

Talent Hub Referrals Guide

Have your employees submit referrals via your LinkedIn Career Site



Expand your talent pool with referrals

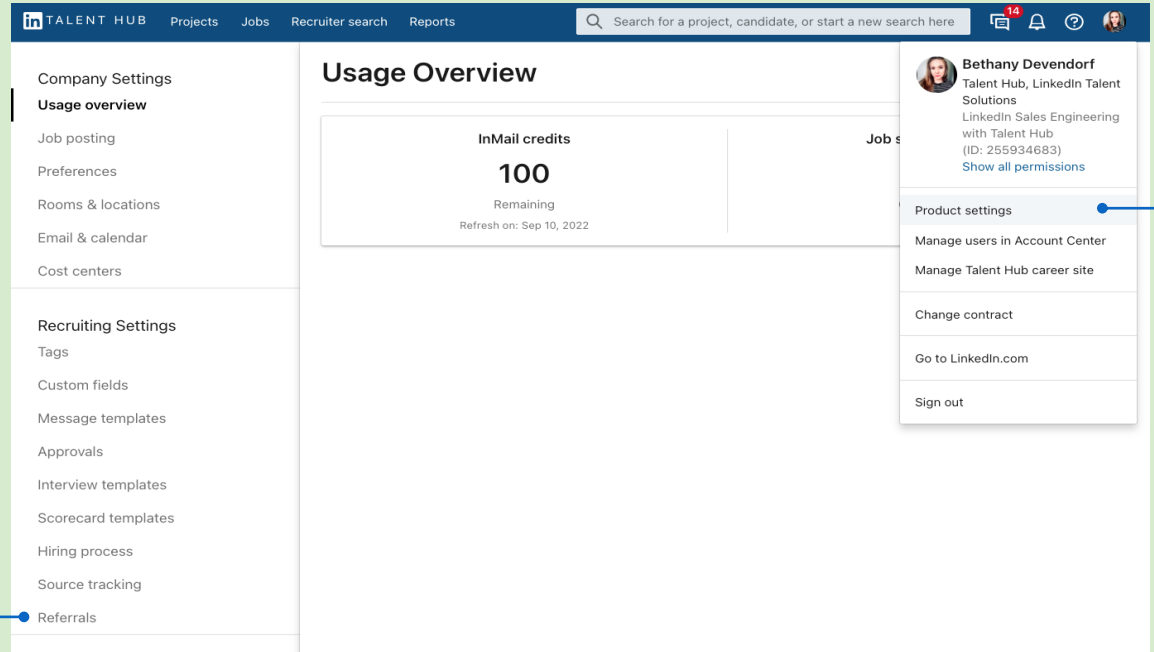
Host your company's open jobs on a single page and allow employees to submit referrals via your LinkedIn Career Site. Recruiters will be able to access referrals within the Talent Pool section of Talent Hub.

Interested in trying this feature out? Make sure to first set up a [career site](#).



Enable referrals for your contract

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 “Referrals” under “Recruiting Settings”.
3. Click “Edit”, select “Allow” and click “Save”.



The screenshot shows the LinkedIn Talent Hub interface. The top navigation bar includes 'TALENT HUB', 'Projects', 'Jobs', 'Recruiter search', and 'Reports'. A search bar is present with the text 'Search for a project, candidate, or start a new search here'. The main content area is titled 'Usage Overview' and displays 'InMail credits' with a value of '100' and 'Remaining' status, with a refresh date of 'Sep 10, 2022'. On the left, there are two sections: 'Company Settings' (Usage overview, Job posting, Preferences, Rooms & locations, Email & calendar, Cost centers) and 'Recruiting Settings' (Tags, Custom fields, Message templates, Approvals, Interview templates, Scorecard templates, Hiring process, Source tracking, Referrals). On the right, a user profile dropdown menu is open for 'Bethany Devendorf', showing options like 'Product settings', 'Manage users in Account Center', 'Manage Talent Hub career site', 'Change contract', 'Go to LinkedIn.com', and 'Sign out'. A blue circle with the number '1' points to the 'Product settings' option.

