Universal
BACKGROUND SCREENING

Background check

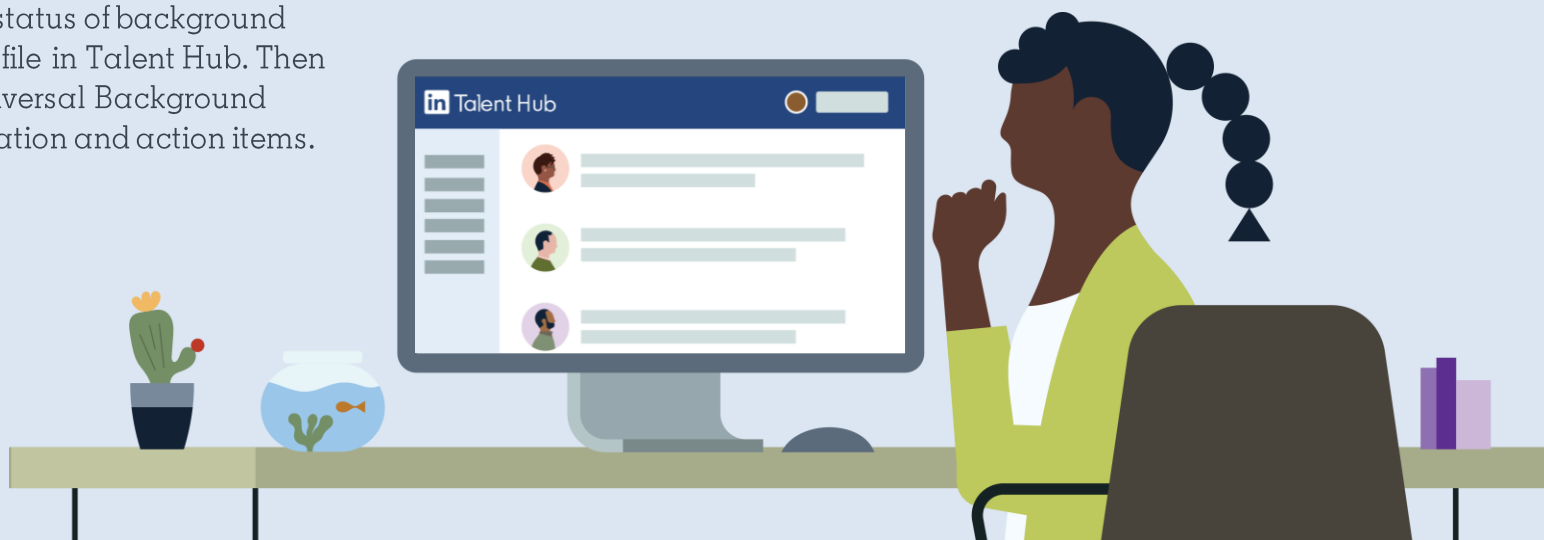## Integration guide

March 2021

Linked in Talent Hub

Save time with background checks from Universal Background Screening.

Now you don't have to leave LinkedIn Talent Hub to start the candidate verification process. When you integrate with Universal Background Screening, you can run background checks right from your Talent Hub profile.

The process begins with an email from Universal Background Screening to the candidate, prompting them to upload the information you need to run the background check. You can easily view the status of background checks from the candidate's profile in Talent Hub. Then you'll receive a direct link to Universal Background Screening's site for more information and action items.

Talent Hub Integrations

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

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Universal Background Screening integration at a glance

By integrating with a background check partner, you'll be able to initiate the candidate verification process directly from Talent Hub.

Save time by starting the check within Talent Hub.

When you connect a candidate verification provider, you don't have to leave Talent Hub to get your checks going.

Connect with your candidates more quickly.

Email your candidate directly from Talent Hub, prompting them to upload the information you need to run a background check.

Get all of your updates in one place.

Easily view the status of a background check from the candidate's profile in Talent Hub. You'll also receive a direct link to the provider's site for more information and action items.

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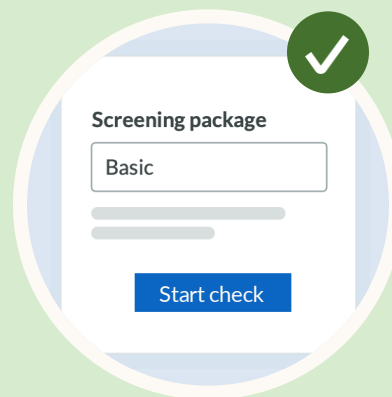
We'll help you get started.

