



TALENVAL

The complete hiring walkthrough

12 chapters · 54 steps · 15 landscape pages

From account setup to your next hire.



A compact print companion to the interactive guide. Repeated screen views are shown once; every instruction and caution is retained. Printed illustrations are static: interactive hotspots and motion remain in the online walkthrough.

Open TALENVAL → talenval.com



Your hiring journey

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Make TALENVAL work with your organisation

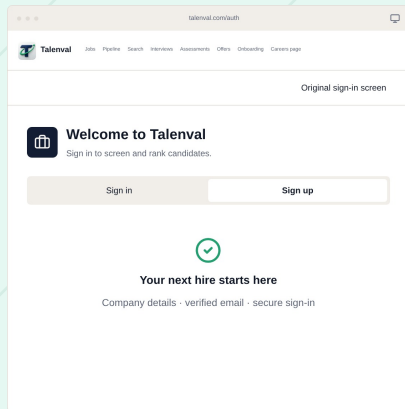
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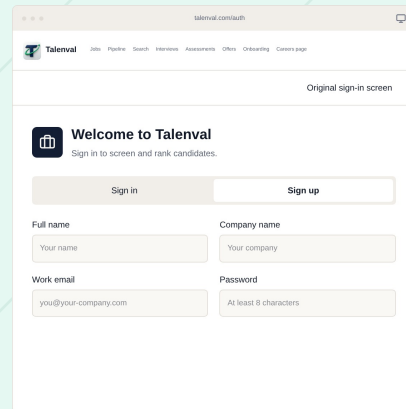
Create your account

Your first step into TALENVAL

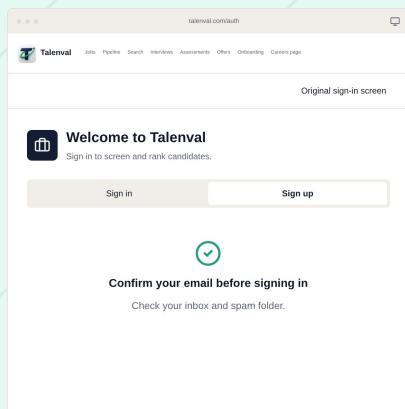
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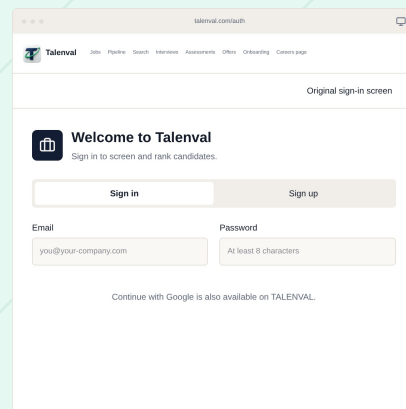
Illustrated view · steps 1



Illustrated view · steps 2



Illustrated view · steps 3



Illustrated view · steps 4

Illustrated practice views · no account changes, email sends or payments · updated 10 October 2026

CHAPTER 01 / ALL STEPS

01 Choose Sign up

Open the authentication page and switch from Sign in to Sign up.

02 Add your details

Enter your full name, company name, work email and a password of at least eight characters. Your company name appears on candidate emails and reports.

03 Confirm your email

Follow the confirmation link in your inbox before signing in. Check spam too; if needed, request another email after the one-minute wait.

04 Sign in

Use your confirmed email and password, or choose Continue with Google. Team invitation links can return you to the invited team after authentication.

Note: This guide never collects your password or creates a real account.

TALENVAL page: talenval.com/auth

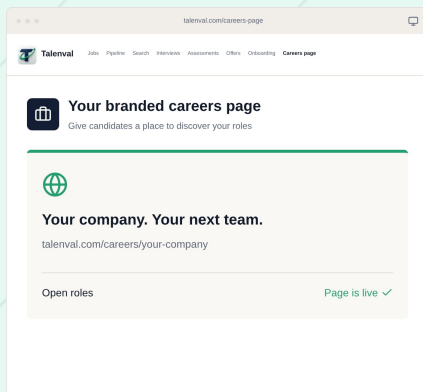


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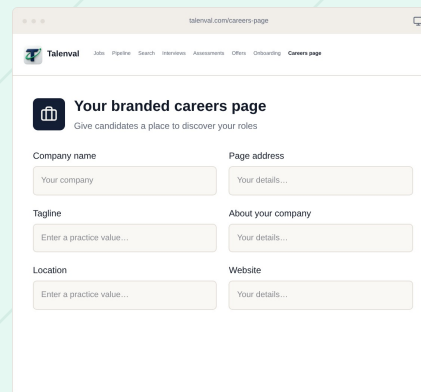
Set up your careers page

