XREF

Reference check

Integration guide

March 2021

LinkedIn Talent Hub

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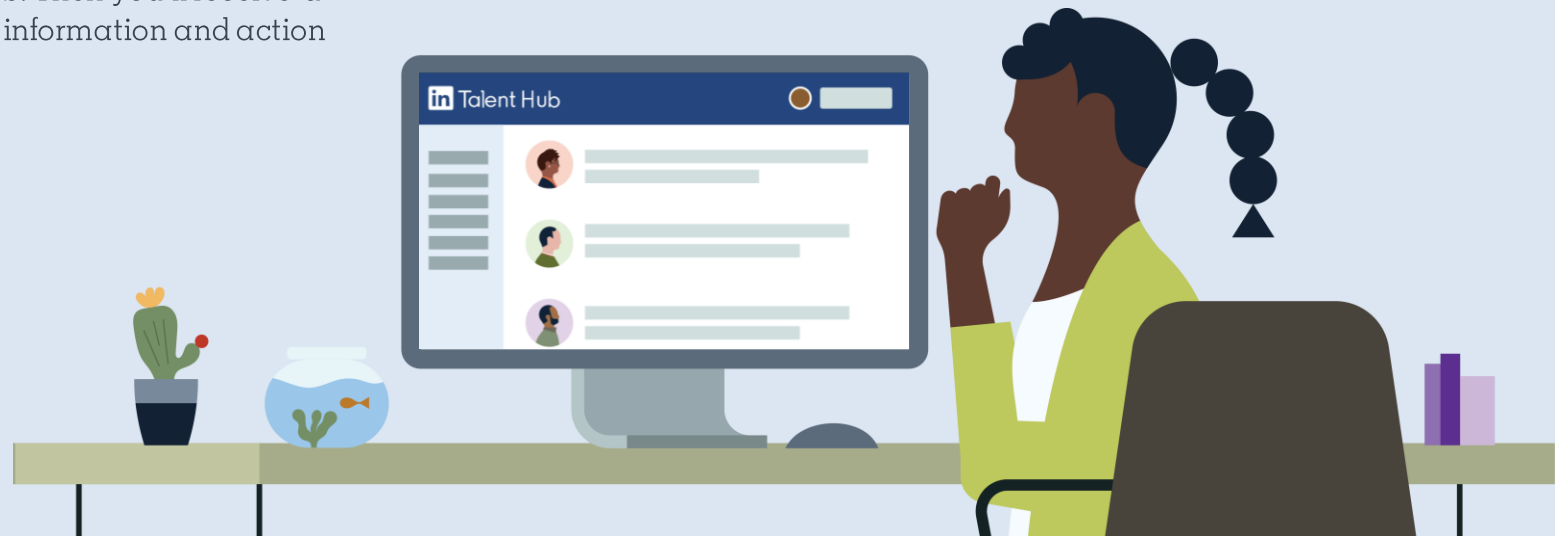
Save time with reference checks from Xref.

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

The process begins with an email from Xref to the candidate, prompting them to upload the information you need to run the reference check. You can easily view the status of reference checks from the candidate's profile in Talent Hub. Then you'll receive a direct link to Xref'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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Xref integration at a glance

By integrating with a reference 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 reference check.

Get all of your updates in one place.

Easily view the status of a reference 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.

Things to be aware of

Fees

Integration is currently free of charge for existing Xref customers.

Email addresses

The email address you use for Talent Hub does need to match the email address associated with your Xref account.

Limitations of Xref licenses

Only the following users can initiate reference checks for candidates:

- Talent Hub Administrators
- Hiring Project Owners
- Hiring Project Collaborators with full project permissions

Get started

Contact or enable Xref

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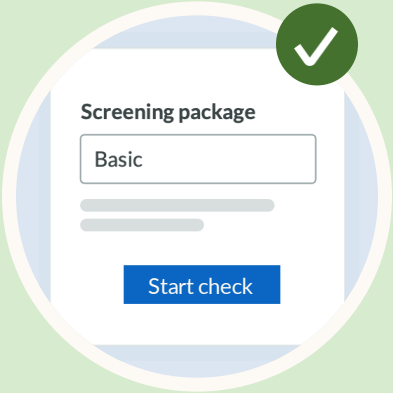
We'll help you get started.

Enable Xref.

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 reference check.

Track progress.

