TalentCentral™

Project Administration Guide

Version: 1.0 | Last updated: 16 September 2020 | FOR EXTERNAL USE

Contents

This document is designed to help you quickly administer assessments on TalentCentral™.

Site Navigation

Login

Your account will have been associated with one of the following SHL TalentCentral™ websites:

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

Your username will be the email address you registered with.

Glossary of Terms

The TalentCentral™ platform is using the below key terms:

Project: Contains assessments, reports, dates, emails, candidates etc. It can be created directly or from an assessment profile.

Assessment Profile: A collection of products that can be used as the basis for creating projects. It can be used to ensure consistency across hiring events and across teams.

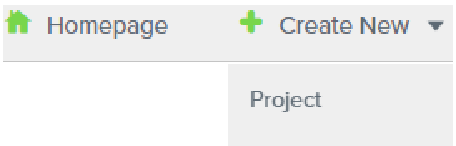
Products: Refers to all Virtual Solutions, assessments, tests, solutions and reports.

User Group: A group of admin users that can access projects that have been assigned to them.

Project Tag: A way to link projects with certain departments, locations etc. of an organisation and monitor the general activity on the platform.

Creating a Project

Creating a project is the end-to-end process of selecting products, adding candidates and sending out invitations. This diagram illustrates the process from start to finish.



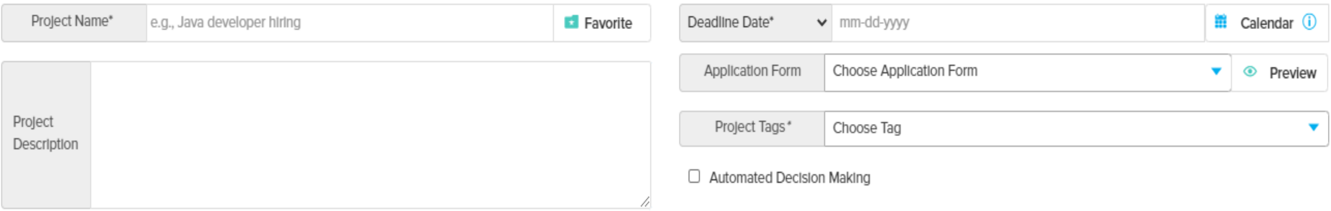
- Select the *Create New* option from the menu bar.
- Select *Project*.

A project consists of seven section headers. 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			

Basic Settings

This section contains six fields. Mandatory fields are marked with an asterisk.



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.

Project Description (Optional) – Enter information about the project.

Deadline Date or **Dates for Completion** - Select the more appropriate option for your project. 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.

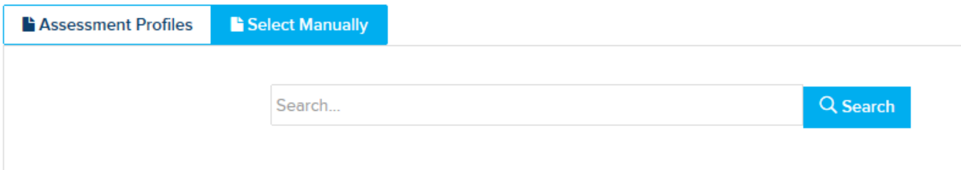
Application Form (Optional) - Select from the drop down the bio data form the candidate will be asked to complete. By selecting *Preview*, you can view the information a candidate will fill in.

Project Tags - A way to link projects with certain data e.g. departments or geographical locations within an organisation.

Automated Decision Making (Optional) - When selected, candidates will be asked to agree to an additional section of the DPN when accessing TalentCentral (a mandatory tick box) and will see an additional paragraph within the main DPN: '*I acknowledge and agree that the results of this Assessment will determine whether I am successful in moving forward to the next stage of the role I have applied for*.'

Products

There are two ways to add products to a project. Select *Assessments Profiles* to simply add an existing Assessment Profile or *Select Manually* to choose from the list of SHL content available to you.



