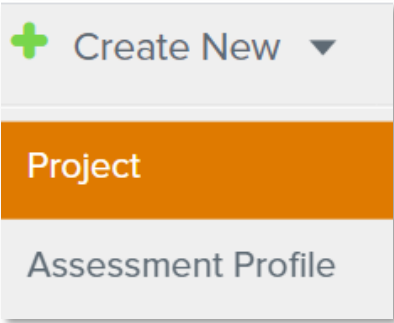
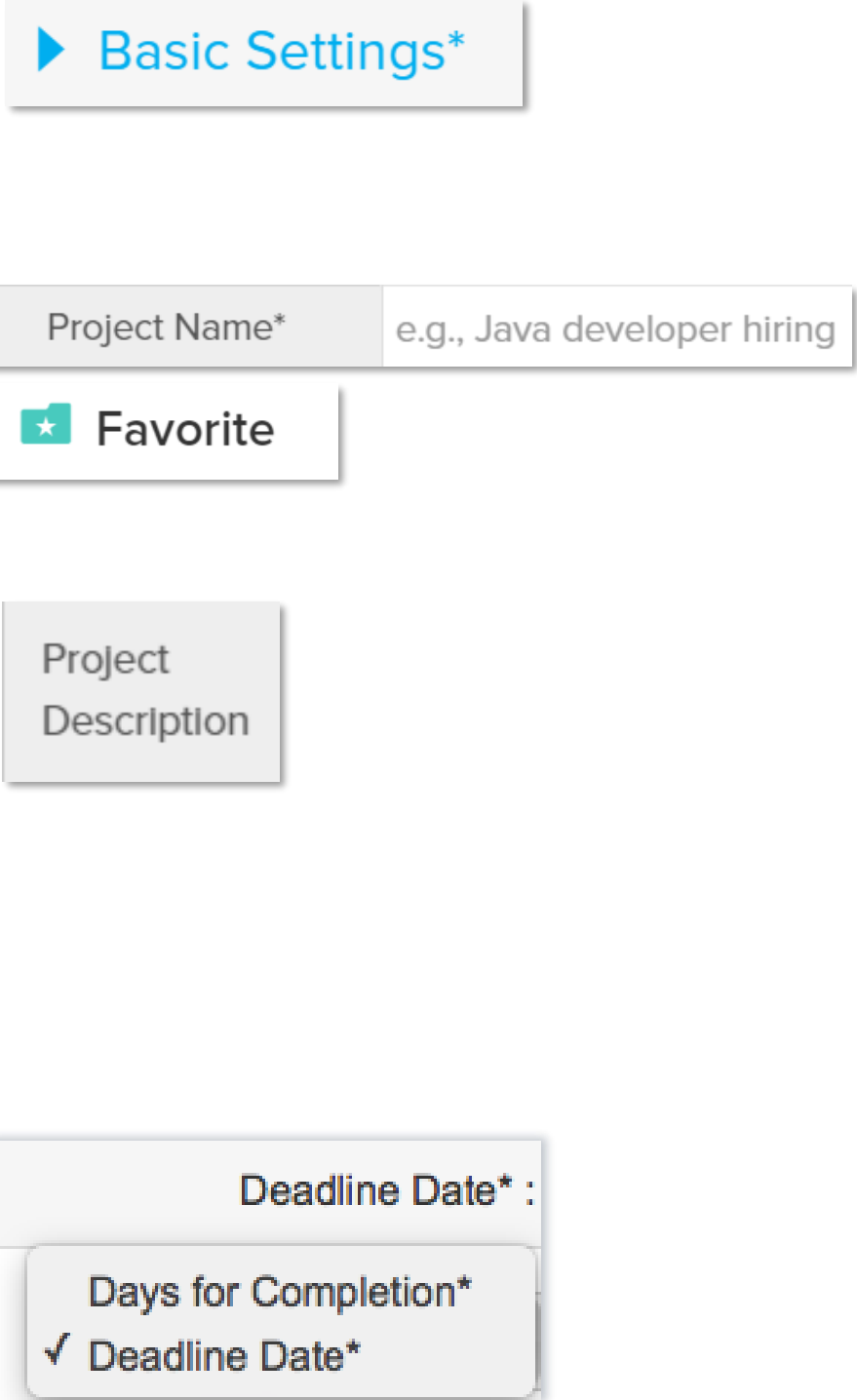


Quick Project Setup

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>

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 once created</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. 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

Application Form Optional:

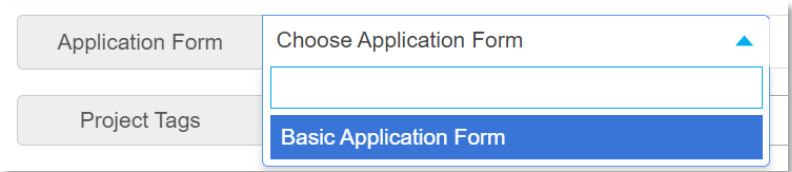
Use the application form to gather additional information from candidates during registration.

