

TalentLens

Getting Started Guide

The TalentLens platform has been designed with the user in mind and provides simple and intuitive options to administer deliver and review assessment results at the click of a button.

We encourage you to review the following steps to help build your confidence and enhance the candidate experience.

Be sure to familiarize yourself with:

- Access
- Browser Requirements
- Email Templates
- Catalog - Assessments
- Ordering
- Assignment Process
- Results
- Additional Features



Access

Once your registration is complete you can access the TalentLens online platform by clicking on the link in your 'Welcome Email' or simply type the following URL into your browser <https://tara.vitapowered.com/> [Enter your unique URL identifier] and then enter your login ID and password. Don't forget to bookmark your unique URL.

Browser Requirements

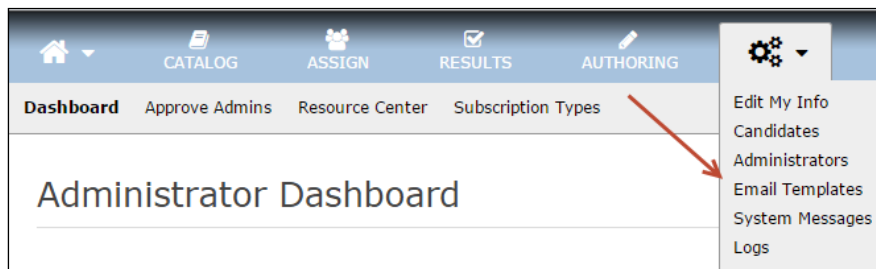
To maximise the user and candidate experience please choose to use any of the following compatible browsers:

- Internet Explorer 8.0 or higher
- Edge
- Firefox (latest version, must use auto-update)
- Chrome (latest version, must use auto-update)
- Safari (Mac 5.0+)

Email Templates

The platform allows you to customize any or all of the emails generated from the platform.

Select *Settings* then click on *Email Templates* from the drop down menu



Settings – Email Templates

The *Email Template Management* area will display all available templates that can be customized. Double click the email template to edit.

Note: The *Tester Assigned* email template is the email that is triggered and sent to the candidate inviting them to take the test. If you plan to administer the test this way, we highly recommend reviewing and customizing this template before you start testing.

IMPORTANT: Do not remove any tokens. Tokens are fields that pull information from the platform database. A token is words beginning and ending with %% e.g. %%TestName%%

Catalog - Assessments

The catalog provides a range of information on each of the assessments available for you to use. To learn more about an assessment follow these steps:

1. Search the catalog by entering the assessment name in the search field or by using the available search criteria e.g. All Assessments / Personality / Cognitive Ability / Skills & Knowledge / Other
2. The results will be returned in a table.
Under the 'Instrument' column heading all the assessments that meet your selection criteria will be displayed. The assessment name is a 'hyperlink', click on this hyperlink to drill down to access the following assessment information:
 - *Assessment Description* – a brief overview of the assessment
 - *Technical Information* – hyperlinks to sample reports, FAQs, Technical Manuals etc.
Note: Information here will vary depending on assessment.
 - *Quick Facts* – table displaying:

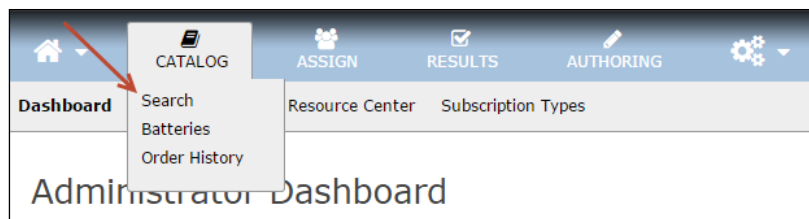
Primary Use / Assessment Type / Job Level / Job Type / Number of Items / Estiatme Time / Administration Format

- *Pricing* – details information on pricing and quantity breaks
- *Available Languages* – lists the languages in which the assessment can be administered

Ordering

IMPORTANT: if delivery of a battery* is desired then you must build the battery before purchasing inventory.

