

Namely

HRIS

Integration guide

March 2021

LinkedIn Talent Hub



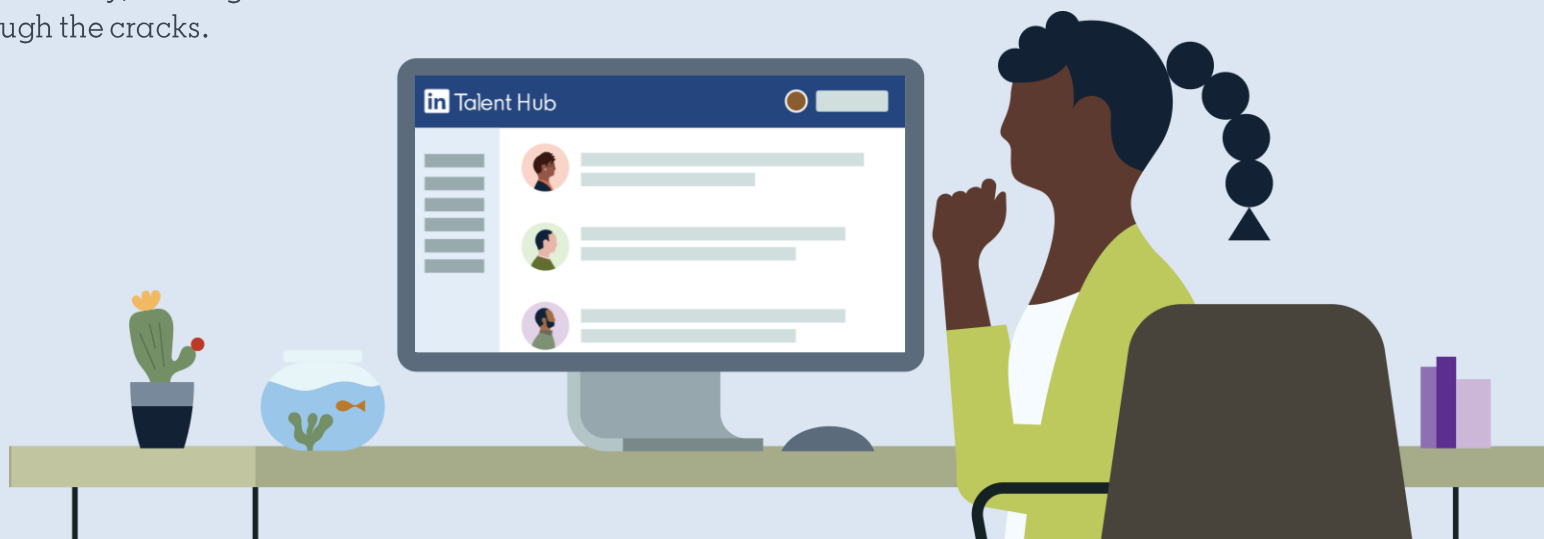
Save time with Namely.

LinkedIn Talent Hub makes for a more efficient hiring process. When you enable Namely integration in Talent Hub, you don't have to worry about manually transferring data to your HRIS.

Once a candidate applies to a job and stays in the “Hired” stage for **at least three days (72 hours)**, you can export their data and set their start date—all without leaving Talent Hub. The new candidate data is automatically transferred into Namely, making sure no important 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.



Namely integration at a glance

By integrating with an HRIS partner, you'll be able to easily transfer new hire information to your HRIS directly from Talent Hub.

Get a smoother transition from hire to onboarding.

When you connect an HRIS provider in LinkedIn Talent Hub, you don't have to worry about manually transferring data.

Do it all in one place.

Once a candidate applies to a job and stays in the "Hired" stage for at least three days, you can export their data directly into the HRIS and set their start date – all without leaving Talent Hub.

Save time and effort with automatic data transfers.

The new candidate data is automatically transferred into your HRIS, making sure no important information slips through the cracks.

Things to be aware of

New and existing customers

While existing Namely customers can set up integration from within Talent Hub, new customers will need to sign up in Namely itself before initiating Talent Hub integration.

Email addresses

The email address you use with Talent Hub will need to match the one associated with your Namely account.

