Checkr

Background check

Integration guide

March 2021

Linked in Talent Hub

Save time with background checks from Checkr.

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

The process begins with an email from Checkr 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 Checkr'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.

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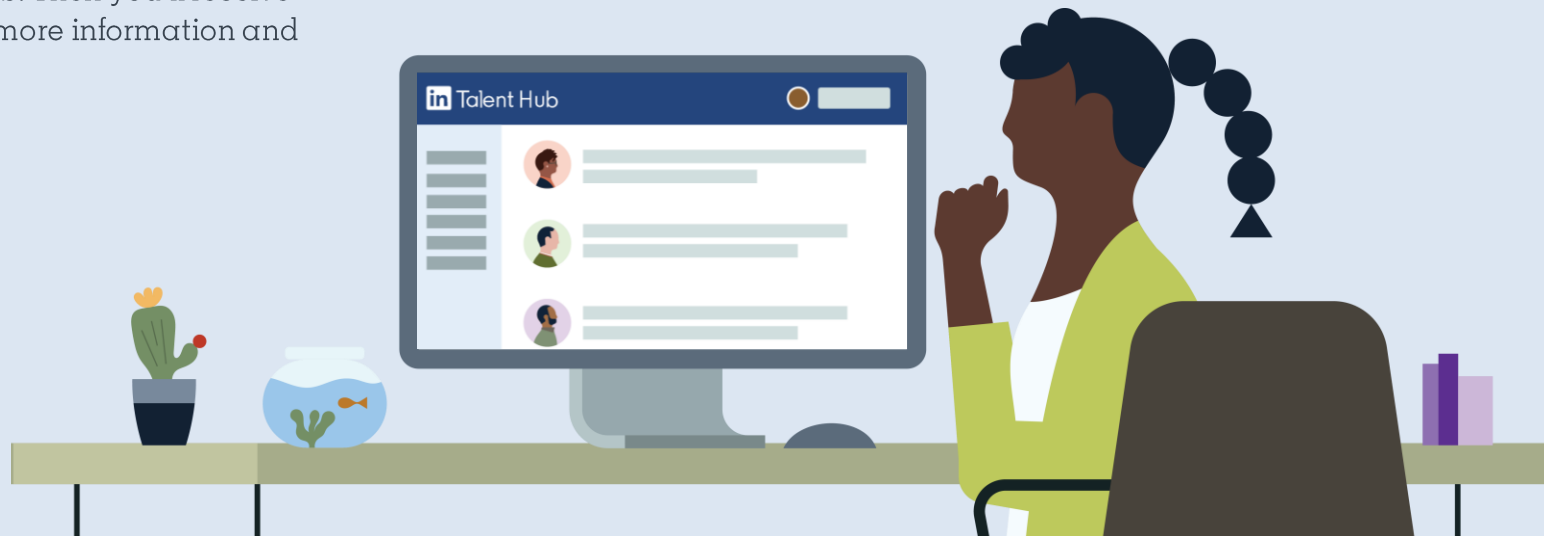
Checkr integration at a glance

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.

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We'll help you get started.

Enable Checkr.

You can do this from the Talent Hub integrations page.
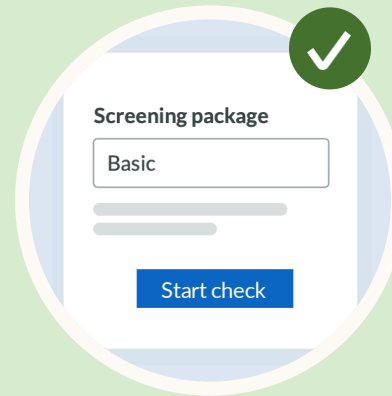
Select a candidate.

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 Checkr 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 Checkr under "Available integrations" and click the "Authorize" button.

