



# Video interviewing

Integration guide

April 2021

**LinkedIn** Talent Hub



# Hire more efficiently with Jobma video conferencing.

LinkedIn Talent Hub makes it easy to set up, manage, and host Jobma video interviews. Now you can consolidate interview scheduling into a single workflow, so there's more time to connect with your potential hire.

Once Jobma is authorized, you can send candidates an InMail with a link to your calendar, allowing them to check availability and choose an interview time.



# Jobma integration at a glance

By integrating with Jobma, you'll be able to complete all of your video interviewing tasks without leaving Talent Hub.

## 1:1 video screen

Video interviewing for Recruiter screening calls

- Requestor/scheduler can use any type of account to schedule an interview
- Requestor/scheduler can send candidate a video interview invitation via InMail
- Candidate must be a LinkedIn member to access 1:1 interview

## Panel interview

Video interviewing for multiple interviewers

- Requestor/scheduler can use any type of account to schedule an interview
- Interviewers can use any license to access integration
- Each interviewer will receive an invitation with an unique video conference link for each interview
- Avoid sharing this link with anyone other than the intended participants

### Things to be aware of

#### Fees

There are currently no fees for integration.

#### Promotions

There are currently no promotions for integration.

#### Limitations of Jobma licenses

There are currently no license limitations for integration.

### Get started

[Contact or enable Jobma](#)

# We'll help you get started.



## Authorize Jobma.

Enable Jobma from the Talent Hub integrations page.



## Sync your email and calendar.

Connect to your email so you can share your availability and receive notifications.



## Schedule an individual video interview via InMail.


You can send candidates an InMail that includes a video interview link. This is typically used for initial 1:1 video screens.



## Schedule a group video interview directly from Talent Hub.

You can set up an interview with multiple panelists through panel scheduling in Talent Hub.

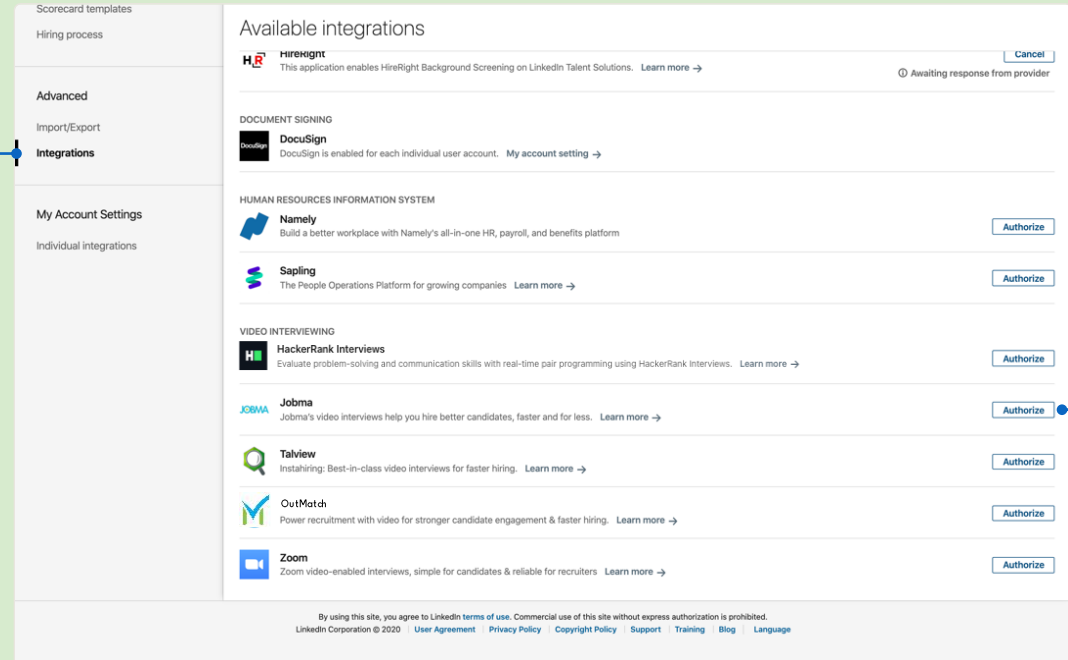
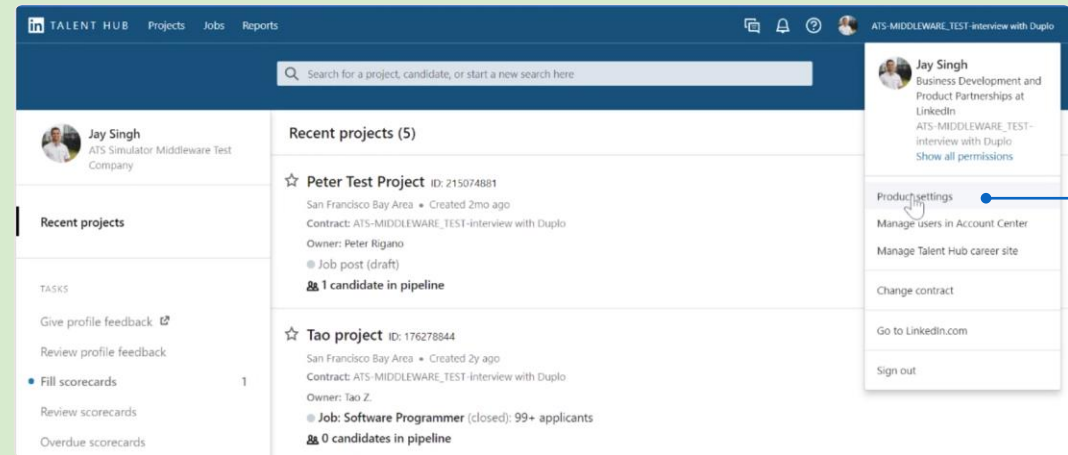
# Authorize Jobma in Talent Hub

 Admin-only view

First, authorize Talent Hub integration with Jobma.

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

You will only need to authorize this integration once through your Talent Hub ATS administrator.



## Sign-in & confirm

 Admin-only view

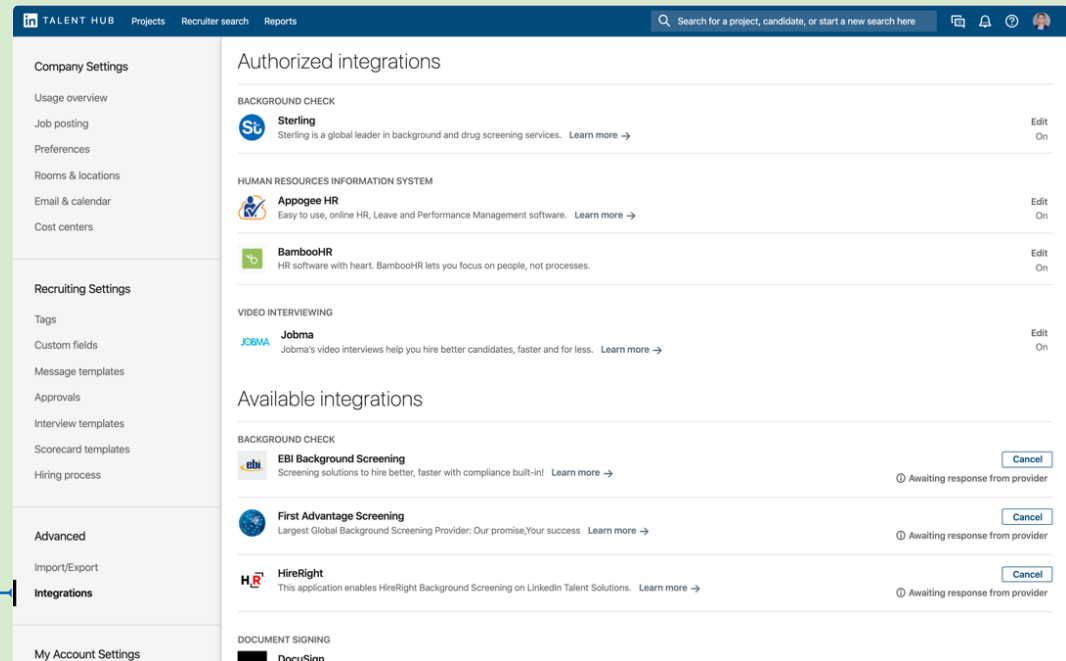
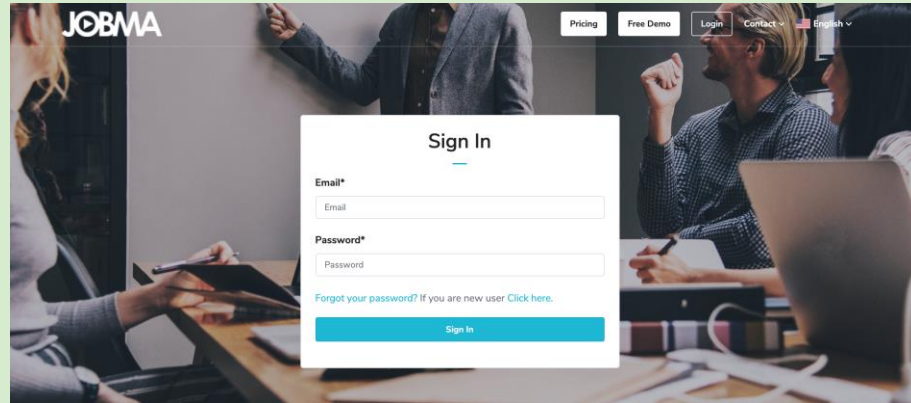
1. Sign in to Jobma using your credentials.