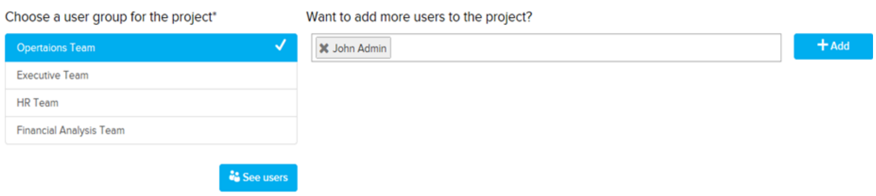
- Check the radio button next to an *Assessment Profile* to add it to the project.
- To add a *Product* manually, select the product header and the click on *Add*. You can search for a product by name or description.

Products and/or Assessment Profiles that have been added will appear under *Selected Products* on the right-hand side.

Note: *Some products will require you to select additional information e.g. comparison group, reports or languages***.**

Users

Assigning a user group grants project access to all users within it to perform certain tasks. Each user's level of access is controlled by their user permissions.



- Select a *User Group*.
- Click on *See Users* to review the admin users who are part of the selected User Group.

You can add additional admin users who are not part of the selected group.

- Type the name of the additional admin user under *Want to add more users to the project*?
- Click on *Add*.

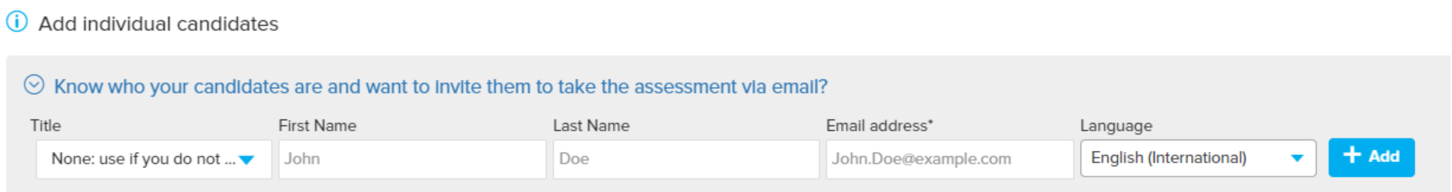
Candidates

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. • Can be used when inviting candidates to a Live Video Interview
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. • Can be used when inviting candidates to a Live Video Interview
Single Use Link	• The unique link will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing them. • Candidates will self-register their details prior to completing the assessment.
Multi-Use Link	• Used when you want multiple candidates to be able to self-register for an assessment using one URL. • The URL will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing it.

Individual Candidates

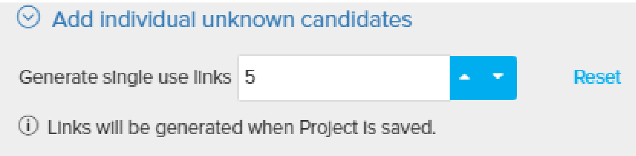
- Fill in their *Title*, *First Name*, *Last Name*, *Email address* and select the *Language* for their invite.
- Click on *Add*.



Bulk Import

- Click on *Download* a template file.
- Fill in the five columns on the spreadsheet (*Title*, *First Name*, *Last Name*, *Email address* and *Language*).
- Save the file in a *Unicode* text format.
- Click on *Bulk Import* and select the completed template to import.

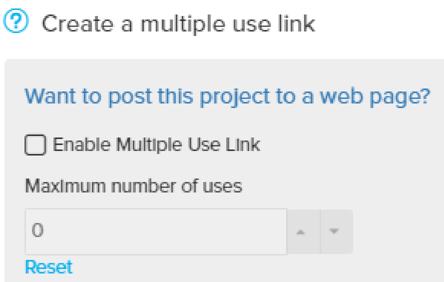
Single Use Links



- Enter in the *number* of links required.

The single use links will be generated when the project is created.

