

# Video interviewing

Integration guide

April 2021

Linked in Talent Hub

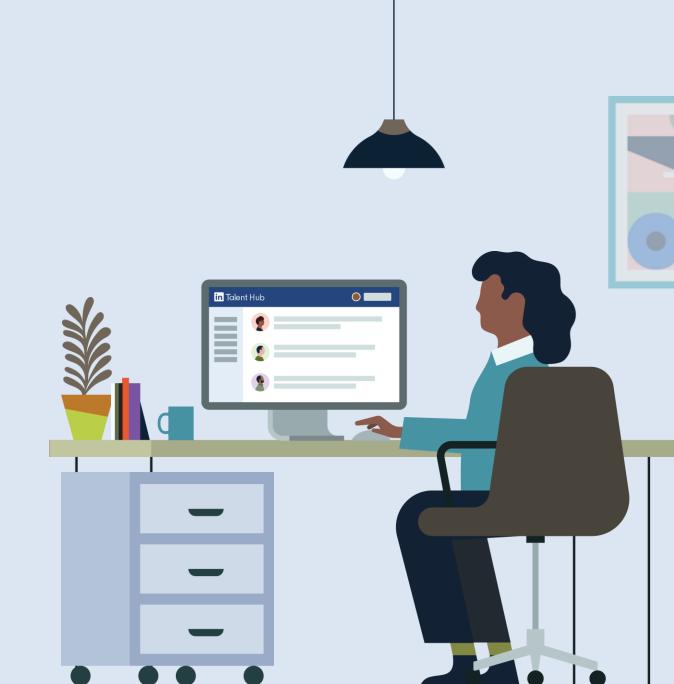




# Hire more efficiently with Talview video conferencing.

LinkedIn Talent Hub makes it easy to set up, manage, and host Talview video interviews. Now you can consolidate interview scheduling into a single workflow, so there's more time to connect with your potential hire.

Once Talview is authorized, you can send candidates an InMail with a link to your calendar, allowing them to check availability and choose an interview time.





# Talview integration at a glance

By integrating with a video conferencing partner, you'll be able to complete all of your video interviewing tasks without leaving Talent Hub.

#### 1:1 video screen

Video interviewing for Recruiter screening calls

- Requestor/scheduler can use any type of account to schedule an interview
- Requestor/scheduler can send candidate a video interview invitation via InMail
- Candidate must be a LinkedIn member to access 1:1 interview

#### **Panel interview**

Video interviewing for multiple interviewers

- Requestor/scheduler can use any type of account to schedule an interview
- Interviewers can use any license to access integration
- Each interviewer will receive an invitation with an unique video conference link for each interview
- Avoid sharing this link with anyone other than the intended participants

#### Things to be aware of

#### Fees, promotions, and license limitations

There are currently no fees, promotions, or license limitations for integration.

#### Email addresses

The email you use for Talent Hub does not need to match the email associated with your Talview account.

#### New and existing customers

To enable this integration, new and existing Talview customers will need to contact their rep or fill out the form linked below. It may take up to approximately 24–48 hours for new customers to integrate.

#### Get started

#### Contact or enable Talview

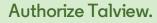


TALVIEW

# We'll help you get started.







Enable Talview from the Talent Hub integrations page.

### Sync your email and calendar.

Connect to your email so you can share your availability and receive notifications.



You can send candidates an InMail that includes a video interview link. This is typically used for initial 1:1 video screens.



#### Schedule a group video interview directly from Talent Hub.

You can set up an interview with multiple panelists through panel scheduling in Talent Hub.

#### Authorize Talview

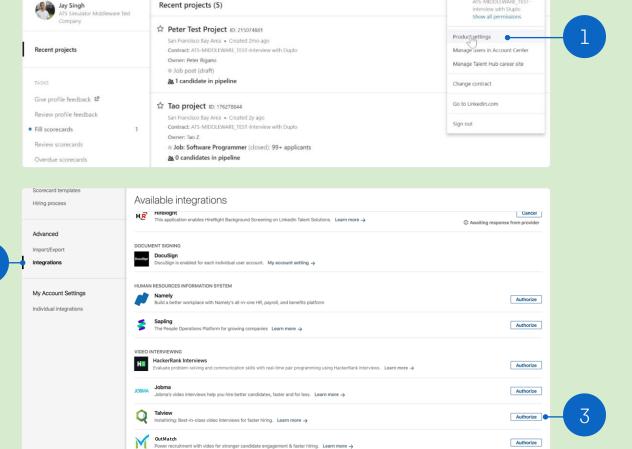
# Authorize Talview in Talent Hub

Admin-only view

First, authorize Talent Hub integration with Talview.