*Battery is when more than one test is being administered to the same candidate.



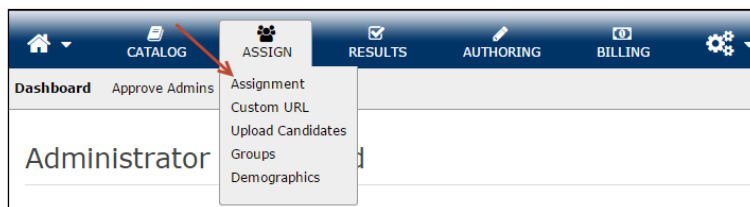
Catalog - Search

1. Click *Search* under the Catalog tab to find the available assessment.
2. Purchase a selected assessment by clicking *Add to Cart*.
3. Enter quantity required
4. Click the *Cart* button to complete the checkout process

Assignment Process

Important: to start the assignment process, you must have available assessment or battery inventory.

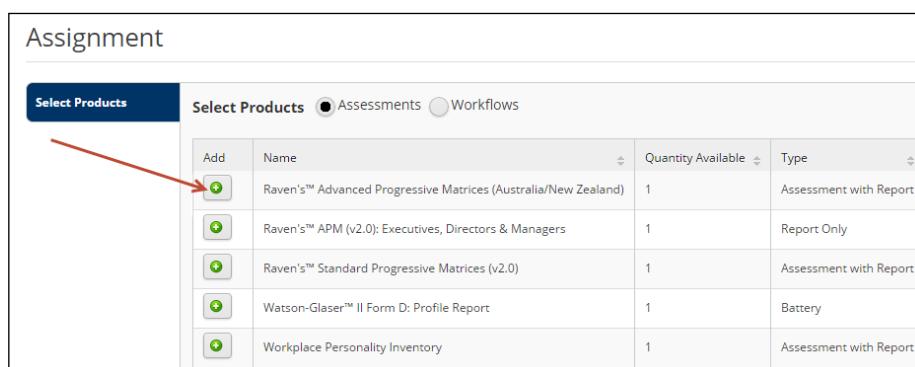
Click the *Assignment* Link on the *Assign* tab.



Assignment Process

Select Products

- Click the green plus symbol next to the desired assessment
- Click on *Continue* →



Assignment – Select Products

Select Candidates

Choose to create, upload or search for existing candidates

Assignment

Select Products

Select Candidates

Uploaded Candidates

0 Candidates Uploaded

Selected Candidates

0 Candidates Selected

Upload Candidates

Create Candidate Search Candidates Select Group

Go Back Continue

Assignment – Select Candidates

- Click on 'Continue →'

Demographics

If the assessment(s) you are assigning includes Administrator Demographics, you will be presented with a screen that includes the Assessment specific demographics e.g. norm group

Click on 'Continue →'

Assignment

Select Products

Select Candidates

Demographics

Provide Specific Candidate Demographic Answers

Sample, Sarah

*Norm Group - Raven's Standard Progressive Matrices (v2.0)

(no response)

(no response)

Managers (2012)

Employed Adults (2012)

Executives and Directors (2012)

Professionals and Individual Contributors (2012)

HR Professionals (2012)

Sales Representatives (2012)

Assignment - Demographics

Select Options

The following options are available:

Email Options

- Send assessment invitation email to candidates – sends the assessment invitation to the assessment taker's email address or uncheck the box for on-site proctored testing•
- Select **Email Template** – a drop menu allows you to choose which email template the person you assigned the test to receives

Sharing Options

- Sends an email to nominated recipients when the candidate has completed the test.

Group Options

- Add the candidate to an existing group or create a new group.

Click on *Continue* →

Assignment – Select Options

Review and Assign

To complete the assignment process, review your selections and click *Assign*.

