Job Posting Approvals

Initiate and manage the review process for all jobs directly from Talent Hub.

Linked in Talent Hub

A simplified approval process for your jobs

Many Recruiting teams require leadership approval ahead of posting new jobs to external boards. Talent Hub helps streamline this process with the visibility and control you need to effectively manage the approval flow.

We're excited to walk you through how to enable and request approvals for job posts from Talent Hub:
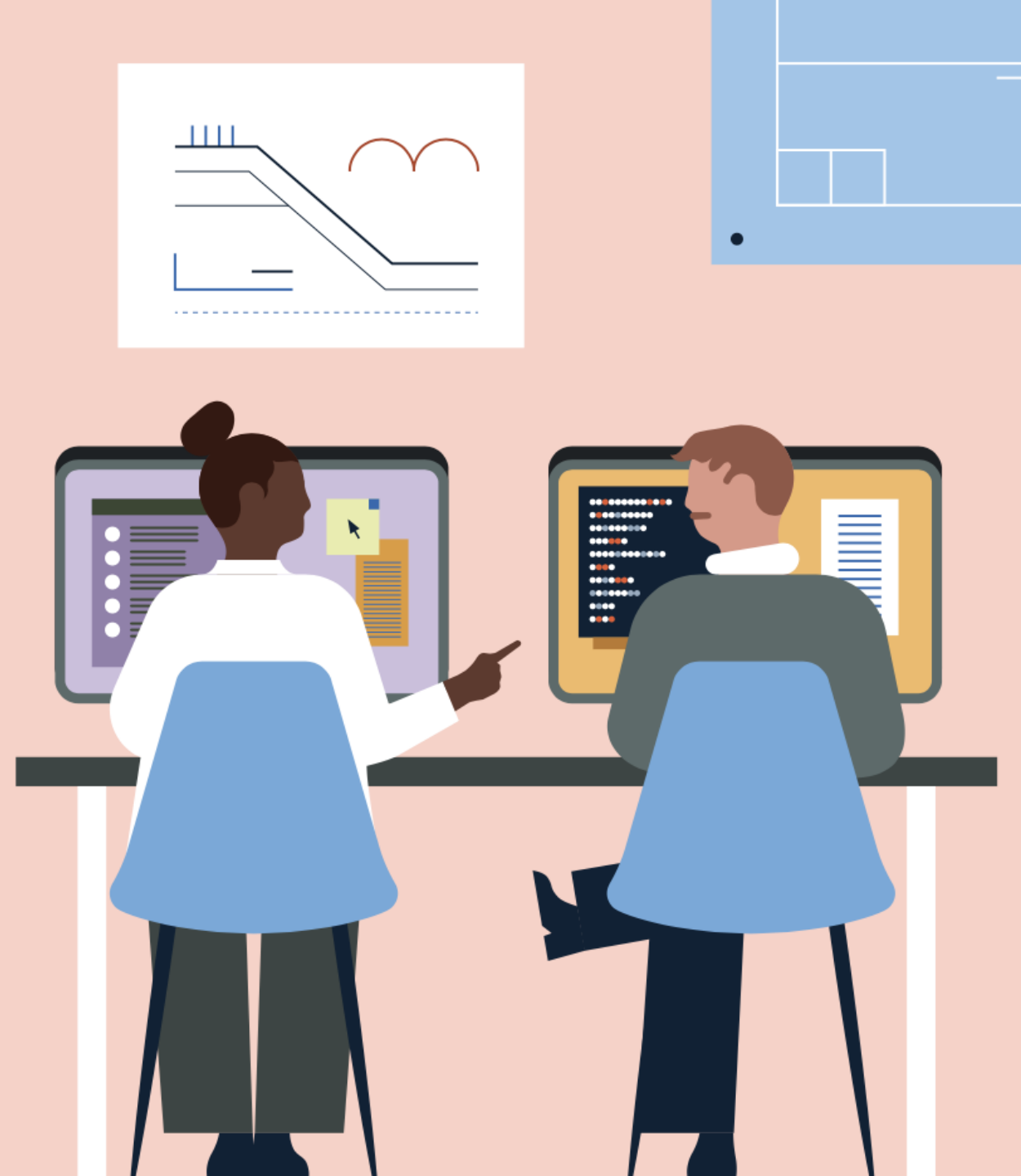
1 **Setup Talent Hub Approvals**