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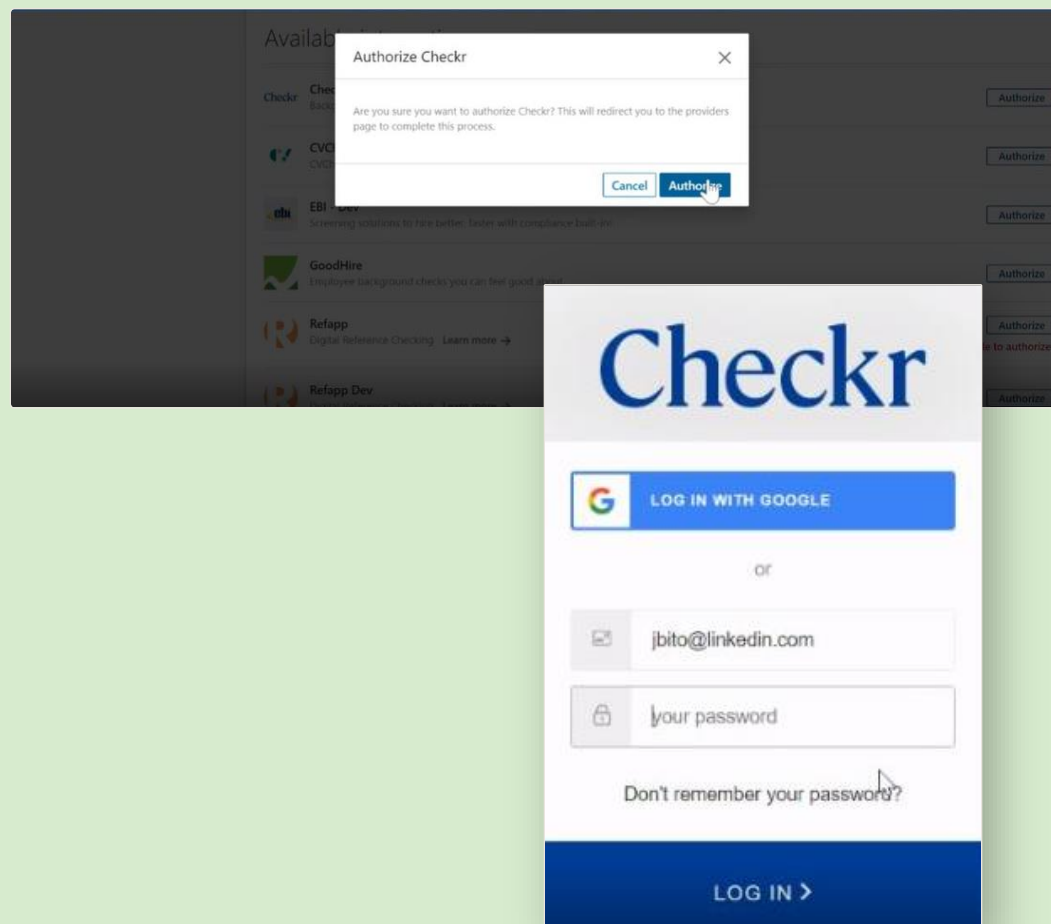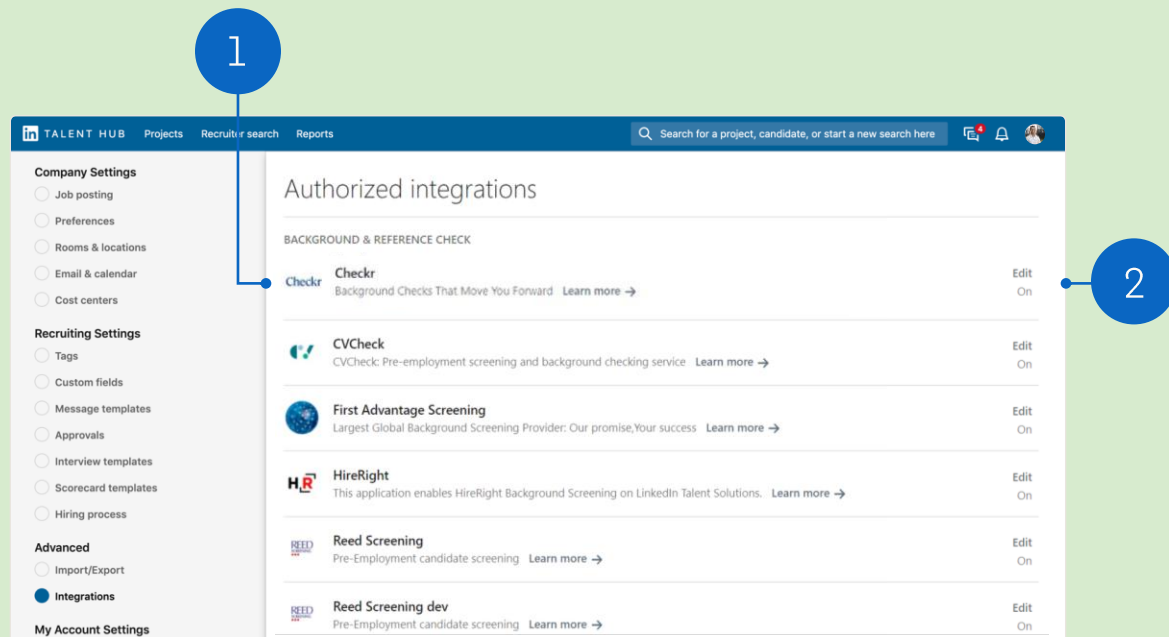

