



—
UFLL 2016
CANDIDATE SELECTION TOOL

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1. INTRODUCTION



As part of the project **Unilever Europe Future Leaders' League 2016**, we have designed and developed a Candidate Selection Tool ad hoc in order to make it easier and simpler for Unilever Talent Specialists across Europe to manage the online applications and select the strongest teams for the cluster finals.

Take into account that in the current edition a team leader submits the application on behalf of his/her team. As a consequence, you will first find the personal information of the team leader. Information about the other members, as well as the proposal of case resolution, will be available in the files attached by the team leader.

The **Candidate Selection Tool (CST)** has been integrated in the Backend of the competition webpage UnileverEuropeFLL.com

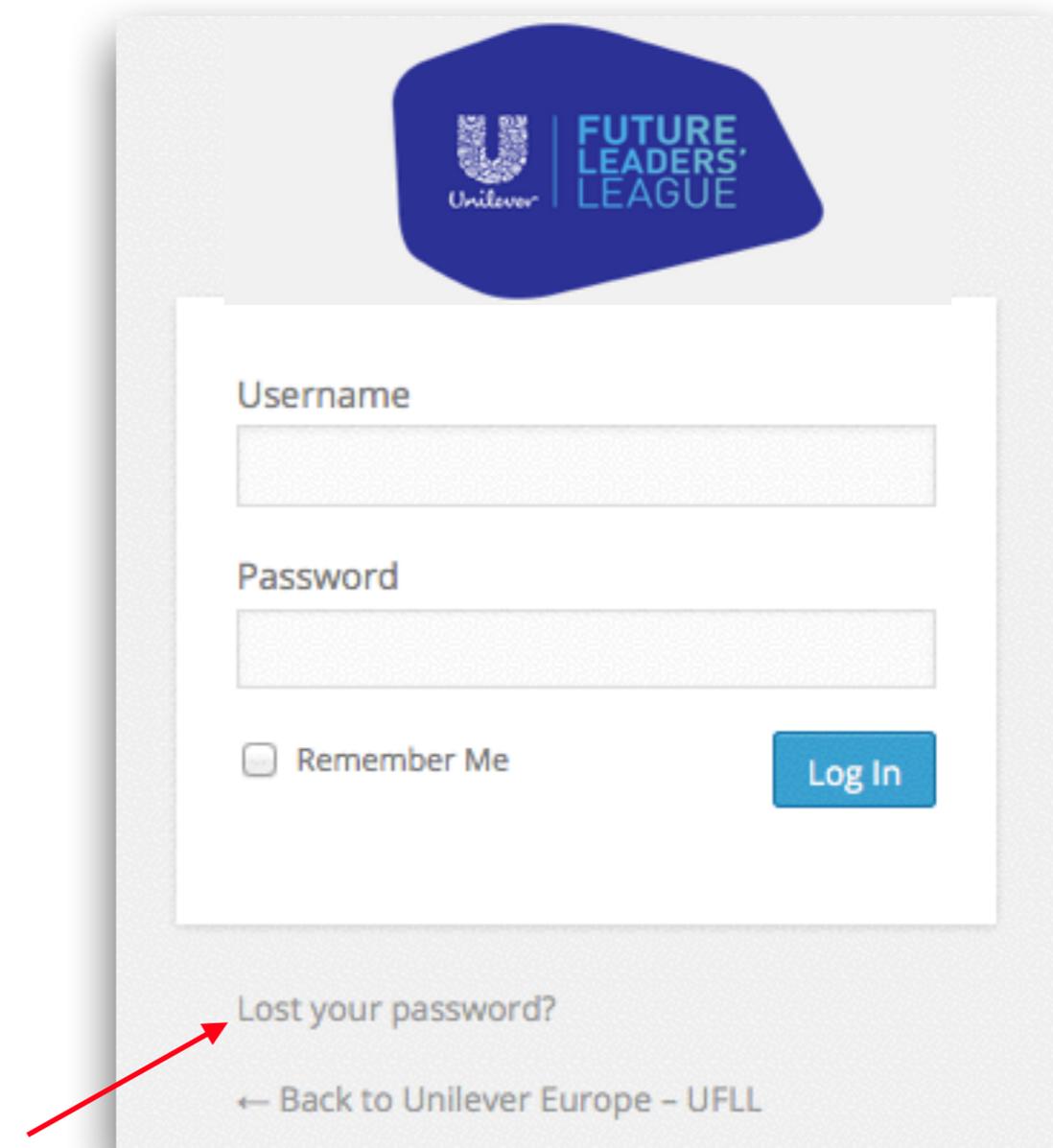
2. LOGIN

From October 5th 2015 you will be able to log in into the Candidate Selection Tool (CST) - please, do not try to log in before-.

