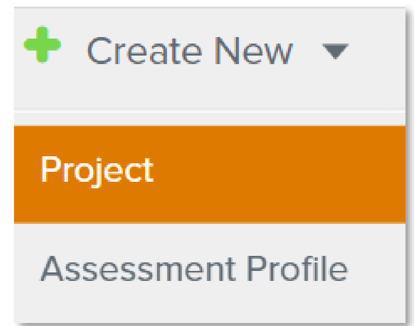
TalentCentral
Quick Steps

Quick Project Setup

Project setup covering mandatory fields within a project and inviting candidates directly from TalentCentral

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

<table>
<tr><th>Description</th><th colspan="2">Navigation</th></tr>
<tr><td>Introduction*</td><td>Click on Create New and select Project</td><td>
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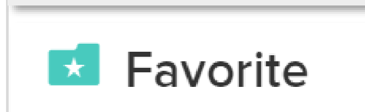
<tr><td>Basic Settings*</td><td>Project Name: Expand Basic Settings and name the project.

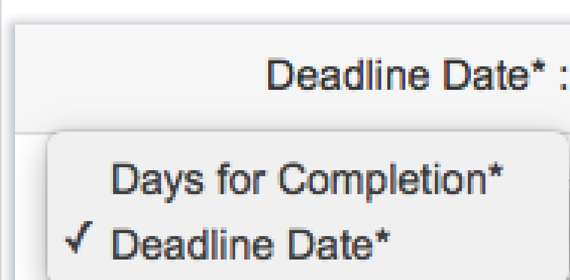
Favorite: Click on Favorite for direct access to this project from the homepage once created

Project Description: Enter any additional information about the project (optional)

Deadline Date:
Days for Completion – all candidates get the same number of days to complete assessments. Project does not expire.

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.</td><td>

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Application Form
Optional:

Use the application form to gather additional information from candidates during registration.

TIP: Click on **Preview** to view the information that will be gathered from the candidate Speak to your Account Manager about having the questions tailored.

Project Tags: Used to track costs and monitor general activity across the platform. Tag descriptions differ per organisation and will depend on how you wish to categorise usage.

IIMPORTANT: If your company has bought a Solution, you will need to select the relevant Solution tag for the project you are setting up. You will also need to select any other tags that may be marked as required

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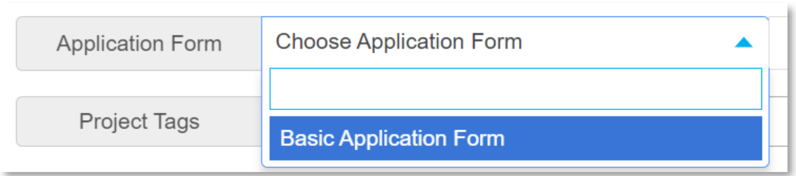

