment Agreement Completed Date ? |
| Q | <input checked="" type="checkbox"/> Average Time Calculation 2 | × Date Job Requisition Entered ? | × Latest Hire Initiation Date ? |
| Q | <input checked="" type="checkbox"/> Average Time Calculation 3 | × Earliest Job Posting Start Date ? | × Job Requisition Filled Date ? |
| Q | <input checked="" type="checkbox"/> Average Time Calculation 4 | × Recruiting Start Date ? | × Hire Date ? |

Terms and Conditions Agreement

The LinkedIn Integration data was copied from a Production or Gold Implementation tenant. Click OK to clear the data and to use LinkedIn Integration in the tenant.

By using th LinkedIn Configuration plugin you acknowledge and agree to use the middleware integration for LinkedIn Talent Solutions Products. You acknowledge that when using the middleware integration for LinkedIn Talent Solutions Products taht Job Posting, Canidate and Job application data may become available in LinkedIn through Workday's external career site or data sync between the applications.

I agree *

☒

OK

Cancel

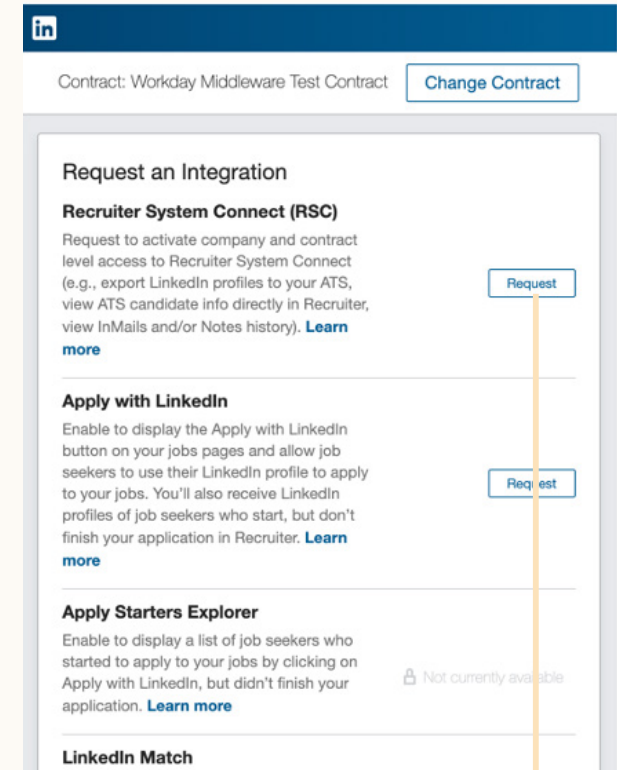
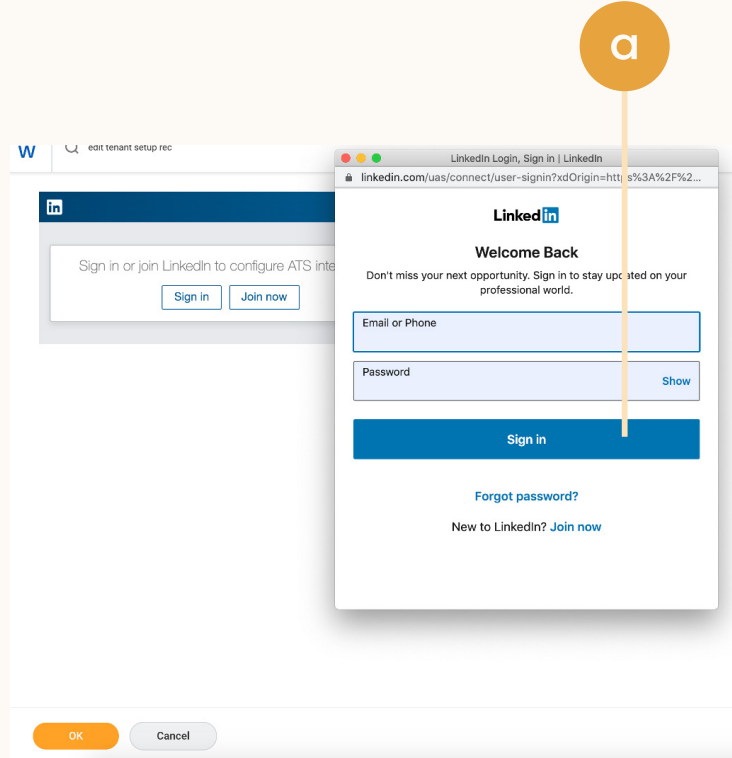
c

