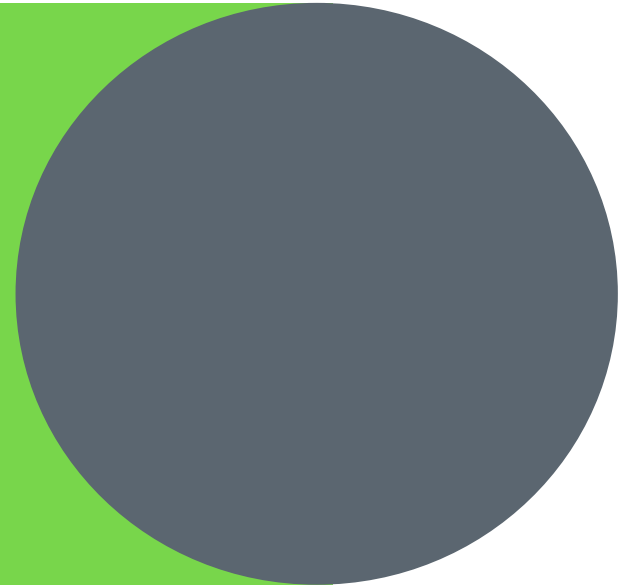


# SHL TalentCentral™

## Quick Start Guide



### **Contents:**

- Creating a Project
- Managing and Editing a Project
- Viewing Project/Assessment Results

This document is designed to support your learnings following TalentCentral™ System Administration Training

For more detailed information and support please visit: <https://support.shl.com>

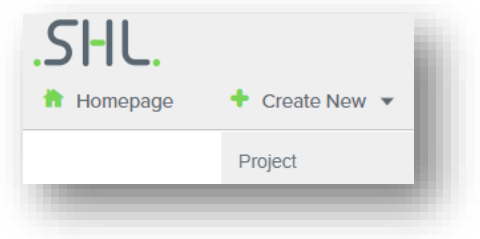
## Creating a Project

### Log In:

- Navigate to the SHL TalentCentral™ website:
- <https://talentcentral.us.shl.com/admin/login>
- Your username will be the email address you registered with.

### Creating a New Project:

- Once logged in, select the **Create New** option from the menu bar.
- Then select **Project** from the drop down.
- A project will contain all your assessments, reports, dates, and candidates.
- A project consists of seven section headers. Simply 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: <b>Not Defined</b>	
▶ Candidates*	Candidates <b>0</b>	Single-Use Links : <b>0</b>	Multi-Use Links : <b>0</b>
▶ Notifications	Results Received : <b>true</b>		
▶ Emails	Reminders: <b>0 Reminder(s) set</b>		
▶ Candidate Messages			



Section Headers marked with an asterisk (\*) are mandatory and must be completed

## Basic Settings:

Click on **Basic Settings** to expand the section header (see below). This contains six fields, which are:

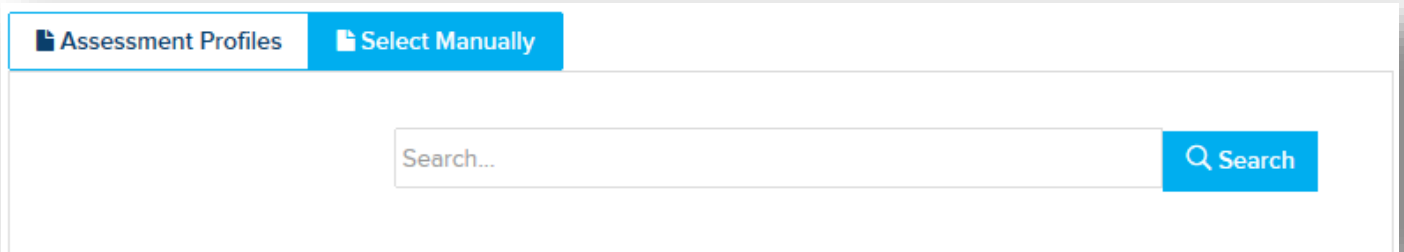
- i. **Project Name\*** - Enter a name to identify the project (e.g. Administrative Assistant).  
Select **Favourite** if you want to be able to access the project directly from the homepage.
- ii. **Project Description** - Enter information about the project or role.
- iii. **Deadline Date or Days for Completion** - 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.
- iv. **Application Form** - If required, select from the drop down the bio data form for the candidate to complete. Select **Preview** to have an advance view of the information a candidate will enter.
- v. **DPN (Data Protection Notice)** – Select from Standard DPN or GDPR compliant DPN. For more information on choosing the appropriate DPN, click [here](#).
- vi. **Project Tags** - A way to link projects with certain data e.g. departments or geographical locations within an organisation. Select Location from the drop down to display your available tags, then select your preferred tag.

