

# LinkedIn Automated Jobs Set-Up for Apply Connect

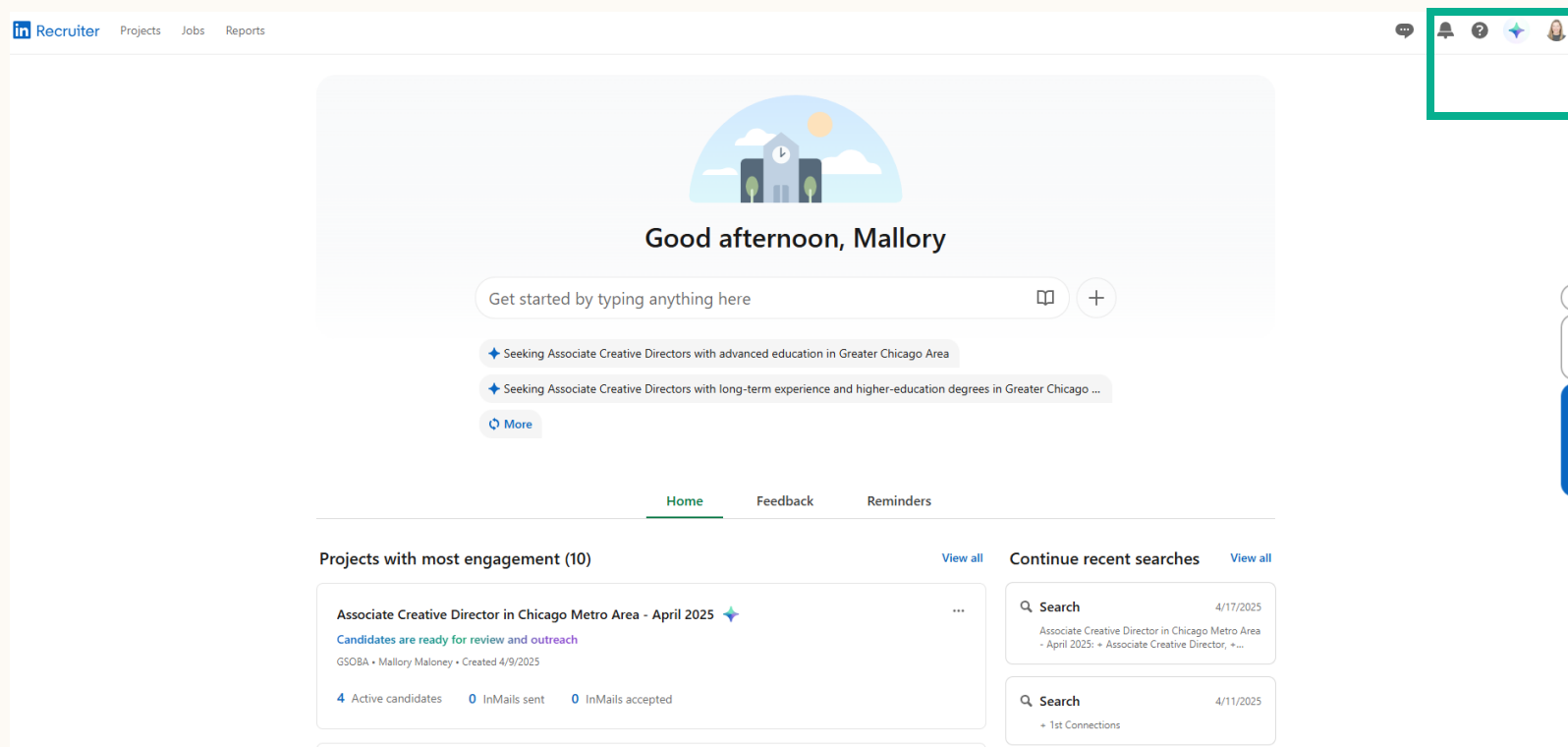




# Automated Job Posting

1

# Set Up Automated Job Posting

[Activate](#)