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”**

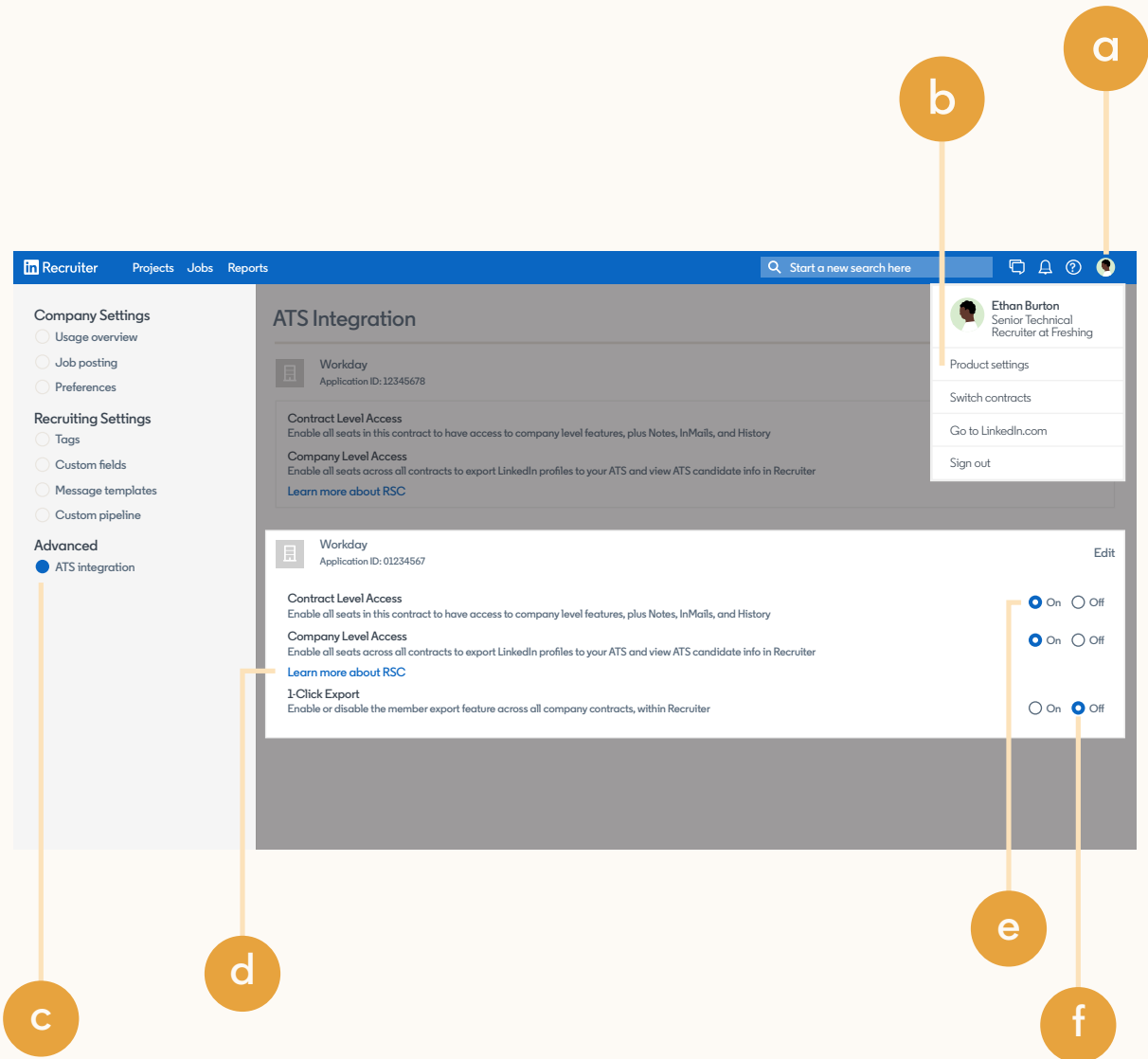


Step 3 Connect LinkedIn Recruiter to Workday.

- 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).

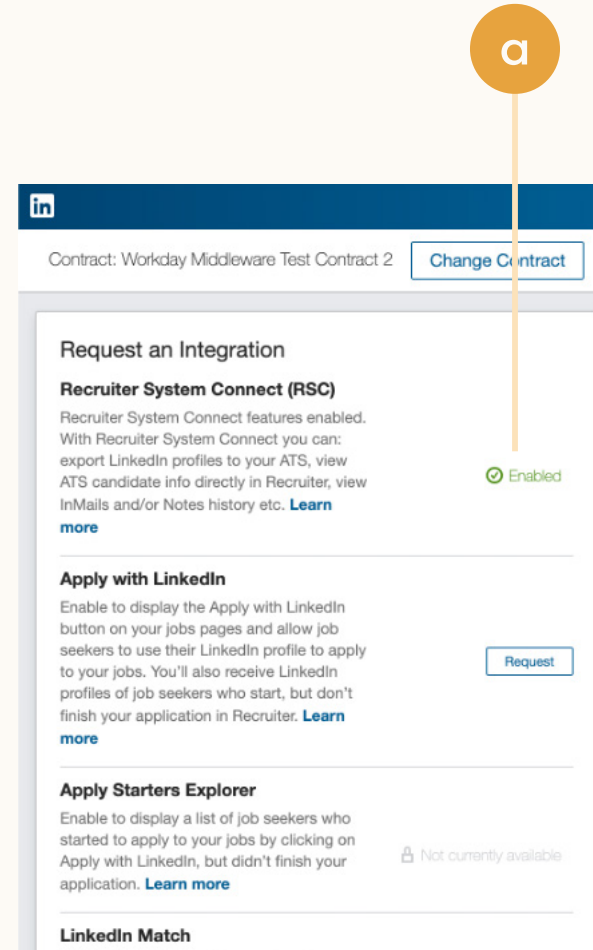


Step 4

RSC is enabled in Workday.