The screenshot shows a form with the following fields and controls:

- Project Name\***: Input field containing "e.g., Java developer hiring" and a **Favorite** button.
- Project description**: A large text area for entering project details.
- Deadline Date\***: A date picker showing "dd-mm-yyyy" and a **Calendar** icon.
- Application Form**: A dropdown menu showing "Choose Application Form" and a **Preview** button.
- DPN**: A dropdown menu showing "DPN - GDPR Compliant" and an information icon.
- Project Tags\***: A dropdown menu showing "Choose Tag".

## Products:

Click on **Products** to expand the section header; there are two fields you can choose from, choose **Select Manually**.



The screenshot shows a user interface with two tabs: 'Assessment Profiles' and 'Select Manually'. Below the tabs is a search bar with the placeholder text 'Search...' and a blue 'Search' button with a magnifying glass icon.

- There is the option to search for a product by name or description, or to scroll through the list of products by categories.
- Searching by name or description:
  - o When searching by name or description, the results will provide you with a list of matching products.
  - o To add a product, select the product header, and then click on **Add**.
  - o Some products will require you to select additional information e.g. comparison group, reports or languages
  - o Products that have been added will appear under the title *Selected Products* on the right hand side.
  - o Assessments added at the time of creating a project are called Core Products
- Searching Product Categories:
  - o When searching by product categories, click on **See More ->**, to display the full range of available products.
  - o To add a product, select the product header, and then click on **Add**.
  - o Some products will require you to select additional information e.g. comparison group, reports or languages
  - o Products that have been added will appear under the title *Selected Products* on the right hand side.
  - o Assessments added at the time of creating a project are called Core Products.

## Users:

Click on **Users** to expand the section header:

- Choose a **User Group**:
  - o A user group includes all the users able to perform certain tasks on the project such as viewing the assessment results.
  - o Your user account may be associated with one or more user groups.
  
- Adding more users to the project:
  - o You can add additional users who are not part of the selected user group.
  - o Under the title *Want to add more users to the project?* type in the name of the additional user.
  - o Then click on **Add**.



Your permissions within a User Group will depend on how your system is configured. You can view this in [Welcome > Settings](#) in the top right hand corner.

The screenshot shows a user management interface with two main sections:

- Choose a user group for the project\***: A dropdown menu with four options: "Operations Team" (selected with a checkmark), "Executive Team", "HR Team", and "Financial Analysis Team". A "See users" button is located below this menu.
- Want to add more users to the project?**: A text input field containing "John Admin" with a clear (X) button on the left and an "Add" button on the right.

## Candidates:


Click on **Candidates** to expand the section header.


