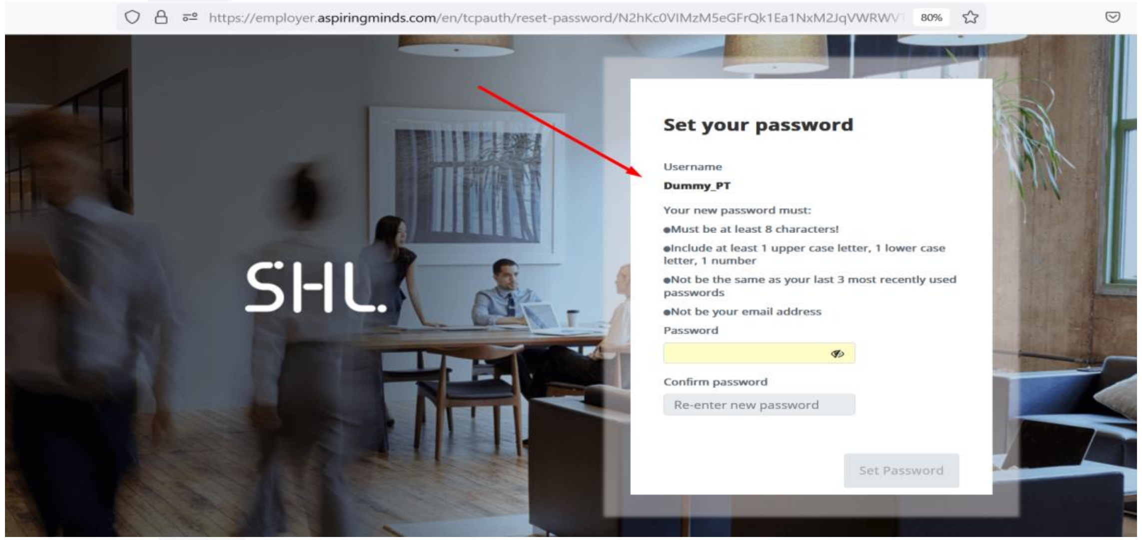
User Manual:

Talent Central Plus

(Recruiter's Assessment Platform)

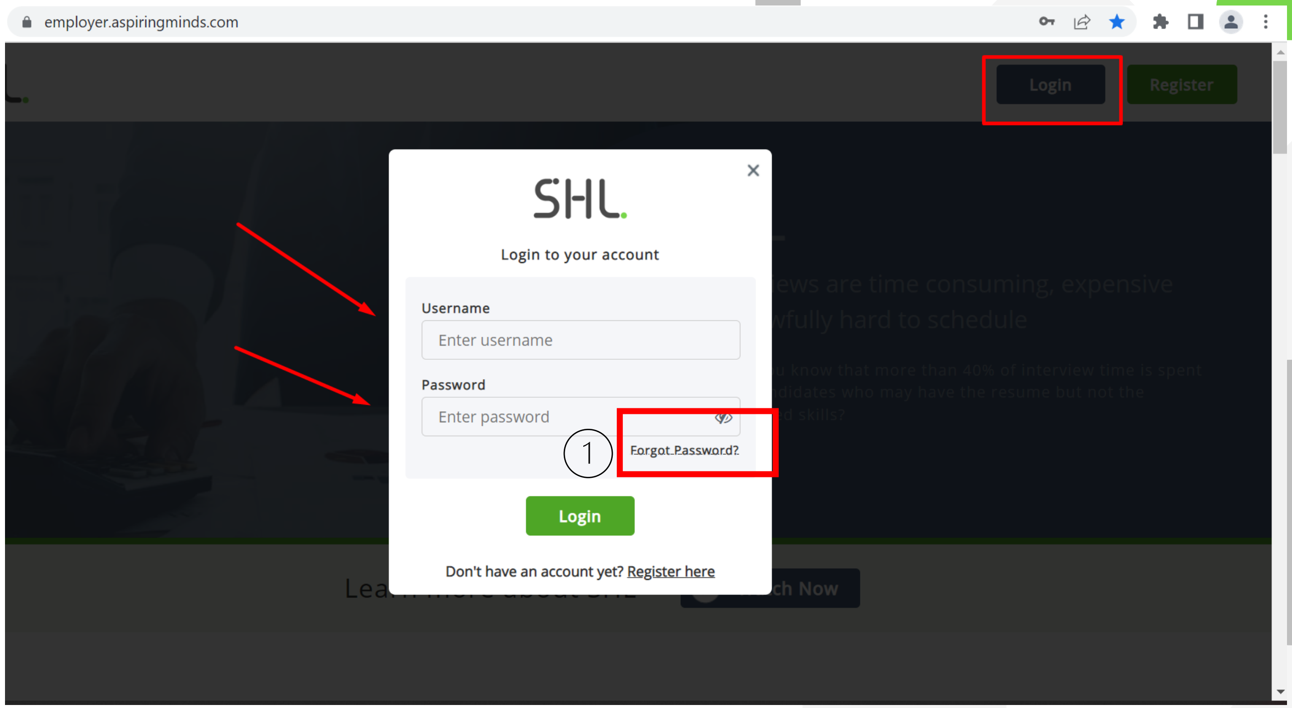
Platform & Login



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.



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

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.

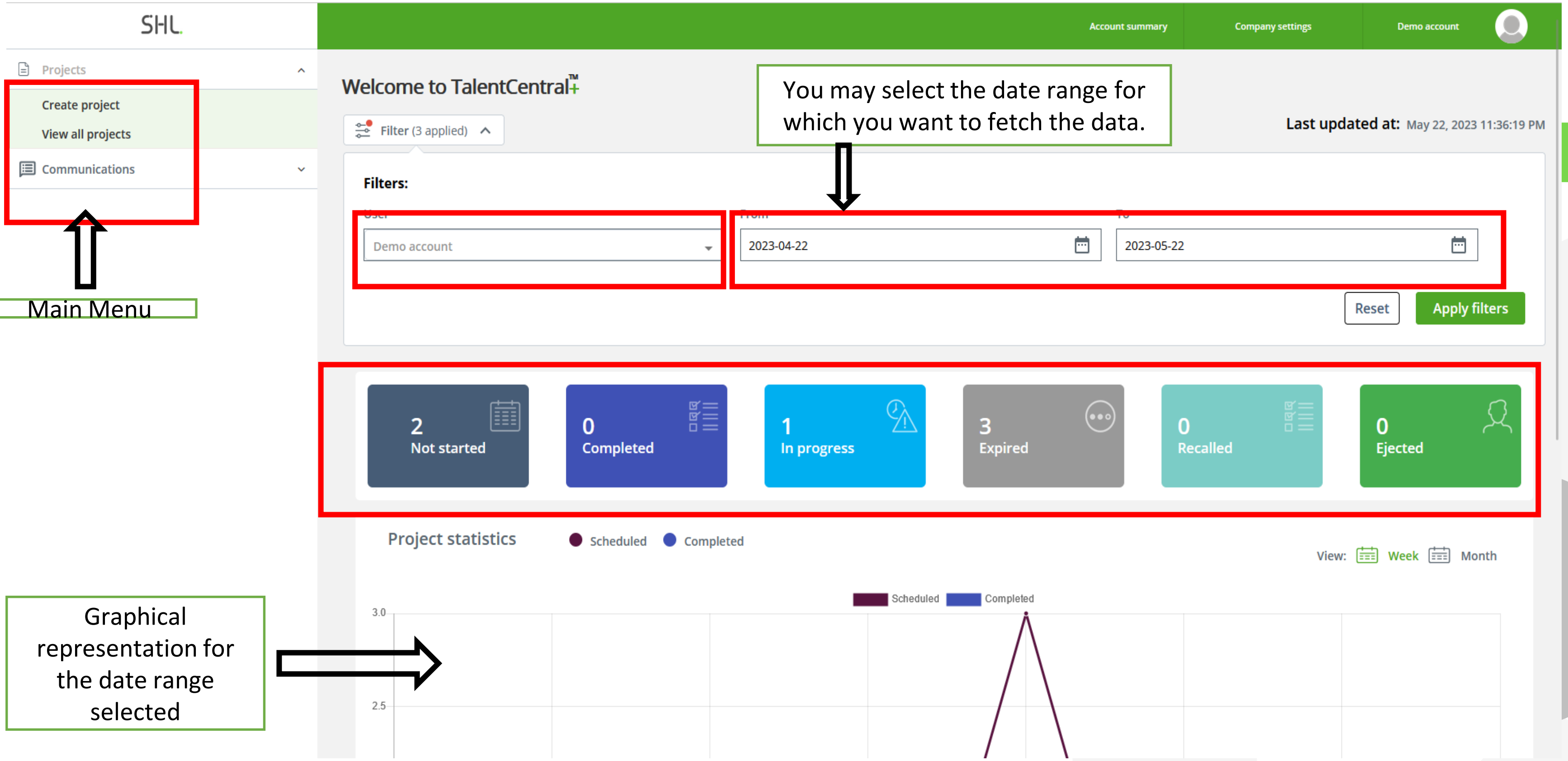
Completed: Number of participants who have completed their assessment.

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

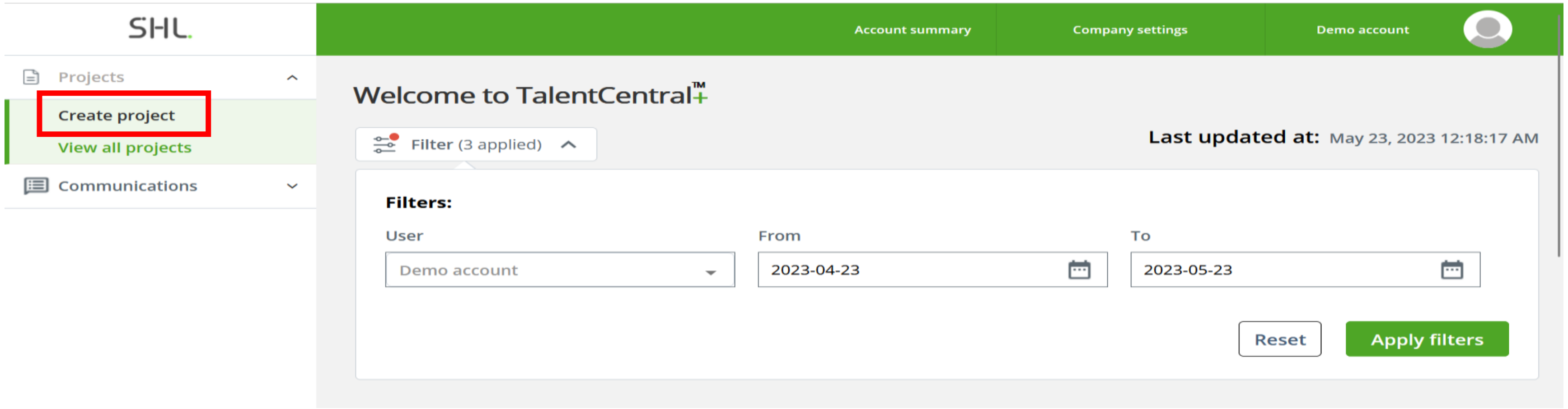


Main Menu

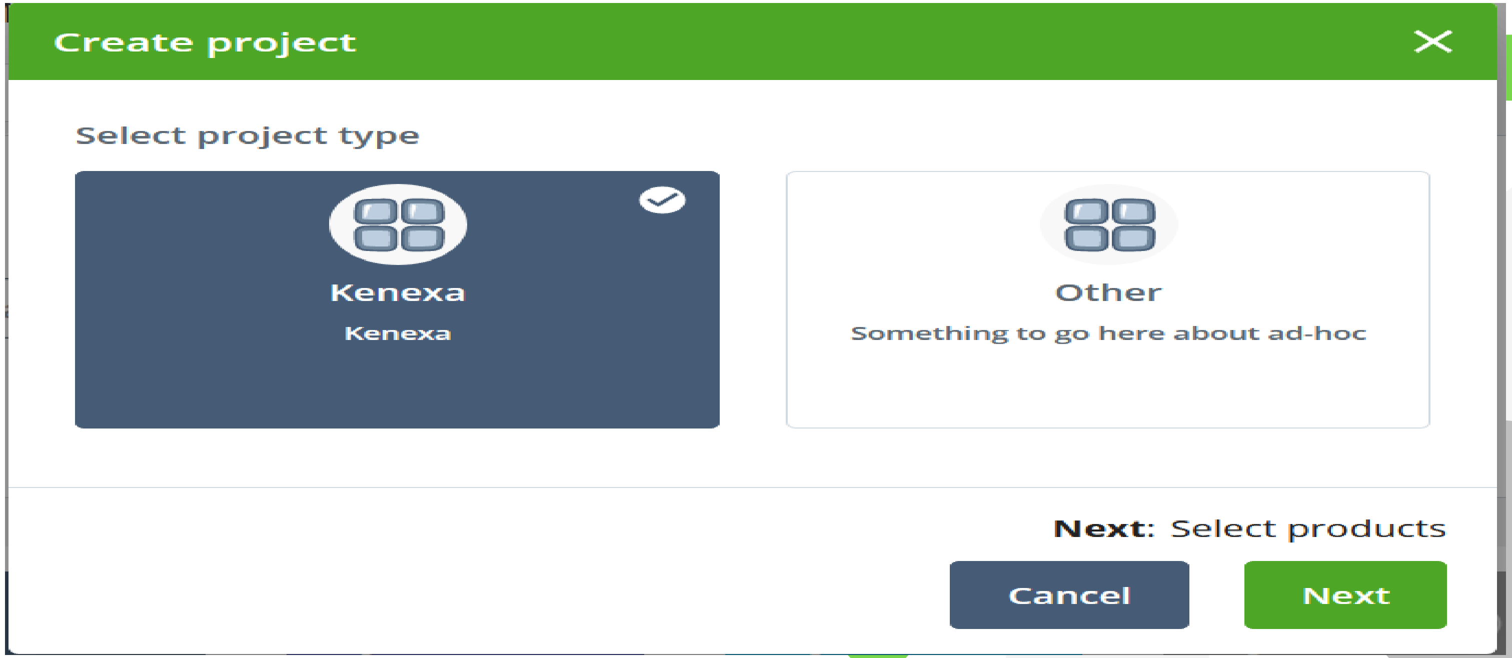
Graphical representation for the date range selected