HOW CAN I LOG IN?

Step 1: Enter the URL <https://unilevereuropelfl.com/wp-admin>

Step 2: The first time you try to log in you will have to create your password. In order to do so, please click “Lost your password?”.

A screenshot of the login page for the Unilever Future Leaders' League. At the top, there is a blue banner with the Unilever logo and 'FUTURE LEADERS' LEAGUE' text. Below this is a white login form with two input fields: 'Username' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom of the form, there is a link for 'Lost your password?' which is highlighted with a red arrow. Below the form, there is a link for '← Back to Unilever Europe - UFL'.

2. LOGIN

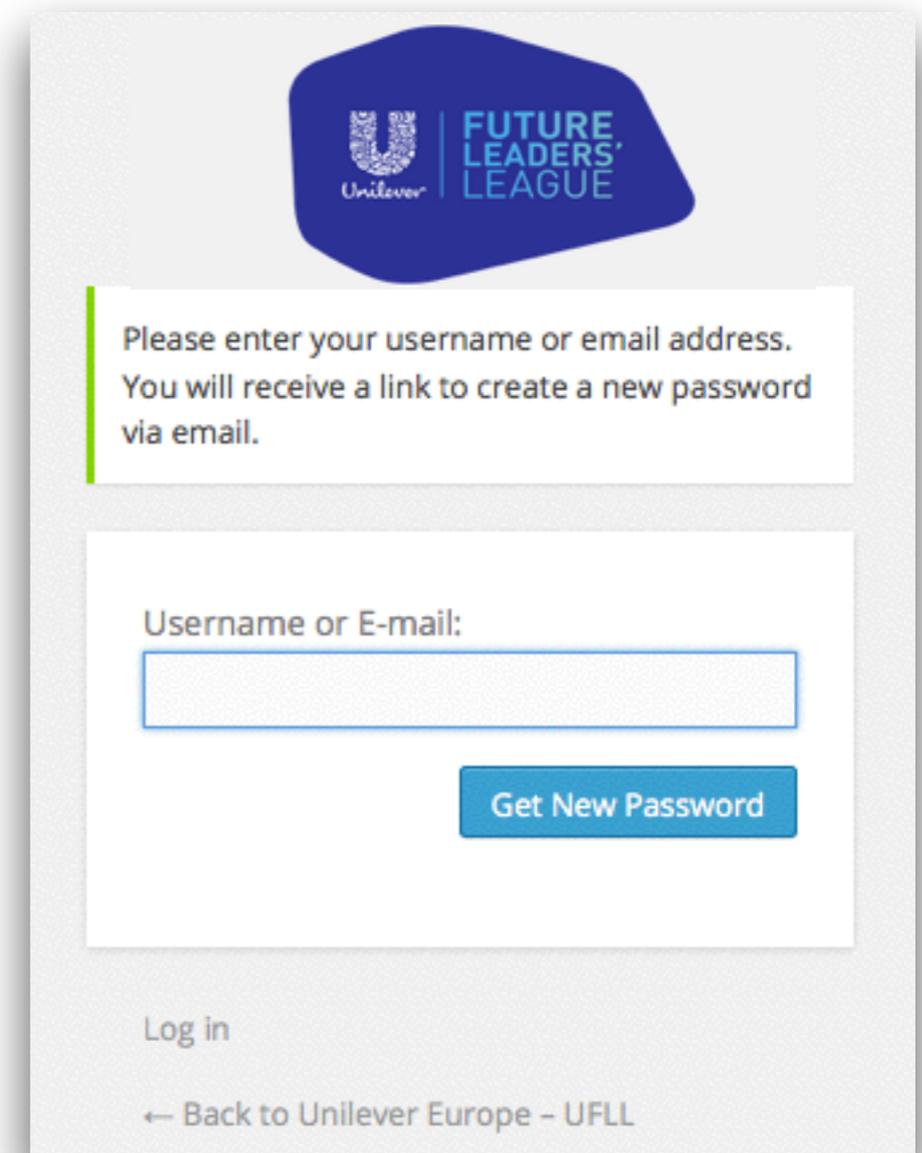
HOW CAN I LOG IN?

