



HRIS

Integration guide

May 2021

LinkedIn Talent Hub



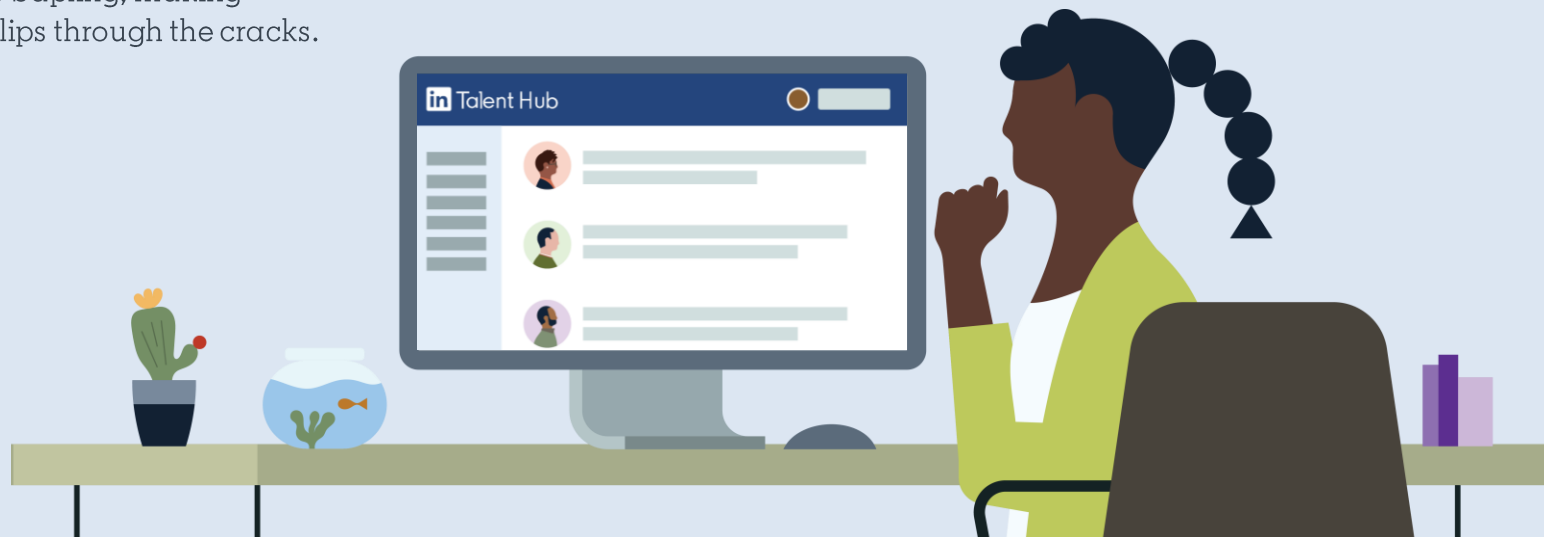
Save time with Sapling.

LinkedIn Talent Hub makes for a more efficient hiring process. When you enable Sapling 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 Sapling, 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.



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

Email addresses

The email address you use with Talent Hub does not need to match the one associated with your Sapling account.

Limitations of automatic transfer

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

Get started

[Contact or enable Sapling](#)

We'll help you get started.



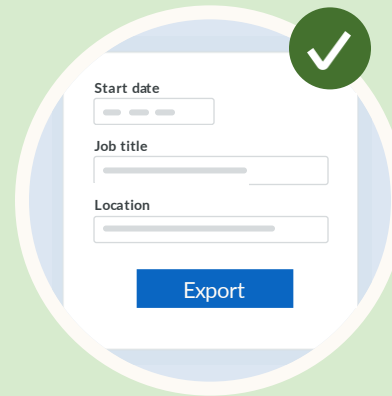
Enable Sapling.

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 Sapling.

Send candidate data and create a record in the HRIS.



View candidates in Sapling.

