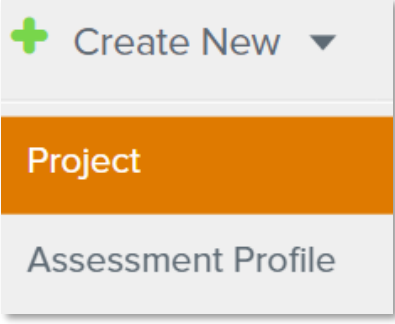
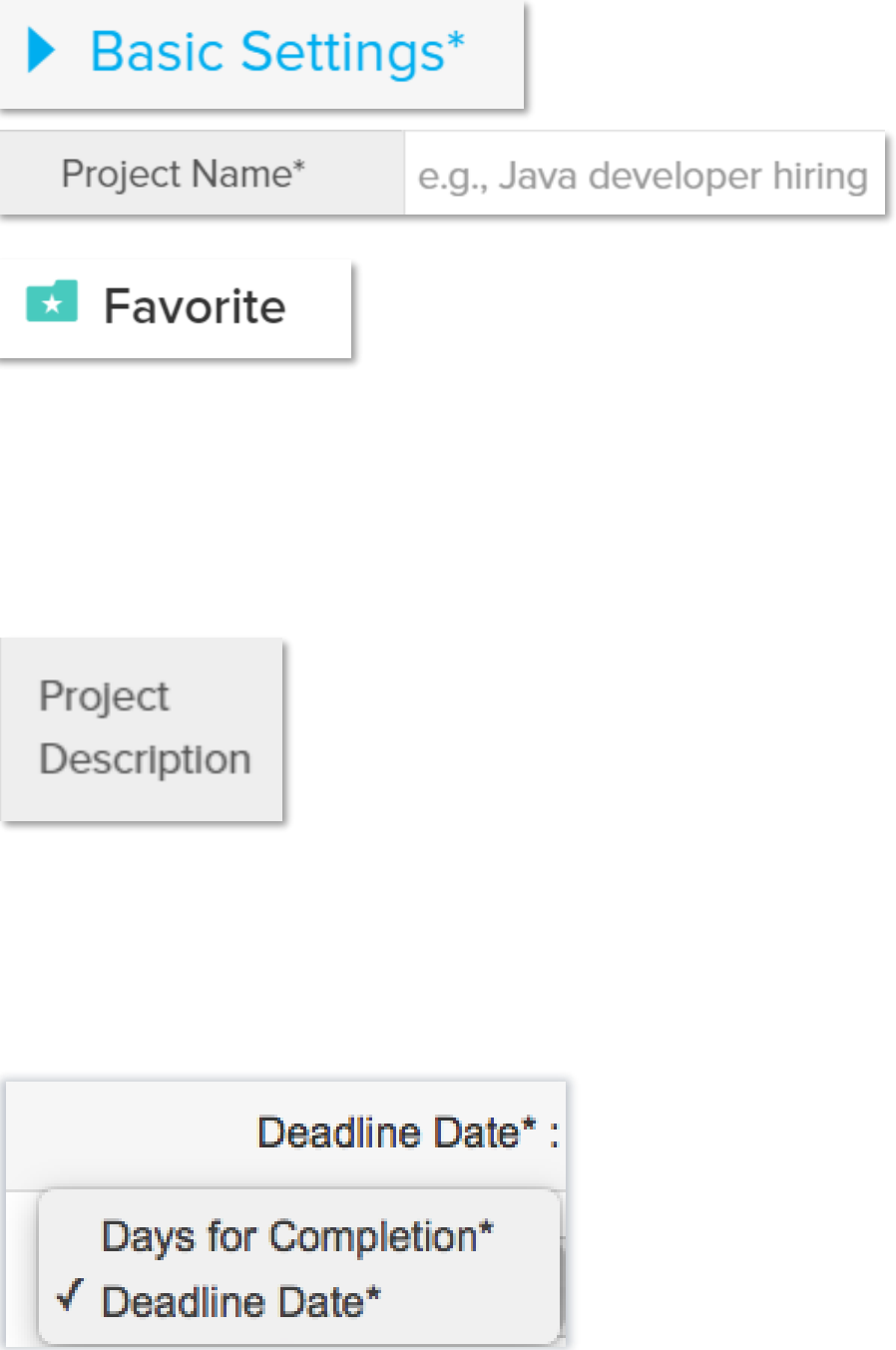


