The complete hiring walkthrough

17 chapters · 71 steps

From resume parsing to live team chat, AI interviews, assessments, analytics and secure hiring decisions.



A complete print companion to the online guide. Illustrations are not real candidate data. Prices, available tests and allowances are shown in the live product; unavailable integrations and unsigned releases are clearly identified.

Open the interactive guide → talenval.com/walkthrough

Create your account

Your first step into TALENVAL

01 Choose Sign up

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

Control: 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.

Control: Create account · Fields: Full name, Company name, Work email, Password

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.

Control: Resend confirmation email

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.

Control: Sign in · Fields: Email, Password

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

Set up your careers page

Give candidates a place to discover your roles

01 Open Careers page

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

Control: Careers page

02 Add your company identity

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

Control: Page details · Fields: Company name, Page address, Tagline, About your company, Location, Website

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.

Control: Publish careers page

04 Embed on your website

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

Control: Copy embed code

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.

Control: Submit application · Fields: Full name, Email, Phone (optional), Resume, Cover note (optional)

Create a job

Define the role before assessing the fit

01 Open New job

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

Control: New job

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.

Control: Create a new job · Fields: Job title, Description, Key requirements, Required skills (comma-separated), Minimum years of experience

03 Set the hiring identity

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

Control: Create job · Fields: Company name, HR / Hiring email

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.

Control: Open job

Upload & scan resumes

From applications to an explained shortlist

01 Open the job

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

Control: Open job

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.

Control: Proceed to scan

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.

Control: Candidate results

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.

Control: Ranked candidates

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.

Control: Shortlist

Move your hiring pipeline

Keep the next decision visible

01 Open Pipeline

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

Control: Pipeline

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.

Control: Stage

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.

Control: Search

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.

Control: Share dossier

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.

Control: Fair hiring report

06 Retry failed parsing

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

Control: Retry all failed

Invite candidates to interview

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

01 Create an AI interview link

Choose AI interview on a candidate or the Bot icon in Pipeline. Share the private link and check invitation delivery. Candidate emails use hello@talenval.com with the HR email as Reply-To.

Control: AI interview

Note: Links expire and completed interviews cannot be reused. Never share a candidate link publicly.

02 Schedule a human interview

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

Control: Schedule · Fields: Candidate, Date & time, Duration, Type, Interviewer, Venue/meeting link, 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.

Control: Rating

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.

Control: Start

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.

Control: Download report

Send a skills assessment

Put relevant skills to the test

01 Find the right test

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

Control: Test library · Fields: Search by skill, title or tag..., Category, All tests, Difficulty

02 Review the test

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

Control: Invite candidate

03 Send the assessment invite

Choose a job group and select candidates in Screening, individually or together. Send invite emails their single-use timed links. Invites count towards the owner account allowance.

Control: Send invite · Fields: Job group, Screening candidates

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.

Control: Assessment room

05 Read Candidate results

Review sent dates, status, scores and integrity evidence. Download completed company-branded reports; reports remain English and indicate the candidate language. Delete unused invitations only after checking the confirmation.

Control: Candidate results

Build a custom assessment

Test for the skills your team actually needs

01 Open the test builder

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

Control: Build your own test

02 Define the assessment

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

Control: Build a tailored assessment · Fields: Assessment title, Skill area, Category, Difficulty, Duration (minutes), Description

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.

Control: Add question · Fields: Question prompt, Option 1, Option 2, Points, Explanation

04 Import a spreadsheet

Download the Excel template, fill its question, option, correct-answer, points and explanation fields, then upload the completed Excel or CSV file. Review imported questions before saving.

Control: Import spreadsheet

05 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.

Control: Save assessment

Download & share reports

Take the evidence into your decision meeting

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.

Control: PDF

02 Export all assessment results

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

Control: Download all results (PDF)

03 Download interview reports

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

Control: Download report

04 Share candidate evidence

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

Control: Share dossier

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.

Control: Download all stages

Offers & employee onboarding

Carry the decision through to day one

01 Open Offers

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

Control: Offers

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.

Control: New · Fields: Candidate, Salary, Currency, Start date

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.

Control: Onboarding

Subscriptions & higher plans

Choose the capacity that fits your hiring

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.

Control: Upgrade

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.

Control: Monthly / Yearly · Fields: Have a coupon code?

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.

Control: Choose plan

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.

Control: Buy top-up

Profile, team & integrations

Make TALENVAL work with your organisation

01 Maintain your profile

Open Profile to update company details and your profile photo. Teammates see your photo in chat; images are privately stored.

Control: Profile

02 Invite your team

Pro Max and Enterprise owners invite colleagues from Team. Set recruiter or manager access and allowed hiring stages. Recipients must accept using their confirmed invited email; a lapsed owner subscription revokes collaboration access.

