



First Advantage

A Symphony Technology Group Company

Background check

Integration guide

February 2021

LinkedIn Talent Hub



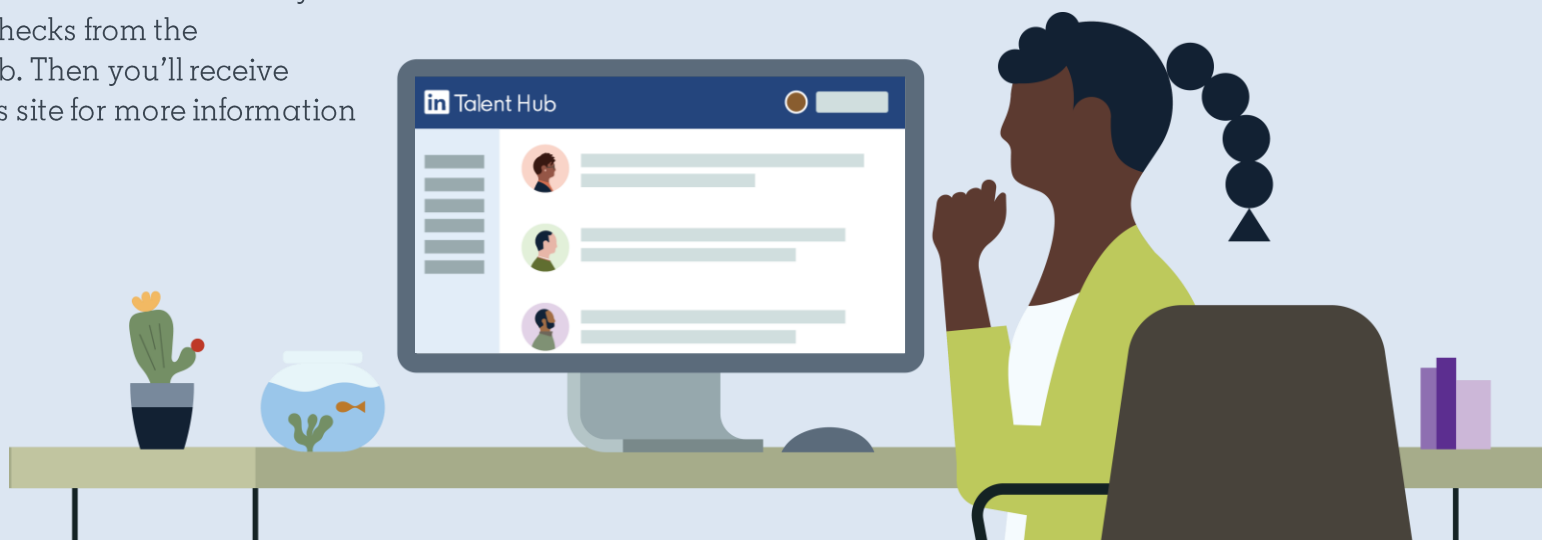
Save time with background checks from First Advantage.

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

The process begins with an email from First Advantage 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 First Advantage'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.



First Advantage 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

First Advantage is available globally.

Fees

There are no fees associated with First Advantage integration.

Limitations of First Advantage licenses

Only the following users can initiate background checks for candidates:

- Talent Hub Administrators
- Hiring Project Owners
- Hiring Project Collaborators with full project permissions

Get started

[Contact or enable First Advantage](#)

We'll help you get started.



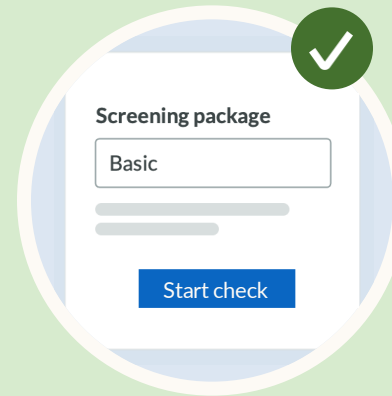
Enable First Advantage.

