



Background check

Integration guide

March 2021

LinkedIn Talent Hub



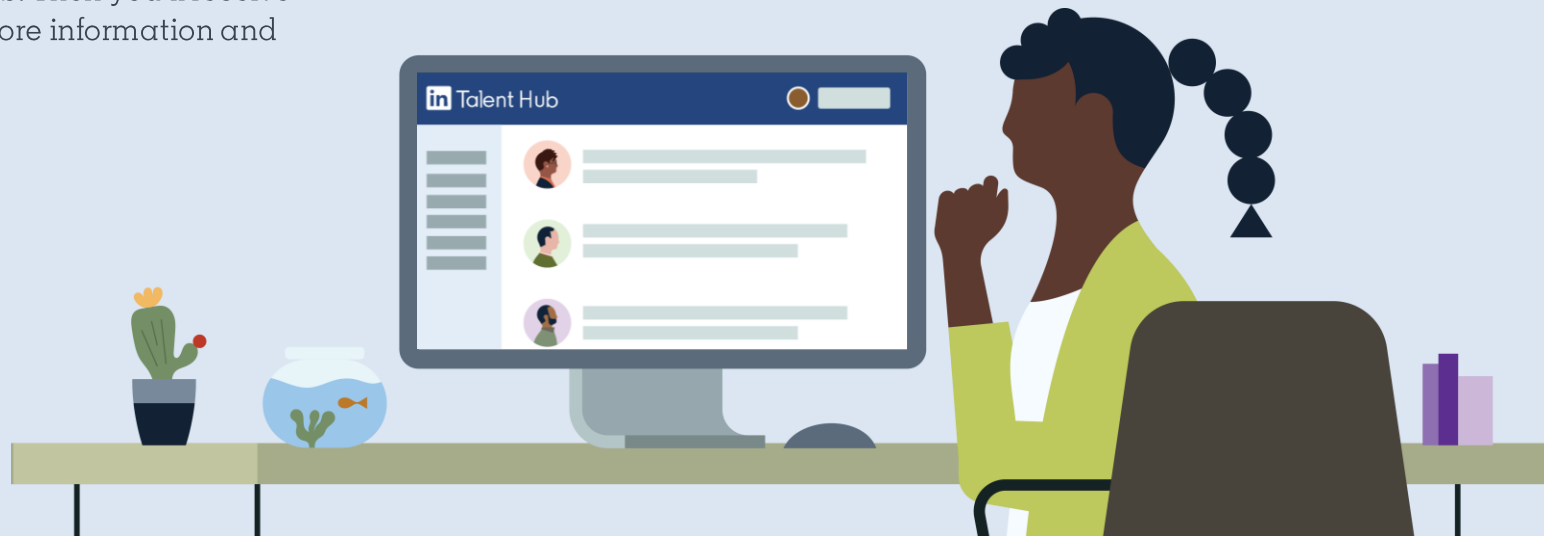
Save time with background checks from Certn.

Now you don't have to leave LinkedIn Talent Hub to start the candidate verification process. When you integrate with Certn, you can run background checks right from your Talent Hub profile.

The process begins with an email from Certn to the candidate, prompting them to upload the information you need to run the background check. You can easily view the status of background checks from the candidate's profile in Talent Hub. Then you'll receive a direct link to Certn's site for more information and action items.

Talent Hub Integrations

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



Certn integration at a glance

By integrating with a background check partner, you'll be able to initiate the candidate verification process directly from Talent Hub.

Save time by starting the check within Talent Hub.

When you connect a candidate verification provider, you don't have to leave Talent Hub to get your checks going.

Connect with your candidates more quickly.

Email your candidate directly from Talent Hub, prompting them to upload the information you need to run a background check.

Get all of your updates in one place.

Easily view the status of a background check from the candidate's profile in Talent Hub. You'll also receive a direct link to the provider's site for more information and action items.