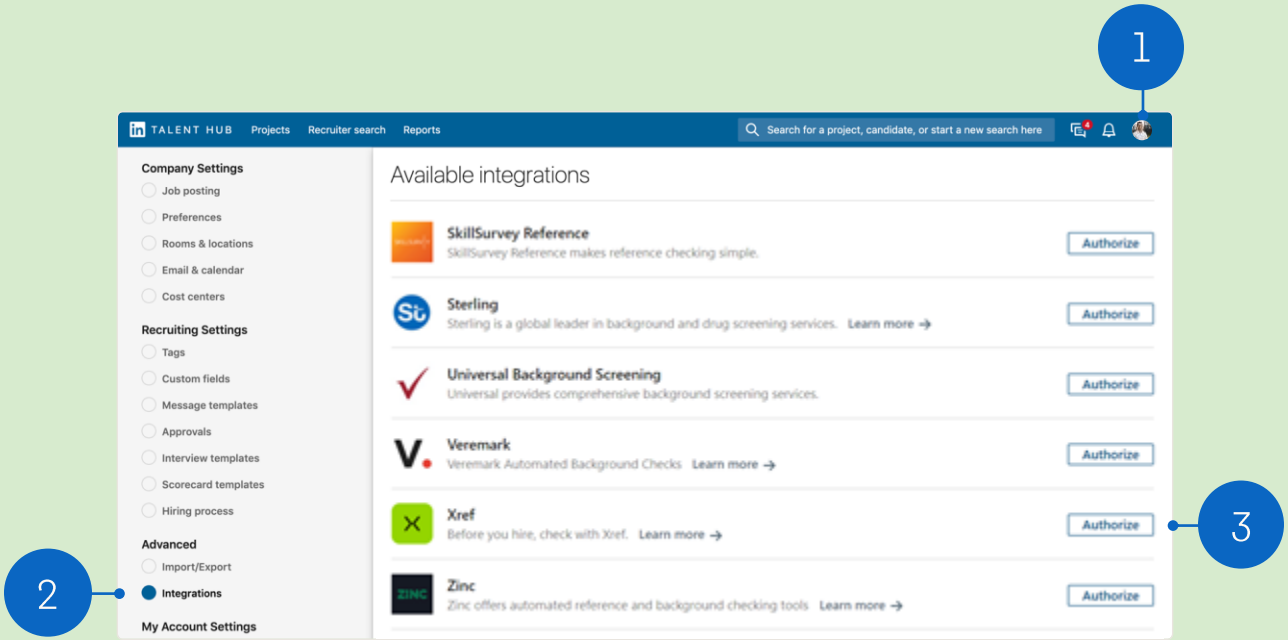
Verify if the check has been completed and get more details.

Enable integration

Find Xref 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 Xref under “Available integrations” and click the “Authorize” button.

The Talent Hub Admin authorizes Xref for everyone on the contract. For all users, reference checks will be authorized at the “Account Settings” level.



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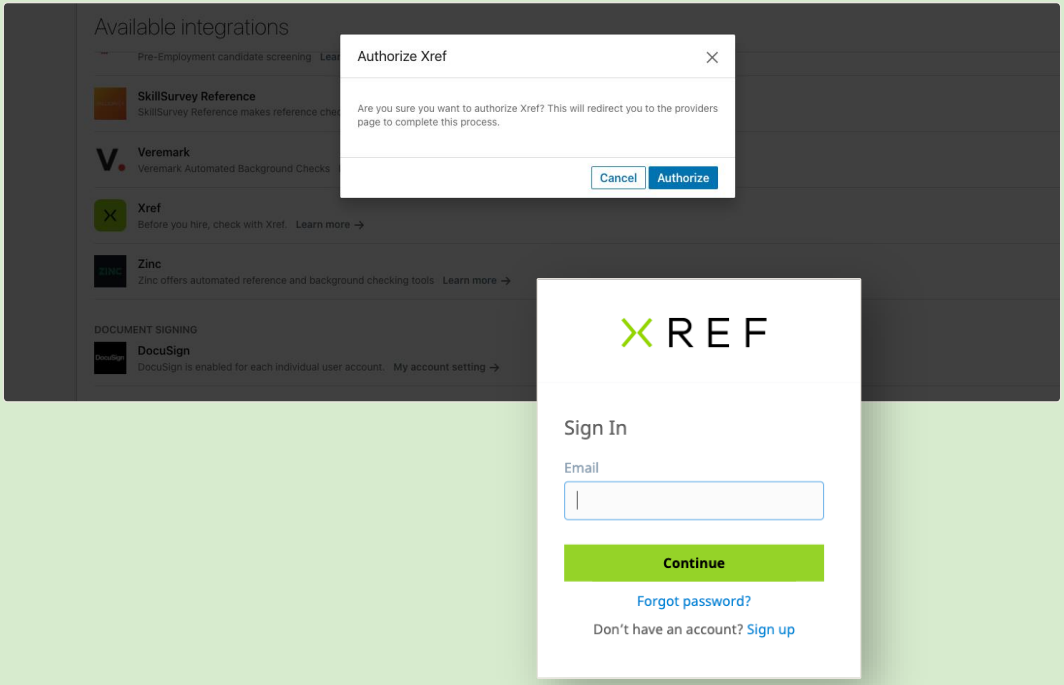
Enable integration