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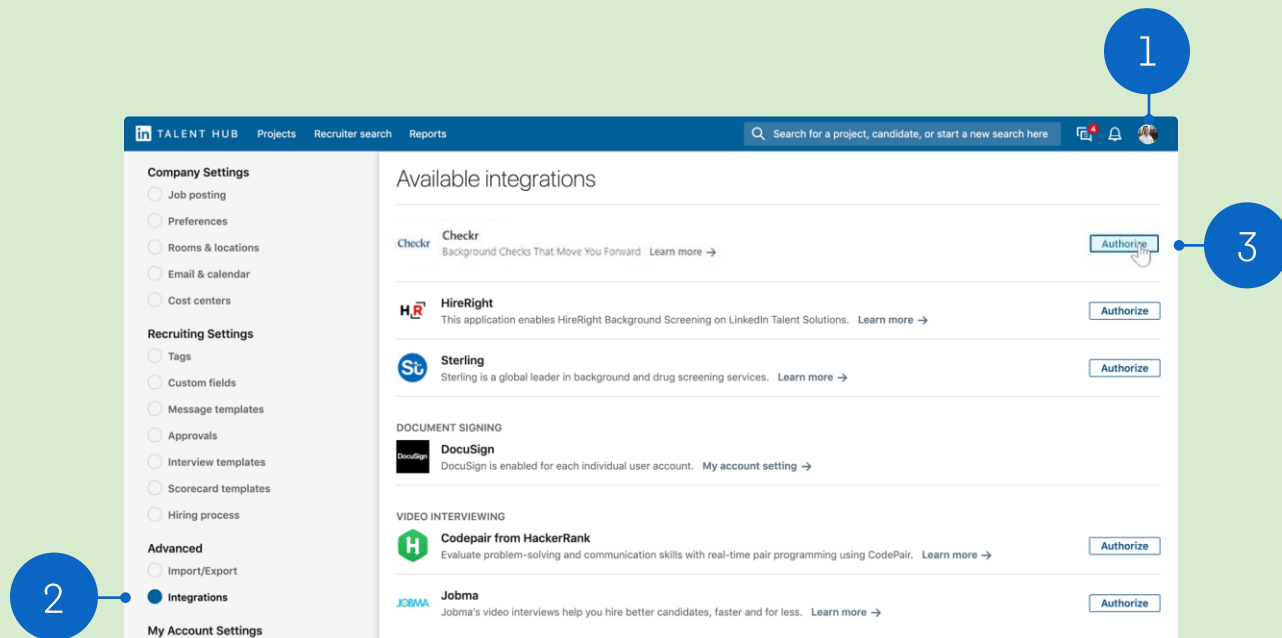
Complete the process

Users will be redirected to Checkr'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 Checkr displays as "On" under "Authorized integrations."