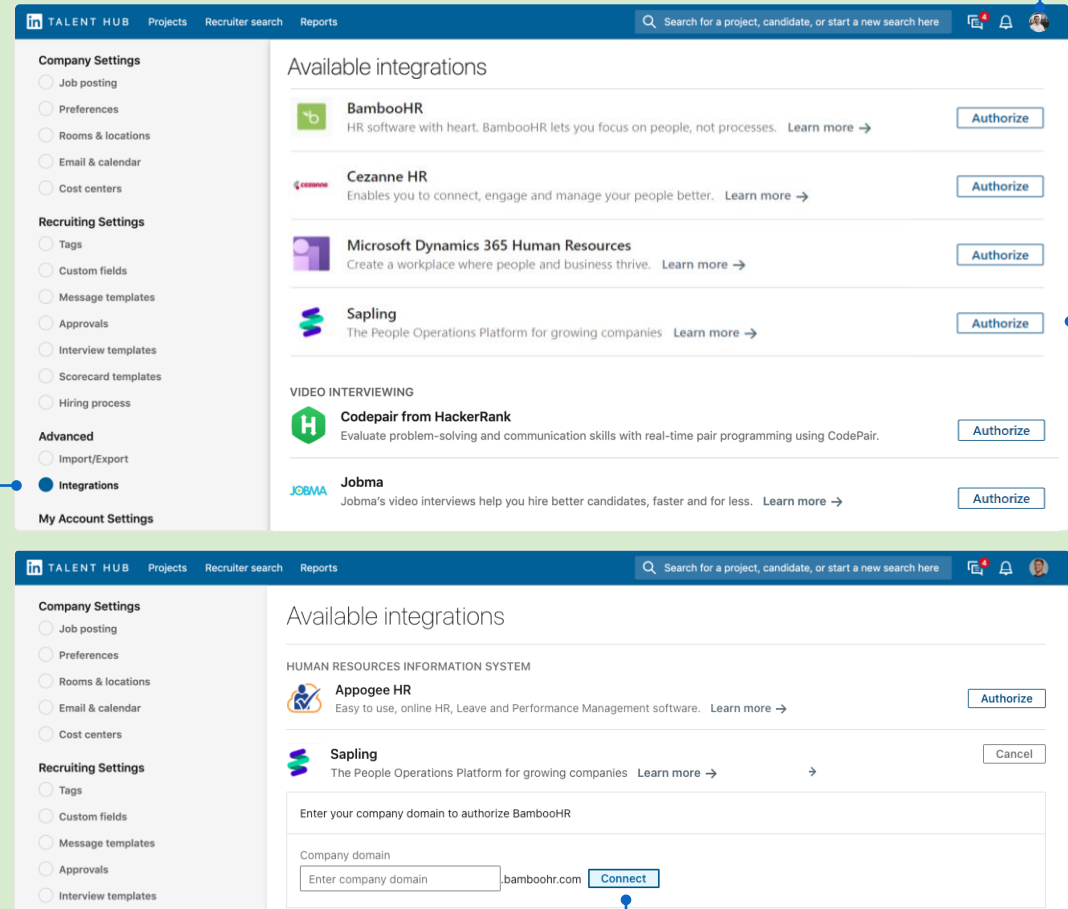
Confirm your export and begin the onboarding process.

Enable integration

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

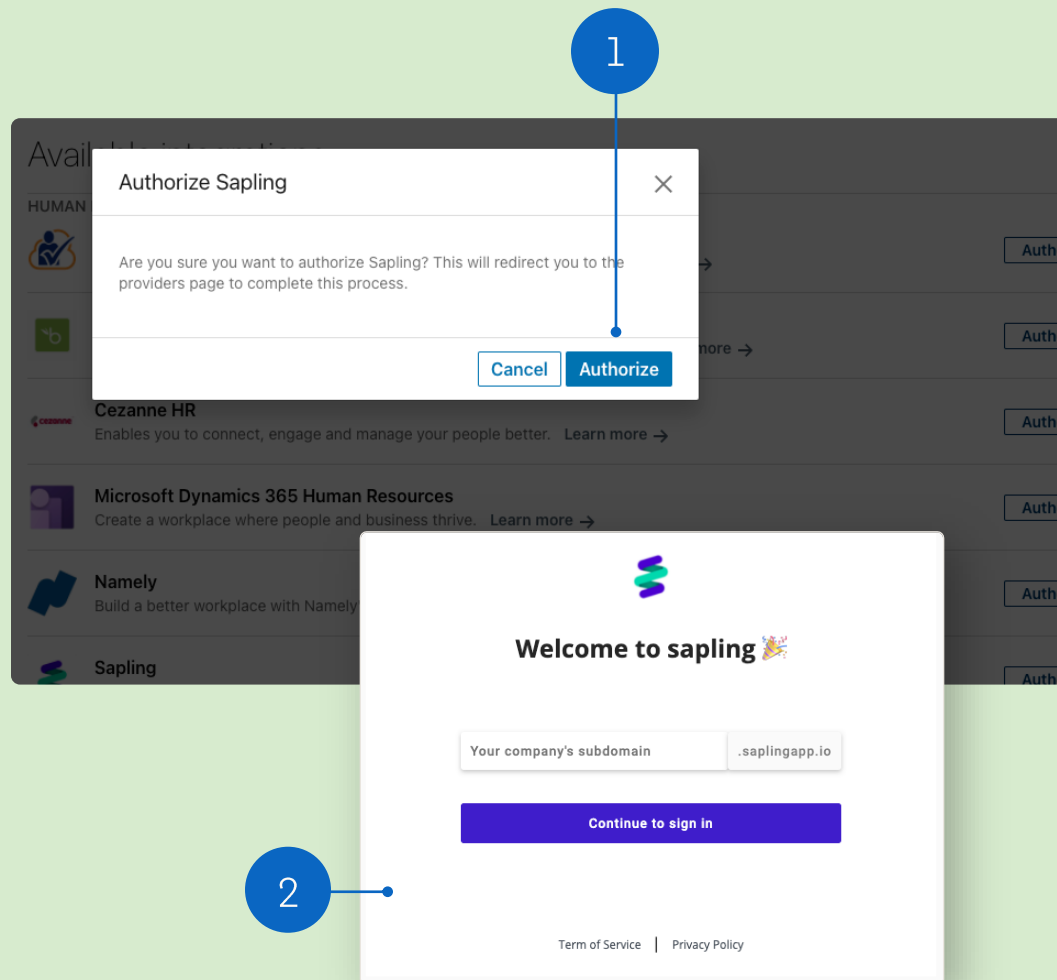
Each user will use the account authorized by the Talent Hub Admin.