Give candidates a place to discover your roles

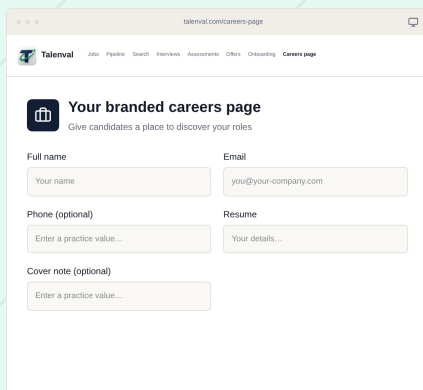
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Illustrated view · steps 1, 3, 4



Illustrated view · steps 2



Illustrated view · steps 5

CHAPTER 02 / ALL STEPS

01 Open Careers page

Choose Careers page from the app navigation to configure your public hiring page.

02 Add your company identity

Complete Page details. Choose a unique Page address, company name, tagline, about text, location, website and Brand colour.

03 Publish and share

Turn on Page is live and choose Publish careers page (or Save changes for an existing page). In Share your page, copy or open the public URL.

04 Embed on your website

Use Copy embed code in Embed on your own website and add the provided snippet to your company website.

05 Understand the applicant experience

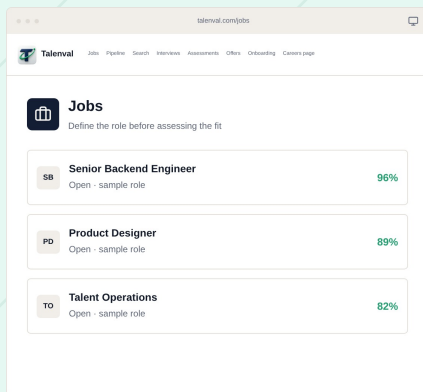
Candidates search roles or skills, choose Apply in one click, enter their name, email, optional phone and cover note, upload a resume and choose Submit application. Direct job links offer the same application flow.

• **LEARN BY DOING**

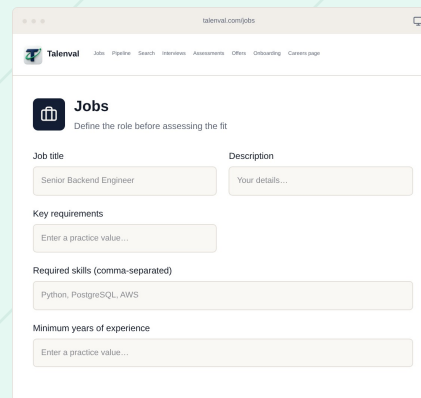
Create a job

Define the role before assessing the fit

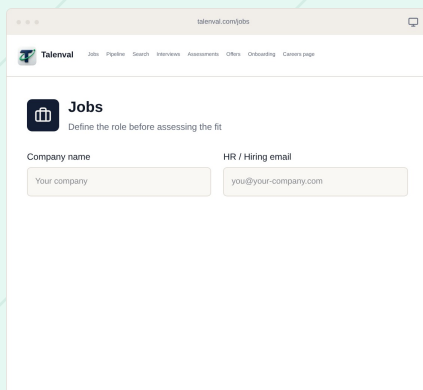
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Illustrated view · steps 1, 4



Illustrated view · steps 2



Illustrated view · steps 3

CHAPTER 03 / ALL STEPS

01 Open New job

In Jobs, choose New job. Job creation is limited by your current plan.

02 Describe the role

Fill in the job title, description and key requirements. Add comma-separated required skills and minimum years of experience for explainable resume matching.

03 Set the hiring identity

Add Company name and HR / Hiring email, or leave them blank to use your profile defaults. Review before saving.

04 Manage and share the role

Open the job to work with candidates and share the application link. Deleting a job also deletes its candidates; use the confirmation carefully.