- After you have set up Apply Connect with your ATS, return to LinkedIn to complete your job automation set-up.
- This ensures your jobs are seamlessly posted to LinkedIn and promoted in your Job Slots automatically based on your criteria.
- Begin my hovering over your picture in the upper right corner

## 2 Add a New Job Source

Activate

**Job posting**

**Job sources for automated job postings** NEW Add

Connect your ATS or other job sources to automate job posting on LinkedIn. For more information, view the guide [here](#)

**Include tracking pixel in all job postings**  
An explanation for why a user may use this setting

**Enable Automated Job Posting e-mail updates**  
Enable to receive an overview of jobs imported from your ATS by e-mail, at the frequency of your choosing  
**i** This is a user-level setting and will only apply to you.

**Enable Profile Match email** On Edit  
Enable in order to receive emails regarding your Profile Matches

**Enable Apply Starter email** On Edit  
Enable in order to receive Apply Starter emails

**Enable job application email** On Edit  
Enable in order to receive emails regarding applicants to your job(s)

**Auto-tag jobs as on-site, hybrid, or remote** On Edit  
Automatically marks jobs as on-site, hybrid, or remote based on keywords in the job title and job description.  
[Learn more](#)  
**i** Jobs tagged with #LI-Onsite, #LI-Hybrid, or #LI-Remote on the description are always marked accordingly, regardless of this setting.

**Easy Apply partner** 5 Authorized View / Edit  
Edit your Easy Apply partner configuration

**Show job postings on partner sites** Off Edit  
We might show your job postings on other partner job boards or websites to reach more quality applicants at no additional charge

- Hover over your picture in the upper right corner of Recruiter, and select Product Settings.
- Select 'Job posting' from the menu on the left.
- Select the 'View/Edit' (if applicable) and then the 'Add a new job source' button.

# Filling out the Job Source Form

[Activate](#)

The screenshot shows a web form titled "Connect your ATS" with a close button (X) in the top right corner. The form is divided into several sections:

- Select the ATS or other job source you want to connect**: Includes a sub-header "Once a job source is configured, all imported jobs will be posted and linked to the company page you select. Find out more in the [Learning Center](#)." and a dropdown menu labeled "Select ATS or other job source\*" with "API-supported ATS" selected.
- Your ATS integrates with LinkedIn**: A text block explaining that after selecting a company page, users can verify the list of currently posted jobs for accuracy.
- If your ATS is not on the list, please select Other. [Learn more.](#)**: A blue button with a link.
- Company page on LinkedIn\***: A text input field with a placeholder "Company".
- 1 job was detected as posted from API-supported ATS to the company page**: A section highlighted with an orange border. It includes a sub-header, a paragraph: "If these look right to you, go ahead and add this ATS source. If these are not your jobs, click to request help.", and a job listing for "Data Engineer" in "Germany (Remote)" posted on "May 5, 2025".
- Having trouble?**: A section with a paragraph: "Click to request help and our Support team will help connect your ATS source manually." and a blue button labeled "+ Request help".
- Chat available**: A blue button with a chat icon and the text "Chat available".
- Buttons**: At the bottom, there are two buttons: "Cancel" and "Request connection".

- After initiating setup by clicking on “add” on the previous page, you will be directed to fill out a form, including:
  1. ATS
  2. LinkedIn Company Page
- Validate the ATS connection in the form in real-time by reviewing jobs detected from the source provided

# Reviewing Imported Jobs

Activate

Connect your ATS

Select the ATS or other job source you want to connect

Once a job source is configured, all imported jobs will be posted and linked to the company page you select. Find out more in the [Learning Center](#).

Select ATS or other job source\*

API-supported ATS

Your ATS integrates with LinkedIn. Once you select your company page, you'll be able to verify the list of currently posted jobs for accuracy.

If your ATS is not on the list, please select Other. [Learn more](#).

Company page on LinkedIn\*

Company page

67 jobs were detected as posted from Workable to the Trinetix company page

If these look right to you, go ahead and add this ATS source. If these are not your jobs, click to request help.