Create Assessment

1 Click **Create Projects**

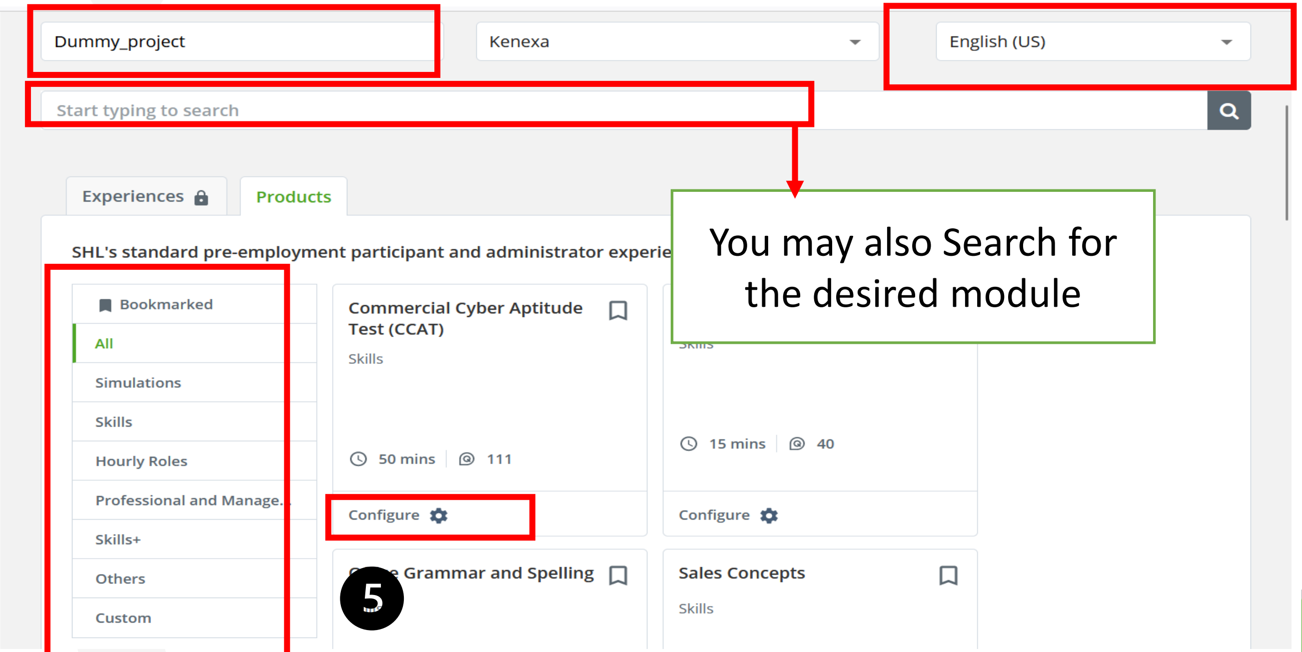


2 Select **Kenexa** and click on **Next** button



3 Enter the **Project Name**

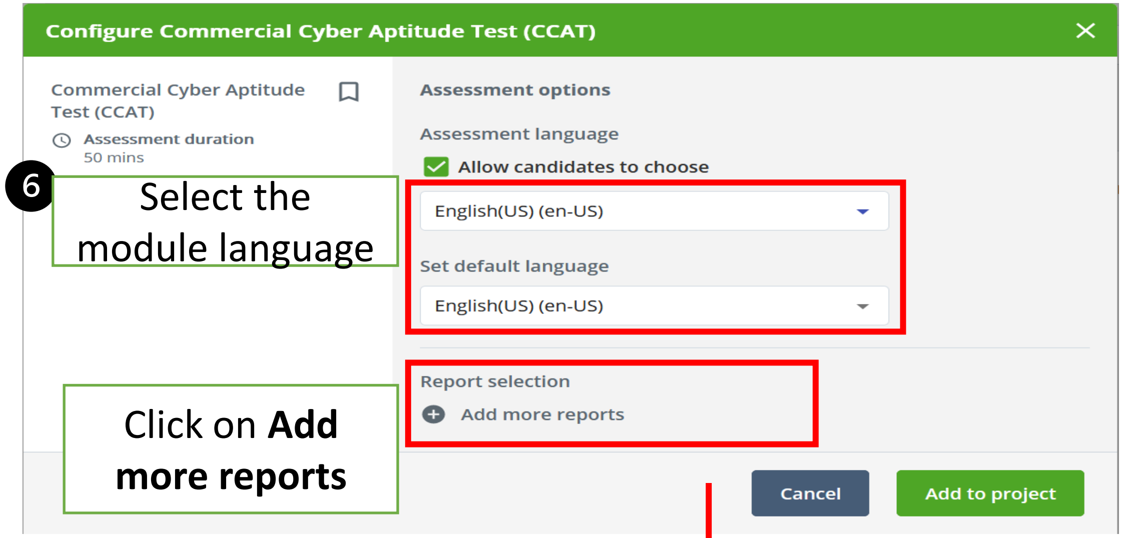
4 Select the **assessment language**



You may also Search for the desired module

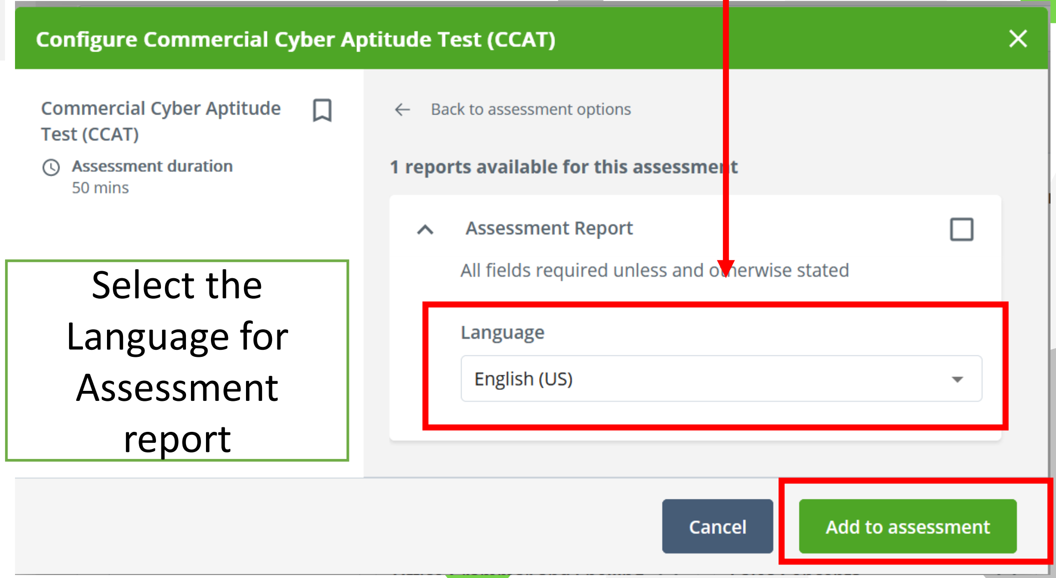
5 Click on **Configure** button of the module which you want to add

This dashboard varies as per the user permission

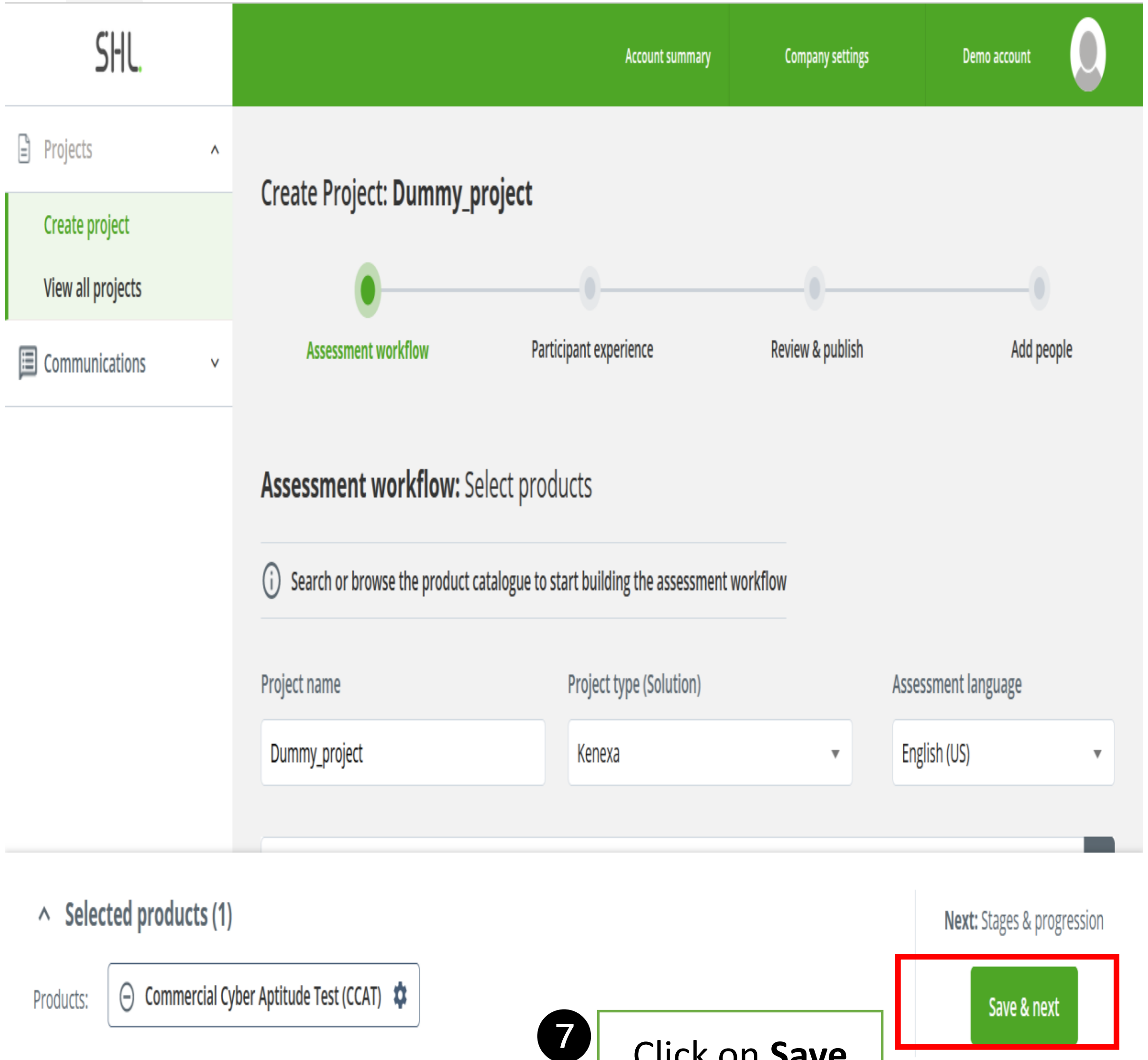


6 Select the module language

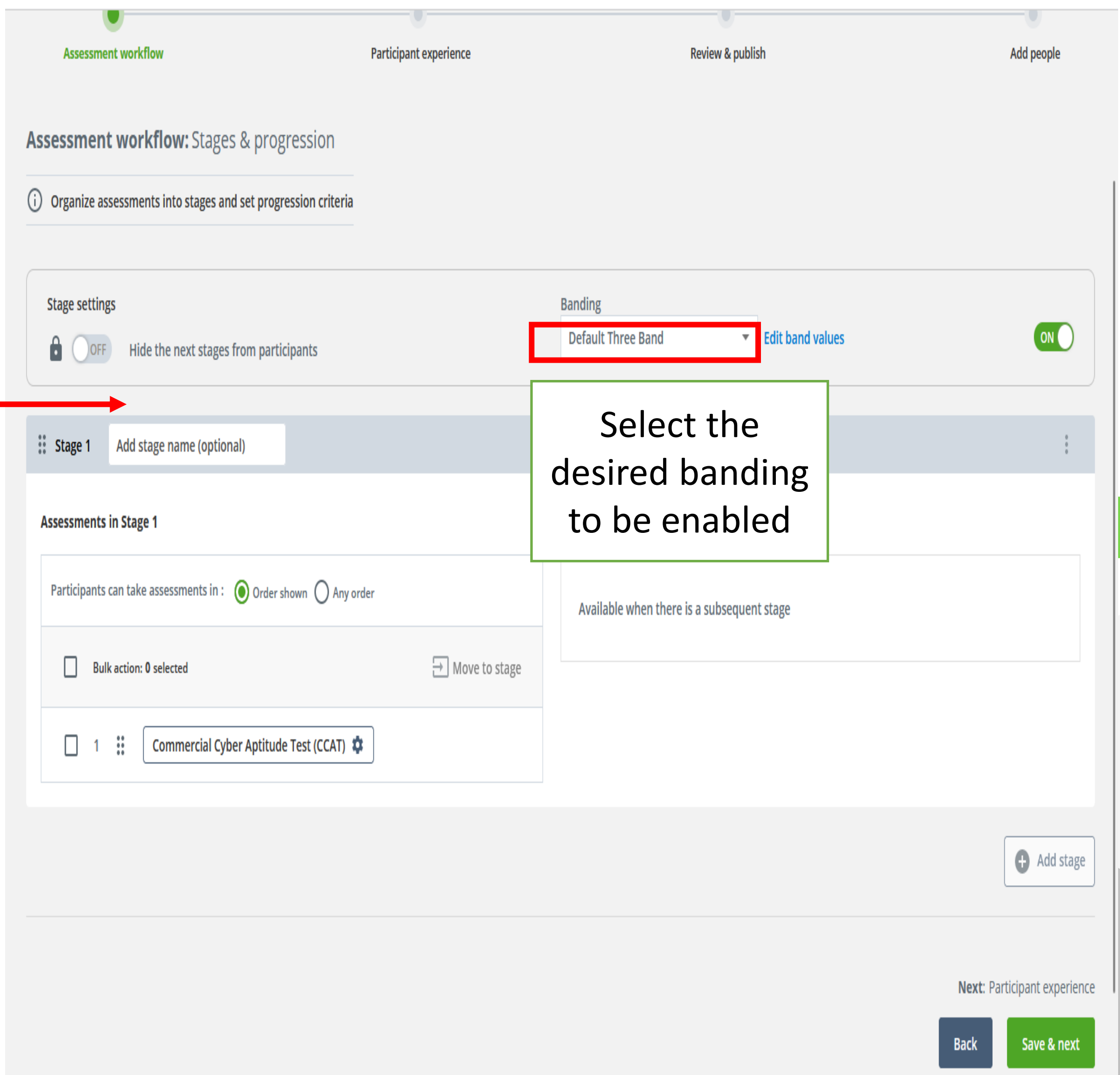
Click on **Add more reports**



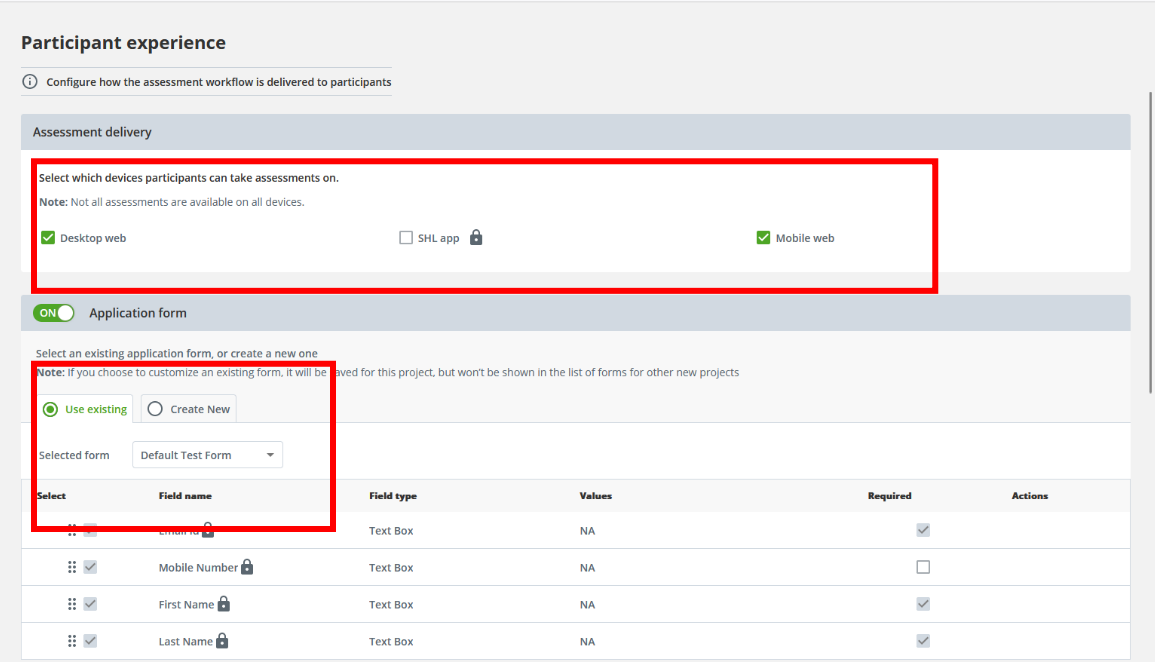
Select the Language for Assessment report