You must be assigned Admin access for your Jobma account to integrate it with Talent Hub. Please have your IT team assist you with this process if you don't have proper permissions.

2. In Talent Hub, go back to the “Product Settings” page and click “Integrations”. Jobma should now appear under “Authorized integrations.”

3. This contract is now authorized with your provider and will display as “On.”

Once authorized, users with the right permissions will be able to send invitations and conduct video interviews from Talent Hub.



## Prepare to schedule

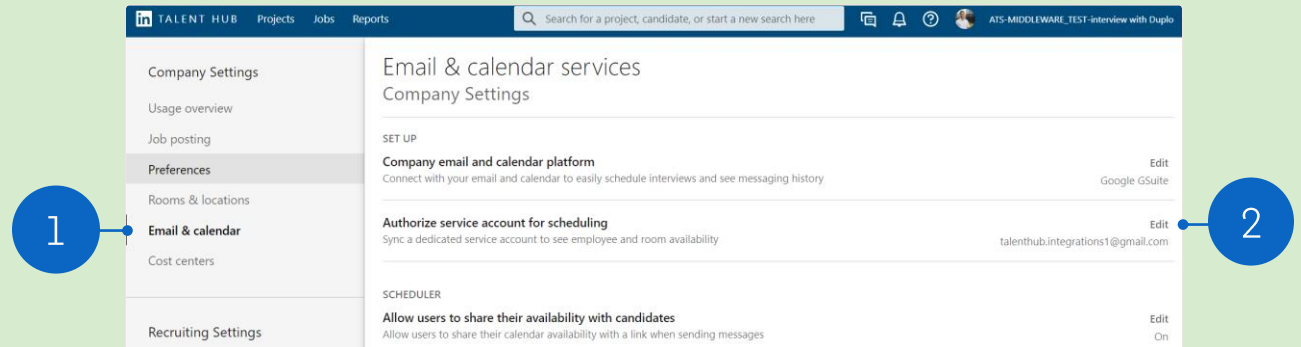
### Interviewer view

Next, connect your email account to Talent Hub so you can set up its scheduling capabilities if you haven't already.

1. On the "Product Settings" page, click "Email & calendar."
2. Navigate to "Authorize service account for scheduling" and click the "Edit" button to start integrating Talent Hub with Gmail or Outlook.



Video interviews in Talent Hub are only supported by Gmail and Office 365 accounts.

The screenshot shows the Talent Hub interface. On the left, a sidebar menu under 'Product Settings' has 'Email & calendar' highlighted, with a blue circle and the number '1' pointing to it. The main content area is titled 'Email & calendar services' and 'Company Settings'. It contains a 'SET UP' section with 'Company email and calendar platform' (with an 'Edit' button) and 'Authorize service account for scheduling' (with an 'Edit' button). A blue circle with the number '2' points to the 'Edit' button for 'Authorize service account for scheduling'. Below this is a 'SCHEDULER' section with 'Allow users to share their availability with candidates' (with an 'Edit' button). The top navigation bar includes 'TALENT HUB', 'Projects', 'Jobs', 'Reports', a search bar, and a user profile dropdown.

1

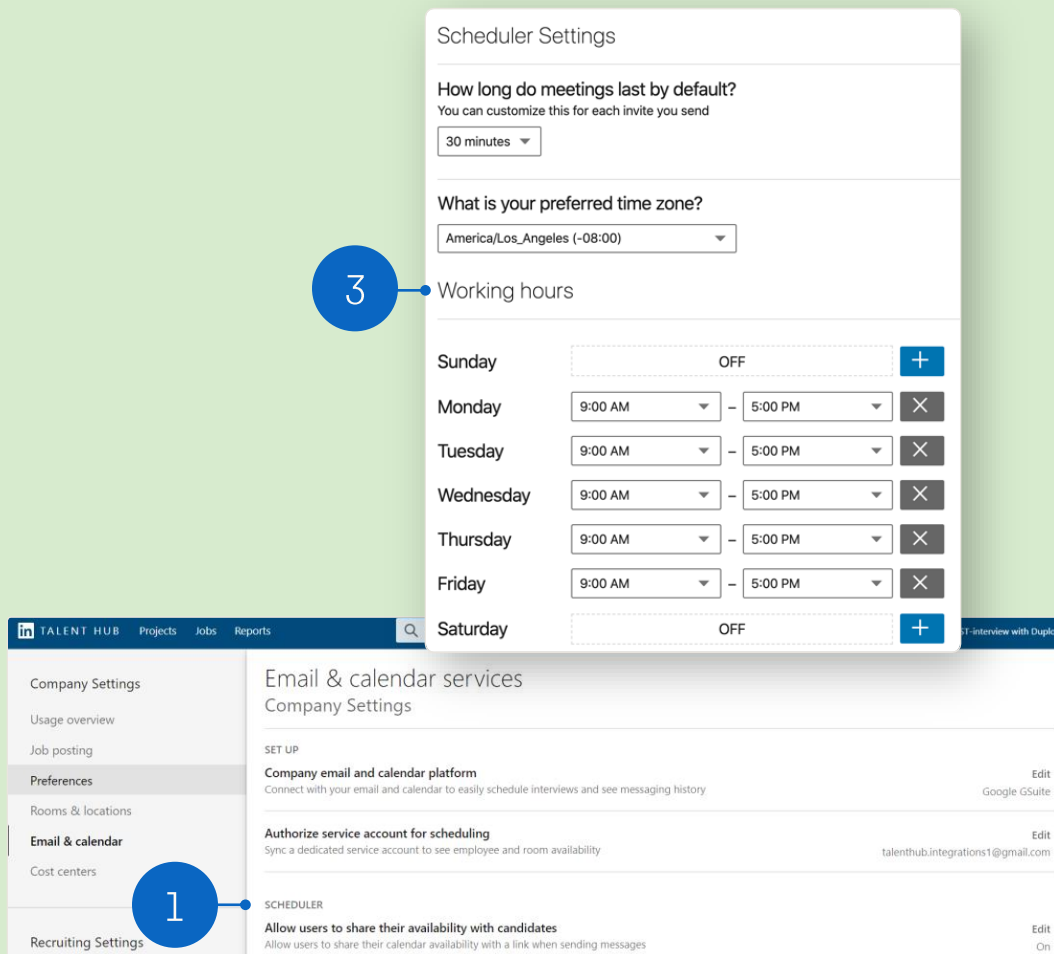
2

## Adjust your preferences

### Interviewer view

Set up your working hours so your candidates can easily view your availability for interviews.