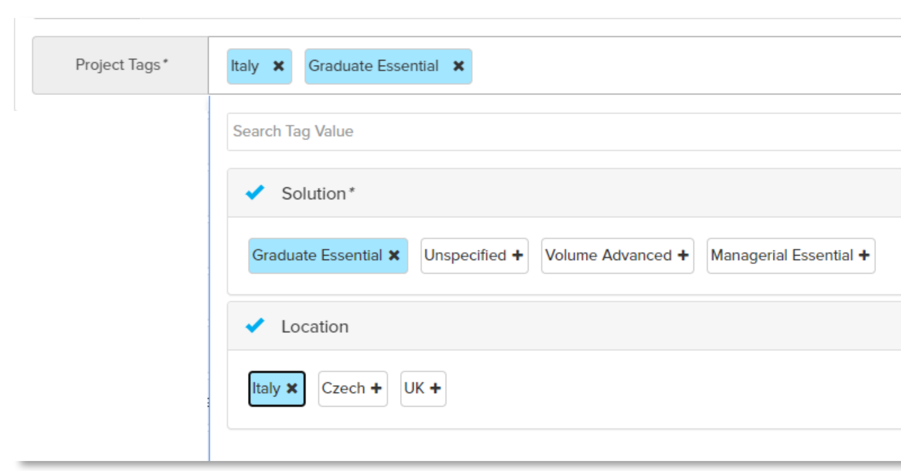

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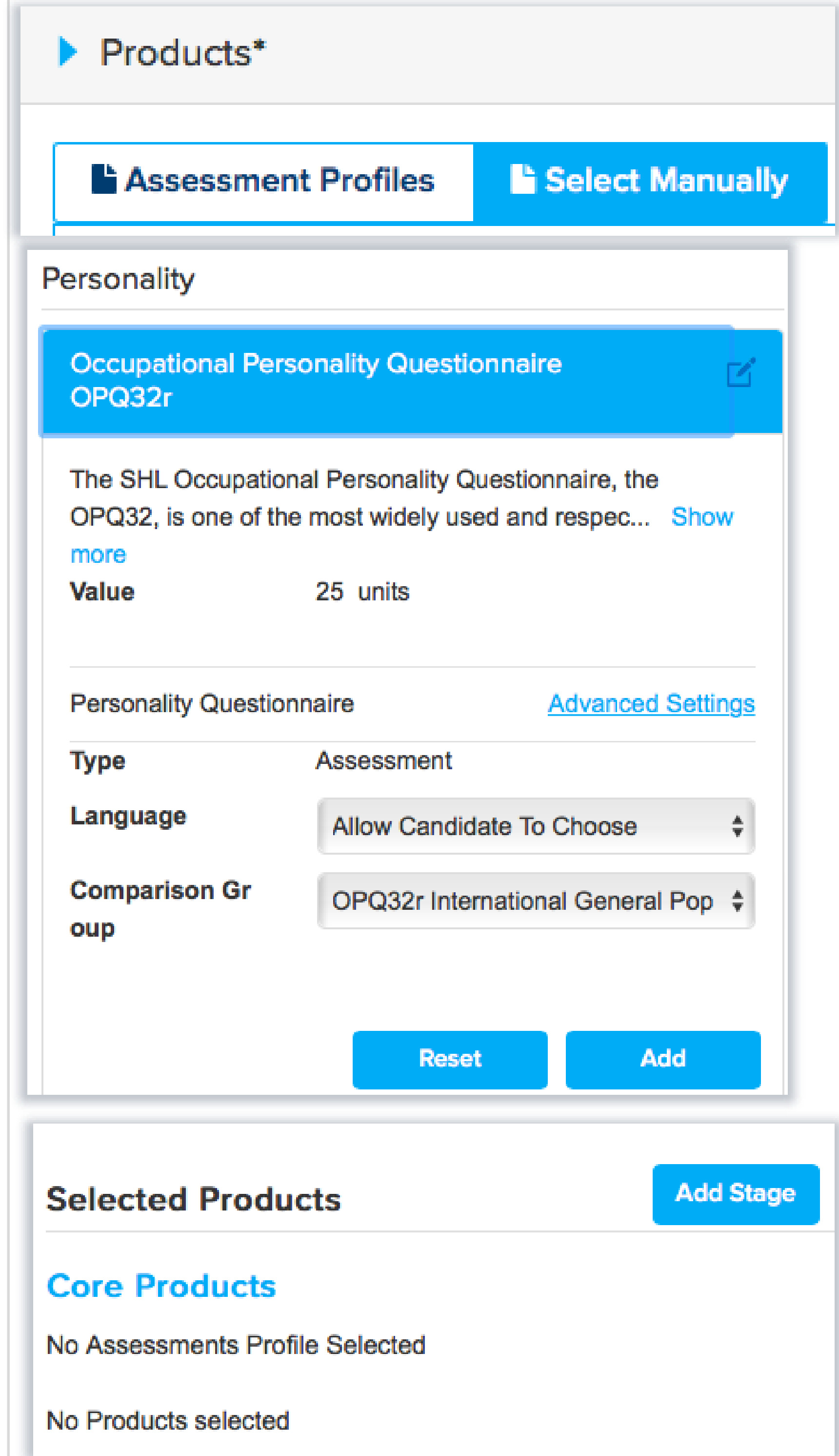
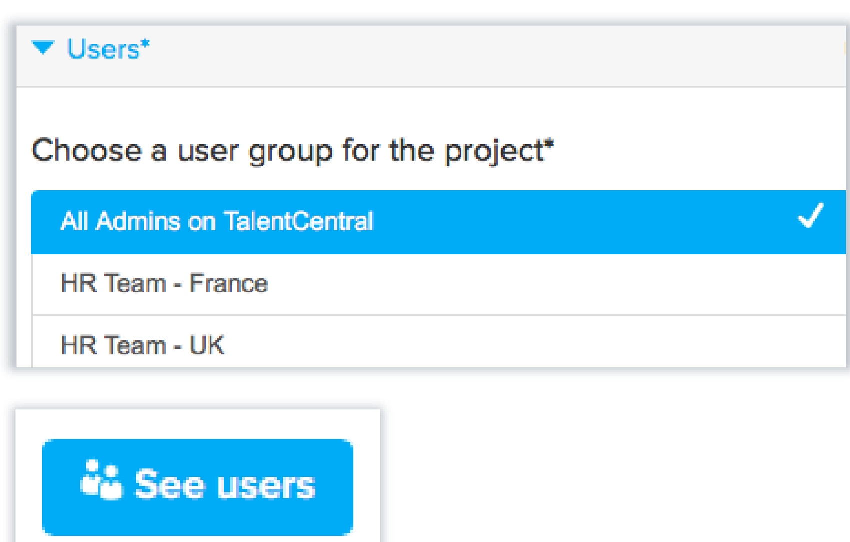
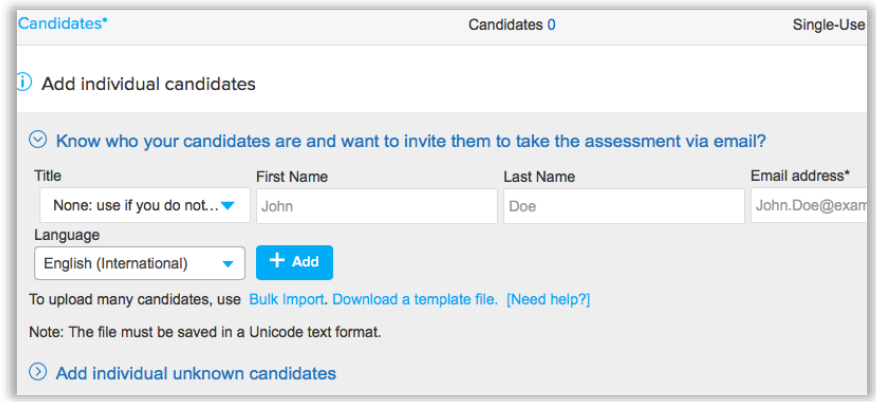
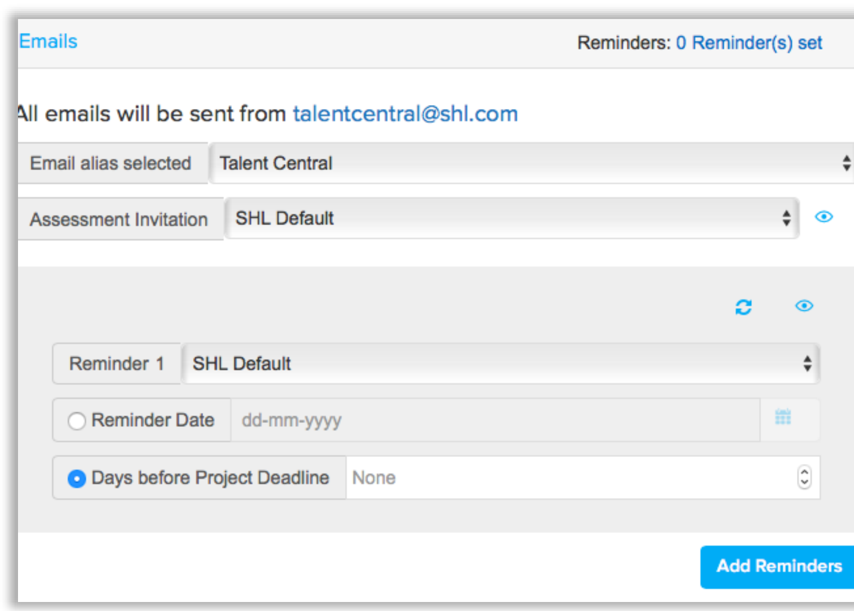
Description	Navigation	
Products*	Select assessments and reports by searching for a key word. Click on the assessment name for a detailed description. Specify further information such as, language, comparison groups, and click on **Add.** Select the associated reports . Review the selection under **Selected Products.**	
Users*	Select a group to allow administrators within it perform tasks on your project based on their level of access. Click on **See users** to view administrators within the group.	

Description	Navigation	
Candidates*	**Adding Individual Candidates** Directly invite candidates from Talent Central. Insert **first name, last name** and **email address.** Choose the **Language** in which the invite will be sent to candidates. Click on **Add.**	
Emails	Send reminders to all registered users at specified intervals if they have not completed their assessments.	

Now Click on **Create Project** to publish the project. All candidates who were added will automatically receive an invitation with instructions on how to register and take the assessments.

SHL.