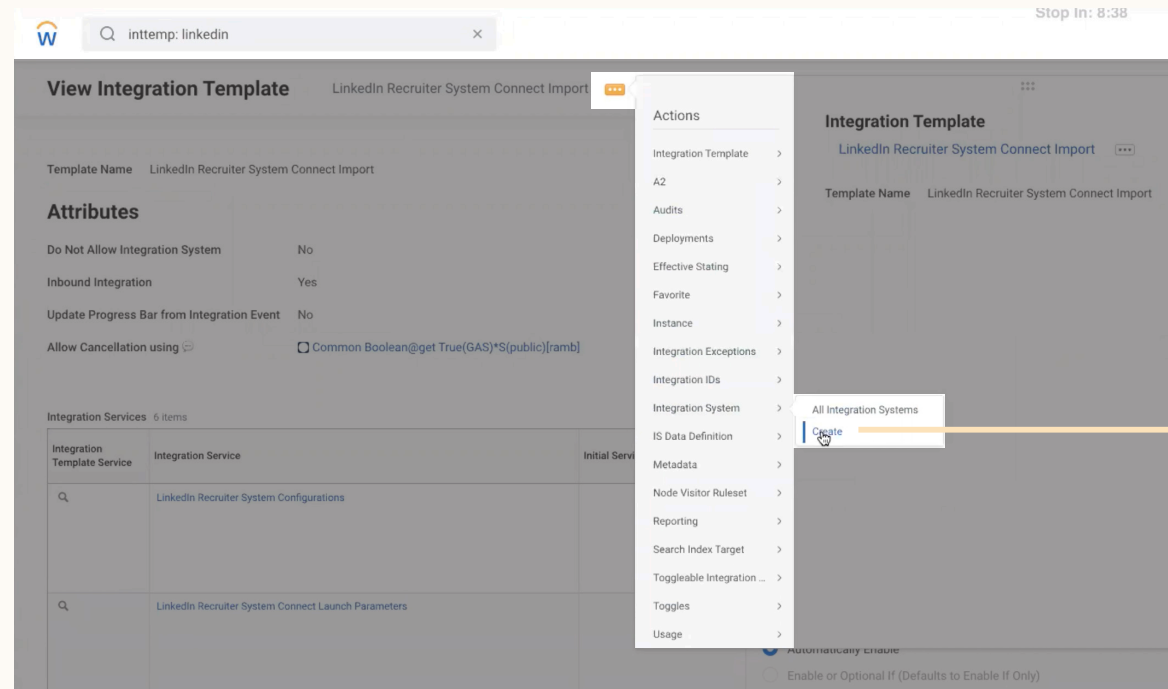
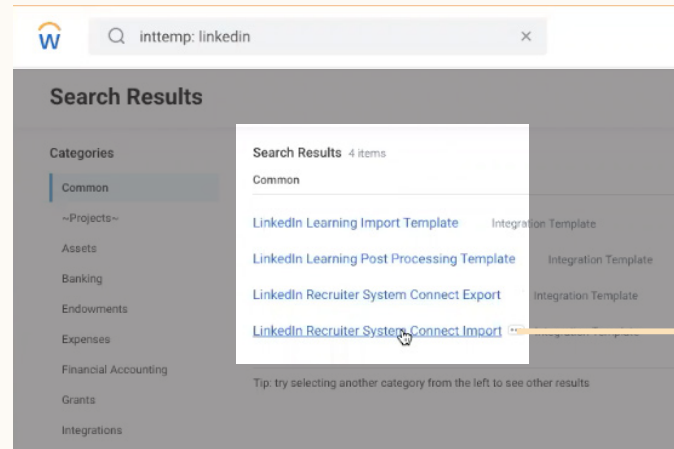
- a Navigate back to Workday where you will see that RSC is “Enabled”.
- b Finish setting up the integration by reviewing the configuration steps in the [Workday Admin Guide](#). Follow the steps outlined under “**Setup LinkedIn Recruiter System Connect Integration.**” Only upon completing and scheduling 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.



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.”**



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.**”

The image shows two screenshots from the Workday interface. The top screenshot is a 'Create Integration System' dialog box. It has a title bar 'Create Integration System'. Inside, there's a 'System Name' field with 'LI Import Demo 1' entered. Below it is a 'System ID' section with a 'Comment' text area and 'Integration Tags' list. Then a 'Contacts' section. At the bottom is a 'Template' section with 'New using Template' and a dropdown menu showing 'LinkedIn Recruiter System Connect Import'. At the very bottom are 'OK' and 'Cancel' buttons. An orange circle with the letter 'C' is next to the 'System Name' field, and an orange line connects it to the 'OK' button. The bottom screenshot is the 'View Integration System' page for 'LI Import Demo 1'. It has a left sidebar with 'Basic Details', 'Integration Services', and 'Integration Attributes' (selected). The main area shows 'Basic Details' with 'System Name' and 'System ID'. On the right, there's an 'Actions' menu with a dropdown open showing options like 'Integration Events', 'Integration Messages', 'Edit', 'Change Integration Template', 'Clone', 'Configure Integration Attributes' (highlighted with an orange circle and letter 'd'), 'Configure Integration Notifications', 'Configure Integration Services', 'Create JWT Bearer Token Configuration', 'Edit Subscriptions', 'Maintain Integration System Documents', 'Register External OAuth Client', and 'Delete'. A red banner at the top right says '1 Error View All'.

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.

| Attribute Provider | Attribute | Description | Options | Override Default Values | Value |
|---|--|--|---------------------|-------------------------------------|--|
| LinkedIn Recruiter System Configurations | LinkedIn Recruiter System Connect Site URL | The URL for the LinkedIn Recruiter System Connect Service. | | <input checked="" type="checkbox"/> | <div>+<div>https://api.linkedin.com/v2/</div><div>-</div></div> |
| LinkedIn Recruiter System Connect Import Integration Attributes | LinkedIn Contract ID | Reference to an active LinkedIn Recruiter contract that has been enabled in Workday. | Required for Launch | <input type="checkbox"/> | <div>+<div>urn:li:contract:236302461</div><div>-<div><div>Search</div></div></div></div> |
| Integration Document Retention | Document Retention Policy | Specify the duration (in days) that integration output should be available for | Required for Launch | <input type="checkbox"/> | <div>+<div></div><div>-</div></div> |