WalkMe Engineer

Germany (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Spain (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Poland (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Portugal (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Bulgaria (Remote)

Posted: Apr 25, 2025

View all jobs →

Having trouble?

Click to request help and our Support team will help connect your ATS source manually.

+ Request help

Chat available

Cancel

Request connection

Connect your ATS

← Go back

67 jobs were detected as posted from API-supported ATS to the company page

WalkMe Engineer

Germany (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Spain (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Poland (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Portugal (Remote)

Posted: Apr 25, 2025

WalkMe Engineer

Bulgaria (Remote)

Posted: Apr 25, 2025

Social Media Marketing Specialist

Ukraine (Remote)

Posted: Apr 25, 2025

HR Operations Specialist

Nashville, Tennessee, United States (Hybrid)

Posted: Apr 23, 2025

Business Analyst

Poland (Remote)

Posted: Apr 23, 2025

WalkMe Business Analyst

Romania (Remote)

Posted: Apr 24, 2025

WalkMe Business Analyst

Poland (Remote)

Posted: Apr 24, 2025

< 1 2 3 4 5 6 7 >

Having trouble?

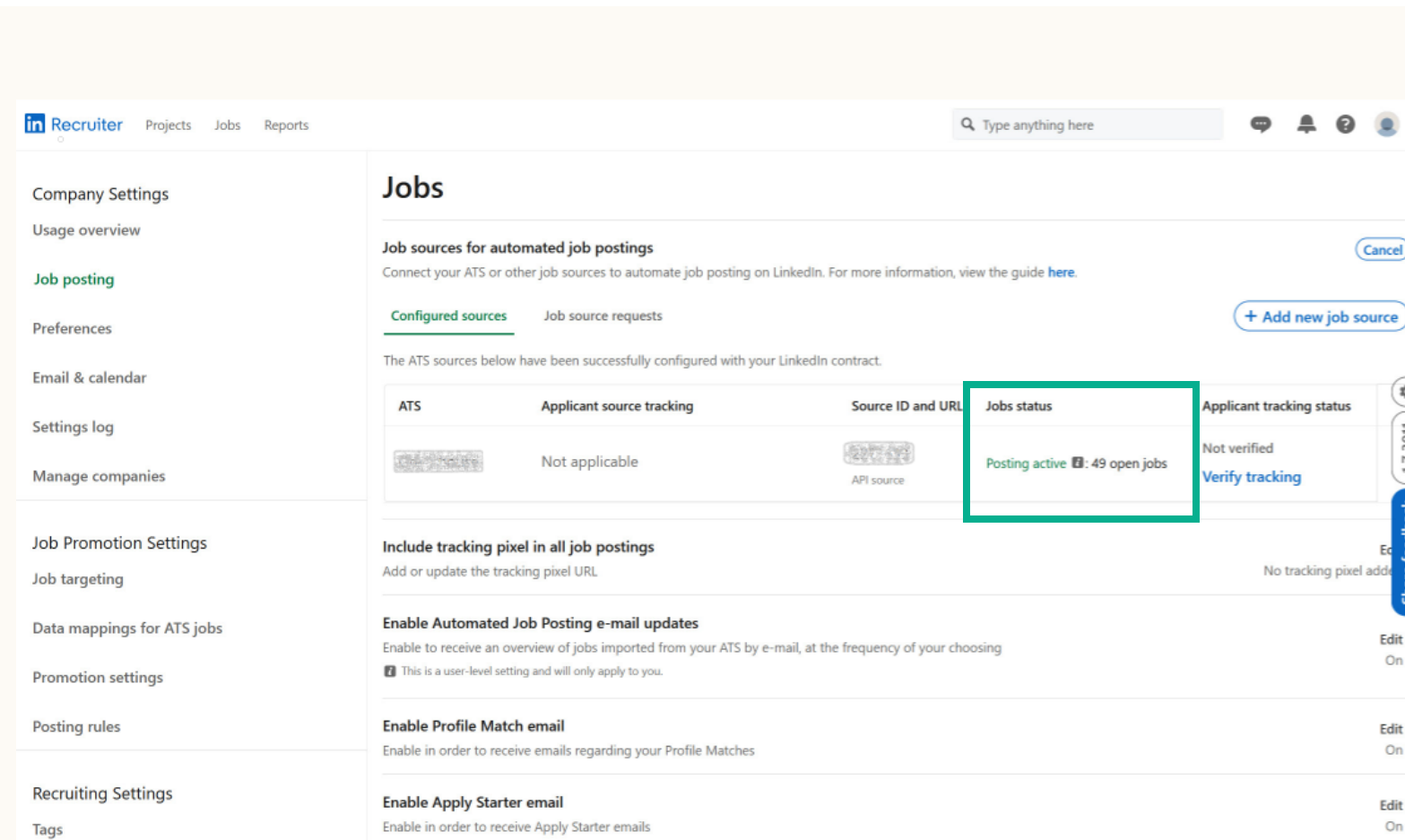
Click to request help and our Support team will help connect your ATS source manually.

