

# HRIS

## Integration guide



## HRIS partners save you time.

LinkedIn Talent Hub facilitates a more efficient process at the bottom of your hiring funnel. Partner integrations eliminate the burden of manual data transfer to your human resource integration system (HRIS).

Once a candidate applies to a job and is in the 'Hired' stage for at least three days, you can export their data and identify their start date – all without leaving Talent Hub. The newest employee data is automatically transferred into your HRIS, ensuring no critical information slips through the cracks.

### Talent Hub integrations

Talent Hub is the only applicant tracking system (ATS) that allows you to source, manage, and hire on a single platform. And our partner integrations make the process even easier—consolidating your workflow and giving you more time to focus on building winning teams.

HRIS supported partners:



Full list of partner integrations [here](#)

We'll help you get started.

- 1 Authorize the partner**  
Enable your new integration in Talent Hub.
- 2 Prepare candidates**  
Ensure candidate exports have the appropriate criteria.
- 3 Export candidates to HRIS**  
Send candidate data and create a record in the HRIS.
- 4 View candidates in HRIS**  
See your export and begin the onboarding process.

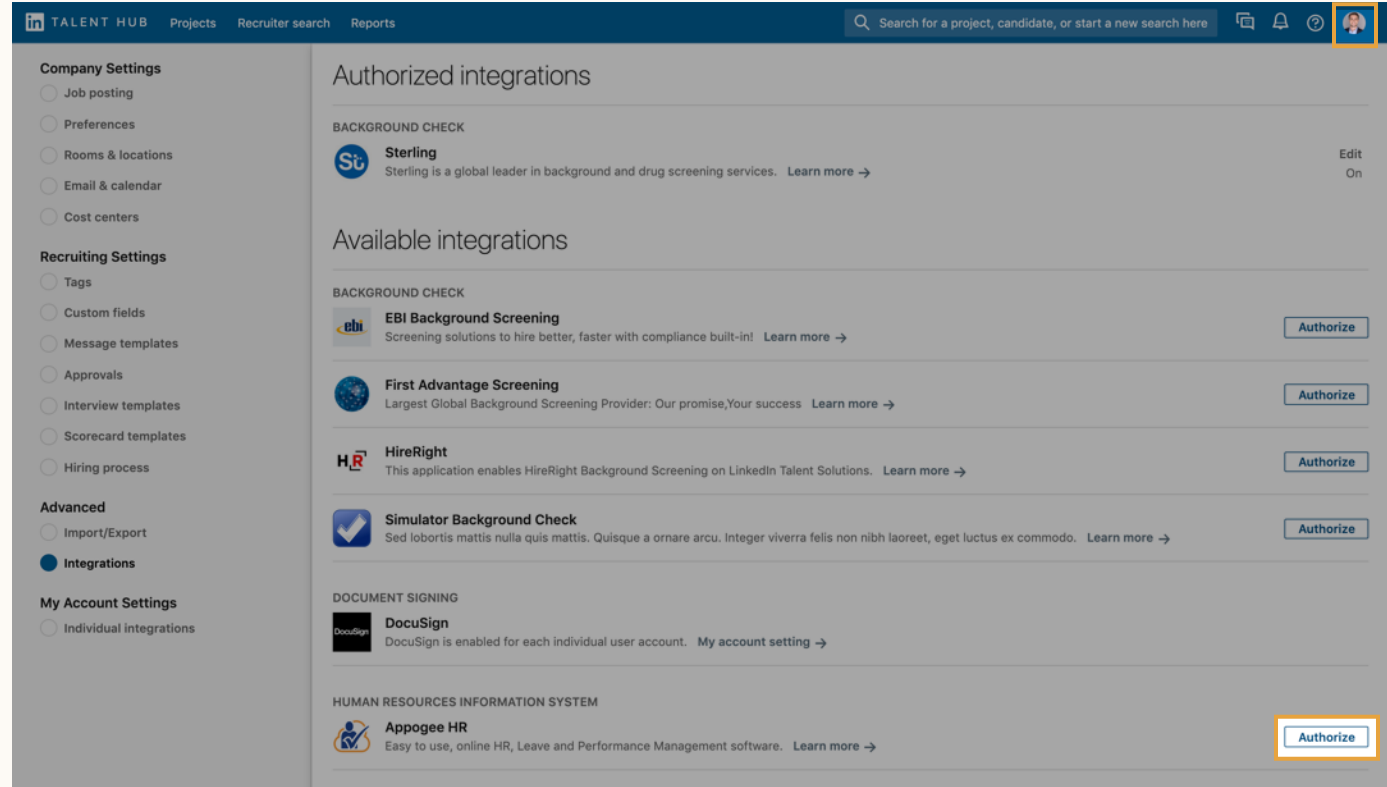


# Authorization



- Enable your HRIS integration by clicking your picture in the upper right-hand corner.
- Follow this path:  
**Product Settings > Integrations > Authorize.**
- Each user will leverage the account authorized by the Recruiter Administrator.