2

Referrals

Referrals

Allow employees to refer candidates for the posted jobs in this contract.

Cancel

Save

3

Allow Don't allow

Configure referral settings

Once enabled, additional settings will appear within the Referrals section allowing you to configure the following referral preferences:

1. “Status updates on Referrals”
2. “Bonus level” information
3. Link your company’s “Referral program URL”

Status updates on referrals Cancel Save

Specify the information shared with employees for their referrals. This information will be shared on the employee dashboard and via email notifications.

Don't share referral updates with the referrer

Update the referrer when their referred candidate is being reviewed

Update the referrer when their referred candidate is being reviewed and when a final decision is made

Update the referrer with the hiring process stage their referred candidate is in and when a final decision is made

Bonus level Cancel Save

Define the bonus levels available for jobs posted in this contract.

Bonus level name	Bonus amount	
Entry Level Referrals	\$100.00	
Executive Referral	\$500.00	
Add new bonus level		

Referral program URL Edit

Include a URL to the company's referral program policy. <http://careers.jobvite.com/Careers/eng...>

Post jobs with referrals

Referral preferences can be selected on each individual job posting.

1. Post your job using one of your promoted job slots or as a limited listing
2. Select your "Referral Preferences" from the drop-down

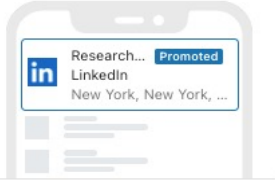
Post a job

1

Step 5: Ways to enhance your job on LinkedIn

Choose how to post this job

No job slots available **Recommended**
This job will get top placement within LinkedIn job search results and will reach more candidates via targeted job recommendations to relevant job seekers.



Limited Listing
Post this job to LinkedIn for free. This job will appear in LinkedIn job search results, but it will not be actively promoted in search or via targeted job recommendations.

2

Employee Referrals

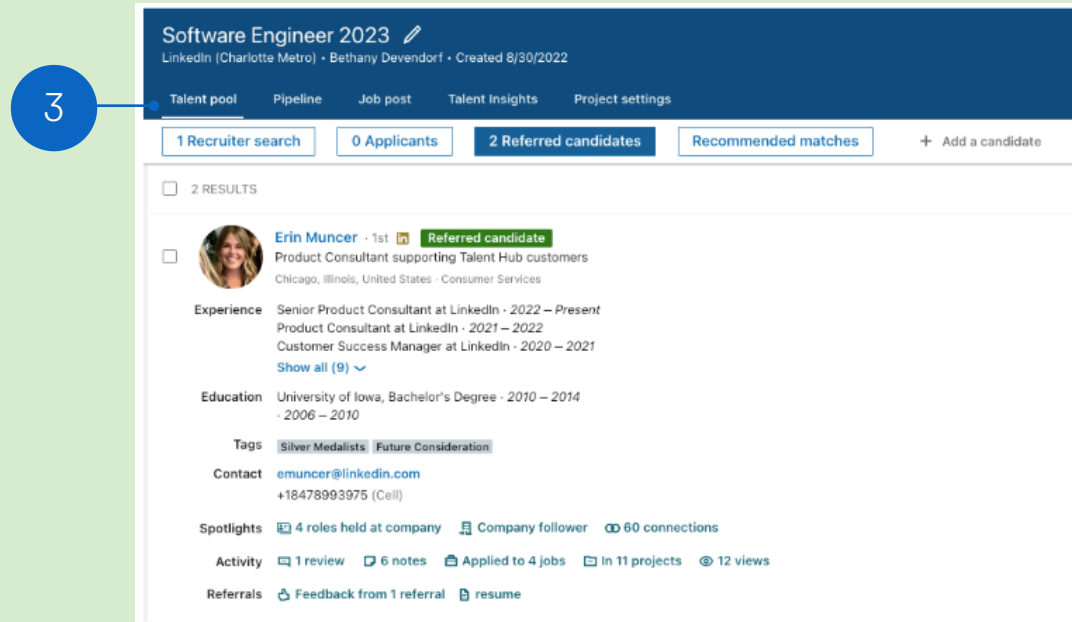
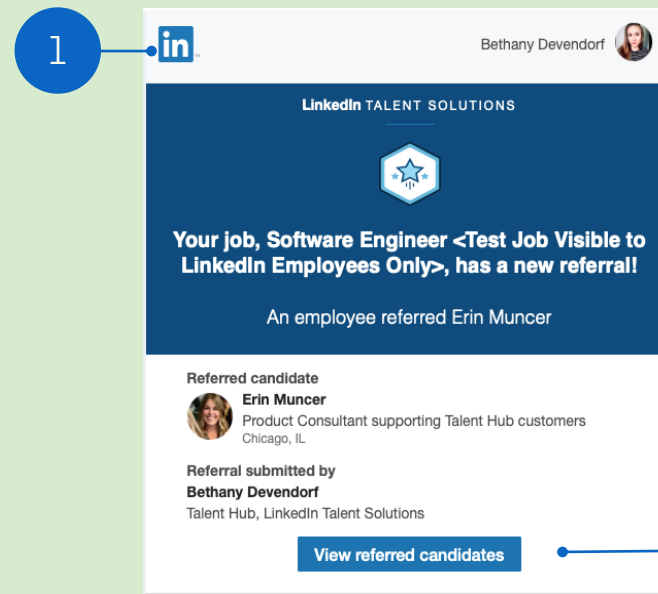
Specify whether employees can submit referrals for the posted job and what the referral bonus will be.