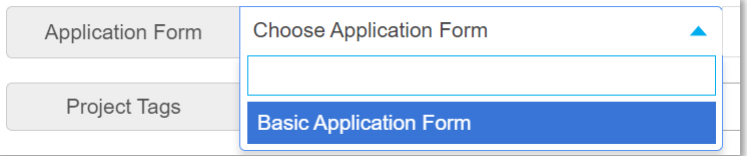

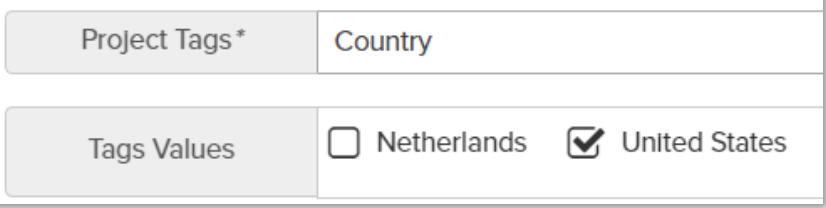
How to Create a Project

Detailed guidance on all aspects of project setup



View the full video on our Talent Central Learning Portal.
<https://talentcentral.learning.shl.com/course/view.php?id=34>

Description	Navigation	
<p>Introduction</p>	<p>Click on Create New and select Project</p>	
<p>Basic Settings</p>	<p>Project Name: Expand Basic Settings and name the project.</p> <p>Favorite: Click on Favorite for direct access to this project from the homepage.</p> <p>Project Description: Enter any additional information about the project (optional).</p> <p>Deadline Date: Days for Completion – all candidates get the same number of days to complete assessments. Project does not expire.</p> <p>Deadline Date – a fixed date by which all candidates will have to complete assessments. When deadline expires, project can only be reused if deadline date is updated.</p>	

Description	Navigation	
<p>Basic Settings*</p>	<p>Application Form Optional:</p> <p>Use the application form to gather additional information from candidates during registration.</p> <p>TIP: Click on Preview to view the information that will be gathered from the candidate.</p> <p>Speak to your Account Manager about having the questions tailored.</p> <p>Project Tags: Used to Track costs and monitor general activity using tags. Select a tag relevant to the project.</p> <p>Additional info: <i>Tags available on your system will differ per organisation and will depend on how you wish to categorise usage. Tags can be created by the Company Super User.</i></p>	  

Description

Use the **Select Manually** option to select assessments and reports (Search for a key word to select an assessment) .