Things to be aware of

International availability

Certn currently only supports US, Canada, and Australia based background checks.

Email addresses

The email address you use for Talent Hub doesn't have to match the email address associated with your Certn account.

Limitations of Certn licenses

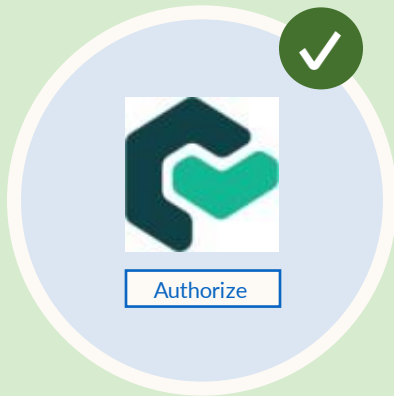
Only the following users can initiate background checks for candidates:

- Talent Hub Administrators
- Hiring Project Owners
- Sourcer

Get started

[Contact or enable Certn](#)

We'll help you get started.



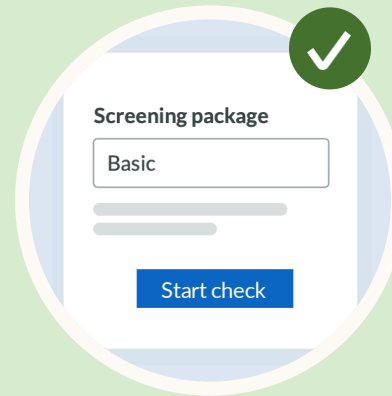
Enable Certn.

You can do this from the Talent Hub integrations page.



Select a candidate.

To start, navigate to pipeline review or a candidate's profile.



Initiate the check.

Select screening packages and initiate the background check.



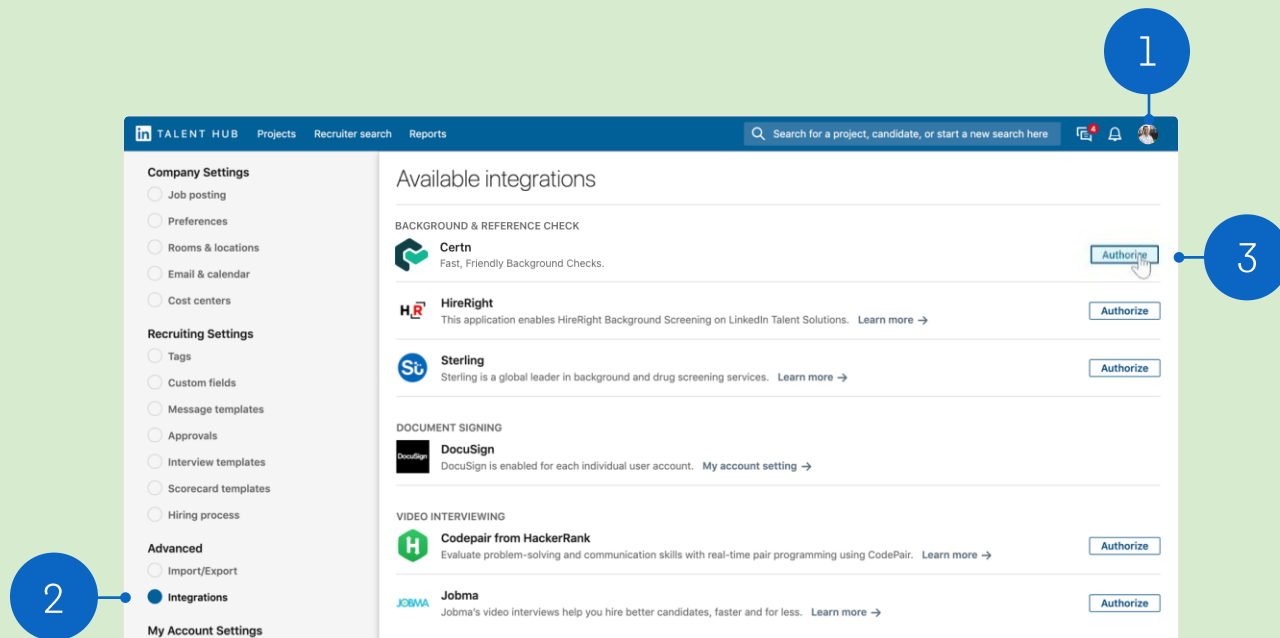
Track progress.

