



HRIS

Integration guide

March 2021

LinkedIn Talent Hub



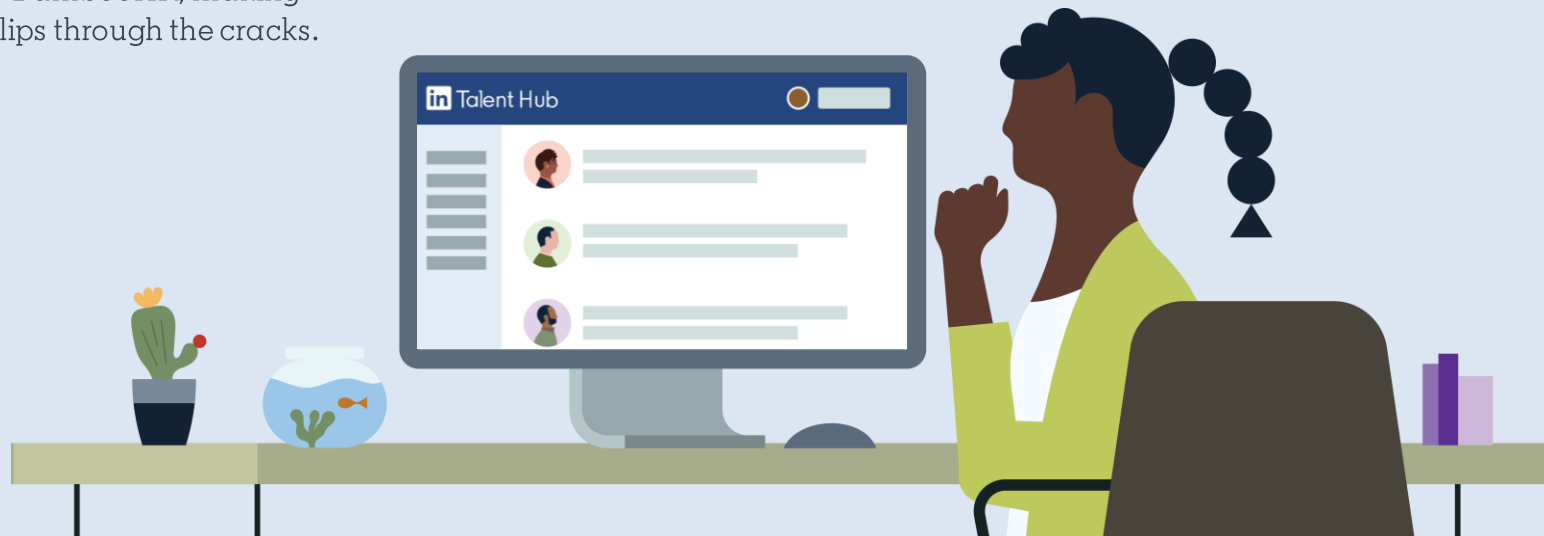
Save time with BambooHR.

LinkedIn Talent Hub makes for a more efficient hiring process. When you enable BambooHR 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 BambooHR, 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.



BambooHR 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 BambooHR customers can set up integration from within Talent Hub, new customers will need to sign up in BambooHR 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 BambooHR account.

Limitations of automatic transfer

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

Get started

[Contact or enable BambooHR](#)

We'll help you get started.



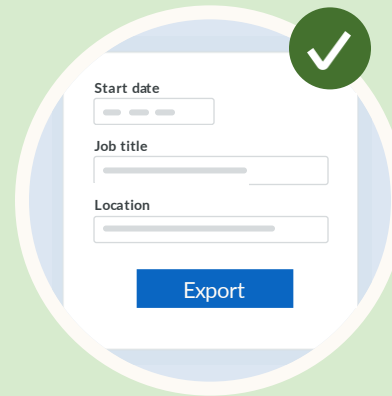
Enable BambooHR.

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 BambooHR.

Send candidate data and create a record in the HRIS.



View candidates in BambooHR.