Multi-Use Link

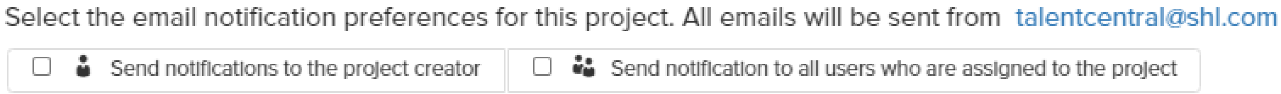


- Select the *Enable Multiple Use Link* check box.
- Enter the *Maximum number of uses*.

The Multiple Use Link will be generated when the project is created.

Notifications

As the project creator you can choose if you and/or all users under the selected User Group will receive notifications for the project.

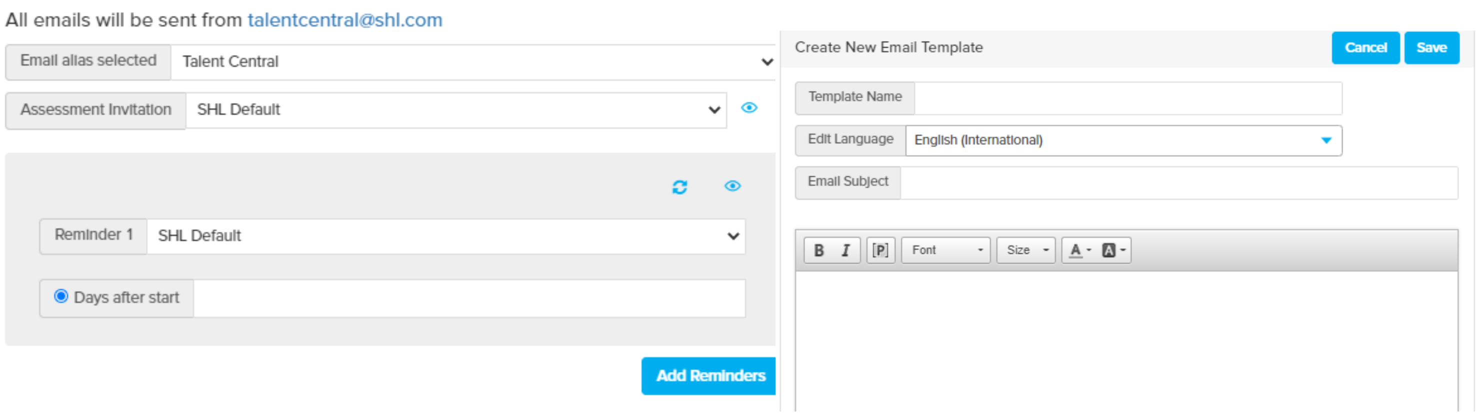


With the BCC functionality, the specified users will receive a blind copy of any notifications TalentCentral™ distributes to candidates.

Emails

All email invitations and reminders are managed under this section. You can:

- Review and update your *Email alias*.
- Set up automatic *Reminders* for all candidates. Only registered candidates who have not completed their tasks by the specified date will receive a reminder.
- Review the invitation and reminder emails.
- *Create New Email Templates* for the invitation and reminder emails by adding an additional body of text

