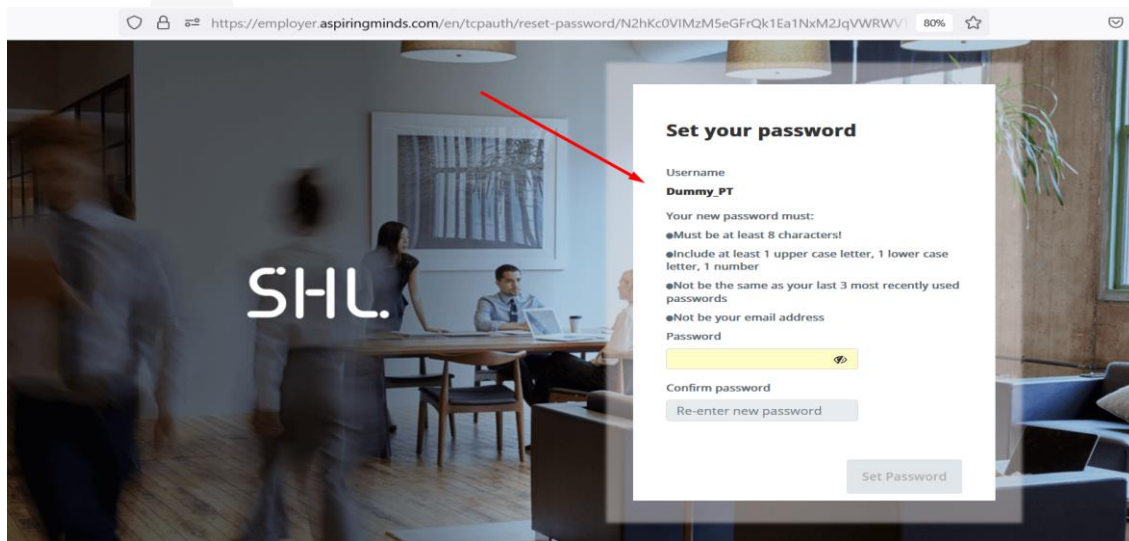


User Manual:

Talent Central Plus

(Recruiter's Assessment Platform)

Platform & Login



TALENT CENTRAL PLUS LINK

Click <https://employer.aspiringminds.com/> to access Talent central plus / Recruiter's Assessment Platform

- Note: Use Chrome v 50.0 & above / Firefox v 40.0 & above browser to access the portal

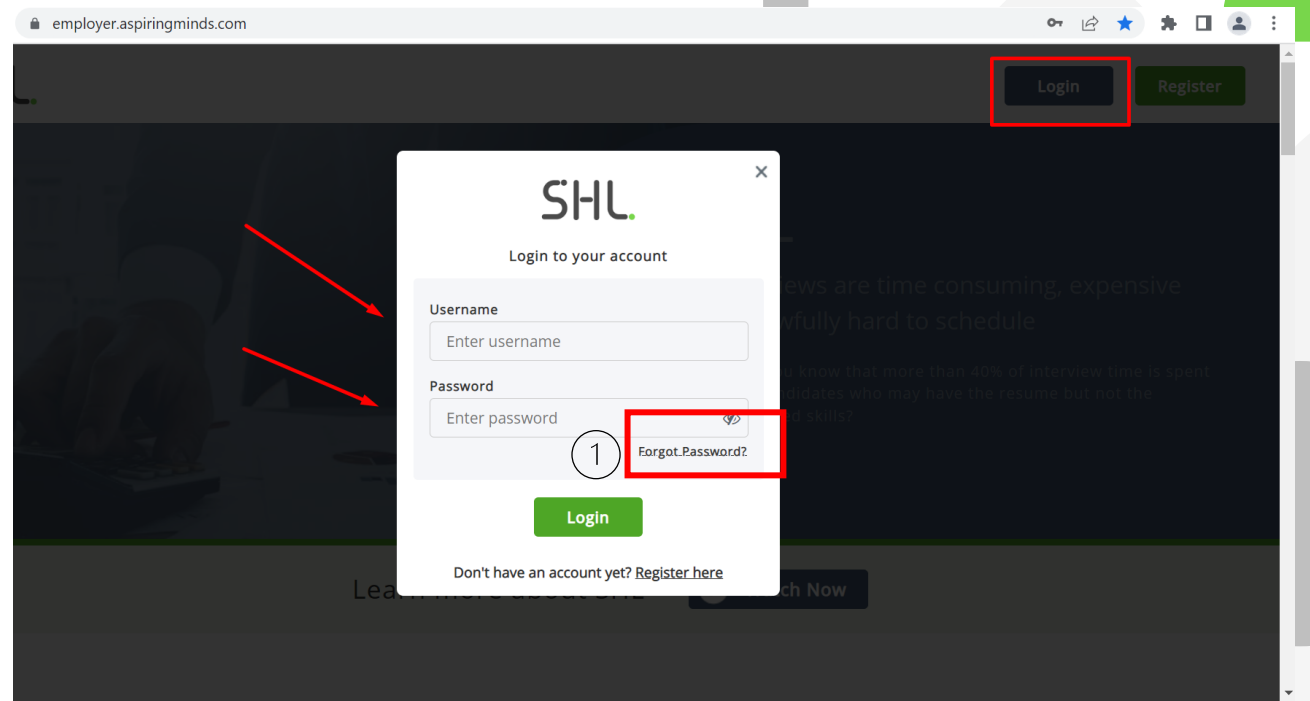
LOGIN

Click Login and enter login credentials provided to access your account

USERNAME & PASSWORD

SHL <donotreply@amcatmail.com> sent an email for your Username & Password. Please check your inbox or spam folder and follow the instructions

- 1 **Forget Password:** You will receive a password reset mail on your registered mail ID once you click on forget password on login page, it will redirect you the page as visible in the picture and you can reset your password.



Dashboard

Talent Central plus/recruiter portal platform is a modified version for the TC+ (recruiter portal). It provides you insight for the assessment statistics with an additional feature of graphical representation. To make your hiring process more convenient it shares the data for assessment status such as expired, completed, pending for participant.

Not Started: Number of participants who have not started their assessments.

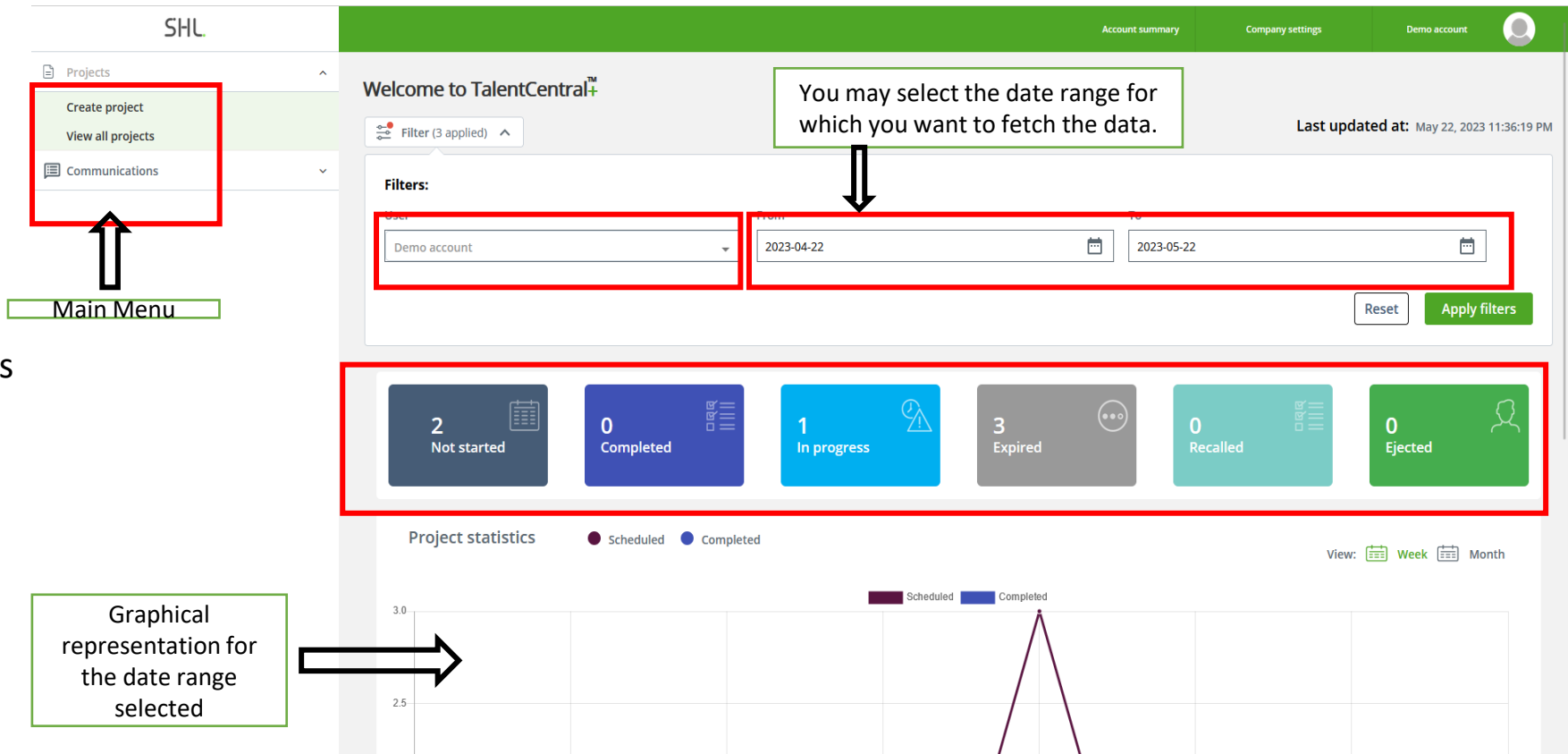
Completed: Number of participants who have completed their assessment.