Enable Universal Background Screening.

You can do this from the Talent Hub integrations page.

Select a candidate.

To start, navigate to pipeline review or a candidate's profile.

Initiate the check.

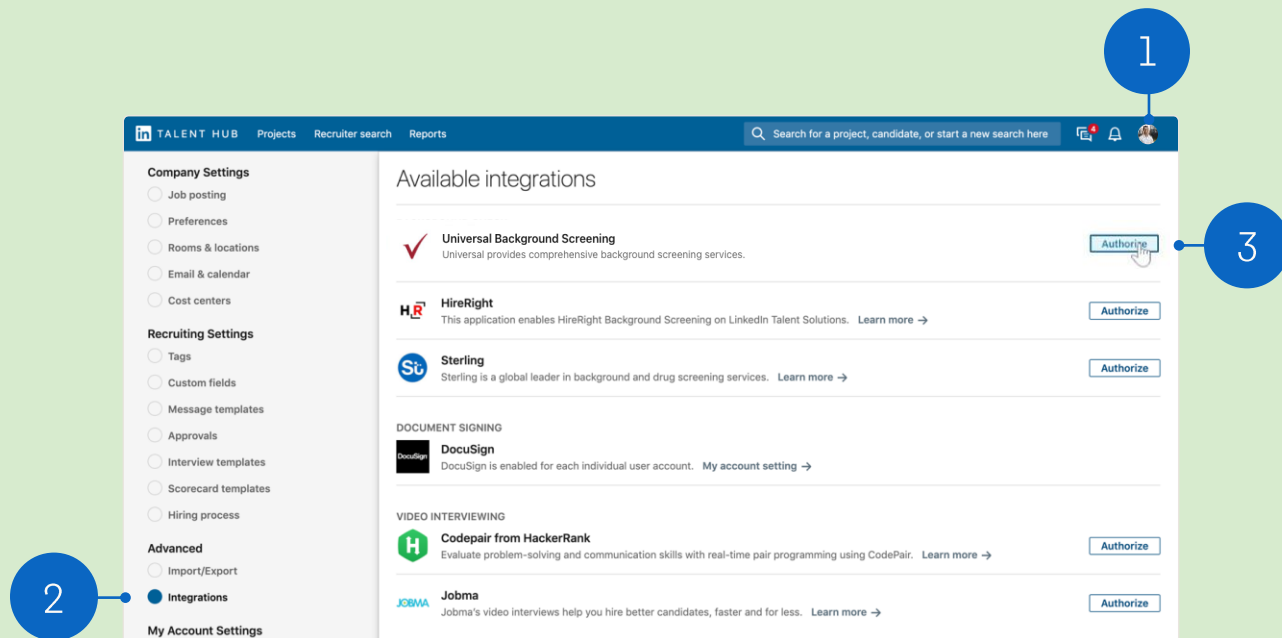Select screening packages and initiate the background check.

Track progress.

Verify if the check has been completed and get more details.

Find Universal Background Screening 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 Universal Background Screening under "Available integrations" and click the "Authorize" button.

   The Talent Hub Admin authorizes Universal Background Screening for everyone on the contract. For all users, background checks will be authorized at the "Account Settings" level.
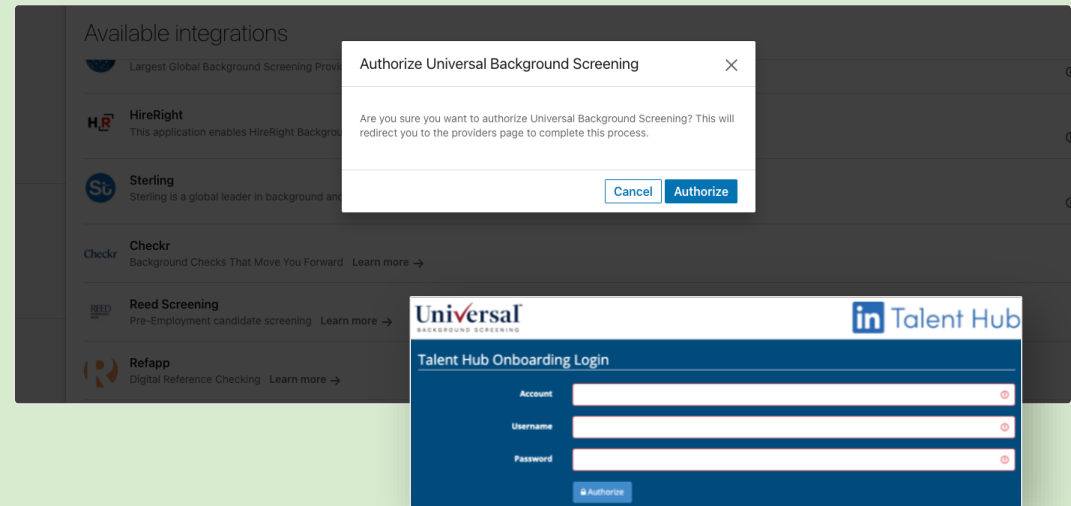
Complete the process