- Once authenticated, users with the right permissions can export eligible candidates to their HRIS.
- Some providers may require you to include your company domain when authorizing. Reach out to your LTH Administrator for this information.

To start, click your picture here.



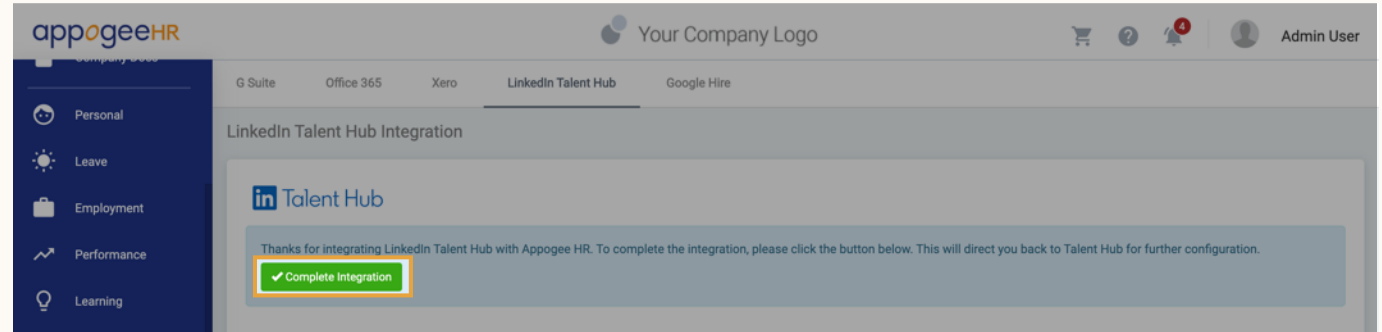
The screenshot shows the LinkedIn Talent Hub interface. The top navigation bar includes 'Talent Hub', 'Projects', 'Recruiter search', and 'Reports'. A search bar is on the right. The left sidebar contains 'Company Settings', 'Recruiting Settings', 'Advanced', and 'My Account Settings'. The 'Integrations' option under 'Advanced' is selected. The main content area is titled 'Authorized integrations' and lists several providers under the 'BACKGROUND CHECK' category: Sterling, EBI Background Screening, First Advantage Screening, HireRight, and Simulator Background Check. Each provider has an 'Authorize' button. Under the 'DOCUMENT SIGNING' category, DocuSign is listed. Under the 'HUMAN RESOURCES INFORMATION SYSTEM' category, Appogee HR is listed with an 'Authorize' button highlighted by an orange box. An orange callout box points to the user profile picture in the top right corner, stating 'To start, click your picture here.'

Locate your HRIS provider under “Available integrations.”

## Authorization



After signing-in to your provider, you'll be re-directed back to Talent Hub.



↑  
Sign-in here.

# Authorization



Notice the integration is now live.

*Note for Sapling customers:*

- You must sign into Sapling to initiate the integration before beginning in Talent Hub.
- Ensure your company domain name is spelled with **all lower-case letters** when signing in.