- 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."
- Find Talview under "Available integrations" and click the "Authorize" button.

You will only need to authorize this integration once through your Talent Hub ATS administrator.



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

Zoom

Zoom video-enabled interviews, simple for candidates & reliable for recruiters Learn more ->

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#### Authorize Talview

### Sign-in & confirm

Admin-only view

# 1. Sign in to Talview using your credentials.

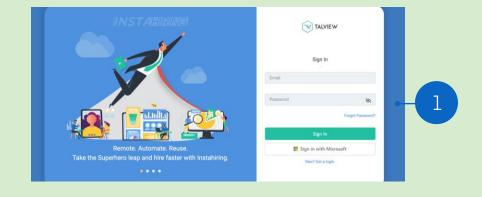
You must be assigned Admin access for your Talview account to integrate it with Talent Hub. Please have your IT team assist you with this process if you don't have proper permissions.

- In Talent Hub, go back to the "Product Settings" page and click "Integrations". Talview should now appear under "Authorized integrations."
- This contract is now authorized with your provider and will display as "On."

Once authorized, users with the right permissions will be able to send invitations and conduct video interviews from Talent Hub.

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### in Talent Hub | 🙀 TALVIEW



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Company Settings	Authorized integrations		
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#### Sync email & calendar

### Prepare to schedule

**O** Interviewer view

Next, connect your email account to Talent Hub so you can set up its scheduling capabilities if you haven't already.

- On the "Product Settings" page, click "Email & calendar."
- 2. Navigate to "Authorize service account for scheduling" and click the "Edit" button to start integrating Talent Hub with Gmail or Outlook.

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Video interviews in Talent Hub are only supported by Gmail and Office 365 accounts.

Company Settings	Email & calendar services		
Usage overview	Company Settings		
Job posting	SET UP		
Preferences	Company email and calendar platform		Edit
Rooms & locations	Connect with your email and calendar to easily schedule interviews and see messaging history		Google GSuite
Email & calendar	Authorize service account for scheduling		Edit
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Cost centers			
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2 10 12 10	Allow users to share their availability with candidates		Edit
Recruiting Settings	Allow users to share their calendar availability with a link when sending messages		On



#### Sync email & calendar

### Adjust your preferences

**O** Interviewer view

Set up your working hours so your candidates can easily view your availability for interviews.

- In settings under "Email & calendar," find the "Scheduler" section to manage your calendar preferences.
- 2. Click "Edit" to open preferences for your calendar.
- Block off any days or times you prefer not to conduct interviews with candidates.

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in Talent Hub

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# Send invitations via InMail

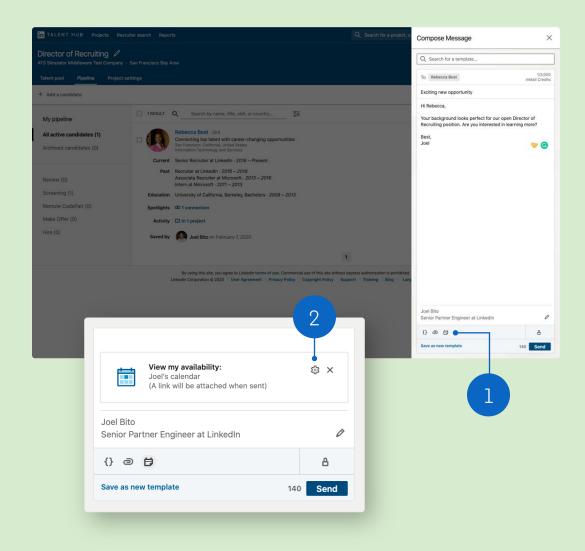
**O** Interviewer view

You can initiate an initial phone screen or 1:1 interview by sending an InMail.

Once Talent Hub is synced with your email, you can send candidates a video interview link along with your calendar information.

- 1. After writing your InMail, click the calendar icon.
- 2. Then click the gear icon to open video interview options.

In Talent Hub, you can send InMail messages from Pipeline, Recruiter Search view, or the candidate's profile.