In Progress: Number of participants who have started but not completed their assessment.

Expired: Number of participants whose assessments have passed their due date.

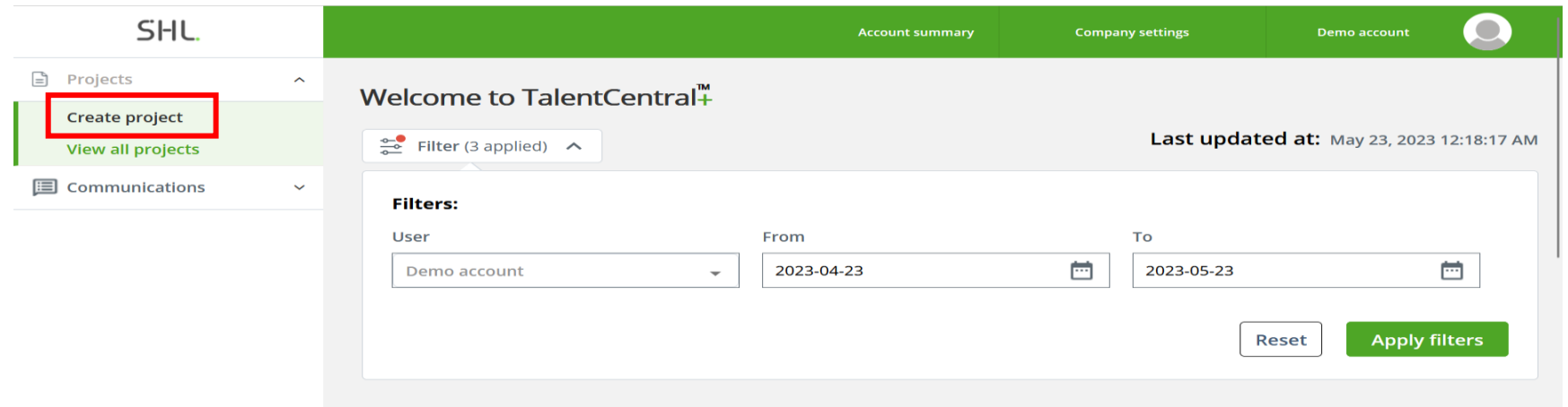
Recalled: Number of participants who have not started & whose assessment links have been cancelled

Ejected: Number of participants logged out of assessments, for violating anti-cheating features & exceeding proctoring thresholds