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.



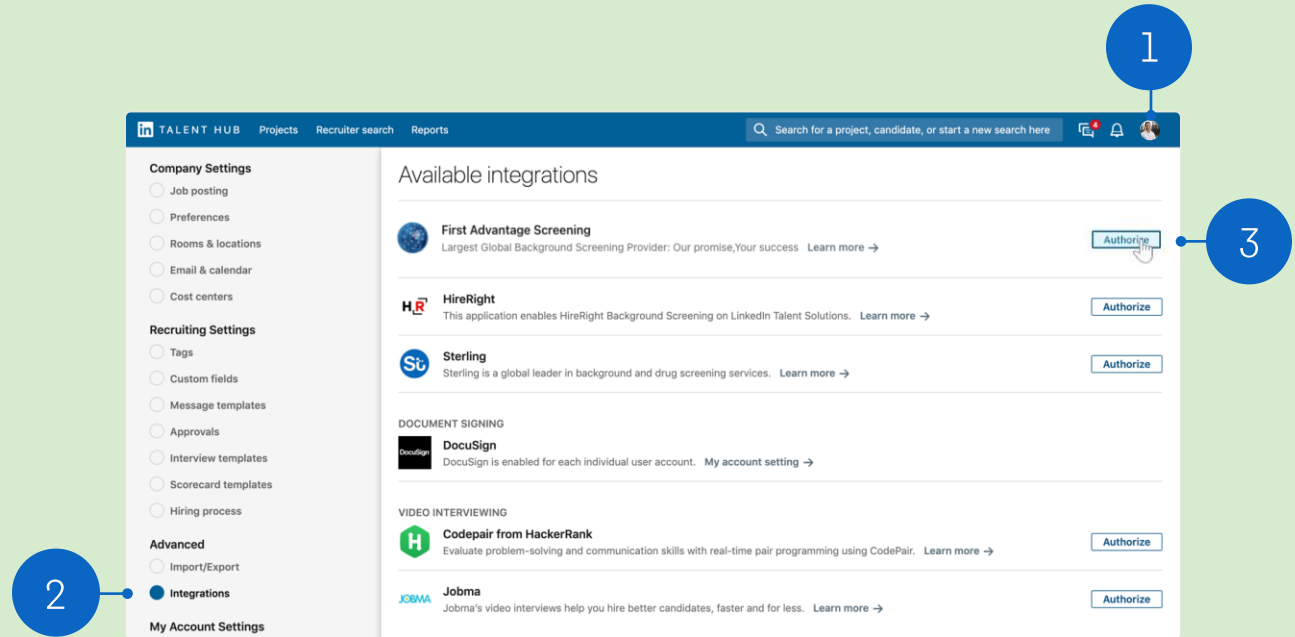
Track progress.

