

Basic User Guide to Talent Hub

Talent Hub enables you to easily collaborate with recruiters and other team members for a more streamlined and productive sourcing process.

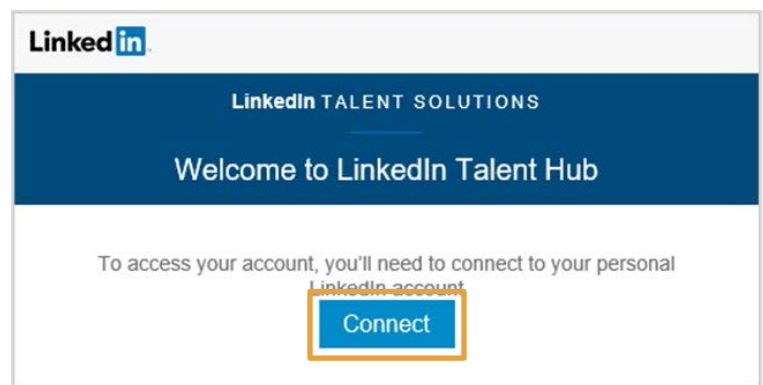
As a Basic User with access to Talent Hub, you may be responsible for:

- Reviewing profiles shared with you and providing feedback on each potential candidate.
- Submitting interview feedback

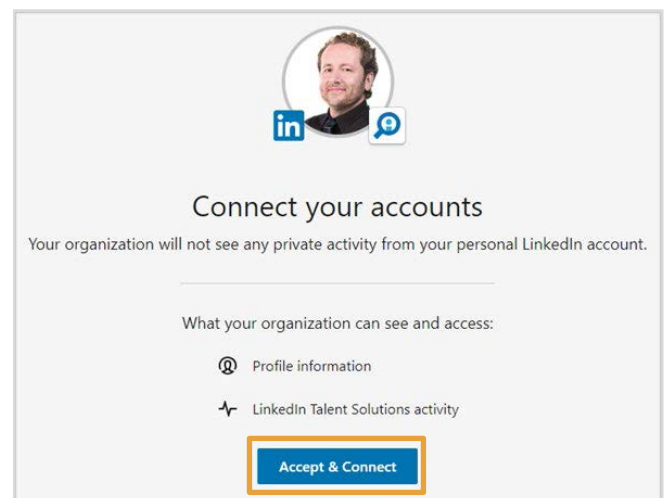
Access Talent Hub

When someone on your team adds you to Talent Hub, you'll receive an email notification with a link to connect to your personal LinkedIn account.

1. Open your corporate email account and locate an email similar to this example.
2. Click **Connect**.

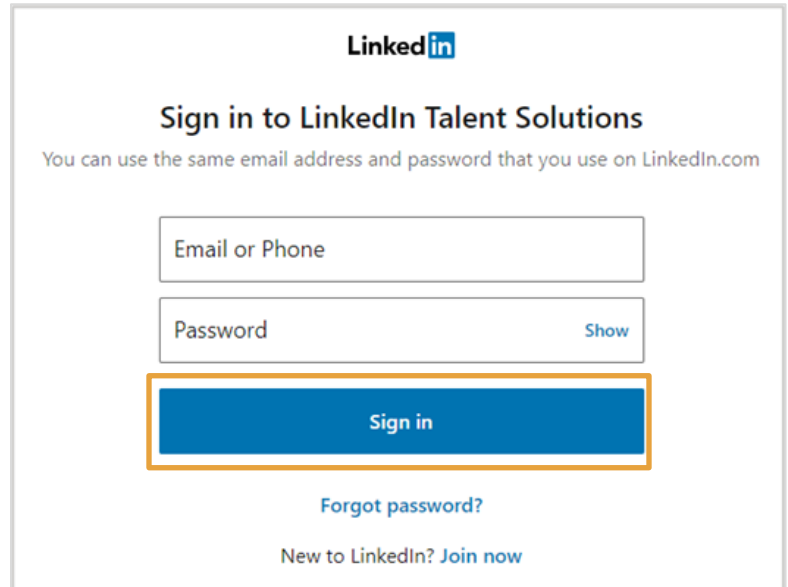


3. Click **Accept & Connect**.



4. Enter your email and password that you use for LinkedIn.com.
5. Click **Sign in**.

Note: All notifications from Talent Hub will go to your corporate email. This setup process is simply binding your LinkedIn account to your new Talent Hub account which is associated with your corporate email.