There are four different methods to add candidates to a project:


<p><b>Individual Candidates</b></p>	<ul style="list-style-type: none"> <li>• Used when you know the names of your candidates and would like to invite them to take an assessment.</li> <li>• Invitation emails will be sent from TalentCentral.</li> <li>• Reminder emails can be sent.</li> </ul>
<p><b>Bulk Import</b></p>	<ul style="list-style-type: none"> <li>• Used when you know the names of your candidates and you have a large quantity of them to add.</li> <li>• Candidate details are added to a spreadsheet and imported.</li> <li>• Invitation emails will be sent from TalentCentral.</li> <li>• Reminder emails can be sent.</li> </ul>
<p><b>Single Use links</b></p>	<ul style="list-style-type: none"> <li>• Used when you do not have the details for a single candidate, but would like to create an assessment link for them.</li> <li>• The unique link will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing the link.</li> <li>• Candidates will self-register their details prior to completing the assessment.</li> </ul>
<p><b>Multi Use links</b></p>	<ul style="list-style-type: none"> <li>• Used when you want candidates to be able to self-register for an assessment using a URL.</li> <li>• The URL will not be sent to candidates via TalentCentral, and the administrator is responsible for distributing this.</li> </ul>

Individual Candidates:



- Fill in their **Title**, **First Name**, **Last Name** and **Email address** and select their **Language**.
- Then click on **Add**.

 Add individual candidates


 Know who your candidates are and want to invite them to take the assessment via email?

Title	First Name	Last Name	Email address*
None 	John	Doe	John.Doe@example.com

Language

English-US  

To upload many candidates, use [Bulk Import](#). [Download a template file](#).

 Add individual unknown candidates


Bulk Import:


- Click on **Download a template file**, to download the CSV template.
- Fill in the five columns on the spreadsheet (they are **Title**, **First Name**, **Last Name**, **Email address** and **Language**), then save the template as a CSV file.
- Click on **Bulk Import**, and then select the completed template to import.


  
Bulk Import requires only First Name, Last Name and Email address.

Single Use Link:

- Enter in the number of links required.
- Links will be generated once the project is published.
- To find out how to access the links, see [Accessing Single Use Links](#).

 Add individual unknown candidates

Generate single use links   [Reset](#)

 Links will be generated when Project is saved.

### Multi Use Link:

- Enable multi use link by selecting the check box.
- Enter the maximum number of candidates allowed.
- The URL will be generated and available once the project is published.
- To find out how to access the links, see Accessing Multi Use Links.

Want to post this project to a web page?

Enable Multiple Use Link

Maximum number of uses

10

Reset

### Notifications:

Click on **Notifications** to expand the section header. This allows you to choose the type of notification the user will receive for the project.

- **Send notifications to the project creator**
- **Send notification to all users who are assigned to the project** will notify all users in the User Group with the correct permission level.
- By using the BCC functionality the specified users will receive a blind copy of any notifications TalentCentral distributes to candidates.

### Emails:

Click on **Emails** to expand the section header, this will:

- Allow you to create your email alias and select from the available list.
- Allow you to set multiple reminders for your candidates.
- Allow you to create, review and edit the invitation and reminder emails

Email alias selected: Training Team

Assessment Invitation: SHL Default

Reminder 1: SHL Default

Reminder Date: dd-mm-yyyy

Days before Project Deadline: None

Add Reminders

Create New Email Template

Cancel Save

Template Name

Edit Language: English (International)

Email Subject

B I P Font Size A A-



**Candidate Messages:**

You are able to choose the messaging in three areas of the candidate workflow: on the Candidate Login Page, the Assessment Home Page and on Assessment Completion.

There are several preconfigured messages that you can select from.

A blue radio button highlights the default setting.

▼ Candidate Messages

**Assessment Completion**  
(Displays after candidate completes all assigned assessments)

Please choose from the following options:

- Thank you for completing your assessments. You have no further assessments to complete.
- Thank you for completing your assessments. You will hear from us shortly.
- Thank you for completing your assessments. Based on your results we may contact you for next steps.
- do not show a message
- This is a message for training purposes to show on the candidate home page after an assessment is completed.