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

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

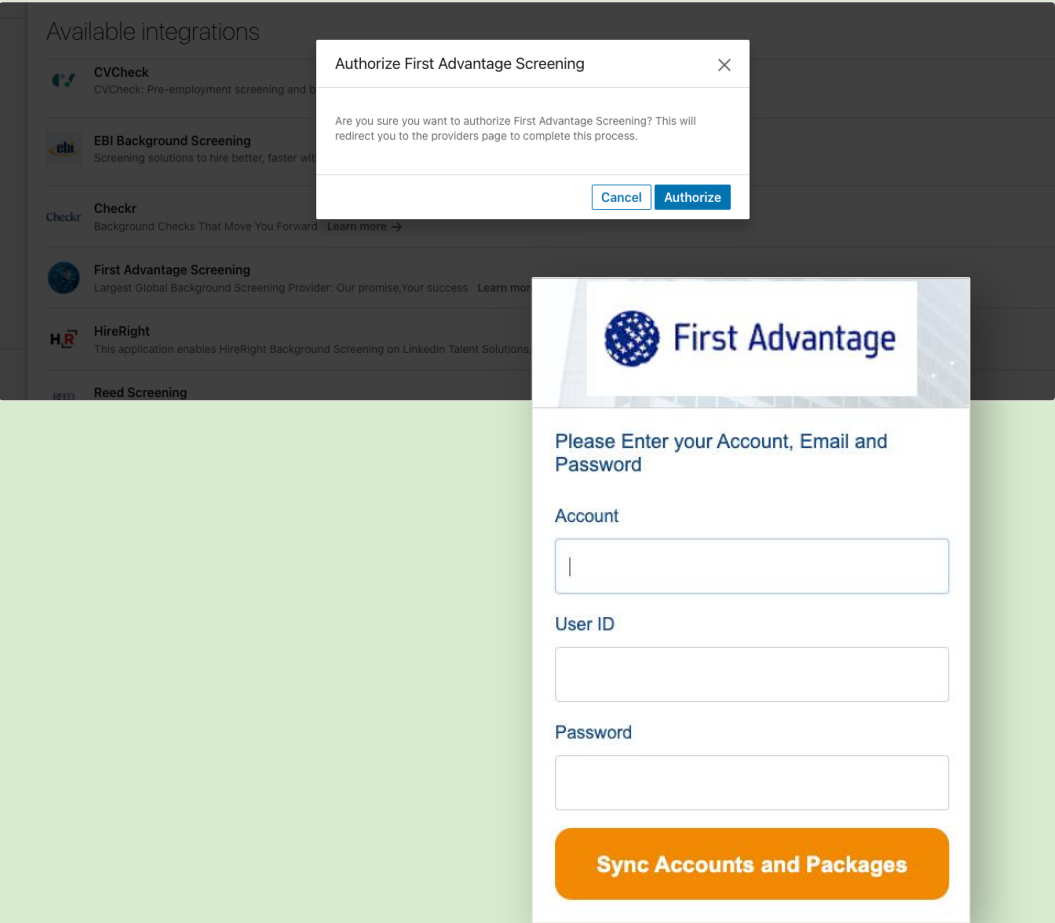
The Talent Hub Admin authorizes First Advantage for everyone on the contract. For all users, background checks will be authorized at the “Account Settings” level.



Complete the process

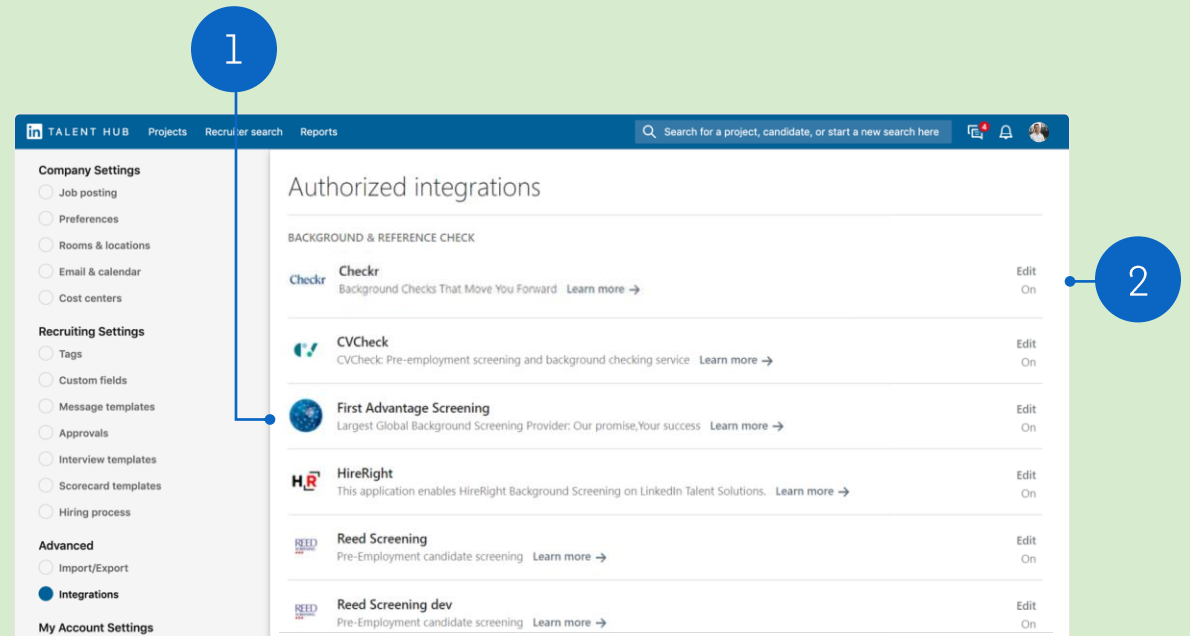
Users will be redirected to First Advantage’s website to complete the authorization process.