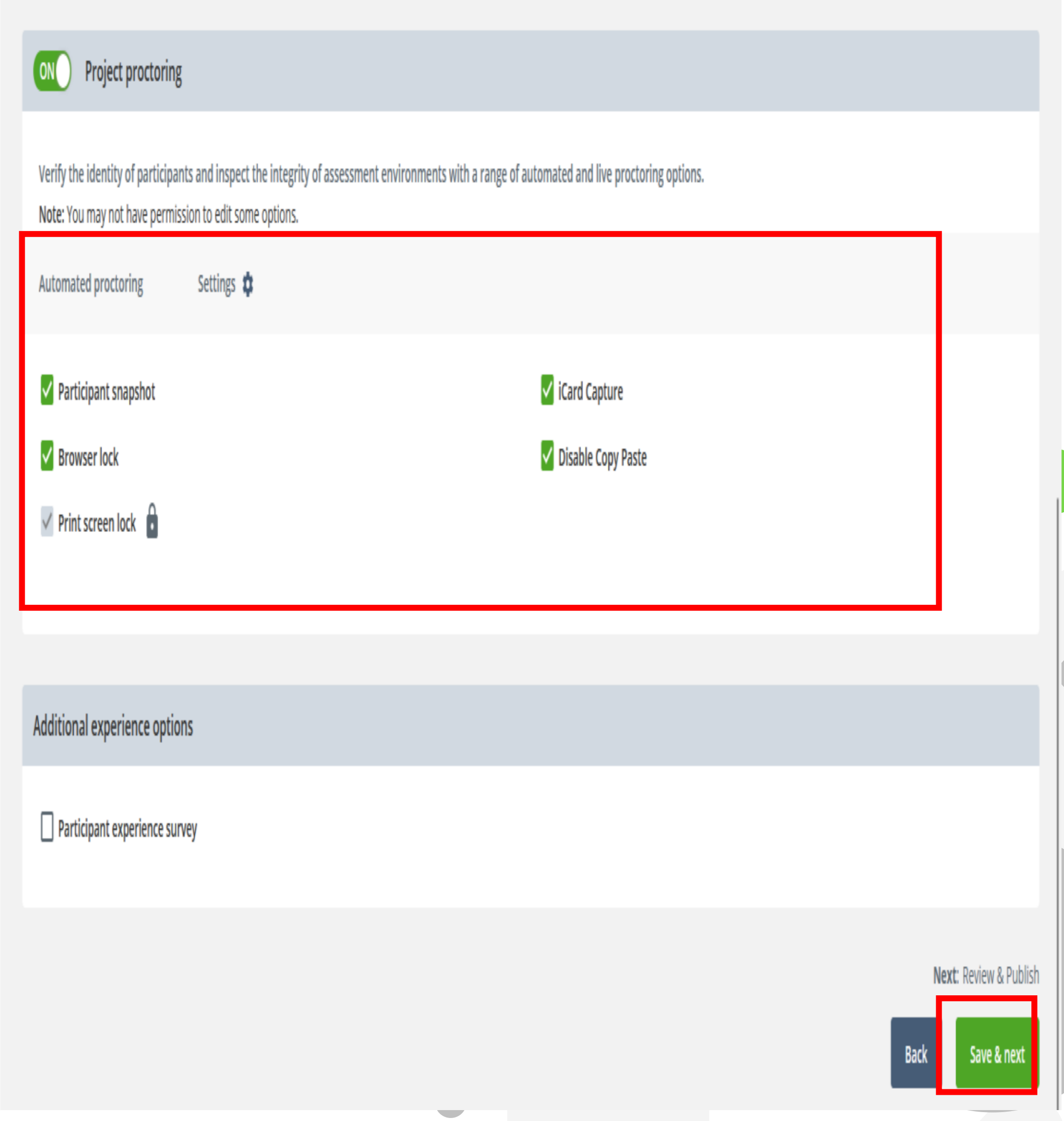


7 Click on **Save & next** button



Select the desired banding to be enabled

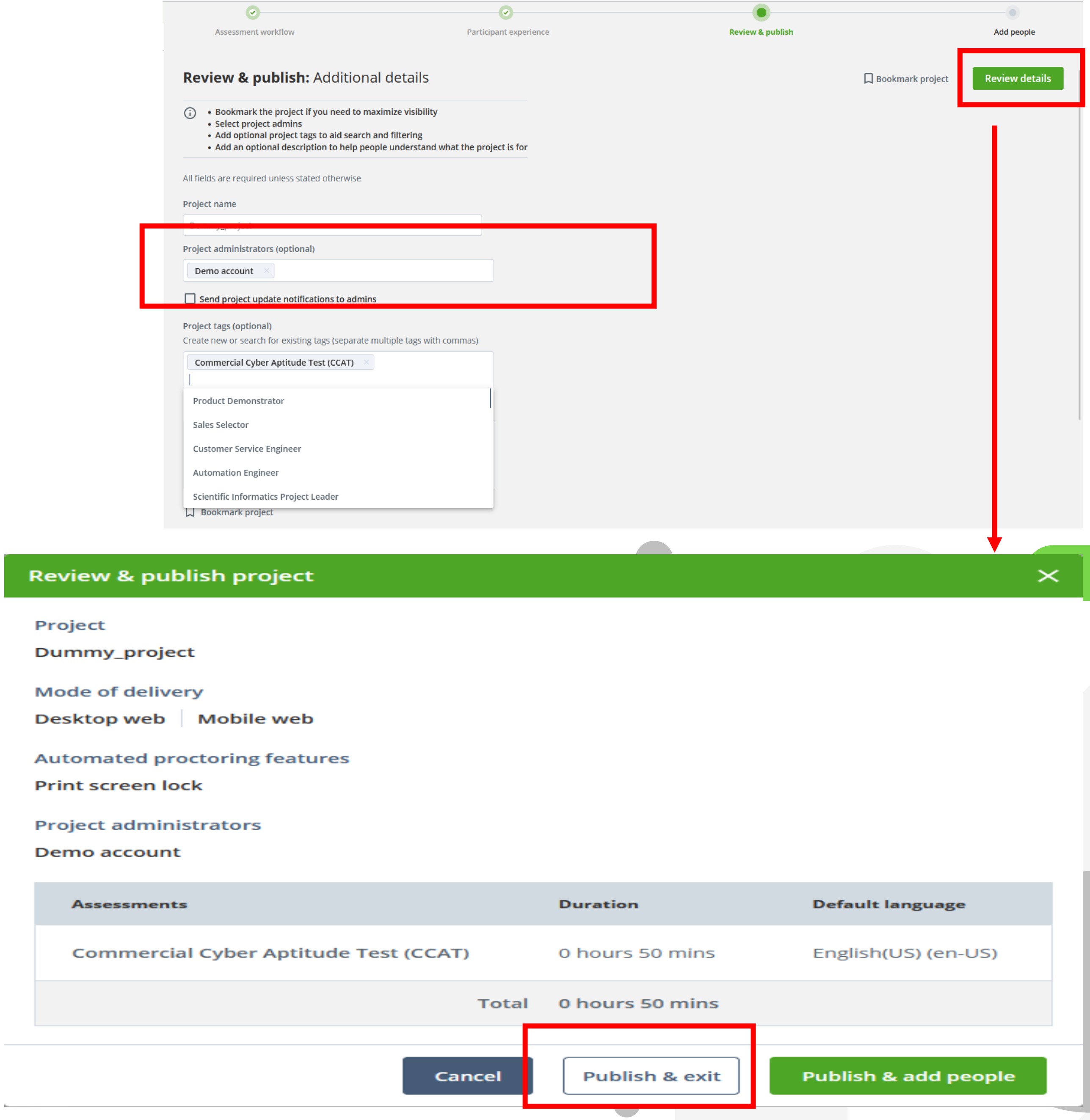




8

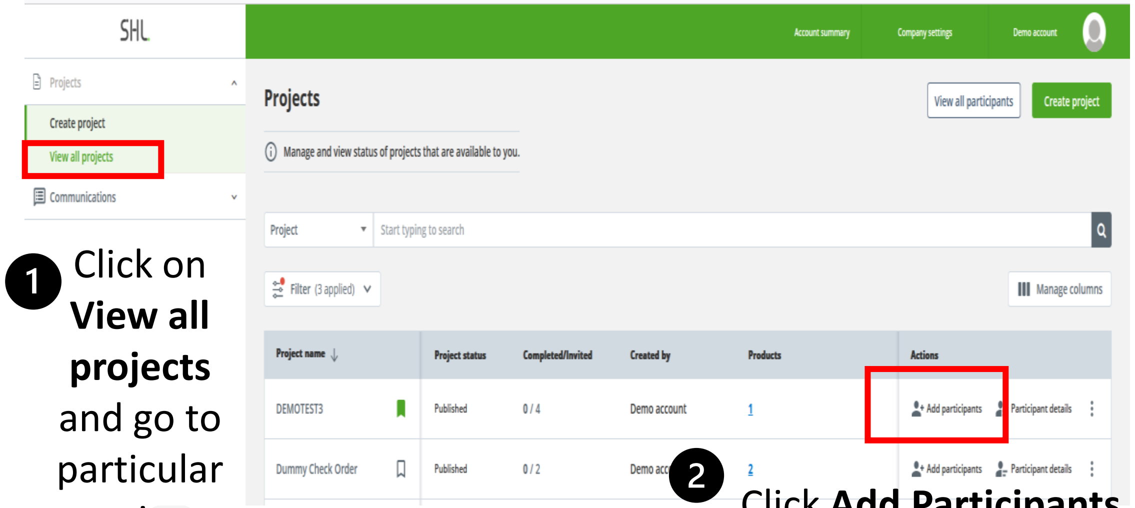
Select the desired **devices/Application Form/Project proctoring** as per the requirements and click on **Save & next**

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



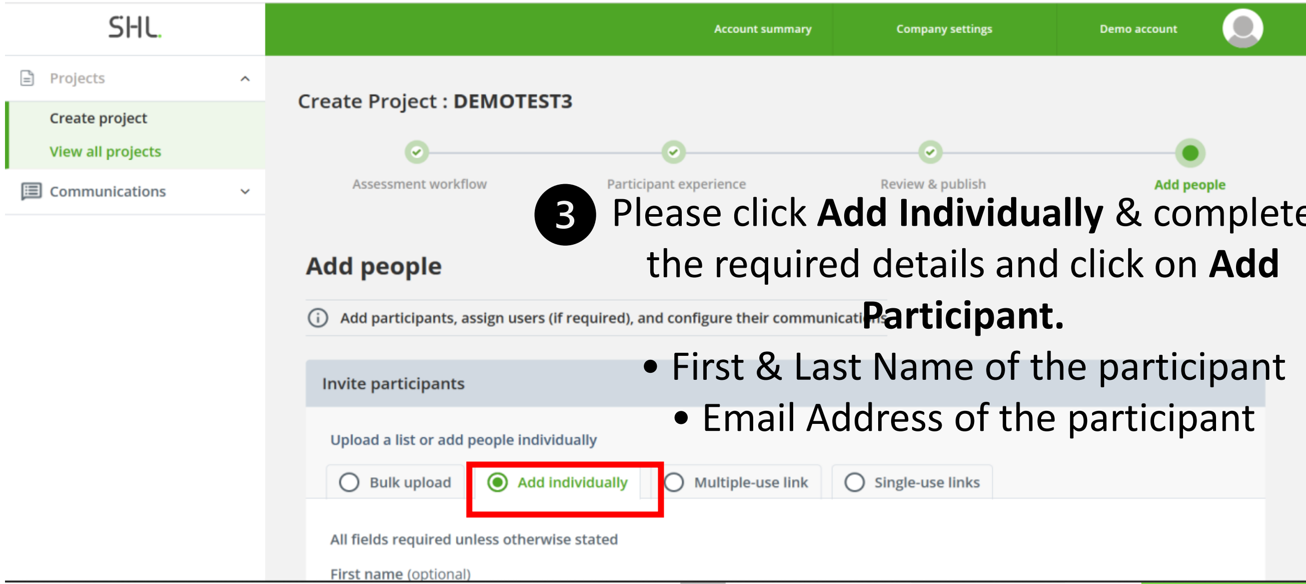
Schedule Assessment

Sending a Individual assessment



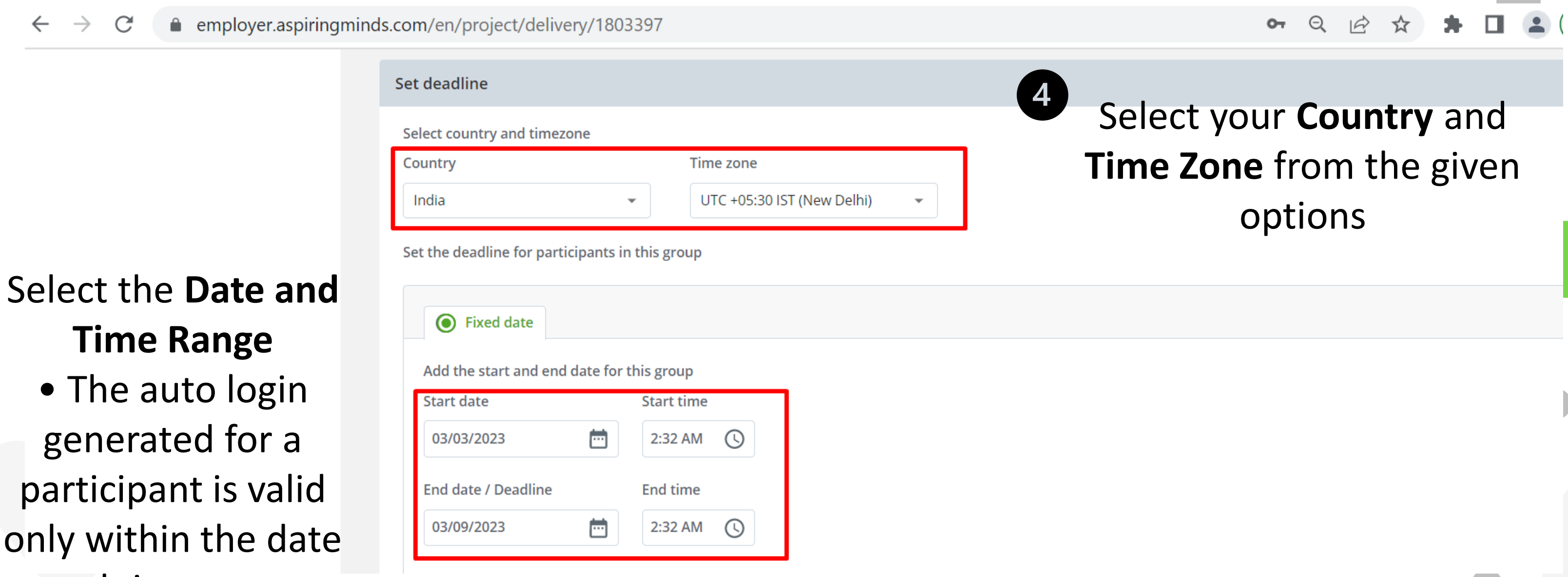
1 Click on **View all projects** and go to particular project

