SHL TalentCentral™

Quick Start Guide

Contents:

- Creating a Project
- Managing and Editing a Project
- Viewing Project/Assessment Results

This document is designed to support your learnings following TalentCentral™ System Administration Training

For more detailed information and support please visit: https://support.shl.com

![SHL logo - Talent in Innovation. Innovation in Talent.]

Creating a Project

<u>Log In:</u>

- Navigate to the SHL TalentCentral™ website:

- **https://talentcentral.eu.shl.com/admin/login**

- Your username will be the email address you registered with.

<u>Creating a New Project:</u>

- Once logged in, select the Create New option from the menu bar.

- Then select Project from the drop down.

- A project will contain all your assessments, reports, dates, and candidates.

- A project consists of seven section headers. Simply click on a section to expand it and fill in the details,
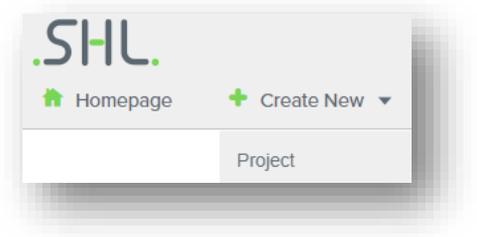
▶ Basic Settings*	Project Name* :	Deadline Date* :	Application Form:
▶ Products*	Assessment Profiles :	Selected Products :	
▶ Users*	User Group Chosen* :	Additional Users: Not Defined	
▶ Candidates*	Candidates 0	Single-Use Links : 0	Multi-Use Links : 0
▶ Notifications	Results Received : true		
▶ Emails	Reminders: 0 Reminder(s) set		
▶ Candidate Messages			

Section Headers marked with an asterisk (*) are mandatory and must be completed

Basic Settings:

Click on Basic Settings to expand the section header (see below). This contains six fields, which are:

i. **Project Name*** - Enter a name to identify the project (e.g. Administrative Assistant).
   Select Favourite if you want to be able to access the project directly from the homepage.

ii. **Project Description** - Enter information about the project or role.

iii. **Deadline Date or Days for Completion** - Enter the exact date or the number of days you would like the candidate to complete the assessment by. Candidates will not be able to complete their assessment after the deadline date.

iv. **Application Form** - If required, select from the drop down the bio data form for the candidate to complete. Select Preview to have an advance view of the information a candidate will enter.

v. **DPN (Data Protection Notice)** – Select from Standard DPN or GDPR compliant DPN. For more information on choosing the appropriate DPN, click here.

vi. **Project Tags** - A way to link projects with certain data e.g. departments or geographical locations within an organisation. Select Location from the drop down to display your available tags, then select your preferred tag.

Project Name*	e.g., Java developer hiring	⊞ Favorite		Deadline Date*	▼	dd-mm-yyyy		⊞ Calendar
				Application Form		Choose Application Form ▼		👁 Preview
Project description				DPN		DPN - GDPR Compliant ▼		ⓘ
				Project Tags*		Choose Tag ▼		

Products:

Click on Products to expand the section header; there are two fields you can choose from, choose Select Manually.

| Assessment Profiles | Select Manually |

Search... [Q Search]

- There is the option to search for a product by name or description, or to scroll through the list of products by categories.

- Searching by name or description:
  - When searching by name or description, the results will provide you with a list of matching products.
  - To add a product, select the product header, and then click on Add.
  - Some products will require you to select additional information e.g. comparison group, reports or languages
  - Products that have been added will appear under the title *Selected Products* on the right hand side.
  - Assessments added at the time of creating a project are called Core Products
- Searching Product Categories:
  - When searching by product categories, click on See More ->, to display the full range of available products.
  - To add a product, select the product header, and then click on Add.
  - Some products will require you to select additional information e.g. comparison group, reports or languages
  - Products that have been added will appear under the title *Selected Products* on the right hand side.
  - Assessments added at the time of creating a project are called Core Products.

Users:

Click on Users to expand the section header:

- Choose a User Group:
  - A user group includes all the users able to perform certain tasks on the project such as viewing the assessment results.
  - Your user account may be associated with one or more user groups.

- Adding more users to the project:
  - You can add additional users who are not part of the selected user group.
  - Under the title *Want to add more users to the projec*t? type in the name of the additional user.
  - Then click on Add.

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Candidates:

Click on Candidates to expand the section header.

