Creating a project

Please sign in to your SHL Online Self-service account to create a project.

To receive a list of all available products on Self-service, click on **Product Selection.** Alternatively you may wish to use the **Product Search** option. Both can be found just below the SHL Talent Measurement logo on the left-hand side.

.SHL.

Products   **My SHL**

Product Selection
Product Search

Welcome to SHL Online

- **Search for your desired product** using the search function, located below the SHL banner on the right-hand side. Alternatively, you may wish to refine your search by selecting an Industry, Languages, Propositions or Product Type.
- **All prices displayed are per item** and excluding tax. Countries where tax is applicable will have this automatically calculated, added and displayed during the checkout process.
- To receive further information about a product you can click on the product name.
- **Choose your product** by selecting the language you wish to assess your candidates in and click on **Add to Basket**. You can choose to continue with your product selection or go to **Your Basket**.
- The contents of **Your Basket** are displayed on the right-hand side allowing you to see your chosen products at all times.

When you have finished your product selection, click on **Go to Basket** to preview your items. You can choose to **Remove** items that you no longer require. If you are happy with your selection, click on **Continue** where you can enter your Project Details.

You will need to:

- Create a Project Name
- Select Comparison Groups
- Specify the deadline date you wish to set for candidates
- Choose reminder emails
- Specify report recipients

During this process you can click on the ⑦ icon to receive further information and guidance on each section.

Click on **Continue** to enter candidates' information and again to customise your Project Emails. The final page displays your **Project Summary** and the **Total Payable** price including tax (if applicable).

Changing information during the project set up

If you wish to make any changes to your project at this point, please click on the relevant section and update the information. Please note you must make any changes required **before** completing the payment process.

Once the request has been received the system automatically creates your assessments and sends the invitation emails to your candidates. The assessments cannot be changed after this point.

You will have the option to add additional products to an existing project if you wish to invite a candidate to complete further assessments.

Managing your existing projects

Please go to **My SHL** and select **My Projects** to:

- Monitor your candidates' progress
- Update candidate information
- Resend emails
- Access results and reports
- Add additional products
- Progress candidates to the supervised assessment stage for multistage assessment

To update your personal information, please select **My Profile**.

Please feel free to visit **Self-service Help** to view a comprehensive list of FAQs and search our knowledgebase to receive guidance on specific topics.