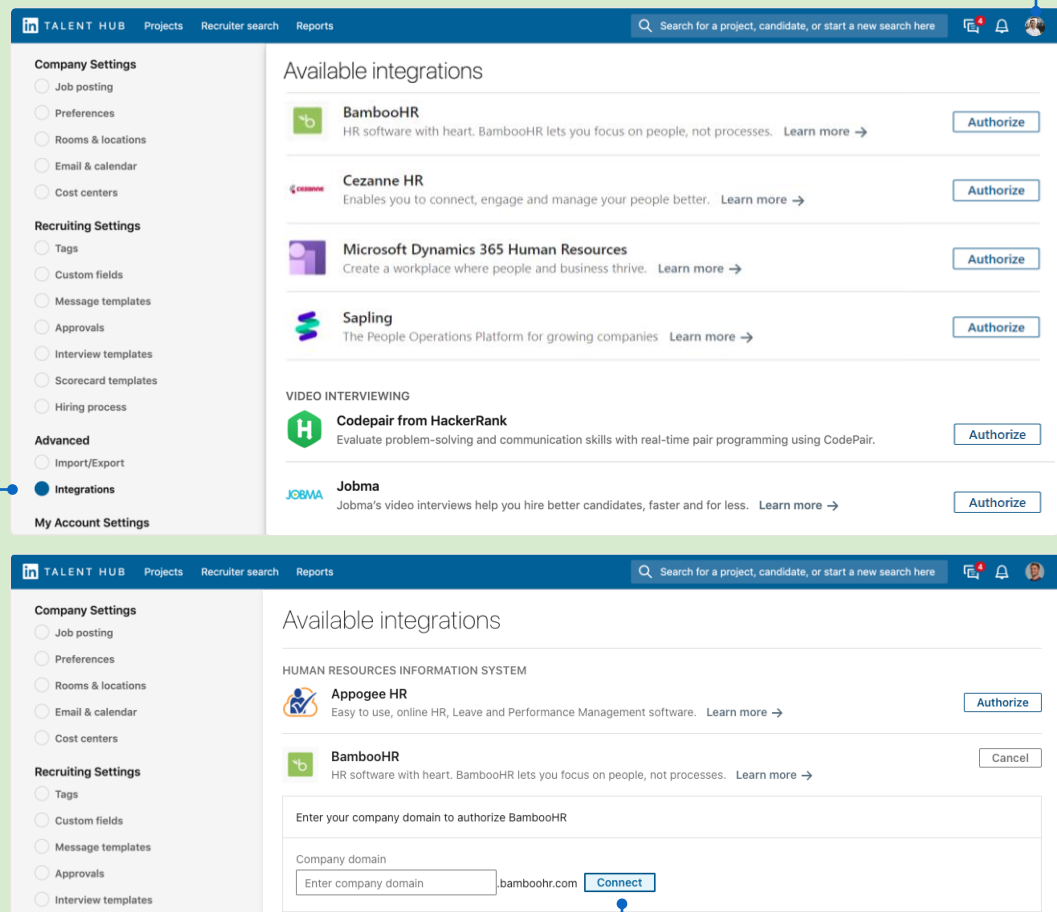
Confirm your export and begin the onboarding process.

Enable integration

Find BambooHR 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 BambooHR under “Available integrations” and click the “Authorize” button.
4. Confirm company domain for BambooHR account and click “Connect.”