There are four different methods to add candidates to a project:

Individual Candidates	• Used when you know the names of your candidates and would like to invite them to take an assessment. • Invitation emails will be sent from TalentCentral. • Reminder emails can be sent.
Bulk Import	• Used when you know the names of your candidates and you have a large quantity of them to add. • Candidate details are added to a spreadsheet and imported. • Invitation emails will be sent from TalentCentral. • Reminder emails can be sent.
Single Use links	• Used when you do not have the details for a single candidate, but would like to create an assessment link for them. • The unique link will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing the link. • Candidates will self-register their details prior to completing the assessment.
Multi Use links	• Used when you want candidates to be able to self-register for an assessment using a URL. • The URL will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing this.

Individual Candidates:

- Fill in their Title, First Name, Last Name and Email address and select their Language.
- Then click on Add.

ⓘ Add individual candidates

Bulk Import:

- Click on Download a template file, to download the CSV template.
- Fill in the five columns on the spreadsheet (they are Title, First Name, Last Name, Email address and Language), then save the template as a CSV file.
- Click on Bulk Import, and then select the completed template to import.

Bulk Import requires only First Name, Last Name and Email address.

Single Use Link:

- Enter in the number of links required.
- Links will be generated once the project is published.
- To find out how to access the links, see Accessing Single Use Links.

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Multi Use Link:

- Enable multi use link by selecting the check box.
- Enter the maximum number of candidates allowed.
- The URL will be generated and available once the project is published.
- To find out how to access the links, see Accessing Multi Use Links.

Notifications:

Click on Notifications to expand the section header. This allows you to choose the type of notification the user will receive for the project.

- Send notifications to the project creator
- Send notification to all users who are assigned to the project will notify all users in the User Group with the correct permission level.
- By using the BCC functionality the specified users will receive a blind copy of any notifications TalentCentral distributes to candidates.

Emails:

Click on Emails to expand the section header, this will:

- Allow you to create your email alias and select from the available list.
- Allow you to set multiple reminders for your candidates.
- Allow you to create, review and edit the invitation and reminder emails

Candidate Messages:

You are able to choose the messaging in three areas of the candidate workflow: on the Candidate Login Page, the Assessment Home Page and on Assessment Completion.

There are several preconfigured messages that you can select from.
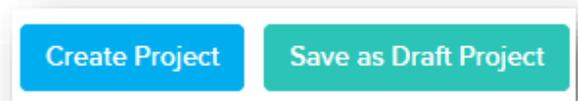
A blue radio button highlights the default setting.

If you require customised texts, please contact your company administrator for further guidance.

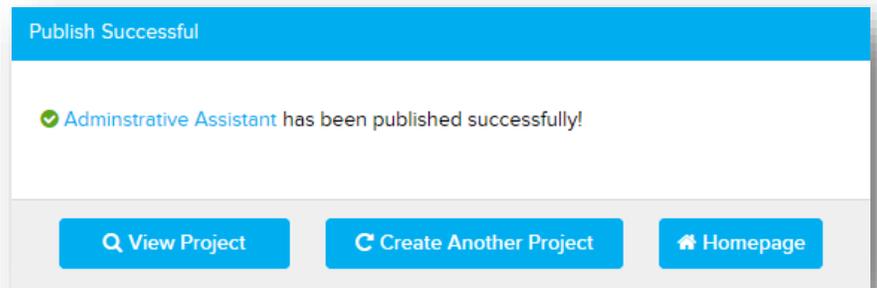## Publishing a project:

Once you have completed all section headers:

- Select Create Project, from either the top right or bottom right corner of the page, this will publish your project.

- Once the project has been published, a notification will appear to confirm and also allow you to view the project you just created, create another project or visit your homepage.

Publish Successful

✓ Adminstrative Assistant has been published successfully!

🔍 View Project   ↻ Create Another Project   🏠 Homepage

Managing and Editing a Project

You can manage and edit projects either from the menu bar or directly from any favourite projects that have been saved to your homepage.

Locating Favourite Projects:

- Projects that have been marked as favourite are listed on your homepage for easy access.
- By clicking on the project name you will be able to manage your project.
- Click on View Results to go directly to the project's results.

🏠 Homepage   ＋ Create New ▼   ⊞ Manage ▼   👁 Rev

Favorite Projects

HR Manager
Deadline Date:
Completed :   0 Completed
📊 View Results   ➕ Clone Project

Contact Centre Agent
Deadline Date:
Completed :   2 Completed
📊 View Results   ➕ Clone Project
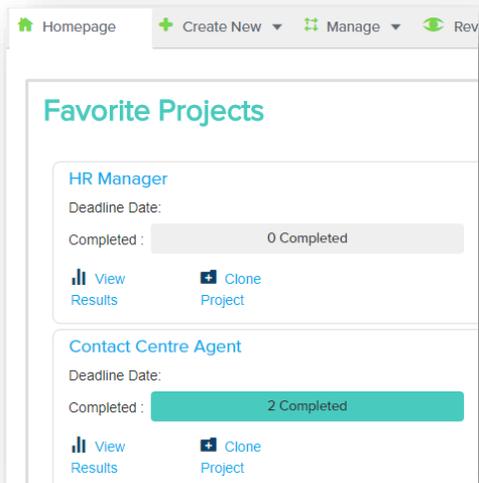
Locating and Managing Existing Projects:

To edit and/or add information to an existing project which is not listed as a favourite:

- Select Manage from the menu bar on the top of the
  page.
- Then select Project from the drop down.
- Locate your project from the list available or use the
  filters to search for a specific project.
- Click on the project name to select your project.