Activate the functionality and assign permissions for users who need to approve job posts for your contract

2 **Add approvers to Projects**

Easily select approvers and send the job post for review

3 **Manage the approval flow**

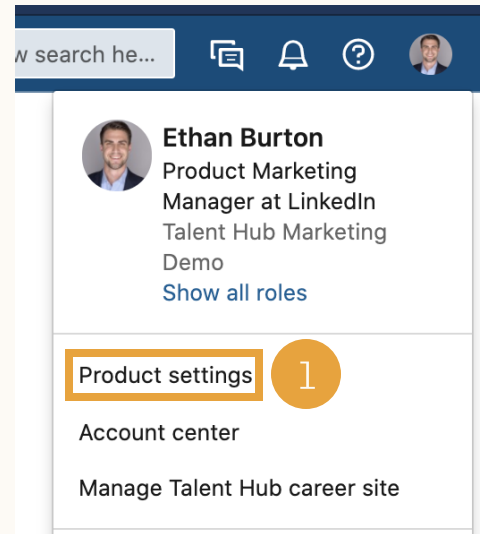See how users are notified of jobs to approve and keep track of status by Project
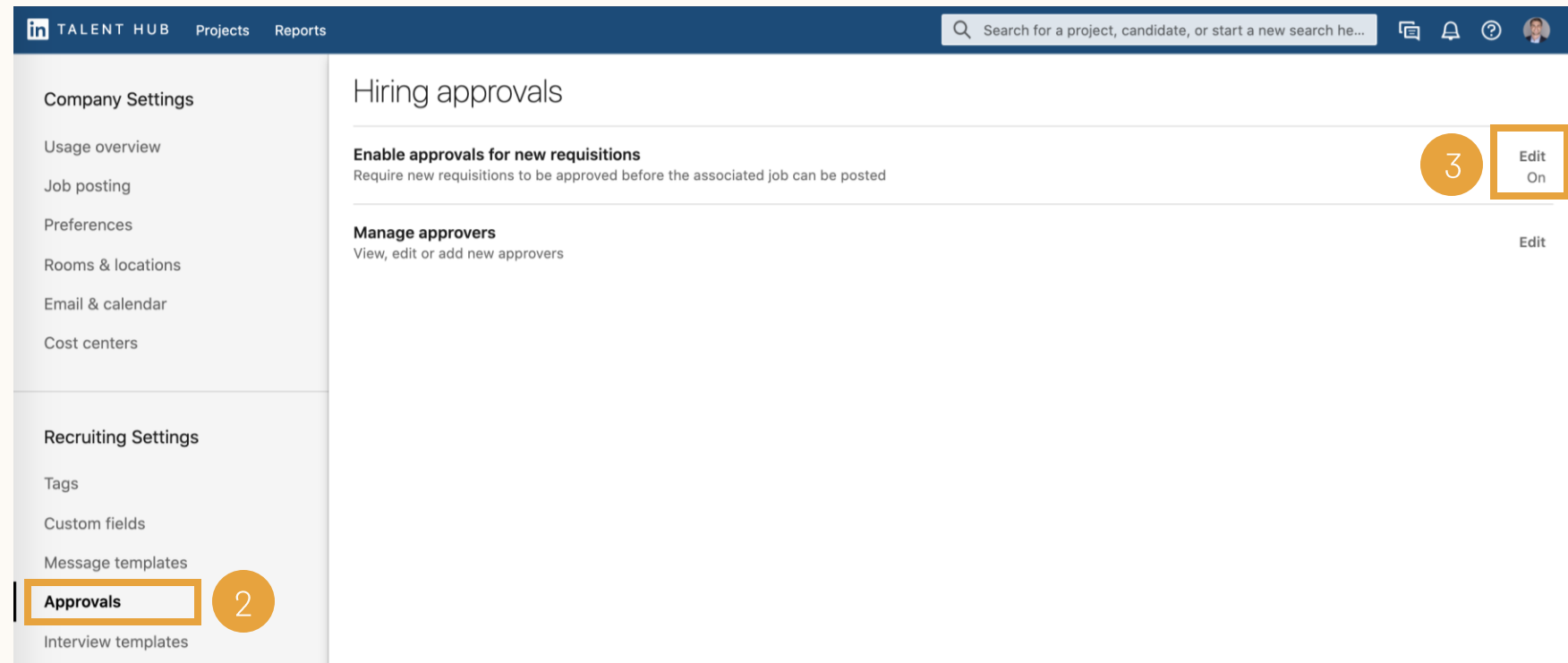
Activate Approvals