Step 3: You will then be requested to enter your e-mail address.

Please enter your Unilever e-mail address and click “Get New Password”.

Step 4: You will automatically receive an e-mail with the subject “[Unilever Europe - UFLL] Password Reset”. This e-mail will provide you with your username too.

Click the link below “To reset your password, visit the following address”.



The screenshot shows a web form for password reset. At the top, there is a blue header with the Unilever logo and the text 'FUTURE LEADERS' LEAGUE'. Below the header, a white box contains the instruction: 'Please enter your username or email address. You will receive a link to create a new password via email.' Underneath this is a text input field labeled 'Username or E-mail:'. To the right of the input field is a blue button labeled 'Get New Password'. At the bottom of the form, there are two links: 'Log in' and '← Back to Unilever Europe - UFLL'.

2. LOGIN

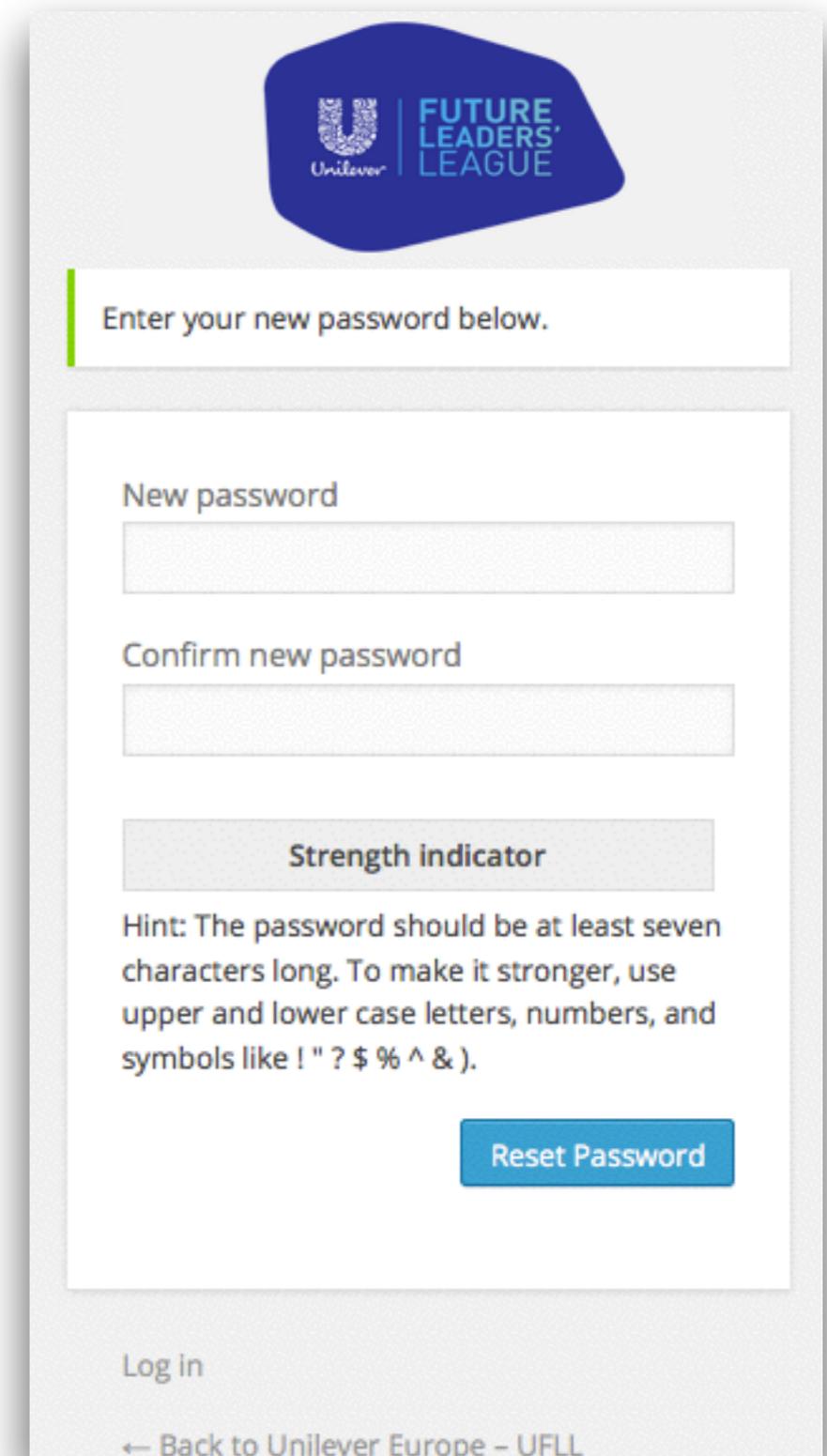
HOW CAN I LOG IN?