Complete the process

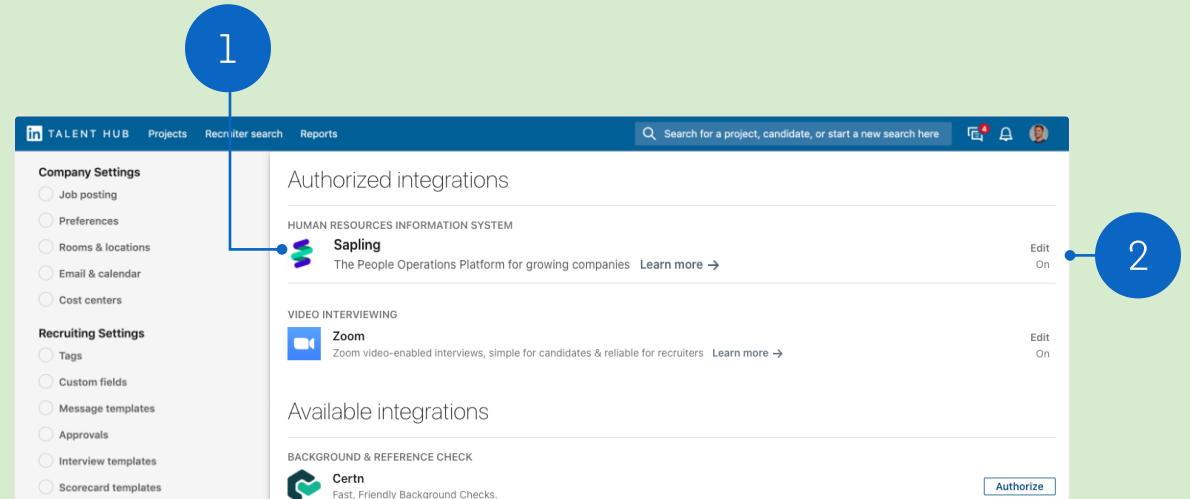
1. After entering your company's domain, click "Authorize" to proceed to the Sapling login.
2. After logging into your Sapling portal, you'll be redirected back to Talent Hub.

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



Verify authorization

1. When redirected back to Talent Hub, refresh the page until Sapling 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 Pipeline interface for a project named "Peter Test Project". The pipeline is currently showing 3 results, sorted by "Last modified". The candidate profile for Alex Basso is shown, with a dropdown menu open for "Change stage". The dropdown menu includes options: "In Review", "Talent Screen", "Panel Interview", "Offer", and "Hired" (which is checked). The candidate's current stage is "Partner Marketing Manager at LinkedIn - 2020 - Present". The interface also shows a table of candidate counts for various stages: "All active candidates" (3), "Archived candidates" (0), "In Review" (1), "Talent Screen" (0), "Panel Interview" (1), "Offer" (0), and "Hired" (1).