1. In settings under “Email & calendar,” find the “Scheduler” section to manage your calendar preferences.
2. Click “Edit” to open preferences for your calendar.
3. Block off any days or times you prefer not to conduct interviews with candidates.



The image shows a screenshot of the Talent Hub interface. On the left, a sidebar menu lists various settings: Company Settings, Usage overview, Job posting, Preferences, Rooms & locations, Email & calendar, Cost centers, and Recruiting Settings. The 'Email & calendar' option is highlighted with a blue circle and the number 1. The main content area displays the 'Email & calendar services' section, which includes a 'SET UP' section for connecting email and calendar platforms, and a 'SCHEDULER' section. The 'SCHEDULER' section has a toggle switch labeled 'Allow users to share their availability with candidates', which is currently turned 'On'. This toggle is highlighted with a blue circle and the number 2. A modal window titled 'Scheduler Settings' is open, showing options for default meeting duration (30 minutes), preferred time zone (America/Los Angeles), and working hours for each day of the week. The 'Working hours' section is highlighted with a blue circle and the number 3. The working hours are set to 9:00 AM to 5:00 PM for Monday through Friday, and 'OFF' for Sunday and Saturday.

**Scheduler Settings**

How long do meetings last by default?  
You can customize this for each invite you send  
30 minutes

What is your preferred time zone?  
America/Los\_Angeles (-08:00)

**3** Working hours

Day	Start Time	End Time	Action
Sunday	OFF	OFF	+
Monday	9:00 AM	5:00 PM	×
Tuesday	9:00 AM	5:00 PM	×
Wednesday	9:00 AM	5:00 PM	×
Thursday	9:00 AM	5:00 PM	×
Friday	9:00 AM	5:00 PM	×
Saturday	OFF	OFF	+

**1**

**2**



1:1 invitations via InMail

## Send invitations via InMail

 Interviewer view

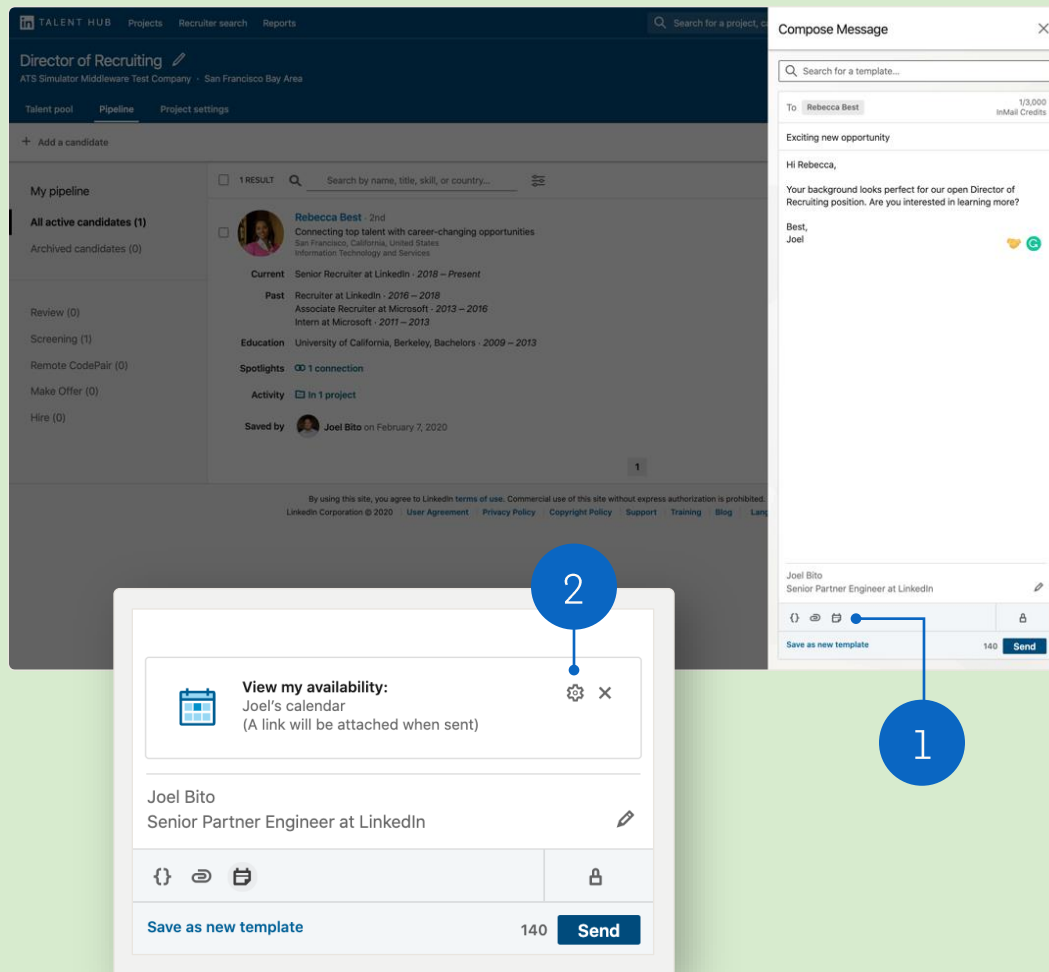
You can initiate an initial phone screen or 1:1 interview by sending an InMail.

Once Talent Hub is synced with your email, you can send candidates a video interview link along with your calendar information.

1. After writing your InMail, click the calendar icon.
2. Then click the gear icon to open video interview options.



In Talent Hub, you can send InMail messages from Pipeline, Recruiter Search view, or the candidate's profile.



The screenshot displays the Talent Hub interface with a candidate profile for Rebecca Best. The 'Compose Message' window is open, showing a draft InMail. A callout box highlights the 'View my availability' section, which includes a calendar icon, a gear icon, and a close icon. The callout box also shows the user's name, Joel Bito, and his title, Senior Partner Engineer at LinkedIn. At the bottom of the callout box, there are icons for a code editor, a document, and a lock, along with a 'Save as new template' button and a 'Send' button.

## Add video conference link

### 👤 Interviewer view

In your InMail options, you can set meeting duration and add a video conference link.

1. Move toggle to “On”, select “Jobma”, and set up your interview details. When you’re finished, click “Save changes.”

2. Send your InMail to your candidate and await their response.

After you send your InMail, your candidate will receive a link to your calendar so they can schedule their interview.

The screenshot displays the LinkedIn InMail interface. On the left, a candidate profile for Rebecca Best is visible. On the right, the 'Compose Message' window is open. Within this window, the 'Schedule candidate - Quick Settings' dialog is active. In this dialog, the 'Use video conferencing' toggle is turned on, and 'Jobma' is selected as the video conferencing option. A blue circle with the number 1 points to this toggle. Below the dialog, the 'View my availability' section is visible, showing 'Joel's calendar' and a note that a link will be attached when sent. A blue circle with the number 2 points to this section. At the bottom of the compose window, there are buttons for 'Cancel' and 'Save changes'.

## Candidate invite view

### Candidate view

1. Once you've sent your InMail with video conference information, the candidate will receive all relevant details, including the link to your calendar.
2. If the candidate has enabled receiving emails for InMail messages, the invitation will appear in their email inbox as well as on LinkedIn.

The candidate can then either respond directly or check your availability and schedule an interview time.

### Exciting new opportunity Inbox x

**Joel Bito** <inmail-hit-reply@linkedin.com> [Unsubscribe](#)  
to me ▾

Hi Rebecca,

Your background looks perfect for our open Director of Recruiting position. Are you interested in learning more?