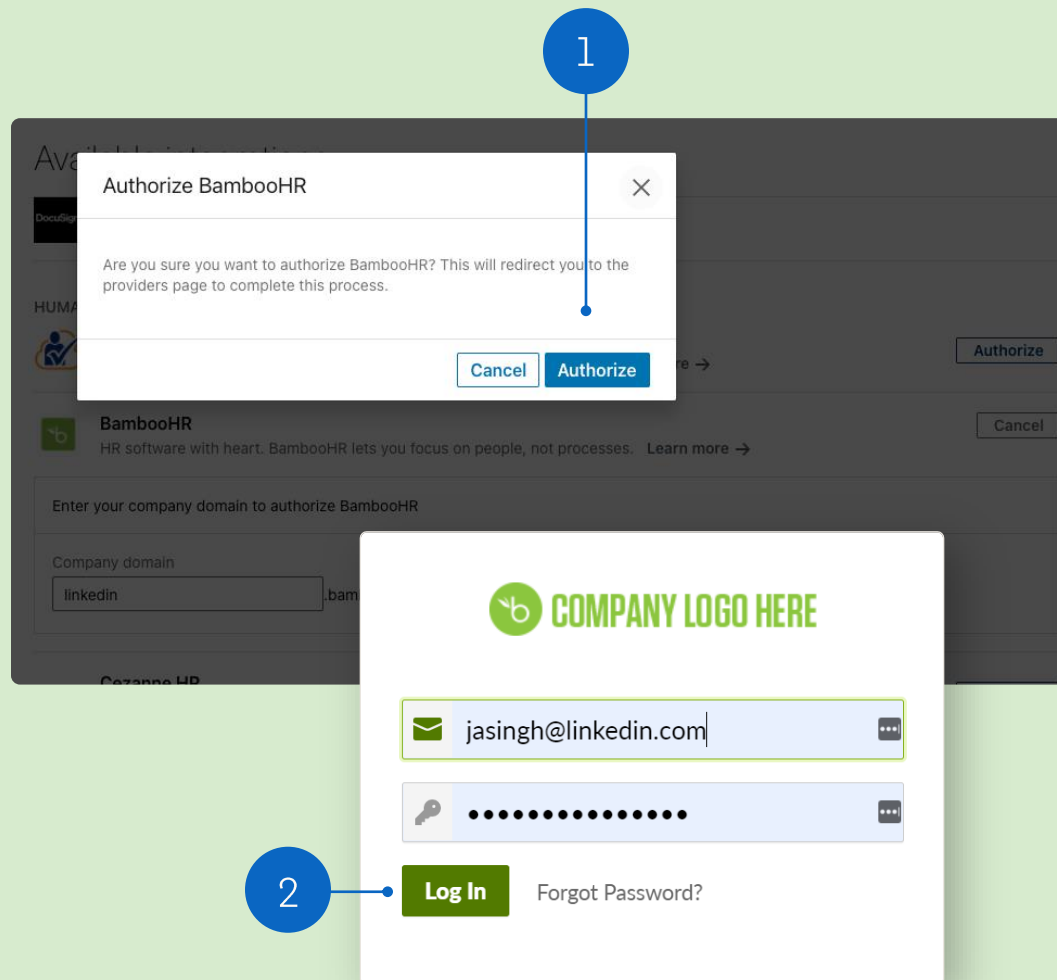
Each user will use the account authorized by the Talent Hub Admin.



Complete the process

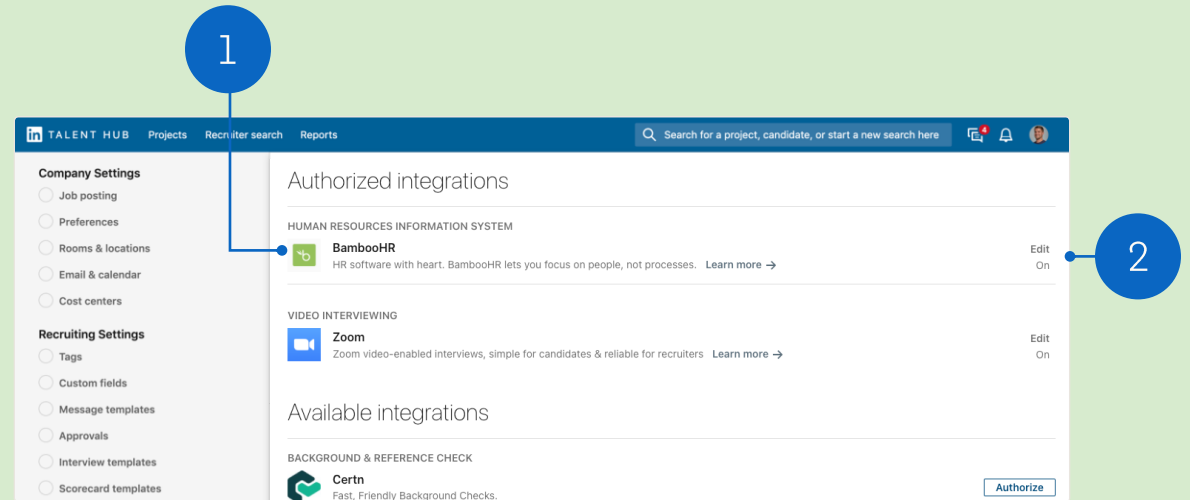
1. After entering your company's domain, click "Authorize" to proceed to the BambooHR login.
2. After logging into your BambooHR portal, you'll be redirected back to Talent Hub.

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



Verify authorization

1. When redirected back to Talent Hub, refresh the page until BambooHR 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.

The screenshot displays the BambooHR interface for a candidate named Alex Basso. On the left, a sidebar titled "My pipeline" shows a list of stages: "All active candidates" (3), "Archived candidates" (0), "In Review" (1), "Talent Screen" (0), "Panel Interview" (1), "Offer" (0), and "Hired" (1). The main area shows the candidate's profile, including their photo, name, and LinkedIn link. A dropdown menu is open, showing options to change the stage: "In Review", "Talent Screen", "Panel Interview", "Offer", and "Hired" (which is checked). The candidate's current stage is "In Review". The interface also shows the candidate's work history, education, and activity.