This will be marked “On” when the integration is complete

The screenshot shows the LinkedIn Talent Hub interface. On the left is a sidebar with navigation options: Company Settings (Job posting, Preferences, Rooms & locations, Email & calendar, Cost centers), Recruiting Settings (Tags, Custom fields, Message templates, Approvals, Interview templates, Scorecard templates, Hiring process), Advanced (Import/Export, Integrations), and My Account Settings (Individual integrations). The 'Integrations' option is selected. The main content area is titled 'Authorized integrations' and lists several services:

- BACKGROUND CHECK**
  - Sterling**: Sterling is a global leader in background and drug screening services. [Learn more →](#) Edit On
- HUMAN RESOURCES INFORMATION SYSTEM**
  - Appogee HR**: Easy to use, online HR, Leave and Performance Management software. [Learn more →](#) Edit On
- Available integrations**
  - EBI Background Screening**: Screening solutions to hire better, faster with compliance built-in! [Learn more →](#) Authorize
  - First Advantage Screening**: Largest Global Background Screening Provider: Our promise, Your success [Learn more →](#) Authorize
  - HireRight**: This application enables HireRight Background Screening on LinkedIn Talent Solutions. [Learn more →](#) Authorize
  - Simulator Background Check**: Sed lobortis mattis nulla quis mattis. Quisque a ornare arcu. Integer viverra felis non nibh laoreet, eget luctus ex commodo. [Learn more →](#) Authorize
- DOCUMENT SIGNING**
  - DocuSign**: DocuSign is enabled for each individual user account. [My account setting →](#)

An orange callout box with an arrow points to the 'Edit On' button for Appogee HR, stating: 'This will be marked “On” when the integration is complete'.

## Prepare candidates



Candidates must meet these two requirements to be eligible for export:

- They need to have submitted an application for the position they are being hired for
- They must have existed in any stage of your Pipeline for at least 72 hours prior to export

The screenshot shows the LinkedIn Talent Hub interface. At the top, there's a navigation bar with 'TALENT HUB', 'Projects', 'Recruiter search', and 'Reports'. Below this is the 'Director of Recruiting' profile for 'San Francisco Bay Area'. The main section is titled 'My pipeline' and shows a list of stages: 'In Review (0)', 'Recruiter Phone Screen (0)', 'Onsite Interview (0)', 'Offer Extended (1)', 'Hired (0)', and 'All active candidates (1)'. The 'Offer Extended (1)' stage is currently selected. A candidate profile for 'Rebecca Best' is displayed, showing her current role as 'Senior Recruiter at LinkedIn' and past roles at 'Recruiter at LinkedIn' and 'Associate Recruiter at Microsoft'. A dropdown menu is open, showing options to move the candidate to 'In Review (0)', 'Recruiter Phone Screen (0)', 'Onsite Interview (0)', and 'Hired (0)'. The 'Hired (0)' option is highlighted with an orange box. An orange arrow points from a text box below to this option.

Move candidate to the “Hired” stage in your Pipeline.

# Prepare candidates



Follow steps at right.

Confirm the candidate has applied and open the ellipses.

My pipeline

In Review (0)

Recruiter Phone Screen (0)

Onsite Interview (0)

Offer Extended (0)

Hired (1)

All active candidates (1)

Archived candidates (0)

1 RESULT

Search by name, title, skill, or country...

Sort by: Last modified

1 - 1

Congrats, you've made a hire!

Rebecca Best

3rd

Sourced

Connecting top talent with career-changing opportunities

San Francisco, California, United States

Current

Senior Recruiter at LinkedIn · 2018 – Present

Past

Recruiter at LinkedIn · 2016 – 2018

Associate Recruiter at Microsoft · 2013 – 2016

Intern at Microsoft · 2011 – 2013

Education

University of California, Berkeley, Bachelors · 2009 – 2013

Spotlights

Company follower

Activity

In 1 project

1 view

Saved by

Ethan Burton on September 23, 2019

Message

Move to...

...

Moved to Hired on October 18, 2019 by Ethan Burton (me)

in Talent Hub



# Prepare candidates



Follow steps at right.