2 Click **Add Participants**



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



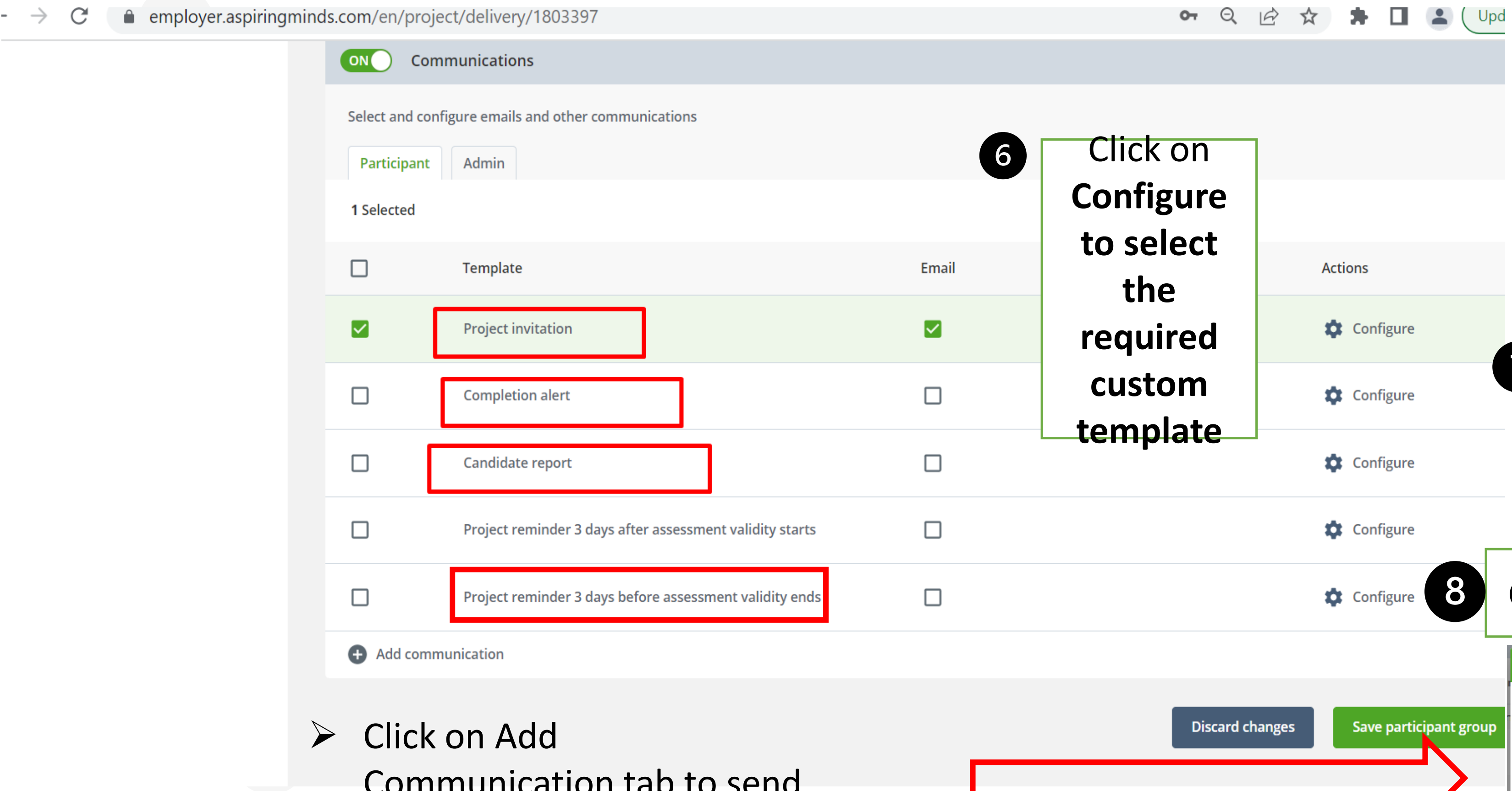
4 Select your **Country** and **Time Zone** from the given options

5 Select the **Date and Time Range**

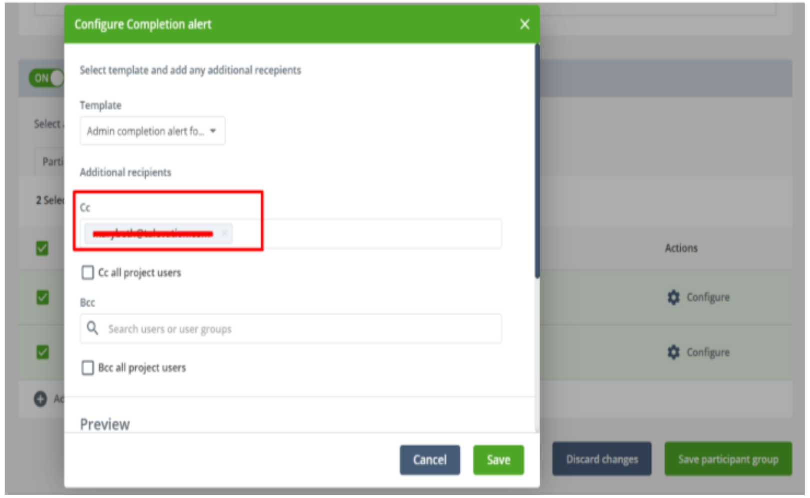
- The auto login generated for a participant is valid only within the date and time range selected

Schedule Assessment

Individual schedule

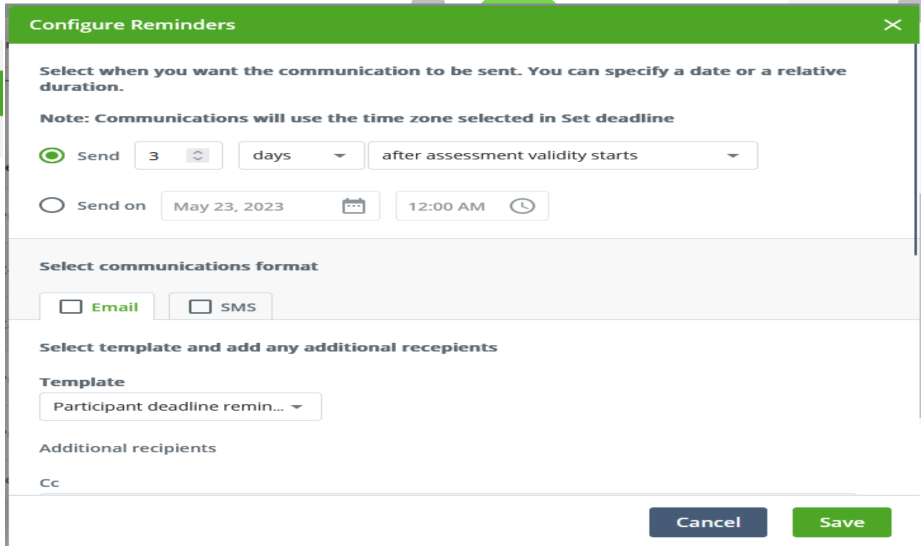


6 Click on **Configure to select the required custom template**



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

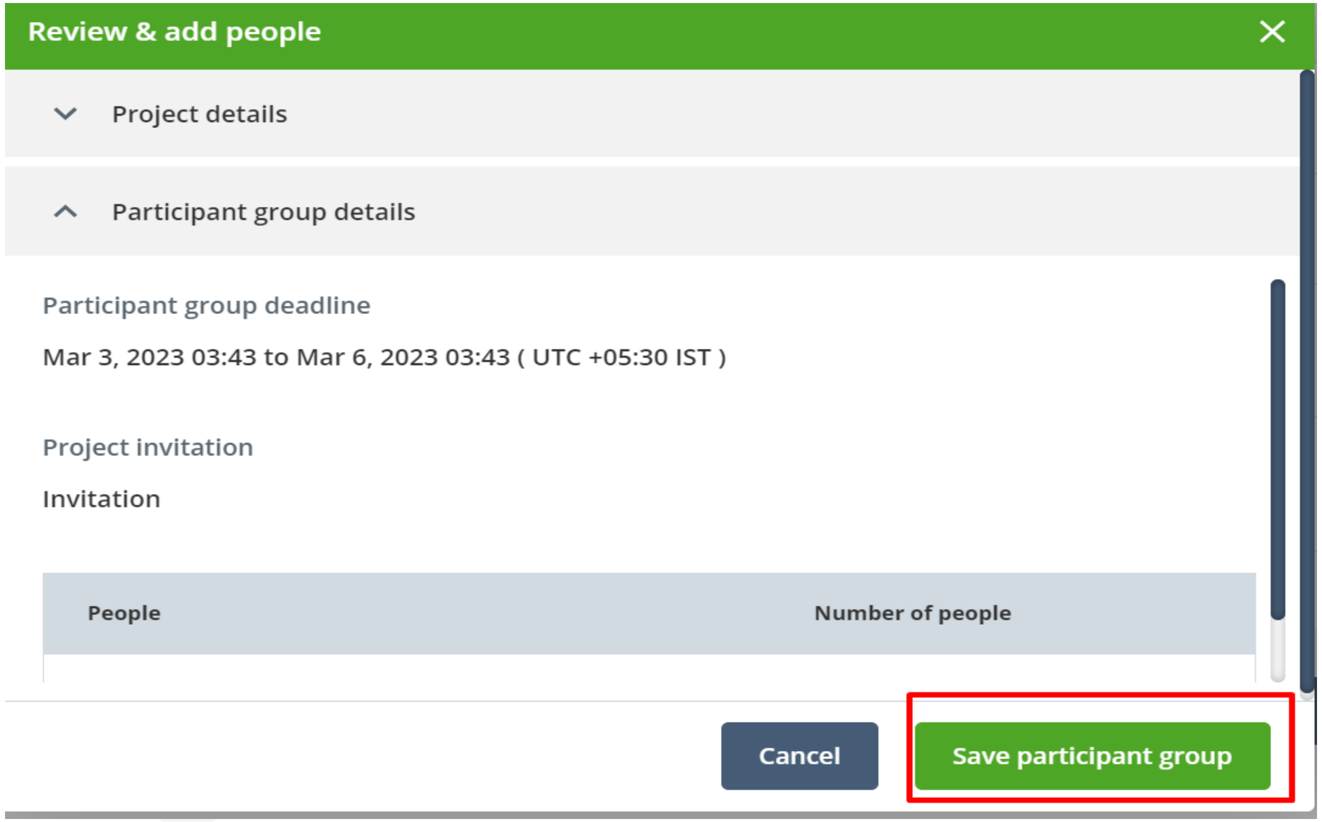
8 Click on save participant Group



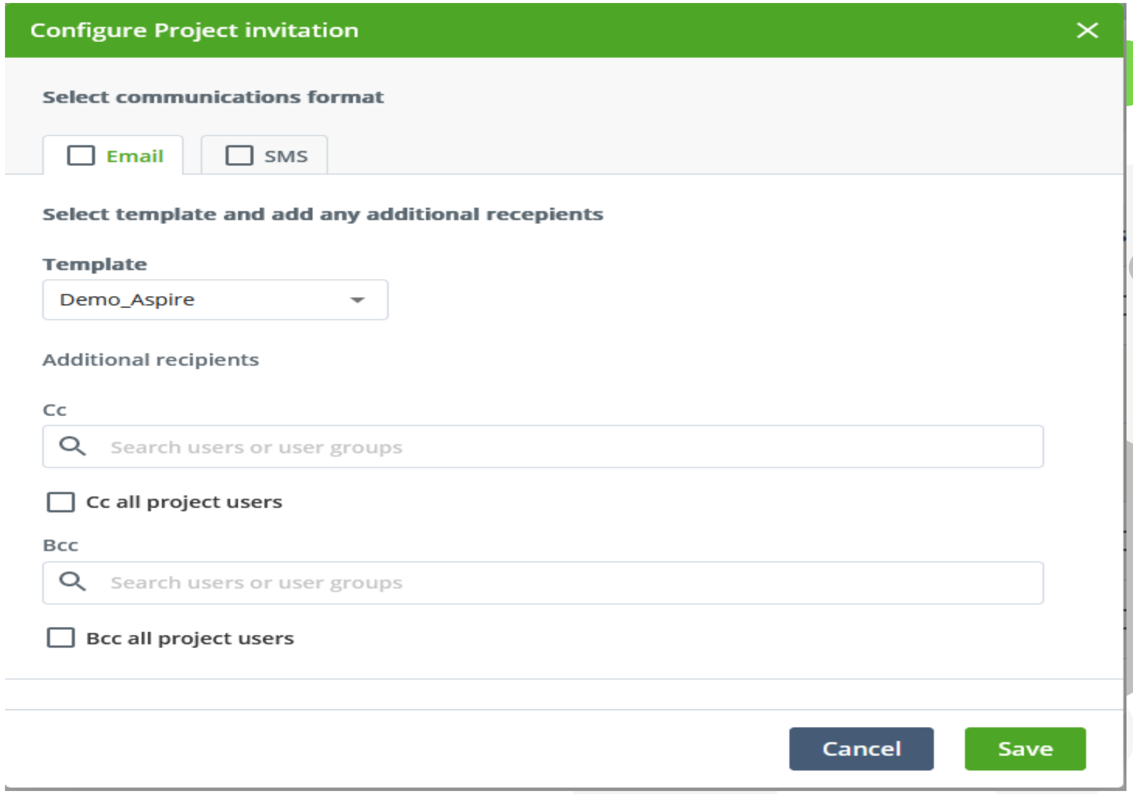
- Click on Add Communication tab to send more communication

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

SHL.