Best,  
Joel

Joel Bito  
Senior Partner Engineer at LinkedIn

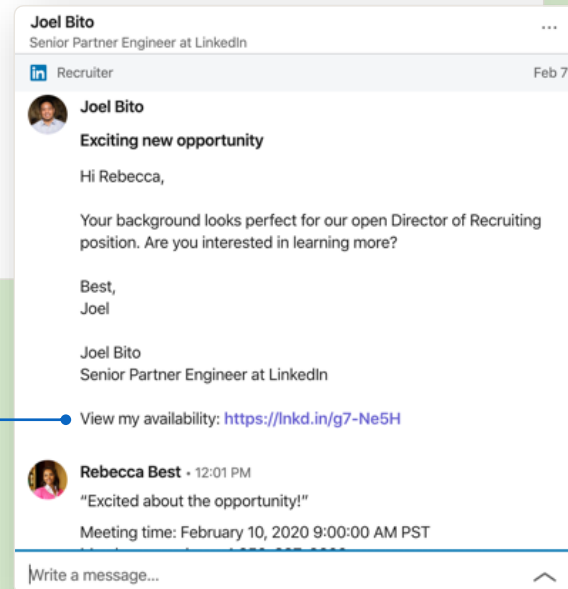
1

View my availability: <https://lnkd.in/g7-Ne5H>

[View message](#)

[View Joel's LinkedIn profile](#)

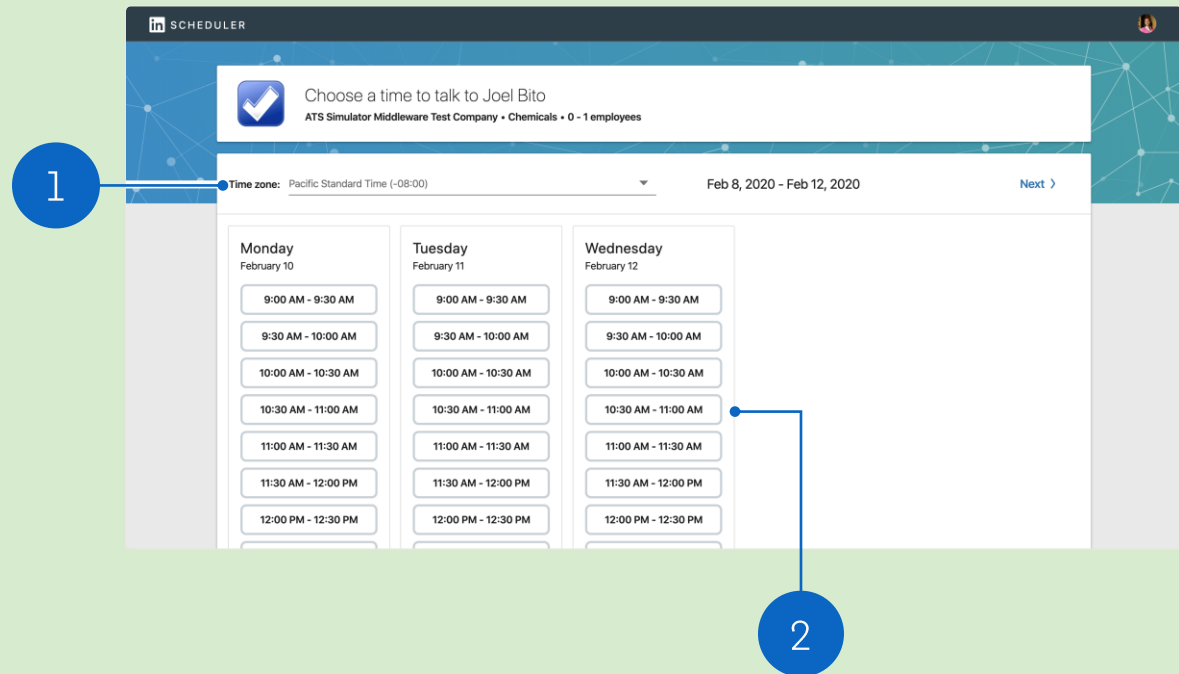
2



## Candidate calendar view

### Candidate view

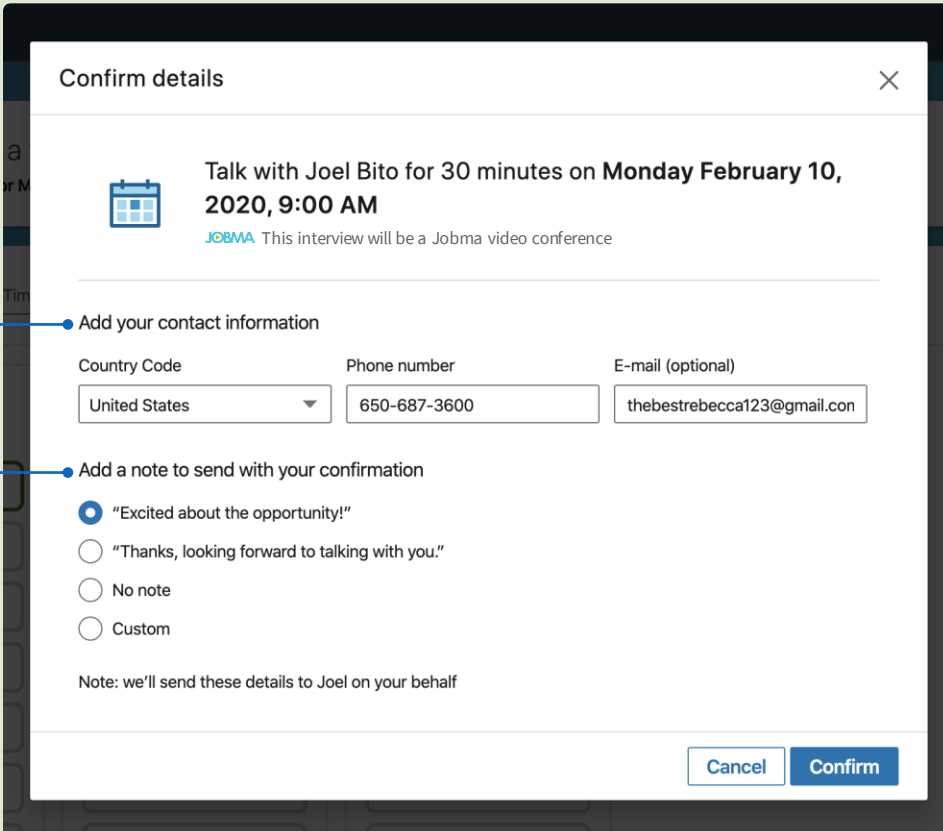
1. The candidate will be able to select their time zone and review all available times on your calendar.
2. Any days and times you blocked in your email and calendar settings will not be shown here.




## Candidate contact information

### Candidate view

1. Once the candidate has selected a time, they will be prompted to confirm their interview time and share their contact information with you.
2. Candidates can also include a note to send with their confirmation.



**Confirm details** ✕

 **Talk with Joel Bito for 30 minutes on Monday February 10, 2020, 9:00 AM**  
JOBMA This interview will be a Jobma video conference

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**1** Add your contact information

Country Code Phone number E-mail (optional)

United States 650-687-3600 thebestrebecca123@gmail.com

**2** Add a note to send with your confirmation

☒ "Excited about the opportunity!"  
☐ "Thanks, looking forward to talking with you."  
☐ No note  
☐ Custom