2. This indicates that integration is now live for all users on the contract.

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in TALENT HUB Projects Recruiter search Reports

Search for a project, candidate, or start a new search here

Company Settings
○ Job posting
○ Preferences
○ Rooms & locations
○ Email & calendar
○ Cost centers

Recruiting Settings
○ Tags
○ Custom fields
○ Message templates
○ Approvals
○ Interview templates
○ Scorecard templates
○ Hiring process

Advanced
○ Import/Export
● Integrations

My Account Settings

Authorized integrations

BACKGROUND & REFERENCE CHECK

Checkr
Background Checks That Move You Forward   Learn more →
Edit
On

CVCheck
CVCheck: Pre-employment screening and background checking service   Learn more →
Edit
On

First Advantage Screening
Largest Global Background Screening Provider: Our promise, Your success   Learn more →
Edit
On

HireRight
This application enables HireRight Background Screening on LinkedIn Talent Solutions.   Learn more →
Edit
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Reed Screening
Pre-Employment candidate screening   Learn more →
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Pre-Employment candidate screening   Learn more →
Edit
On

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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.

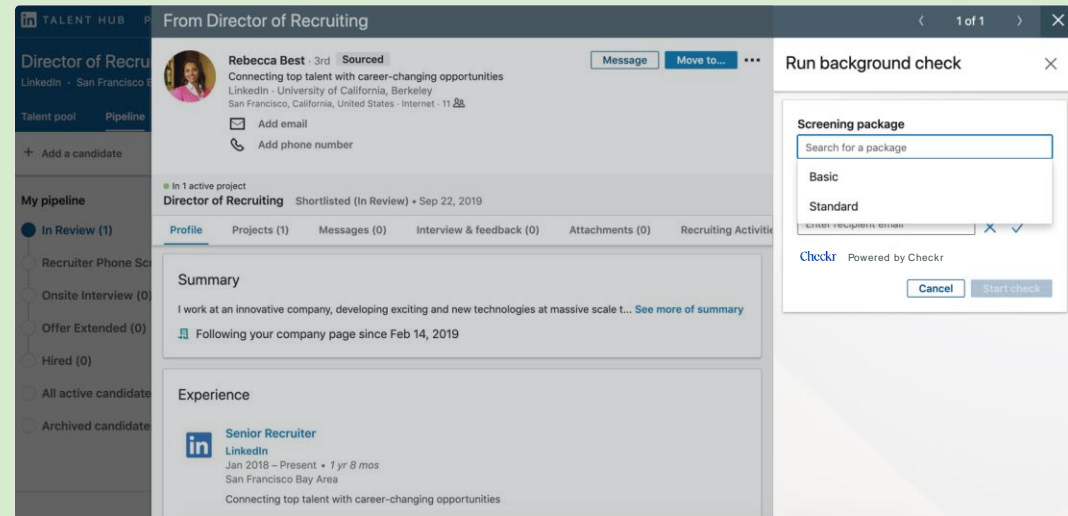**The following users will have the ability to do this:**