A screenshot of the LinkedIn Talent Solutions sign-in page. At the top is the LinkedIn logo. Below it is the heading "Sign in to LinkedIn Talent Solutions" followed by the text "You can use the same email address and password that you use on LinkedIn.com". There are two input fields: "Email or Phone" and "Password". A blue "Show" link is next to the password field. Below the fields is a large blue "Sign in" button, which is highlighted with an orange border. At the bottom, there are links for "Forgot password?" and "New to LinkedIn? Join now".

Access via LinkedIn.com

Anytime you want to access Talent Hub, you can do so through your LinkedIn.com account.

1. Go to **www.linkedin.com**.
2. Enter your LinkedIn.com credentials.
3. Click **Sign in**.

A screenshot of the LinkedIn login bar. It features the LinkedIn logo on the left. To its right are two input fields labeled "Email" and "Password". A blue "Sign in" button is on the far right. The entire login bar is highlighted with an orange border.

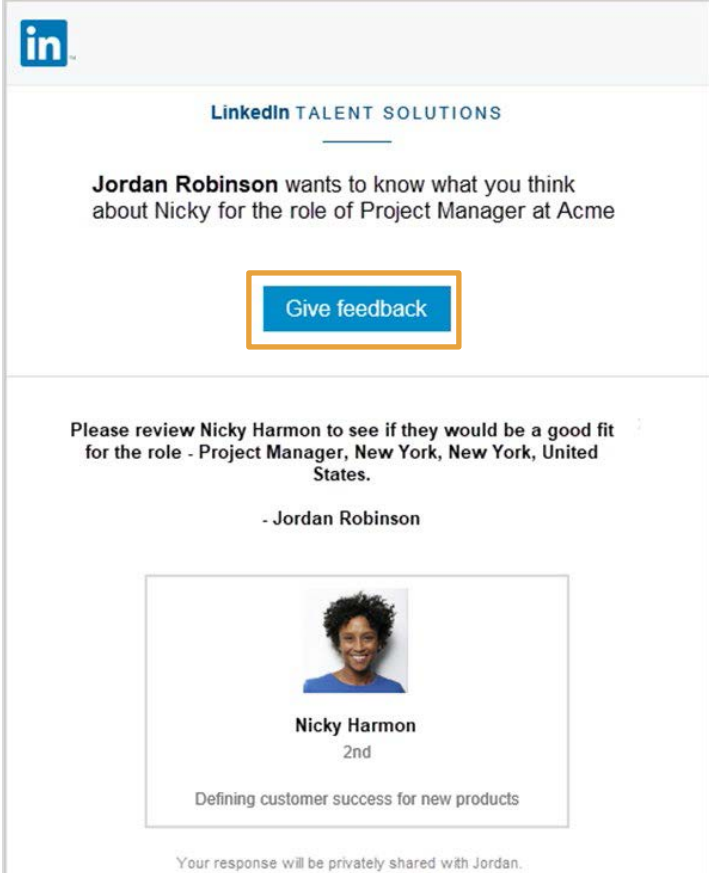
4. Click **Talent Hub** in the upper-right corner of the screen.

A screenshot of the LinkedIn navigation bar. It contains two buttons: "Work" with a grid icon and a dropdown arrow, and "Talent Hub" with a person icon. The "Talent Hub" button is highlighted with an orange border.

Review Shared Profiles

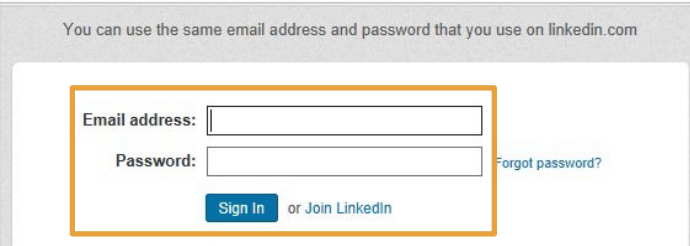
At any step in the recruiting process, another team member using Talent Hub can request your feedback on profiles they've found. You can review and provide feedback on these profiles within Talent Hub.

