

appogeeHR

# HRIS

Integration guide

March 2021

LinkedIn Talent Hub



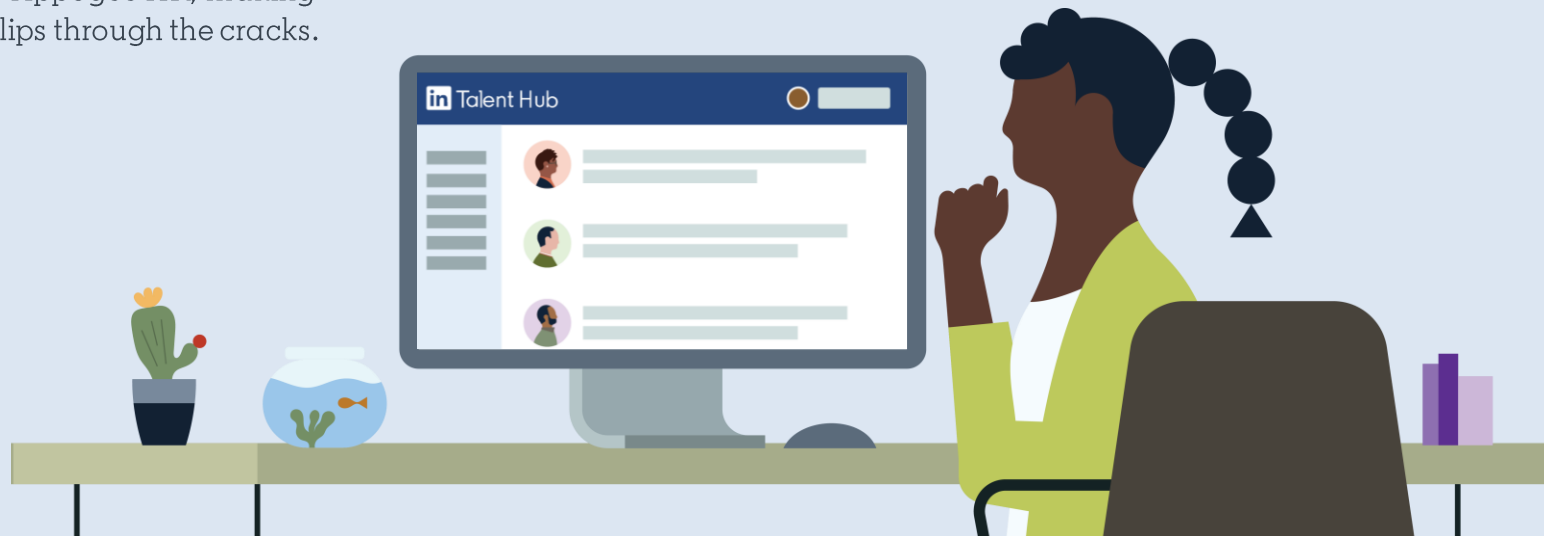
# Save time with Appogee HR.

LinkedIn Talent Hub makes for a more efficient hiring process. When you enable Appogee HR integration in Talent Hub, you don't have to worry about manually transferring data to your HRIS.

Once a candidate applies to a job and stays in the "Hired" stage for **at least three days (72 hours)**, you can export their data and set their start date—all without leaving Talent Hub. The new candidate data is automatically transferred into Appogee HR, making sure no important information slips through the cracks.

## Talent Hub Integrations

Talent Hub is the only applicant tracking system (ATS) that allows you to source, manage, and hire on a single platform. And our partner integrations make the process even easier—consolidating your workflow and giving you more time to focus on building winning teams.



# Appogee HR integration at a glance

By integrating with an HRIS partner, you'll be able to easily transfer new hire information to your HRIS directly from Talent Hub.

## Get a smoother transition from hire to onboarding.

When you connect an HRIS provider in LinkedIn Talent Hub, you don't have to worry about manually transferring data.

## Do it all in one place.

Once a candidate applies to a job and stays in the "Hired" stage for at least three days, you can export their data directly into the HRIS and set their start date – all without leaving Talent Hub.

## Save time and effort with automatic data transfers.

The new candidate data is automatically transferred into your HRIS, making sure no important information slips through the cracks.