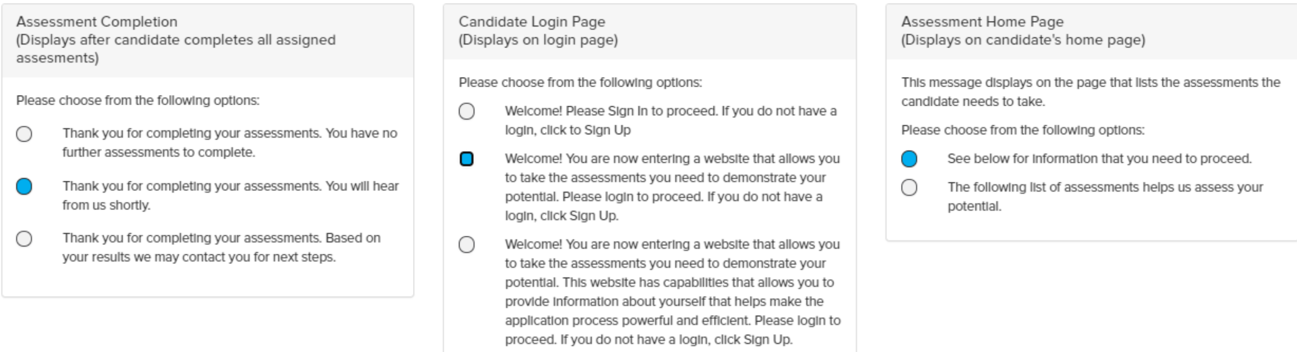


Candidate Messages

You can choose the messaging in three areas of the candidate workflow:

1. *Candidate Login Page*
2. *Assessment Home Page*
3. *Assessment Completion*

There are several preconfigured options to choose from.



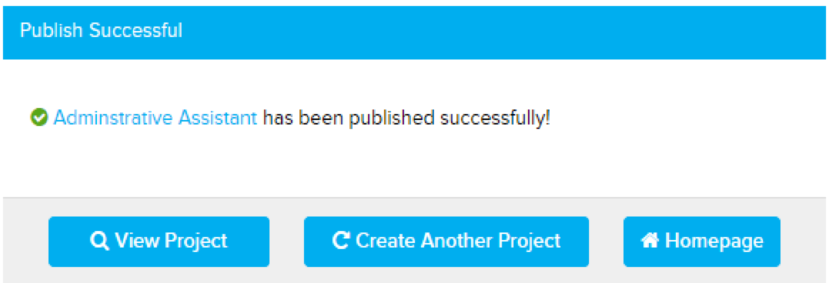
Publishing a Project

Once all necessary sections have been completed you can publish your project.

- Select *Create Project* from either the top right or bottom right-hand side of the page.

A notification window will appear when the project has been successfully published.

This will give you the options to return to the created project, create another one, or visit your homepage.



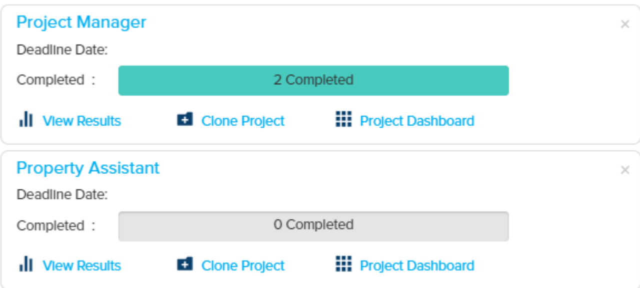
Managing and Editing a Project

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*.

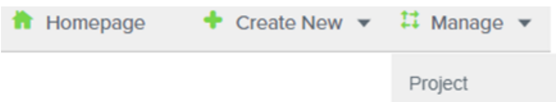
Favourite Projects

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



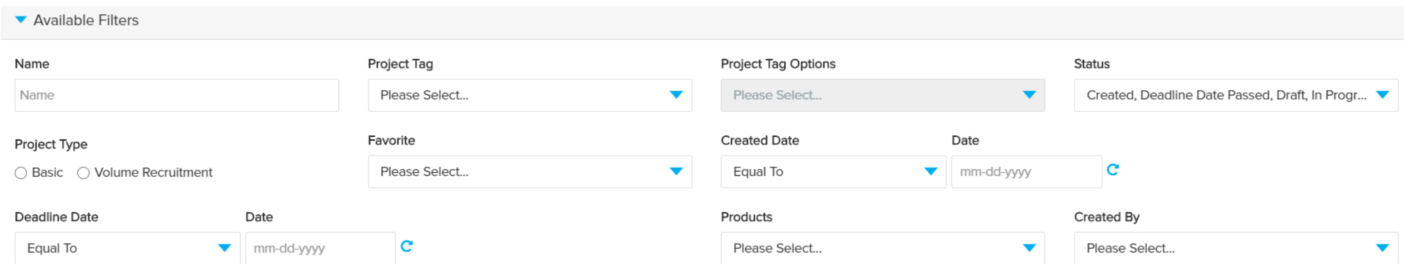
- *View Results* will direct the user to the project's results.
- *Clone Project* will create a new project and copy the existing project's Products and User Group.
- *Project Dashboards* provides a view with project specific metrics such as *Candidate Status* and *Candidates Assessed* over time.