Users will be redirected to Universal Background Screening's website to complete the authorization process.

Once authorized, users with the right permissions can begin screening candidates with a background check.

Available integrations

Largest Global Background Screening Prov...

HireRight
This application enables HireRight Backgrou...

Sterling
Sterling is a global leader in background an...

Checkr
Background Checks That Move You Forward   Learn more →

Reed Screening
Pre-Employment candidate screening   Learn more →

Refapp
Digital Reference Checking   Learn more →

Authorize Universal Background Screening   ✕

Are you sure you want to authorize Universal Background Screening? This will redirect you to the providers page to complete this process.

Cancel   Authorize

Universal BACKGROUND SCREENING   in Talent Hub

Talent Hub Onboarding Login

Account

Username

Password

🔒 Authorize

in **Talent Hub** | **Universal** BACKGROUND SCREENING

Verify authorization

1. When redirected back to Talent Hub, refresh the page until Universal Background Screening displays as "On" under "Authorized integrations."

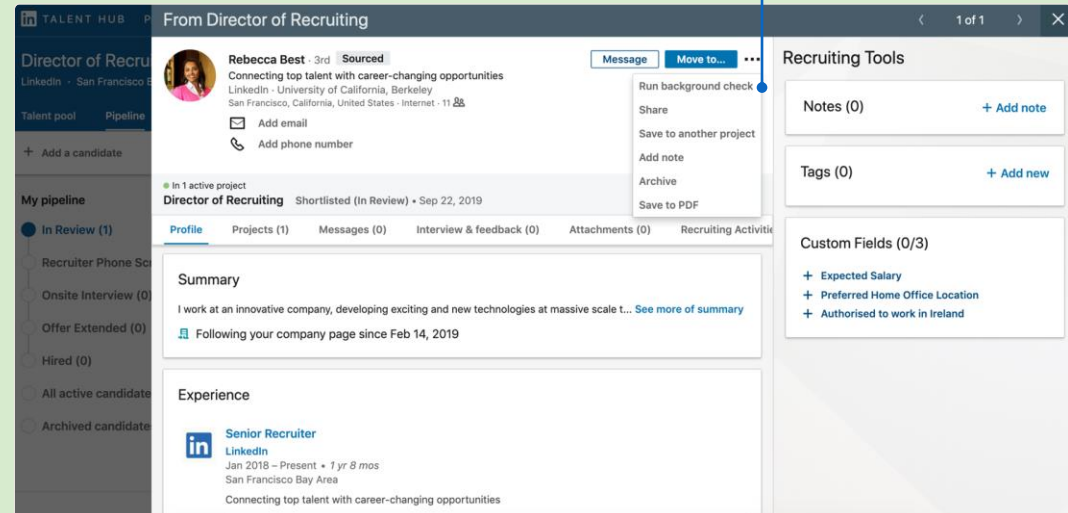2. This indicates that integration is now live for all users on the contract.
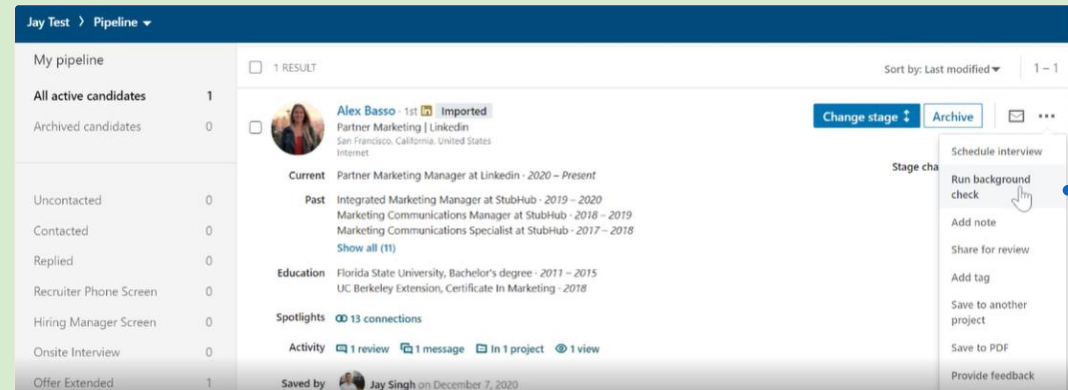
Locate the action