Referral Preferences

- Entry Level Referrals (\$100.00)**
- Executive Referral (\$500.00)
- Accept referrals without a bonus
- No referral allowed for the job

Review referred candidates

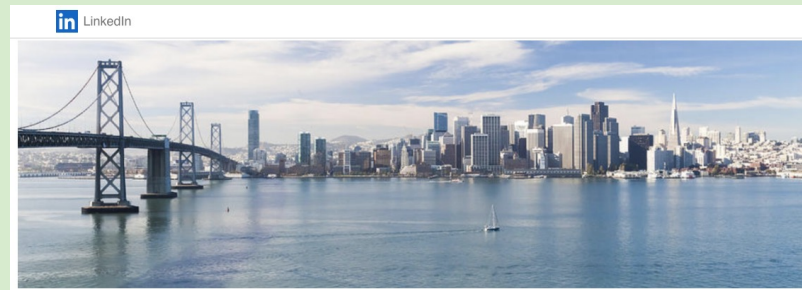
1. When an employee submits a referral, the project owner and job poster will receive an email notification
2. From the email, click "View referred candidates"
3. Employee referrals will be listed in the "Referred candidate" tab within your project's "Talent pool"



Referring a candidate from the LinkedIn Career Site

Employee Experience

1. Navigate to your LinkedIn career site to review active job postings
2. Click into the job posting to review if the job is accepting referrals
3. Click "Add referral" below the Bonus information and link to learn more about your company's employee referral program



1

Work with Us!

Current openings

JOB TITLE	FUNCTIONS	LOCATION
Software Engineer <Test Job Visible to LinkedIn Employees Only>	Engineering, Information Technology	Charlotte Metro (Remote)
Account Manager <Test Job Visible to LinkedIn Employees Only>	Sales, Business Development	Sydney, New South Wales, Australia (On-site)
Research Assistant <Test Job Visible to LinkedIn Employees Only>		
Software Engineer <Test Job Visible to LinkedIn Employees Only>		

2

LinkedIn

Start a referral

Bonus: **Entry Level Referrals (\$100.00)**
[Learn more about our referral program](#)

[Add a referral](#)

3

LinkedIn

Research Assistant <Test Job Visible to LinkedIn Employees Only>

LinkedIn • New York, NY (On-site)

Posted 4 weeks ago

Full-time • Research • Analyst • Information Technology

Technology, Information and Internet

Applied 4 weeks ago

The ideal candidate is an analytical team player who will be responsible for leading a team of high performing individuals who own the entire product lifecycle from strategy to evaluation. You will also work cross-functionally to complete product roadmaps and discover new opportunities.