+ Request help

Cancel

Request connection

- If the jobs look right, select “Request connection” to end the workflow.
- If the jobs do not look right, request help from support by clicking “Request help.”



The screenshot shows the LinkedIn Recruiter interface. On the left is a sidebar with navigation links: Company Settings, Usage overview, Job posting (highlighted), Preferences, Email & calendar, Settings log, Manage companies, Job Promotion Settings, Job targeting, Data mappings for ATS jobs, Promotion settings, Posting rules, Recruiting Settings, and Tags. The main content area is titled 'Jobs' and contains a section for 'Job sources for automated job postings'. Below this is a table of 'Configured sources'. The table has five columns: ATS, Applicant source tracking, Source ID and URL, Jobs status, and Applicant tracking status. The 'Jobs status' column is highlighted with a green box. The table shows one source with 'Posting active' and '49 open jobs'. Below the table are several settings sections: 'Include tracking pixel in all job postings', 'Enable Automated Job Posting e-mail updates', 'Enable Profile Match email', and 'Enable Apply Starter email'. On the right side of the table, there is a 'Cancel' button, an '+ Add new job source' button, and a 'Verify tracking' button. A 'Share feedback' button is also visible on the right side of the page.

| ATS                                                                               | Applicant source tracking | Source ID and URL                                                                                | Jobs status                                                                                                     | Applicant tracking status                       |
|-----------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|  | Not applicable            | <br>API source | Posting active  49 open jobs | Not verified<br><a href="#">Verify tracking</a> |

If connection is confirmed after reviewing jobs, the last column (Posted open jobs) will reflect the number of successfully imported jobs

The screenshot displays the LinkedIn Recruiter interface. The left sidebar contains navigation links: Company Settings, Usage overview, Job posting (highlighted), Preferences, Data mappings for ATS jobs, Jobs, Promotion settings, Posting rules, Recruiting Settings, Tags, Custom fields, Message templates, Custom pipeline, Integrations, Partner integrations, and My Account Settings. The main content area is titled 'Job posting' and includes a sub-header 'Job sources for automated job postings'. Below this, there are tabs for 'Configured sources' and 'Job source connection requests', with an '+ Add new job source' button. A message states: 'The ATS sources below have been successfully configured with your LinkedIn contract.' A table lists the configured sources:

| ATS        | Applicant source tracking                                        | ATS Source ID and URL                                                        | Status         | Posted open jobs                                                                             |
|------------|------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------|
| Greenhouse | gh_src=abcdef<br>Last updated by Smit Sheth on November 29, 2023 | 2000923<br><a href="https://www.company.co...">https://www.company.co...</a> | Posting paused | 32<br>Last refreshed: May 1, 2024 at 8:55 AM<br>Next update: May 1, 2024 at 2:49 PM          |
| Jobvita    | jv_src=abcdef<br>Last updated by Smit Sheth on November 29, 2023 | 2000928<br><a href="https://www.company.co...">https://www.company.co...</a> | Posting active | 3<br>Last refreshed: December 1, 2023 at 8:55 AM<br>Next update: December 1, 2023 at 2:49 PM |

At the bottom left, a green notification box states: 'Support request successfully submitted. Our Support team will get in touch with you.'