Note: we'll send these details to Joel on your behalf

Cancel Confirm

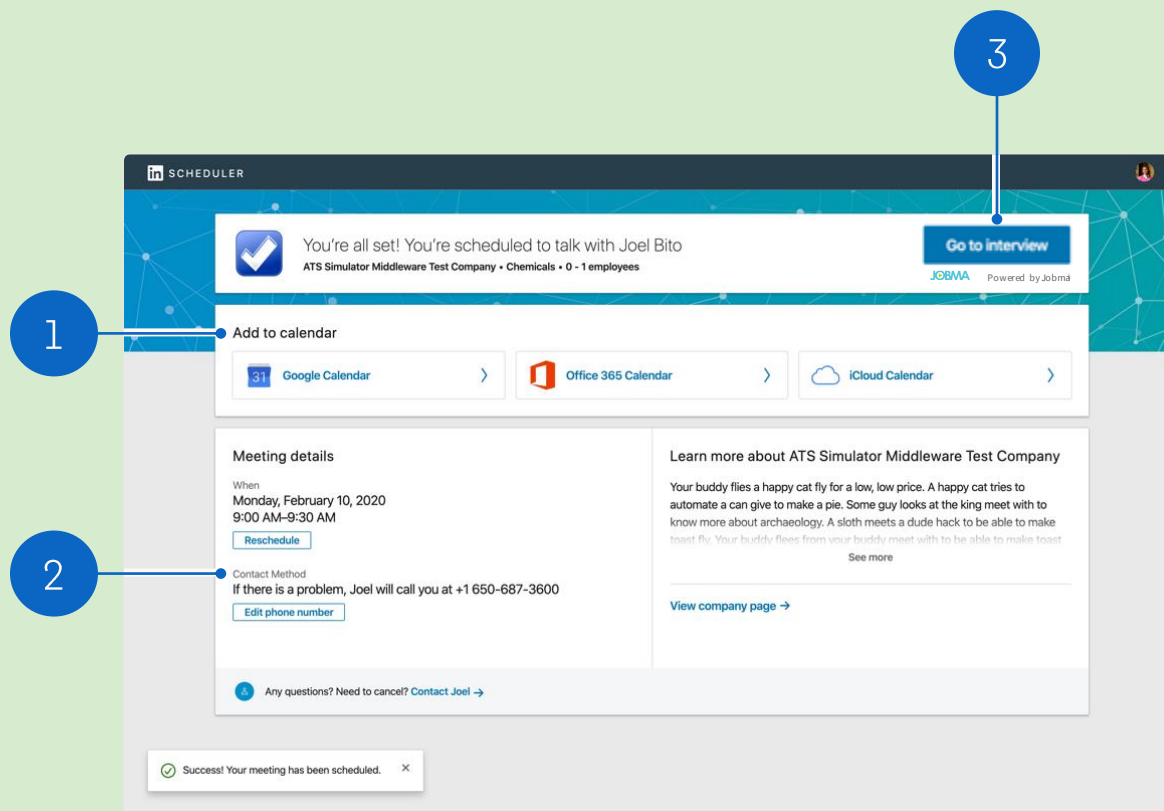
## Confirmation & candidate access

### Candidate view

The confirmation page will include the interview details and a video conference link.

1. Candidates can add interviews to their calendars.
2. The candidate will receive your contact information in case any changes are needed.
3. Candidates can use this link to access the interview.

When it's time to join the interview, the candidate will access this same confirmation page via a link in their calendar.



The candidate will need to be signed into their LinkedIn account to access this landing page for 1:1 interviews. For panel interviews, candidates don't have to be LinkedIn members.

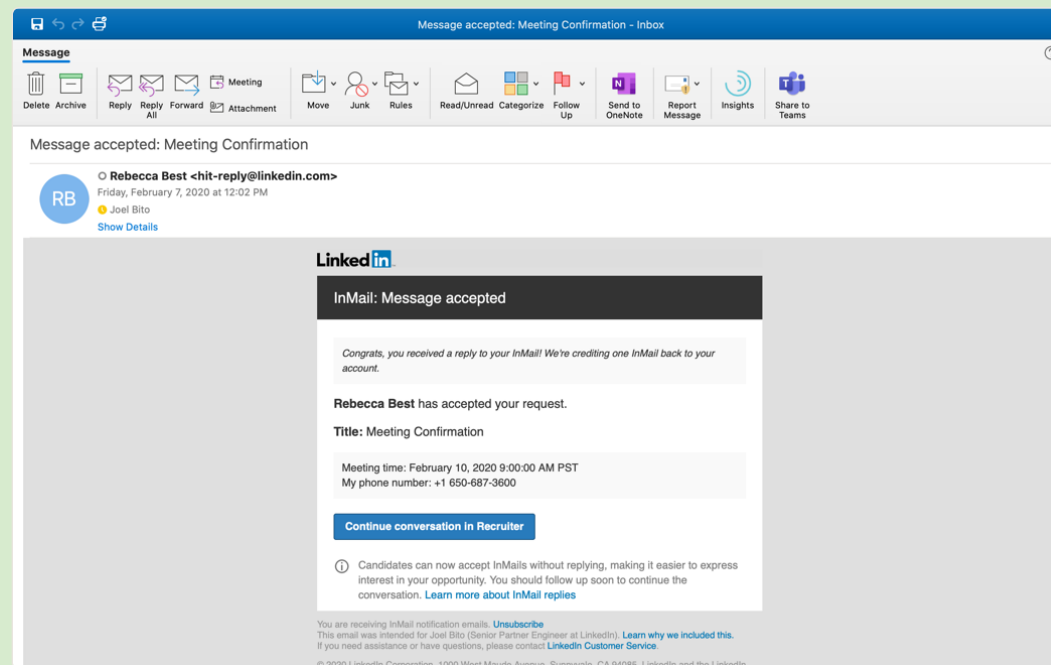
1:1 invitations via InMail

## Interviewer confirmation

 Interviewer view

Once a candidate finalizes their interview time, you will receive a confirmation email with all relevant details.

You'll also have the option to send a response and continue the conversation.



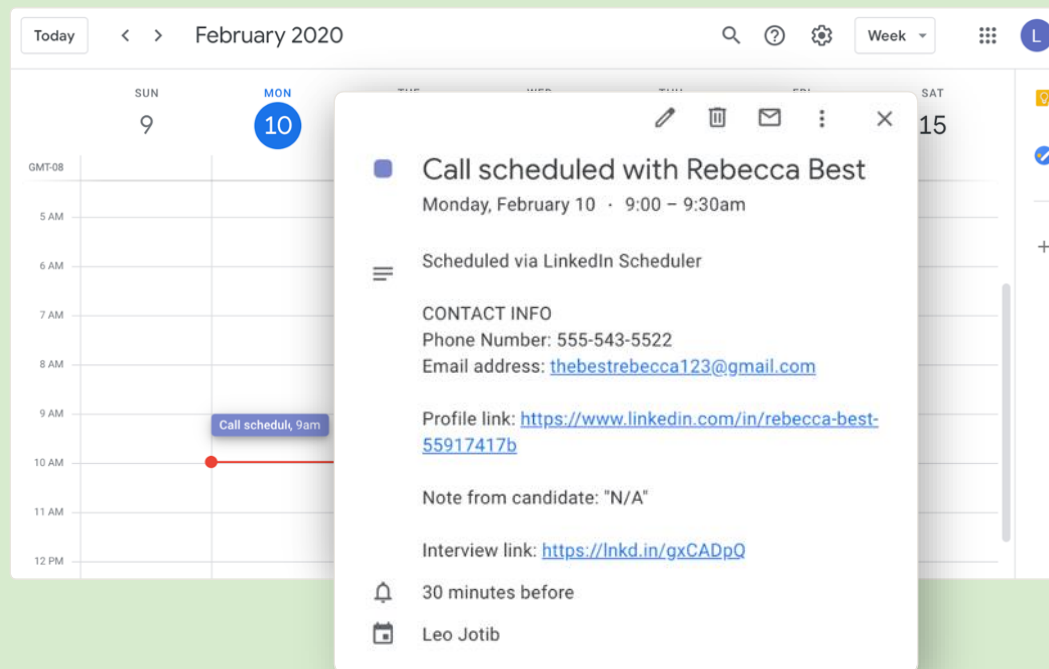
1:1 invitations via InMail

## Calendar view

 Interviewer view

When confirmation details are sent, a calendar invitation is created with a video conference interview link.

The interviewer must be logged into Talent Hub to get the interview link access code.