### Things to be aware of

#### New and existing customers

While existing Appogee HR customers can set up integration from within Talent Hub, new customers will need to sign up in Appogee HR itself before initiating Talent Hub integration.

#### Email addresses

The email address you use with Talent Hub will need to match the one associated with your Appogee HR account.

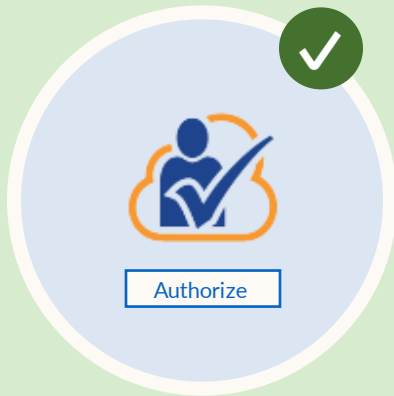
#### Limitations of automatic transfer

The job title and location information in Talent Hub must **exactly** match what's in Appogee HR. If they don't, those fields will display as blank on the employee record in Appogee HR.

### Get started

[Contact or enable Appogee HR](#)

# We'll help you get started.



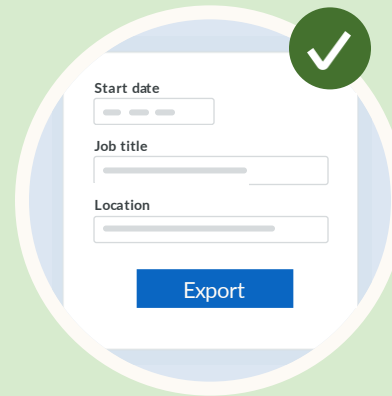
## Enable Appogee HR.

You can do this from the Talent Hub integrations page.



## Prepare candidates.

Make sure candidates have the criteria they need to be exported.



## Export candidates to Appogee HR.

Send candidate data and create a record in the HRIS.



## View candidates in Appogee HR.

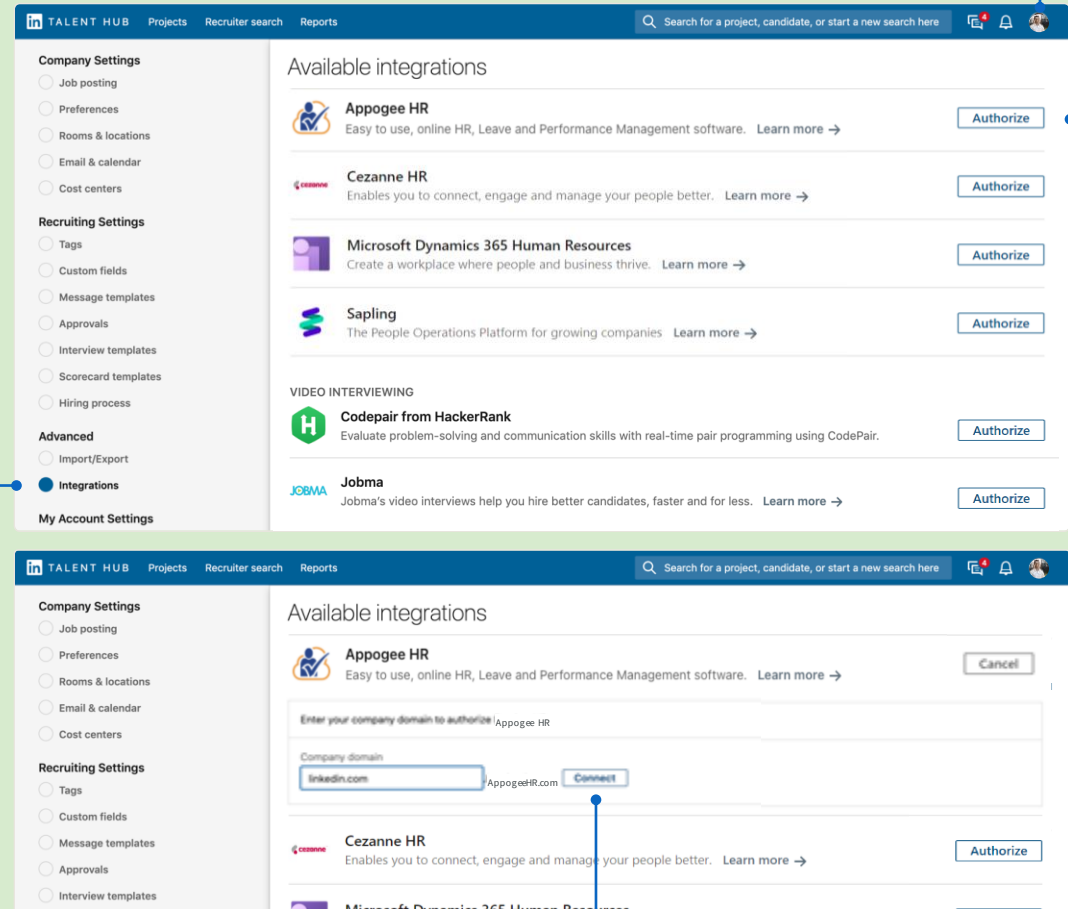
Confirm your export and begin the onboarding process.