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

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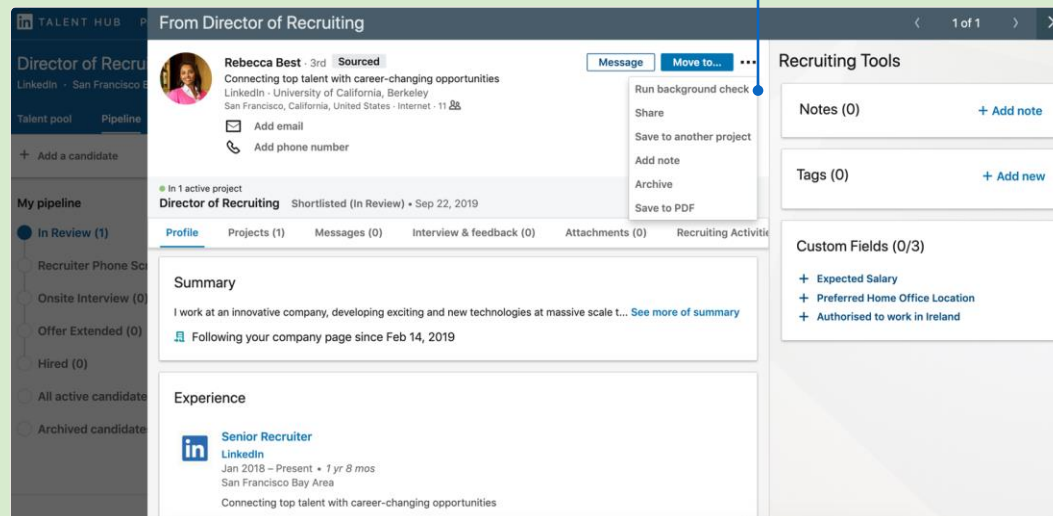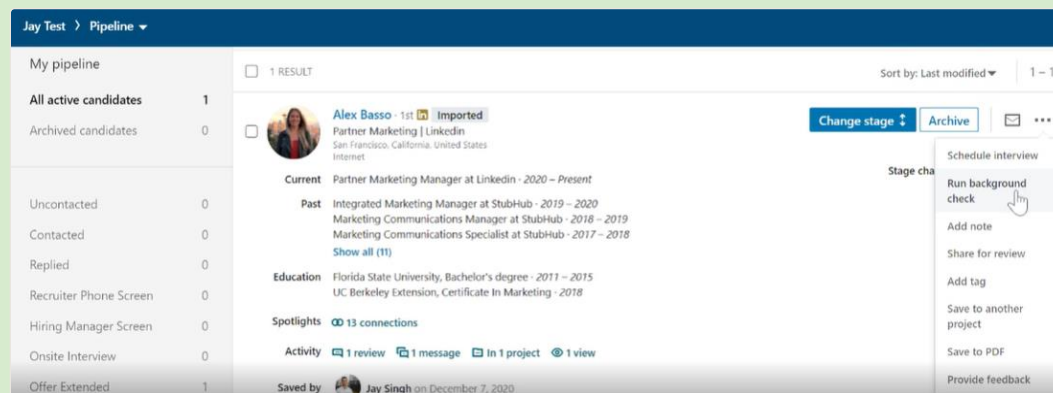
Choose
screening package

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

Start check

1. If needed, manually enter the candidate's email address by clicking the pencil icon.

2. Click "Start check." Checkr will send the candidate an email requesting the required information. Once the information has been uploaded, the background check will begin.
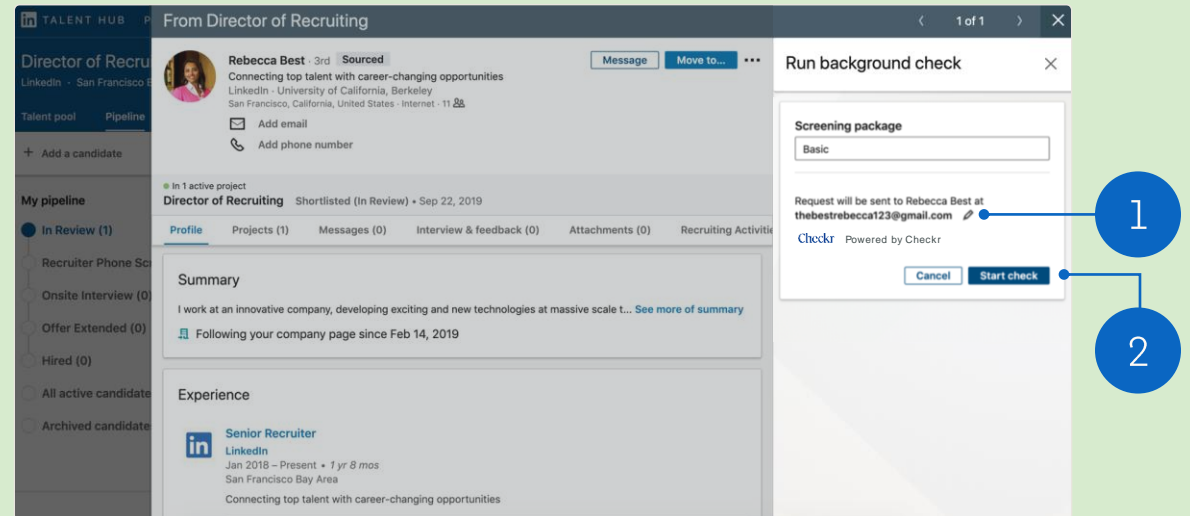
View status