Assignment – Review and Assign

Assignment Progress

Click 'Start Test Now' to begin taking the assessment or click 'Done'.

Important: if 'Send assessment invitation email to candidates' was checked when 'Done' is selected this will trigger the email invitation.

Results by Candidate Name

Click on *Candidates* under the *Results* tab. Enter the candidate information and click on *Search*.

Search Candidates

First Name:

Last Name:

Email:

Login ID:

Alternate ID:

Phone:

Include Sub Clients: Yes No

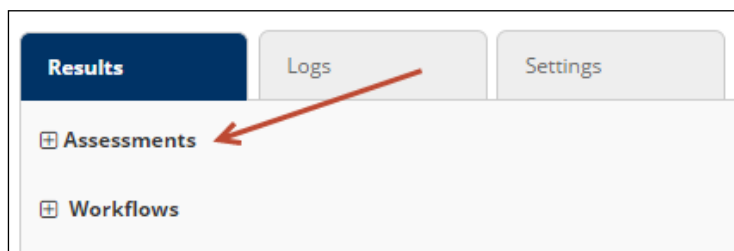
From group:

Click a Name to view details for that candidate. Click a Client to switch to that client.

Name	Email	Phone	Login ID	Alternate ID	Status	Client
Test_Sample	sample@abc.com				Active	Pearson_Australia (url: pearson_au)

Search by Candidate

Click the candidate name to view the details. Click '+' to expand the *Assessments* tab.

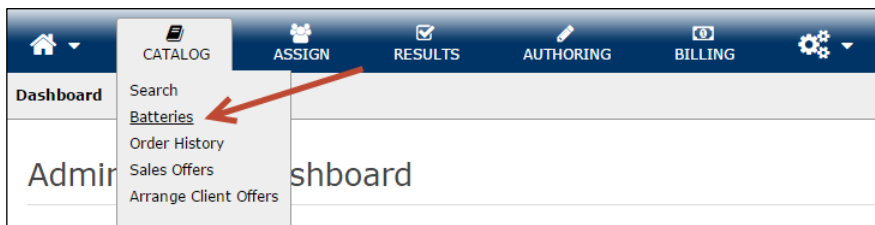


Additional Features

Creating a Battery

A battery is a group of assessments combined to streamline the administrative activities as well as enhance the candidate experience. Instead of ordering and assigning multiple assessments to a candidate one 'product' is ordered and assigned. Candidates then receive one link to complete multiple assessments.

Important: you must create the battery first and then the battery will be available in your catalog to purchase.



Catalog - Batteries

1. From the *Catalog* tab select *Batteries*.
2. Click on *Add New Battery* – Enter your battery *Name* (visible to the test taker) and *Description* (internal only).
3. Click on *Products* – To start creating the battery, click on *Add Products to Battery*.
4. Search and select the first assessment to be added to the battery and click *Add Selected Products*. Repeat the process for the remaining assessments. When all assessments are selected, click *Done*.

5. Click *Save Battery*. After saving the battery, choose to either purchase your battery at this time by clicking *Add* or click *Close* to order the battery at a later time.

Uploading Groups

It's not always practical to enter candidates one-by-one and the platform does allow you to do this in bulk. You can create a group during the assignment process and add candidates to an existing group at any time. Alternatively you can upload a group of candidates.

For more detailed information on uploading groups, please download the TalentLens User Guide from www.talentlens.com.au/logintoa.

Update your settings

You can update your contact information, change your preferred language, reset your password and/or login ID as follows:



Select the *Settings* icon and then select *Edit My Info* and change/complete any required information

In the Users tab you can search for a candidate using any candidate data you originally assigned. Once you have found the candidate, you can also update candidate information as required.

Need Help?

If you require technical assistance please contact our Talent Assessment account management support team on:

Customer Service Telephone:

1800 570 308 (AU)

0800 643 660 (NZ)

Customer Service Email:

info@talentlens.com.au