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.

Basic Settings*

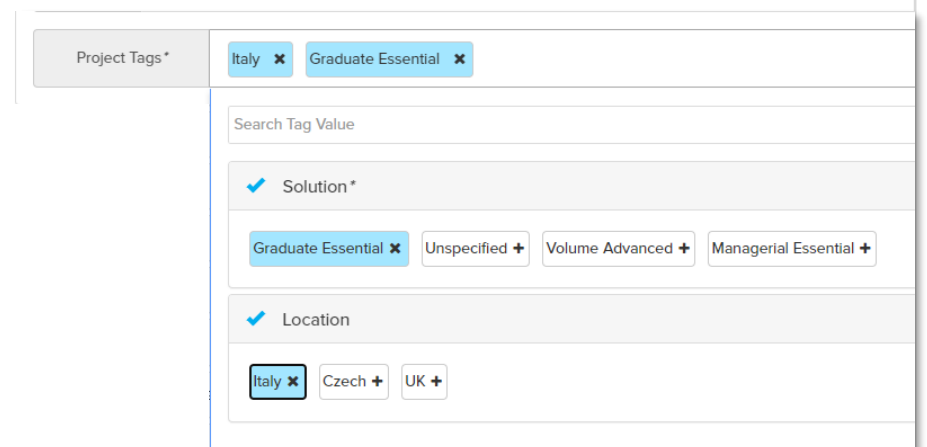
Project Tags: Used to track costs and monitor general activity across the platform. Tag descriptions differ per organisation and will depend on how you wish to categorise usage.