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

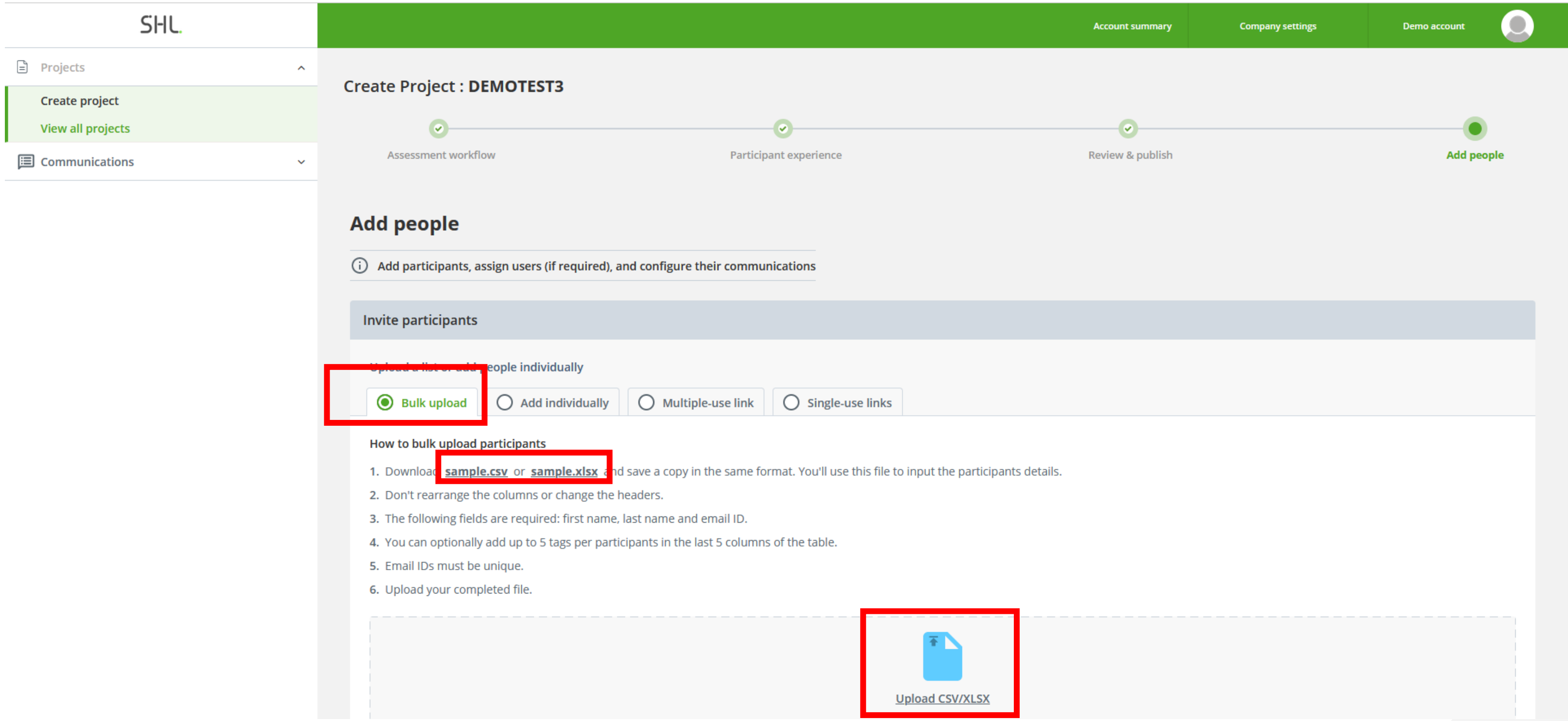


- You can CC or BCC your email address so you'll get a copy of the assessment communication which you can use to resend the same

Schedule Assessment

Sending Bulk Assessment

*Recommended especially if you're scheduling 5 or

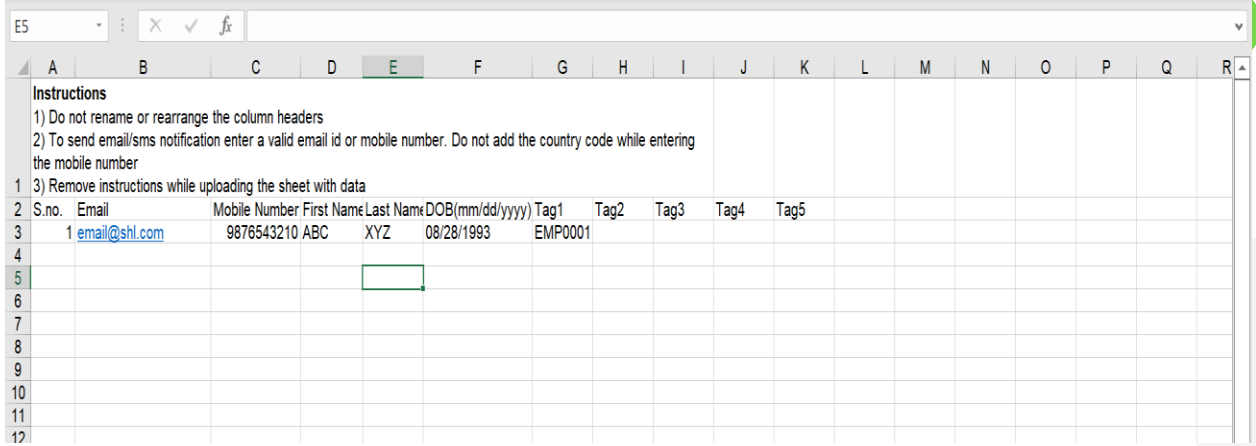


1 Please **click Bulk data upload**

2 Click download sample file CSV or XLSX

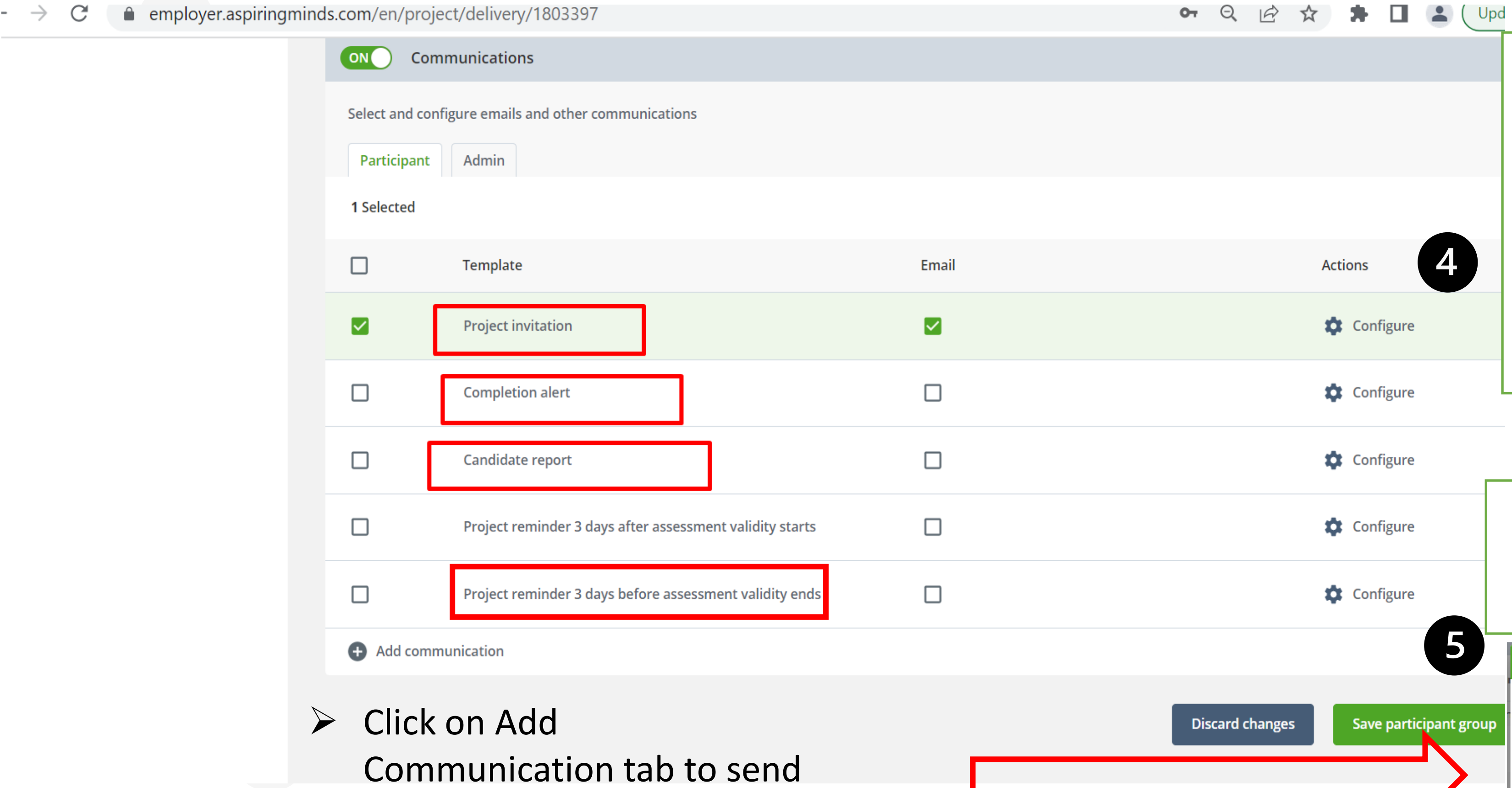
3 Follow the instructions in completing the required details in the excel

Save the file on your desktop & upload it to the platform



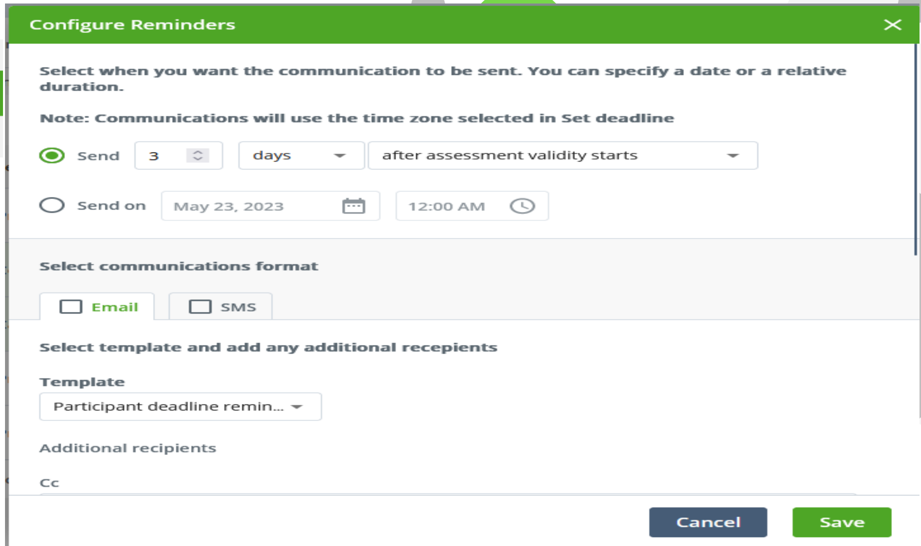
Schedule Assessment

Bulk schedule



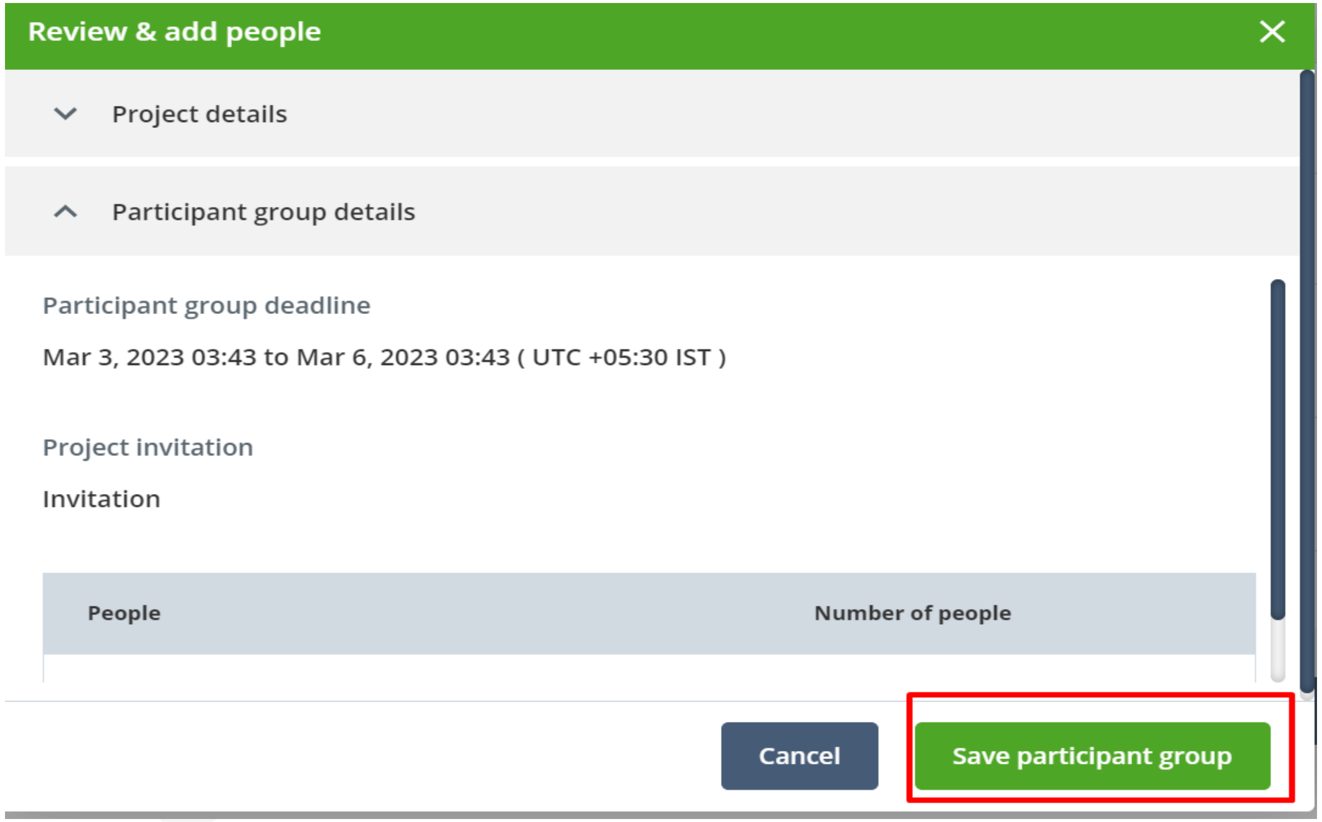
Click on **Configure to select the required custom template**

