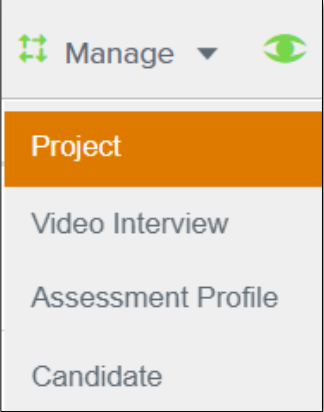
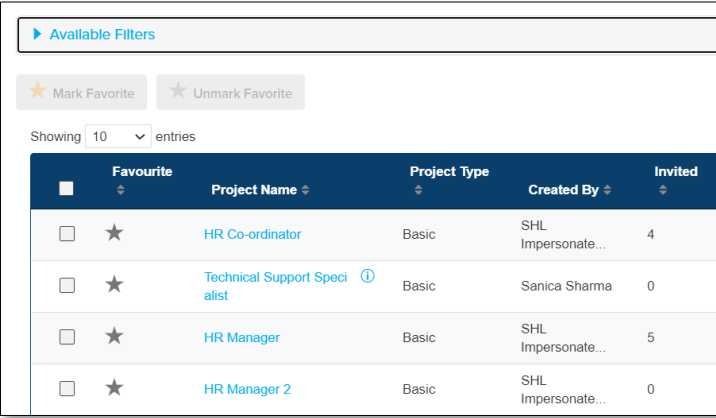
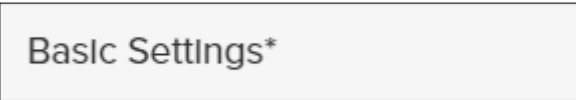
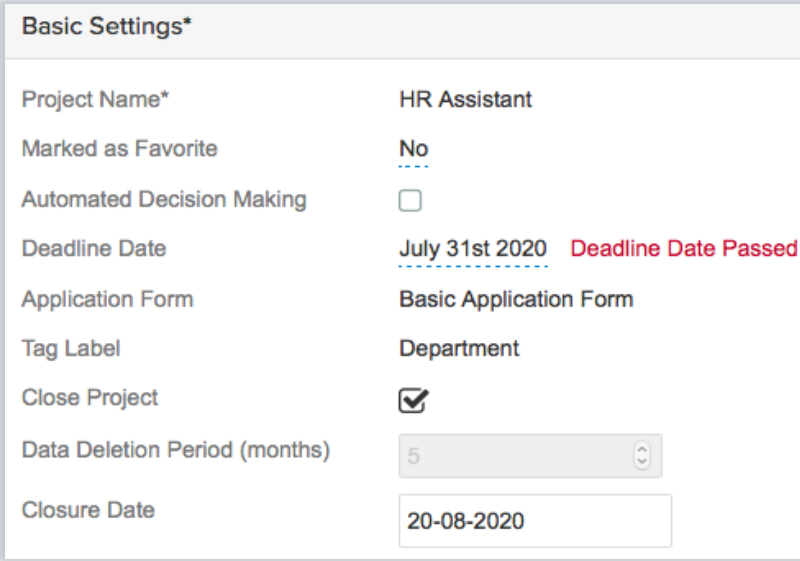
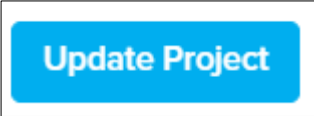