Complete the process

Users will be redirected to Xref's website to complete the authorization process.

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



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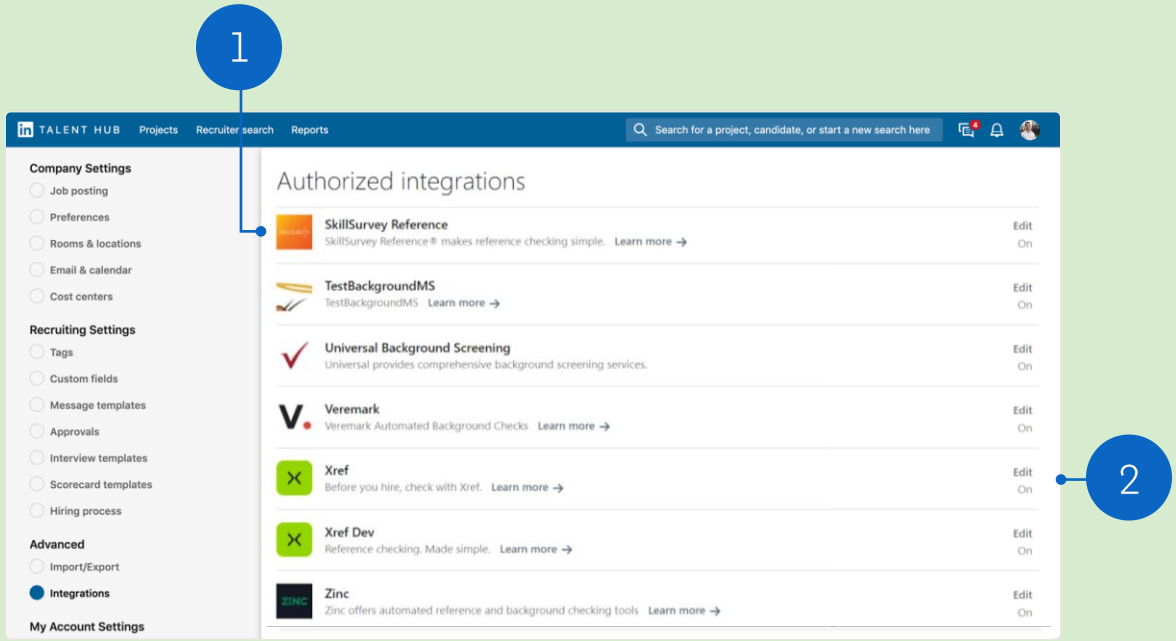
Verify authorization