## Enable integration

# Find Appogee HR in Talent Hub

1. Click your picture in the upper right-hand corner and select “Product Settings” from the drop-down menu.
2. On the Product Settings page, click “Integrations” under “Advanced.”
3. Find Appogee HR under “Available integrations” and click the “Authorize” button.
4. Confirm company domain for Appogee HR account and click “Connect.”

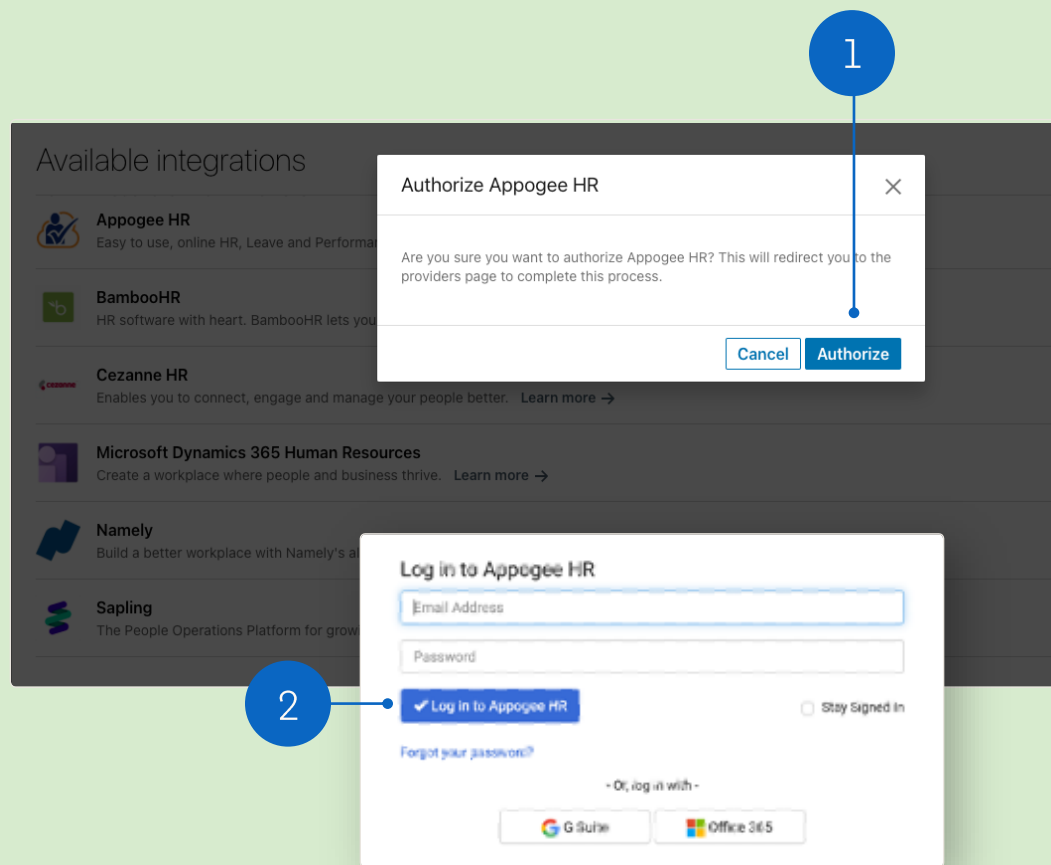
Each user will use the account authorized by the Talent Hub Admin.



