



# Background and reference checks

Integration guide

March 2021

**LinkedIn** Talent Hub



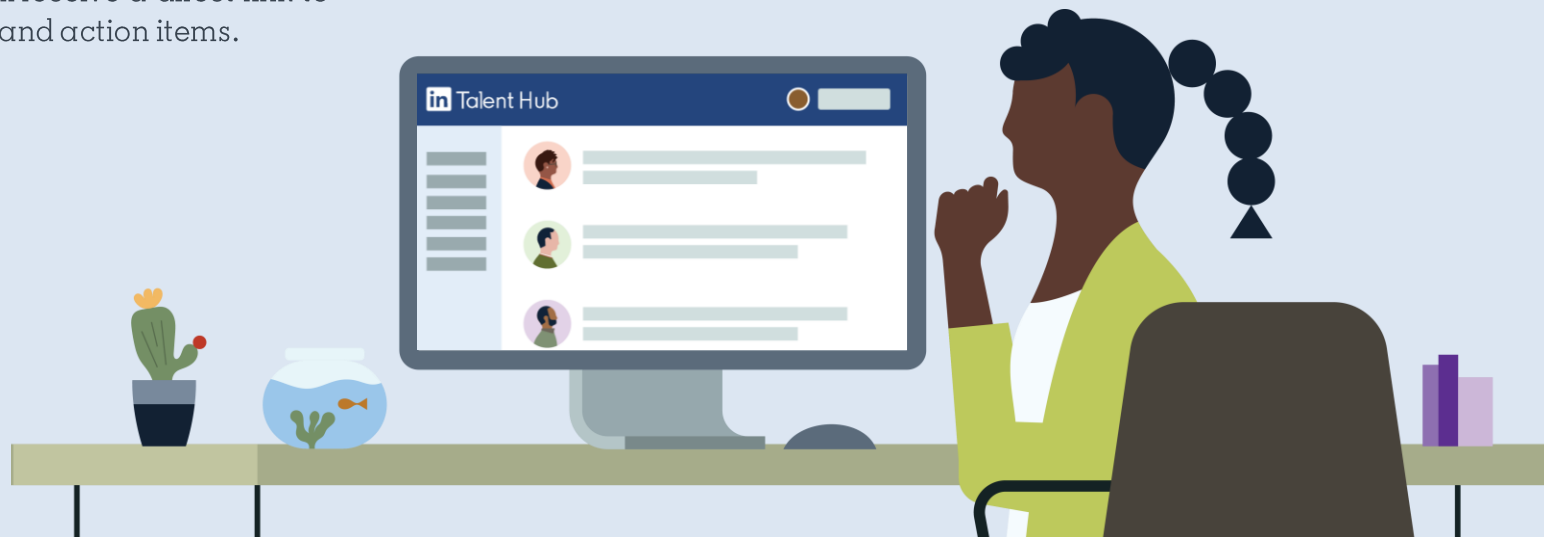
# Save time with checks from Zinc.

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

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



# Zinc integration at a glance

By integrating with a candidate verification partner, you'll be able to initiate background and reference checks without leaving 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 or reference check.

## Get all of your updates in one place.

Easily view the status of background and reference checks 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

#### New and existing customers

Existing Zinc customers can enable this integration within Talent Hub. New customers will need to [reach out to Zinc](#) to sign up first.

#### Email addresses

The email address you use for Talent Hub has to be the same as the email address associated with your Zinc account.

#### Limitations of Zinc Licenses

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

### Get started

[Contact or enable Zinc](#)

# We'll help you get started.



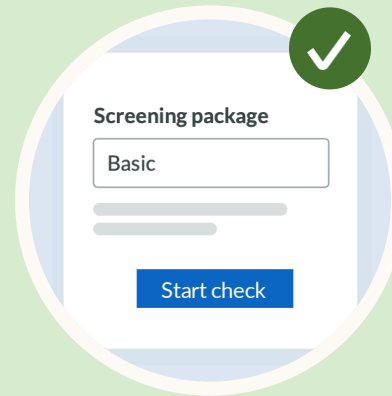
## Enable Zinc.

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.