Locating and Managing Existing Projects



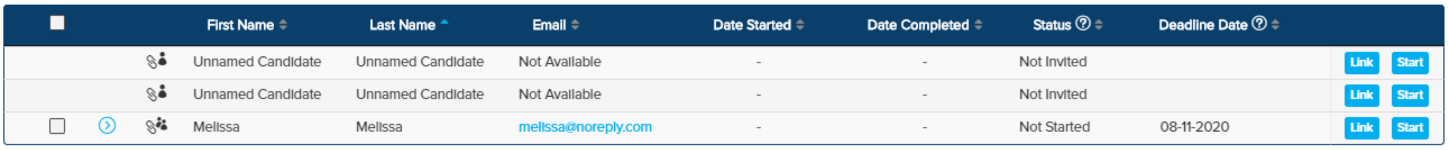
- Select *Manage* from the Menu Bar.
- Select *Project*.

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



Accessing Single Use Links

- Expand the *Manage Candidates* section.

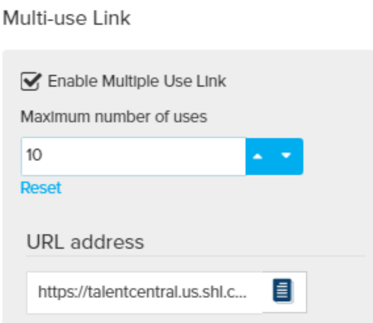


- Single Use Links will be displayed as *Unnamed Candidates*.
- Select *Link* to access a link directly.

If you are supervising the candidate's assessments select *Start Now*.

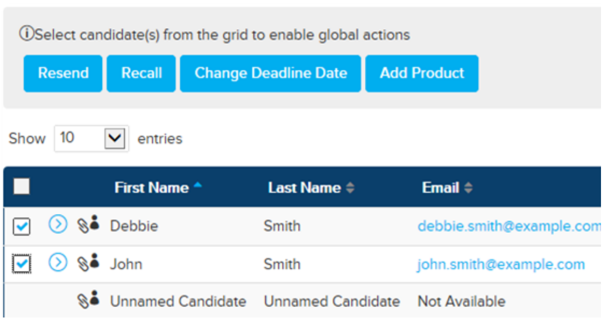
Note: *Select Export Links to download an Excel spreadsheet with all links*

Accessing Multiple Use links



- Expand the *Add Candidates* section.
- The *URL address* can be copied under the *Multi-Use Link* section.

Resending Emails



- Expand the *Manage Candidates* section.
- Select your candidate(s) by checking the box next to them.
- Click on *Resend*.

Recalling Assessments

This will prevent the candidate from registering/continuing/completing.

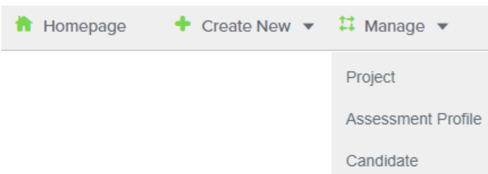
- Expand the *Manage Candidates* section.
- Select your candidate(s) by checking the box next to them.
- Click on *Recall*.

Changing Individual Deadline Dates

- Expand the *Manage Candidates* section.
- Select your candidate(s) by checking the box next to them.
- Click on *Change Deadline Date*.
- Select the new deadline date for your candidate(s).