Once the integration has been enabled, background checks can be initiated through the pipeline in Talent Hub.

1. To initiate a check with a candidate in the pipeline, click on the ellipsis and select "Run background check."

2. Or run a check directly from any candidate's Talent Hub profile.

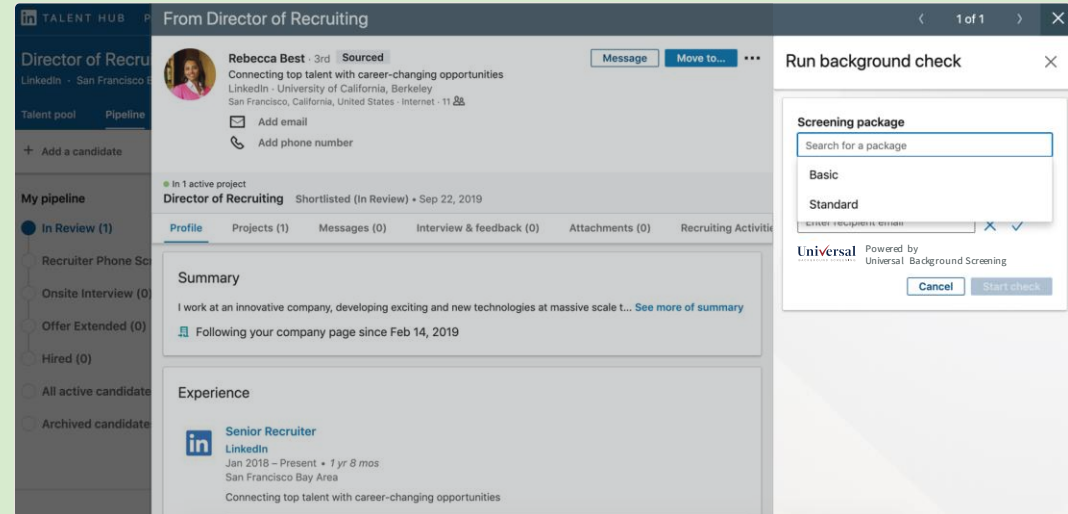The following users will have the ability to do this:

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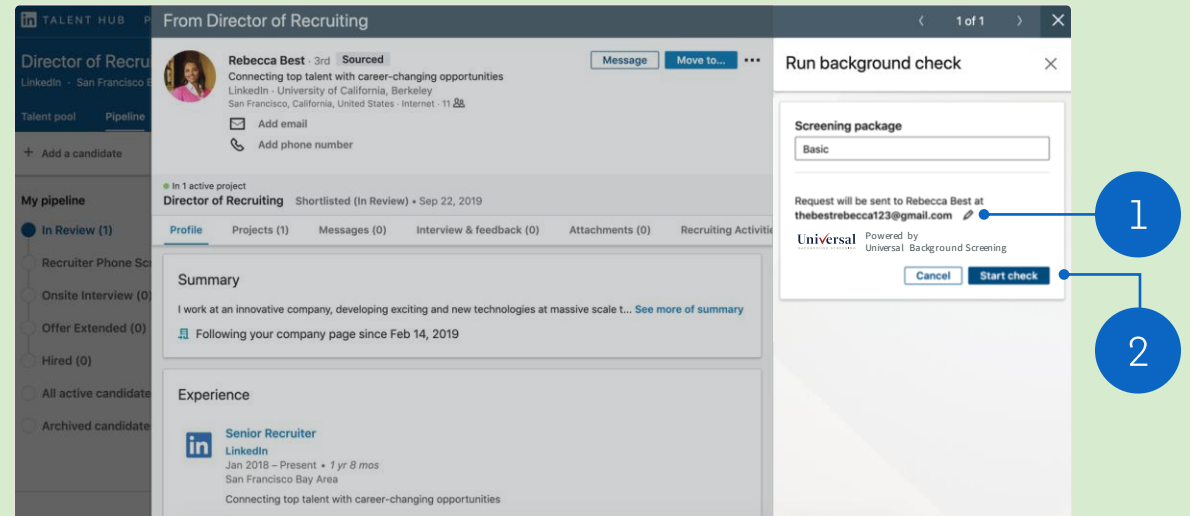✓ Hiring Project Collaborator with full project permissions