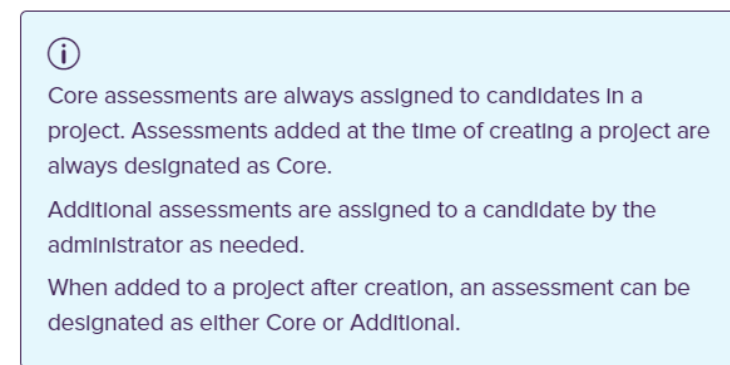
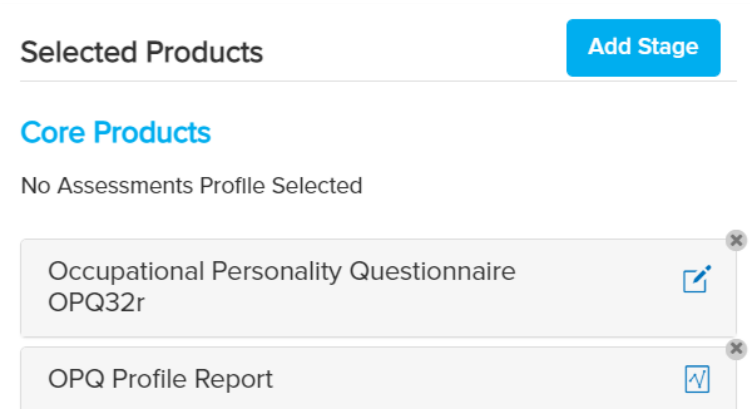
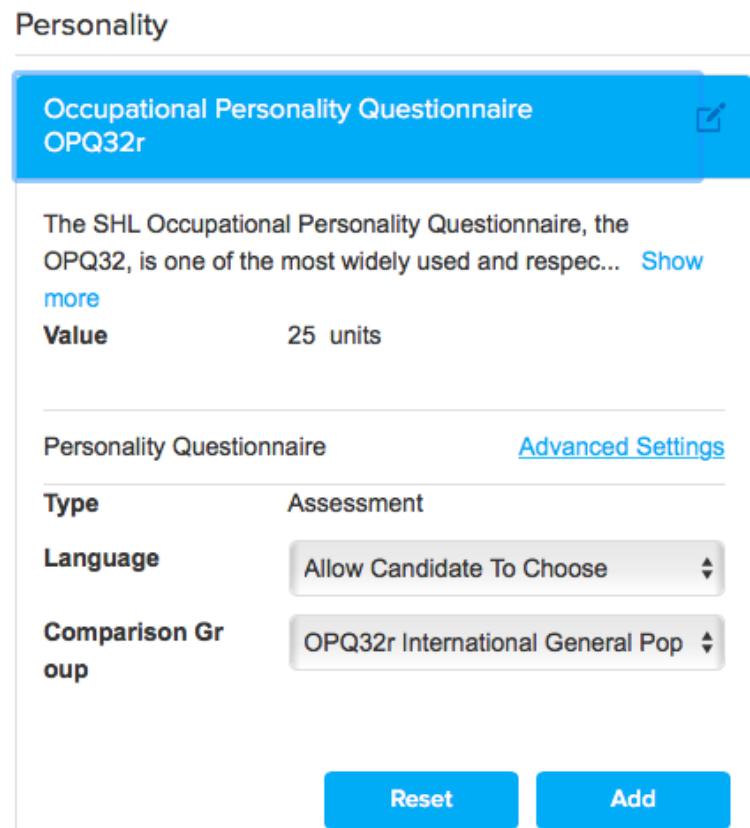
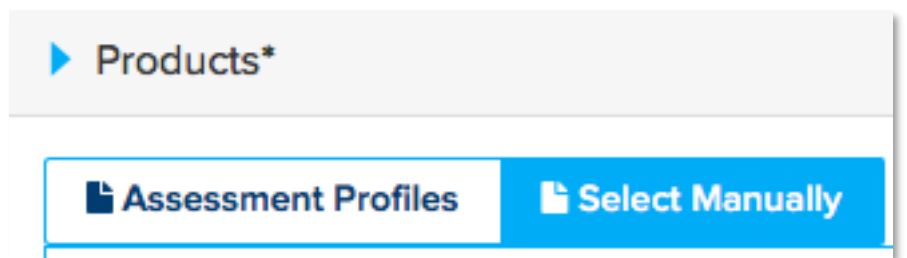
Click on the assessment name for a detailed description.