Job Posting Approvals can be turned on by a Product Settings Admin in the Product Settings section of Talent Hub under the profile icon.

Once activated, a job will not be posted from this contract unless it's approved by users with the appropriate permissions.

A user can create a new Project, but the job posting associated with the project will be created and locked in Draft status (unposted) until approved.

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w search he...

Ethan Burton
Product Marketing Manager at LinkedIn
Talent Hub Marketing Demo
Show all roles

Product settings **1**

Account center

Manage Talent Hub career site

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Don't need an approval for every job?
Assign/request the "Job Approver" permission for yourself in Account Center to expedite the process *(see next page for details)*.

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in TALENT HUB   Projects   Reports   Search for a project, candidate, or start a new search he...

Company Settings

Usage overview

Job posting

Preferences

Rooms & locations

Email & calendar

Cost centers

Recruiting Settings

Tags

Custom fields

Message templates

Approvals **2**

Interview templates

Hiring approvals

Enable approvals for new requisitions
Require new requisitions to be approved before the associated job can be posted

3 Edit
On

Manage approvers
View, edit or add new approvers

Edit

Setup Talent Hub Approvals

Assign Users for Approval

Job Posting Approval is a permission that can be granted by an Account Center Administrator.

The "Job Approver" permission is required for any user to approve jobs in Talent Hub.

This permission can be granted via Account Center by assigning the "ATS User" role or by creating a custom role and selecting the "Job Approver" permission.

For more on user roles and permissions in Account Center, check out this Help Center article