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 First Advantage displays as “On” under “Authorized integrations.”
2. This indicates that integration is now live for all users on the contract.



Select a candidate

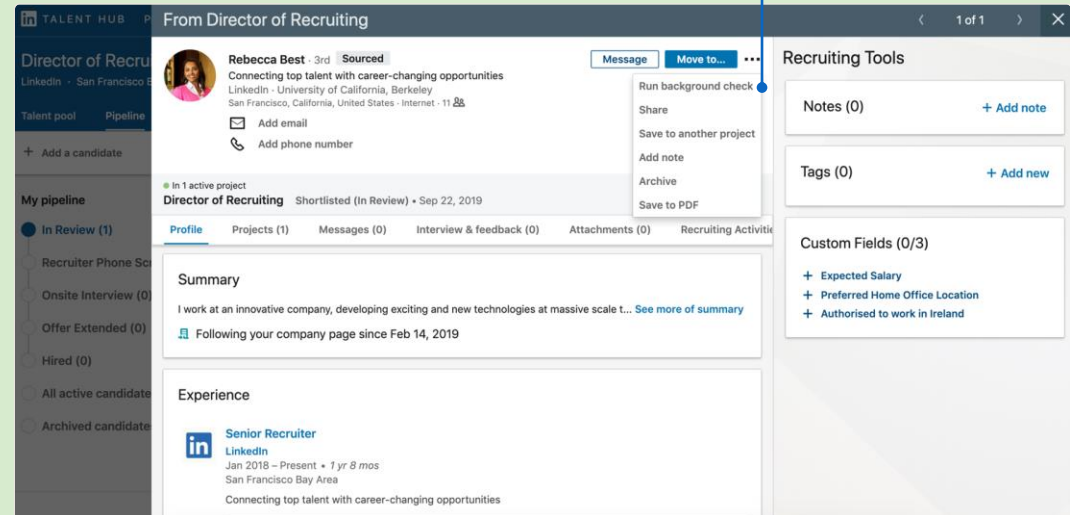
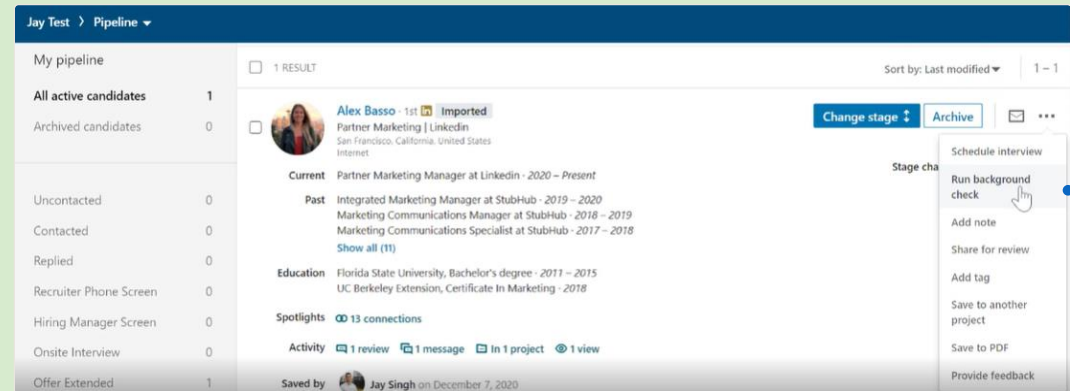
Locate the action

