

Hello Talent - Quick Start Guide

Welcome to Hello Talent! Here's a quick guide on how it works:

The screenshot displays the Hello Talent web interface. At the top, there's a navigation bar with the 'hellotalent' logo, a search bar, and user profile 'Elisa'. Below the navigation bar, there are tabs for 'Marketing Managers', 'Profiles', 'Members', 'Job opportunities', and 'Manage'. A search bar is also present with the text 'Search in this pool'. On the left, a list of 13 profiles is shown, with 'Lola Monroe' selected. The main content area shows the profile for 'Lola Monroe', a Digital Marketing Consultant at Acme. It includes her contact information, a rating section with a 'TALENT' badge, tags like 'Marketing', 'SEO', 'B2B', 'Google Analytics', and 'Marketing Automation', and job profiles like 'Marketing Manager' and 'Marketing Executive'. Numbered callouts (1-6) highlight specific features: 1. The 'Add' button in the profile list; 2. The candidate's profile information; 3. The 'Add' button in the 'Suggestions' section; 4. The 'Add' button in the 'Job Profiles' section; 5. The 'Share' icon in the top right of the profile; 6. The 'TALENT' badge in the rating section.

- 1 Talent pools are where you store lists of candidates. You can create pools for jobs, skillsets, etc. There is no limit to the number of people you can store in a pool.
- 2 All informations about selected candidates will be displayed here.
- 3 Additional information, like dates and reminders, tags, CVs, and more can be added as well
- 4 If you want to add more candidates to a pool use the [browser extension](#). Any time you see someone on a different website (Twitter, LinkedIn, etc.) you can click this button to add them to your pool in Hello Talent.
- 5 Share the pool with your colleagues by clicking the plus icon in the «Members» tab. (Sharing may be restricted by your administrator)
- 6 You can rate each candidate and leave comments.

Accessing your settings

The screenshot shows the Hello Talent interface with the 'Manage' button highlighted by a callout '1'. The user profile 'Elisa' is also highlighted by a callout '2'. The interface includes the navigation bar, search bar, and tabs for 'Marketing Managers', 'Profiles', 'Members', 'Job opportunities', and 'Manage'. The search bar contains the text 'Search in this pool'.

- 1 Click the "manage" button to access the settings for that specific pool. Here you will be able to customize statuses, view other members, and more.
- 2 Click your name in order to view your personal settings. You will be able to update your email, review your subscription, and more.