## Complete the process

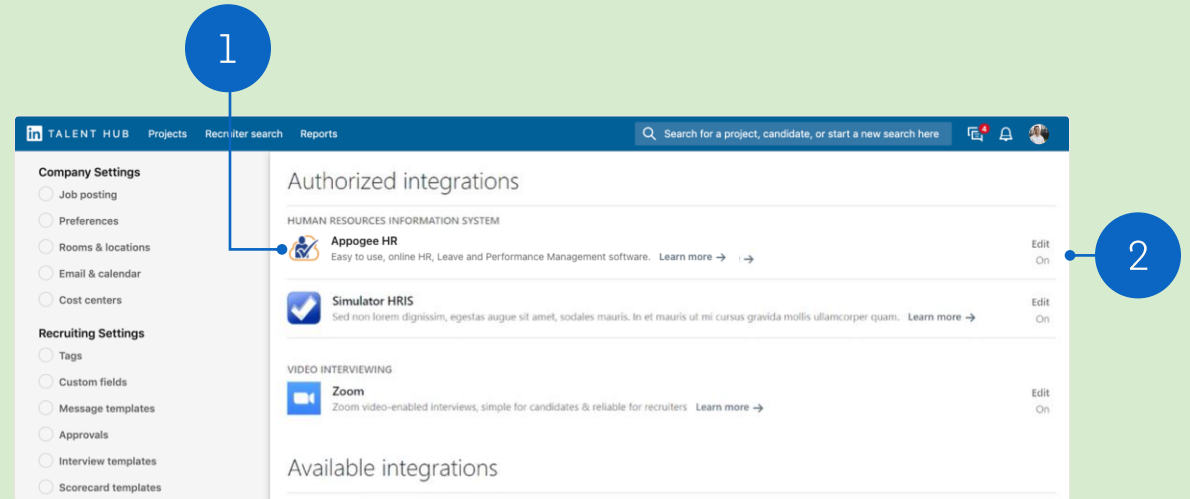
1. After entering your company's domain, click "Authorize" to proceed to the Appogee HR login.
2. After logging into your Appogee HR portal, you'll be redirected back to Talent Hub.

Once authorized, users with the right permissions can export eligible candidates to Appogee HR.



## Verify authorization

1. When redirected back to Talent Hub, refresh the page until Appogee HR displays as “On” under “Authorized integrations.”
2. This indicates that integration is now live for all users on the contract.

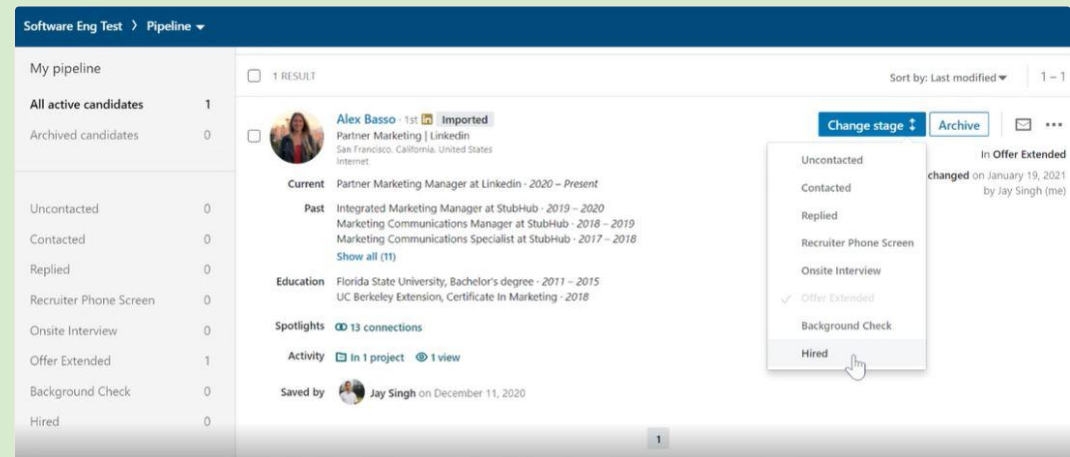


## Locate the action

Candidates must meet these two requirements in order to be eligible for export:

- ✓ They need to apply for the position they are being hired for
- ✓ They must have existed in any stage of your Pipeline for at least 72 hours prior to export

To begin the exporting process, you'll need to move the candidate to the "Hired" stage in your Pipeline.