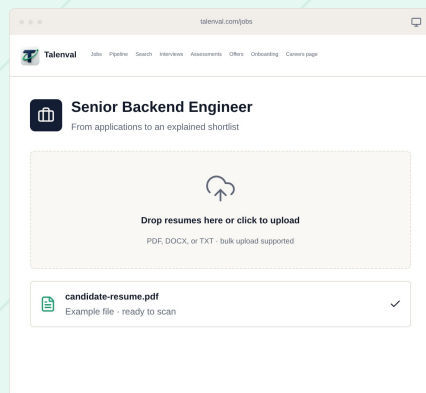


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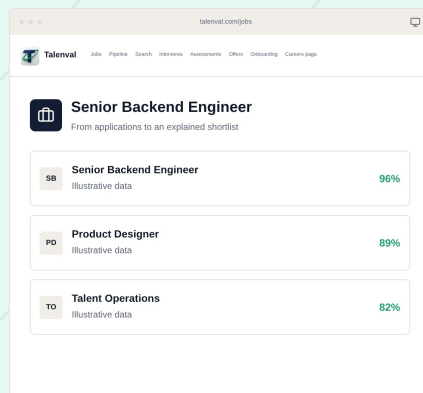
Upload & scan resumes

From applications to an explained shortlist

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Illustrated view · steps 1, 2, 3



Illustrated view · steps 4, 5

CHAPTER 04 / ALL STEPS

01 Open the job

Choose the role whose requirements should be used to assess the incoming resumes.

02 Upload candidate resumes

Drop PDF, DOCX or TXT resumes into the upload area, or click to browse. Bulk upload is supported. Review the queue and choose Proceed to scan; your remaining plan quota applies.

03 Read the scan results

Review extracted candidate details, matched skills, experience, resume quality and the explainable overall score. Do not treat an AI score as a final hiring decision.

04 Inspect the candidate

Expand a ranked candidate to inspect skills, experience, education, matched and missing skills, resume-quality issues, summary, strengths and gaps. Use Top N candidates to jump to the strongest scores.

05 Shortlist or reject

Use All, Shortlisted and Rejected filters. Select multiple candidates for Shortlist, Reject or Reset; Clear removes the selection. Retry failed parsing in Pipeline.

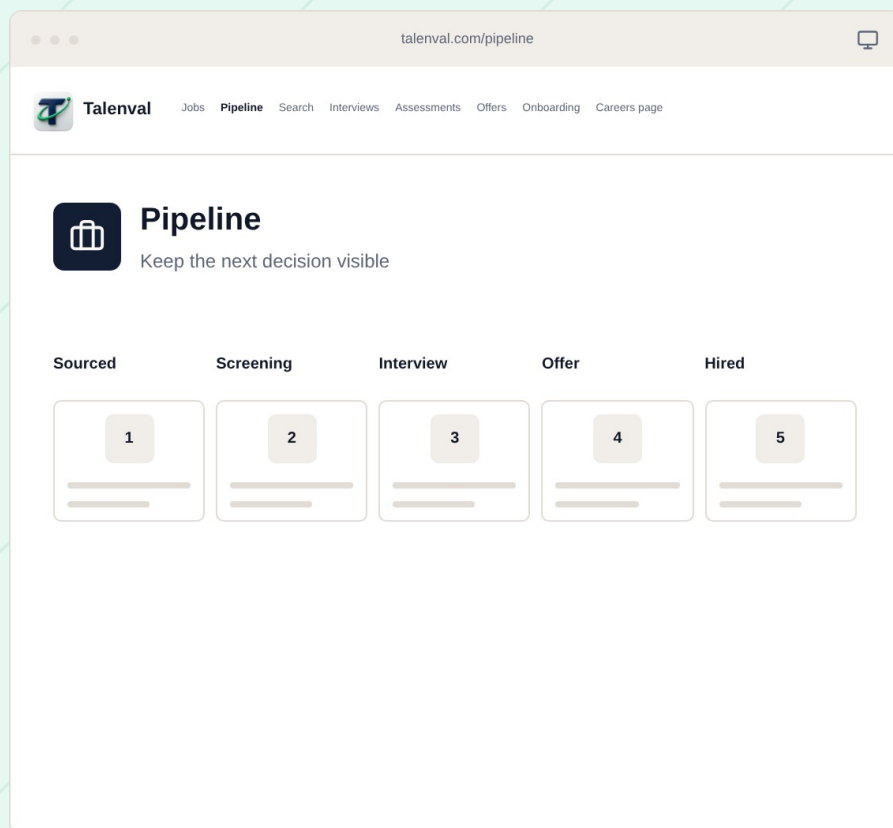


• LEARN BY DOING

Move your hiring pipeline

Keep the next decision visible

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Illustrated view · steps 1, 2, 3, 4, 5, 6