- After a project has been published, you can:
  - ○ Edit products.
  - ○ Add additional users to the project.
  - ○ Add or manage candidates.
  - ○ Edit notifications, invitations and emails.
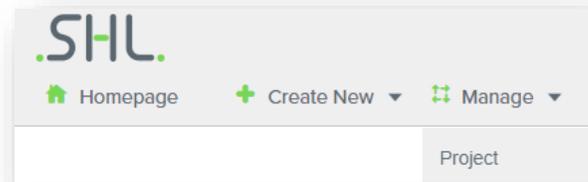
Accessing Single Use Links:

Single Use Links allow you to add the details of a candidate at a later stage. To add these details first locate
the project (see Locating and Managing Existing Projects). Then:

- Select the section header called Manage Candidates.
- Single use links will be displayed as Unnamed Candidate.

|			First Name ▾	Last Name ⇕	Email ⇕	Date Started ⇕	Date Completed ⇕	Status ⓘ ⇕	Deadline Date ⓘ ⇕		
☐	⊙		Jane	Smith	jane.smith@example.com	-	-	Not Invited	30-09-2018	Link	Start
			Unnamed Candidate	Unnamed Candidate	Not Available	-	-	Not Invited	30-09-2018	Link	Start
			Unnamed Candidate	Unnamed Candidate	Not Available	-	-	Not Invited	30-09-2018	Link	Start

- To access the link directly select Link.
- If you are supervising your candidates assessments select Start.
- To export the links into an excel spreadsheet select Export Links.

Accessing Multi Use Links:

Multi Use Links allow you to create a URL that can be distributed to multiple candidates. To access this link, first locate the project (see Locating and Managing Existing Projects). Then:

- Select the section header called Add Candidates.
- On the right hand side, under the title *Multi Use Link*, you will see a URL address.
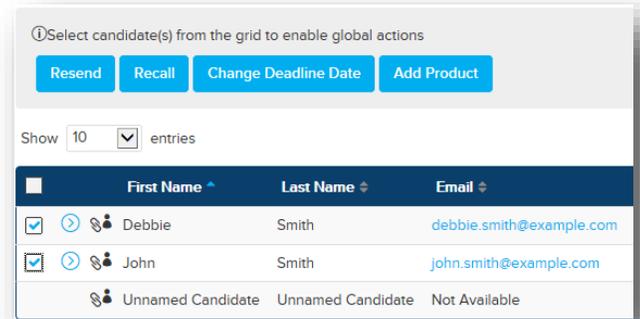- To copy the Multi Use Link URL click on the icon to the right.
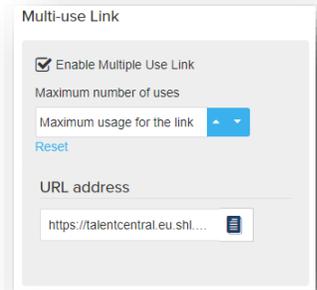
Resending Emails:

To resend invitation emails to a candidate: first locate the project (see Locating and Managing Existing Projects). Then:

- Select the section header called Manage Candidates.
- Select your candidate(s) by checking the box.
- Then click on Resend.

Managing Candidates:

To edit information for existing candidates:

- Select Manage from the menu bar on the top of the page.
- Then select Candidate from the drop down.
- You can search for your candidate by name or by project.
- Candidates will have separate entries for each project they have been registered for.
- You can see which candidates have registered for a project by using the filter by project name functionality.
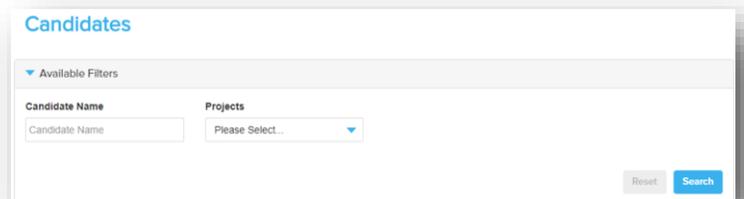
There are two actions available once you've located your candidate.