1. Open your email account and locate an email similar to this example.
2. Click **Give feedback**.



The screenshot shows an email interface with a LinkedIn logo in the top left. The header reads "LinkedIn TALENT SOLUTIONS". The main text states: "Jordan Robinson wants to know what you think about Nicky for the role of Project Manager at Acme". Below this is a blue button with the text "Give feedback" highlighted by an orange rectangle. The body of the email asks: "Please review Nicky Harmon to see if they would be a good fit for the role - Project Manager, New York, New York, United States." followed by "- Jordan Robinson". Below the text is a profile picture of Nicky Harmon, a woman with curly hair, wearing a blue top. Under the photo, it says "Nicky Harmon" and "2nd" below that. Further down is the text "Defining customer success for new products". At the bottom, a small line of text says "Your response will be privately shared with Jordan."

3. Enter your LinkedIn.com credentials.
4. Click **Sign In**.



The screenshot shows a sign-in page with a grey header that says "You can use the same email address and password that you use on linkedin.com". Below this is a white box containing two input fields: "Email address:" and "Password:". The "Email address:" field is highlighted by an orange rectangle. To the right of the "Password:" field is a link that says "Forgot password?". Below the input fields are two buttons: "Sign In" (highlighted by an orange rectangle) and "or Join LinkedIn".

5. Review each candidate, click **Not a fit** or **Good fit**, provide feedback, and click **Submit**.

The screenshot displays the LinkedIn Talent Hub interface for reviewing a candidate. The header shows the requester's name, Jordan Robinson, and a message: "Please review Nicky Harmon to see if they would be a good fit for Phoenix role - Project Manager, Greater New York City Area." The candidate's profile card is shown, including their name, title (Project Manager), location (Greater New York City Area), and a "See details" button. Below the profile card is a feedback form asking "Is Nicky a good fit for this Project Manager role?" with buttons for "Not a fit", "Good fit", and "Dismiss". The candidate's experience is listed below, showing their current role at Babbidge Construction Company. A sidebar on the right shows a list of candidates, with the current candidate highlighted. Callout boxes provide instructions: "View notes or instructions from your team member." points to the requester's name; "Select a review for each candidate. Leave objective and constructive feedback. All feedback is saved and tracked in Talent Hub." points to the feedback form; "View details about the job." points to the "See details" button; "Review the candidate's LinkedIn profile." points to the candidate's profile card; and "Navigate between all profiles you're reviewing." points to the sidebar.

View notes or instructions from your team member.

Select a review for each candidate. Leave objective and constructive feedback. All feedback is saved and tracked in Talent Hub.

View details about the job.

Jordan Robinson wants your feedback

Jordan Robinson
Bringing new products to market @ LinkedIn

Please review Nicky Harmon to see if they would be a good fit for Phoenix role - Project Manager, Greater New York City Area.

Project Manager
test | Greater New York City Area

See details

Is Nicky a good fit for this Project Manager role?

✕ Not a fit ✓ Good fit Dismiss

Project manager/superintendent with experience overseeing construction and installation to assure high quality work while performing on-time and on budget. Strength in ensuring efficien... [See more](#)

Experience

Babbidge Construction Company
Nov 2015 - Present • 3 yrs 4 mos
Project management from conceptual estimate through close out acting as a general contractor and construction manager

2 total requests

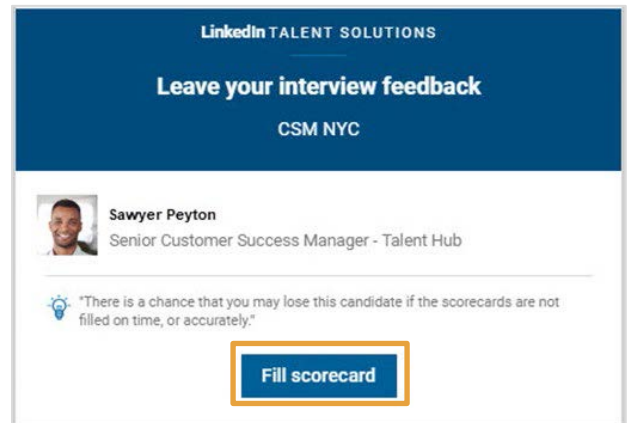
Review the candidate's LinkedIn profile.