Step 5: You will then be requested to enter your new password.

Create, Confirm and Reset your password taking into account the following tips:

Your password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Note that this password will give access to your Personal Data. It is under your responsibility to create a strong password and to keep it secret.



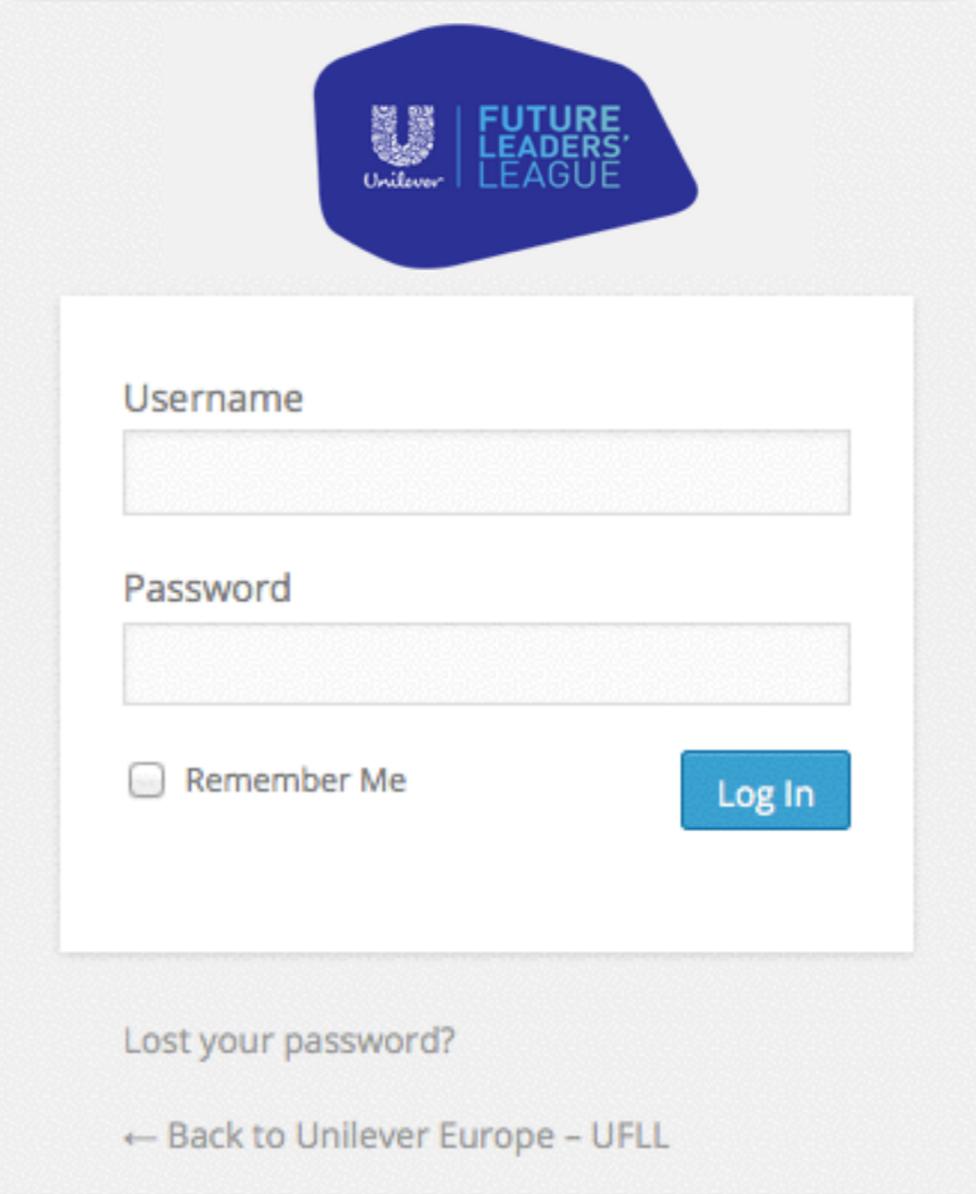
The screenshot shows a web form for resetting a password. At the top right is the Unilever Future Leaders' League logo. Below it is a blue banner with the same logo. A green vertical bar on the left side of the form highlights the instruction: "Enter your new password below." The form contains two input fields: "New password" and "Confirm new password". Below these fields is a "Strength indicator" button. A hint text reads: "Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \" ? \$ % ^ &)." At the bottom right of the form is a blue "Reset Password" button. At the bottom left of the page, there is a "Log in" link and a "← Back to Unilever Europe - UFL" link.