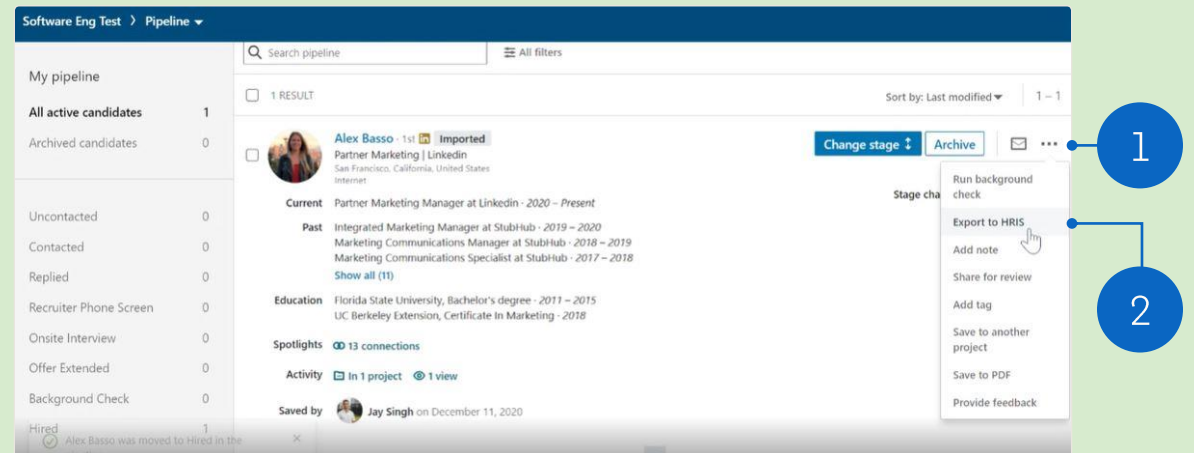




## Initiate the export

Once candidate has been moved to the “Hired” stage, you can export the candidate’s profile to Appogee HR directly from the Pipeline view.

1. In the Pipeline, click the ellipses next to the hired candidate.
2. From the drop-down menu, select “Export to HRIS.”



## Finalize information

Before completing the export, make sure you finalize the candidate's start date and other information.

The following users will be able to export candidates under a project to their HRIS:

- ✓ Talent Hub Administrator
- ✓ Hiring Project Owner
- ✓ Hiring Project Collaborator with full project permissions



The screenshot displays the AppageHR interface. On the left, a sidebar lists pipeline stages: 'My pipeline', 'All active candidate', 'Archived candidates', 'Uncontacted', 'Contacted', 'Replied', 'Recruiter Phone Screen', 'Onsite Interview', 'Offer Extended', 'Background Check', and 'Hired'. The main area shows a candidate profile for 'Alex Basso', marked as 'Imported'. The profile includes a photo, name, title 'Partner Marketing | LinkedIn', education 'LinkedIn - Florida State University', location 'San Francisco, California, United States', and contact information 'alexebasso@gmail.com'. Below the profile, it shows 'In 1 project: Software Eng Test' with a status of 'Hired' and a date of 'Dec 11, 2020'. A section for 'Most recent activities' shows a view by 'Jay Singh' on '1/19/2021 - 8:30 AM'. On the right, an 'Export to HRIS' dialog box is open, containing fields for 'Start date' (1/19/2021), 'Job title' (Software Engineer), and 'Location' (San Francisco Bay Area). It also states 'Candidate will be exported with the email: abasso@linkedin.com' and 'Powered by AppageHR'. At the bottom of the dialog are 'Cancel' and 'Export' buttons.

## Confirm export status

You can verify that the candidate's information has been exported under "Recruiting activities" on the candidate's profile.