Limitations of automatic transfer

The job title and location information in Talent Hub must **exactly** match what's in Namely. If they don't, those fields will display as blank on the employee record in Namely.

Get started

[Contact or enable Namely](#)

We'll help you get started.



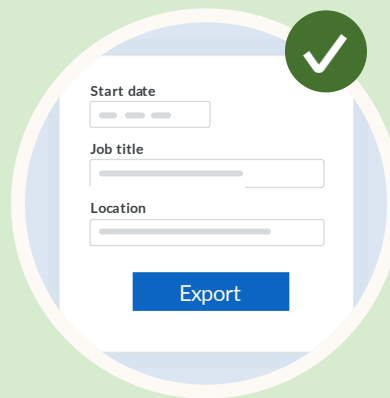
Enable Namely.

You can do this from the Talent Hub integrations page.



Prepare candidates.

Make sure candidates have the criteria they need to be exported.



Export candidates to Namely.

Send candidate data and create a record in the HRIS.



View candidates in Namely.

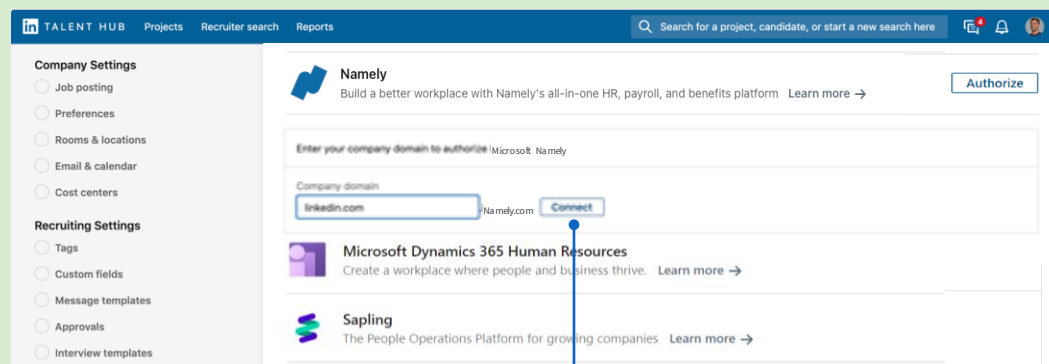
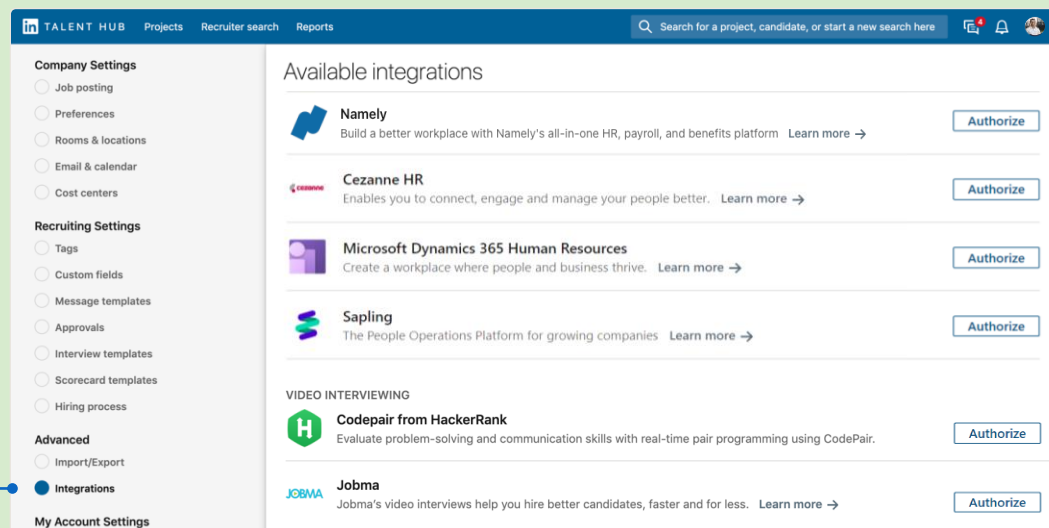
Confirm your export and begin the onboarding process.