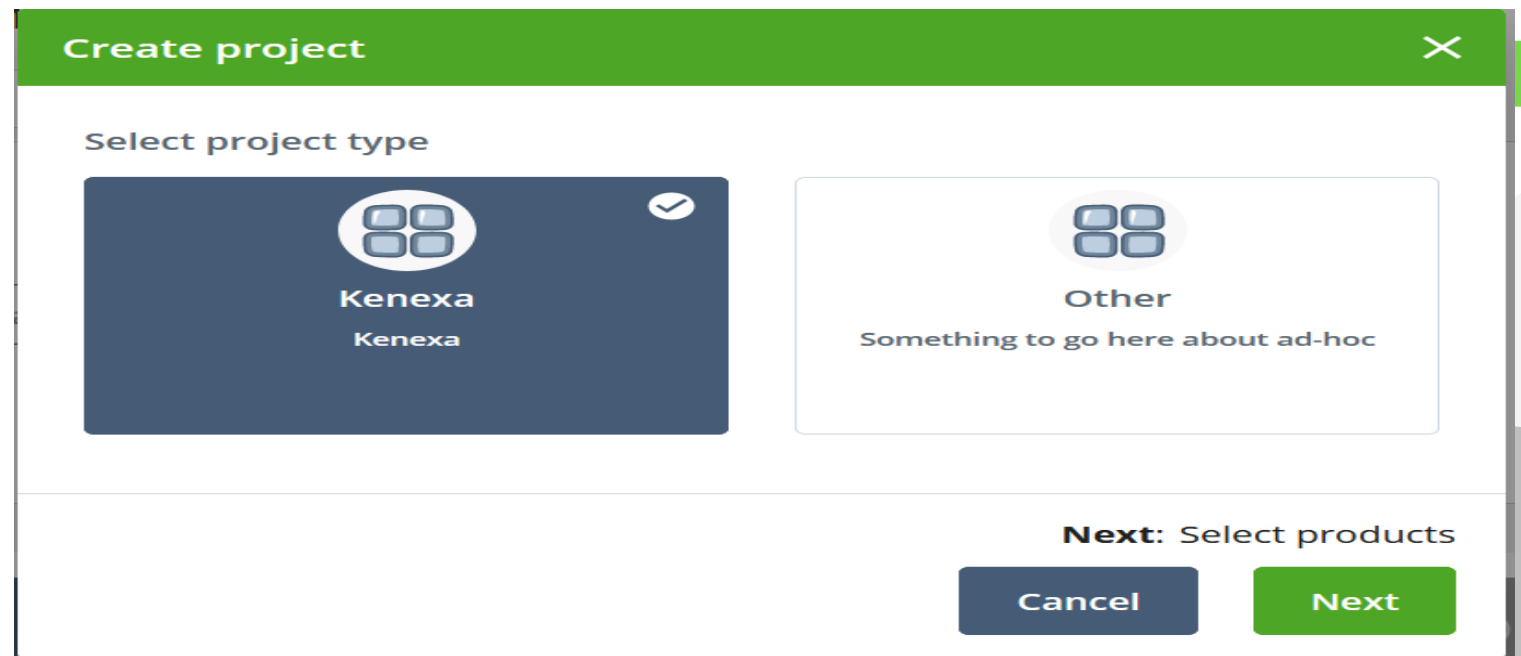


Create Assessment

1 Click Create Projects

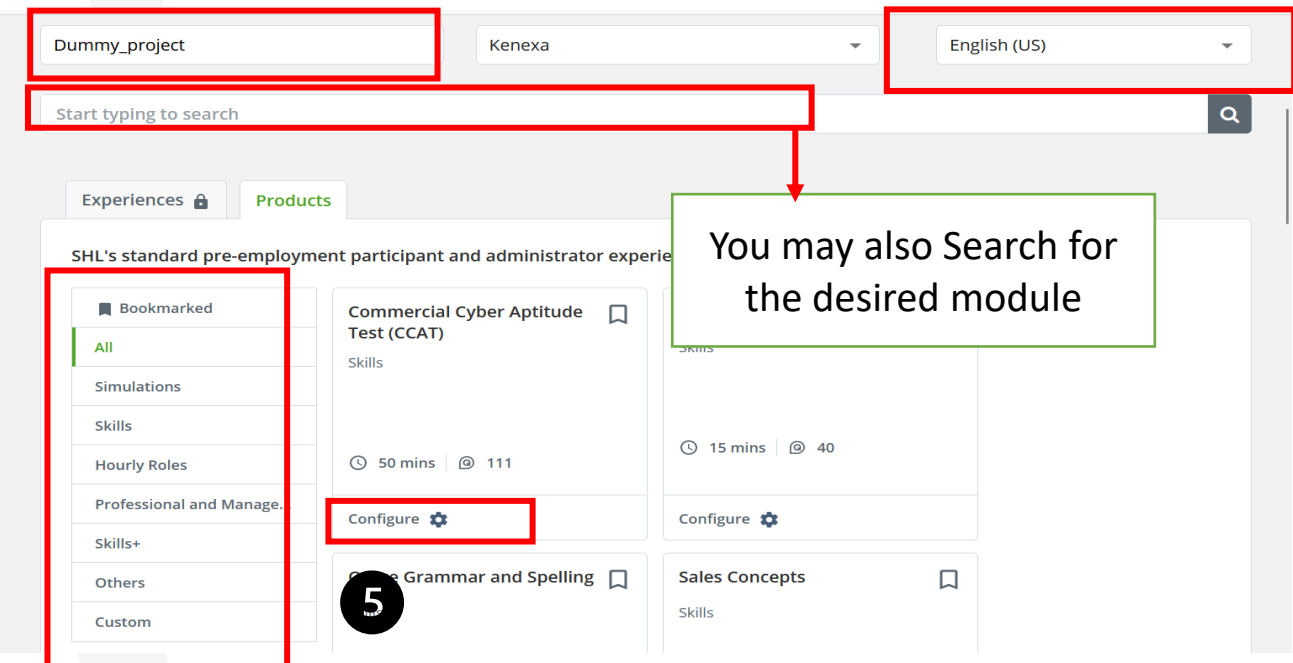


2 Select Kenexa and click on Next button



3 Enter the Project Name

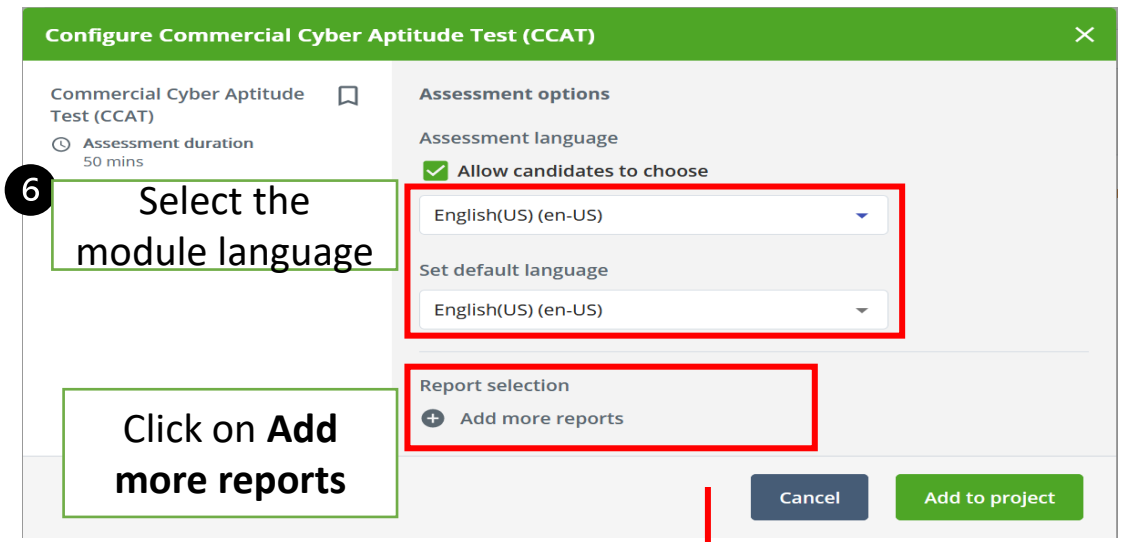
4 Select the assessment language



You may also Search for the desired module

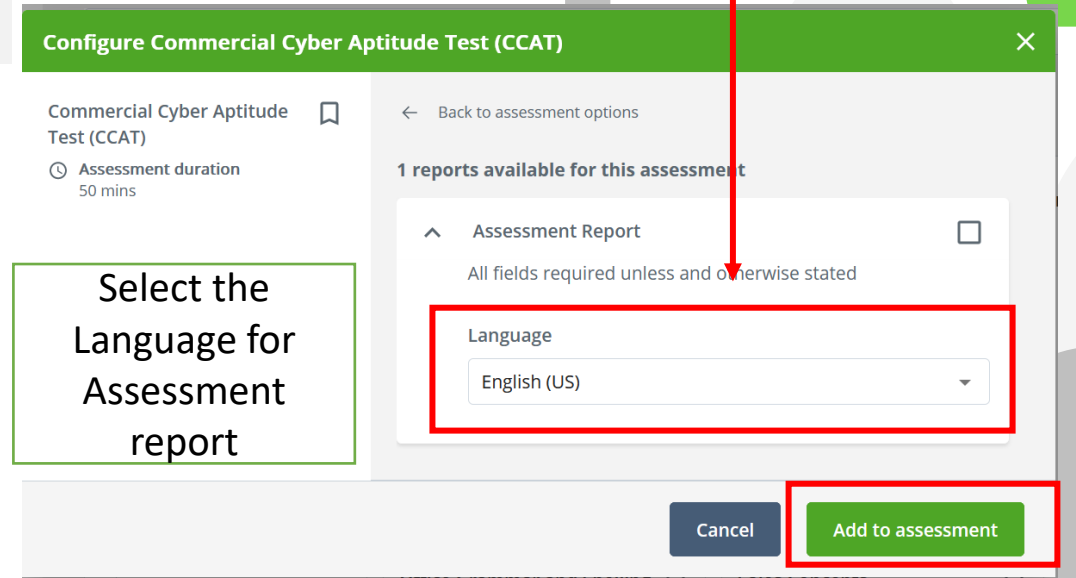
5 Click on **Configure** button of the module which you want to add

This dashboard varies as per the user permission



6 Select the module language

Click on **Add more reports**



Select the Language for Assessment report

SHL Account summary Company settings Demo account

Projects ^

- Create project
- View all projects

Communications v

Create Project: Dummy_project

Assessment workflow Participant experience Review & publish Add people

Assessment workflow: Select products

Search or browse the product catalogue to start building the assessment workflow

Project name: Dummy_project Project type (Solution): Kenexa Assessment language: English (US)

Assessment workflow Participant experience Review & publish Add people

Assessment workflow: Stages & progression

Organize assessments into stages and set progression criteria

Stage settings: Hide the next stages from participants (OFF) Banding: Default Three Band (ON)

Stage 1: Add stage name (optional)

Assessments in Stage 1

Participants can take assessments in: Order shown (selected) Any order

Commercial Cyber Aptitude Test (CCAT)

Available when there is a subsequent stage

Next: Stages & progression

Next: Participant experience

Selected products (1)

Products: Commercial Cyber Aptitude Test (CCAT)

7 Click on **Save & next** button

Save & next

Participant experience

Configure how the assessment workflow is delivered to participants

Assessment delivery

Select which devices participants can take assessments on.

Note: Not all assessments are available on all devices.

Desktop web SHL app Mobile web

Application form

Select an existing application form, or create a new one

Note: If you choose to customize an existing form, it will be saved for this project, but won't be shown in the list of forms for other new projects

Use existing Create New

Selected form: Default Test Form

| Select | Field name | Field type | Values | Required | Actions |
|-------------------------------------|---------------|------------|--------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> | Email | Text Box | NA | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Mobile Number | Text Box | NA | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | First Name | Text Box | NA | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Last Name | Text Box | NA | <input checked="" type="checkbox"/> | |

Project proctoring

Verify the identity of participants and inspect the integrity of assessment environments with a range of automated and live proctoring options.

Note: You may not have permission to edit some options.

Automated proctoring Settings

Participant snapshot iCard Capture
 Browser lock Disable Copy Paste
 Print screen lock

Additional experience options

Participant experience survey

Next: Review & Publish

Back

Save & next

8

Select the desired **devices/Application Form/Project proctoring** as per the requirements and click on **Save & next**

9

Once, you have added the mail ID in the project administration, click on View all projects and add participant in the desired project for scheduling the project.