Initiate the export

Once candidate has been moved to the “Hired” stage, you can export the candidate’s profile to BambooHR 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.”

The screenshot displays the BambooHR Pipeline interface. On the left, a sidebar titled 'My pipeline' shows a list of stages: 'All active candidates' (1), 'Archived candidates' (0), 'Uncontacted' (0), 'Contacted' (0), 'Replied' (0), 'Recruiter Phone Screen' (0), 'Onsite Interview' (0), 'Offer Extended' (0), 'Background Check' (0), and 'Hired' (1). The main area shows a search bar and a list of candidates. The first candidate, Alex Basso, is in the 'Hired' stage. A dropdown menu is open next to his profile, showing options: 'Run background check', 'Export to HRIS', 'Add note', 'Share for review', 'Add tag', 'Save to another project', 'Save to PDF', and 'Provide feedback'. The 'Export to HRIS' option is highlighted. A blue circle with the number '1' points to the ellipsis menu, and another blue circle with the number '2' points to the 'Export to HRIS' option.

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 Talent Hub interface. On the left, a sidebar shows navigation options: 'Software Eng Test', 'Talent pool', 'Pipelines', 'Add a candidate', 'My pipeline', 'All active candidates', 'Archived candidates', 'Uncontacted', 'Contacted', 'Replied', 'Recruiter Phone Screen', 'Onsite Interview', 'Offer Extended', 'Background Check', and 'Hired'. The main content area shows a candidate profile for Alex Basso, a Partner Marketing professional at LinkedIn, with details like location (San Francisco, California) and contact information. Below the profile, there's a section for 'Most recent activities' showing views and exports. On the right, an 'Export to HRIS' dialog box is open, prompting for a start date, job title (Software Engineer), and location (San Francisco Bay Area). It also includes a field for the email recipient and buttons for 'Cancel' and 'Export'.

Confirm export status

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

From Software Eng Test



Alex Basso · 1st Imported

Partner Marketing | LinkedIn

LinkedIn · Florida State University
San Francisco, California, United States
Internet · 500+ ↑