Verify if the check has been completed and get more details.

Find Certn 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 Certn under “Available integrations” and click the “Authorize” button.

The Talent Hub Admin authorizes Certn for everyone on the contract. For all users, background checks will be authorized at the “Account Settings” level.

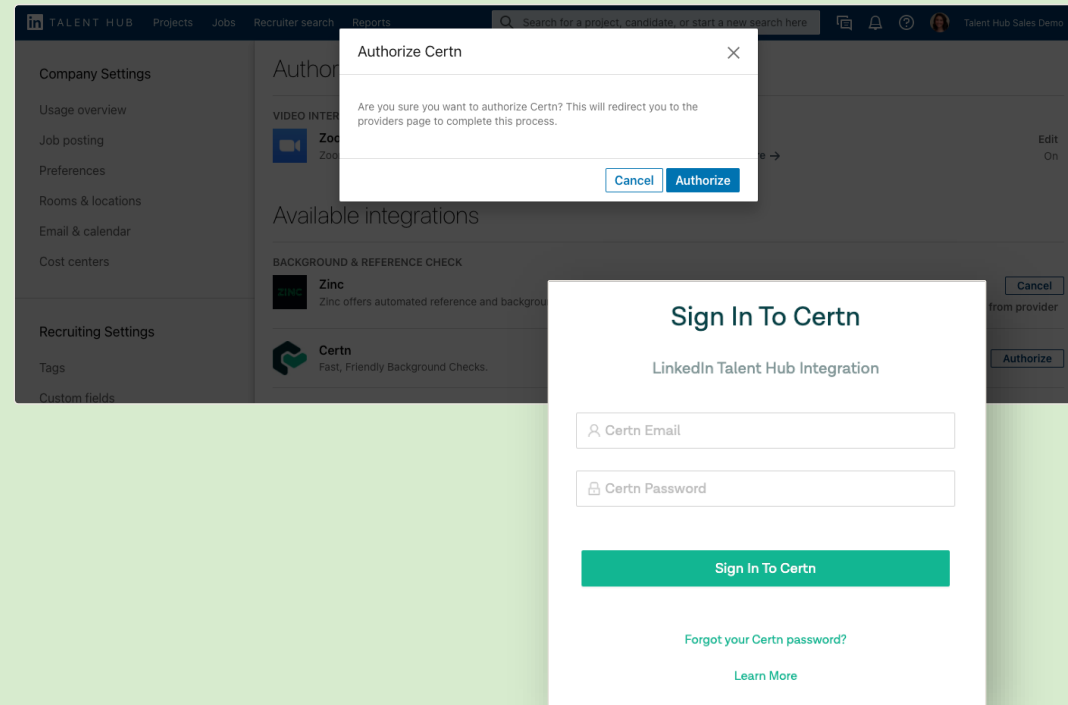


Enable integration

Complete the process

Users will be redirected to Certn's website to complete the authorization process.

Once authorized, users with the right permissions can begin screening candidates with a background check.



Verify authorization

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

The screenshot shows the LinkedIn Talent Hub interface. The left sidebar contains a menu with categories: Company Settings, Recruiting Settings, Advanced, and My Account Settings. The 'Integrations' option under 'Advanced' is highlighted. The main content area is titled 'Authorized integrations' and lists several background and reference check providers. The 'Certn' integration is the first entry, showing a status of 'On' and an 'Edit' button. Other integrations listed include CVCheck, First Advantage Screening, HireRight, Reed Screening, and Reed Screening dev, all also showing a status of 'On'.