2. LOGIN

HOW CAN I LOG IN?

Step 6: Once you have created your new password you will be able to log in using your username (name.surname as shown in your Unilever e-mail address) and your new password.

> You can reset your password as many times as you wish following the same procedure.



Unilever | FUTURE LEADERS' LEAGUE

Username

Password

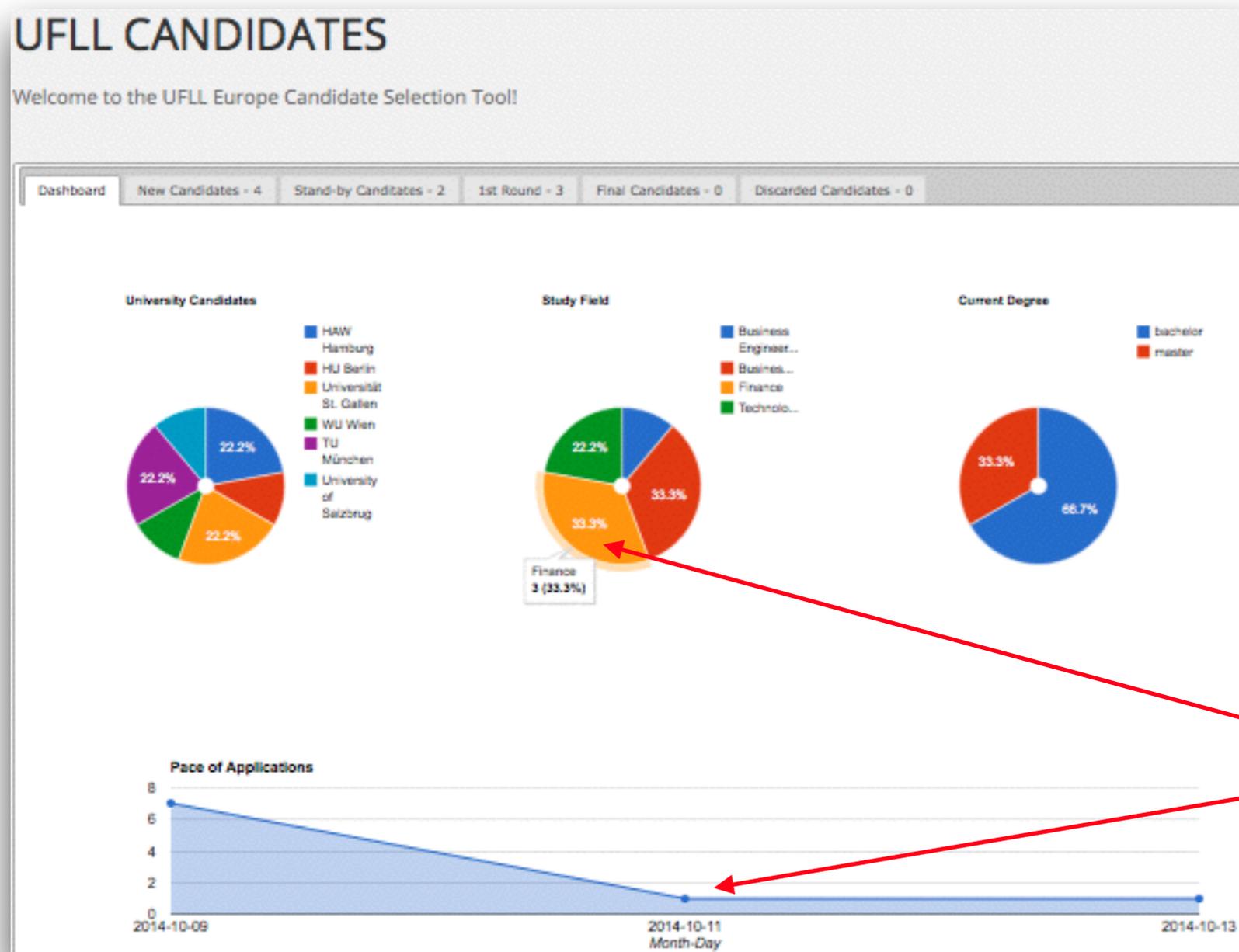
Remember Me

[Lost your password?](#)