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:

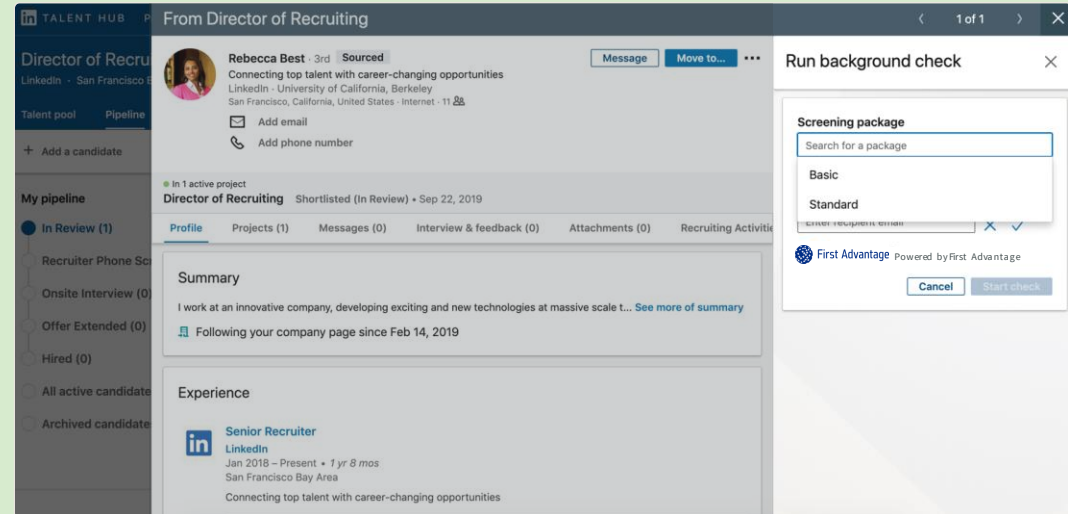
- ✓ Talent Hub Administrator
- ✓ Hiring Project Owner
- ✓ Hiring Project Collaborator with full project permissions



Initiate the check

Choose screening package

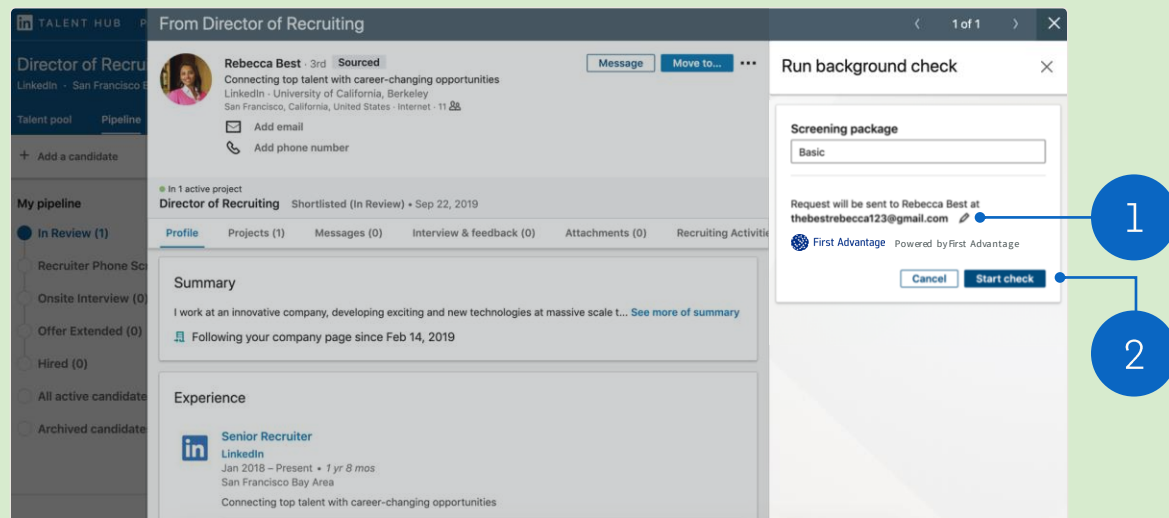
Select a screening package from the drop-down list—it displays packages that have already been configured with First Advantage.