Integration	Status	Action
Certn Fast, Friendly Background Checks. Learn more →	On	Edit
CVCheck CVCheck: Pre-employment screening and background checking service. Learn more →	On	Edit
First Advantage Screening Largest Global Background Screening Provider: Our promise, Your success. Learn more →	On	Edit
HireRight This application enables HireRight Background Screening on LinkedIn Talent Solutions. Learn more →	On	Edit
Reed Screening Pre-Employment candidate screening. Learn more →	On	Edit
Reed Screening dev Pre-Employment candidate screening. Learn more →	On	Edit

Select a candidate

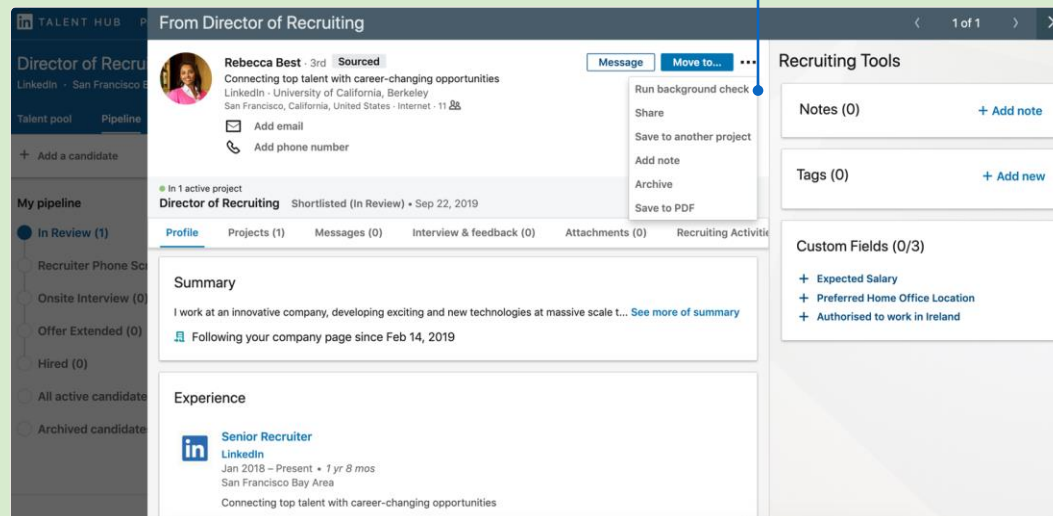
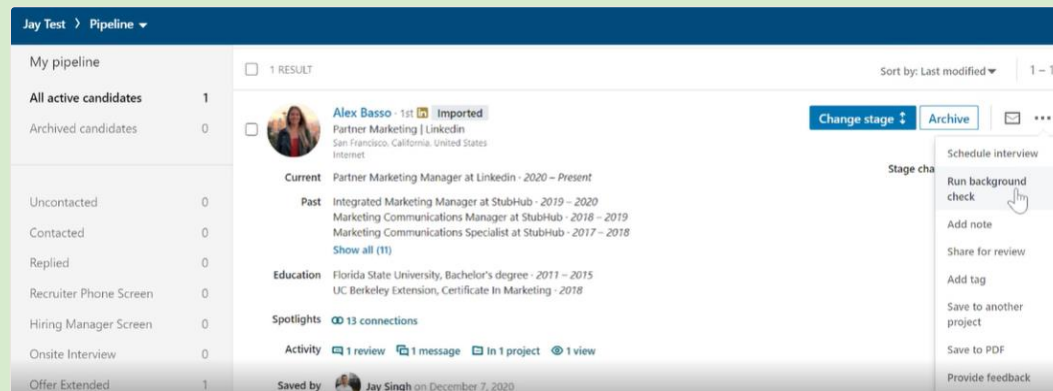
Locate the action

Once the integration has been enabled, background checks can be initiated through the pipeline in Talent Hub.