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



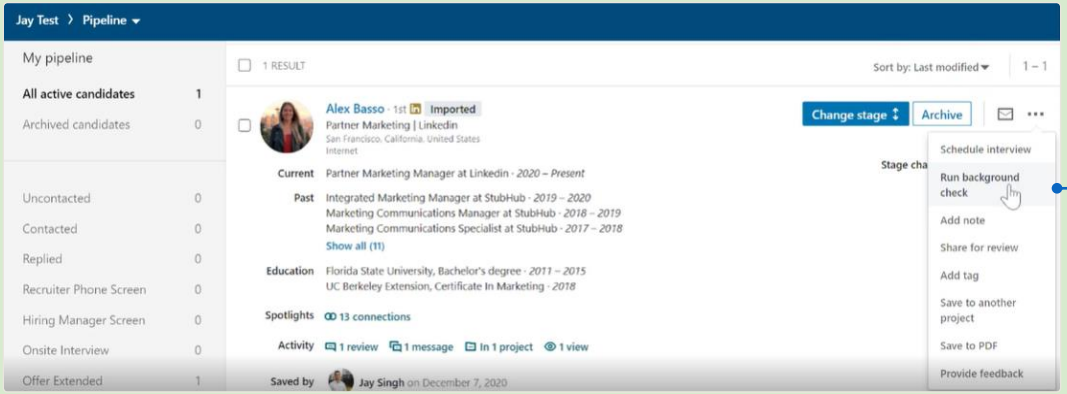
Locate the action

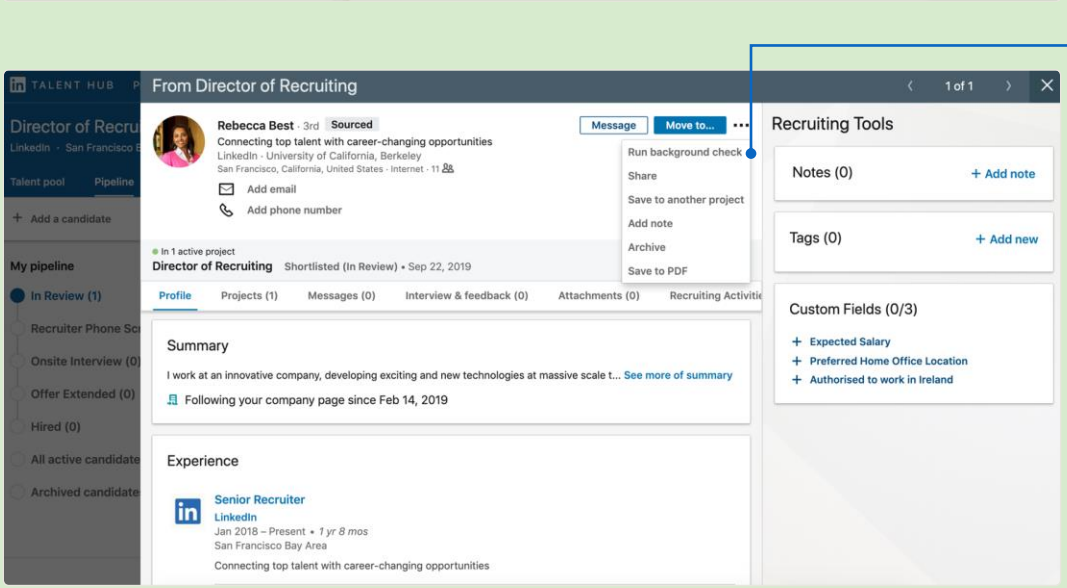
Once the integration has been enabled, reference checks can be initiated through the pipeline in Talent Hub.

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





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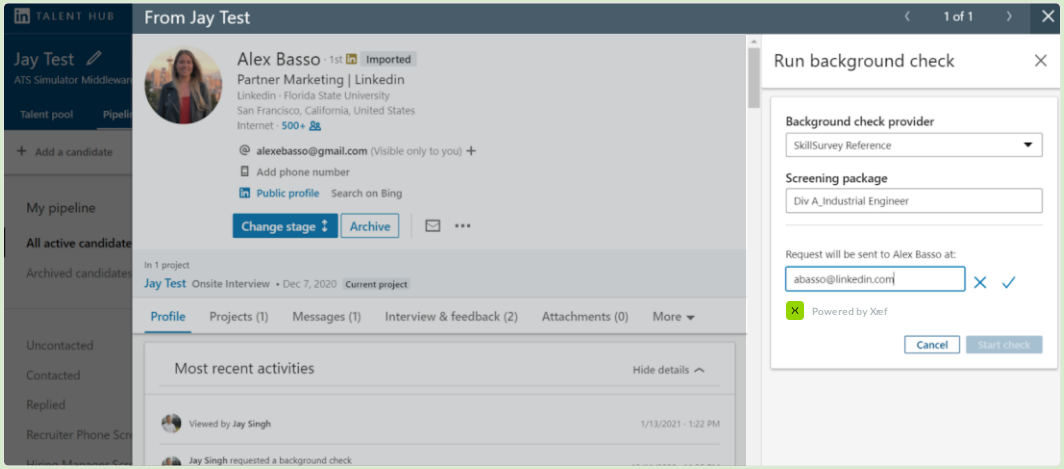
Choose screening package