**Candidate Login Page**  
(Displays on login page)

Please choose from the following options:

- Welcome! Please Sign In to proceed. If you do not have a login, click to Sign Up
- Welcome! You are now entering a website that allows you to take the assessments you need to demonstrate your potential. Please login to proceed. If you do not have a login, click Create Account.
- Welcome! You are now entering a website that allows you to take the assessments you need to demonstrate your potential. This website has capabilities that allows you to provide information about yourself that helps make the application process powerful and efficient. Please login to proceed. If you do not have a login, click Create Account.
- This is an example message for training purposes. This is to appear on the Candidate Home Page before the assessments begin.

**Assessment Home Page**  
(Displays on candidate's home page)

This message displays on the page that lists the assessments the candidate needs to take.

Please choose from the following options:

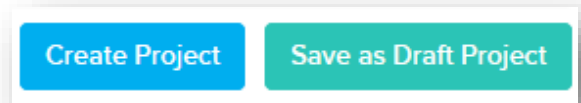
- See below for information that you need to proceed.
- The following list of assessments helps us assess your potential.
- This is an example message for the candidates to view on the assessment pages after login. Training purposes only.

If you require customised texts, please contact your company administrator for further guidance.

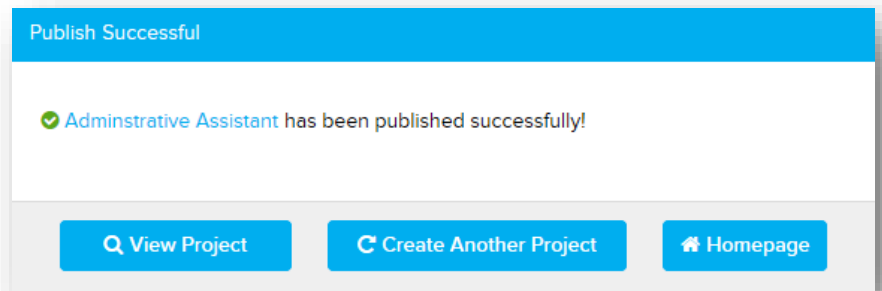
**Publishing a project:**

Once you have completed all section headers:

- Select **Create Project**, from either the top right or bottom right corner of the page, this will publish your project.



- Once the project has been published, a notification will appear to confirm and also allow you to view the project you just created, create another project or visit your homepage.

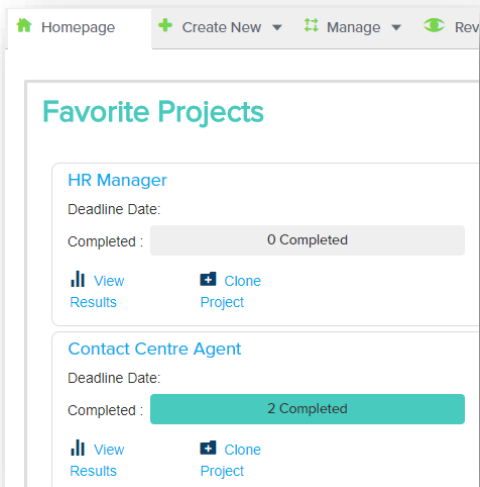


## Managing and Editing a Project

You can manage and edit projects either from the menu bar or directly from any favourite projects that have been saved to your homepage.

### Locating Favourite Projects:

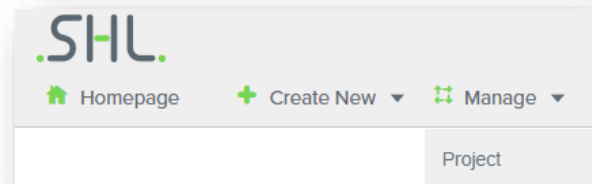
- Projects that have been marked as favourite are listed on your homepage for easy access.
- By clicking on the project name you will be able to manage your project.
- Click on **View Results** to go directly to the project's results.



## Locating and Managing Existing Projects:

To edit and/or add information to an existing project which is not listed as a favourite:

- Select **Manage** from the menu bar on the top of the page.
- Then select **Project** from the drop down.
- Locate your project from the list available or use the filters to search for a specific project.
- Click on the project name to select your project.
- After a project has been published, you can:
  - o Edit products.
  - o Add additional users to the project.
  - o Add or manage candidates.
  - o Edit notifications, invitations and emails.