If support is requested after reviewing jobs (source importing jobs incorrectly), the status of the configured source will move to “Posting Paused” until the issue can be resolved





# Automated Job Promotion (Job Wrapping)

**Promotion settings**

**USER SETTINGS**

**Show my profile**  
Jobs posted to your slots will show your profile picture. Job seekers will be able to message you for more information.

**Collect applications on LinkedIn Recruiter**  
Jobs posted to your slots will collect applicants in LinkedIn Recruiter. Applicants will not be routed to your external career site.

**Edit user tag for promoting jobs**  
Add your tag in the job description from your ATS when posting jobs to LinkedIn to promote them automatically.

**CONTRACT SETTINGS (ADMIN ONLY)**

**Export list of all users' tags for promoting jobs**  
Download a .csv file with all seats in the contract and their user tags used to promote jobs

**Enable job backfill and set a default job poster**  
Allows jobs to be automatically posted under one person whenever there are any unutilized slots across the contract.

**Set all wrapped job projects to public by default in Recruiter**  
Make newly imported jobs from the ATS visible to everyone in the contract. [Learn more](#)

**Allocate job slots to Recruiter seats**  
Allow job posting owners to promote jobs and ensure each job poster has enough slots assigned to them.

- After completing your job posting set-up, navigate to Promotion Settings to automate the promotion of your jobs
- **Note:** If this section is not immediately visible, it should appear within 60 minutes. If it does not, please contact LinkedIn support.
- If you are setting up Job Automation (Job Wrapping) for the first time, you will see a series of prompts that will walk you through this

**Company Settings**

- Usage overview
- Job posting
- Preferences
- Email & calendar
- Settings log
- Manage companies

**Job Promotion Settings**

- Job targeting
- Data mappings for ATS jobs
- Promotion settings**
- Posting rules**

**Recruiting Settings**

- Tags

## Promotion settings

### USER SETTINGS

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### CONTRACT SETTINGS (ADMIN ONLY)

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**Set all wrapped job projects to public by default in Recruiter**  
Make newly imported jobs from the ATS visible to everyone in the contract. [Learn more](#)

**Allocate job slots to Recruiter seats**  
Allow job posting owners to promote jobs and ensure each job poster has enough slots assigned to them.

- Review the options for promotion below. You may use a combination of methods to ensure you maximize use of your Job Slots.
  - [Tagging](#)
  - [Enabling and Managing Backfill](#)
  - [Promotion Rules](#)

# 9 Assigning Job Slots

Promotion settings

Learning center

USER SETTINGS

Show my profile

Jobs posted to your slots will show your profile picture. Job seekers will be able to message you for more information.

Edit

Off

Collect applications on LinkedIn Recruiter

Jobs posted to your slots will collect applicants in LinkedIn Recruiter. Applicants will not be routed to your external career site.

Edit

Off

Edit user tag for promoting jobs

Add your tag in the job description from your ATS when posting jobs to LinkedIn to promote them automatically.

Edit

#LI-MM1

CONTRACT SETTINGS (ADMIN ONLY)

Export list of all users' tags for promoting jobs

Download a .csv file with all seats in the contract and their user tags used to promote jobs

Export tags

Enable job backfill and set a default job poster

Allows jobs to be automatically posted under one person whenever there are any unutilized slots across the contract.

Job poster: Stephen Yang

Edit

Set all wrapped job projects to public by default in Recruiter

Make newly imported jobs from the ATS visible to everyone in the contract. [Learn more](#)

Edit

On

Allocate job slots to Recruiter seats

Allow job posting owners to promote jobs and ensure each job poster has enough slots assigned to them.

Edit

On

- Next, [allocate job slots](#) to recruiters and/or admins.
- You **MUST** assign job slots in order to promote jobs via tagging, pinning, or posting rules.
- To help enable your recruiters to leverage tags, you can easily export a list of user tags.