Responsibilities

- Create business models and analyze competitive landscape
- Develop and monitor data-driven analytics
- Mentor employees to help them achieve individual & team objectives

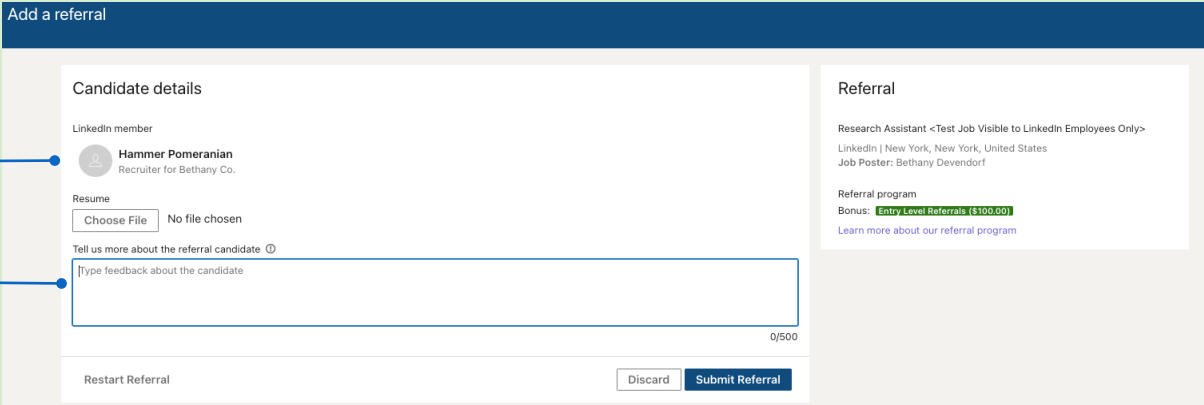
Qualifications

- Bachelor's degree or equivalent 3+ years of experience in Product Management, Engineering, or Consulting
- Strong written, verbal and collaboration skills

Referring a candidate from the LinkedIn Career Site

1. Add the candidate by either searching for their LinkedIn profile or by uploading their resume
2. Provide additional feedback about the candidate and click "Submit Referral"
3. Track the status of your submitted referrals under the "Referrals" section within your Talent Hub dashboard
4. Start a new referral and review your company's referral program

Note: Status updates displayed to the employee who initiated the referral are dependent upon the Status updates on referrals setting configured by the Admin



Add a referral

Candidate details

LinkedIn member
Hammer Pomeranian
Recruiter for Bethany Co.

Resume
Choose File No file chosen

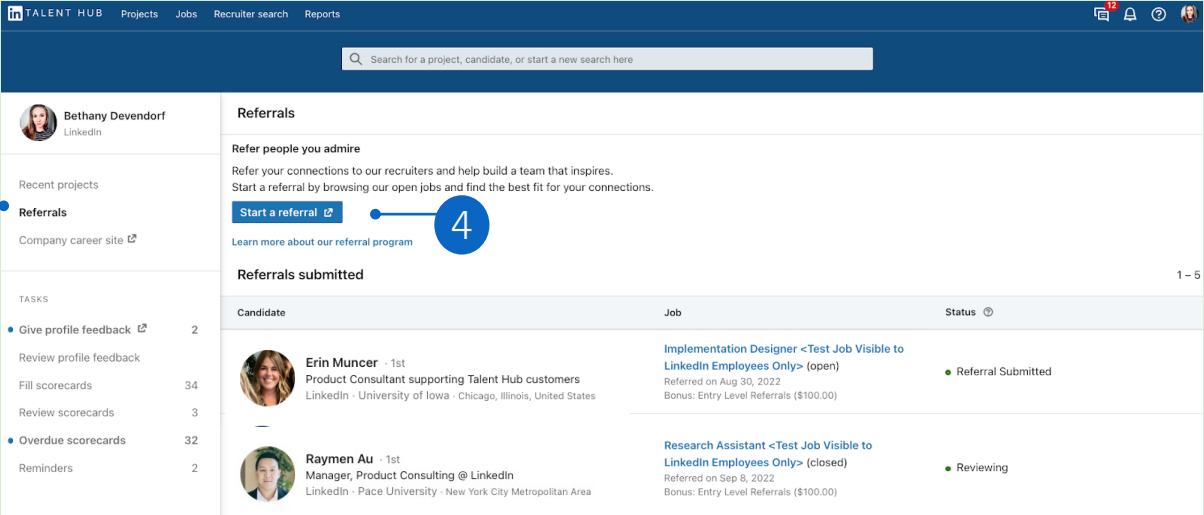
Tell us more about the referral candidate ⓘ
Type feedback about the candidate
0/500