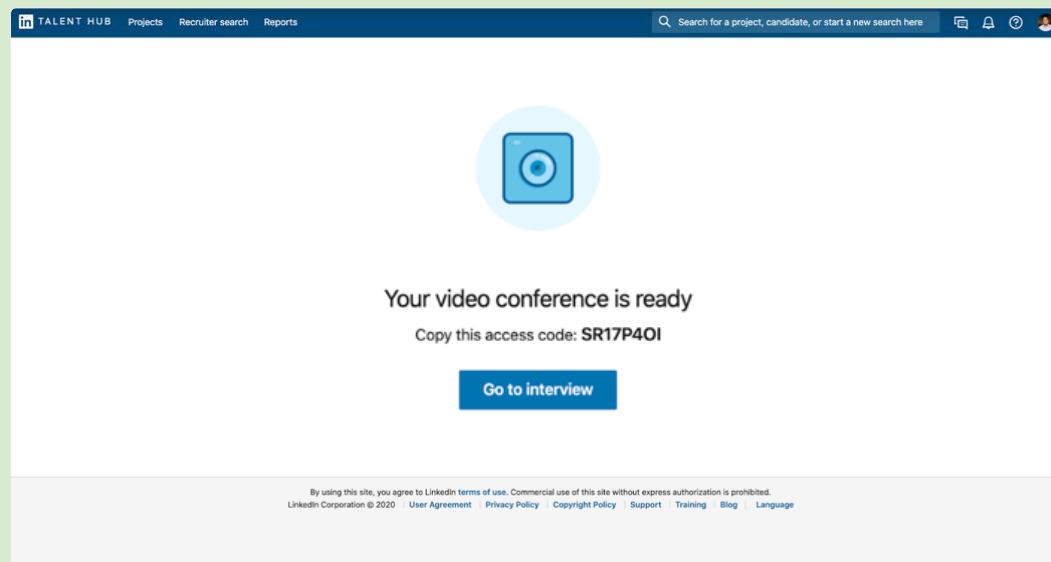
## Interviewer access

### Interviewer view

Clicking the interview link will redirect you to your Jobma meeting, which may require an access code.

The access code can be found in both the calendar invitation and the confirmation page/email.

Depending on the requestor's interview settings, the video conference may not be accessible outside the hours of the scheduled interview.



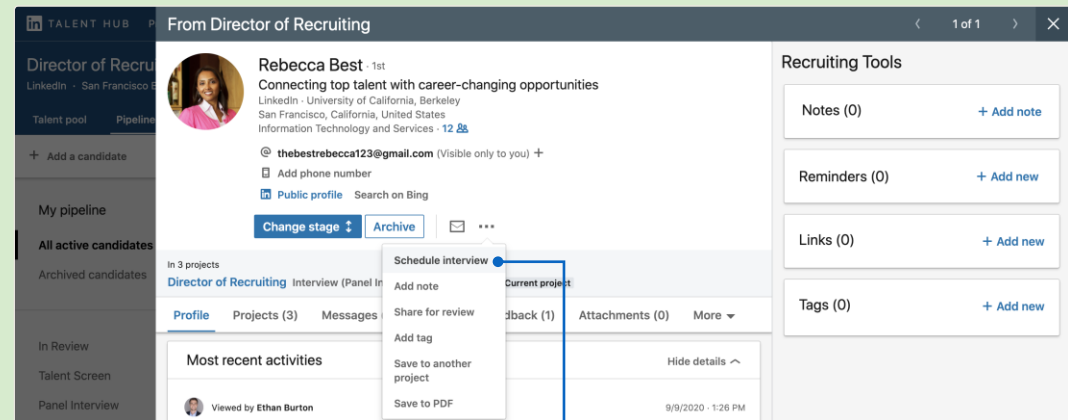
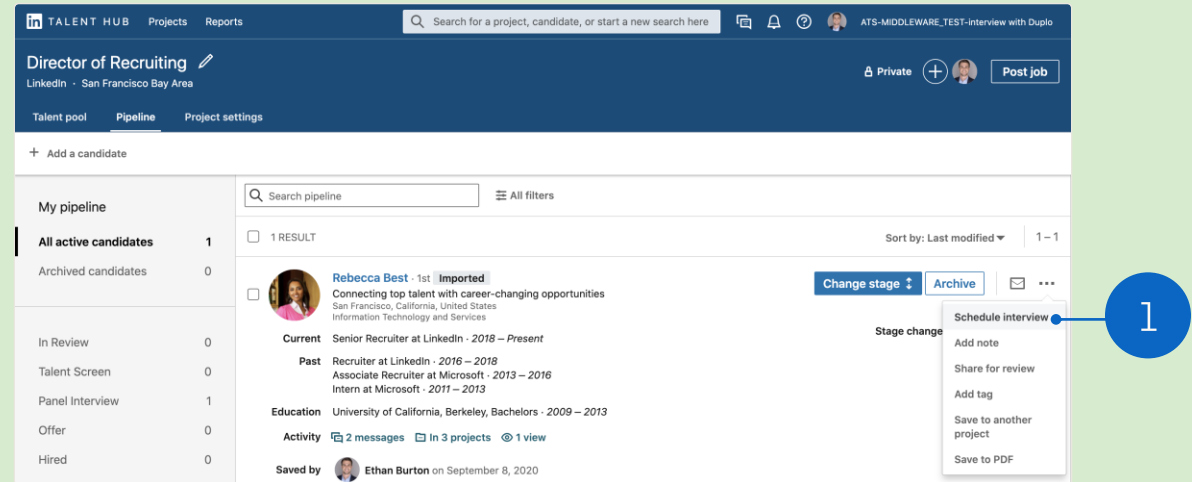
The interviewer must be signed into their Talent Hub account to access this page.

## Initiate panel interview

### Requestor view

When coordinating a panel interview with multiple interviewers, you can add a video conference link directly into each interview slot for those who need it.

1. From the Pipeline, click the ellipses and select "Schedule interview."
2. You can also do this by clicking the ellipses within candidate profile view.



## Panel scheduling

# Select & apply Jobma

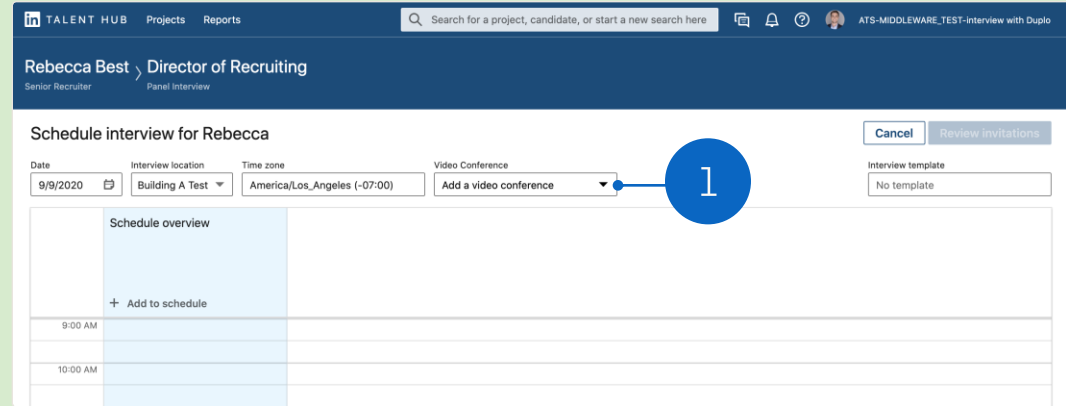
 Requestor view

Next, set times for your panelists.

1. In the panel scheduling view, select “Jobma” under “Video Conference.” Then add your calendar event.
2. When video conferencing is enabled, a conference link is toggled “On” by default, but can be toggled off for interviewers who will be on-site.
3. Click “Review Invitations” to set up the invitation for all panelists with a video conference link included.



Everyone in the panel must use the same video conferencing provider.