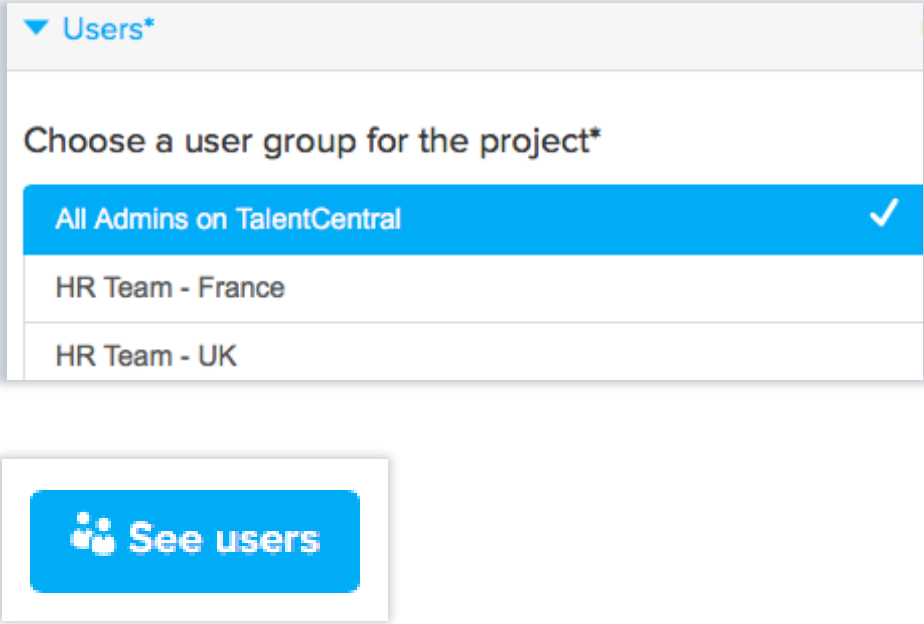
Specify further information such as, **Language, Comparison Groups,** and click on **Add.**

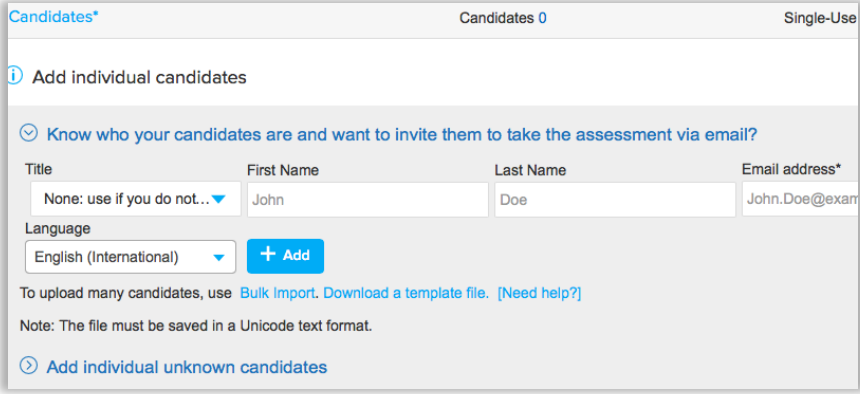
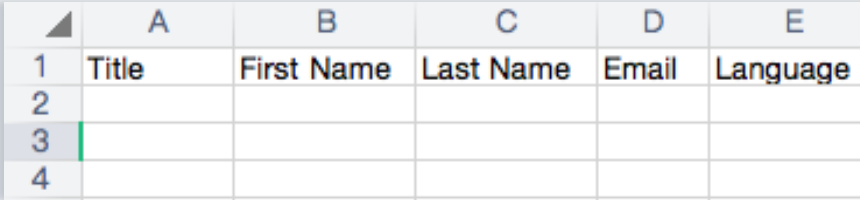
Products*