Control: Team invitation

03 Connect your careers site

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

Control: Developers

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.

Control: Sign out

Live team messaging

Keep hiring discussions connected to the evidence

01 Choose a teammate

Open the header messaging icon and select an accepted teammate. Eligible subscribed users can start conversations; invited participants can reply and continue once the conversation has started.

Control: Messaging

02 Chat and tag candidates

Messages update live. Type @ and part of a candidate name, then choose a suggestion with the keyboard or pointer. Tags respect both participants’ stage access. Your messages use light green; received messages use light blue.

Control: Send

03 Send voice and media

Allow microphone permission to record a voice note, preview it and send. Use Attach media for supported photos, videos or audio up to 20 MB. Recipients access private attachments within the conversation.

Control: Attach media

04 Reply, copy or delete

Select a message or swipe it right to reply. Copy available text. Delete for me hides the message only for you; only the sender can Delete for everyone. Removed messages are no longer available as reply quotations.

Control: Message actions

ATS analytics & rediscovery

Understand your sources and revisit past talent

01 Read hiring performance

Choose the reporting period and job filters. Review candidate conversion, source reports, approximate time-to-hire and exports. Use the vertical/horizontal orientation selector; smaller screens keep features vertically accessible.

Control: Analytics

02 Track real applicant sources

Use tracked LinkedIn, Indeed or niche-board job links, or import a supported board applicant export. Sources follow applications into the candidate record and hire reports. This is not native automatic job-board syndication or inbox sync.

Control: Job board links

03 Rediscover past candidates

Select an open role in talent rediscovery and run the AI evaluation of your account’s candidate history. Review grouped signals and evidence, then add a suitable candidate to the role. Originals remain intact and quota rules apply.

Control: Find past candidates

Approvals & fair hiring

Keep decisions authorized and evidence-led

01 Configure approval steps

Eligible owners set ordered approvers for jobs and offers, optionally using title or salary conditions. Submitted requests stay pending until the assigned approvers act; the HR owner completes the final decision.

Control: Approval workflows

02 Collect anonymous surveys

Create a voluntary diversity survey and share its link. Responses contain no candidate identities; aggregate reports suppress groups smaller than five. This is not a legal compliance certification.

Control: Diversity survey

03 Follow up safely

Send manual reminders for pending, unexpired assessment or interview invitations. Automatic scheduling and prospect campaign sending remain unavailable until their service connections are configured; draft sequences do not send emails.

Control: Send reminder

Account security & recovery

Protect access to your hiring workspace

01 Enable an authenticator

In Profile, enroll an authenticator app and confirm its code. Once enrolled, verify the second factor after sign-in or password recovery. Phone verification requires configured SMS delivery; email codes are not an authenticator replacement.

Control: Two-factor authentication

02 Reset your password

Choose Forgot password on Sign in and request a fresh email from support@talenval.com. Use the newest link on the real Talenval reset page. Expired or already-used links need a new request.

Control: Forgot password

03 Administrator oversight

Authorized administrators can inspect all-account usage, subscriptions and team participants without reading chat bodies. Jobs, resume uploads and scans use retained usage history, including deleted records. Manual plan changes support monthly or yearly calendar periods.

Control: Admin

Desktop access & help

Your workspace without crowded controls

01 Choose a download

On the website, click Download to open operating-system choices. Native ZIP packages are currently unsigned. If your system blocks one, do not bypass the warning: use the browser app. Trusted signed Windows releases are not yet available.

Control: Download

02 Install from your browser

Use a supported browser’s app-install menu or accept its installation prompt when offered. Installed app windows hide download controls. Live hiring, chat and account actions need an internet connection; offline access shows a reconnect page, not cached private records.

Control: Install browser app

03 Find help anywhere

Use the top Help icon for this walkthrough, the latest PDF, FAQ and support. Open the navigation menu for the full vertical list of workspace pages on desktop, tablet and phone.

Control: Help

Help, access & important limits

Support & billing

support@talenval.com

Enterprise sales

sales@talenval.com

Investors

founders@talenval.com

Privacy & hiring decisions

Keep candidate links, reports and API keys private. AI evidence assists review; your hiring team makes final decisions.

Connected services

Native job-board inbox sync, automated reminders, prospect sending, private antivirus and phone MFA require their respective configured services. Do not treat drafts or tracked links as automatic integrations.

Desktop safety

Native packages are unsigned. Do not bypass Windows or macOS security warnings. Browser installation is offered only when your browser allows it. Hiring actions need internet access.

Usage reporting

Admin account usage counts retained job, resume and scan history, including deleted records. Assessment and interview counts represent existing invitations/sessions; reporting-period analytics are distinct from lifetime totals.