View the export option from the “Hired” stage in your Pipeline.

My pipeline

Review (0)

Screen (0)

Interview (0)

Offer (0)

Hired (1)

All active candidates (1)

Archived candidates (1)

1 RESULT

Search by name, title, skill, or country...

Sort by: Last modified

1 - 1

Rebecca Best

3rd Sourced

Connecting top talent with career-changing opportunities  
San Francisco, California, United States

Current

Senior Recruiter at LinkedIn · 2018 – Present

Past

Recruiter at LinkedIn · 2016 – 2018  
Associate Recruiter at Microsoft · 2013 – 2016  
Intern at Microsoft · 2011 – 2013

Education

University of California, Berkeley, Bachelors · 2009 – 2013

Activity

In 1 project

Saved by

Ethan Burton on October 22, 2019

Message

Move to...

Export to HRIS

Send document for signing

Share for review

Save to another project

Add note

Archive

Save to PDF

## Export candidates

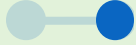


- Once a candidate is in any stage of your pipeline for more than 72 hours, and moved to the "Hired" stage, you can export them to your HRIS directly from the pipeline view in Talent Hub
- Users with "Hiring Project Owner" or "Hiring Project Sourcer" permissions (and granted the "Can Export to HRIS" add-on), can export candidates under a project to their HRIS

Finalize start date & other candidate info prior to export.

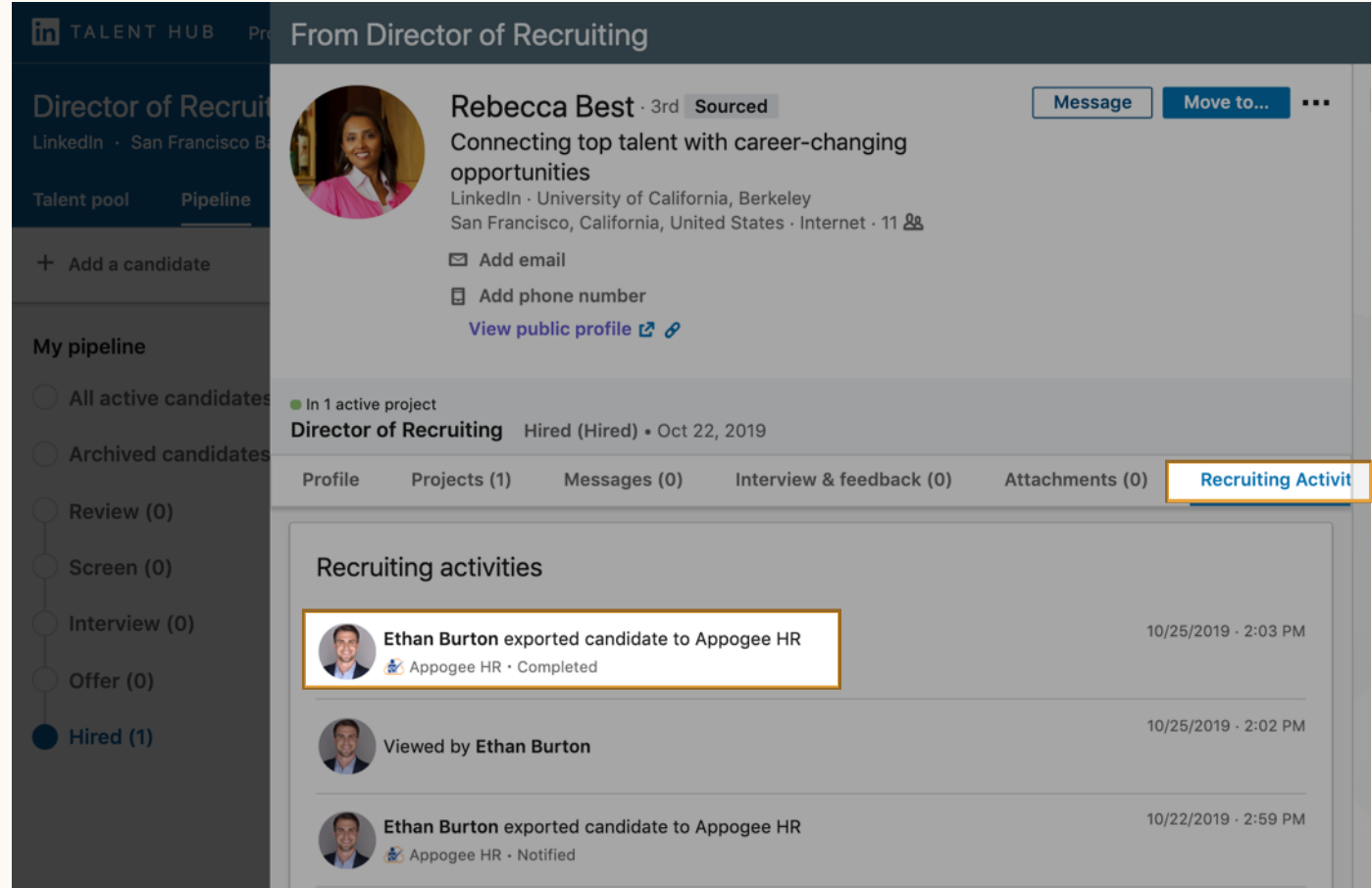
The screenshot displays the Talent Hub interface. On the left, a sidebar shows 'My pipeline' with stages: Review (0), Screen (0), Interview (0), Offer (0), and Hired (1). The main area shows a candidate profile for Rebecca Best, 3rd Sourced, with a 'Hired (Hired)' status dated Oct 22, 2019. The profile includes a summary and experience section. An 'Export to HRIS' dialog box is open on the right, with fields for 'HRIS provider' (Simulator HRIS selected), 'Start date', 'Job title' (Director Of Recruiting), and 'Location' (San Francisco Bay Area). It also shows the candidate's email and a checkbox for 'Powered by Simulator HRIS'. The dialog has 'Cancel' and 'Export' buttons.