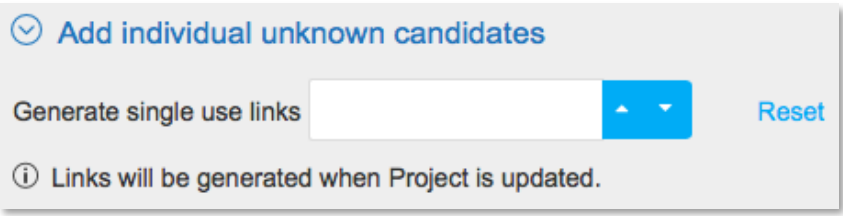
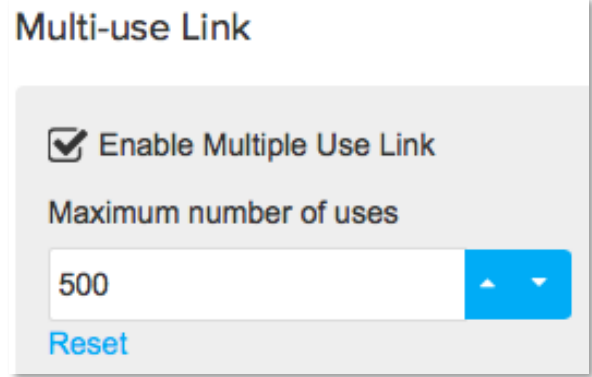
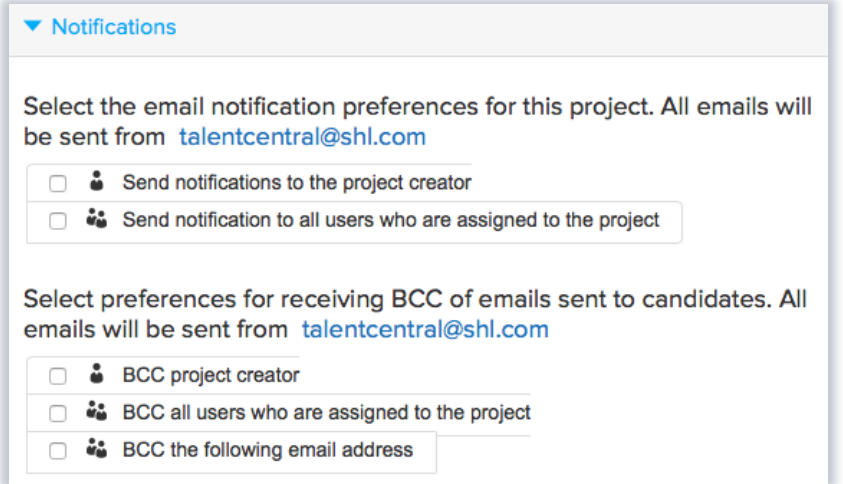
Once you click on add, a list of associated report will appear. Select the desired report.

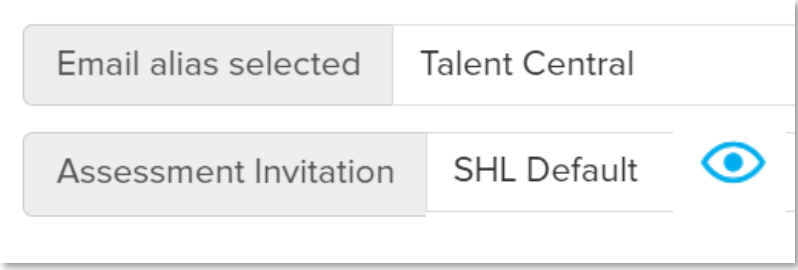
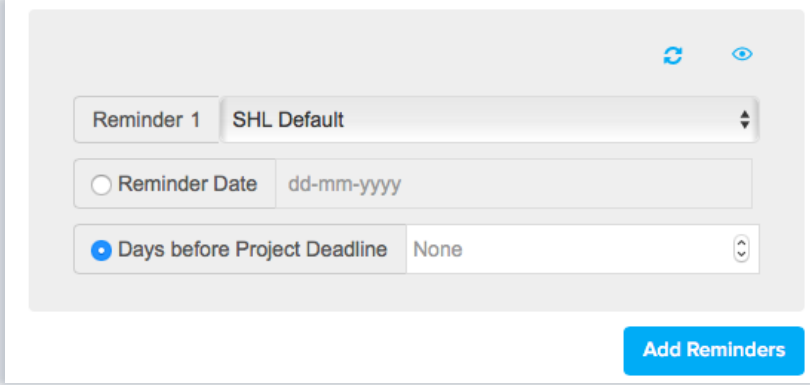


All chosen reports and assessments will appear as core products.