Choose
screening package

Select a screening package from the drop-down list—it displays packages that have already been configured with Universal Background Screening.
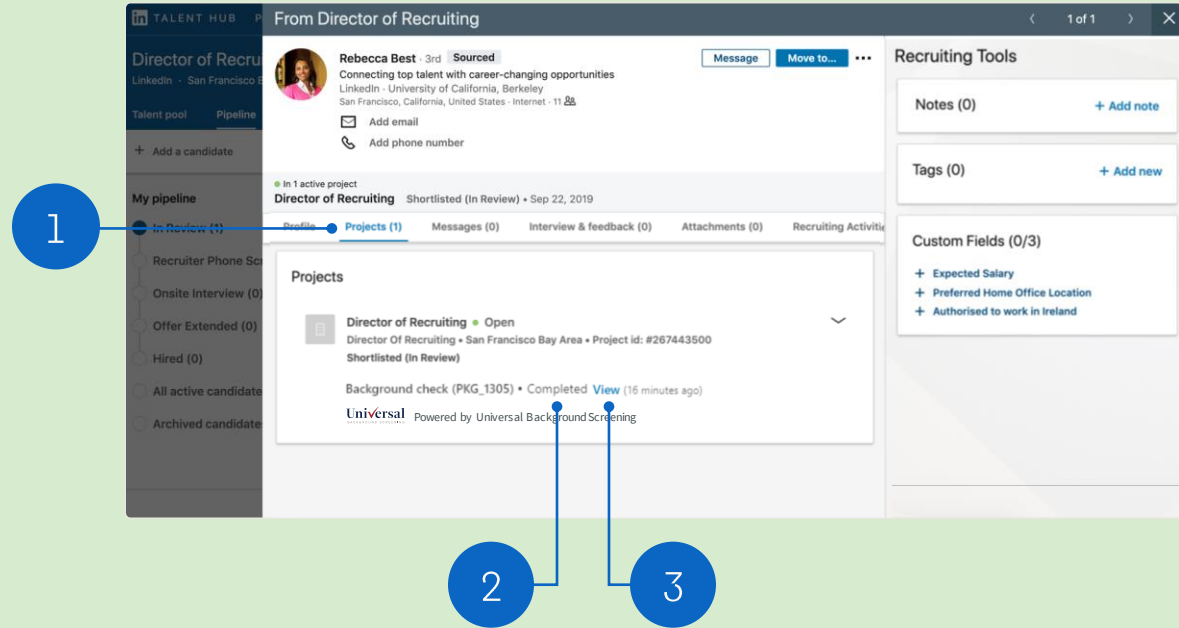
Start check

1. If needed, manually enter the candidate's email address by clicking the pencil icon.

2. Click "Start check." Universal Background Screening will send the candidate an email requesting the required information. Once the information has been uploaded, the background check will begin.

View status

1. Once the background check has been initiated, go to the "Projects" tab on the candidate's profile for updates.

2. You can view the status of the check—or its results once it's been completed.

3. Click "View" to get more details. You'll be prompted to sign into your Universal Background Screening account.

   All Talent Hub users will be able to view whether a background check has been initiated on an account.

FAQ

1. **Can existing Universal Background customers enable the integration from Talent Hub?**

   Existing Universal Background customers who wish to enable the integration:

   - Please reach out to your Universal Background customer service rep or email talenthub@universalbackground.com.
   - Once Universal Background enables the integration, your Talent Hub admin can authorize the integration within the Talent Hub product settings

2. **How do I sign up for Universal Background as a new customer?**

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

3. **What permissions/licenses are required to use Universal Background?**

   Only Talent Solutions Administrators or users with Project Owner or Sourcer roles can initiate reference checks for candidates.

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

   Yes, the requestor's email does have to be the same as the email associated with their Universal Background account.

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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.

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