OK

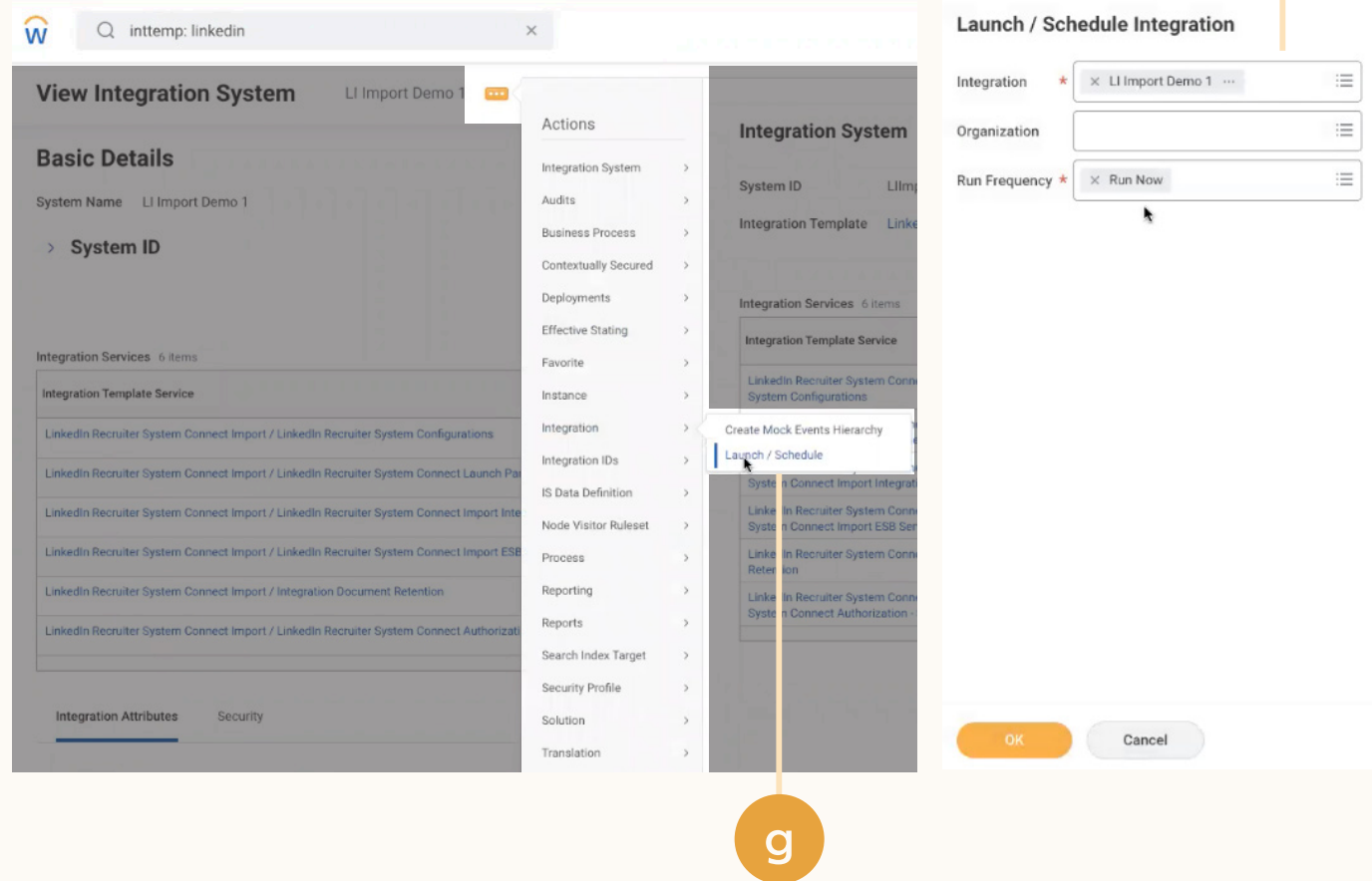
Cancel

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.

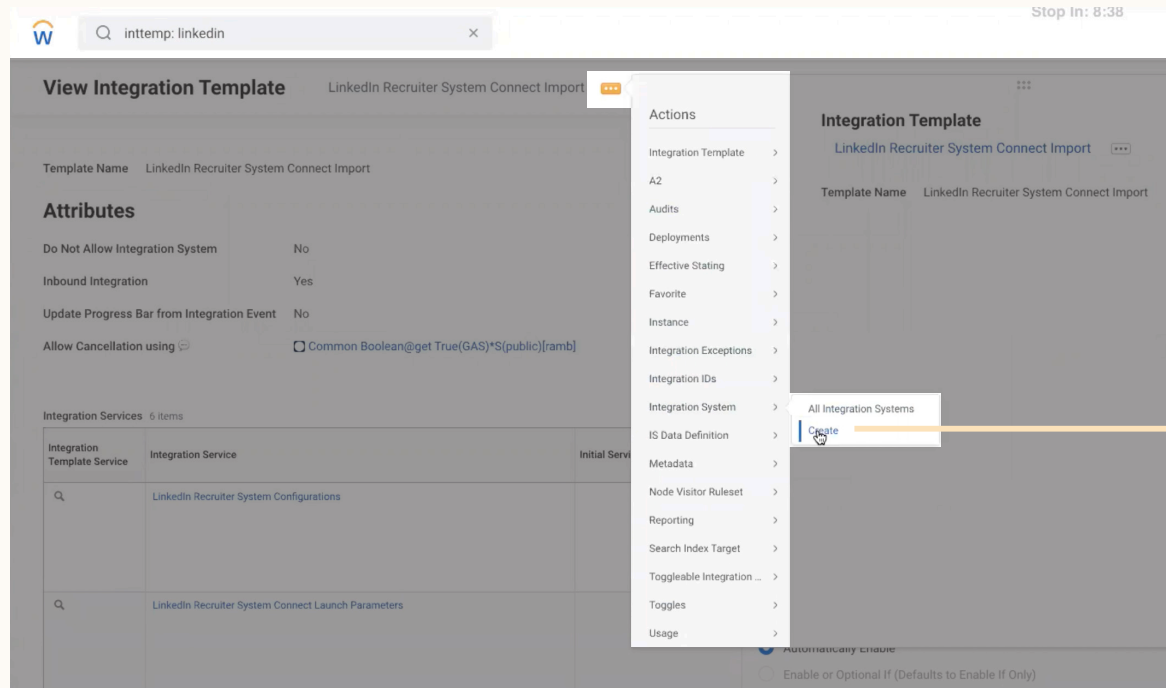
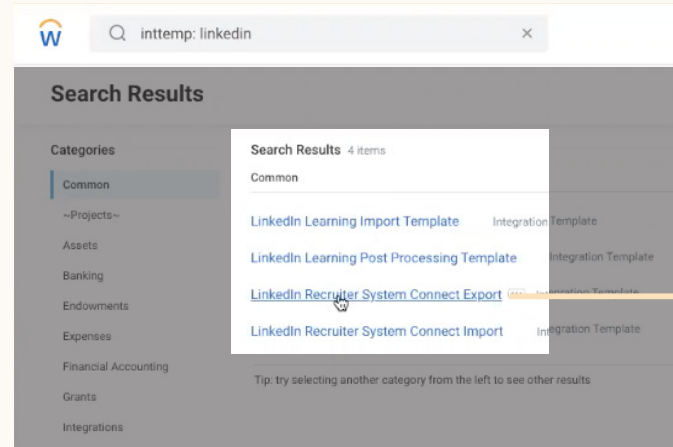
Note: Every system based on the import template can be configured with only one LinkedIn contract. If you have multiple contracts, you need to create multiple integration systems in Workday and configure each individual system.