**Promotion settings**

**USER SETTINGS**

**Show my profile**  
Jobs posted to your slots will show your profile picture. Job seekers will be able to message you for more information. [Edit](#)

**Collect applications on LinkedIn Recruiter**  
Jobs posted to your slots will collect applicants in LinkedIn Recruiter. Applicants will not be routed to your external career site. [Edit](#)

**Edit user tag for promoting jobs**  
Add your tag in the job description from your ATS when posting jobs to LinkedIn to promote them automatically. [Edit](#)

**CONTRACT SETTINGS (ADMIN ONLY)**

**Export list of all users' tags for promoting jobs**  
Download a .csv file with all seats in the contract and their user tags used to promote job. [Export tags](#)

**Enable job backfill and set a default job poster**  
Allows jobs to be automatically posted under one person whenever there are any unutilized slots across the contract. [Edit](#)

**Set all wrapped job projects to public by default in Recruiter**  
Make newly imported jobs from the ATS visible to everyone in the contract. [Learn more](#) [On](#) [Edit](#)

**Allocate job slots to recruiter seats**  
Allow requisition owners to promote jobs and ensure each job poster has enough Job Slots assigned to them. [Cancel](#) [Save](#)

☒ On ☐ Off

Maximum number of job wrapping slots for every seat

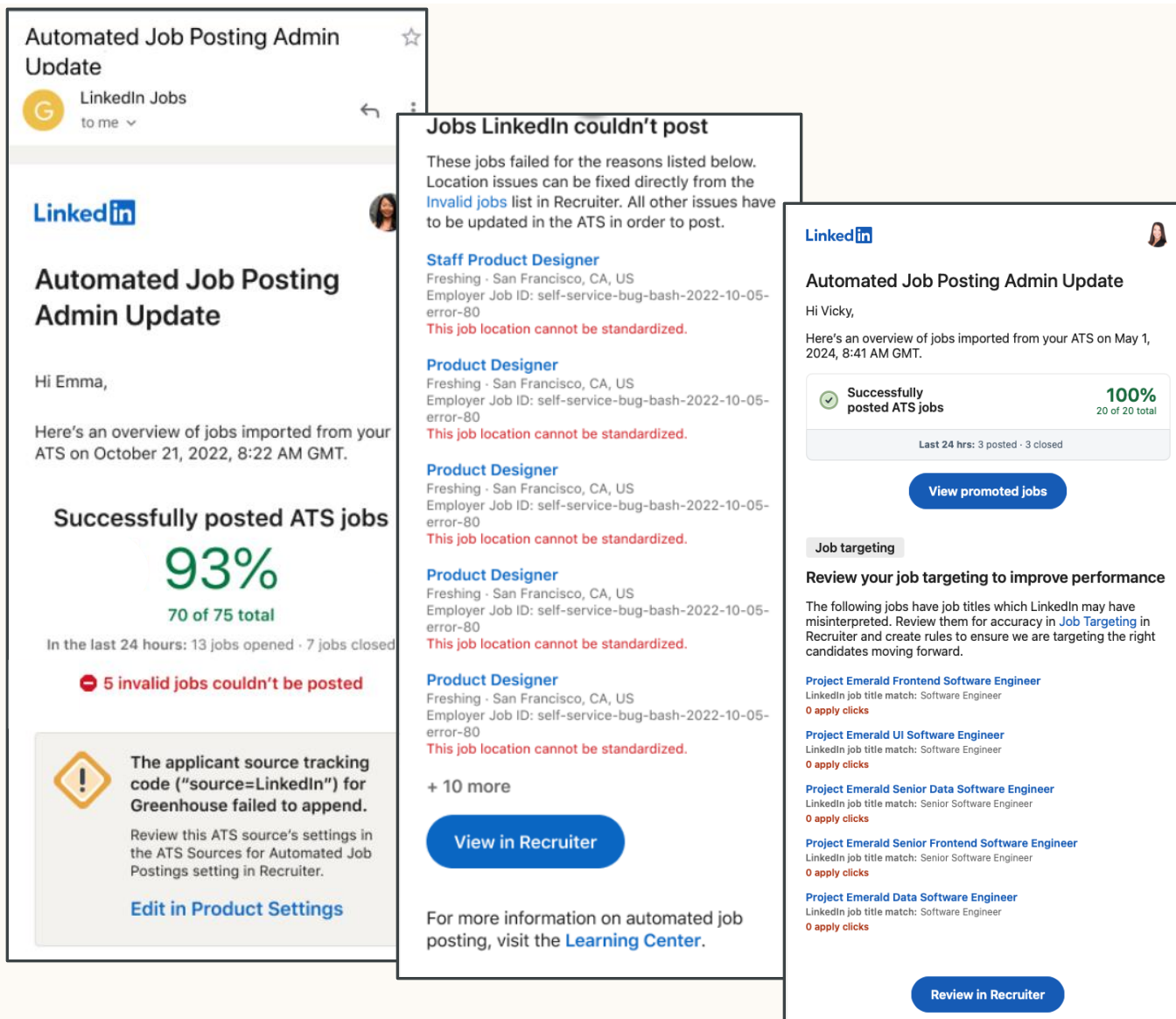
To allocate job slots to selected seats, go to [Account Center](#).