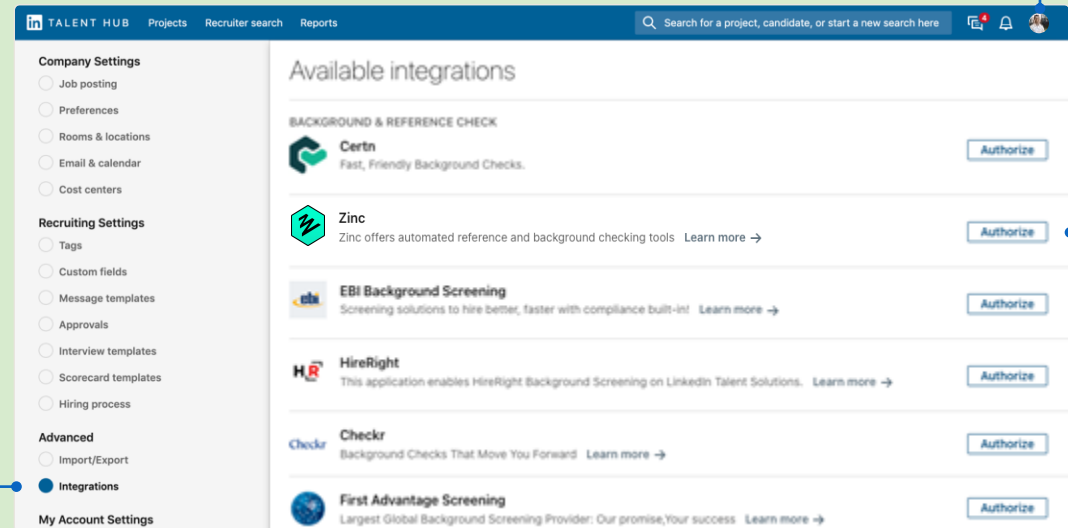
## Track progress.

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

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

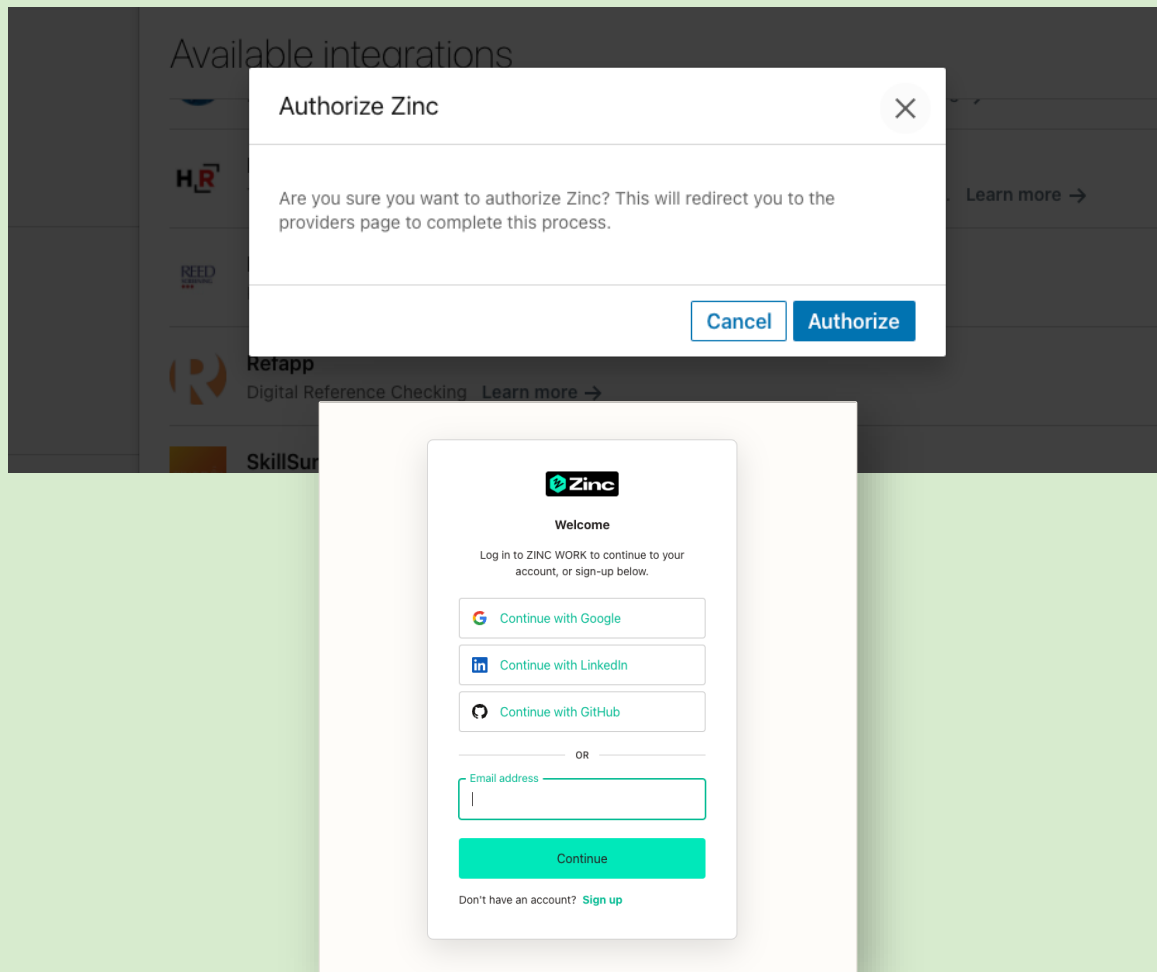
The Talent Hub Admin authorizes Zinc for everyone on the contract. For all users, background checks will be authorized at the “Account Settings” level.