CHAPTER 05 / ALL STEPS

01 Open Pipeline

View candidates across Sourced, Screening, Interview, Offer and Hired.

02 Change a candidate stage

Use the Stage dropdown on a candidate to choose the next stage. Review any resulting email draft or status email before treating the candidate as notified.

03 Find and review talent

Use Search to find candidates across roles, then open the candidate dossier for a joined-up view of their evidence.

04 Share a dossier

Use the Share icon to create a secure, optionally PIN-protected dossier. The manager can review evidence and choose Advance to next round, Request in-person interview, Keep on hold or Not a fit.

05 Use fair-hiring tools

Turn on Blind mode to mask names. Fair hiring report downloads a bias-audit PDF; Download all stages exports the whole pipeline as Excel or PDF. Individual stages have their own export action.

06 Retry failed parsing

Watch the parsing progress strip and choose Retry all failed when extraction fails. Recheck the candidate results after processing.

TALENVAL page: talenval.com/pipeline

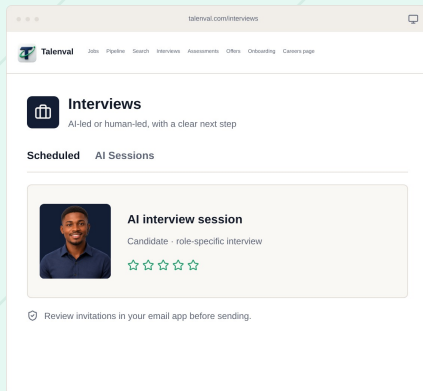


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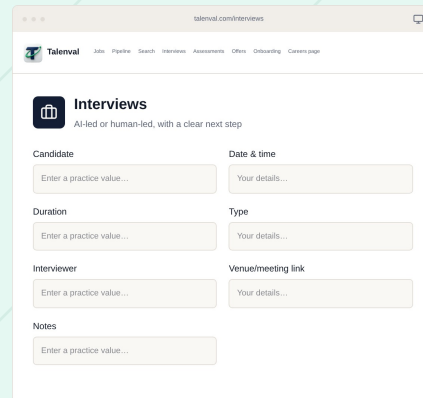
Invite candidates to interview

AI-led or human-led, with a clear next step

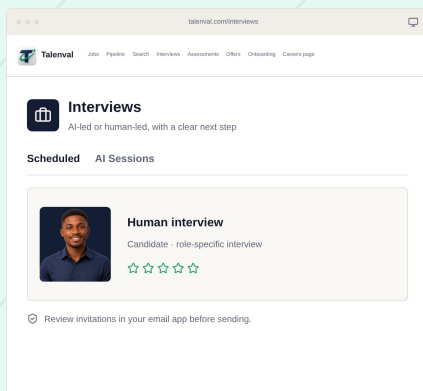
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Illustrated view · steps 1, 4, 5



Illustrated view · steps 2



Illustrated view · steps 3

CHAPTER 06 / ALL STEPS

01 Create an AI interview link

Choose AI interview on an expanded candidate or the Bot icon in Pipeline. The link is copied and a prefilled email draft opens in your own email app. Review it and send it yourself; opening a draft does not send it.

Note: AI invitation links expire after 14 days. Decision emails and AI invitations can be mail-client drafts, not automatic sends.

02 Schedule a human interview

Open Interviews → Scheduled → Schedule. Select the candidate and set Date & time, Duration, Type, Interviewer, Venue/meeting link and Notes.

03 Record the human interview outcome

Update Scheduled, Completed, Cancelled or No-show status. The five-star rating can open an interview-offer draft for ratings of three or more, or a rejection draft below three. Review and send from your email app.