Navigate between all profiles you're reviewing.

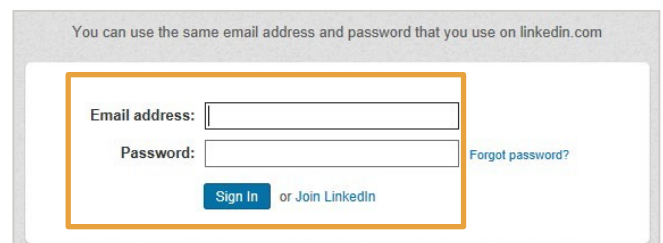
Submit Interview Feedback

After you've completed an interview that was scheduled in Talent Hub, you will receive an email asking you to leave your feedback on the candidate by filling out a scorecard. The link to the scorecard is also in the interview invitation you would have received.

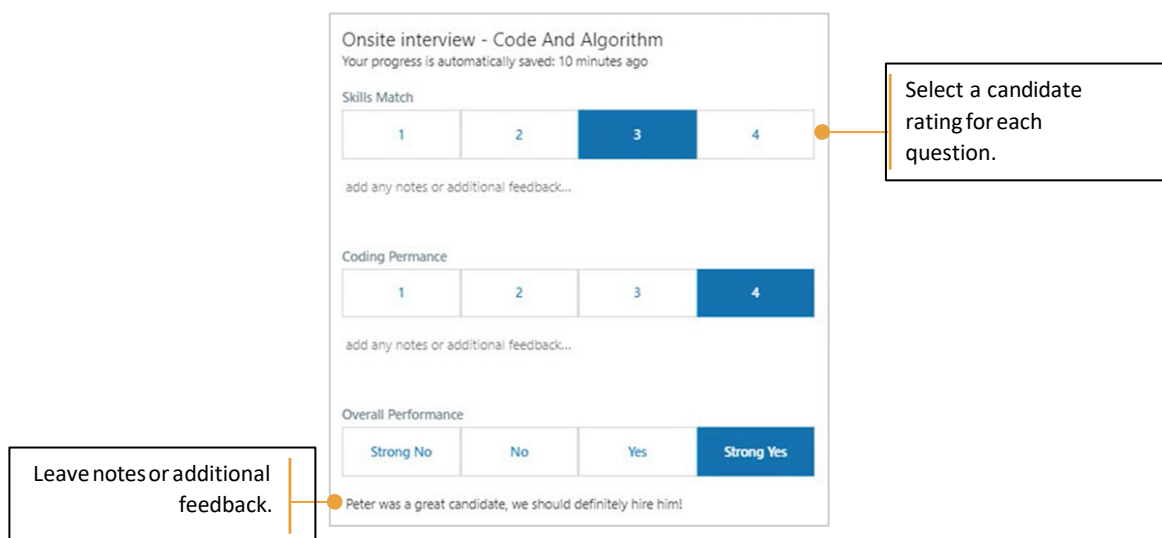
1. Open your email account and locate an email similar to this example.
2. Click **Fill scorecard**.



3. Enter your LinkedIn credentials.
4. Click **Sign In**.



5. The scorecard is displayed next to the candidate profile for easy reference. Fill out the scorecard with your feedback. Your scorecard can be customized by your Talent Hub admin and may look different from the screenshot below.



Onsite interview - Code And Algorithm
Your progress is automatically saved: 10 minutes ago

Skills Match

1	2	3	4
---	---	---	---

add any notes or additional feedback...

Coding Pformance

1	2	3	4
---	---	---	---

add any notes or additional feedback...

Overall Performance

Strong No	No	Yes	Strong Yes
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Peter was a great candidate, we should definitely hire him!

Leave notes or additional feedback.

Select a candidate rating for each question.