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 Checkr account.

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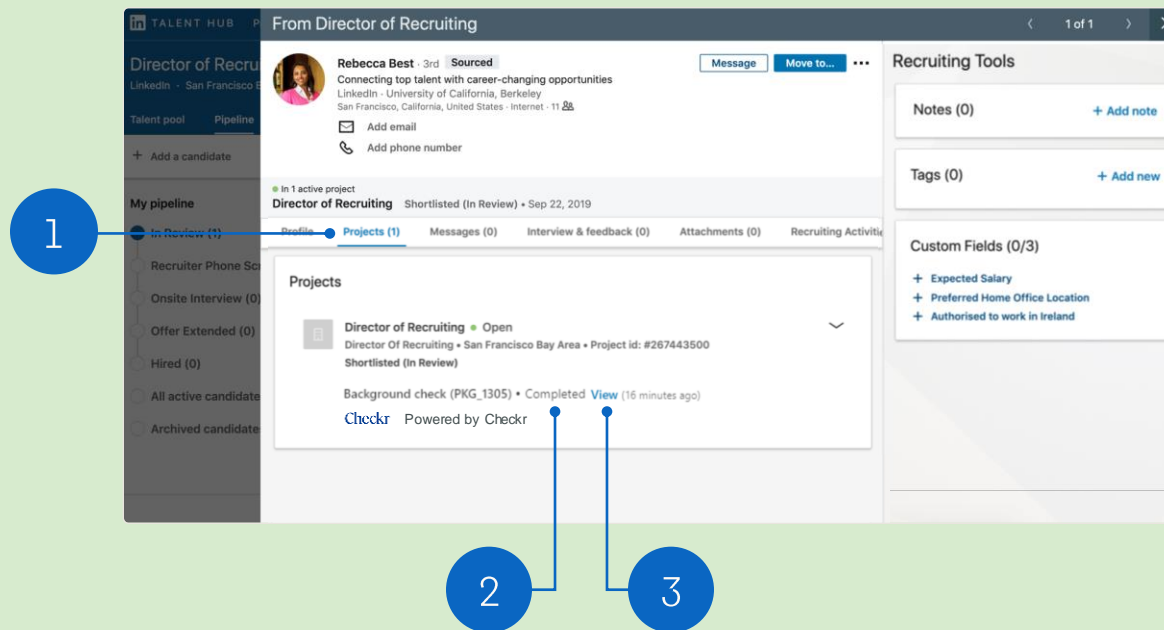
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FAQ

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

   Yes, existing Checkr customers who are Talent Hub Administrators can enable Checkr through the "Product Settings" page in Talent Hub.

2. **I'm not a Checkr customer. How do I sign up for it?**

   New Checkr customers can sign up on the Checkr integration page.

3. **Do the email addresses used for Talent Hub and Checkr have to match?**

   No, the requestor's email address doesn't have to match the one associated with yourCheckr account.

4. **What permissions or licenses are required to use Checkr?**

   Only the following users can initiate background checks for candidates: Talent Hub Administrators, Hiring Project Owners, and Hiring Project Collaborators with full project permissions.

5. **Can international requestors use Checkr to initiate a background check?**

   No, Checkr currently only supports customers in the United States.

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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.

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