# **TalentClick**

# TalentClick's New-Customer Implementation Plan

## **PRE-PLANNING**

### **TO GET STARTED:**

- 1. Select a key stakeholder in your organization who will be TalentClick's primary contact.
- 2. Decide which employees you want to participate in the product knowledge training (i.e. how to use and interpret report results for screening and selection).
- 3. Decide initial list of job types (This will lead to further discussion around group codes and usage reporting around each job type: #4 below).

#### **DURING THE IMPLEMENTATION:**

- 1. Decide which team members should be able to access your online account and, consequently, which employees you want to participate in the user training for the cloud-based portal. (These may be the same people as in #2 above).
- 2. Decide on training dates and times.
- 3. Select the roles on which you would like to have a job analysis and benchmarking completed.

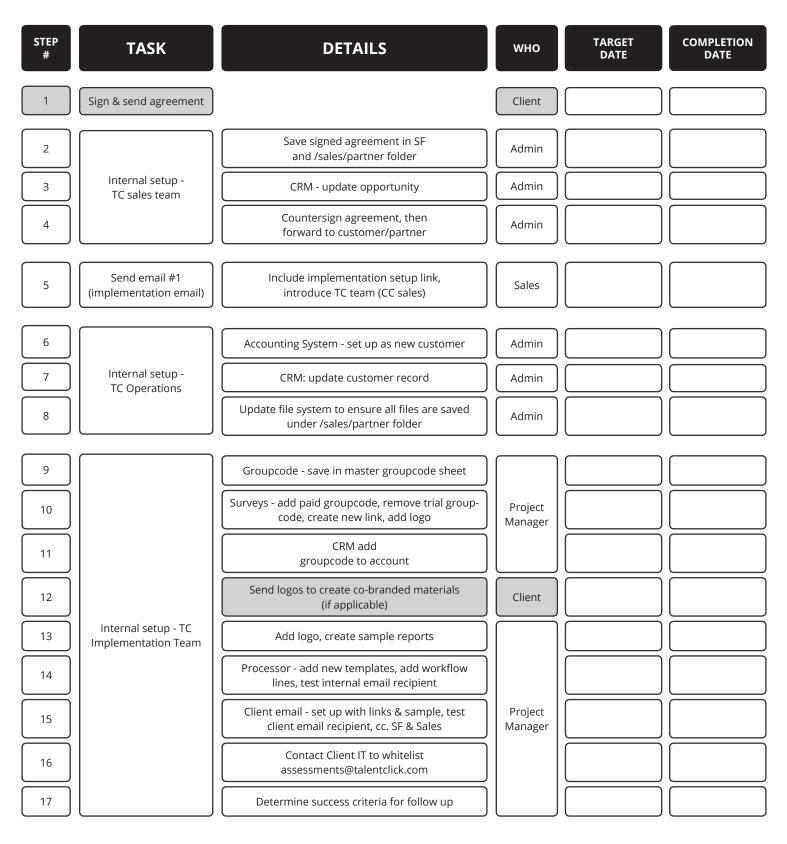
\*Please prioritize. As part of each job analysis, you will have to choose 3-5 "job experts" who know the role well and know what is required (knowledge, skills, attitude, work style, personality traits) for success, so that the survey can be sent to those 3-5 people.

- 4. Decide which reports should be generated for which roles (We can advise on this) and to whom the reports should be sent. Different links will be created for each, but we'll need the names and email addresses of all recipients.
- 5. Send us a high-res version of your logo in a .eps or .png format.

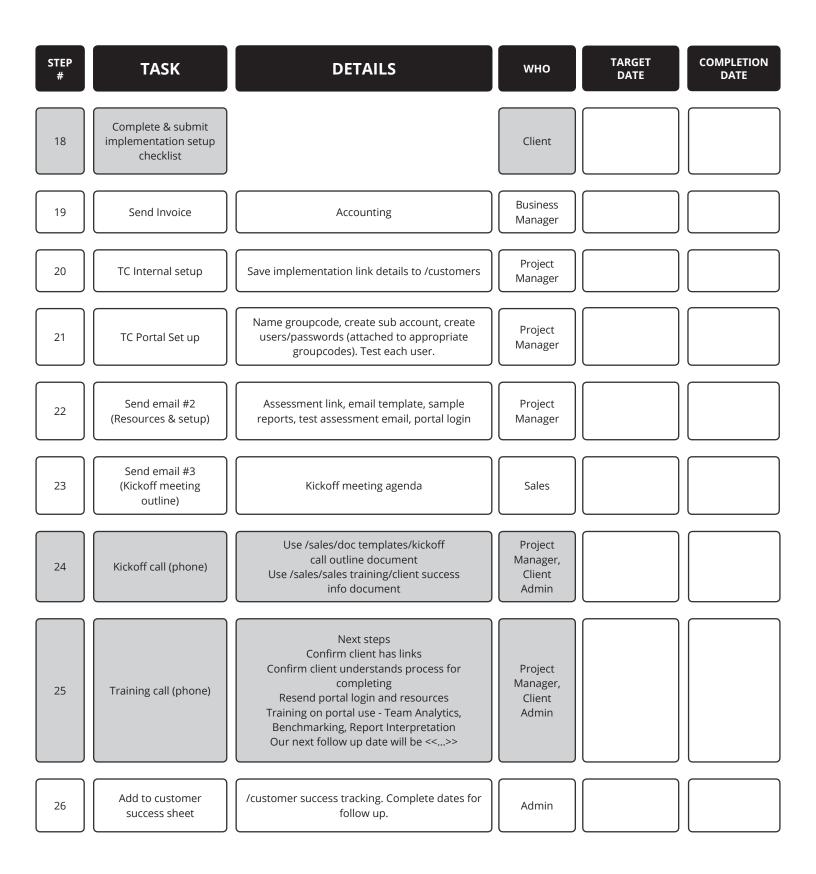
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# **Setup & Implementation Checklist**

## (FOR USE BY EACH PARTY'S PROJECT MANAGER)



## TalentClick



#### www.talentclick.com

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