04 Candidate completes the AI interview

The candidate opens their link and chooses Start. Camera and microphone are required; screen sharing is attempted. Live voice can fall back to text chat. End interview submits the transcript and proctoring evidence.

Note: If submission fails, use Retry. The completed AI-interview report is sent automatically to the recruiter, unlike invitation drafts.

05 Review AI Sessions

In Interviews → AI Sessions, review completed sessions, copy interview links, download the report or delete a session. Email report now retries report delivery where needed.

TALENVAL page: talenval.com/interviews

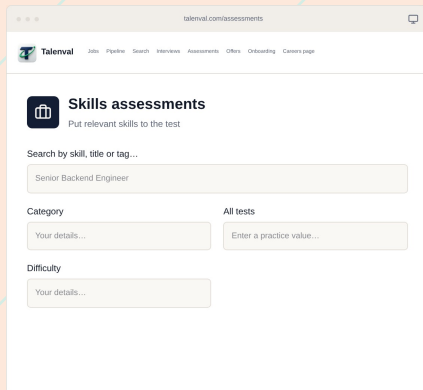


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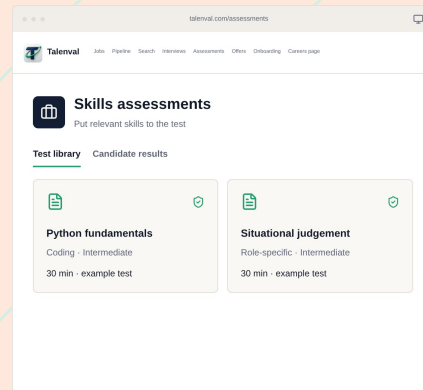
Send a skills assessment

Put relevant skills to the test

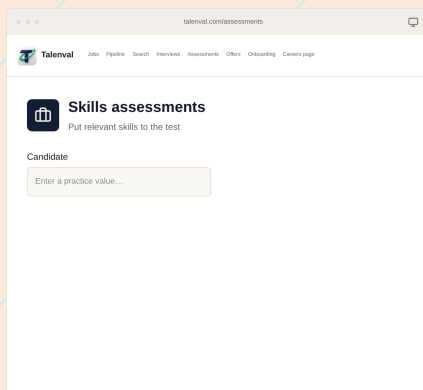
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Illustrated view · steps 1



Illustrated view · steps 2, 4, 5



Illustrated view · steps 3

CHAPTER 07 / ALL STEPS

01 Find the right test

Open Skills assessments → Test library. Search by skill, title or tag; filter by Category, scope and Difficulty.

02 Review the test

Check its category, difficulty, duration, question count and proctoring indicator before inviting anyone.

03 Send the assessment invite

Select a candidate and choose Send invite. The single-use timed link is emailed and also copied for sharing. Invites are subject to your plan allowance.

04 Candidate takes the assessment

The candidate opens the assessment link and completes it within its time limit. Proctored tests use webcam monitoring and paste blocking when enabled.

05 Read Candidate results

Review status, score and plagiarism verdict in Candidate results. Completed scored reports are also emailed to your HR inbox.

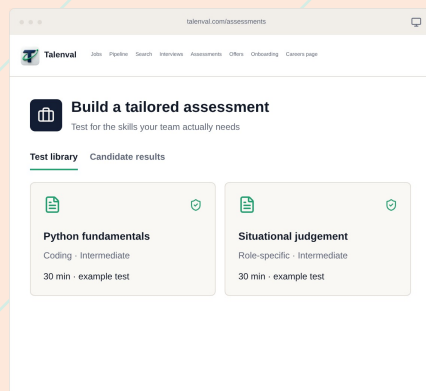


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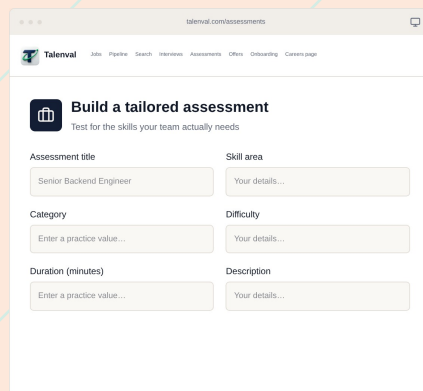
Build a custom assessment