Description	Navigation	
<p>Users*</p>	<p>Select a group and grant them permission to perform tasks as administrators based on their level of access.</p> <p>Click on See users to view administrators within the group.</p>	
<p>Candidates*</p>	<p>Use one or more of the four methods for adding candidates:</p> <ol style="list-style-type: none"> 1. Add Individual Candidates 2. Bulk Import 3. Single Use links 4. Multi Use link 	

Description	Navigation	
<p>1. Adding Individual Candidates: Use this method to directly invite candidates from Talent Central using their first name, last name, email address and selecting the language in which the invite is to be sent .</p>		
<p>2. Bulk Import: Use Bulk Import to add/invite large volumes of candidates.</p> <p>Download a template file and enter the required information.</p> <p>Click on Need help? icon to view the language codes for the language that need to be inserted in the file. This is the language in which the candidate invite will be sent from TalentCentral.</p> <p>Populate the Excel file and save in Unicode Format.</p> <p>Upload file by selecting Bulk Import function. Candidates will instantly appear at the bottom of the section header. Invitation email will be sent to them when project is published.</p>	<p>To upload many candidates, use Bulk Import.</p> <p>Download a template file.</p> <p>[Need help?]</p> 	

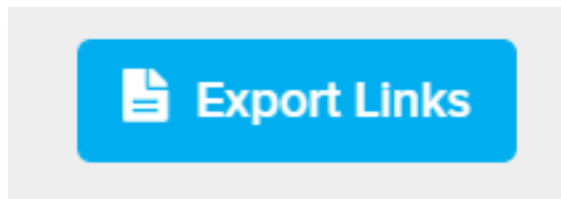
Description	Navigation	
	<p>3. Single-use links can be created by indicating the number of individual links needed.</p> <p>Once project is published, export links from Manage Candidates section and distribute individually to candidates via email.</p>	
	<p>4. Multi-use links can be created by determining the expected number of uses for the link.</p> <p>Once the project is Created, the link can be copied from this section.</p>	
<p>Notifications</p>	<p>Enable receiving notifications to be notified of candidate completions.</p> <p>Users assigned to the project may want to receive blind copies of the emails sent to candidates.</p> <p>An alternative email address can also be used for this purpose.</p>	

Description	Navigation	
<p>Emails</p> <p>Select the invite.</p> <p>TIP: Click on the eye icon to preview to view the content of the invitation.</p> <p>Send reminders to all candidates at specified intervals if they have not completed their assessments.</p> <p>Add further reminders by clicking on Add Reminders.</p>		 
<p>Candidate Messages</p>	<p>Choose the text that will be displayed to the candidates at various stages of the assessment process</p>	
<p>Now Click on Create Project to publish the project. All candidates who were added individually to the project or uploaded using the bulk upload feature will automatically receive an invite.</p> <p>Continue to next page for details on how to retrieve single-use links and multi-use link.</p> 		

Description

Navigation

Single-use links can be exported from **Manage Candidates*** and sent to individual candidates




Seq#	First Name	Last Name	Email	Status	Deadline Date	Single Use Link
1	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/d315cd9cc72c4cd0b5e92452f366b4a8
2	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/a91cb7bb7fa74ce88bd34bcef28a5bd5
3	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/ad370a9daece435c997f5563a5eb42a0
4	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/4b0c4a82b88d4ed398feb177cdef7432
5	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/606149846f8344acb41e7f3afaae3bf8
6	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/31beede2df44592a56b2e08f7c314b2
7	-	-	-	NOT_INVITED	#####	https://talentcentral.eu.shl.com/player/link/e5e8de69ca4145149ef70cc69a50c25f

Each of these links will take on the identity of the individual as they register

Multi-use links can be retrieved from the **Add Candidates** section and made available to candidates


Enable Multiple Use Link

Maximum number of uses

500 

[Reset](#)

URL address

https://talentcentral.eu.shl.... 

Once candidates register using the multi-use link, they will appear on the project.