## Export candidates



- Once a candidate is in any stage of your pipeline for more than 72 hours, and moved to the "Hired" stage, you can export them to your HRIS directly from the pipeline view in Talent Hub
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Check-in on export progress via the "Recruiting Activities" tab.



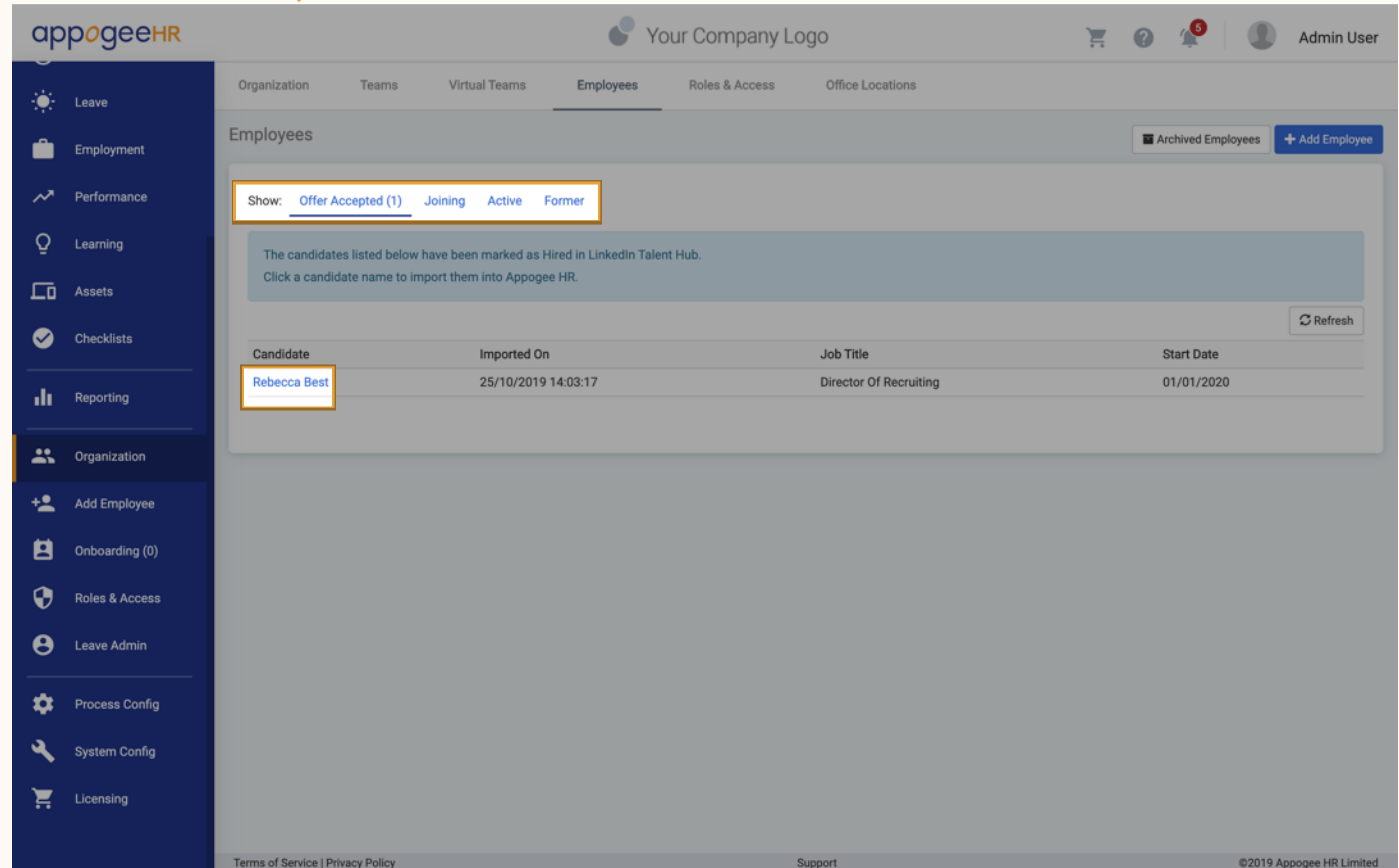
The screenshot displays the Talent Hub interface. On the left, a sidebar shows the 'My pipeline' with stages: All active candidates, Archived candidates, Review (0), Screen (0), Interview (0), Offer (0), and Hired (1). The main content area is titled 'From Director of Recruiting' and shows a candidate profile for Rebecca Best. Below the profile, there are tabs for Profile, Projects (1), Messages (0), Interview & feedback (0), Attachments (0), and Recruiting Activities. The 'Recruiting Activities' tab is selected and highlighted. It shows a list of activities: Ethan Burton exported candidate to Appogee HR (Completed, 10/25/2019 - 2:03 PM), Viewed by Ethan Burton (10/25/2019 - 2:02 PM), and Ethan Burton exported candidate to Appogee HR (Notified, 10/22/2019 - 2:59 PM).

View confirmation of export completion.

## View candidates

- While the flow for your specific HRIS may vary, you'll need to check your employee directory within the HRIS to see where the exported candidate has landed
- In the AppogeeHR example here, the candidate appears as "Offer Accepted" and must be imported into the system to create their profile and official record

Varying employee categories denote where the exported candidate will appear.



appogeeHR

Your Company Logo

Organization Teams Virtual Teams Employees Roles & Access Office Locations

Employees

Show: Offer Accepted (1) Joining Active Former

The candidates listed below have been marked as Hired in LinkedIn Talent Hub. Click a candidate name to import them into Appogee HR.

Refresh

Candidate	Imported On	Job Title	Start Date
Rebecca Best	25/10/2019 14:03:17	Director Of Recruiting	01/01/2020

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Click on the employee record to begin import process.

## Questions?

We're ready to help you master integrations in Talent Hub. You'll find answers in the Help Center. And your LinkedIn Customer Success Manager is always available to answer any questions.

LinkedIn Talent Hub Help Center: [HRIS page](#)

Thank you.