Test for the skills your team actually needs

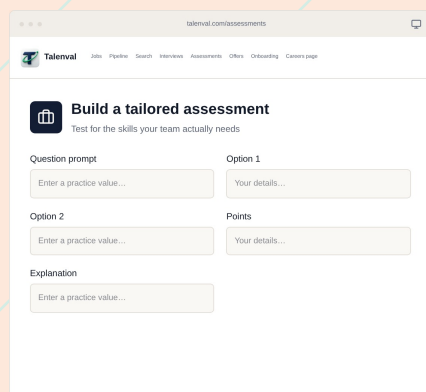
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Illustrated view · steps 1, 4



Illustrated view · steps 2



Illustrated view · steps 3

CHAPTER 08 / ALL STEPS

01 Open the test builder

From Skills assessments, choose Build your own test to open Build a tailored assessment.

02 Define the assessment

Enter a title, skill area, category, difficulty, duration and description. Choose whether to enable Webcam proctoring & paste blocking.

03 Write your questions

Add question prompts, up to four answer options, the correct answer, points and an optional explanation. Each valid question needs at least two non-empty options and a selected correct answer.

04 Save and invite

Choose Save assessment. Find it under My custom tests and invite a candidate just like a library test. Use the delete action only when you intend to remove your custom test.

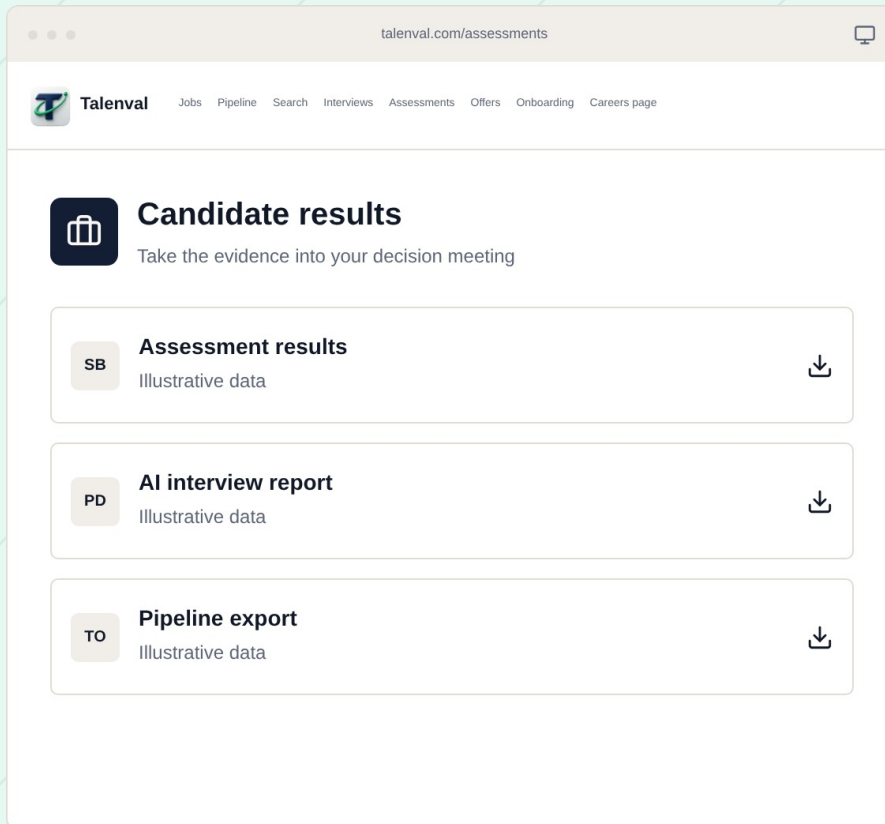
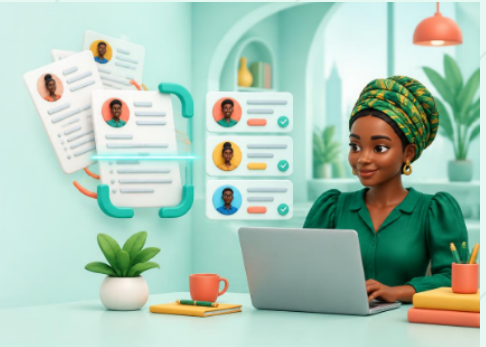


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Download & share reports

Take the evidence into your decision meeting

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Illustrated view · steps 1, 2, 3, 4, 5

CHAPTER 09 / ALL STEPS

01 Download an assessment PDF

Open Candidate results and choose PDF beside a submitted assessment. Pending assignments do not yet have a completed scored report.