1. To initiate a check with a candidate in the pipeline, click on the ellipsis and select "Run background check."
2. Or run a check directly from any candidate's Talent Hub profile.

The following users will have the ability to do this:

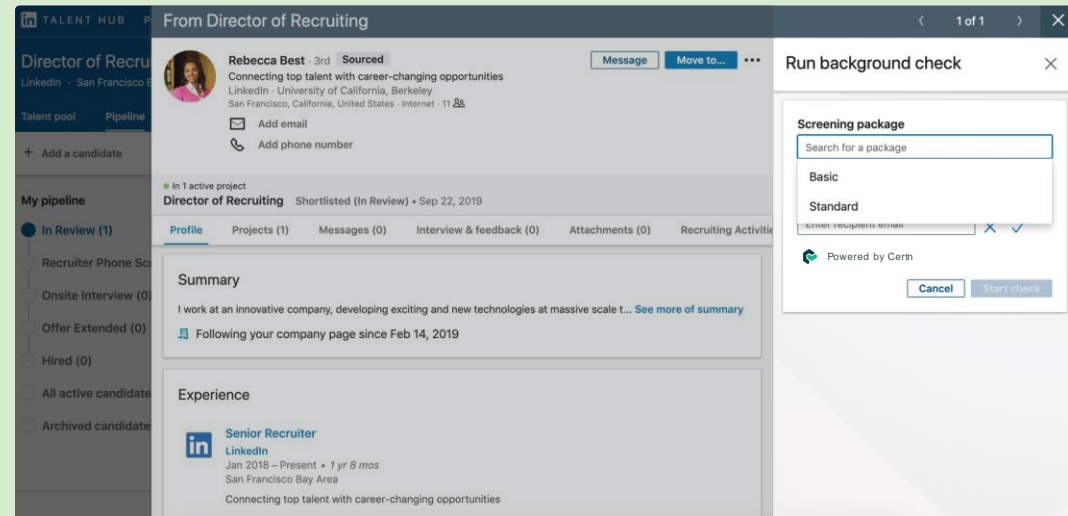
- ✓ Talent Hub Administrator
- ✓ Hiring Project Owner
- ✓ Hiring Project Collaborator with full project permissions



Initiate the check

Choose screening package

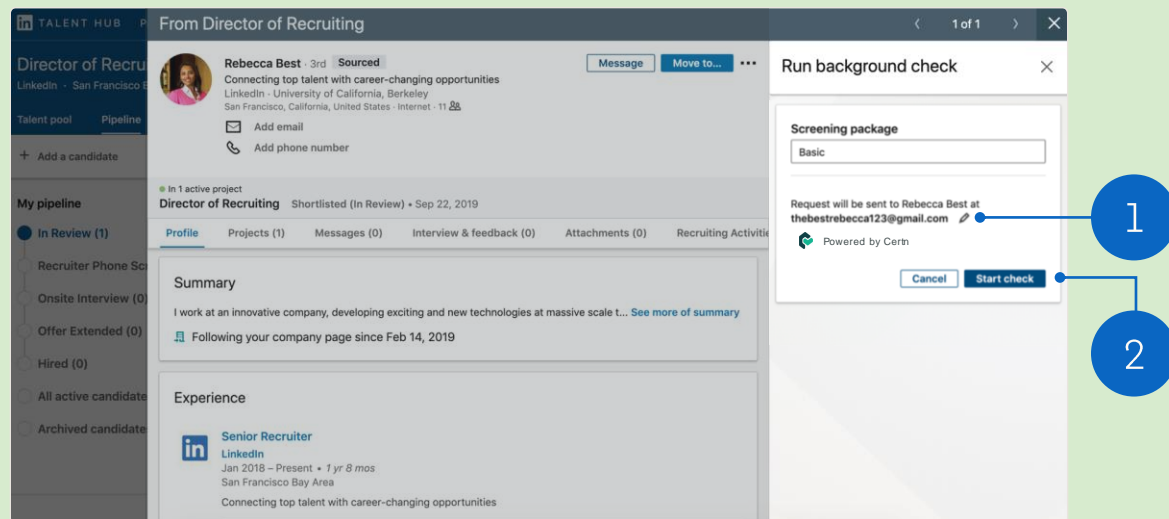
Select a screening package from the drop-down list—it displays packages that have already been configured with Certn.