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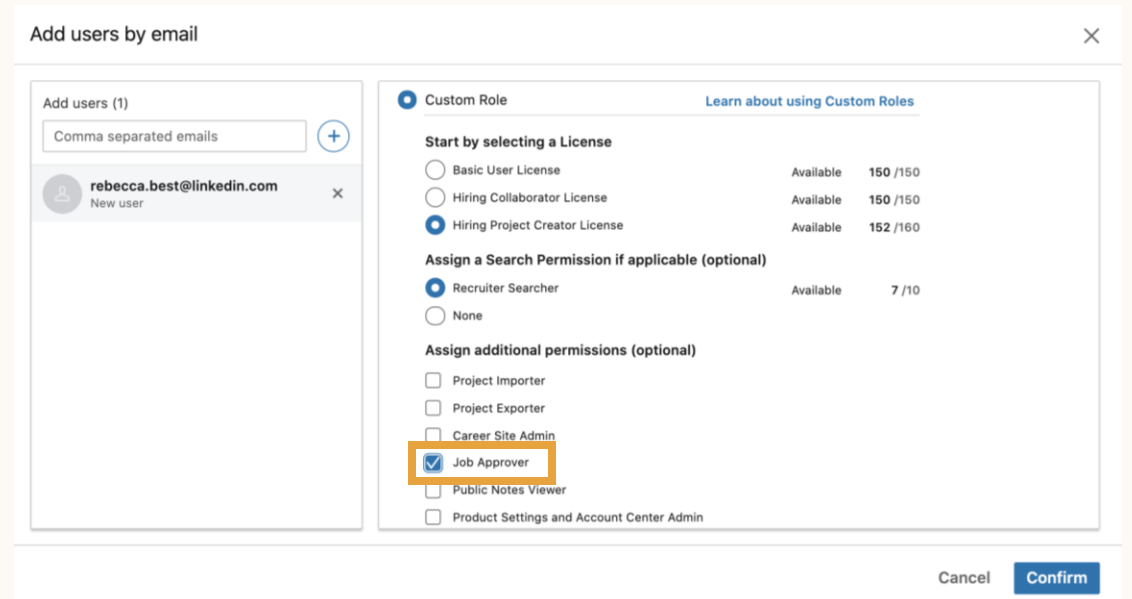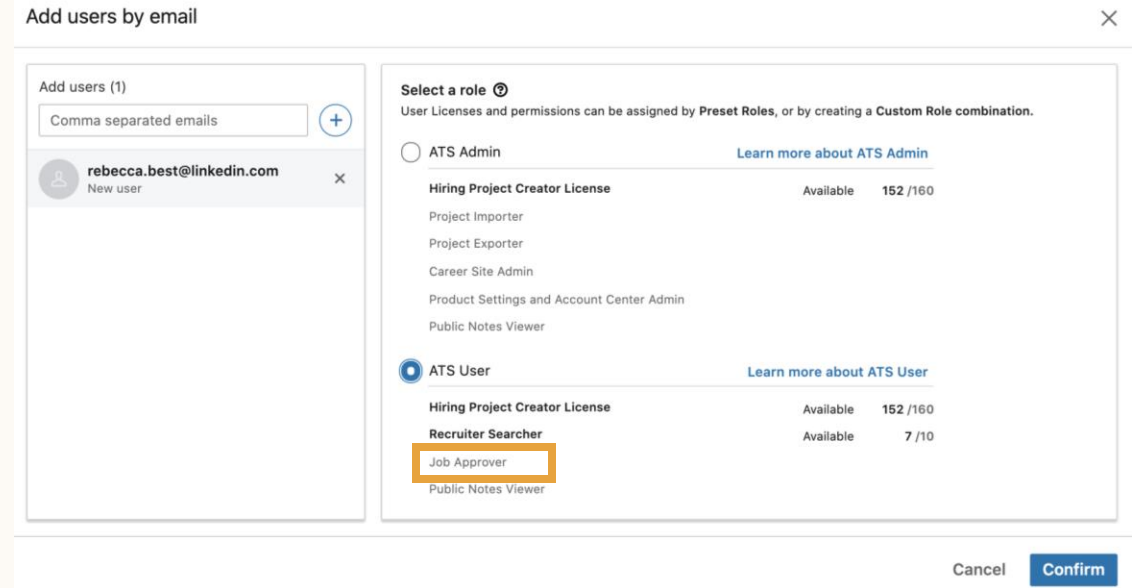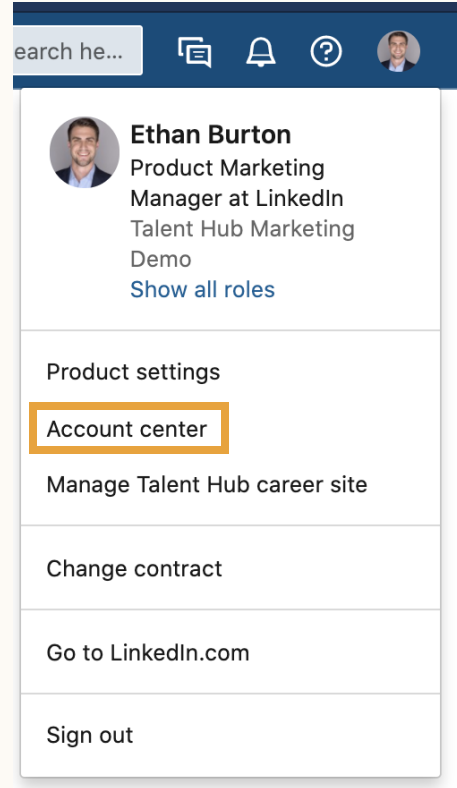
Add approvers to job posts