The screenshot displays the Workday interface for managing integration systems. The main window is titled "View Integration System" for "LI Import Demo 1". It shows a sidebar with "Actions" and a main content area with "Basic Details" and "Integration Services". The "Integration Services" section lists several services, including "LinkedIn Recruiter System Connect Import / LinkedIn Recruiter System Configurations". The "Integration" menu item is highlighted, and the "Launch / Schedule" option is selected. A separate window titled "Launch / Schedule Integration" is shown, with fields for "Integration" (LI Import Demo 1), "Organization", and "Run Frequency" (Run Now). The "OK" button is highlighted.

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.**”

The image shows two screenshots from the Workday interface. The top screenshot is a 'Create Integration System' dialog box. It has a title bar 'Create Integration System'. Inside, there's a 'System Name' field with 'LI Export Demo 1' entered. Below it is a 'System ID' section with a 'Comment' field and 'Integration Tags'. Then there's a 'Contacts' section. At the bottom is a 'Template' section with 'New using Template' set to 'LinkedIn Recruiter System Connect Export'. At the very bottom are 'OK' and 'Cancel' buttons. An orange circle with the letter 'C' is next to the 'System Name' field, and an orange line connects it to the 'OK' button. The bottom screenshot is the 'View Integration System' page for 'LI Import Demo 1'. It has a left sidebar with 'Basic Details', 'Integration Services', and 'Integration Attributes' (selected). The main area shows 'Basic Details' with 'System Name' as 'LI Import Demo 1' and a 'System ID' section. On the right, there's an 'Actions' menu with a dropdown open showing options like 'Integration Events', 'Integration Messages', 'Edit', 'Change Integration Template', 'Clone', 'Configure Integration Attributes' (highlighted with an orange circle and letter 'd'), 'Configure Integration Notifications', 'Configure Integration Services', 'Create JWT Bearer Token Configuration', 'Edit Subscriptions', 'Maintain Integration System Documents', 'Register External OAuth Client', and 'Delete'. A red banner at the top right says '1 Error View All'.

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.

| Attribute Provider | Attribute | Description | Options | Override Default Values | Value |
|---|--|--|---------------------|-------------------------------------|------------------------------|
| LinkedIn Recruiter System Configurations | LinkedIn Recruiter System Connect Site URL | The URL for the LinkedIn Recruiter System Connect Service. | | <input checked="" type="checkbox"/> | https://api.linkedin.com/v2/ |
| LinkedIn Recruiter System Connect Import Integration Attributes | LinkedIn Contract ID | Reference to an active LinkedIn Recruiter contract that has been enabled in Workday. | Required for Launch | <input type="checkbox"/> | urn:li:contract:236302461 |
| Integration Document Retention | Document Retention Policy | Specify the duration (in days) that integration output should be available for | Required for Launch | <input type="checkbox"/> | |

