



# TalentCentral™

## Adding Products to an Existing Project



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*This document is designed to show you how to add additional products to an existing TalentCentral™ project.*



# Adding Products to an Existing Project

This guide will show you how to add an additional assessment or report to an existing project. You can either add a product for *all candidates* on the project (known as a *Core Product*) or add a product for *only selected candidates* (known as an *Additional Product*).

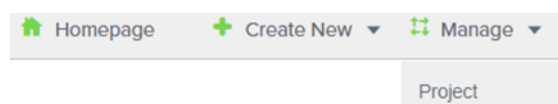
You may need to do this if you want one or more of your candidates to take an additional assessment, or if you have forgotten to add a report before sending out the invites.

## Locating an Existing Project

There are two ways to access a project on TalentCentral™:

1. A project that has been marked as *Favourite* can be easily located and managed from the Homepage.
2. All projects that are associated with your user group(s) can be located via the *Manage* option on the *Menu Bar*.

## Manage Projects



- Select *Manage* from the Menu Bar.
- Select *Project*.

- Locate your project by using the available filters and select it by clicking on the *project name*.

Available Filters

<b>Name</b> Name	<b>Project Tag</b> Please Select...	<b>Project Tag Options</b> Please Select...	<b>Status</b> Created, Deadline Date Passed, Draft, In Progr...
<b>Project Type</b> <input type="radio"/> Basic <input type="radio"/> Volume Recruitment	<b>Favorite</b> Please Select...	<b>Created Date</b> Equal To	<b>Date</b> mm-dd-yyyy
<b>Deadline Date</b> Equal To	<b>Date</b> mm-dd-yyyy	<b>Products</b> Please Select...	<b>Created By</b> Please Select...

## Favourite Projects

**Project Manager** ×

Deadline Date:

Completed : 2 Completed

[View Results](#) [Clone Project](#) [Project Dashboard](#)

**Property Assistant** ×

Deadline Date:

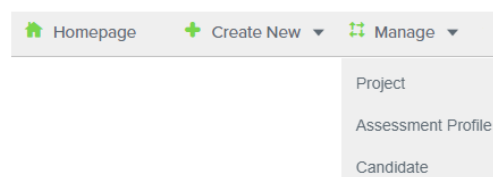
Completed : 0 Completed

[View Results](#) [Clone Project](#) [Project Dashboard](#)

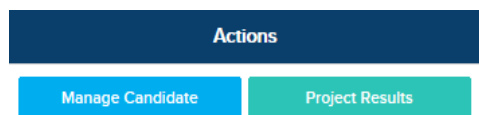
- By selecting the *title* of the project, the user will be directed to it and be able to edit/add information.



## Locating Candidates

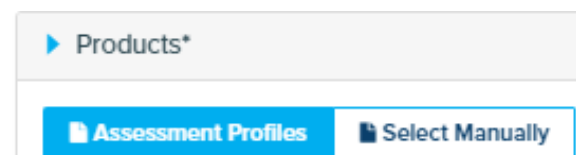


- Select *Manage* from the *Menu Bar*.
- Select *Candidates*.
- Locate the candidate. You can search by name or project name.



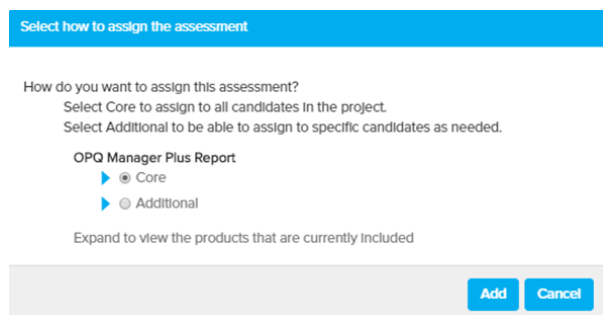
- *Manage Candidates* will direct you to the project the candidate is part of.

## Adding a Product for all Candidates on the Project



- Expand the *Products* section on the project.
- Click *Add Product*.
- Click *Select Manually* and search for the report/assessment that you need to assign.

A screen will pop-up prompting you to select how you want to assign the assessment/report.



- Select *Core*.
- Click *Done*.



- Click *Update Project* on the top right-hand side of the page.

The product has been added for all existing candidates and will also be available for all future candidates added to the project. Reports will be automatically generated. If assessments have been added, existing candidates will receive an email notification to complete any additional tasks.

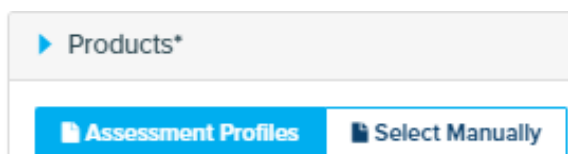


## Adding a Product for Selected Candidates on the Project

There are two possible ways to add products for selected candidates on a project.