Once the required details are filled then click on **Review details** and then click on **Publish & exit** button

Assessment workflow Participant experience Review & publish Add people

Review & publish: Additional details

Bookmark project **Review details**

- Bookmark the project if you need to maximize visibility
- Select project admins
- Add optional project tags to aid search and filtering
- Add an optional description to help people understand what the project is for

All fields are required unless stated otherwise

Project name

Project administrators (optional)

Demo account

Send project update notifications to admins

Project tags (optional)

Create new or search for existing tags (separate multiple tags with commas)

Commercial Cyber Aptitude Test (CCAT)

Product Demonstrator

Sales Selector

Customer Service Engineer

Automation Engineer

Scientific Informatics Project Leader

Bookmark project

Review & publish project

Project

Dummy_project

Mode of delivery

Desktop web | Mobile web

Automated proctoring features

Print screen lock

Project administrators

Demo account

| Assessments | Duration | Default language |
|---------------------------------------|------------------------|---------------------|
| Commercial Cyber Aptitude Test (CCAT) | 0 hours 50 mins | English(US) (en-US) |
| Total | 0 hours 50 mins | |

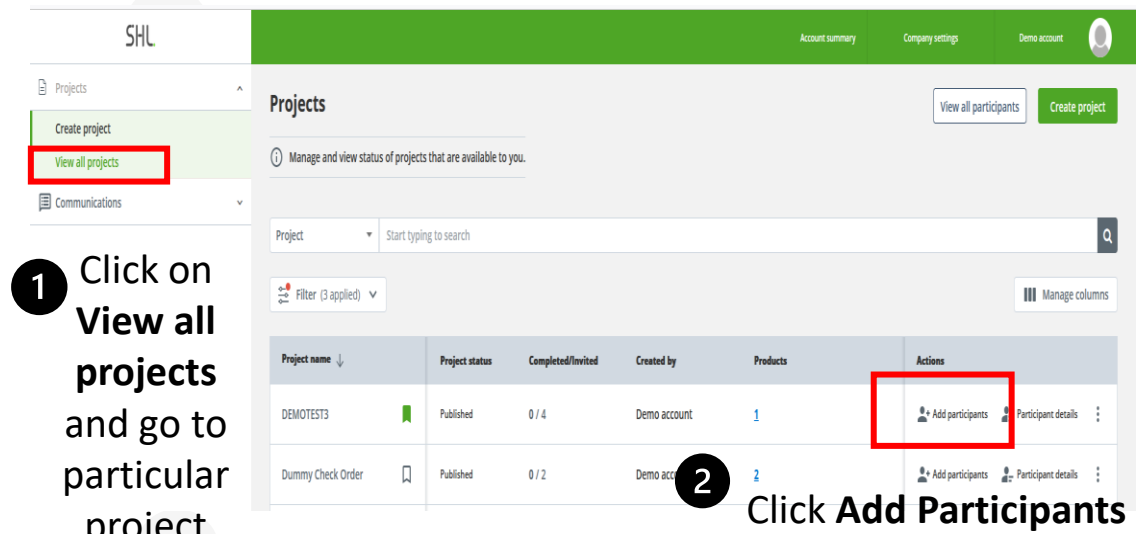
Cancel

Publish & exit

Publish & add people

Schedule Assessment

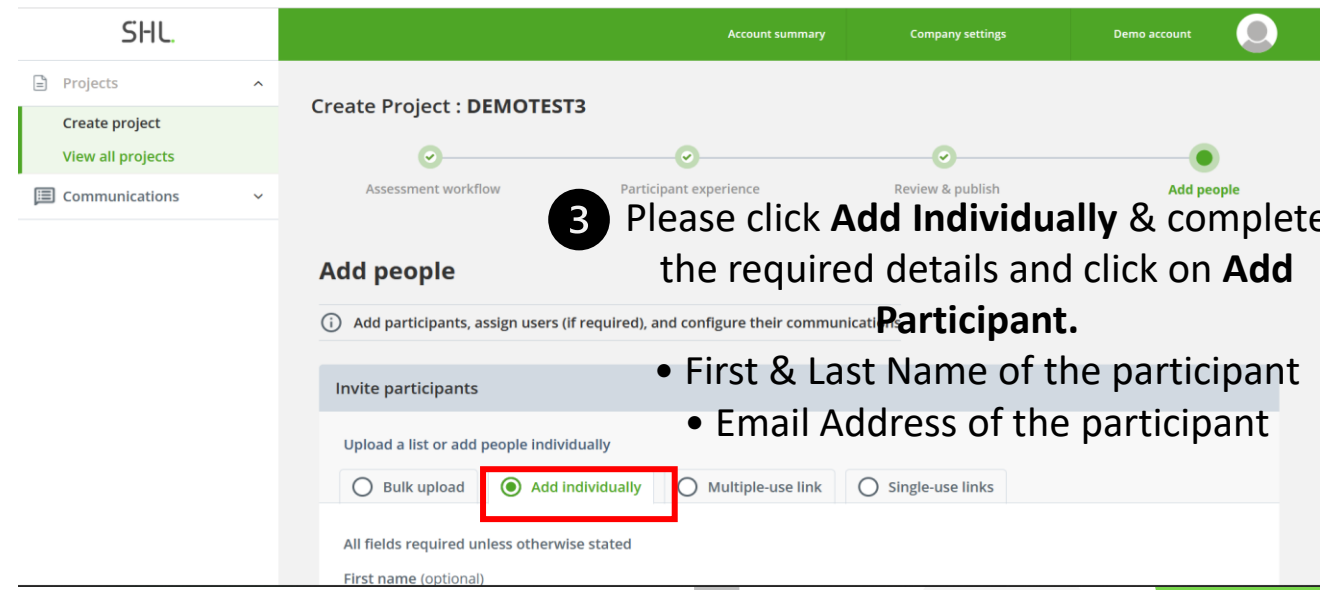
Sending a Individual assessment



1 Click on **View all projects** and go to particular project

2 Click **Add Participants**

| Project name | Project status | Completed/Invited | Created by | Products | Actions |
|-------------------|----------------|-------------------|--------------|----------|---------------------------------------------|
| DEMOTEST3 | Published | 0 / 4 | Demo account | 1 | Add participants Participant details |
| Dummy Check Order | Published | 0 / 2 | Demo acc | 2 | Add participants Participant details |



3 Please click **Add Individually** & complete the required details and click on **Add Participant**.

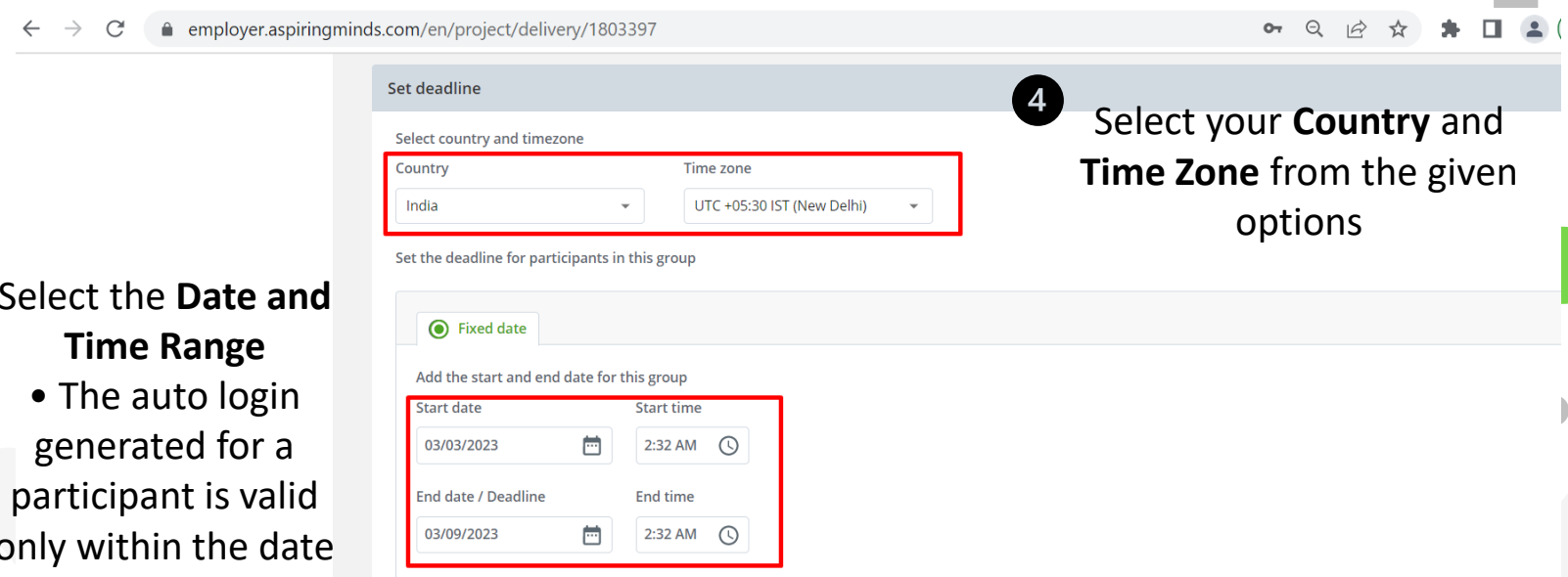
- First & Last Name of the participant
- Email Address of the participant