Restart Referral Discard Submit Referral

Referral

Research Assistant <Test Job Visible to LinkedIn Employees Only>
LinkedIn | New York, New York, United States
Job Poster: Bethany Devendorf

Referral program
Bonus: **Entry Level Referrals (\$100.00)**
[Learn more about our referral program](#)



TALENT HUB Projects Jobs Recruiter search Reports

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



Bethany Devendorf
LinkedIn

Recent projects
Referrals
Company career site

Referrals

Refer people you admire
Refer your connections to our recruiters and help build a team that inspires.
Start a referral ⓘ
Learn more about our referral program

Referrals submitted 1 - 5

Candidate	Job	Status
 Erin Muncer · 1st Product Consultant supporting Talent Hub customers LinkedIn · University of Iowa · Chicago, Illinois, United States	Implementation Designer <Test Job Visible to LinkedIn Employees Only> (open) Referred on Aug 30, 2022 Bonus: Entry Level Referrals (\$100.00)	● Referral Submitted
 Raymen Au · 1st Manager, Product Consulting @ LinkedIn LinkedIn · Pace University · New York City Metropolitan Area	Research Assistant <Test Job Visible to LinkedIn Employees Only> (closed) Referred on Sep 8, 2022 Bonus: Entry Level Referrals (\$100.00)	● Reviewing

FAQ



1. What type of license do I need to enable referrals?

You must have an Admin license to be able to access the Product Settings to enable referrals.

2. What type of license do I need to submit a referral?

Users must have at least a Basic user license to submit a referral.

3. Do referrals only work from the career site?

The referrals feature is only compatible with Talent Hub's out-of-the-box career site option. Referrals are not compatible with the XML feed career site option.

4. Where do internal employees submit their candidate referrals?

Internal employees will have the option to submit their candidate referrals via your Talent Hub hosted out-of-the-box external career site, if the job position is accepting referrals. Internal employees must have at least a basic user license and be logged into their account to submit a candidate referral.

5. Where do internal employees submit their candidate referrals?

Internal employees can track the status of their submitted candidate referrals above the “Task” section within their Talent Hub user dashboard. They will also receive an email confirmation regarding their referral submission.

5. Can external candidates see information regarding referrals?

No, external candidates are unable to view whether the job posting on the career site has the option to submit a referral, nor are they able to view the details regarding any referral bonus information.

6. How can I determine if a candidate was referred by an internal employee?

The project owner and the job poster will receive an email when an internal employee submits a candidate referral. Candidates submitted as employee referrals will also have a “Referred candidate” source tag associated with their candidate record and appear within the “Referred candidates” section within the Talent Pool of the project.

7. Once referrals are enabled via Product Settings, will all job postings automatically start accepting employee referrals?

No, referral information is set on an individual job posting basis. This gives you the flexibility to choose to not accept referrals, to accept referrals without a bonus, or to set and select your preferred bonus levels for each individual job posting depending on the role you’re looking to hire for. If the job is already published, you can always edit the job posting to include referral information.

8. How do employees receive updates regarding their referral status?

The Admin has the ability to configure settings regarding “Status updates on referrals” via Product Settings.

Depending on the settings the Admin has configured, the employee can monitor their referrals status’ under the Referrals section within their Talent Hub user dashboard.

Questions?

Visit the [Help Center](#) or [Talent Hub 101](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