@ alexebasso@gmail.com (Visible only to you) +

Add phone number

Public profile Search on Bing


Change stage Archive

In 1 project

Software Eng Test Hired · Dec 11, 2020 Current project

Profile Projects (1) Messages (0) Interview & feedback (0) More

Most recent activities

 Jay Singh exported candidate to BambooHR

BambooHR · Completed

3/26/2021 · 12:44 PM

Recruiting Tools



Notes (0) + Add note

Reminders (0) + Add new

Links (0) + Add new

Tags (0) + Add new

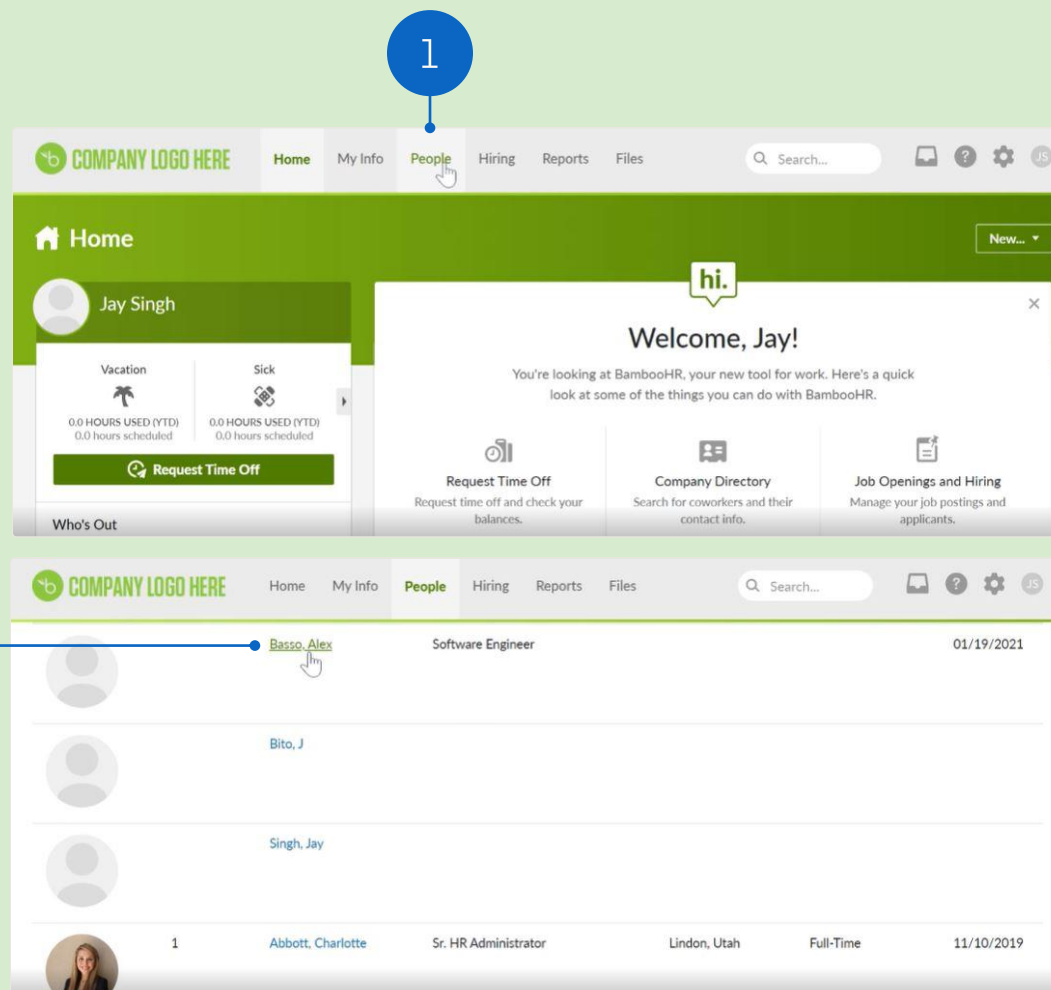
Similar Profiles

 Talent Hub | 

Find the candidate

Check your **People directory** in BambooHR to see where the exported candidate has landed.

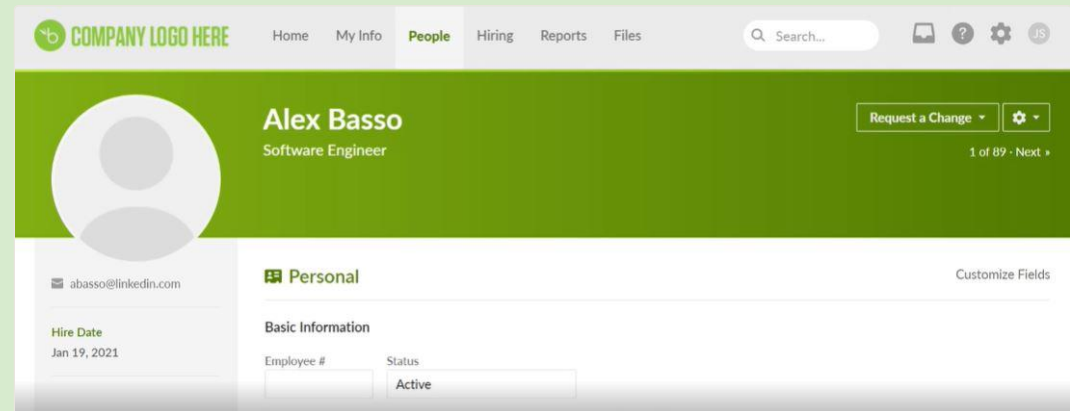
1. In BambooHR, click “People” and find the exported candidate.
2. Click on the exported candidate’s name to pull up their employee profile within BambooHR.



View candidates

Verify export completion

This completes the export process. From here, you can manage your exported Talent Hub candidate within BambooHR.



FAQ



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

Yes, existing BambooHR customers who are Talent Hub Administrators can enable BambooHR through the “Product Settings” page in Talent Hub.

2. How do I get the BambooHR integration from Talent Hub?

It’s not currently possible for new customers to sign up for BambooHR directly from Talent Hub, so to get started, you’ll need to [contact BambooHR](#).

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

Yes, the requestor’s email address needs to match the one associated with your BambooHR account.

4. When exporting a candidate to BambooHR from Talent Hub, what should I be aware of?

- The job title and location must **exactly** match what’s in BambooHR.
- If the job title and location are not already in BambooHR, those fields will display as blank on the employee record in BambooHR. You can add job title and location in BambooHR if you have full admin permissions.
- For a list of all job titles and locations, go to the “People” tab in BambooHR. From there, you can choose from a List view, the Directory view, and the organization chart which contains all of this information.

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