Add people

Invite participants

Upload a list or add people individually

Bulk upload **Add individually** Multiple-use link Single-use links



4 Select your **Country** and **Time Zone** from the given options

5 Select the **Date and Time Range**

- The auto login generated for a participant is valid only within the date and time range selected

Schedule Assessment

Individual schedule

→ employer.aspiringminds.com/en/project/delivery/1803397

ON Communications

Select and configure emails and other communications

Participant Admin

1 Selected

| <input type="checkbox"/> | Template | Email | Actions |
|-------------------------------------|----------------------------------------------------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | Project invitation | <input checked="" type="checkbox"/> | Configure |
| <input type="checkbox"/> | Completion alert | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Candidate report | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days after assessment validity starts | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days before assessment validity ends | <input type="checkbox"/> | Configure |

+ Add communication

6 Click on Configure to select the required custom template

7 Click on configure for completion alert In the additional recipients enter the mail ID on which the completion alert and candidate report is required to be triggered and SAVE

8 Click on save participant Group

➤ Click on Add Communication tab to send more communication

➤ You can choose the desired template to schedule and send the assessment reminder email as per the requirement

Configure Completion alert

ON

Select template and add any additional recipients

Template: Admin completion alert fo...

Additional recipients: Cc [redacted]

Cc all project users

Bcc

Search users or user groups

Bcc all project users

Preview

Cancel Save Discard changes Save participant group

Configure Reminders

Select when you want the communication to be sent. You can specify a date or a relative duration.

Note: Communications will use the time zone selected in Set deadline

Send 3 days after assessment validity starts

Send on May 23, 2023 12:00 AM

Select communications format: Email SMS

Select template and add any additional recipients

Template: Participant deadline remin...

Additional recipients

Cc

Cancel Save

Review & add people ✕

Project details

Participant group details

Participant group deadline
Mar 3, 2023 03:43 to Mar 6, 2023 03:43 (UTC +05:30 IST)

Project invitation
Invitation

| People | Number of people |
|--------|------------------|
|--------|------------------|

Cancel Save participant group

➤ You can CC or BCC your email address so you'll get a copy of the assessment communication which you can use to resend the same

9 Once details have been reviewed & finalized, click **Save Participant Group** to schedule the assessment

Configure Project invitation ✕

Select communications format

Email SMS

Select template and add any additional recipients

Template
Demo_Aspire

Additional recipients

Cc

Cc all project users

Bcc

Bcc all project users

Cancel Save

Schedule Assessment

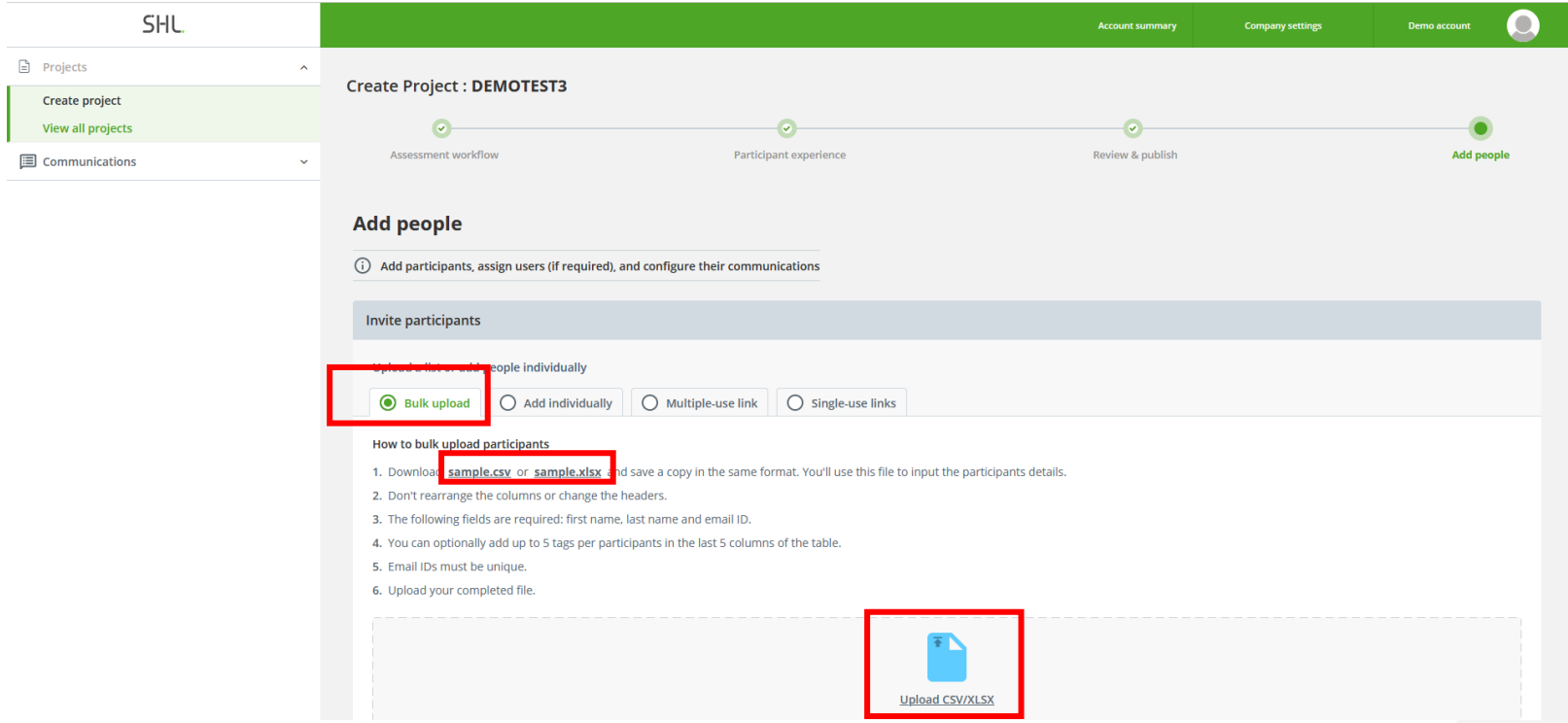
Sending Bulk Assessment

***Recommended especially if you're scheduling 5 or**

1 Please click Bulk data upload

2 Click download sample file CSV or XLSX

3 Follow the instructions in completing the required details in the excel
Save the file on your desktop & upload it to the platform



The screenshot shows an Excel spreadsheet with the following data:

| S.no. | Email | Mobile Number | First Name | Last Name | DOB(mm/dd/yyyy) | Tag1 | Tag2 | Tag3 | Tag4 | Tag5 |
|-------|---------------|---------------|------------|-----------|-----------------|---------|------|------|------|------|
| 1 | email@shl.com | 9876543210 | ABC | XYZ | 08/28/1993 | EMP0001 | | | | |

Schedule Assessment

Bulk schedule

→ employer.aspiringminds.com/en/project/delivery/1803397

ON Communications

Select and configure emails and other communications

Participant Admin

1 Selected

| <input type="checkbox"/> | Template | Email | Actions |
|-------------------------------------|----------------------------------------------------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | Project invitation | <input checked="" type="checkbox"/> | Configure |
| <input type="checkbox"/> | Completion alert | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Candidate report | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days after assessment validity starts | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days before assessment validity ends | <input type="checkbox"/> | Configure |

+ Add communication

Click on **Configure** to select the required custom template

Click on save participant Group

➤ Click on Add Communication tab to send more communication

Discard changes Save participant group

➤ You can choose the desired template to schedule and send the assessment reminder email as per the requirement

Configure Reminders

Select when you want the communication to be sent. You can specify a date or a relative duration.