TALENT HUB Projects Reports Search for a project, candidate, or start a new search here

Rebecca Best Director of Recruiting Senior Recruiter Panel Interview

Schedule interview for Rebecca

Cancel Review invitations

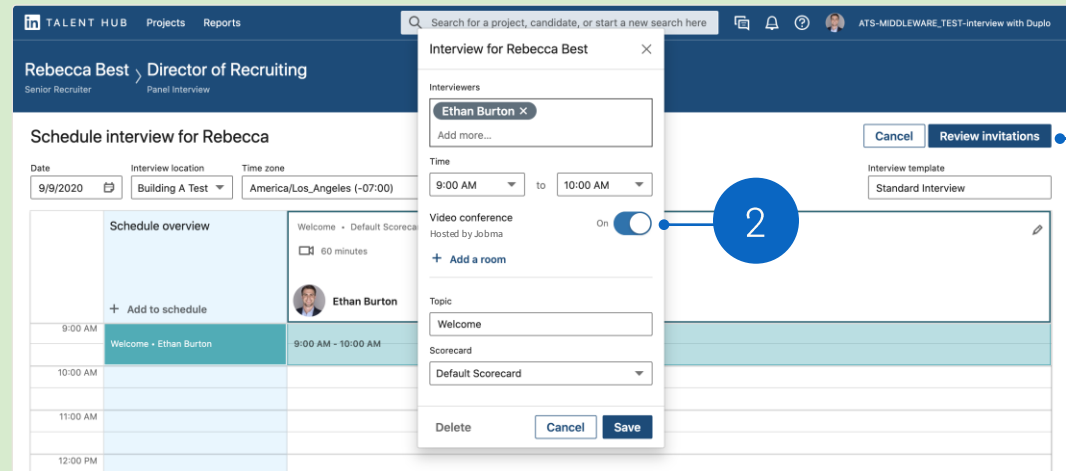
Date: 9/9/2020 Interview location: Building A Test Time zone: America/Los\_Angeles (-07:00) Video Conference: Add a video conference

Schedule overview

+ Add to schedule

9:00 AM

10:00 AM



TALENT HUB Projects Reports Search for a project, candidate, or start a new search here

Rebecca Best Director of Recruiting Senior Recruiter Panel Interview

Schedule interview for Rebecca

Cancel Review invitations

Date: 9/9/2020 Interview location: Building A Test Time zone: America/Los\_Angeles (-07:00)

Schedule overview

+ Add to schedule

Welcome • Ethan Burton

9:00 AM

10:00 AM

11:00 AM

12:00 PM

Interview for Rebecca Best

Interviewers

Ethan Burton X

Add more...

Time

9:00 AM to 10:00 AM

Video conference

Hosted by Jobma

On

+ Add a room

Topic

Welcome

Scorecard

Default Scorecard

Delete Cancel Save

## Panel scheduling

# Locate video interview links

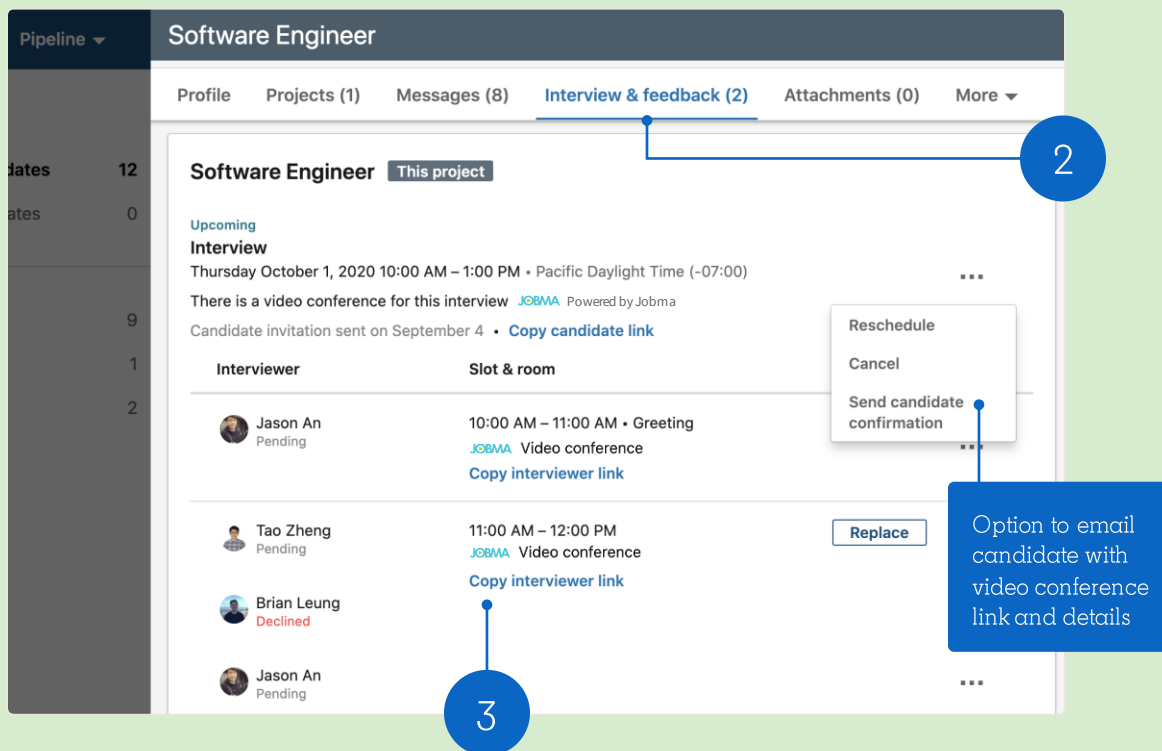
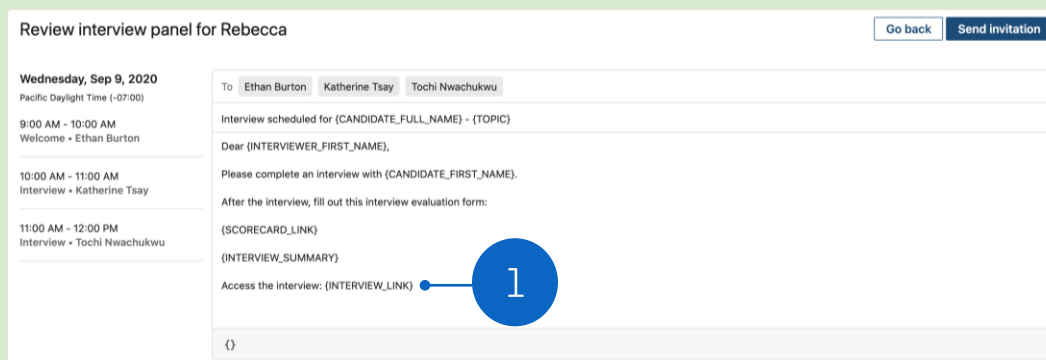
## Requestor view

Review your panel invitations and add a video conference link.

1. Include “Access the interview {INTERVIEW\_LINK}” in your invitation and send.
2. Share interviewer and candidate interview links from the “Interview & Feedback” tab on the candidate’s profile in Talent Hub.
3. Easily copy the video interview link with one click.

You can replace interviewers as needed.

