

Candidate Manager

Quick Start Guide



Administering New Starters



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System Login

To access the great{with}talent candidate manager go to <https://www.greatwithtalent.net> and add this page to your browser favourites.

Login to the system using your username and password provided. Both username and password are case sensitive. If you forget your login details then you'll be able to retrieve them using the link provided.

Candidate Manager Home

Candidate Manager Home is the default starting location upon successful login. From this page you can manage and track all new starters throughout the questionnaire process:

- View a summary of who has completed the questionnaire and those who have yet to complete
- See your completion rates
- Add new starters and send email reminders
- See when your next group report is due
- View usage reports and how many usage units you have remaining on your account
- Access great{with}talent support services.

Candidate Summary

The New Starter Summary details who has completed the questionnaire and those who have yet to complete it:

Open Questionnaires

Click this link to view a list of candidates who have **not yet** completed their questionnaire.

Completed Questionnaires

Click this link to view the list of candidates who **have** completed their new hire questionnaire. You can access individual reports from this page. Click the icon to open the report window.

Manage Candidates

Add New Starter

Select '[Add New Starter](#)' from the Candidate menu located at the top of the page.

Complete the Add Candidate form. (An invite email containing a unique link will be sent to the candidate).

Please note: If the invite email does not need to be sent (e.g. due to paper-based administration) then please enter void@greatwithtalent.net in the email address field.

View, Edit or Delete Candidate

Click on the name of the candidate to view the candidate's details. From here you can:

- Edit Candidate. Make the necessary changes in the form and click 'Update Candidate'.
- Delete Candidate. Please note that deleting candidates may result in misleading completion rates.
- Send Email. Send reminder invite emails for Open questionnaires.

Usage/Service Reports

Under the 'Reports' menu item, select 'Service/Usage Report' to view completion rates and usage history by time and/or user. Preview links to questionnaire and email content are also available on this page.

Group Report Schedule

Under the 'Reports' menu item, select 'Group Report Summary' to show the dates when the next cycles of group strategic report analysis are to take place. The dates reflect any agreed reporting schedule.

My Details

Use the 'My Details' menu item to change your personal details and your access details. We recommend that you change your password every 3 – 6 months.

User Administration

Only some users have the correct privileges to administer users and view user information. Select 'User Admin' from the menu located at the top of the page. Add new users using the form on the right. Select 'Edit' under the Options header to change user details. Blocking user access to the Candidate Manager is also set under the Options header.

The User Administration page details completion rates by user / user group.

Reminder Emails

great{with}talent automatically sends reminder emails each Monday and Thursday at 10:00am GMT to new starters who have not yet completed the questionnaire and where their Completion Due Date is not in the past.

Help & Support

For general help or if a system error occurs please contact great{with}talent on our support email address support@greatwithtalent.com. Alternatively, call +44 (0) 333 012 4649 and select Technical Helpdesk at the voice prompt.