Enable integration

Find Namely in Talent Hub

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” under “Advanced.”
3. Find Namely under “Available integrations” and click the “Authorize” button.
4. Confirm company domain for Namely account and click “Connect.”

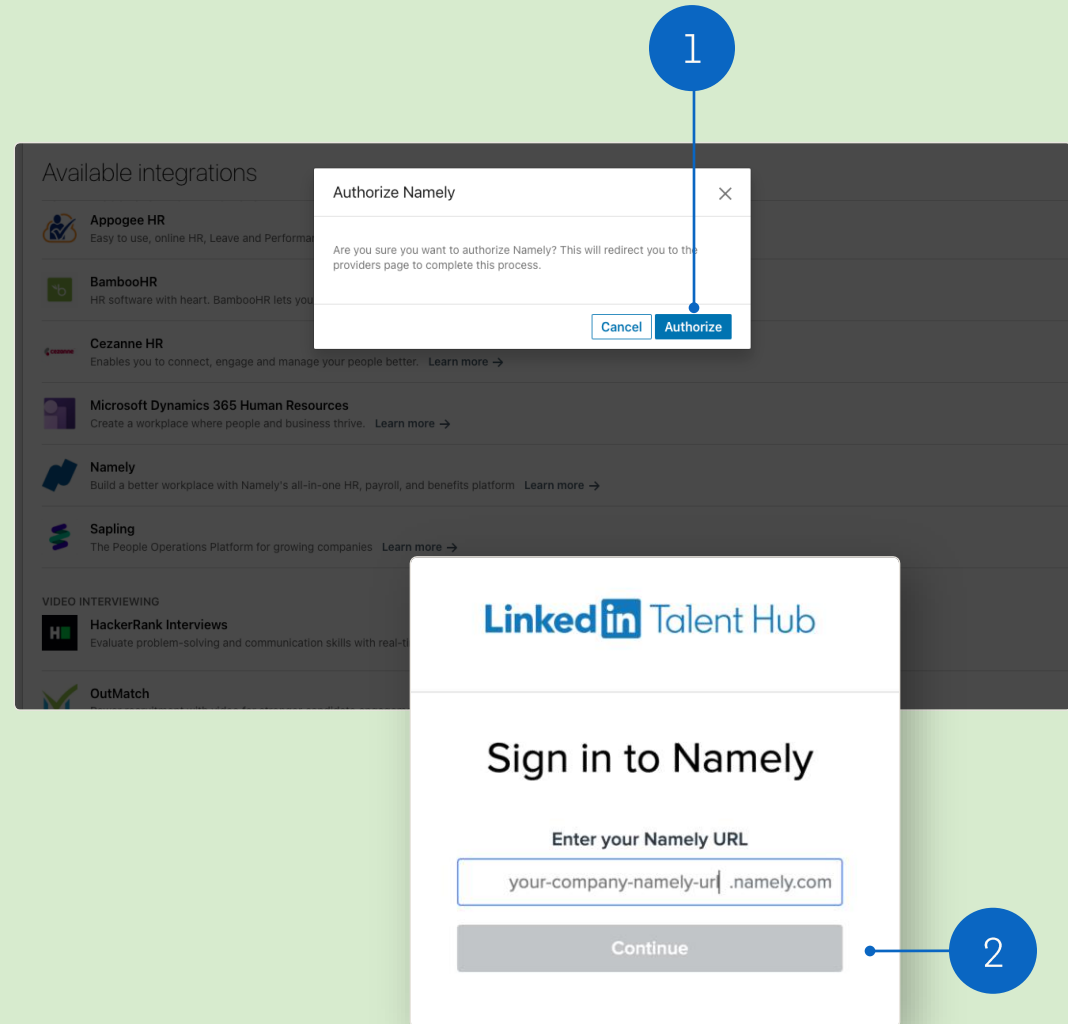
Each user will use the account authorized by the Talent Hub Admin.