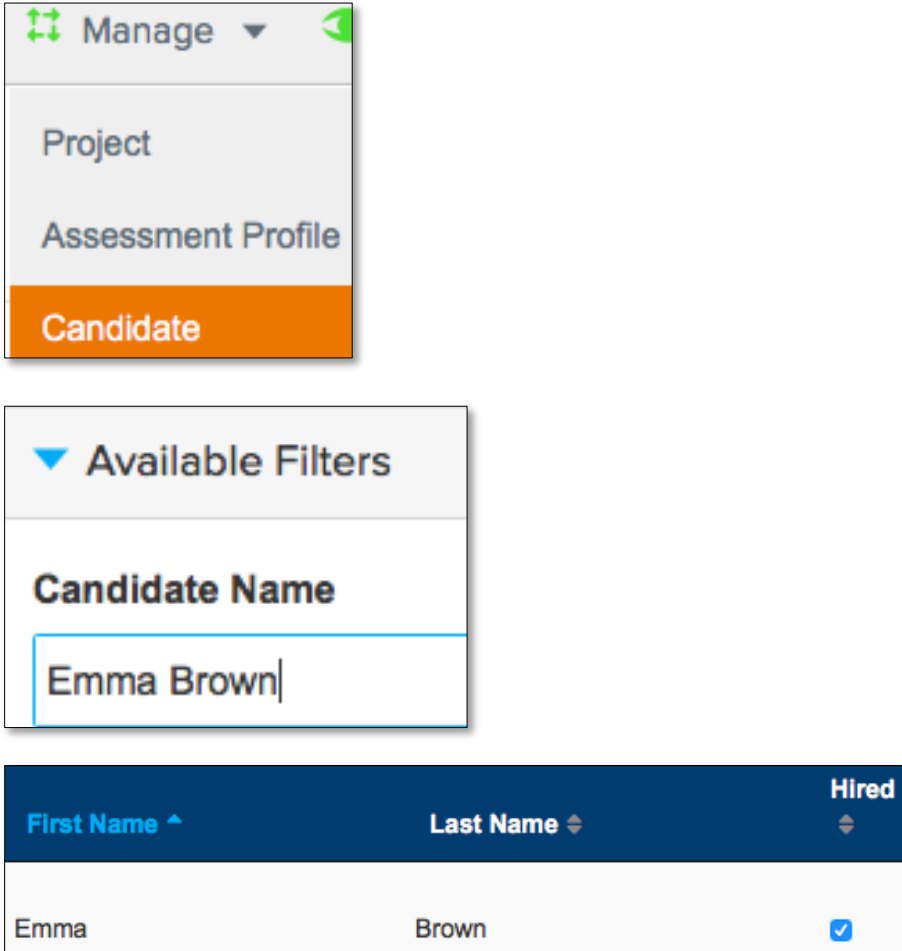
Candidate Data Deletion

Instructions on how to delete and retain candidate data



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

Description	Navigation																										
	<p>Go to Manage → Select Projects</p>																										
	<p>Locate the project using Available Filters or search through the list</p>	 <table border="1"> <thead> <tr> <th>Favourite</th> <th>Project Name</th> <th>Project Type</th> <th>Created By</th> <th>Invited</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> ★</td> <td>HR Co-ordinator</td> <td>Basic</td> <td>SHL Impersonate...</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/> ★</td> <td>Technical Support Specialist</td> <td>Basic</td> <td>Sanica Sharma</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/> ★</td> <td>HR Manager</td> <td>Basic</td> <td>SHL Impersonate...</td> <td>5</td> </tr> <tr> <td><input type="checkbox"/> ★</td> <td>HR Manager 2</td> <td>Basic</td> <td>SHL Impersonate...</td> <td>0</td> </tr> </tbody> </table>	Favourite	Project Name	Project Type	Created By	Invited	<input type="checkbox"/> ★	HR Co-ordinator	Basic	SHL Impersonate...	4	<input type="checkbox"/> ★	Technical Support Specialist	Basic	Sanica Sharma	0	<input type="checkbox"/> ★	HR Manager	Basic	SHL Impersonate...	5	<input type="checkbox"/> ★	HR Manager 2	Basic	SHL Impersonate...	0
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<p>Deleting Candidate Data</p>	<p>Expand Basic Settings section of the selected project</p>																										
	<ul style="list-style-type: none"> • Enable close project • Insert the number of months after the closure date for which the data should be held • Insert the closure date • Click Update to save the changes • If the deadline date on the project has passed, change it to reflect the current day, or a date in the future. 	 <p>Basic Settings*</p> <p>Project Name* HR Assistant</p> <p>Marked as Favorite No</p> <p>Automated Decision Making <input type="checkbox"/></p> <p>Deadline Date July 31st 2020 Deadline Date Passed</p> <p>Application Form Basic Application Form</p> <p>Tag Label Department</p> <p>Close Project <input checked="" type="checkbox"/></p> <p>Data Deletion Period (months) 5</p> <p>Closure Date 20-08-2020</p> 																									

Description	Navigation							
<p>Retaining Candidate Data</p>	<p>To retain a particular candidate's data on a project on which a Data Deletion has been applied, find the candidate in the Manage Candidates section and enable hired.</p>	 <p>The screenshot shows the 'Manage' dropdown menu with 'Candidate' selected. Below it is the 'Available Filters' section with 'Candidate Name' set to 'Emma Brown'. At the bottom, a table lists the candidate 'Emma Brown' with the 'Hired' checkbox checked.</p> <table border="1" data-bbox="1003 1142 1905 1330"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Hired</th> </tr> </thead> <tbody> <tr> <td>Emma</td> <td>Brown</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	First Name	Last Name	Hired	Emma	Brown	<input checked="" type="checkbox"/>
First Name	Last Name	Hired						
Emma	Brown	<input checked="" type="checkbox"/>						