Note: Communications will use the time zone selected in Set deadline

Send 3 days after assessment validity starts

Send on May 23, 2023 12:00 AM

Select communications format

Email SMS

Select template and add any additional recipients

Template: Participant deadline remin...

Additional recipients

Cc

Cancel Save

Review & add people ✕

▼ Project details

▲ Participant group details

Participant group deadline
Mar 3, 2023 03:43 to Mar 6, 2023 03:43 (UTC +05:30 IST)

Project invitation
Invitation

| People | Number of people |
|--------|------------------|
|--------|------------------|

Cancel Save participant group

➤ You can CC or BCC your email address so you'll get a copy of the assessment communication which you can use to resend the same

6 Once details have been reviewed & finalized, click **Save Participant Group** to schedule the assessment

Configure Project invitation ✕

Select communications format

Email SMS

Select template and add any additional recipients

Template
Demo_Aspire

Additional recipients

Cc

Cc all project users

Bcc

Bcc all project users

Cancel Save

Participant Details

Exporting Assessment Results

- 1 Click **View all Projects** and select the particular project

The screenshot shows the SHL TalentCentral+ dashboard. The left sidebar has a 'Projects' menu with 'View all projects' highlighted in a red box. The main content area displays a 'Welcome to TalentCentral+' message and a filter section with 'Filter (3 applied)' and 'Last updated at: May 23, 2023 12:18:17 AM'. The filter section includes fields for 'User' (Demo account), 'From' (2023-04-23), and 'To' (2023-05-23), with 'Reset' and 'Apply filters' buttons.

- 2 Click **Participant details**

The screenshot shows the 'Projects' page in the SHL TalentCentral+ dashboard. The left sidebar has 'View all projects' highlighted. The main content area shows a 'Projects' header with 'View all participants' and 'Create project' buttons. Below the header is a search bar and a filter section with 'Filter (3 applied)'. A table lists projects with columns for 'Project name', 'Project status', 'Completed/Invited', and 'Actions'. The 'Participant details' link in the 'Actions' column for the 'DEMOTEST3' project is highlighted in a red box.

| Project name | Project status | Completed/Invited | Actions |
|-------------------|----------------|-------------------|------------------------------------------|
| DEMOTEST3 | Published | 0 / 4 | + Add participants - Participant details |
| Dummy Check Order | Published | 0 / 2 | + Add participants - Participant details |

3 To export Individual Assessment Result

The screenshot shows a table with columns: Name & email, Participant Status, Added date, Part, and Actions. Two participants are listed: Sandeep.Kumar@shl.com and priyanka.tiwari@shl.com. The 'Bulk actions' bar at the top contains 'Download participant data' and 'Download PDF reports', both highlighted with red boxes. A red box also highlights the checkmark in the 'Select all' column for the first participant.

➤ Click the check box of a specific participant to export result

To download the result in excel sheet format

To download the result in PDF format

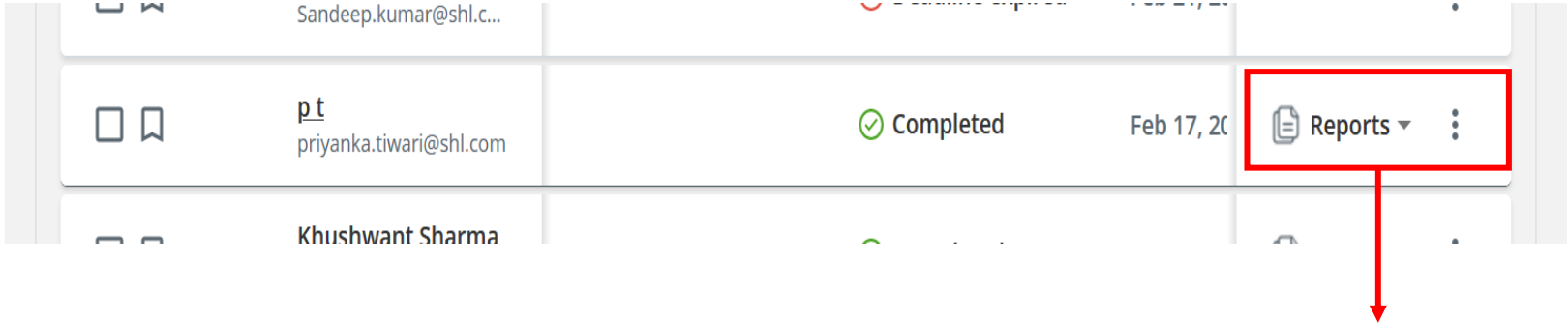
➤ To select the data in desired excel

The dialog box titled 'Download participant data' has two radio buttons: 'Select template' (selected) and 'Create new template'. Under 'Select template', a dropdown menu shows 'Standard Excel' highlighted with a red box. Below it, the 'Format' section has 'Excel(xlsx)' selected. At the bottom are 'Cancel' and 'Download data' buttons.

The dialog box titled 'Configure & download reports' shows a list of reports with 'View report' selected. A 'Language' dropdown menu is set to 'English (US)' and is highlighted with a red box. At the bottom are 'Cancel' and 'Download reports' buttons.

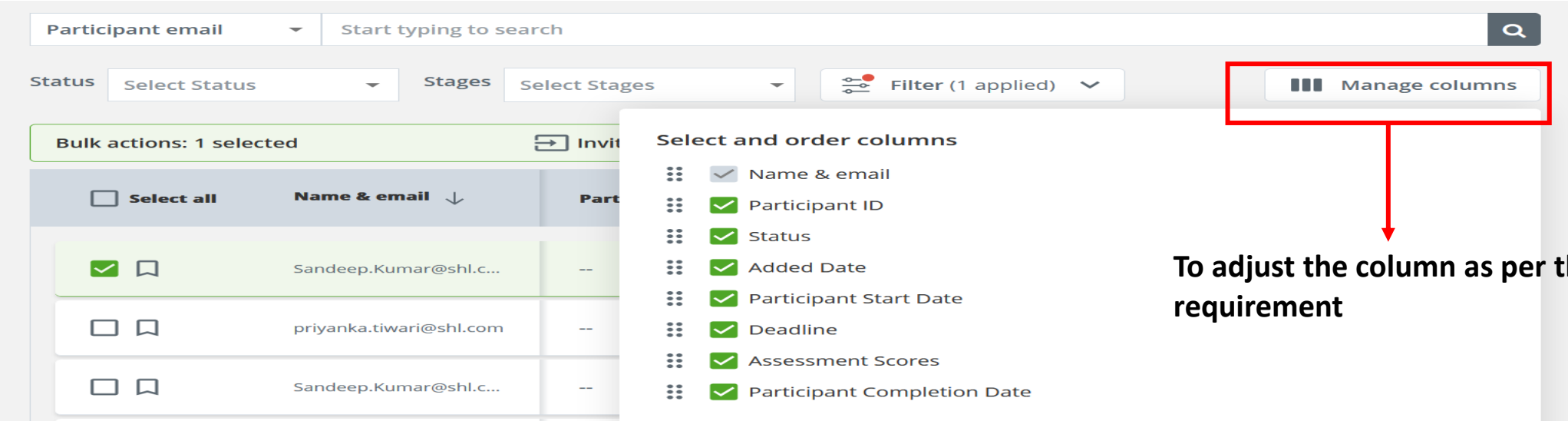
Select the language of the report and click on Download reports

Additional options



| | | | | |
|-------------------------------|-----------|---------------|---------|--|
| Sandeep.kumar@shl.c... | | | | |
| pt priyanka.tiwari@shl.com | Completed | Feb 17, 20... | Reports | |
| Khushwant Sharma | | | | |

Click on Reports to view reports of specific Participant



Participant email Start typing to search

Status Select Status Stages Select Stages Filter (1 applied)

Bulk actions: 1 selected

Select all Name & email

| | | |
|-------------------------------------|-------------------------|----|
| <input checked="" type="checkbox"/> | Sandeep.Kumar@shl.c... | -- |
| <input type="checkbox"/> | priyanka.tiwari@shl.com | -- |
| <input type="checkbox"/> | Sandeep.Kumar@shl.c... | -- |