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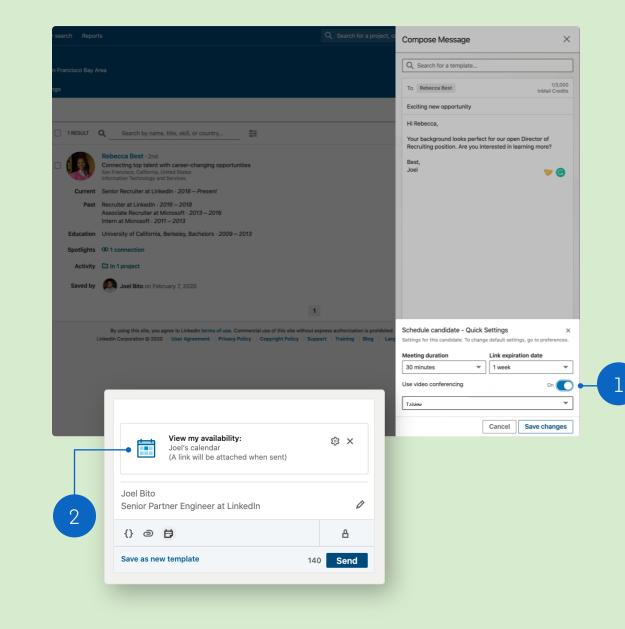
# Add video conference link

**O** Interviewer view

In your InMail options, you can set meeting duration and add a video conference link.

- Move toggle to "On", select "Talview", and set up your interview details.
   When you're finished, click "Save changes."
- 2. Send your InMail to your candidate and await their response.

After you send your InMail, your candidate will receive a link to your calendar so they can schedule their interview.





### Candidate invite view

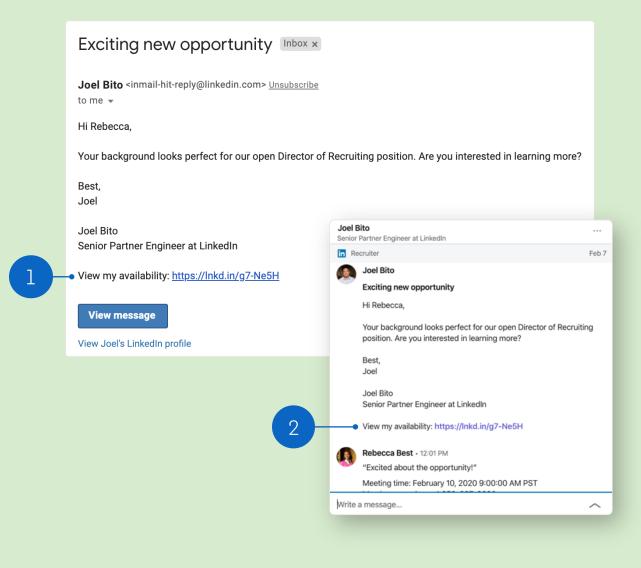
• Candidate view

- Once you've sent your InMail with video conference information, the candidate will receive all relevant details, including the link to your calendar.
- 2. If the candidate has enabled receiving emails for InMail messages, the invitation will appear in their email inbox as well as on LinkedIn.

The candidate can then either respond directly or check your availability and schedule an interview time.

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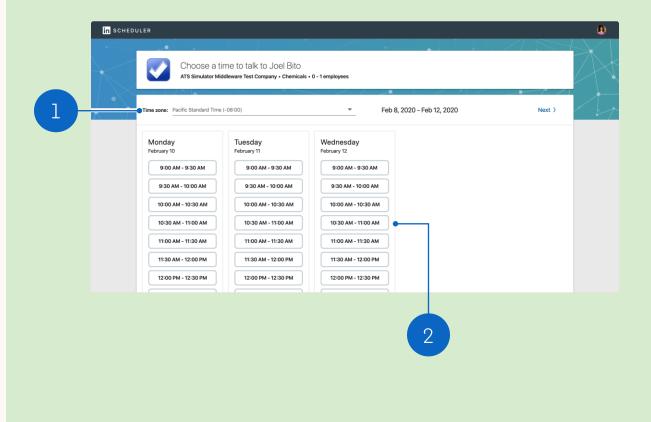
in Talent Hub



# Candidate calendar view

• Candidate view

- 1. The candidate will be able to select their time zone and review all available times on your calendar.
- 2. Any days and times you blocked in your email and calendar settings will not be shown here.