Initiate the check

Start check

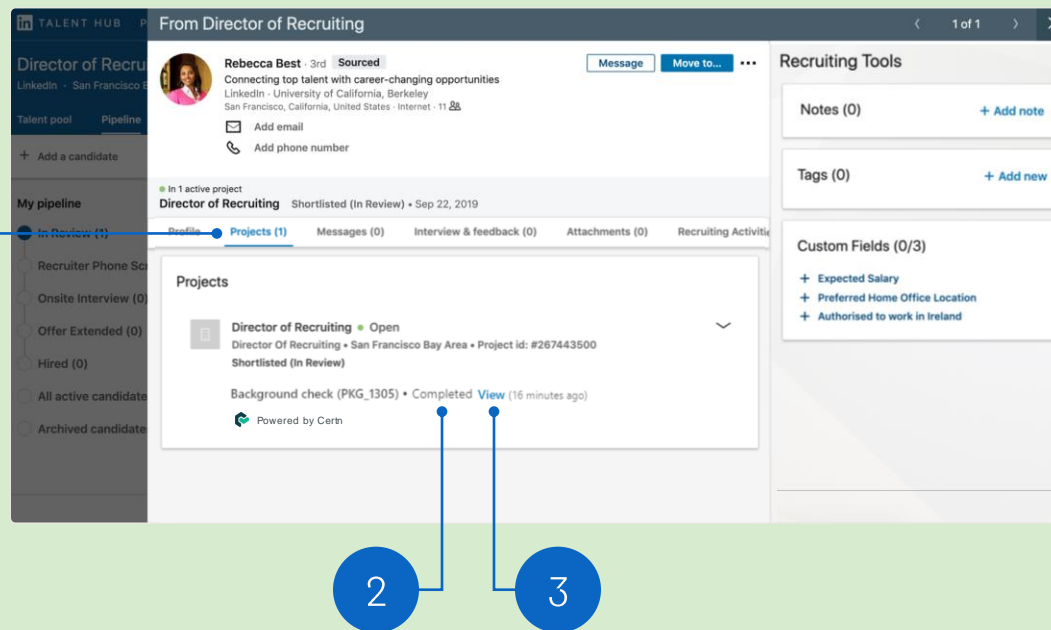
1. If needed, manually enter the candidate's email address by clicking the pencil icon.
2. Click "Start check." Certn will send the candidate an email requesting the required information. Once the information has been uploaded, the background check will begin.



View status

1. Once the background check has been initiated, go to the “Projects” tab on the candidate’s profile for updates.
2. You can view the status of the check—or its results once it’s been completed.
3. Click “View” to get more details. You’ll be prompted to sign into your Certn account.

All Talent Hub users will be able to view whether a background check has been initiated on an account.



FAQ



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

Existing Talent Hub customers cannot enable the Certn integration within Talent Hub. Existing customers who wish to use integration need to reach out to success@certn.co.

2. How do I sign up for Certn as a new customer?

Please visit the following site to learn more about Certn's services [here](#) or reach out to info@certn.co.

3. What permissions/licenses are required to use Certn?

Only Talent Solutions Administrators or users with Project Owner or Sourcer roles can initiate background checks for candidates.

4. Does the requestor email have to be the same as the email associated with my Certn account?

The requestor's email does not have to be the same as the email associated with their Certn 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.