Click on save participant Group

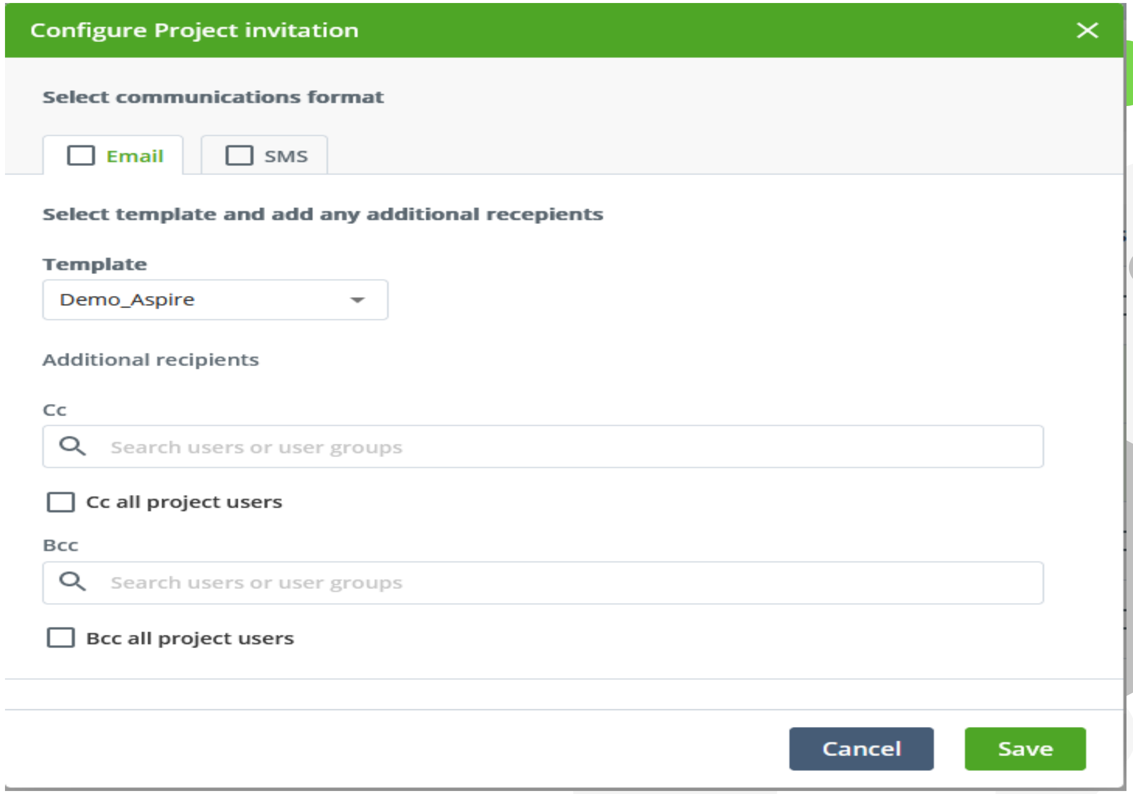


- Click on Add Communication tab to send more communication

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



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

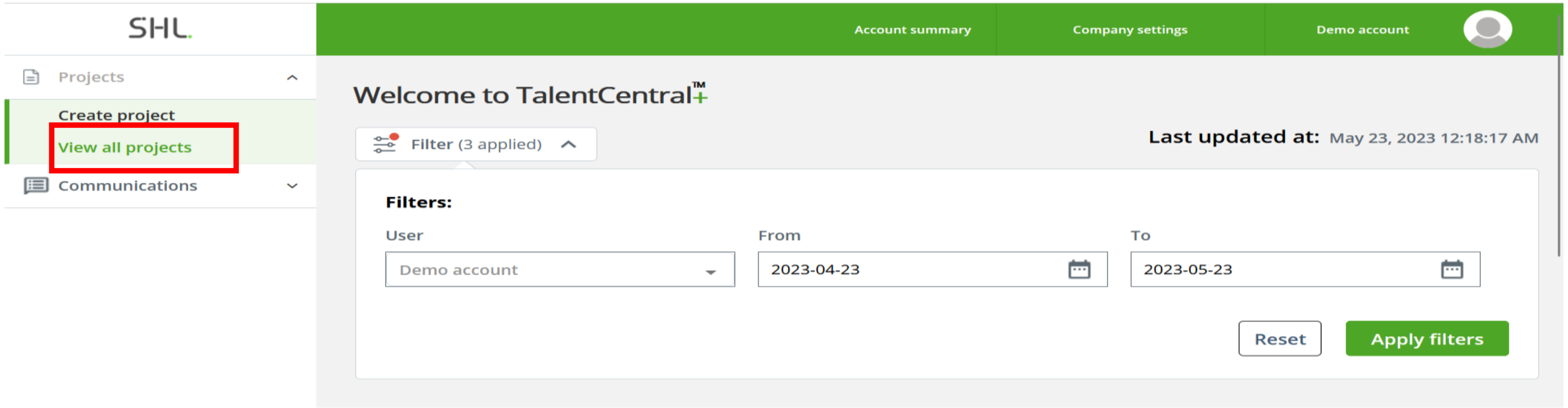


- You can CC or BCC your email address so you'll get a copy of the assessment communication which you can use to resend the same

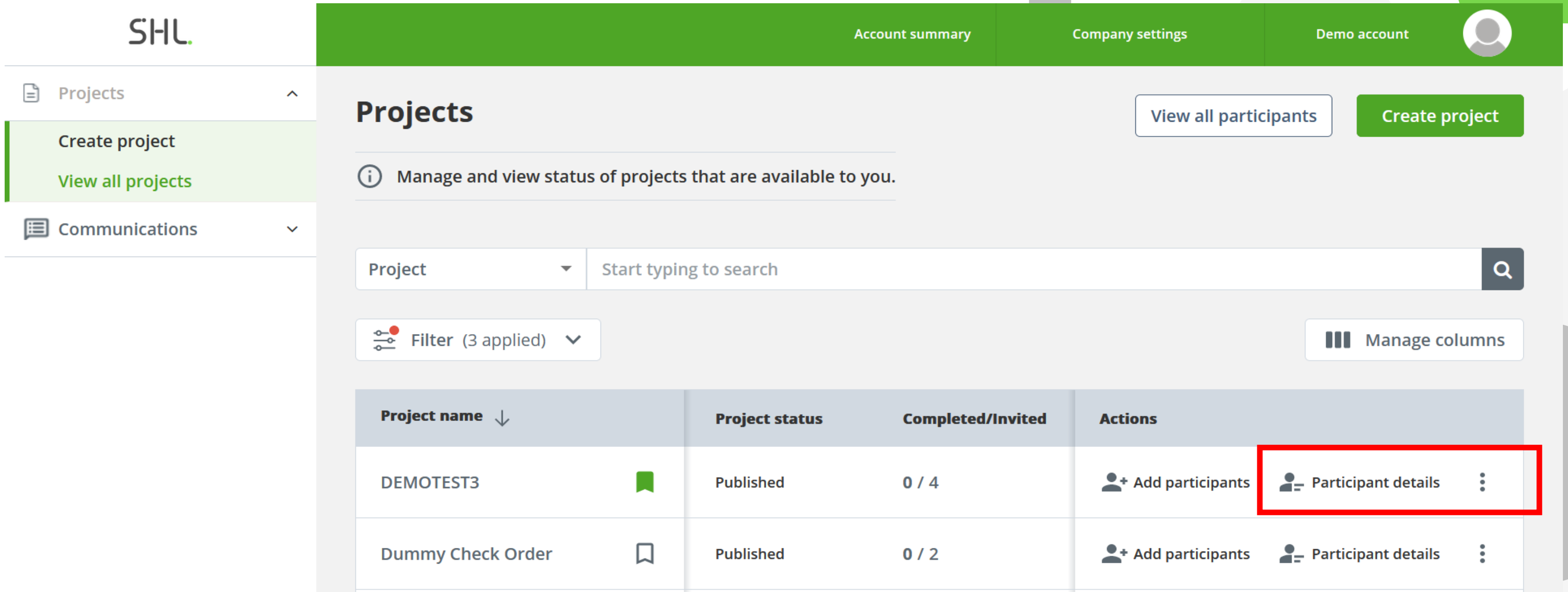
Participant Details

Exporting Assessment Results

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

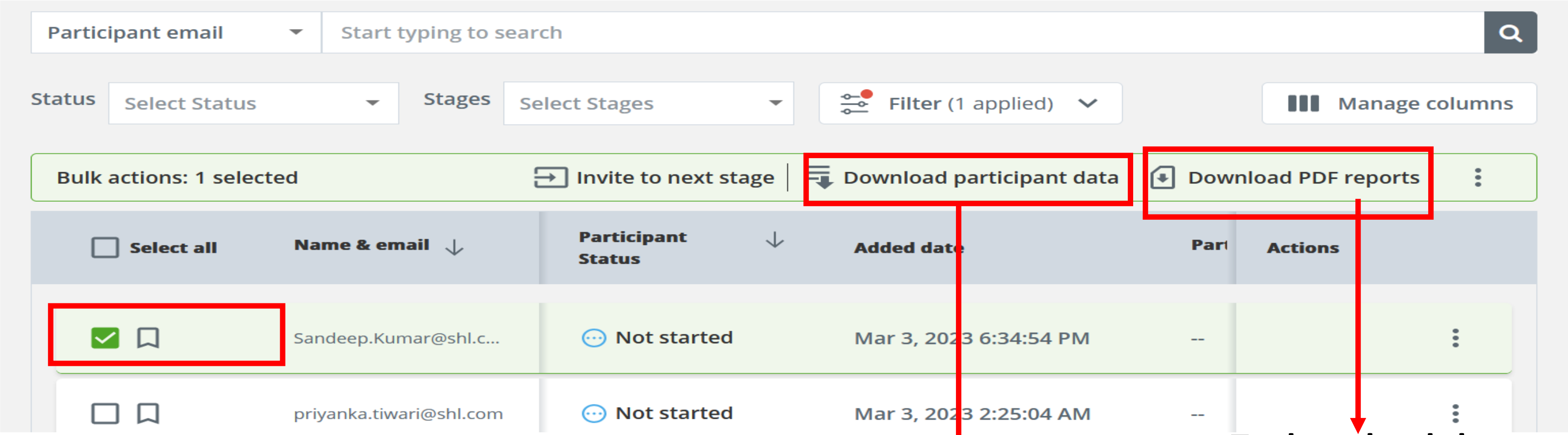


2. Click **Participant details**



3 To export Individual Assessment Result

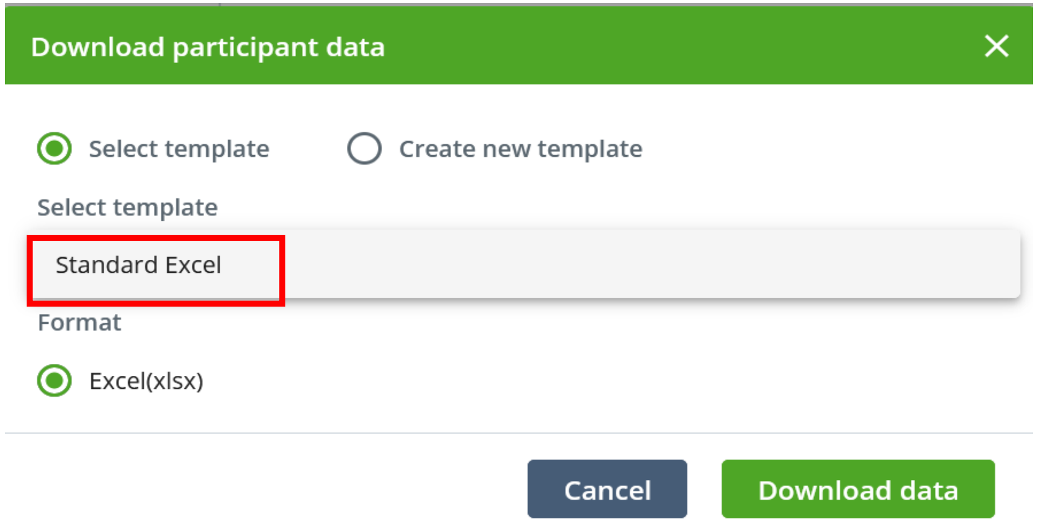
➢ Click the check box of a specific participant to export result