IMPORTANT: 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

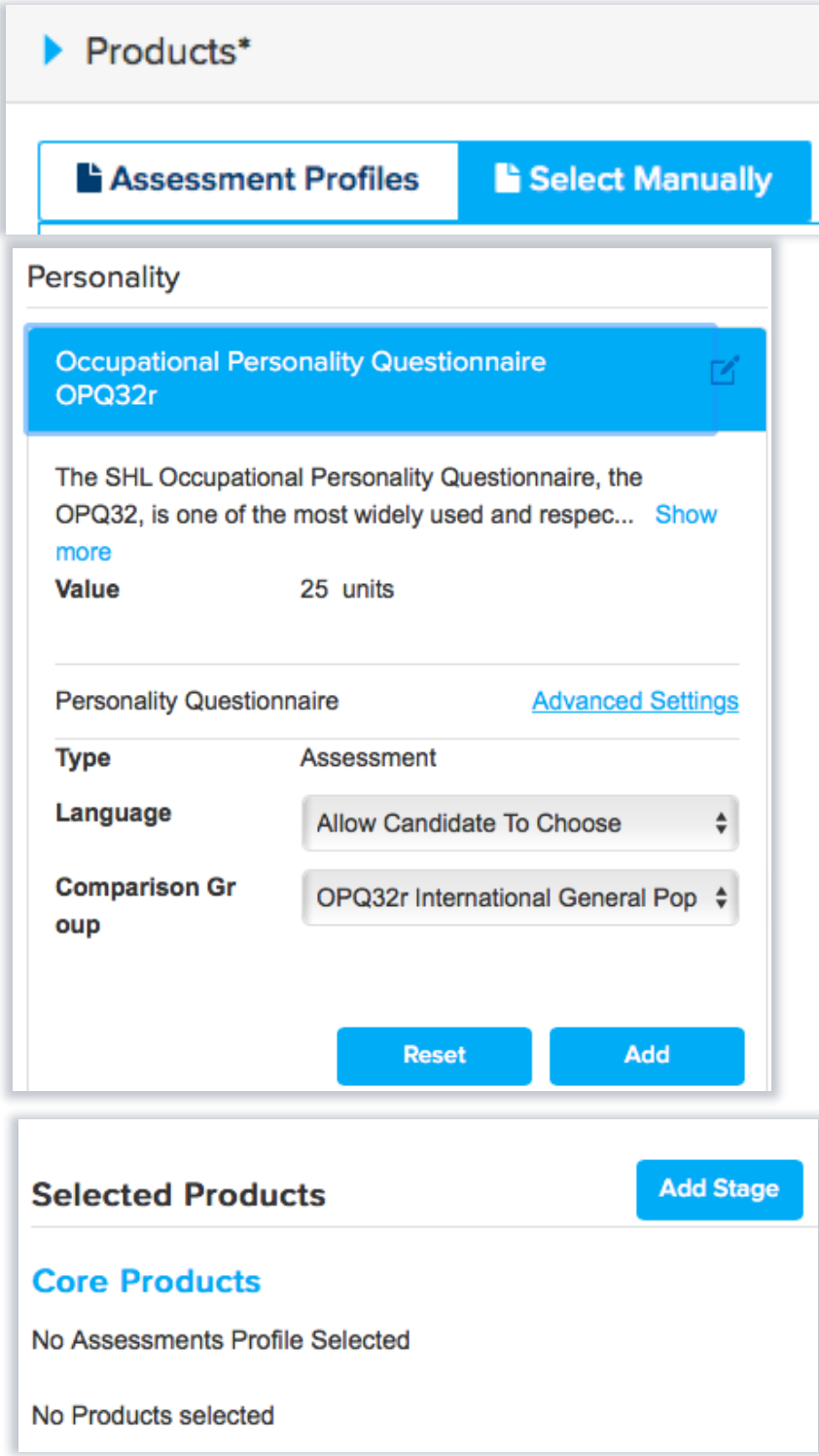
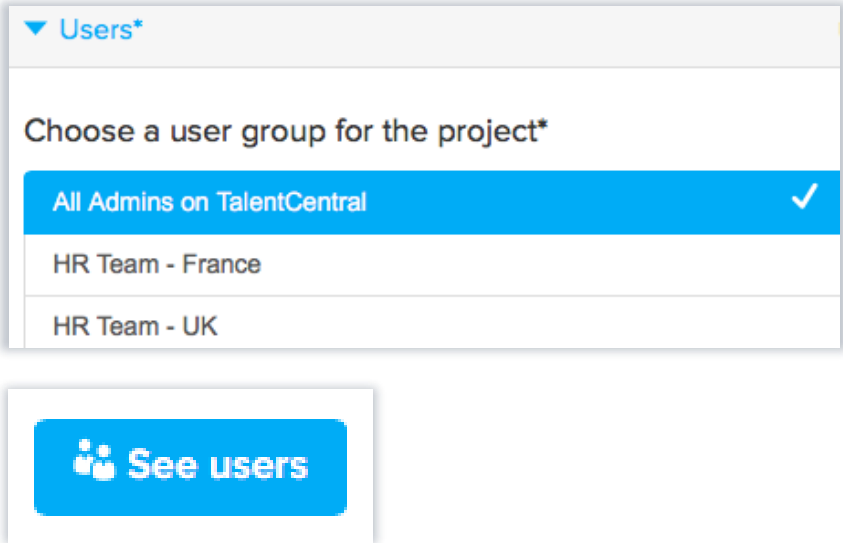