02 Export all assessment results

Choose Download all results (PDF) to export the available completed results together.

03 Download interview reports

Open a completed interview in Interviews, inspect the report and use its download action when available.

04 Share candidate evidence

Use Share dossier for a candidate review link. Assessment Link copies the assignment link, not a report download.

05 Export pipeline and audit reports

From Pipeline, use Download all stages or a stage export menu for Excel/PDF. Fair hiring report downloads the bias-audit PDF.

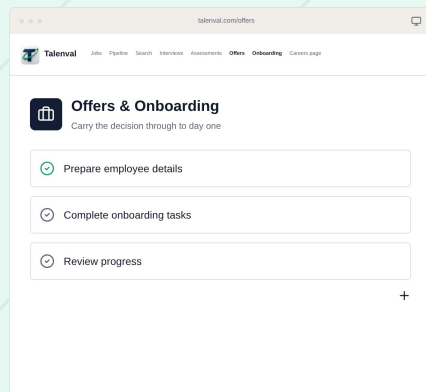


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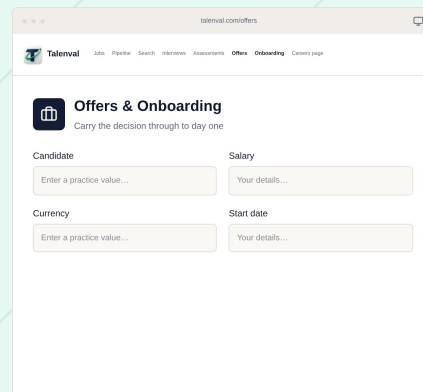
Offers & employee onboarding

Carry the decision through to day one

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Illustrated view · steps 1, 3



Illustrated view · steps 2

CHAPTER 10 / ALL STEPS

01 Open Offers

Work with candidate offers from the Offers area, keeping the role and recipient aligned with your hiring decision.

02 Record a new offer

Choose New and complete Candidate, Salary, Currency and Start date. This is offer record management; an e-signature or generated offer letter is not present in the inspected app.

03 Open Onboarding

Use Onboarding for hired candidates, not account sign-up. Complete default checklist tasks, add or remove custom tasks, and monitor the progress bar for each hire.

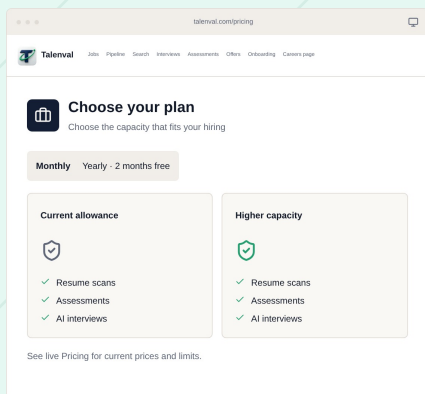


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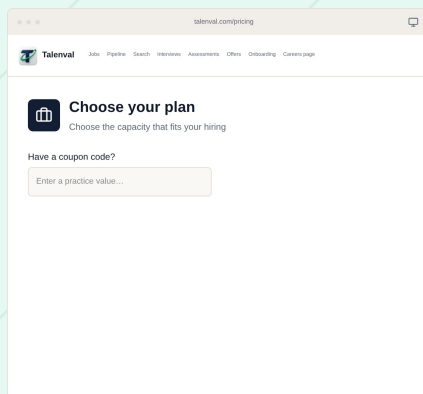
Subscriptions & higher plans

Choose the capacity that fits your hiring

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Illustrated view · steps 1, 3, 4



Illustrated view · steps 2

CHAPTER 11 / ALL STEPS

01 Compare current plans

Open Pricing or Upgrade. Read the currently displayed plans and usage allowances; prices and available tiers are configured by TALENVAL and can change.

02 Choose the billing period

Switch Monthly or Yearly · 2 months free. If you have a coupon, enter it and choose Apply; check the resulting total.

