Uploading Candidates

To import or upload candidates from a text file:

1. Prepare the CSV (comma separated value) text file.

2. Upload the candidates.

See the topics below for help in completing these tasks. Please note there is a 250 candidate limit for uploads.

Preparing the CSV File

To upload candidates from a file, you must first create a file containing the candidates you wish to upload. The file should be a comma separated value (CSV) file. This file can be created using Microsoft Excel. To create the CSV file:

1. Create a file formatted as shown below:

	A	B	C	D	E
1	First Name	Last Name	Email	Login ID	
2	Augie	Smith	asmith@mailin:	AugieSmithloginID	
3	Albert	Hill	ahill@mailinatc	AlbertHillloginID	
4	Sam	Bean	sbean@mailina	SamBeanloginID	
5					
6					

The file MUST have the following fields as line 1 (header):

First Name
Last Name
Email
Login ID
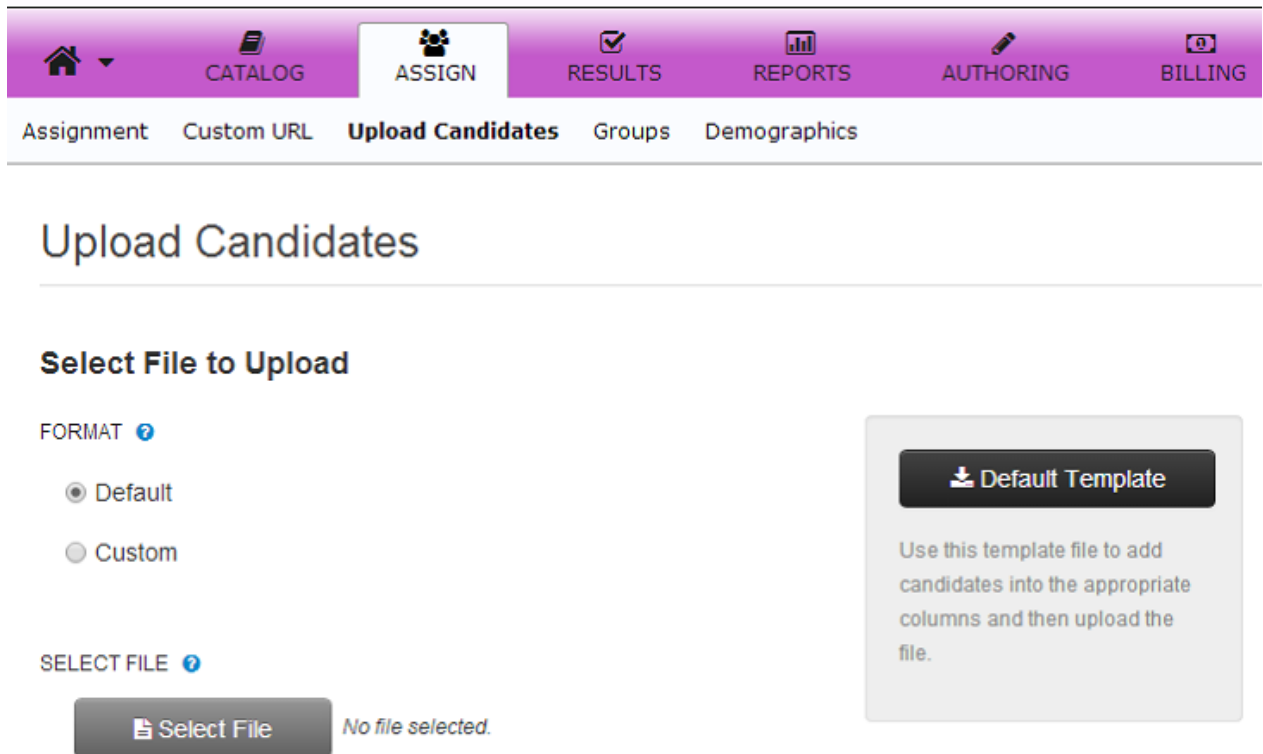
If you have more than 15 candidates, see Error Uploading Candidates.

2. Use the **Save As** function from the **File** menu in Microsoft Excel. Under "Save as type," select "CSV (Comma delimited)."

You can upload a maximum of 5000 candidates at once.

Uploading the Candidates Into Your Account

1. Click **Assign | Upload Candidates**. You will see the following page:

2. Select **Default** if you've formatted your file using the Default Template. Select **Custom** to map the fields from your CSV file if they do not match those specified in the Default Template.

3. Click the **Select File** button to locate the file on your hard drive. Then click the **Continue** button.

4. If you selected the Default format, skip this step and go to step 5. If you selected Custom format, you will see a screen similar to the following, allowing you to map the required fields to fields from your import file:

CATALOG **ASSIGN** **RESULTS** **REPORTS** **AUTHORING** **BILLING**

Assignment   Custom URL   **Upload Candidates**   Groups   Demographics

Upload Candidates

Map Fields ⓘ

REQUIRED

Available System Fields	Available Fields From File
First Name	fname ▾
Last Name	lname ▾
Email	-- Not Mapped -- ▾

OPTIONAL

Available System Fields	Available Fields From File
Login ID	-- Not Mapped -- ▾

← Go Back   Continue →

Notice the fields indicating "Not Mapped". Any REQUIRED fields must be mapped to a field available in the import file before you can continue. Once you have mapped all the REQUIRED fields and any OPTIONAL fields you would also like to map, click **Continue**.

5. You will see the following page that allows you to optionally assign the uploaded candidates into a group for later use in assigning or viewing results for these candidates. Once you have filled in any desired Group information, click **Continue**.

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Upload Candidates

Add Candidates to a Group

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ADD TO GROUP ❓

- ⦿ None
- ○ New
- ○ Existing

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Continue →

6. A page similar to the following will be displayed allowing you to review the selections you have made for the upload. If you use system-generated Login ID's, the Login ID field may be left blank.

CATALOG · **ASSIGN** · **RESULTS** · **REPORTS** · **AUTHORING** · **BILLING**

Assignment Custom URL **Upload Candidates** Groups Demographics

Upload Candidates

Review

SUMMARY ❓

File Name	Format	Number of Candidates	Group
sample.csv	Default	9	MyNewGroup

FILE PREVIEW ❓

First Name	Last Name	Email	Login ID
Augie	Smith	regtest@mailinator.com	
Albert	Hill	regtest@mailinator.com	
Sam	Bean	regtest@mailinator.com	
Smitty	James	regtest@mailinator.com	
Teal	Miller	regtest@mailinator.com	

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Upload Candidates ⬆

7. Click the **Upload Candidates** button to upload this group of candidates.A page similar to the following will be displayed.

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Upload Candidates

Results

SUMMARY

Successes	Failures	Group
9	0	MyNewGroup

Upload Another File ⟳

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Web Support -> Talent Assessment -> Uploading Candidates
http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4412