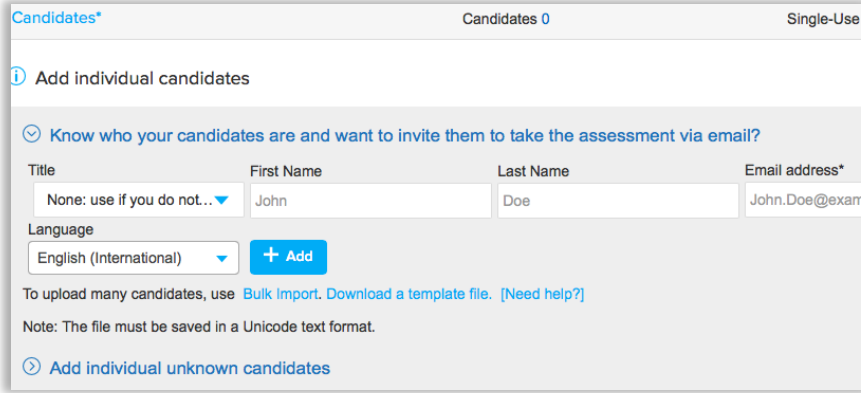
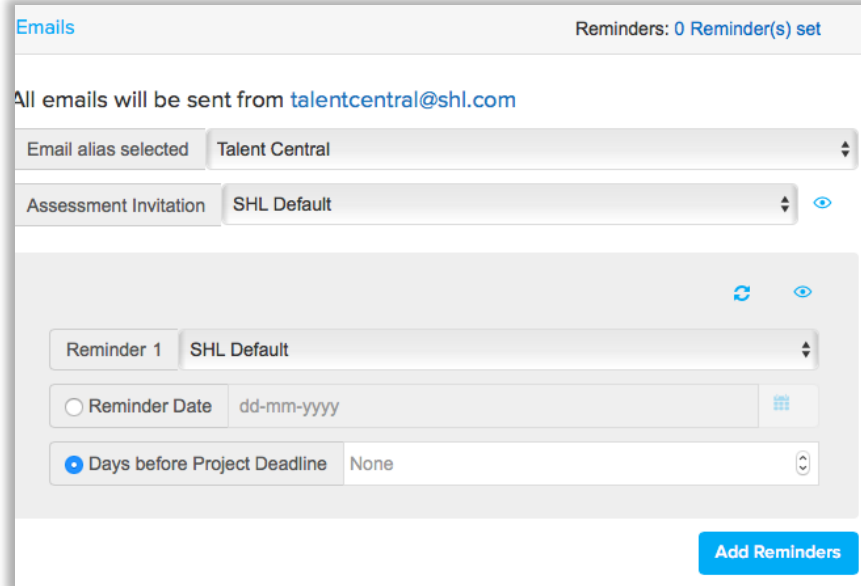
The screenshot shows a user interface for selecting an application form. On the left, there are two tabs: 'Application Form' and 'Project Tags'. The 'Application Form' tab is active, displaying a dropdown menu titled 'Choose Application Form'. The dropdown menu is open, showing a search bar and a list of options. The first option, 'Basic Application Form', is highlighted in blue.

 Preview



The screenshot shows a user interface for configuring project tags. At the top, there is a 'Project Tags*' section with two active tags: 'Italy' and 'Graduate Essential'. Below this is a search bar labeled 'Search Tag Value'. There are two main sections: 'Solution*' and 'Location'. The 'Solution*' section is checked and contains four tags: 'Graduate Essential' (active), 'Unspecified', 'Volume Advanced', and 'Managerial Essential'. The 'Location' section is also checked and contains three tags: 'Italy' (active), 'Czech', and 'UK'.

Description	Navigation	
<p>Products*</p> <p>Select assessments and reports by searching for a key word.</p> <p>Click on the assessment name for a detailed description.</p> <p>Specify further information such as, language, comparison groups, and click on Add.</p> <p>Select the associated reports .</p> <p>Review the selection under Selected Products.</p>		 <p>The screenshot displays the 'Products*' navigation interface. At the top, there is a 'Products*' header. Below it, there are two buttons: 'Assessment Profiles' and 'Select Manually'. The main content area is titled 'Personality' and features a blue bar for the 'Occupational Personality Questionnaire OPQ32r'. Below this, there is a description: 'The SHL Occupational Personality Questionnaire, the OPQ32, is one of the most widely used and respected...' followed by a 'Show more' link. A 'Value' field shows '25 units'. There is a 'Personality Questionnaire' section with an 'Advanced Settings' link. Below that, there are fields for 'Type' (Assessment), 'Language' (Allow Candidate To Choose), and 'Comparison Group' (OPQ32r International General Pop). At the bottom of this section are 'Reset' and 'Add' buttons. The 'Selected Products' section at the bottom right has an 'Add Stage' button and shows 'No Assessments Profile Selected' and 'No Products selected'.</p>
<p>Users*</p>	<p>Select a group to allow administrators within it perform tasks on your project based on their level of access.</p> <p>Click on See users to view administrators within the group.</p>	 <p>The screenshot displays the 'Users*' navigation interface. It features a 'Users*' header and a dropdown menu titled 'Choose a user group for the project*'. The dropdown menu is open, showing three options: 'All Admins on TalentCentral' (which is selected and has a checkmark), 'HR Team - France', and 'HR Team - UK'. Below the dropdown menu is a blue button with a group of people icon and the text 'See users'.</p>

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

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.

Create Project