It starts with a Project

Once Approvals are enabled in Product Settings, users with the "Job Approvals" permission granted in Account Center will be available as an Approver to select on the first page when creating a new Project.

Once all information for the Project has been submitted – the creator will be prompted to submit the job post for approval.

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Headcount

(Optional)

Cost center

Select a cost center

Ideal hire date

5/27/2020

Invite hiring team members

Hiring Manager

Name (Optional)

Recruiter

Name (Optional)

Approver *

✓ Select an approver
Monika Evje
Stephen Gallegos

Note: Select yourself at this stage to expedite the process for jobs that do not require approval

Make this project visible to: *

● **Private**
Only members of this project (You can invite more later)
Sharing with Hiring Team.

○ **Public**
All members of ATS Migration Test

* Required field

Suggest LinkedIn Skill Assessments for applicants to take to stand out ☐

Give applicants the option to take LinkedIn Skill Assessments (we recommend 2-3), which consist of 15-20 timed, multiple-choice questions. We will notify you of applicants who pass the assessment (70th percentile or higher). **Learn more**

Select provided benefits

Job seekers rank benefits in the top 5 reasons they look for a new role

Medical insurance + · Vision insurance + · Dental insurance + · 401(k) +

Pension plan + · Child care support + · Paid maternity leave +

Paid paternity leave + · Commuter benefits + · Student loan assistance +

Tuition assistance + · Disability insurance +

Back · Preview · **Submit for Approval**
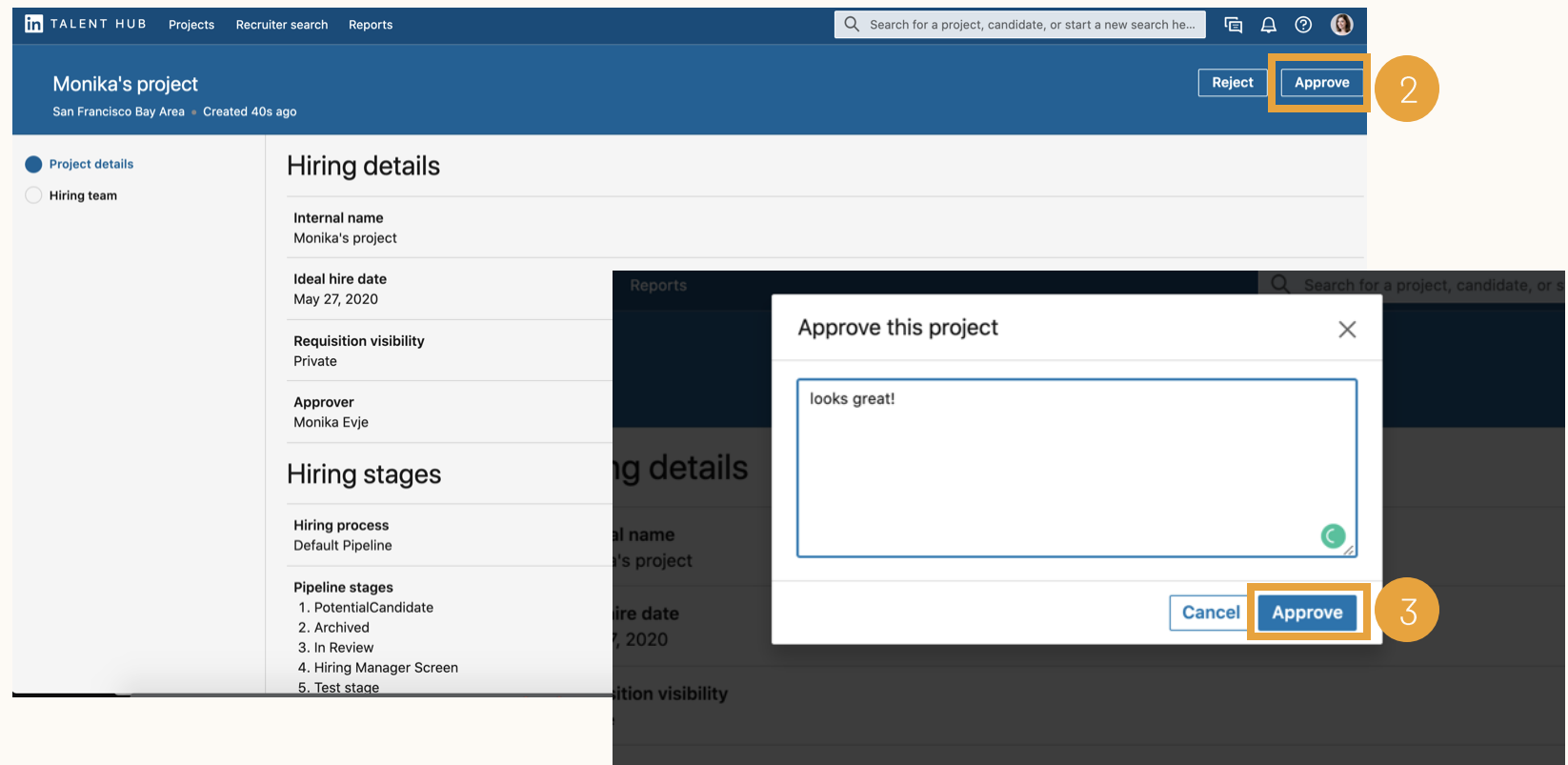
Manage the approval flow

Approver view

Once the Project is submitted, the assigned approver will receive a notification via the email associated with their Talent Hub account.

After clicking "Go to approvals" the approver will see the job post details and an option to reject or approve.

Whether approving or rejecting the job post, a comment is required ahead from the user of finalizing the process.
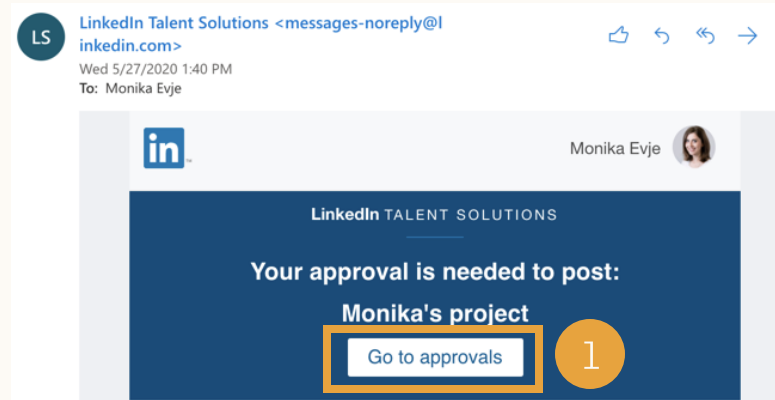
Job post details available on approval page:
Job title, Location, Seniority level, Description, Employment type, Cost center, Hiring manager, Hiring stages, Ideal hiring date (if available), Salary estimate (if available)