Complete the process

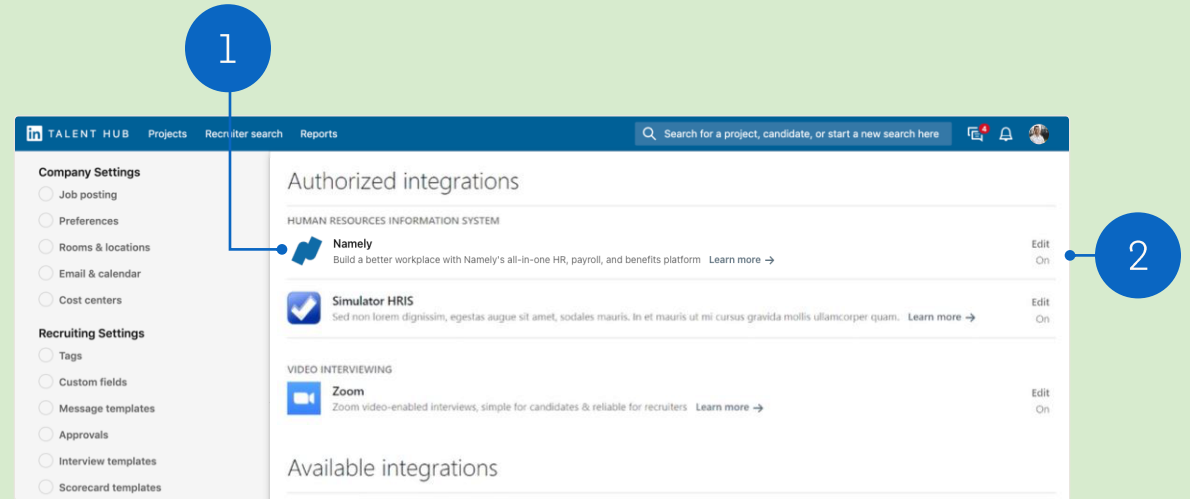
1. After entering your company's domain, click "Authorize" to proceed to the Namely login.
2. After logging into your Namely portal, you'll be redirected back to Talent Hub.

Once authorized, users with the right permissions can export eligible candidates to Namely.



Verify authorization

1. When redirected back to Talent Hub, refresh the page until Namely displays as “On” under “Authorized integrations.”
2. This indicates that integration is now live for all users on the contract.



Locate the action

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

- ✓ They need to apply 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

To begin the exporting process, you'll need to move the candidate to the "Hired" stage in your Pipeline.

The screenshot displays the LinkedIn Talent Hub interface for a candidate named Alex Basso. The interface is divided into several sections:

- Header:** "Peter Test Project > Pipeline" with a dropdown arrow.
- Left Sidebar:** A table titled "My pipeline" showing the distribution of candidates across different stages.

Stage	Count
All active candidates	3
Archived candidates	0
In Review	1
Talent Screen	0
Panel Interview	1
Offer	0
Hired	1
- Main Content Area:** Displays the profile of Alex Basso, including their current role (Partner Marketing Manager at LinkedIn), past roles (Integrated Marketing Manager at StubHub, Marketing Communications Manager at StubHub, Marketing Communications Specialist at StubHub), education (Florida State University, Bachelor's degree, UC Berkeley Extension), and connections (14 connections). It also shows activity (In 2 projects, 2 views) and who saved the profile (Jay Singh on December 15, 2020).
- Right Sidebar:** A dropdown menu titled "Change stage" is open, showing options: "In Review", "Talent Screen", "Panel Interview", "Offer", and "Hired". The "Hired" option is selected, indicated by a checkmark. Above the dropdown, there are buttons for "Archive" and a three-dot menu. To the right of the dropdown, it says "In Hired" and "changed on March 24, 2021 by Jay Singh (me)".

Initiate the export

Once candidate has been moved to the “Hired” stage, you can export the candidate’s profile to Namely directly from the Pipeline view.

1. In the Pipeline, click the ellipses next to the hired candidate.
2. From the drop-down menu, select “Export to HRIS.”

The screenshot displays the Namely Pipeline interface. On the left, a sidebar lists pipeline stages: Uncontacted, Contacted, Replied, Recruiter Phone Screen, Onsite Interview, Offer Extended, Background Check, and Hired. The 'Hired' stage shows 1 candidate. The main area displays the profile of Alex Basso, a Partner Marketing Manager at LinkedIn. A dropdown menu is open next to the candidate's name, showing options: Run background check, Export to HRIS (highlighted), Add note, Share for review, Add tag, Save to another project, Save to PDF, and Provide feedback. A blue circle with the number '1' points to the ellipsis icon, and another blue circle with the number '2' points to the 'Export to HRIS' option.