## Complete the process

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

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



## Verify authorization

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

The screenshot shows the LinkedIn Talent Hub interface. The left sidebar contains a menu with sections: Company Settings, Recruiting Settings, Advanced, and My Account Settings. The 'Integrations' option under 'Advanced' is highlighted. The main content area is titled 'Authorized integrations' and lists several integrations under the heading 'BACKGROUND & REFERENCE CHECK'. The integrations listed are Checkr, Zinc, First Advantage Screening, HireRight, Reed Screening, and Reed Screening dev. The 'Zinc' integration is highlighted with a blue circle labeled '2'. It shows a status of 'On' and a description: 'Zinc offers automated reference and background checking tools'. A blue circle labeled '1' points to the 'Integrations' option in the sidebar.

## Select a candidate

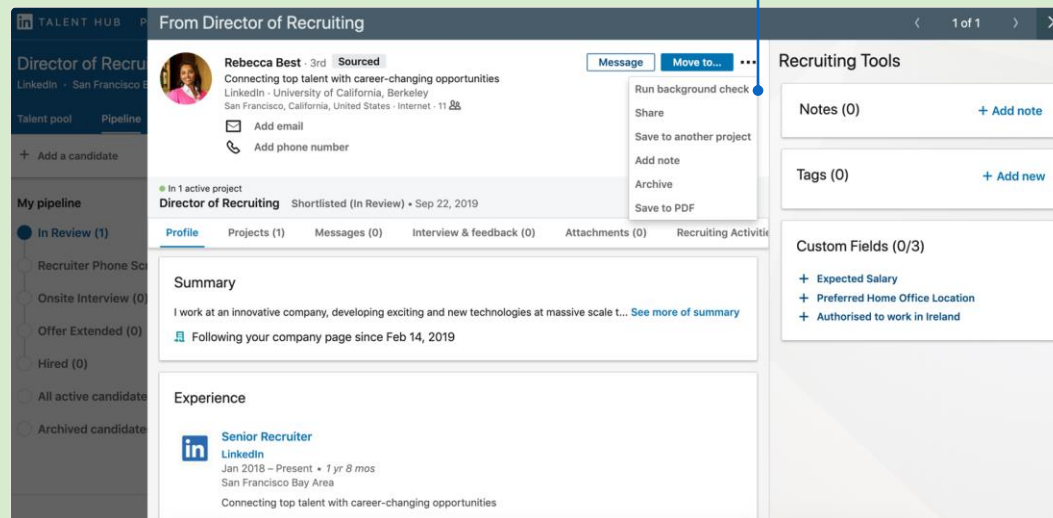
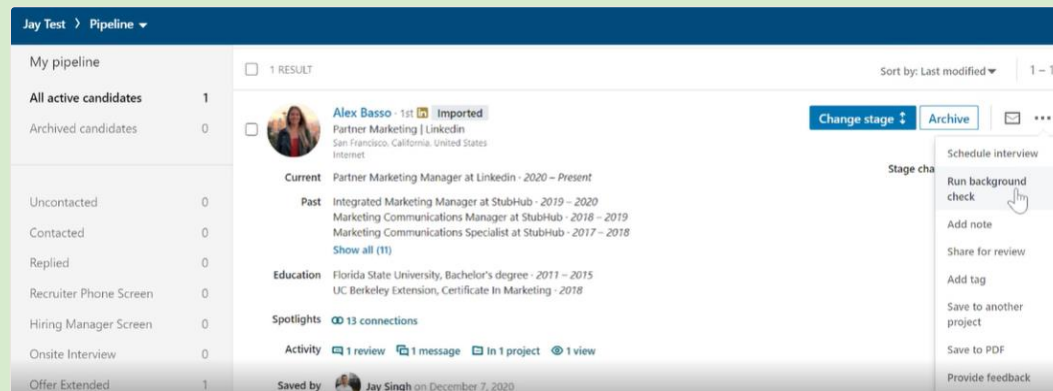
### Locate the action