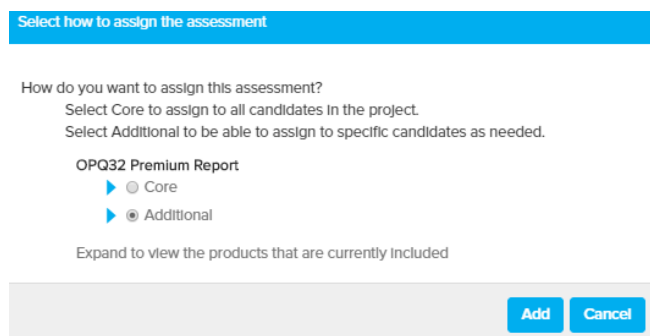
1. You can add an additional product to the whole project and assign it to specific candidates when needed.
2. Add an additional product directly for specific candidates.

## Adding a Product for all Candidates on the Project



- Expand the *Products* section on the project.
- Click *Add Product*.
- Click *Select Manually* and search for the report/assessment that you need to assign.

A screen will pop-up prompting you to select how you want to assign the assessment/report.

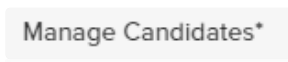


- Select *Additional*.
- Click *Done*.



- Click *Update Project* on the top right-hand side of the page.

The product has been added as an additional option for all candidates and it can now be assigned to specific candidates.



- Expand the *Manage Candidates* section on the project.



			First Name	Last Name
<input type="checkbox"/>			Tony	April
<input type="checkbox"/>			Steve	Mc Court

- Find the *candidate(s)*.
- Click the *arrow* on the left-hand side of the candidate's name to expand the list of products assigned to the candidate.

OPQ Candidate Report [Invite](#)

OPQ Universal Competency Report [Invite](#)

- Find the relevant *product* and click on *Invite*.

The additional product has been added for the selected candidate(s). Reports will be automatically generated. If assessments have been added, the candidate will receive an email notification to complete any additional tasks.

## Adding a Product for a Specific Candidate

Manage Candidates\*

- Expand the *Manage Candidates* section on the project.

			First Name	Last Name
<input type="checkbox"/>			Tony	April
<input type="checkbox"/>			Steve	Mc Court
<input checked="" type="checkbox"/>			Joe	Pavillion
<input checked="" type="checkbox"/>			Joe	Pavillion

- Find the *candidate*.
- Tick the *box* on the left-hand side of the candidate's name.

Select candidate(s) from the grid to enable global actions

Resend

Recall

Change Deadline Date

Add Product

Several actions will be activated (*Resend/Recall/Change Deadline Date/Add Product*).

- Click *Add Product*.

The *Product* section will automatically expand.

Products\*

Assessment Profiles

Select Manually

- Click *Select Manually* and search for the report/assessment that you need to assign.



A screen will pop-up prompting you to select how you want to assign the assessment/report.

Select how to assign the assessment

How do you want to assign this assessment?  
 Select Core to assign to all candidates in the project.  
 Select Additional to be able to assign to specific candidates as needed.

OPQ32 Premium Report

Core

Additional

Expand to view the products that are currently included

Add Cancel

- Select *Additional*.
- Click *Done*.

Update Project Archive Project

- Click *Update Project* on the top right-hand side of the page.

Manage Candidates\*

- Expand the *Manage Candidates* section on the project.

	First Name	Last Name
<input type="checkbox"/>	Tony	April
<input type="checkbox"/>	Steve	Mc Court

- Find the *candidate*.
- Click the *arrow* on the left-hand side of the candidate's name to expand the list of products assigned to the candidate.

OPQ Candidate Report [Invite](#)

OPQ Universal Competency Report [Invite](#)

- Find the relevant *product* and click on *Invite*.

The additional product has been added for the selected candidate. Reports will be automatically generated. If assessments have been added, the candidate will receive an email notification to complete any additional tasks.



# TalentCentral™ Support

For queries about our services, solutions or products, please contact [Customer Success](#).

Country	Telephone	Country	Telephone
Australia	1800 091 846	Japan	81 3 5909 7207
Belgium	0800 49683	Netherlands	08 00 02 03 243
Canada	1 800 899 7451	New Zealand	0800 45 22 14
China	400 820 3912	Norway	80 01 19 25
Denmark	80 88 97 91	Singapore	800 441 13 52
Finland	0800 9 19639	South Africa	0800 999 914
France	08 05 10 16 86	Sweden	02 00 89 68 25
Germany	08 00 66 47 991	Switzerland	0800 001 668
Hong Kong	800 966 235	UAE	800 044 0581
India	022 40929209	UK	0330 100 34 35
Italy	800 976 020	USA	1 800 899 7451

For additional training materials, please visit: <https://talentcentral.learning.shl.com/>

For technical support, please visit: <https://support.shl.com>





## About SHL

SHL is the global leader in HR technology and psychometric science that leads to deep people insight, helping companies craft powerful workforce solutions that drive business results. With more than forty years of powerhouse product launches, ground-breaking science, and business transformation, SHL continues to build on a long legacy of innovation and development. 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](https://www.shl.com).