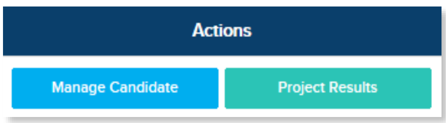
Note: *You must click on Update Project to save all changes.*

Locating and Managing Candidates



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

There are two actions available once you've located the candidate:

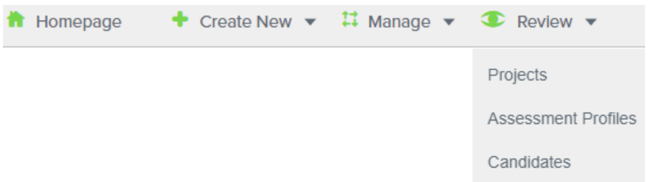


1. *Manage Candidates* will direct you to the project the candidate is part of.
2. *Project Results* will direct you to the results of the project the candidate is part of.

Viewing a Project/Assessment Results

You can access a project's results either from the *Menu Bar* or directly from any *Favourite Projects* that have been saved to your homepage.

Locating your project

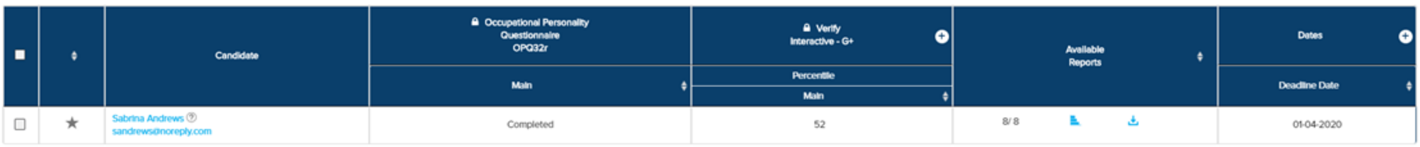


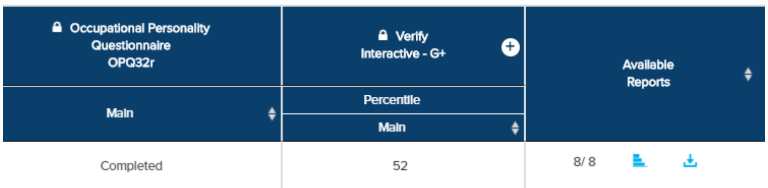
- Select *Review* from the *Menu Bar*.
- Select *Project*.
- Locate your project using the available filters or by searching through the list.

Viewing Results

- Select your project by clicking on the *project name*.

The candidates' details and scores will be displayed.



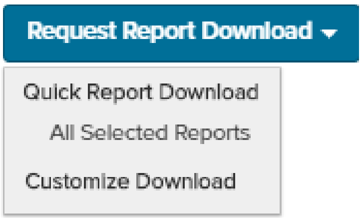


- Click on the *bar chart icon* under *Available reports* to quickly review a candidate's reports.
- Click on the *download icon* to download a specific candidate's report(s) in .pdf format.

To switch between the candidates' status and results select the buttons located on the right-hand side.

Bulk Download of Reports

You can request a bulk download of the reports of individuals of your choice or all candidates.



- To activate the functionality, you must first select the candidates. For specific candidates, *check the box* to the left of their 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. You will receive an email directing you the .zip file once completed.

Export Results

You can download a file (CSV/Excel) with the results of individuals of your choice, or all candidates.

- To activate the functionality, you must first select the candidates. For specific candidates, *check the box to the left* of their name. For all candidates listed in the project, *check the box at the top* in the candidate header.
- Click on *Export Results* and select what *Scores*, *Metadata*, *Format*, you would like to download.
- Click on *Export*.

TalentCentral™ Support

For queries about our services, solutions or products, please contact Customer Success. For system issues please contact Technical Support.

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.