OK Cancel

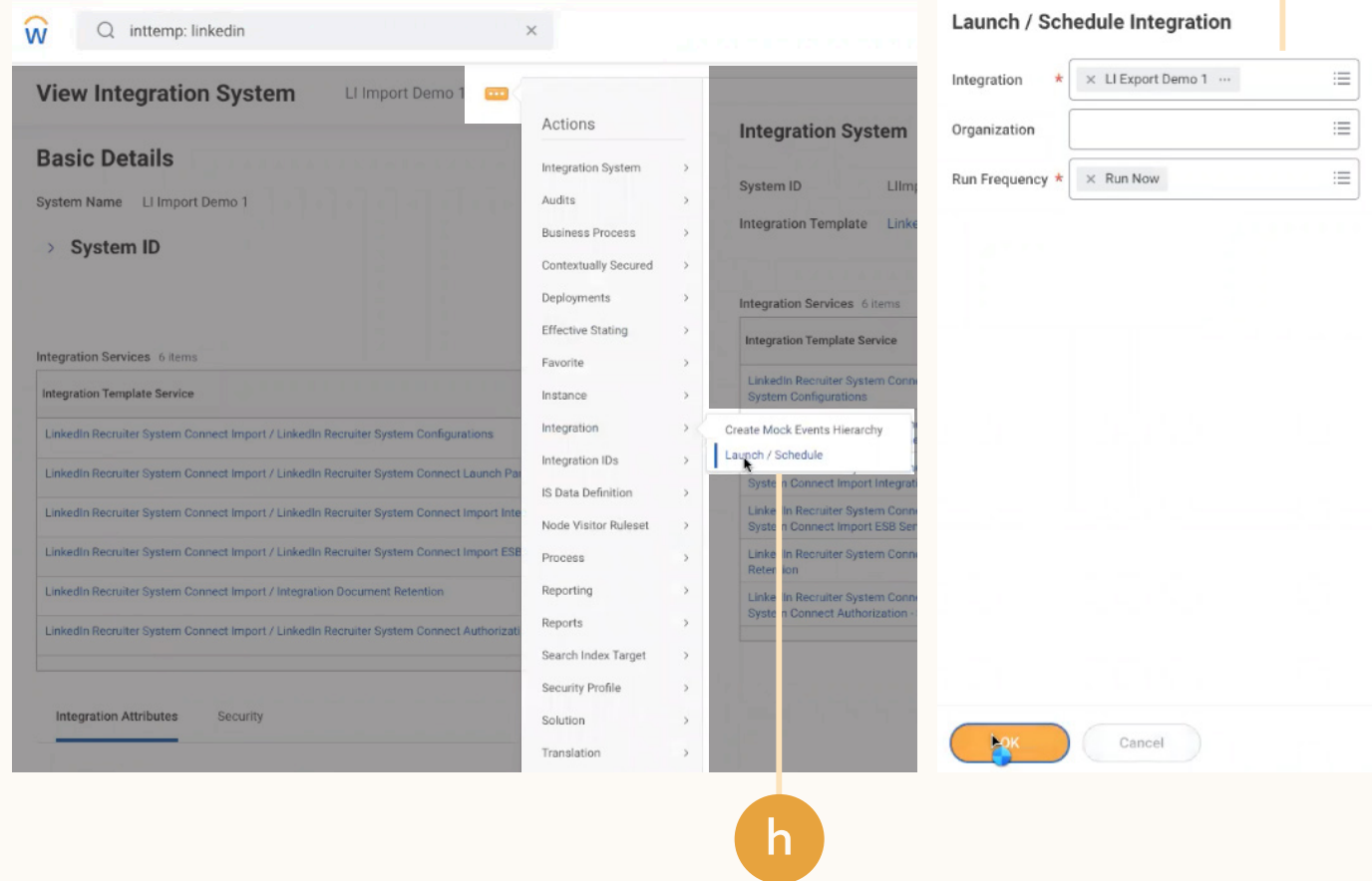
Annotations: e points to the 'Value' field of the first row; f points to the '+' button in the second row; g points to the '+' button in the third row.

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.

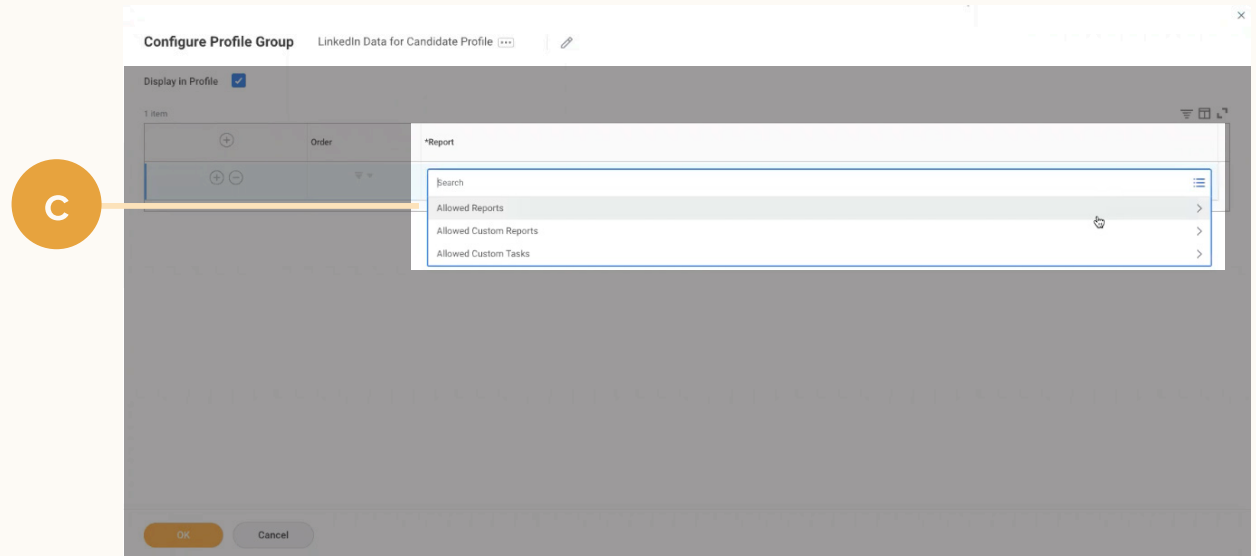
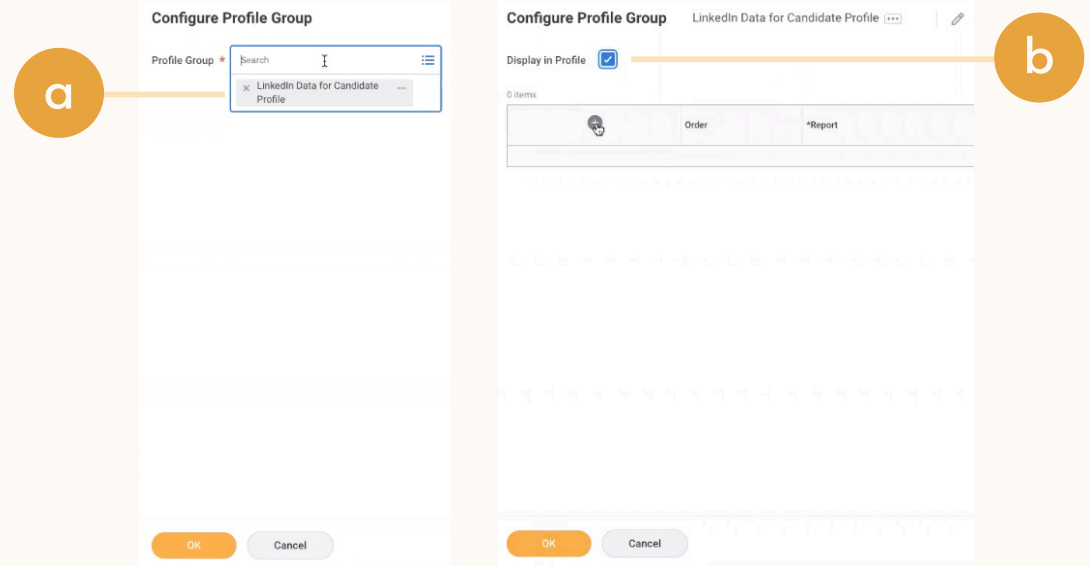
Note: Every system based on the import template can be configured with only one LinkedIn contract. If you have multiple contracts, you need to create multiple integration systems in Workday and configure each individual system.