Finalize information

Before completing the export, make sure you finalize the candidate's start date and other information.

The following users will be able to export candidates under a project to their HRIS:

- ✓ Talent Hub Administrator
- ✓ Hiring Project Owner
- ✓ Hiring Project Collaborator with full project permissions




The screenshot displays the Talent Hub interface. On the left, a sidebar shows navigation options like 'Talent pool', 'My pipeline', and 'All active candidates'. The main area shows a candidate profile for Alex Basso, including their LinkedIn profile, contact information, and a list of recent activities. An 'Export to HRIS' dialog box is open on the right, prompting the user to enter the recipient's email and confirm the export. The dialog box includes fields for 'Start date', 'Job title', and 'Location', and a 'Powered by Namely' logo.

Confirm export status

You can verify that the candidate's information has been exported under "Recruiting activities" on the candidate's profile.

From Software Eng Test



Alex Basso · 1st Imported

Partner Marketing | LinkedIn

LinkedIn · Florida State University
San Francisco, California, United States
Internet · 500+ 28

@ alexebasso@gmail.com (Visible only to you) +

Add phone number

Public profile Search on Bing


Change stage Archive

In 1 project

Software Eng Test Hired · Dec 11, 2020 Current project

Profile Projects (1) Messages (0) Interview & feedback (0) More

Most recent activities

 Jay Singh exported candidate to Namely

Namely • Completed

3/26/2021 · 12:44 PM

Recruiting Tools

Notes (0) + Add note

Reminders (0) + Add new

Links (0) + Add new

Tags (0) + Add new

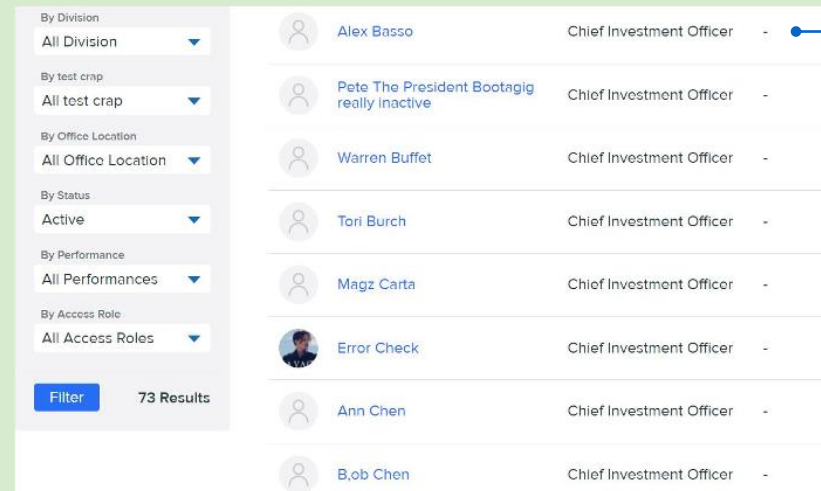
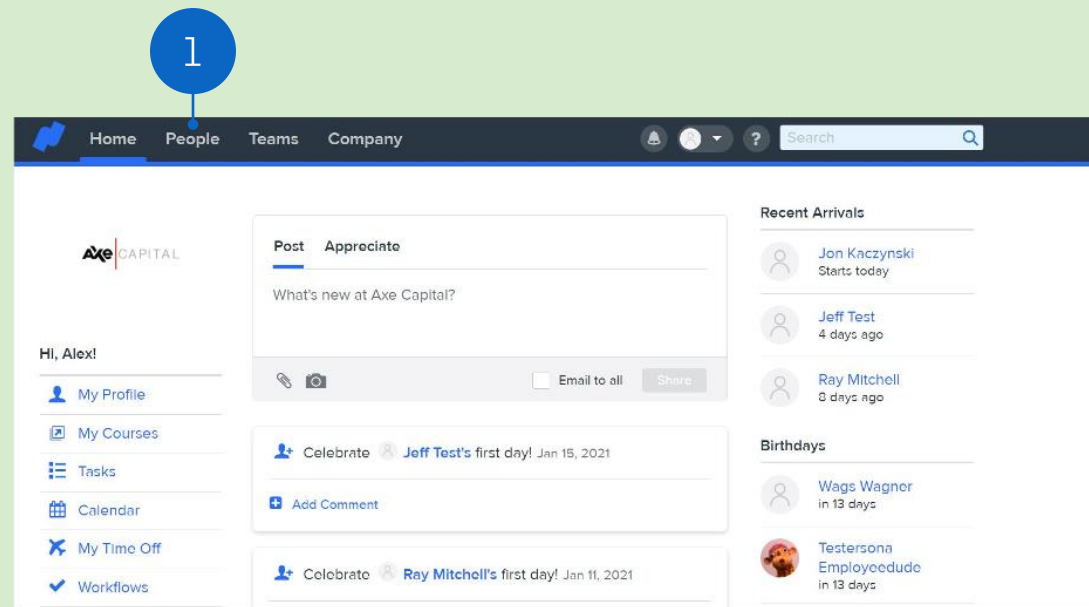
Similar Profiles