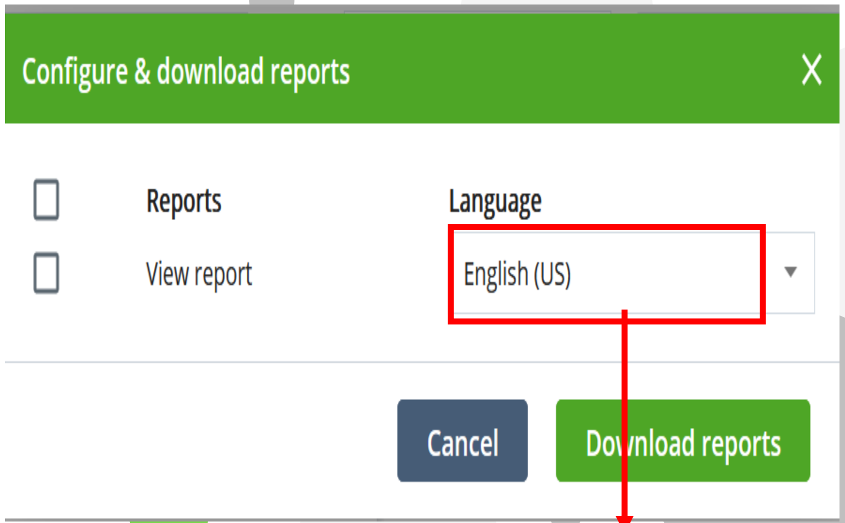


To download the result in excel sheet format

To download the result in PDF format

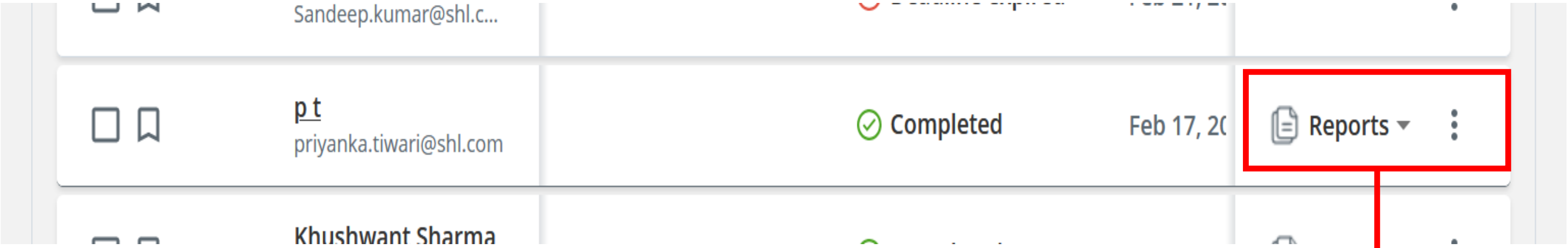
➢ To select the data in desired excel



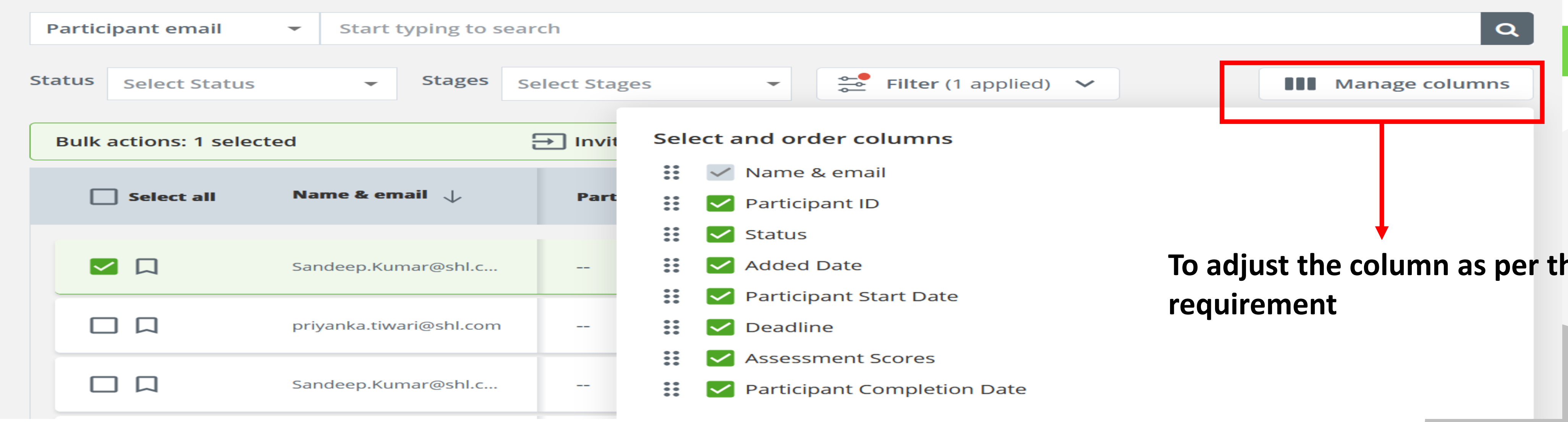


Select the language of the report and click on Download reports

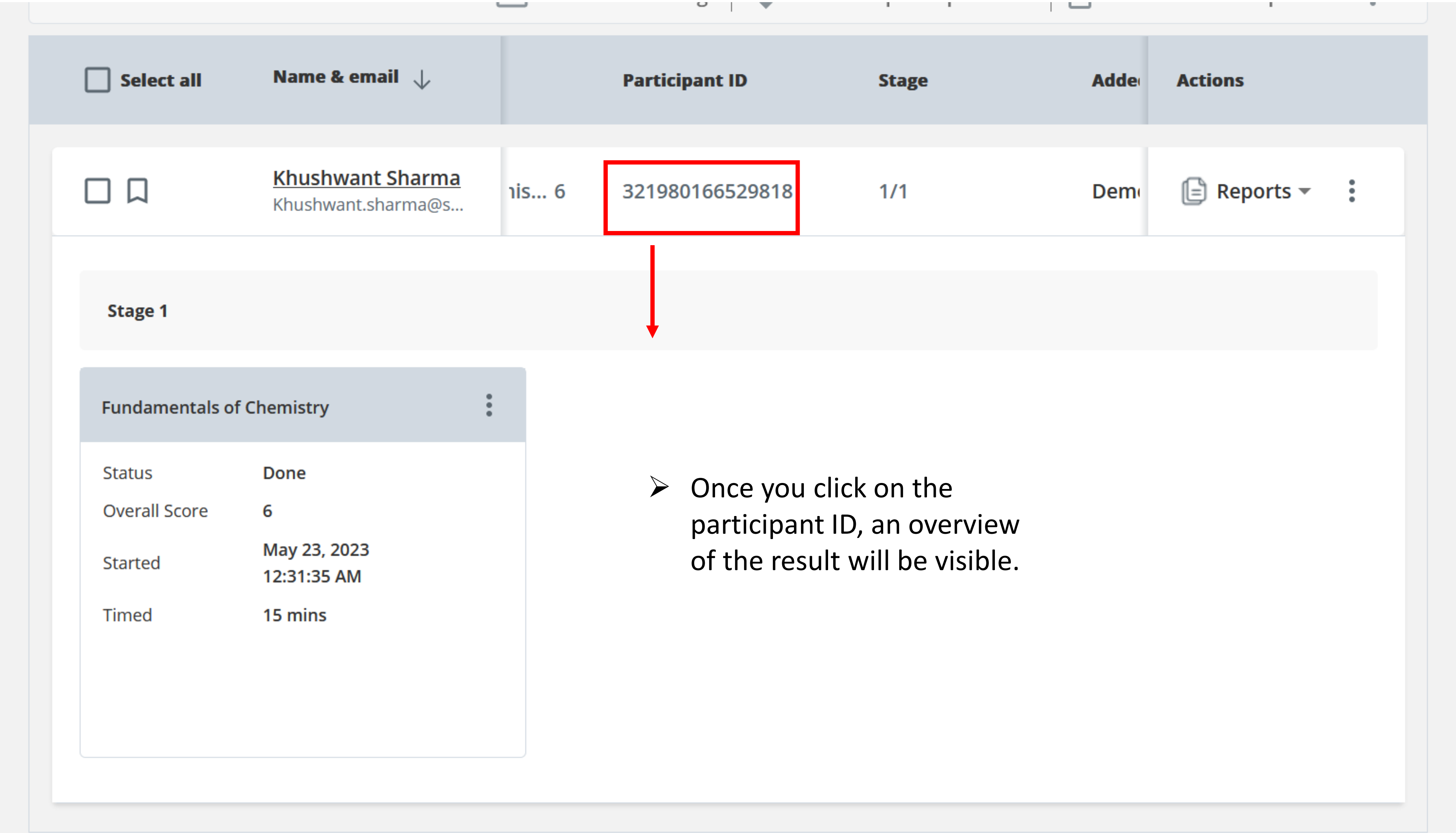
Additional options



Click on Reports to view reports of specific Participant



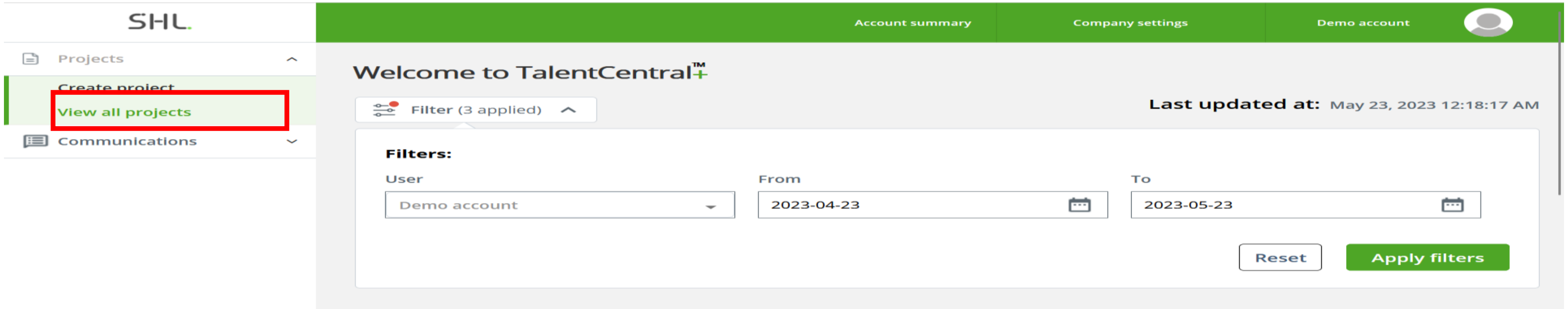
To adjust the column as per the requirement

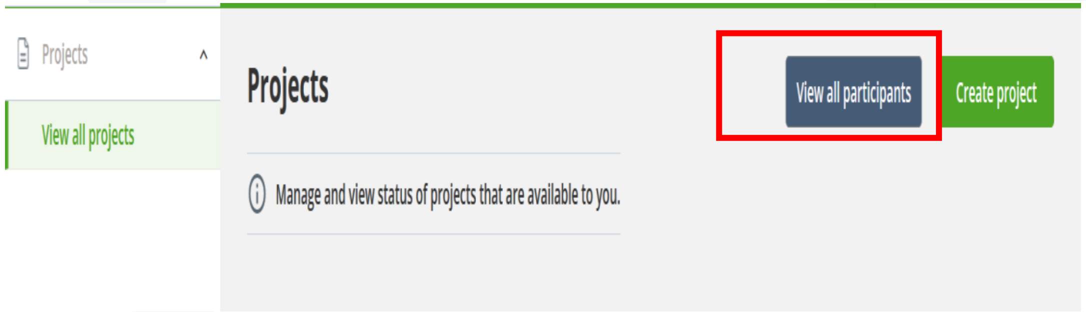


- Once you click on the participant ID, an overview of the result will be visible.

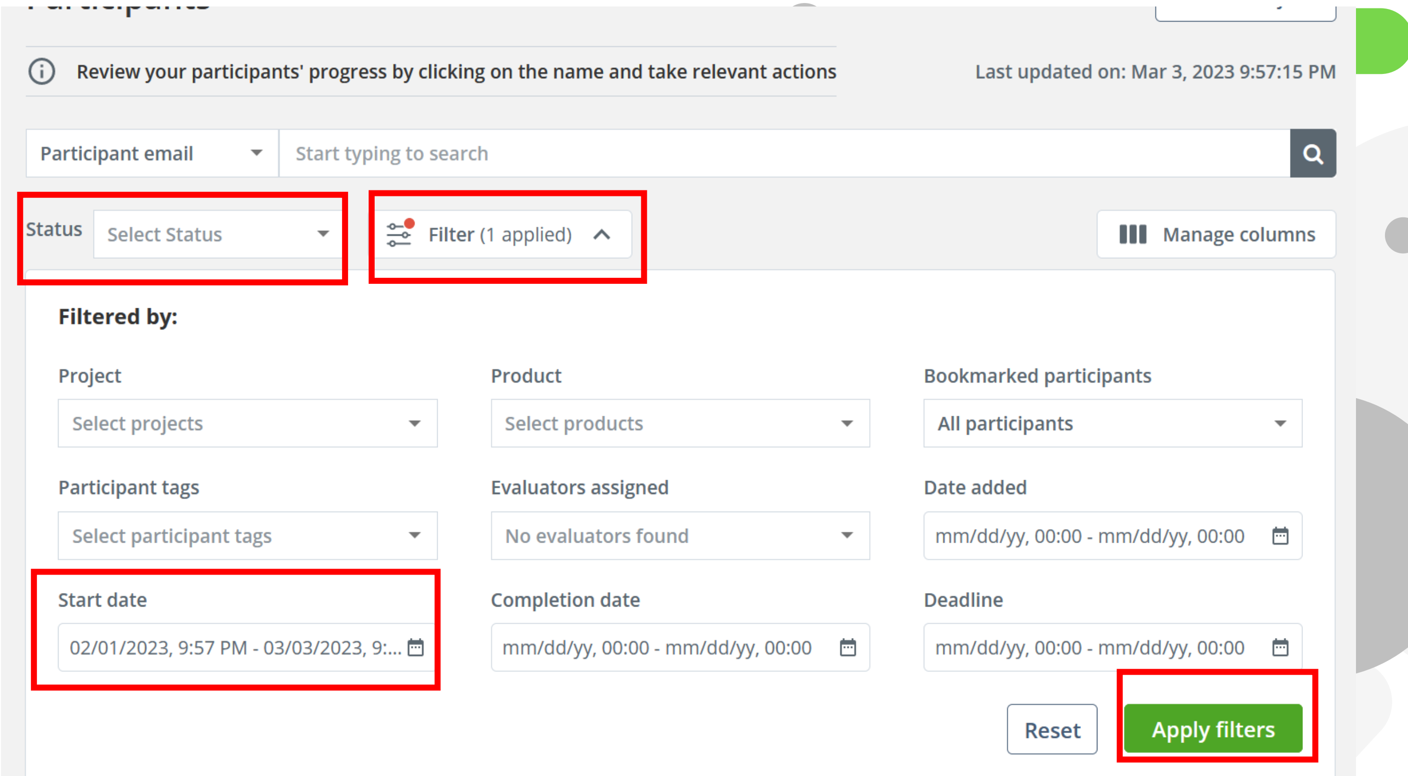
To export Bulk Result

1 Click **View all Projects**



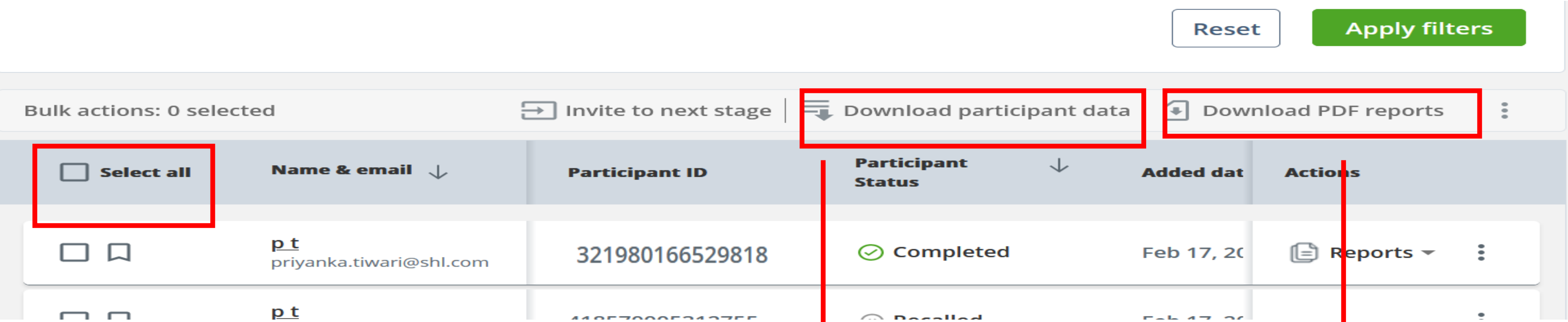


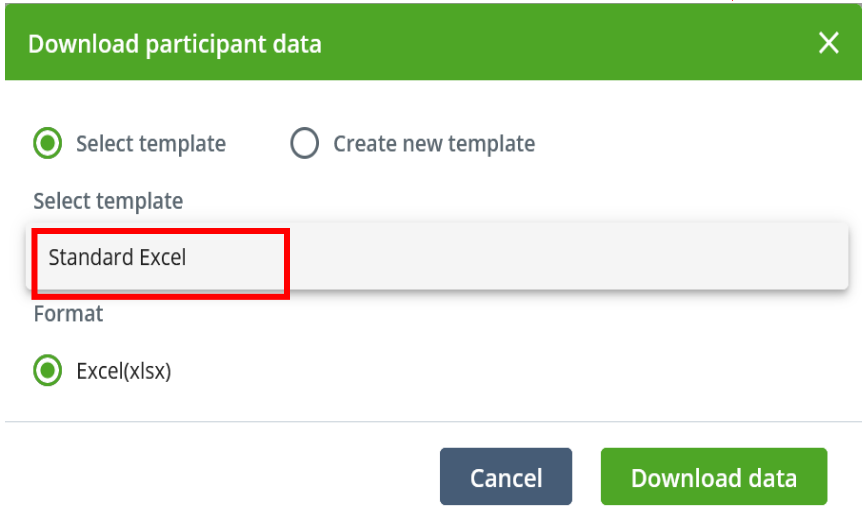
2 Click **View all Participants**



Steps to be followed:

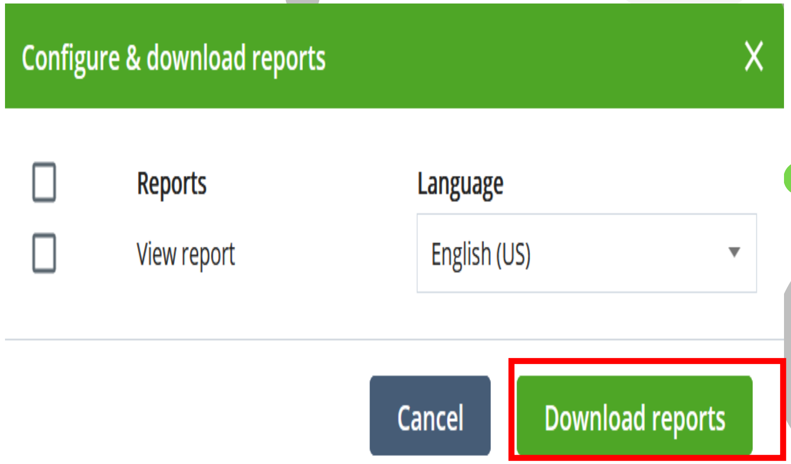
- Click on **filter** option.
- Select **Start date(attempt date)/Date Added(Scheduled date)/Project(to get data for a specific Project)/Status(Not started/completed/recalled/in progress etc.)** as per the requirement.
- Click on **Apply filters**.