- Upon toggling on the ability to allocate job slots, you will be able to establish a maximum number of job slots for all active Recruiter seat holders in bulk
- You can customize how many job slots each Recruiter seat holder has by navigating to Admin Center from this screen

The screenshot shows the LinkedIn Recruiter interface. The top navigation bar includes 'Recruiter', 'Projects', 'Jobs', 'Campaigns', and 'Reports'. A search bar and user profile 'Everest Test 1' are also visible. The main content area is divided into two tabs: 'Promoted' (41 jobs) and 'Basic' (46 jobs, with 3 invalid jobs highlighted in red). The 'Basic' tab is selected, and a notification box labeled 'Invalid jobs' (1) is displayed, stating: 'Jobs from your ATS that couldn't post due to errors. You can directly fix them under the basic tab.' A 'Got it' button is present. The left sidebar shows filters for 'Posted' (Basic jobs, Invalid jobs), 'Location', 'Workplace type', and 'Job status'. A second notification box labeled 'Invalid jobs' (2) is also visible, stating: 'You can fix the invalid jobs by clicking the Invalid jobs. This will take you to the jobs dashboard where you can resolve the issue for the jobs.' A 'Got it' button is present. The main job list shows three job postings, each with a star icon, a title 'This is a short job title', and a status 'Open'. Each job listing includes details like 'Company title', 'Job location (Remote)', 'Posted 10/10/2021', 'Expiring in 1 day', 'Contract', 'Job poster', and 'Job post type'. Each job also has a button to 'Close Job' and an 'Edit Job' button. The job list is sorted by 'relevance' and shows '1-25' results.

If LinkedIn's Automated Job Posting is unable to read or post a job from the source, it will be flagged as an “Invalid Job” in two areas:

1. Displayed under the Basic tab in red text the first time there is at least one invalid job to correct
2. When clicking on the Basic tab, in the left rail under the “Posted” filter.



Upon successfully setting up Automated Job Posting and Promotion, admins will start receiving emails that provide the status of jobs ingested and posted on LinkedIn

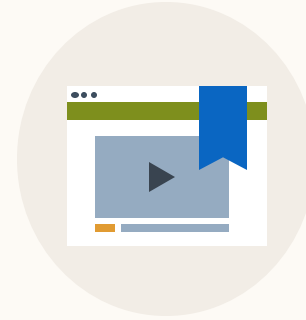
These emails will go out to all admins on a dashboard daily by default, but they will be able to update the frequency in the Job Posting settings to daily, weekly, or opt-out altogether

There will be a call to action (when applicable) to assist admins in resolving invalid jobs or providing instructions to add an applicant source code

# LinkedIn Resources



[Customer Learning Center: Job Wrapping for Admins Learning Path](#)



[Self-Serve Job Wrapping Demo](#)



[Help Center Article](#)



[Self-Serve Job Wrapping Tip Sheet](#)



# THANK YOU