The screenshot displays the Workday interface for configuring an integration system. The main window is titled "View Integration System" for "LI Import Demo 1". The "Basic Details" section shows the "System Name" as "LI Import Demo 1" and the "System ID". Below this, a list of "Integration Services" is shown, including "Integration Template Service" and "LinkedIn Recruiter System Connect Import / LinkedIn Recruiter System Configurations". The "Actions" menu is open, showing options like "Integration System", "Audits", "Business Process", "Contextually Secured", "Deployments", "Effective Stating", "Favorite", "Instance", "Integration", "Integration IDs", "IS Data Definition", "Node Visitor Ruleset", "Process", "Reporting", "Reports", "Search Index Target", "Security Profile", "Solution", and "Translation". The "Integration" option is selected, and a sub-menu is visible with "Create Mock Events Hierarchy" and "Launch / Schedule". The "Launch / Schedule" option is highlighted. To the right, the "Launch / Schedule Integration" dialog is shown, featuring fields for "Integration" (set to "LI Export Demo 1"), "Organization", and "Run Frequency" (set to "Run Now"). The "Run Now" button is highlighted. At the bottom of the dialog, the "OK" button is highlighted. Callout boxes 'h' and 'i' are used to highlight the "Launch / Schedule" button and the "Run Now" button, respectively.

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 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.



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 from 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 projects, will be undone and removed once we wrap up with testing within the next two weeks.

Thank you,
[Your name]

Preview Test Flow

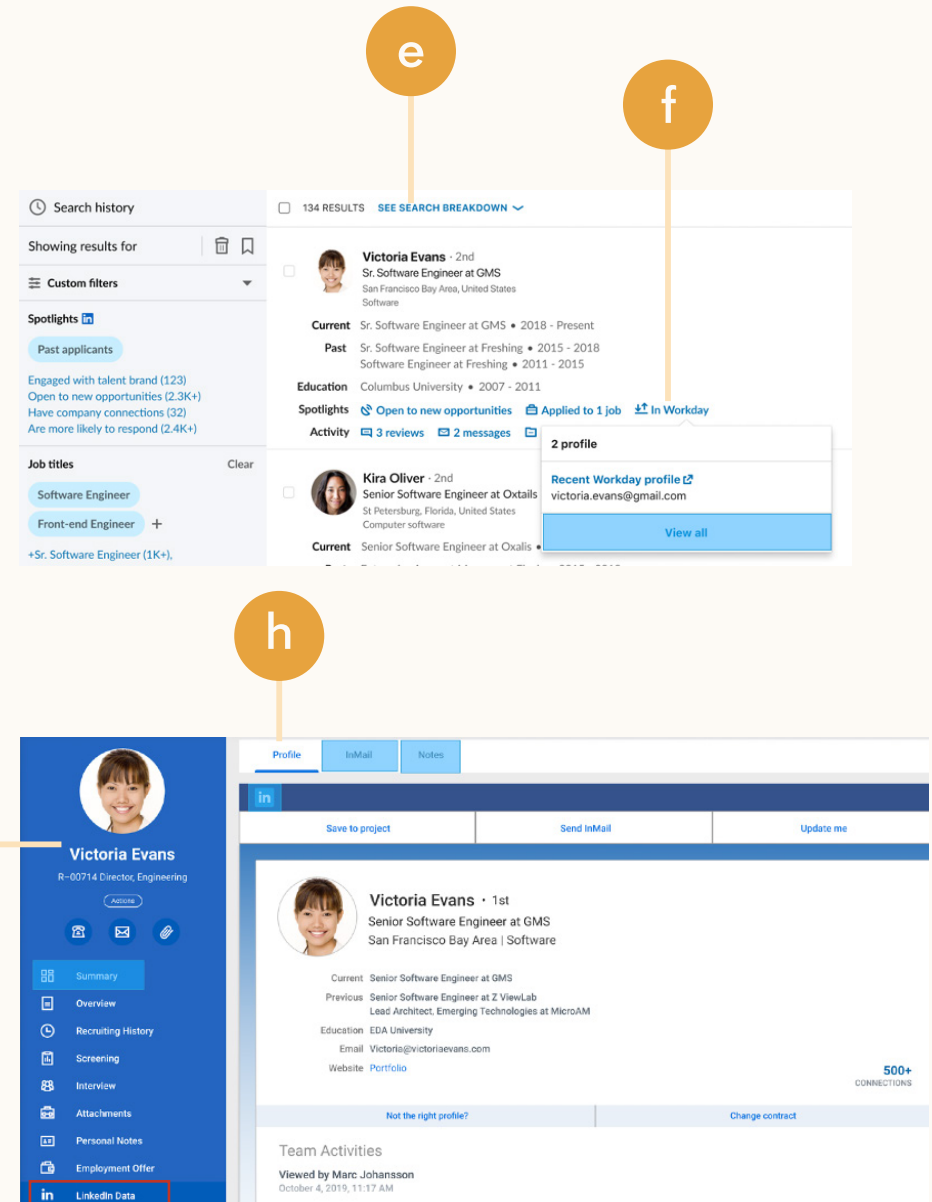
Here is our recommended test flow you can follow to test RSC in your Workday Preview tenant. These steps will help you validate that your data has successfully synced between Workday & LinkedIn.