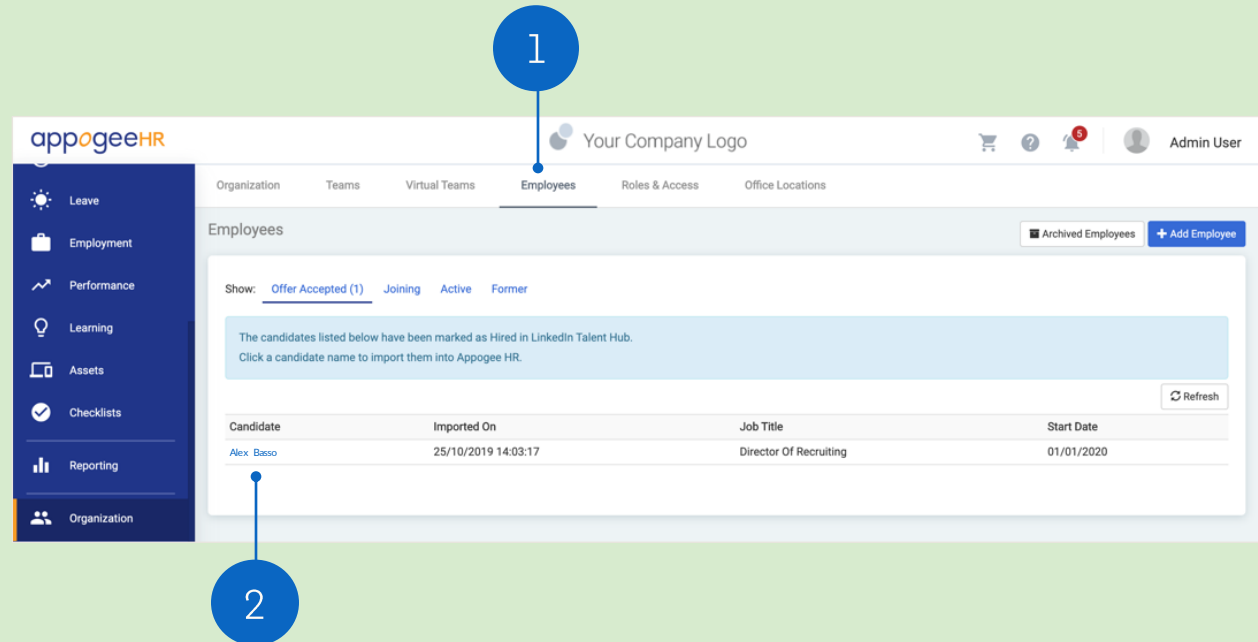
The screenshot displays a candidate profile for Alex Basso in the Talent Hub interface. The profile includes a profile picture, name, LinkedIn link, location (San Francisco, California), and email address (alexebasso@gmail.com). The candidate is marked as 'Imported' and has a 'Public profile' link. The interface shows the candidate is in a project named 'Software Eng Test', which is 'Hired' as of 'Dec 11, 2020'. The 'Recruiting activities' section shows a record where 'Jay Singh' exported the candidate to 'AppogeeHR' on '1/18/2021' at '8:30 AM'. The right sidebar contains 'Recruiting Tools' (Notes, Reminders, Links, Tags) and 'Similar Profiles' (Paige Montgomery).

## Find the candidate

Check your “**Organization**” employee directory in Appogee HR to see where the exported candidate has landed.

1. Explore employee categories to find where the candidate appears.
2. Click on the employee record to begin the import process.

In the Appogee HR example here, the candidate appears as “Offer Accepted” and must be imported into the system to create their profile and official record.



# FAQ



### 1. Can existing AppogeeHR customers enable the integration from Talent Hub?

Yes, your Talent Hub admin can enable the integration directly within the [Talent Hub product settings](#).

### 2. How do I get the Appogee HR integration from Talent Hub?

New customers are not able to sign up for Appogee HR through Talent Hub. Please reach out to Appogee HR [here](#) for more information. Appogee HR offers a 14-day free trial to Talent Hub customers.

### 3. Does the requestor email have to be the same as the email associated with my Appogee HR account?

The requestor's email **does not** have to be the same as the email associated with their Appogee HR account.

# Questions?

We're here to help you master integrations in Talent Hub.

You'll find more answers in the [Help Center](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

**LinkedIn** Talent Hub