## Accessing Single Use Links:

Single Use Links allow you to add the details of a candidate at a later stage. To add these details first locate the project (see Locating and Managing Existing Projects). Then:

- Select the section header called Manage Candidates.
- Single use links will be displayed as Unnamed Candidate.

	First Name	Last Name	Email	Date Started	Date Completed	Status	Deadline Date	
<input type="checkbox"/>	Jane	Smith	jane.smith@example.com	-	-	Not Invited	30-09-2018	<a href="#">Link</a> <a href="#">Start</a>
<input type="checkbox"/>	Unnamed Candidate	Unnamed Candidate	Not Available	-	-	Not Invited	30-09-2018	<a href="#">Link</a> <a href="#">Start</a>
<input type="checkbox"/>	Unnamed Candidate	Unnamed Candidate	Not Available	-	-	Not Invited	30-09-2018	<a href="#">Link</a> <a href="#">Start</a>

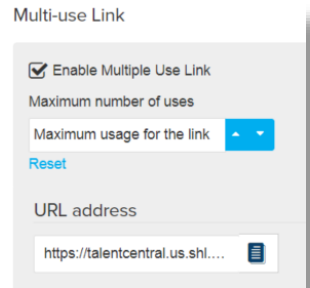
- To access the link directly select **Link**.
- If you are supervising your candidates assessments select **Start**.
- To export the links into an excel spreadsheet select **Export Links**.



### Accessing Multi Use Links:

Multi Use Links allow you to create a URL that can be distributed to multiple candidates. To access this link, first locate the project (see Locating and Managing Existing Projects). Then:

- Select the section header called Add Candidates.
- On the right hand side, under the title *Multi Use Link*, you will see a **URL address**.
- To copy the Multi Use Link URL click on the icon to the right.

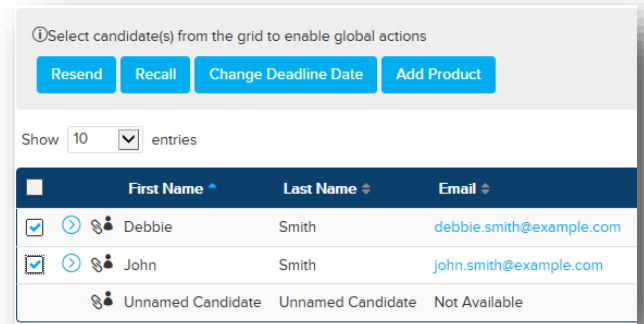


### Resending Emails:

To resend invitation emails to a candidate: first locate the project (see Locating and Managing Existing Projects).

Then:

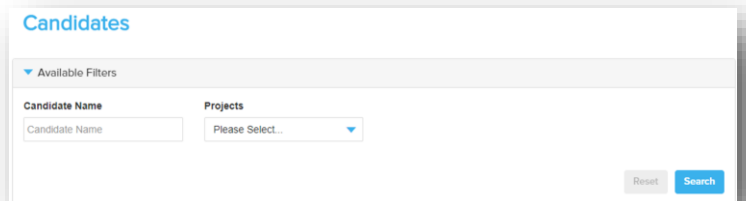
- Select the section header called **Manage Candidates**.
- Select your candidate(s) by checking the box.
- Then click on **Resend**.



### Managing Candidates:

To edit information for existing candidates:

- Select **Manage** from the menu bar on the top of the page.
- Then select **Candidate** from the drop down.
- You can search for your candidate by name or by project.
- Candidates will have separate entries for each project they have been registered for.
- You can see which candidates have registered for a project by using the filter by project name functionality.



There are two actions available once you've located your candidate.

- Manage Candidate takes you directly to the project the candidate was a part of.
- Project Results takes you directly to the results for the project the candidate was a part of.