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



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



The image shows two screenshots illustrating the data sync process between Workday and LinkedIn Recruiter.

Top Screenshot (Workday Recruiting): This screenshot shows search results for "Victoria Evans". A callout box labeled 'e' points to the "In Workday" indicator in the "Spotlights" section. Another callout box labeled 'f' points to the "Recent Workday profile" link in the "2 profile" section. The search results list Victoria Evans as a Sr. Software Engineer at GMS, with a current status of "Sr. Software Engineer at GMS • 2018 - Present".

Bottom Screenshot (LinkedIn Recruiter): This screenshot shows the LinkedIn profile of Victoria Evans. A callout box labeled 'g' points to the "LinkedIn Data" link in the left sidebar. A callout box labeled 'h' points to the "Profile" tab in the top navigation bar. The profile shows Victoria Evans as a Senior Software Engineer at GMS, with a current status of "Senior Software Engineer at GMS".

Testing InMail Sync

- a

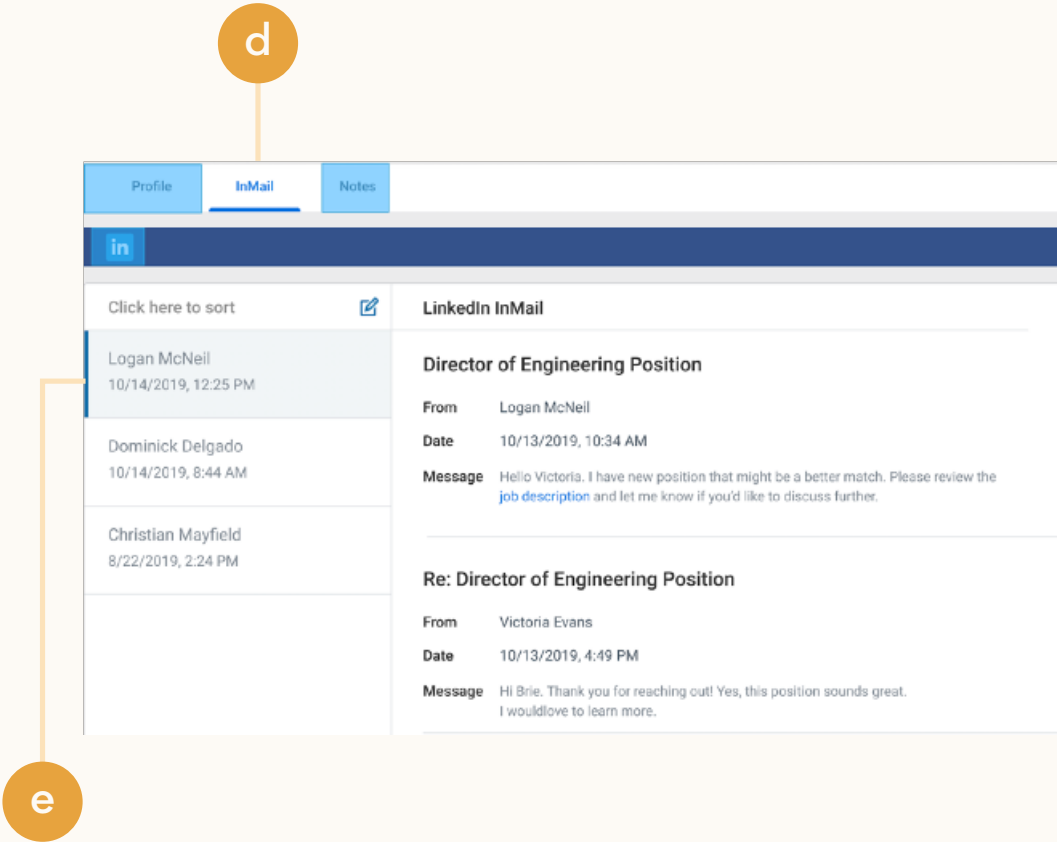
While logged in to your Recruiter seat, send an InMail using LinkedIn Recruiter to another colleague
- b

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



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

The image shows two screenshots of the LinkedIn Recruiter interface. The left screenshot shows the 'Advanced Search' button at the bottom of the search filters, highlighted with a red circle and labeled 'a'. The right screenshot shows the 'Recruiter Advanced Search' results page with 690M+ total candidates. The 'In ATS' filter is highlighted with a red circle and labeled 'b'. The filter shows 5 candidates for 'ATS Simulator Parent App'.

LinkedIn Recruiter Interface

Search history

Showing results for [icon] [icon]

Custom filters

Spotlights [icon]
+ More likely to engage

Job titles
+ Job titles or boolean

Locations
+ Candidate geographic locations

Skills and Assessments
+ Skill keywords anywhere on profile

Companies
+ Companies or boolean

Schools
+ Schools attended

Year of graduation
+ Add graduation year range

Industries
+ Candidate industries

Keywords
+ Profile keywords or boolean

Employment type
+ May be open to these types of employment

Advanced search

Recruiter Advanced Search 690M+ total candidates

Spotlights [icon]
+ More likely to engage

Job titles
+ Job titles or boolean

Locations
+ Candidate geographic locations

Skills and Assessments
+ Skill keywords anywhere on profile

Companies
+ Companies or boolean

Schools
+ Schools attended

Year of graduation
+ Add graduation year range

Industries
+ Candidate industries

Keywords
+ Profile keywords or boolean

Employment type
+ May be open to these types of employment

Candidate details

+ Spoken languages

+ Postal code / Zip code

+ Profile languages

+ Recently joined LinkedIn

Education & experience

+ Years of experience

+ Years in current company

+ Years in current position

+ Military veterans

Company

+ Current companies

+ Past companies

+ Company types

Recruiting & candidate activity

+ Recruiting activity

+ All groups

+ Candidate sources

In ATS
ATS Simulator Parent App (5)

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 tsatsintegrations@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.

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