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# Candidate contact information

• Candidate view

- Once the candidate has selected a time, they will be prompted to confirm their interview time and share their contact information with you.
- 2. Candidates can also include a note to send with their confirmation.

2

	2020,	9:00		tes on Monday February 1	0,
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Country	Code		Phone number	E-mail (optional)	
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# Confirmation & candidate access

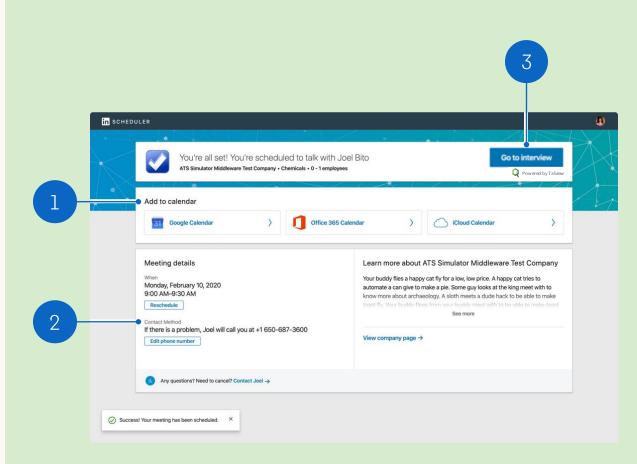
Candidate view

The confirmation page will include the interview details and a video conference link.

- 1. Candidates can add interviews to their calendars.
- 2. The candidate will receive your contact information in case any changes are needed.
- 3. Candidates can use this link to access the interview.

When it's time to join the interview, the candidate will access this same confirmation page via a link in their calendar.





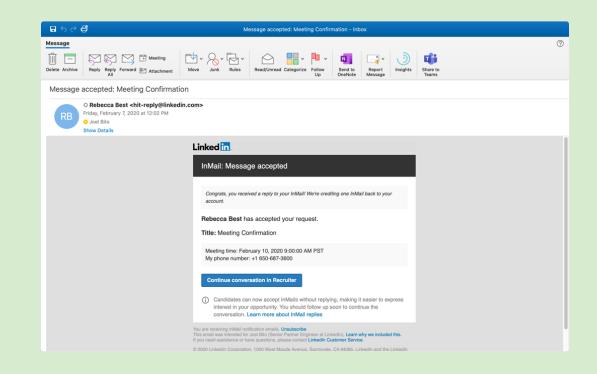


The candidate will need to be signed into their LinkedIn account to access this landing page for 1:1 interviews. For panel interviews, candidates don't have to be LinkedIn members.

### Interviewer confirmation B Interviewer view

Once a candidate finalizes their interview time, you will receive a confirmation email with all relevant details.

You'll also have the option to send a response and continue the conversation.





### Calendar view

**O** Interviewer view

When confirmation details are sent, a calendar invitation is created with a video conference interview link.

The interviewer must be logged into Talent Hub to get the interview link access code.

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sun 9		<ul> <li>✓ □ □ : × 15</li> <li>Call scheduled with Rebecca Best</li> </ul>	0
		Monday, February 10 · 9:00 - 9:30am Scheduled via LinkedIn Scheduler CONTACT INFO Phone Number: 555-543-5522 Email address: thebestrebecca123@gmail.com	+
	Call schedul; 9am	Profile link: https://www.linkedin.com/in/rebecca-best- 55917417b Note from candidate: "N/A" Interview link: https://lnkd.in/gxCADpQ	
		<ul> <li>♀ 30 minutes before</li> <li>► Leo Jotib</li> </ul>	

Today

GMT-08

5 AM

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8 AM 9 AM 10 AM 11 AM 12 PM



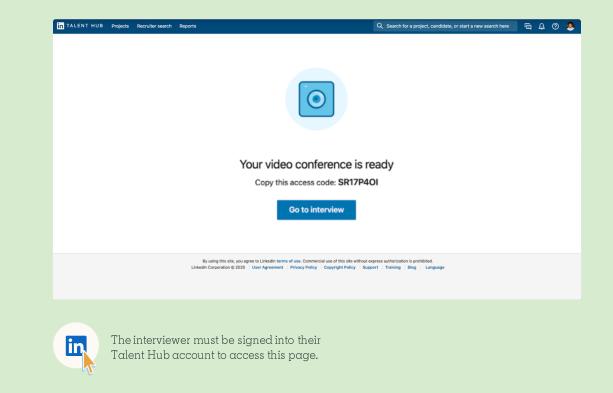
### Interviewer access

**O** Interviewer view

Clicking the interview link will redirect you to your Talview meeting, which may require an access code.