## Viewing Project / Assessment Results

### Locating your project:

- Select **Review** from the menu bar at the top of the page.
- Then select **Projects** from the drop down.
- Locate your project using the available filters or by searching through the list, then select your project by clicking on the project name.

Available Filters

<b>Name</b> <input type="text" value="Name"/>	<b>Project Tag</b> <input type="text" value="Please Select..."/>	<b>Project Tag Options</b> <input type="text" value="Please Select..."/>	<b>Status</b> <input type="text" value="Created, Deadline Date Passed, Draft, In Prog..."/>
<b>Project Type</b> <input type="radio"/> Basic <input type="radio"/> Precise Fit Project	<b>Favourite</b> <input type="text" value="Please Select..."/>	<b>Created Date</b> <input type="text" value="Equal To"/>	<b>Date</b> <input type="text" value="dd-mm-yyyy"/> <input type="button" value="Reset"/>
<b>Deadline Date</b> <input type="text" value="Equal To"/>	<b>Date</b> <input type="text" value="dd-mm-yyyy"/> <input type="button" value="Reset"/>	<b>Products</b> <input type="text" value="Please Select..."/>	<b>Created By</b> <input type="text" value="Please Select..."/>
<b>Location</b> <input type="text" value="Please Select..."/>	<b>Sub Location</b> <input type="text" value="Please Select..."/>		

## Viewing results:


- Once you've selected your project, the candidate's details will be displayed.

Candidate	Verify - Numerical Reasoning	Verify - Verbal Reasoning	Occupational Personality Questionnaire OPQ32r	Report	Dates
	Percentile	Percentile	Main	Available	Deadline Date
	Main	Main			
Wendy Watts Wendy@example.com	70	94	See Report	4/4 6/12	20-03-2018

- To switch between the status and results select the buttons located on the left.






## Skills Assessments

Results are displayed on screen and there is a detailed report available. Click on the blue pdf icon  in the report column to download the file.

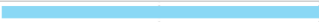




Microsoft PowerPoint 2013 (adaptive)	Report
Percentile	Available
Main	
1	1/1

## Personality Questionnaires

- If multiple reports have been requested, click on See Report or the report icon  5/12 to display the full list of available reports.
- Then select on the blue pdf icon  in the report column to download the file.
- For some assessments an onscreen icon  4/4 indicates the option for onscreen reporting :

Occupational Personality Questionnaire OPQ32r	Report
Main	Available
See Report	4/4 5/12

Available Reports
Manager Plus Report
Universal Competency Report
Sales Report
Verify Ability Test Report

3.1 Relating and Networking	
3.2 Persuading and Influencing	
3.3 Presenting and Communicating Information	
4.1 Writing and Reporting	
4.2 Applying Expertise and Technology	

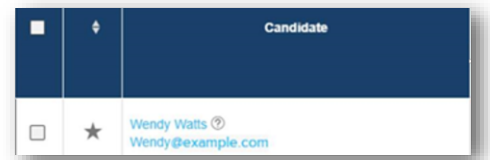
## Report Downloads:

It is possible to request a report download of the results for an individual or all candidates. To activate the functionality you must first select the candidate/candidates.

Request Report Download ▾

For an individual candidate check the box to the left of the candidate 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. This will be sent to you via email.

Request Report Download ▾

Quick Report Download  
All Selected Reports  
Customise Download  
Export Results Table

And that's it – we've covered all the basics to get you up and running on TalentCentral.

If you would like further training on how to use or configure your TalentCentral platform please [register](#) for our public training sessions or contact [systemtraining@shl.com](mailto:systemtraining@shl.com).

This document is designed to help you quickly administer assessments in The SHL TalentCentral™ platform.  
For more detailed information and support please visit: <http://support.shl.com>



## About SHL

SHL is a best practice insight and technology company. In partnership with leading organizations around the globe, we develop innovative solutions to drive corporate performance. 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.