My pipeline	
All active candidates	3
Archived candidates	0
In Review	1
Talent Screen	0
Panel Interview	1
Offer	0
Hired	1

Initiate the export

Once candidate has been moved to the “Hired” stage, you can export the candidate’s profile to Sapling 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 Talent Hub interface with the 'Pipeline' tab selected. On the left, a sidebar lists stages: 'All active candidates' (1), 'Archived candidates' (0), 'Uncontacted' (0), 'Contacted' (0), 'Replied' (0), 'Recruiter Phone Screen' (0), 'Onsite Interview' (0), 'Offer Extended' (0), 'Background Check' (0), and 'Hired' (1). The main area shows a search bar, filters, and a list of candidates. The first candidate, Alex Basso, is in the 'Hired' stage. A dropdown menu is open next to his profile, 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 menu, 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: 'Software Eng Test', 'Talent pool', 'My pipeline', 'All active candidates', 'Archived candidates', 'Uncontacted', 'Contacted', 'Replied', 'Recruiter Phone Screen', 'Onsite Interview', 'Offer Extended', 'Background Check', and 'Hired'. The main content area shows a candidate profile for Alex Basso, a Partner Marketing professional at LinkedIn, with details like location (San Francisco, California) and contact information. Below the profile, there's a section for 'Most recent activities' showing views and exports. On the right, an 'Export to HRIS' dialog box is open, prompting for a start date, job title (Software Engineer), and location (San Francisco Bay Area). It also includes a field for the email recipient and buttons for 'Cancel' and 'Export'.

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+ l

@ 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 Sapling

Sapling · 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 **People directory** in Sapling to see where the exported candidate has landed.

1. In Sapling, click “People” and find the exported candidate.
2. Click on the exported candidate’s name to pull up their employee profile within Sapling.

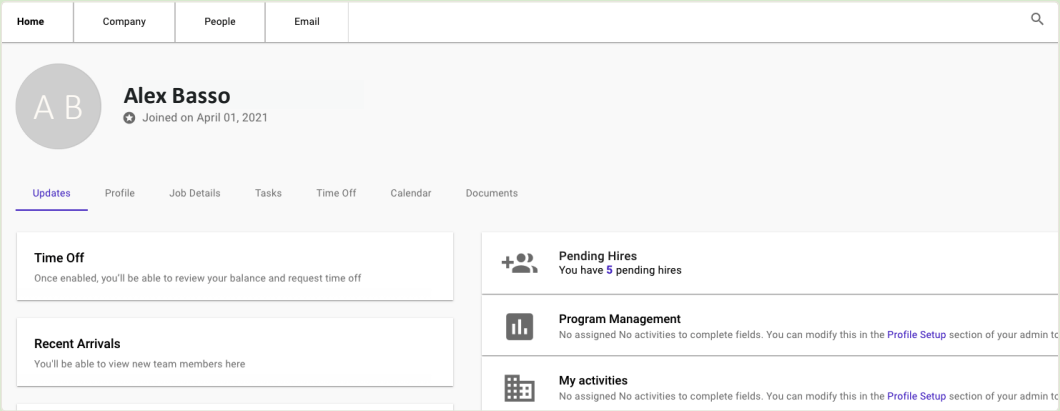
The screenshot shows the Sapling interface with the 'People' tab selected. Below the navigation bar, there are tabs for 'Directory' and 'Org Chart', with 'Directory' being the active one. Under 'Directory', there are 'Active' and 'Inactive' sub-tabs, with 'Active' selected. The main content area is titled 'Active Team Members (3)' and contains a search bar and a table of team members.

<input type="checkbox"/>	Name ▲	Job Title ▲	Manager ▲	Location ▲	Department ▲
<input type="checkbox"/>	 Alex Basso	Super User	—	—	—
<input type="checkbox"/>	 Joel Bito	Super User	—	—	—

View candidates

Verify export completion

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



FAQ



1. Can existing Sapling customers enable the integration from Talent Hub

Yes, existing Sapling customers who are Super Admin, Admin, or Temp Admin can enable or configure the integration by toggling the Talent Hub option on under “Applicant Tracking System” in Sapling and by enabling the integration within the [Talent Hub product settings](#).

2. How do I get the Sapling integration from Talent Hub?

It's not currently possible for new customers to sign up for Sapling directly from Talent Hub, so to get started, you'll need to [contact Sapling](#).

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

Yes, the requestor's email address does not need to match the one associated with your Sapling account.

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