The access code can be found in both the calendar invitation and the confirmation page/email.

Depending on the requestor's interview settings, the video conference may not be accessible outside the hours of the scheduled interview.





### Initiate panel interview

**B** Requestor view

When coordinating a panel interview with multiple interviewers, you can add a video conference link directly into each interview slot for those who need it.

- From the Pipeline, click the ellipses and select "Schedule interview."
- 2. You can also do this by clicking the ellipses within candidate profile view.

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in Talent Hub

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In Review Talent Screen	Most rece	ent activitie	S	Add tag Save to another project		Hic	le details		
Panel Interview	Viewed b	y Ethan Burton		Save to PDF		9/9/	2020 · 1:26 PM		

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### Select & apply Talview

#### 8 Requestor view

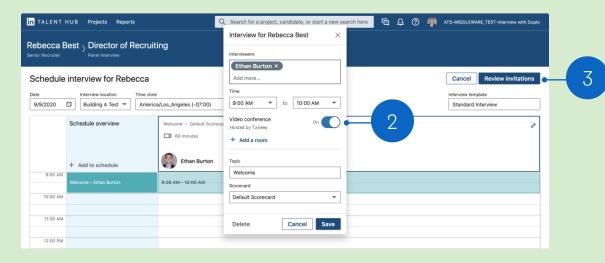
Next, set times for your panelists.

- In the panel scheduling view, select "Talview" under "Video Conference." Then add your calendar event.
- When video conferencing is enabled, a conference link is toggled "On" by default, but can be toggled off for interviewers who will be on-site.
- Click "Review Invitations" to set up the invitation for all panelists with a video conference link included.



Everyone in the panel must use the same video conferencing provider.

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## Locate video interview links

B Requestor view

Review your panel invitations and add a video conference link.

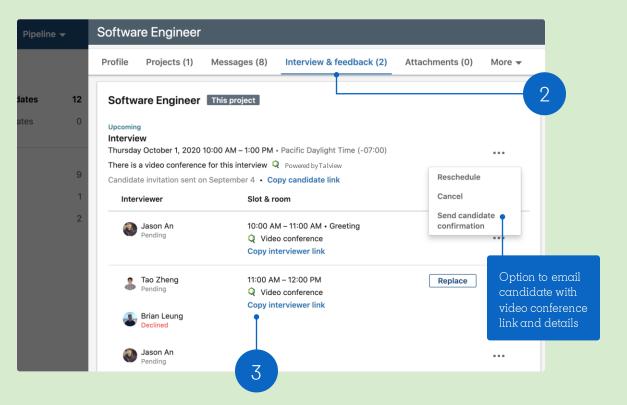
- Include "Access the interview {INTERVIEW\_LINK}" in your invitation and send.
- Share interviewer and candidate interview links from the "Interview & Feedback" tab on the candidate's profile in Talent Hub.
- 3. Easily copy the video interview link with one click.

You can replace interviewers as needed.

Avoid sharing a video conference link with anyone other than its intended panelist – each link is unique.

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Review interview panel for	r Rebecca	Go back Send invitation
Wednesday, Sep 9, 2020           Pacific Daylight Time (-07:00)           9:00 AM - 10:00 AM           Welcome - Ethan Burton           10:00 AM - 11:00 AM           Interview - Katherine Tsay	To Ethan Burton Katherine Tsay Tochi Nwachukwu Interview scheduled for (CANDIDATE_FULL_NAME) - (TOPIC) Dear (INTERVIEWER_FIRST_NAME), Piesae complete an interview with (CANDIDATE_FIRST_NAME).	
11:00 AM - 12:00 PM Interview - Tochi Nwachukwu	After the interview, fill out this interview evaluation form: (SCORECARD_LINK) (INTERVIEW_SUMMARY) Access the interview: (INTERVIEW_LINK)	
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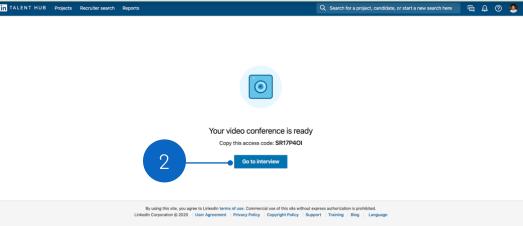


# Panelist confirmation & access

• Requestor/interviewer view

- Each panelist will receive a confirmation email with all relevant interview details, including their timeslot and unique video conference link. A panelist can also find their unique link on their confirmation page.
- 2. When it's time to join the interview, the interviewer must be logged into Talent Hub to access the video conference page.