Select and order columns

- Name & email
- Participant ID
- Status
- Added Date
- Participant Start Date
- Deadline
- Assessment Scores
- Participant Completion Date

Manage columns

To adjust the column as per the requirement

| <input type="checkbox"/> Select all | Name & email ↓ | Participant ID | Stage | Address | Actions |
|-------------------------------------|----------------|----------------|-------|---------|---------|
|-------------------------------------|----------------|----------------|-------|---------|---------|

| | | | | | |
|--------------------------|--------------------------------------------------|---|------------------------|-----|---------------------|
| <input type="checkbox"/> | <u>Khushwant Sharma</u> Khushwant.sharma@s... | 6 | 321980166529818 | 1/1 | Dem... Reports ▾ ⋮ |
|--------------------------|--------------------------------------------------|---|------------------------|-----|---------------------|

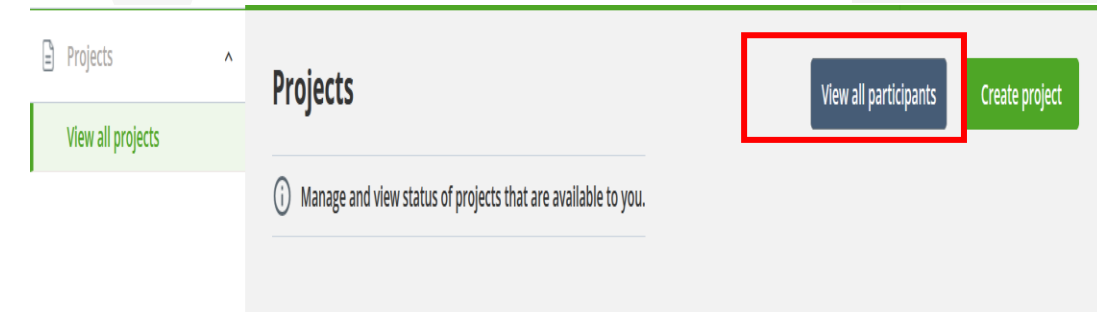
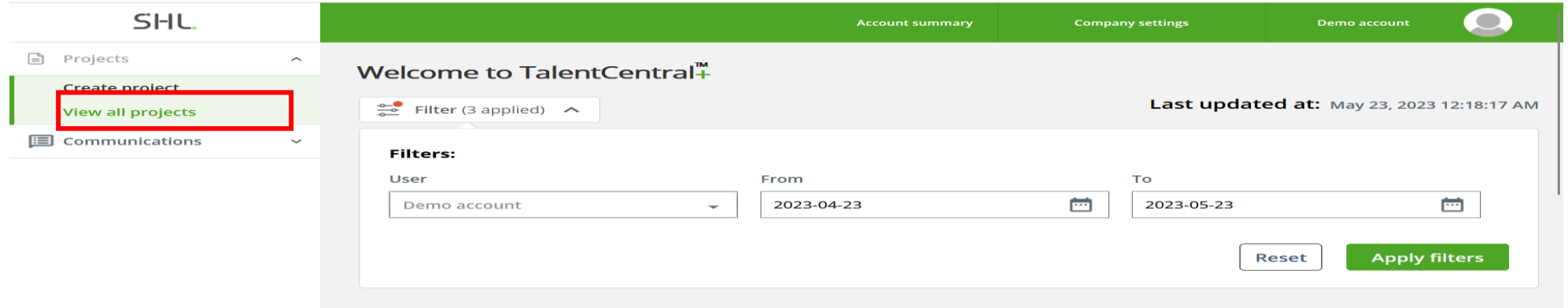
Stage 1

| Fundamentals of Chemistry | |
|---------------------------|-----------------------------|
| Status | Done |
| Overall Score | 6 |
| Started | May 23, 2023 12:31:35 AM |
| Timed | 15 mins |

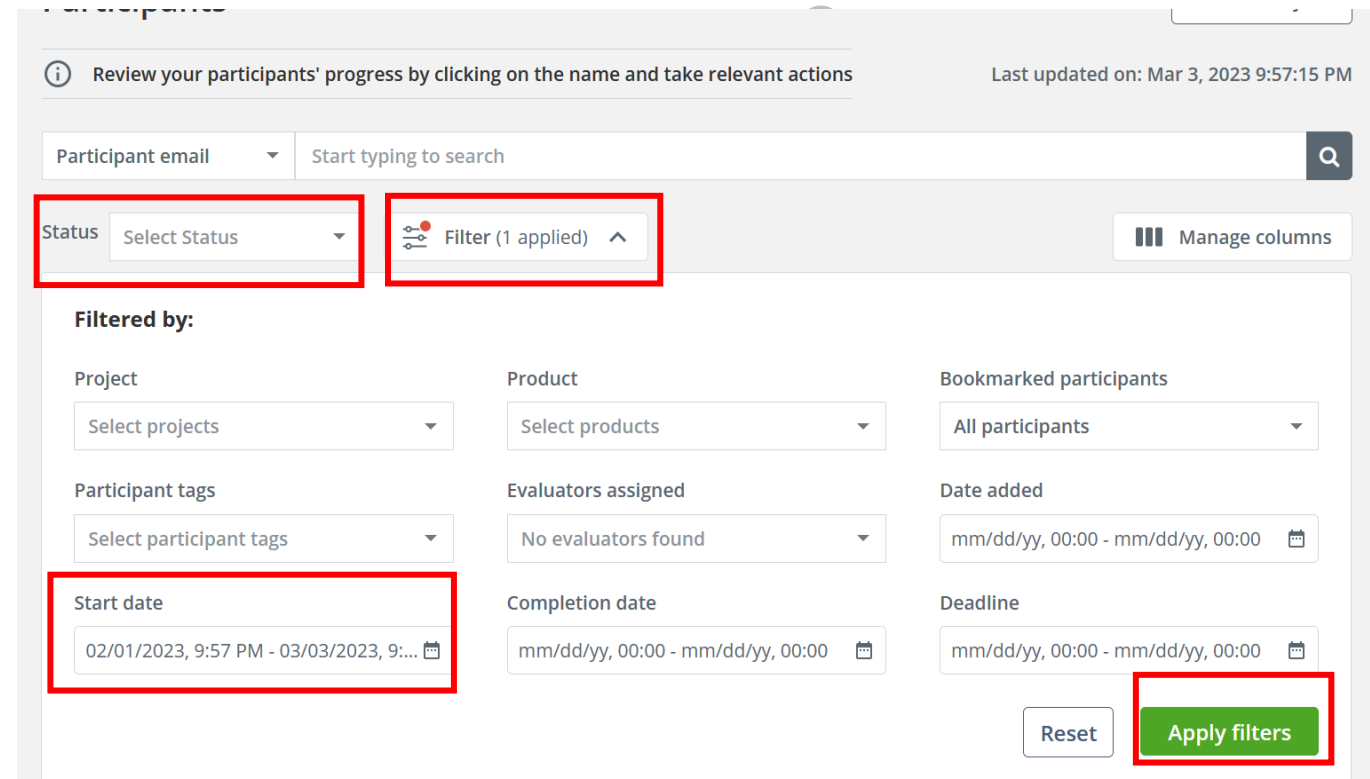
➤ Once you click on the participant ID, an overview of the result will be visible.

To export Bulk Result

1 Click **View all Projects**



2 Click **View all Participants**



Steps to be followed:

- Click on **filter** option.
- Select **Start date(attempt date)/Date Added(Scheduled date)/Project(to get data for a specific Project)/Status(Not started/completed/recalled/in progress etc.)** as per the requirement. Click on **Apply filters**.