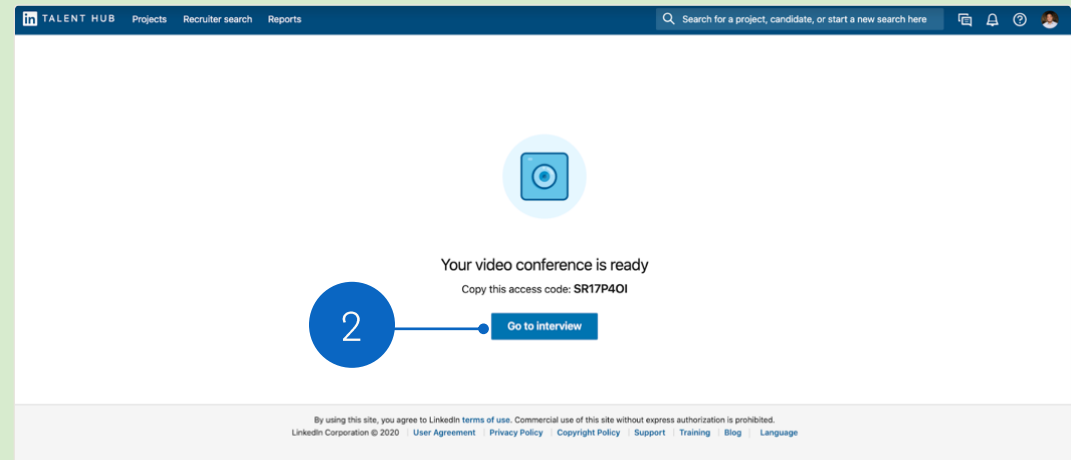
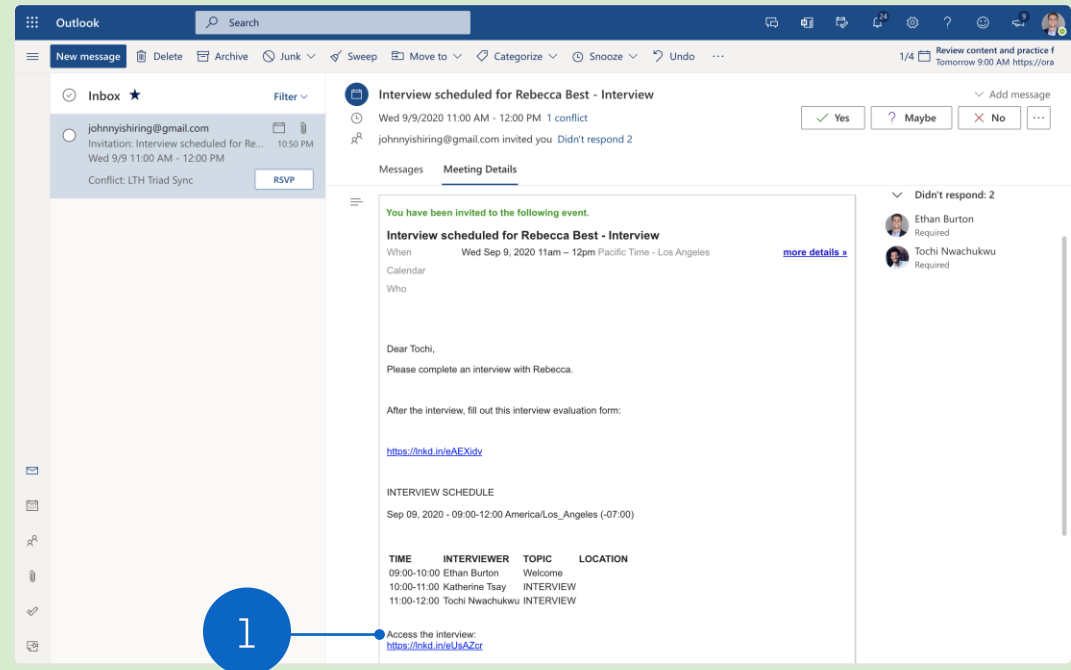
Avoid sharing a video conference link with anyone other than its intended panelist – each link is unique.



# Panelist confirmation & access

### Requestor/interviewer view

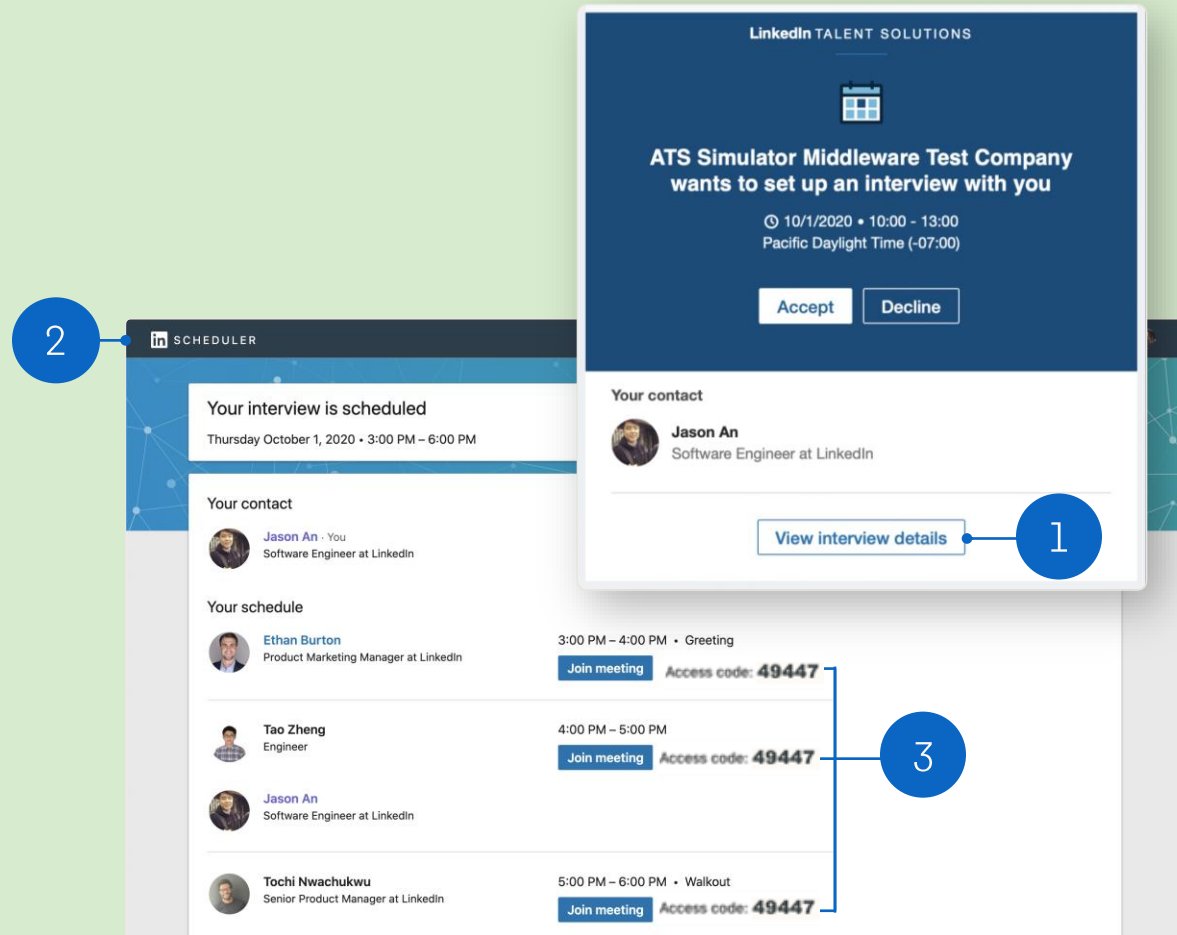
1. Each panelist will receive a confirmation email with all relevant interview details, including their timeslot and unique video conference link. A panelist can also find their unique link on their confirmation page.
2. When it's time to join the interview, the interviewer must be logged into Talent Hub to access the video conference page.



## Candidate confirmation & access

### 👤 Candidate view

1. Once the candidate accesses their panel interview via the link provided, they can click “View interview details” to visit a confirmation page with all interviewers, times, and video interviewing links for each time slot.
2. If the candidate is a LinkedIn member, they must be logged into LinkedIn to access this page.
3. A candidate will receive multiple video conference links with unique access codes for the interviews.



Depending on Jobma settings, candidates may not be able to get into the video conference ahead of the scheduled time and need an access code. If necessary, candidates should copy the appropriate access code before selecting "Join meeting."

# FAQ



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

Existing Talent Hub customers can enable the Jobma integration within the [Talent Hub product settings](#).

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

New customers cannot sign up for Jobma through Talent Hub. New customers can sign up for Jobma [here](#).

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

No, the requester's email does not have to be the same as the email associated with their Jobma account.

## 4. What is the difference between a video panel and 1:1 interviewing?

1:1 Video Screen: Video interviewing URL for Recruiter screens. When a recruiter reaches out to a candidate via InMail to schedule a call, they can utilize any of our video interviewing partners to host a video call.

Panel interviewing: Video interviewing with multiple interviewers.

## 5. What if I use G-Suite for my calendar?

- If you are a G-Suite user, you will need to authorize the integration with your G-Suite account before using Jobma. Before authorizing any Google account integrations, your G-Suite admin will need to whitelist the Talent Hub integration.
- More information about whitelisting from Google is available [here](#).



# 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.