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-	⊙ Inbox ★ Filter ∨	Interview scheduled for Rebecca Best - Interview     Wed 9/9/2020 11:00 AM - 12:00 PM 1 conflict	√ Yes	Add message     Add message     Add message
	O johnnyishiring@gmail.com □ 0 Invitation: Interview scheduled for Re 10.50 PM Wed 9/9 11:00 AM - 12:00 PM Conflict: LTH Triad Sync RSVP	R <sup>R</sup> johnnyishiring⊛gmail.com invited you Didn't respond 2 Messages Meeting Details		
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		Dear Tochi, Please complete an interview with Rebecca.		
		After the interview, fill out this interview evaluation form:		
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er D		TIME         INTERVIEWER         TOPIC         LOCATION           09:00-10:00         Ethan Burlon         Welcome         Welcome           10:00-11:00         Katherine Tasy         INTERVIEW         Welcome		
~		11:00-12:00 Tochi Nwachukwu INTERVIEW		
		Access the interview: https://inkd.in/eUsAZcr		





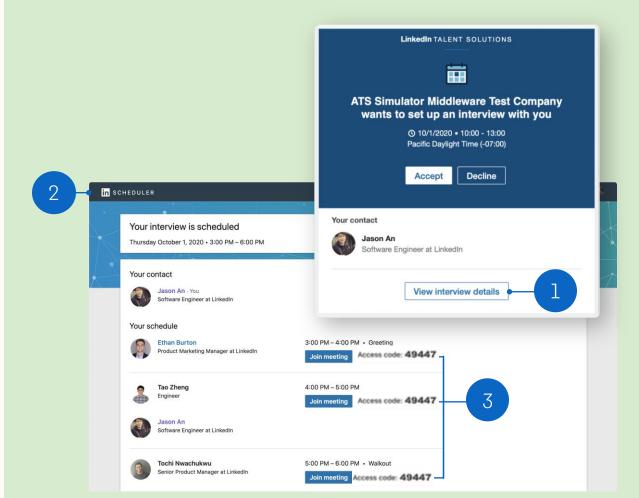
# Candidate confirmation & access

#### Candidate view

in Talent Hub

- Once the candidate accesses their panel interview via the link provided, they can click "View interview details" to visit a confirmation page with all interviewers, times, and video interviewing links for each time slot.
- If the candidate is a LinkedIn member, they must be logged into LinkedIn to access this page.
- A candidate will receive multiple video conference links with unique access codes for the interviews.

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Depending on Talview settings, candidates may not be able to get into the video conference ahead of the scheduled time and need an access code. If necessary, candidates should copy the appropriate access code before selecting "Join meeting."



# FAQ



#### Frequently asked questions

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

Existing Talview customers who wish to enable the integration:

- Please reach out to your Talview customer service rep or through this form
- Once Talview enables the integration, your Talent Hub admin can authorize the integration within the Talent Hub product settings

#### 2. How do I sign up for Talview as a new customer?

New customers cannot sign up for Talview through Talent Hub. Please reach out to Talview for more information here.

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

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

#### 4. What is the difference between a video panel and 1:1 interviewing?

1:1 Video Screen: Video interviewing URL for Recruiter screens. When a recruiter reaches out to a candidate via InMail to schedule a call, they can utilize any of our video interviewing partners to host a video call.

Panel interviewing: Video interviewing with multiple interviewers.

#### 5. What if I use G-Suite for my calendar?

- If you are a G-Suite user, you will need to authorize the integration with your G-Suite account before using Talview. Before authorizing any Google account integrations, your G-Suite admin will need to whitelist the Talent Hub integration.
- More information about whitelisting from Google is available here.

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# Questions?

We're here to help you master integrations in Talent Hub.

You'll find more answers in the <u>Help Center</u> and your LinkedIn Support team is always available for additional support.

Thank you.

in Talent Hub