Bulk actions: 0 selected | Invite to next stage | Download participant data | Download PDF reports

| <input type="checkbox"/> Select all | Name & email ↓ | Participant ID | Participant Status ↓ | Added date | Actions |
|-------------------------------------|--------------------------------|-----------------|----------------------|------------|---------|
| <input type="checkbox"/> | p.t priyanka.tiwari@shl.com | 321980166529818 | Completed | Feb 17, 20 | Reports |
| <input type="checkbox"/> | p.t | 418570005210355 | Recalled | Feb 17, 20 | |

Download participant data

Select template Create new template

Select template

Standard Excel

Format

Excel(xlsx)

Configure & download reports

Reports Language

View report English (US)

Select candidates through **check box** or you can click on **Select all** option

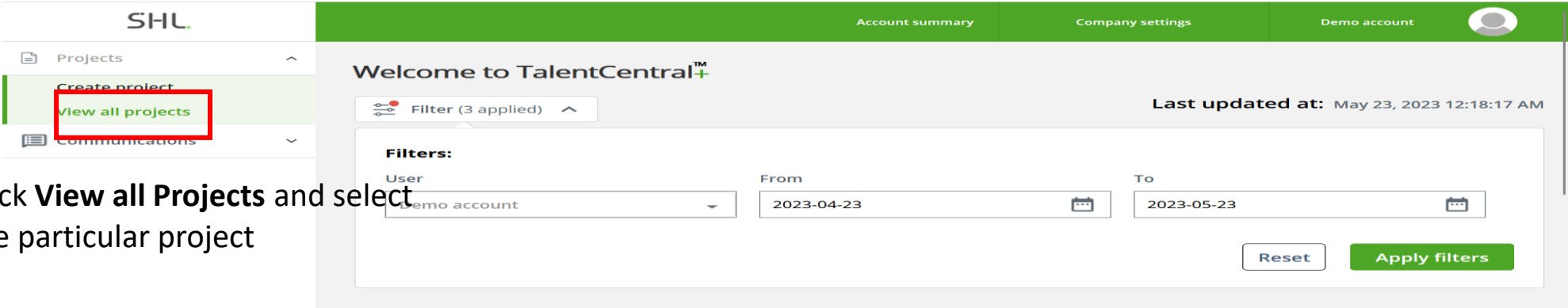
Select the language of the report and click on **Download reports**

➤ To select the desired excel

Rescheduling Assessment

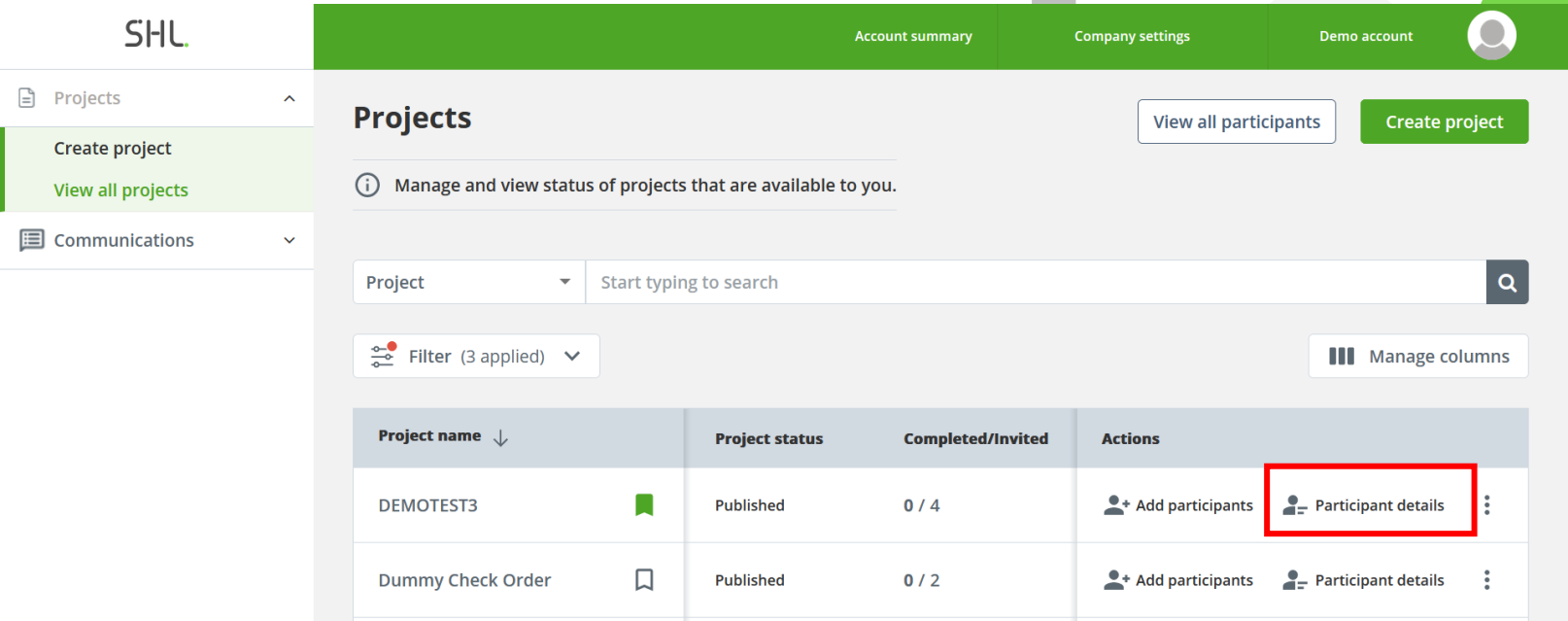
1

Click **View all Projects** and select the particular project



2

Click **Participant details**



3 Click on the three dots under **Action** Column for the desired participant to be rescheduled

4 Click on **Reschedule** option

5 Select the time zone and validity for the assessment

The screenshot shows a table with columns: Name & email, Participant Status, Added date, and Actions. The 'Actions' column for the participant 'jaspreet.singh@shl.com' has a 'Reschedule' button highlighted with a red box. Other buttons in the same row include 'Copy participant link' and a three-dot menu icon.

| Select all | Name & email | Participant Status | Added date | Part | Actions |
|--------------------------|-------------------------------------------|--------------------|--------------------------|------|------------|
| <input type="checkbox"/> | Khushwant Sharma Khushwant.sharma@s... | Completed | May 22, 2023 11:00:30 AM | Ma | Reports |
| <input type="checkbox"/> | Jaspreet Singh jaspreet.singh@shl.com | Not started | May 15, 2023 11:20:32 AM | -- | Reschedule |
| <input type="checkbox"/> | Harshit Sharma harshit.sharma@shl.com | Not started | May 15, 2023 11:20:32 AM | -- | |
| <input type="checkbox"/> | jaspreet.singh@shl.com | Deadline expired | May 1, 2023 8:54:36 AM | -- | |
| <input type="checkbox"/> | jaspreetorsingh10@gm... | Deadline expired | May 1, 2023 8:54:36 AM | -- | |

The 'Reschedule' form includes a 'Participant Reschedule List' table and a 'Set deadline' section. The table has columns: First name, Last name, Email, Date of birth, Phone number, and Actions. The 'Set deadline' section has dropdowns for 'Country' (United States) and 'Time zone' (UTC -08:00 PST (Los Angeles)). Below this, there are radio buttons for 'Fixed date' and 'Fixed duration'. The 'Fixed date' section has fields for 'Start date' (05/23/2023), 'Start time' (12:49 AM), 'End date / Deadline' (06/06/2023), and 'End time' (12:49 AM). Red boxes highlight the 'Reschedule' button in the table, the 'Set deadline' section, and the 'Fixed date' section.

| First name | Last name | Email | Date of birth | Phone number | Actions |
|------------|-----------|------------------------|---------------|--------------|---------|
| | | jaspreet.singh@shl.com | | | Delete |

Set deadline

Select country and timezone

Country: United States | Time zone: UTC -08:00 PST (Los Angeles)

Set the deadline for participants in this group

Fixed date | Fixed duration

Add the start and end date for this group

Start date: 05/23/2023 | Start time: 12:49 AM

End date / Deadline: 06/06/2023 | End time: 12:49 AM

6 Select and configure the required templates and then click on **Reschedule**

ON Communications

Select and configure emails and other communications

Participant Admin

1 Selected

| <input type="checkbox"/> | Template | Email | Actions |
|-------------------------------------|----------------------------------------------------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | Project invitation | <input checked="" type="checkbox"/> | Configure |
| <input type="checkbox"/> | Completion alert | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Candidate report | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days after assessment validity starts | <input type="checkbox"/> | Configure |
| <input type="checkbox"/> | Project reminder 3 days before assessment validity ends | <input type="checkbox"/> | Configure |

+ Add communication

Discard changes Reschedule

7 Review the details and click on **Save Participant group** and the assessment will be rescheduled

Review & add people

Project details

Project name
TP Typing Test

Project proctoring
Print Screen Lock

| Assessments | Duration | Default language |
|-------------|----------|------------------|
|-------------|----------|------------------|

Participant group details

Cancel Save participant group

Thank You!