- Manage Candidate takes you directly to the project the candidate was a part of.

- Project Results takes you directly to the results for the project the candidate was a part of.
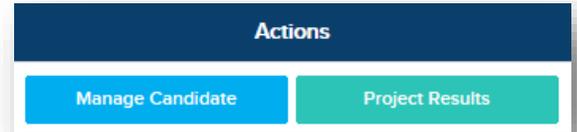
Viewing Project / Assessment Results

Locating your project:

- Select Review from the menu bar at the top of the page.

- Then select Projects from the drop down.

- Locate your project using the available filters or by searching through the list, then select your project by clicking on the project name.

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Viewing results:

- Once you've selected your project, the candidate's details will be displayed.

		Candidate	🔒 Verify - Numerical Reasoning ⊕		🔒 Verify - Verbal Reasoning ⊕		🔒 Occupational Personality Questionnaire OPQ32r	Report ⊕		Dates ⊕
			Percentile		Percentile				Available	
☐	⇅		Main ⇅		Main ▾		Main ⇅			Deadline Date ⇅
☐	★	Wendy Watts ⓘ Wendy@example.com	70		94		See Report	🖥4/ 4	📄 6/ 12	20-03-2018

- To switch between the status and results select the buttons located on the left.

Skills Assessments

Results are displayed on screen and there is a detailed report available. Click on the blue pdf icon 📄 ⊕ in the report column to download the file.
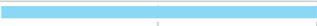

🔒 Microsoft PowerPoint 2013 (adaptive)	Report ⊕
Percentile	Available
Main ⇅	
1	📄 1/ 1

Personality Questionnaires

- If multiple reports have been requested, click on See Report or the report icon 📄 5/ 12 to display the full list of available reports.
- Then select on the blue pdf icon 📄 ⊕ in the report column to download the file.
- For some assessments an onscreen icon 🖥4/ 4 indicates the option for onscreen reporting :

🔒 Occupational Personality Questionnaire OPQ32r	Report ⊕
Main ⇅	Available ⇅
See Report	🖥4/ 4 📄 5/ 12

Available Reports ◀	
▶ Manager Plus Report	
▶ Universal Competency Report	
▶ Sales Report	
▶ Verify Ability Test Report	

| ▶ 3.1 Relating and Networking |
| ▶ 3.2 Persuading and Influencing |
| ▶ 3.3 Presenting and Communicating Information |
| ▶ 4.1 Writing and Reporting |
| ▶ 4.2 Applying Expertise and Technology |

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Report Downloads:

It is possible to request a report download of the results for an individual or all candidates. To activate the functionality you must first select the candidate/candidates.

For an individual candidate check the box to the left of the candidate name.
For all candidates listed in the project, check the box at the top in the candidate header.

Request Report Download will now be active and you can select the necessary download. This will be sent to you via email.


And that's it – we've covered all the basics to get you up and running on TalentCentral.

If you would like further training on how to use or configure your TalentCentral platform please register for our public training sessions or contact systemtraining@shl.com.

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This document is designed to help you quickly administer assessments in The SHL TalentCentral™ platform. For more detailed information and support please visit: http://support.shl.com
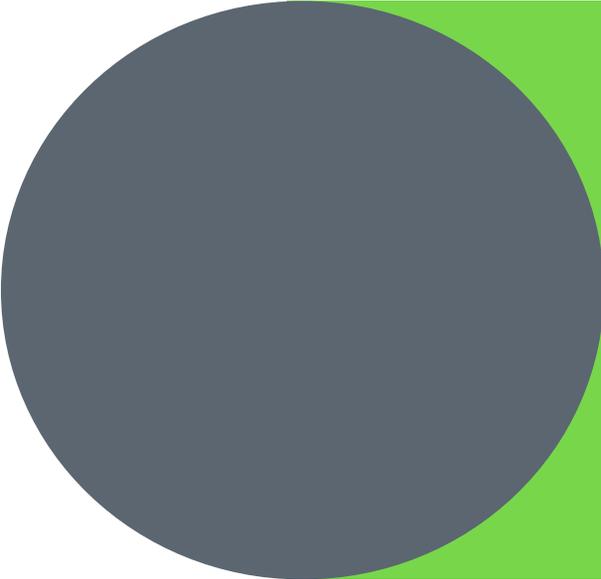
About SHL

SHL is a best practice insight and technology company. In partnership with leading organizations around the globe, we develop innovative solutions to drive corporate performance. SHL equips leaders at more than 10,000 companies with the intelligence to effectively manage talent, customers, and operations. SHL is a trusted partner to nearly 90% of the Fortune 500 and FTSE 100, and more than 70% of the Dow Jones Asian Titans. More at SHL.com.