in **Talent Hub**
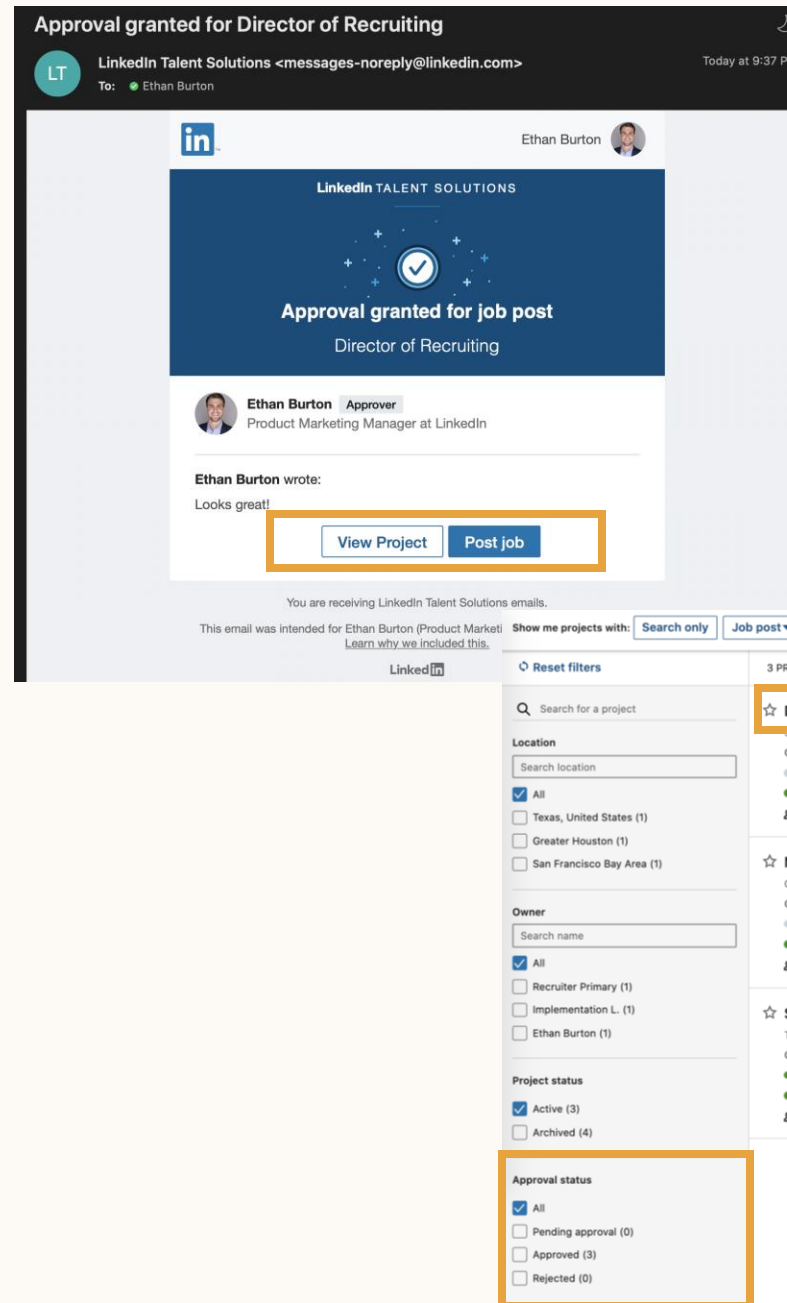
Project creator view

Once the approver has completed their review, the Project creator will receive an email with the decision and comment.

If approved, the job won't be posted automatically - allowing you to control the timing of the job post at your discretion.

All Projects can be filtered by approval status directly from the Projects tab in Talent Hub.

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Questions?

For more guidance around job posting approvals in Talent Hub, check out the following LinkedIn Talent Hub Help Center articles:

[Manage Your Hiring Approval Settings in Talent Hub – Admin](#)

[Requisition Approval Process in Talent Hub](#)

[Manage Your Requisition Approval Requests in Talent Hub](#)

[ATS User Role in Talent Hub](#)

Thank you for being a valued customer.

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