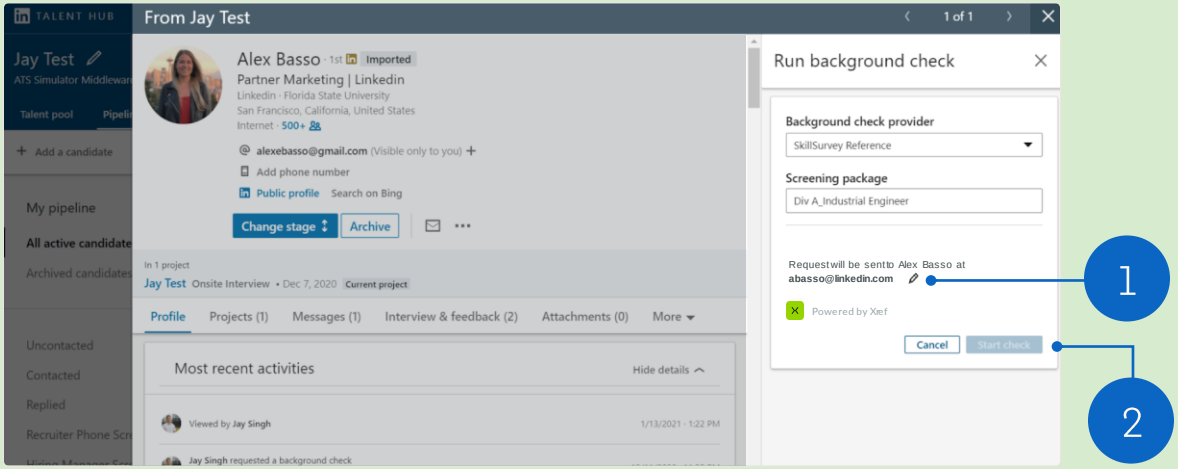
Select “Xref Reference” and choose a screening package from the drop-down list—it displays packages that have already been configured with Xref.

Once an email is identified and you click “Start Check,” Xref will send the candidate an email so they can upload the required information. The reference check will then begin.



Start check

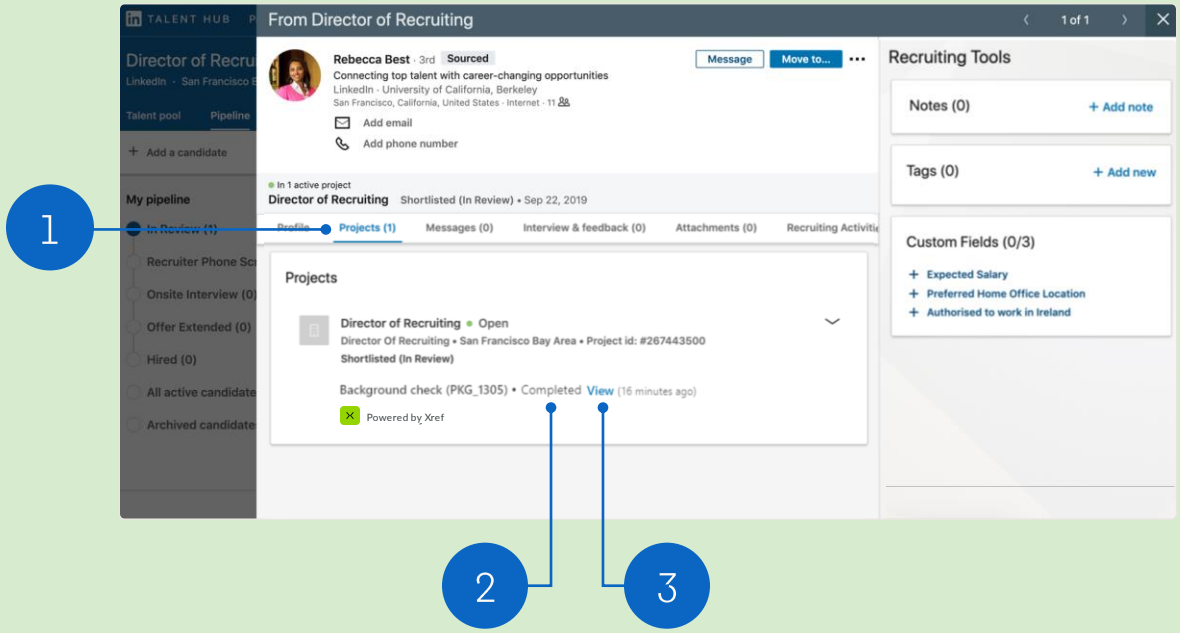
1. If needed, manually enter the candidate's email address by clicking the pencil icon.
2. Click "Start check." Xref will send the candidate an email requesting the required information. Once the information has been uploaded, the reference check will begin.



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 Xref account.

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



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FAQ

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

Existing customers can enable the Xref integration within the Talent Hub product settings.

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

New customers can sign up for Xref directly from Talent Hub.

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

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 Xref account?

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

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