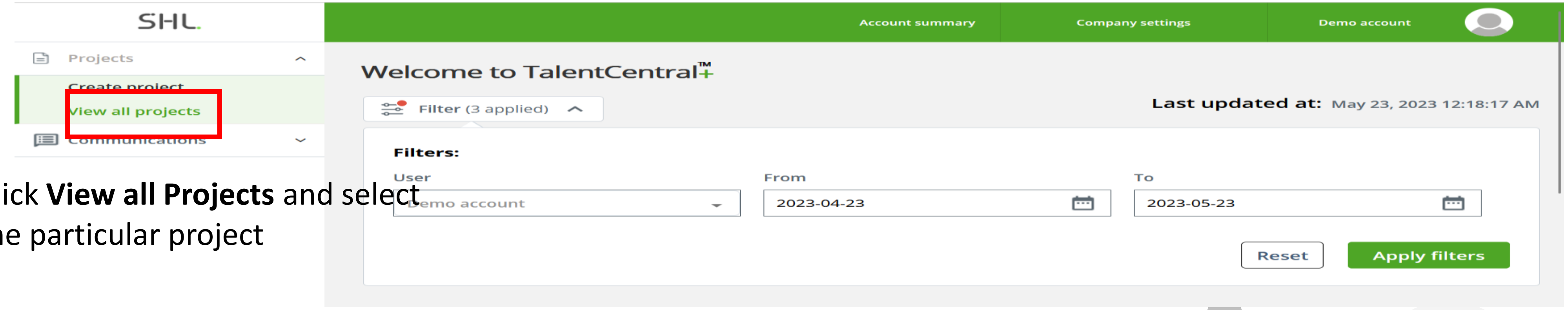
➢ To select the desired excel

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



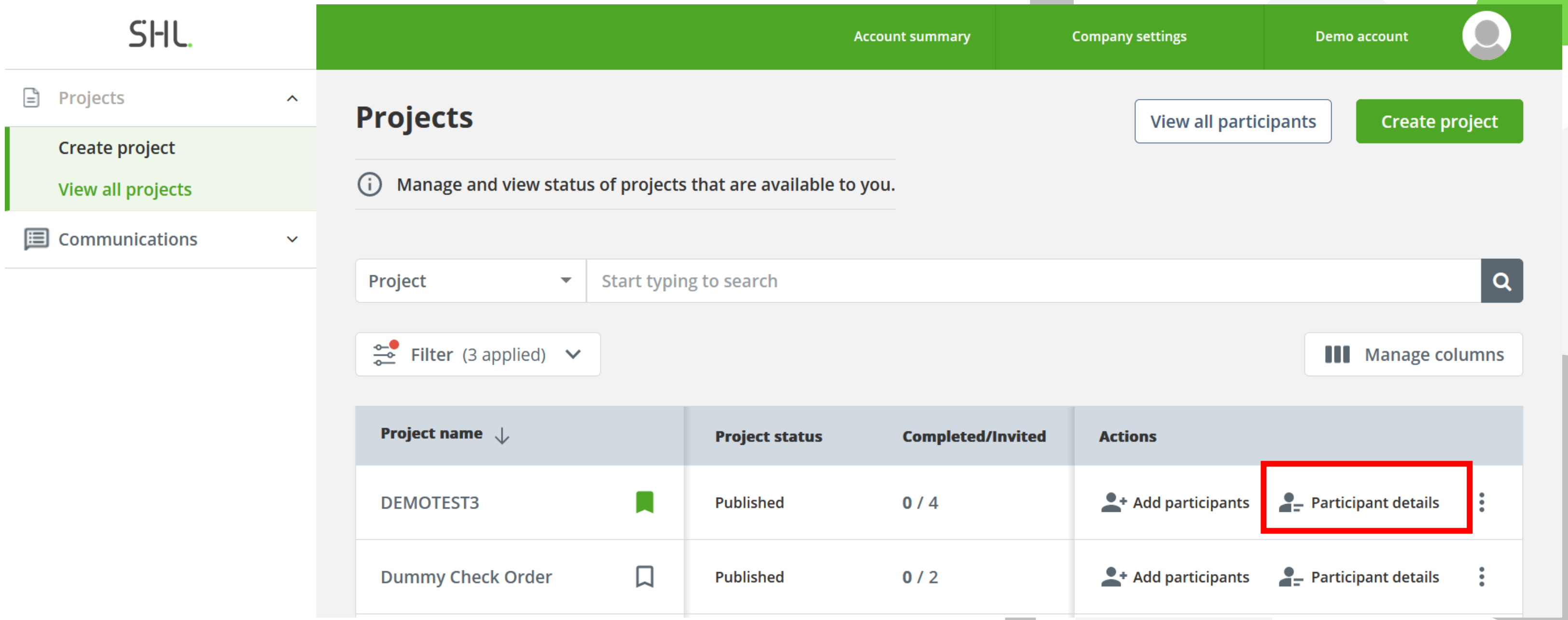
Select the language of the report and click on Download reports

Rescheduling Assessment



1

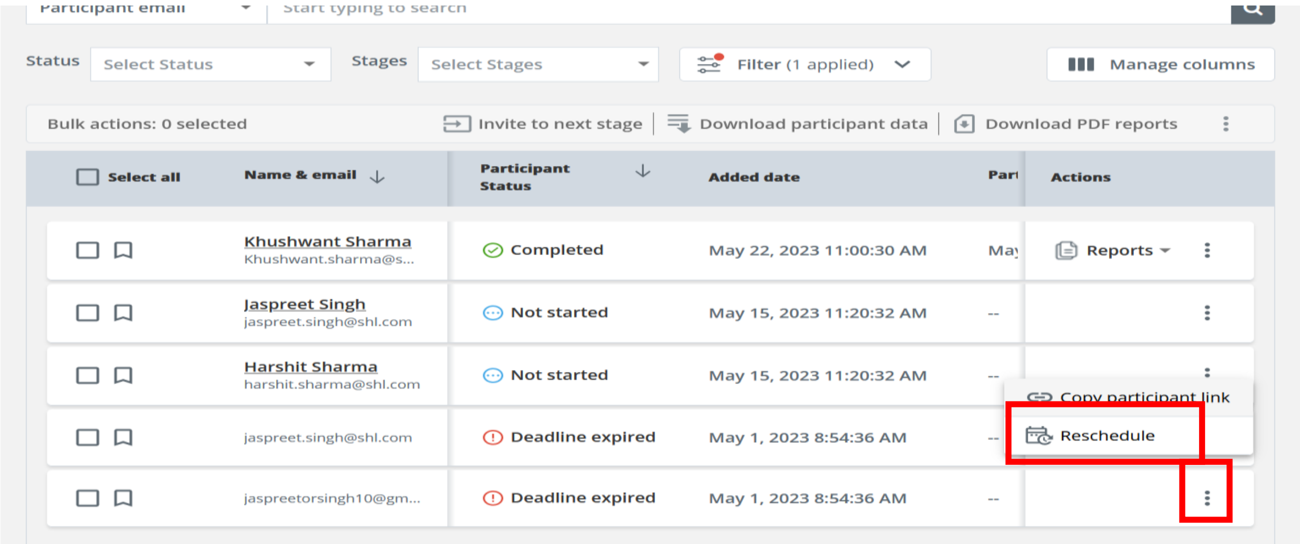
Click **View all Projects** and select the particular project



2

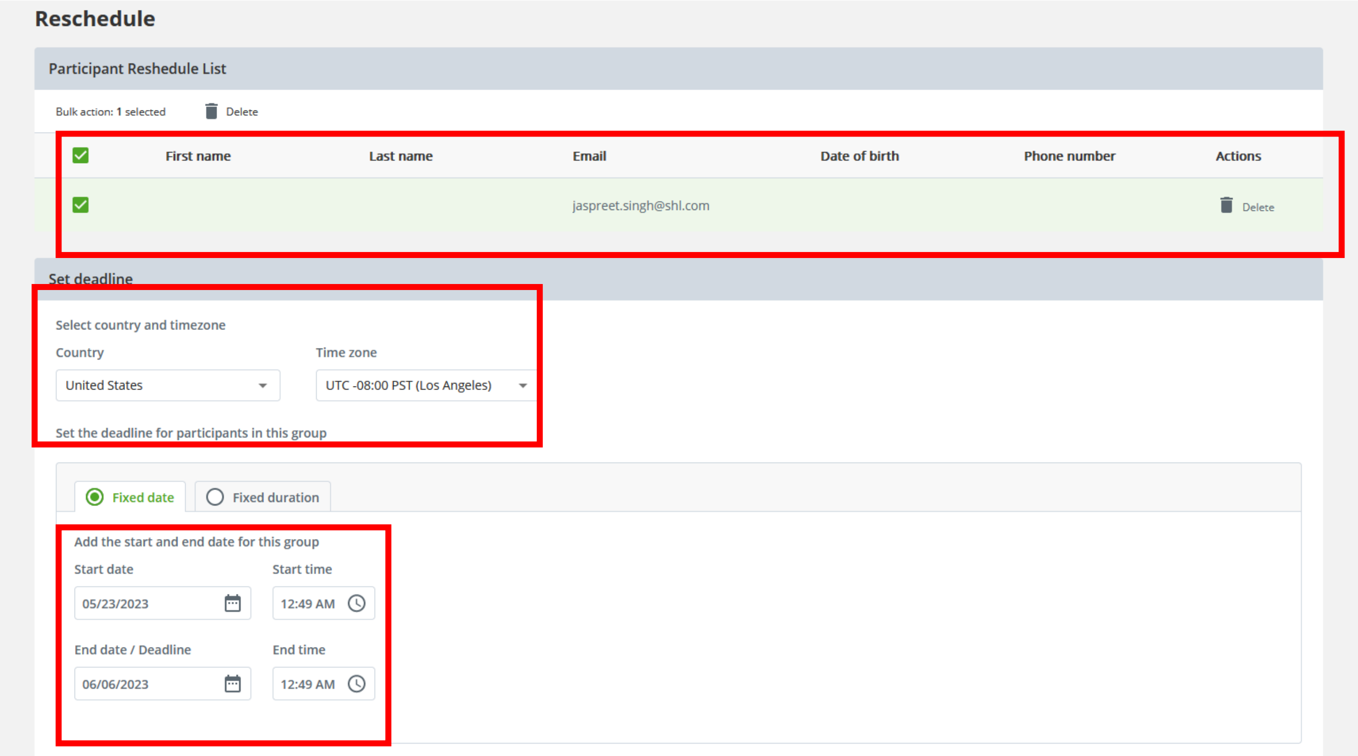
Click **Participant details**

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

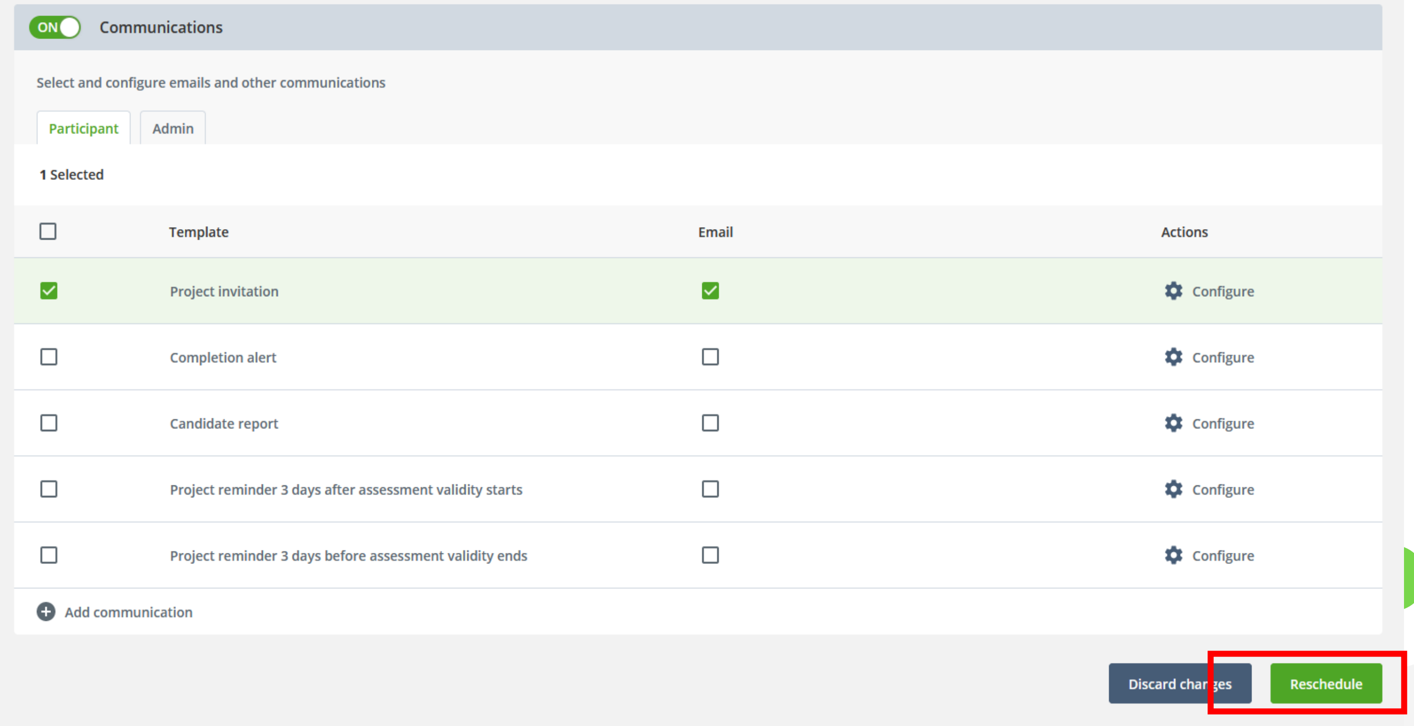


4 Click on **Reschedule** option

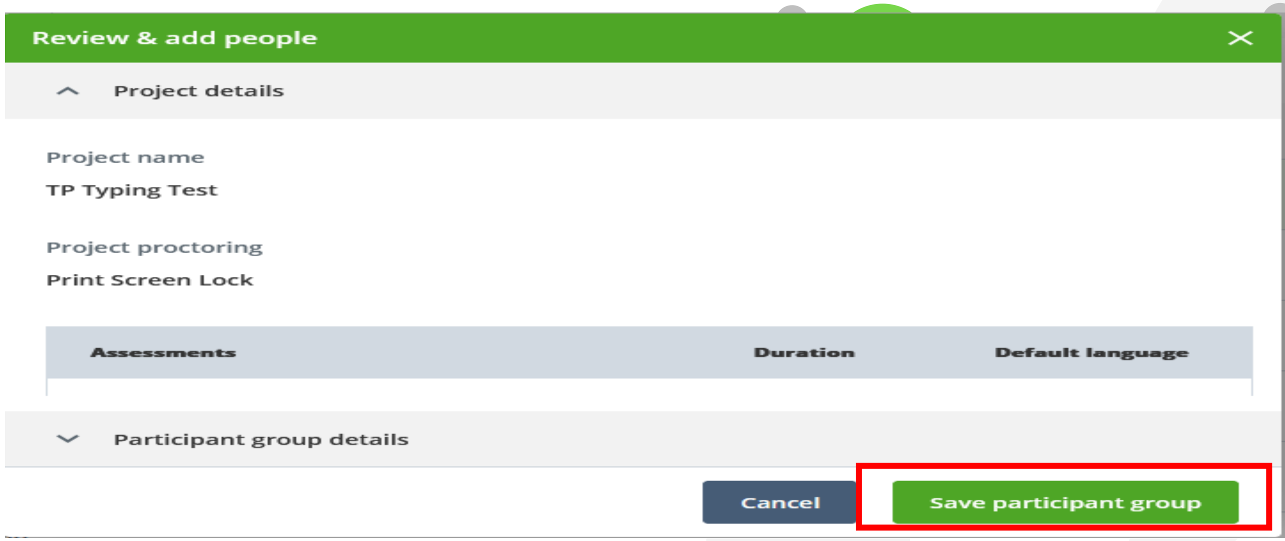
5 Select the time zone and validity for the assessment



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



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



Thank You!

SHL.