03 Complete secure checkout

Sign in and choose the plan. TALENVAL sends you to Paystack checkout; finish payment there and wait for the payment verification page before assuming your upgrade is active.

04 Buy additional credits

If top-up packs are configured, choose Buy top-up for extra AI interviews, assessments or resume scans. Verify the purchase after returning from checkout.

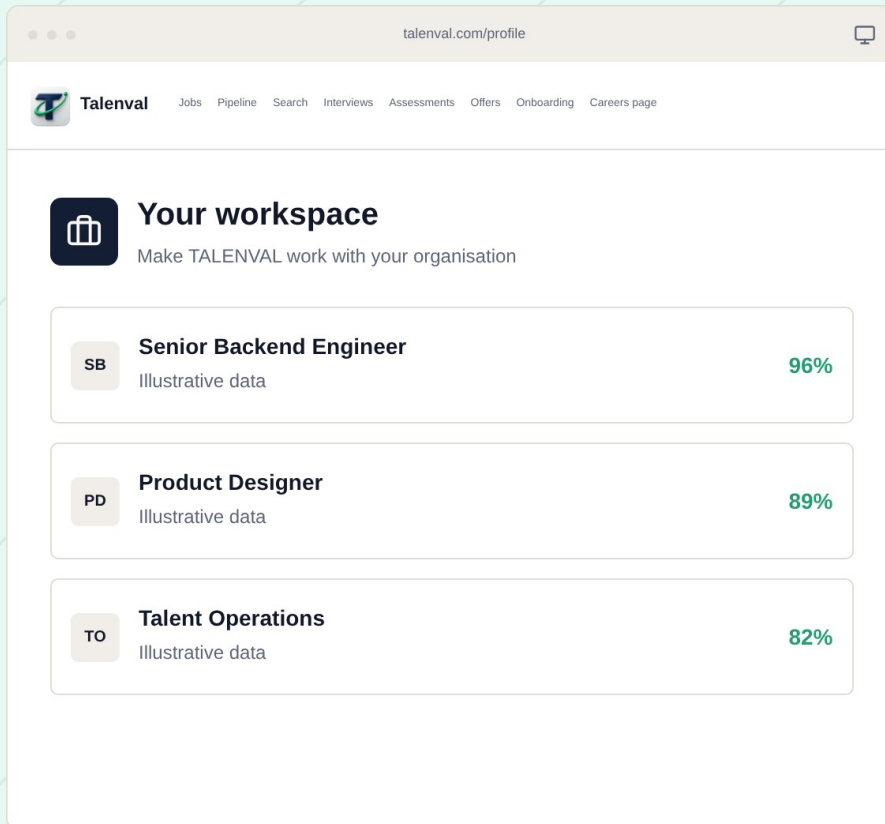


• LEARN BY DOING

Profile, team & integrations

Make TALENVAL work with your organisation

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Illustrated view · steps 1, 2, 3, 4

CHAPTER 12 / ALL STEPS

01 Maintain your profile

Open Profile to manage your hiring identity and account details. These defaults can be used on job emails and reports.

02 Invite your team

Use the team invitation workflow where available. Recipients follow their invitation and authenticate to join the intended workspace.

03 Connect your careers site

Open Developers for API access and integration guidance. Keep API credentials private and use signed webhooks as documented.

04 Administration & sign out

Admin is role-restricted and covers operational settings such as users, plans, payments and coupons. Finish your session using Sign out.



Contacts & important notes

Support & billing

support@talenval.com

Enterprise sales

sales@talenval.com

Investors

founders@talenval.com

Social handles

No public social handles were found in the inspected TALENVAL site.
None have been invented.

Not a live account

All protected app screens in this guide are reconstructed illustrations. They do not authenticate, send messages, modify accounts or process payments.

Email drafts are not sent messages

AI interview invitations and some hiring decisions open a draft in your email app. Review and send it yourself. Completed AI interview reports are sent automatically to the recruiter.

Verify live availability

Pricing, allowances and top-up availability can change. Consult the current Pricing page before purchasing. Treat AI scores as evidence, never as a final hiring decision.

Print settings

Use A4 landscape, actual size or fit to printable area. All pages include embedded backgrounds and artwork. Animations and interactive hotspots are available in the online guide, not on paper.