Find the candidate

Check your **employee directory** in Namely to see where the exported candidate has landed.

1. On your Namely dashboard, click “People.”
2. Locate the hired candidate in order to reach their Namely profile.

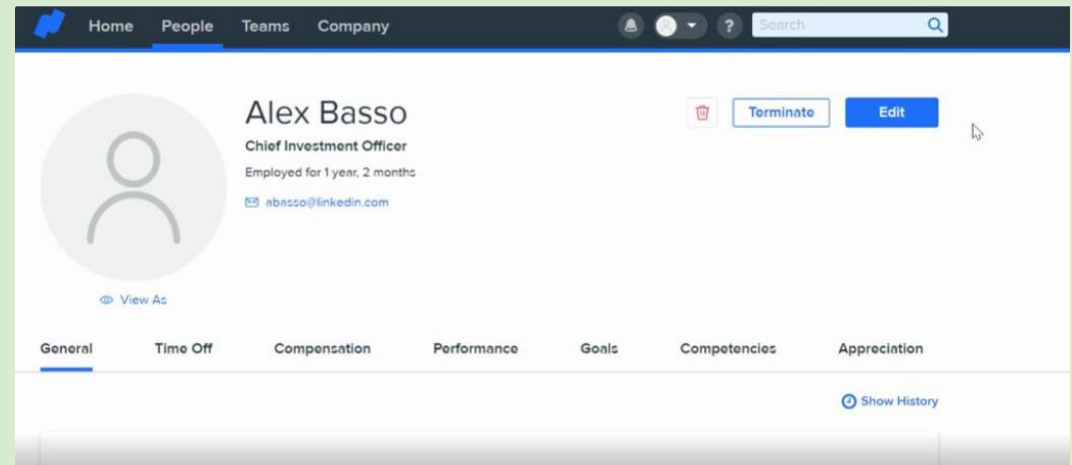
In the Namely example here, the candidate appears as “Offer Accepted” and must be imported into the system to create their profile and official record.



View candidates

Verify export completion

This completes the export process. From here, you can manage your exported Talent Hub candidate within Namely.



FAQ



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

Existing Talent Hub customers can enable the Namely within Talent Hub

2. Can new customers sign up for Namely from Talent Hub?

New customers cannot sign up for Namely directly from Talent Hub. Please [contact Namely](#) for more information.

3. What permissions/licenses are required to use Namely?

Users must be a Namely admin to use integration.

4. Does the requestor email have to be the same as the email associated with my Namely account?

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

5. When exporting a candidate to Namely from Talent Hub, what nuances should I be aware of?

- Fields: When exporting the candidate from Talent Hub, "Job Title" must be an exact match with a "Job Title" listed in the Namely system or it will be automatically categorized as "Unknown Job Title" in Namely.
- Onboarding: Once a new hire is exported, the customer needs to go to "Pending Sessions" under "Onboarding" to see the new hire record in Namely.

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.

LinkedIn Talent Hub