Initiate the check

Start check

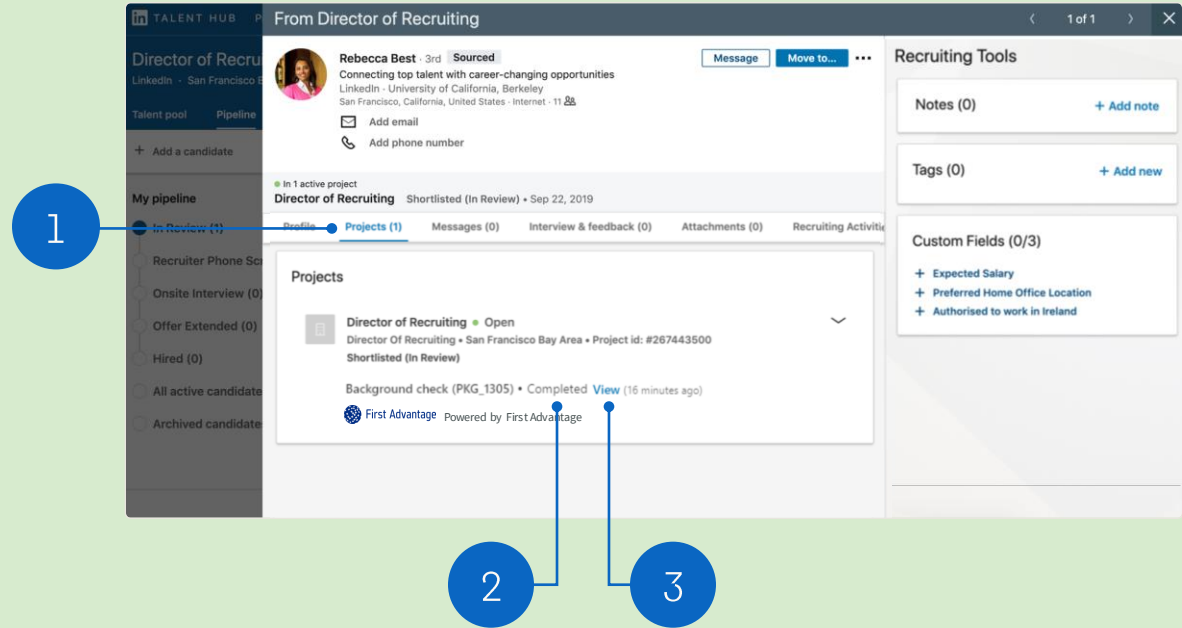
1. If needed, manually enter the candidate's email address by clicking the pencil icon.
2. Click "Start check." First Advantage will send the candidate an email requesting the required information. Once the information has been uploaded, the background check will begin.



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 First Advantage account.

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



FAQ



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

Existing First Advantage customers who wish to enable the integration:

- Please reach out to your First Advantage customer service rep or emailsolutions@fadv.com
- Once First Advantage enables the integration, your Talent Hub admin can authorize the integration within the [Talent Hub product settings](#)

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

New customers cannot sign up for First Advantage through Talent Hub. Please reach out to First Advantage for more information [here](#).

3. What permissions/licenses are required to use First Advantage?

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

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

No, the requestor's email does not have to be the same as the email associated with their First Advantage 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.