Once the integration has been enabled, background and 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 Solutions Administrators
- ✓ Users with Project Owner roles
- ✓ Users with Sourcer roles

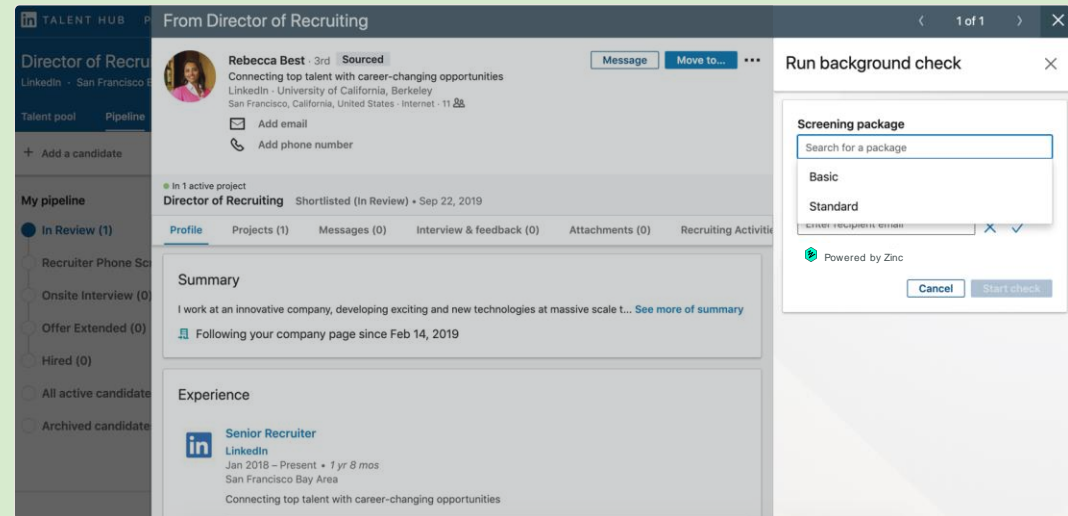




Initiate the check

## Choose screening package

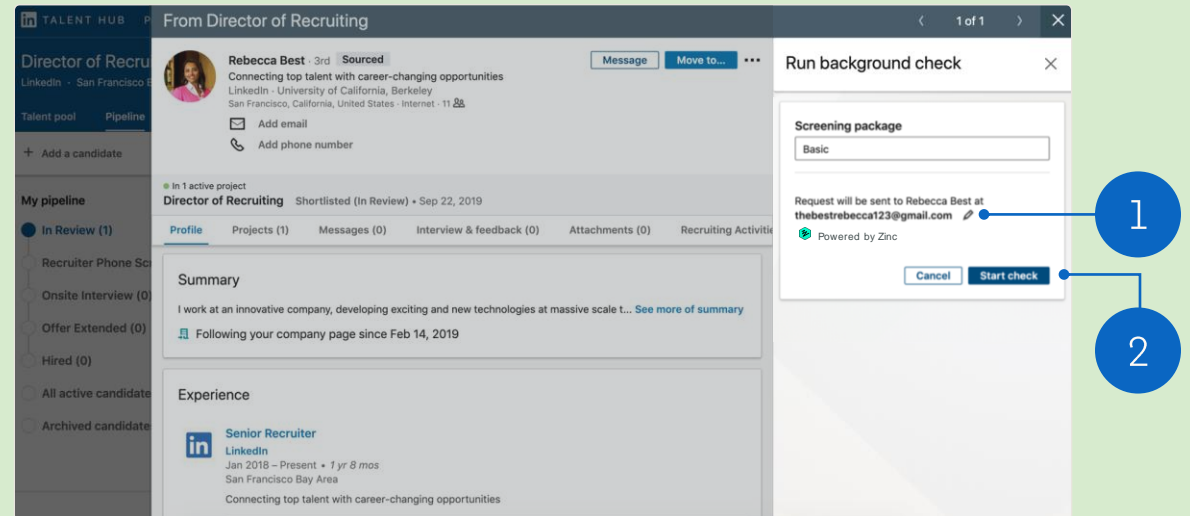
Select a screening package from the drop-down list—it displays packages that have already been configured with Zinc.



## Initiate the check

### Start check

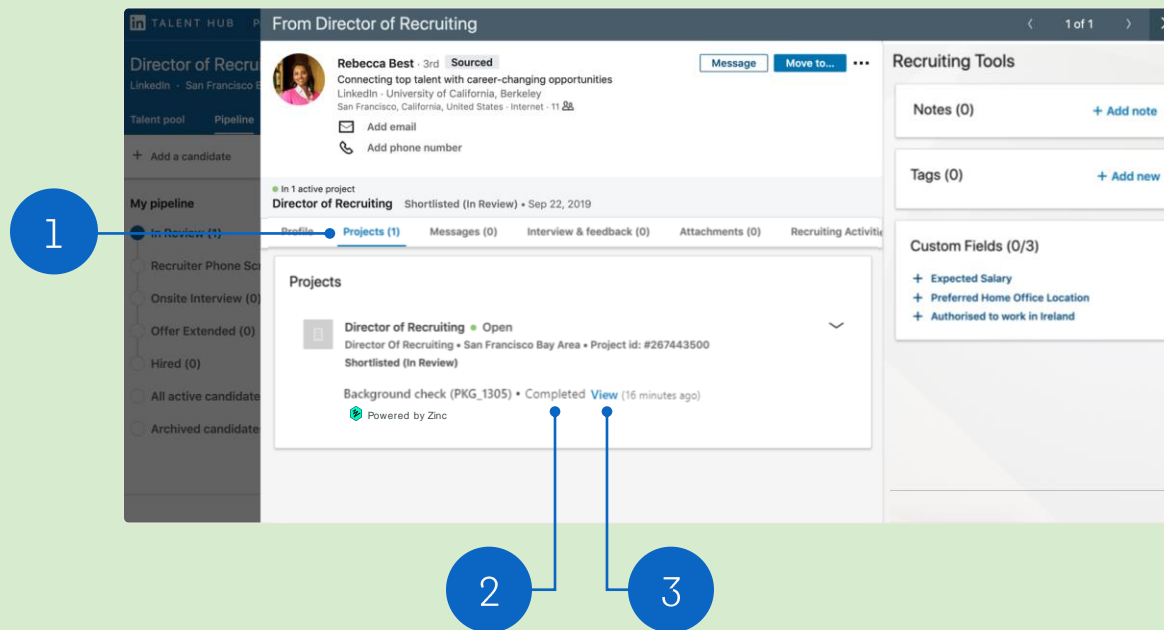
1. If needed, manually enter the candidate's email address by clicking the pencil icon.
2. Click "Start check." Zinc will send the candidate an email requesting the required information. Once the information has been uploaded, the background or reference check will begin.



## View status

1. Once a background or reference 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 Zinc account.

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



# FAQ



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

Existing Talent Hub customers can enable the Zinc integration within the [Talent Hub product settings](#).

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

New customers cannot sign up for Zinc through Talent Hub. Please reach out to Zinc [here](#) for more information.

### 3. What permissions/licenses are required to use Zinc?

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 Zinc account?

Yes, the requestor's email has to be the same as the email associated with their Zinc 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.