[← Back to Unilever Europe - UFL](#)

3. DASHBOARD

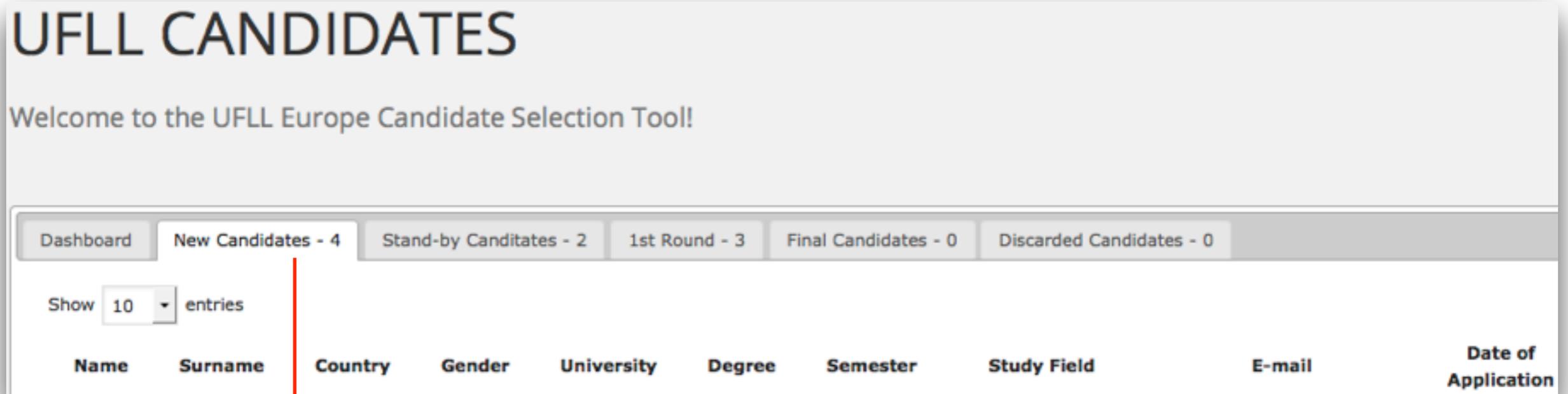
Once you have logged in, you will access the Dashboard tab. This tab provides you with a statistical overview of the collected data:



You can obtain further details of the charts placing the pointer on the charts' sections or on the graph's bullets in the case of the chart "Pace of Applications".

4. CANDIDATE SELECTION TABS

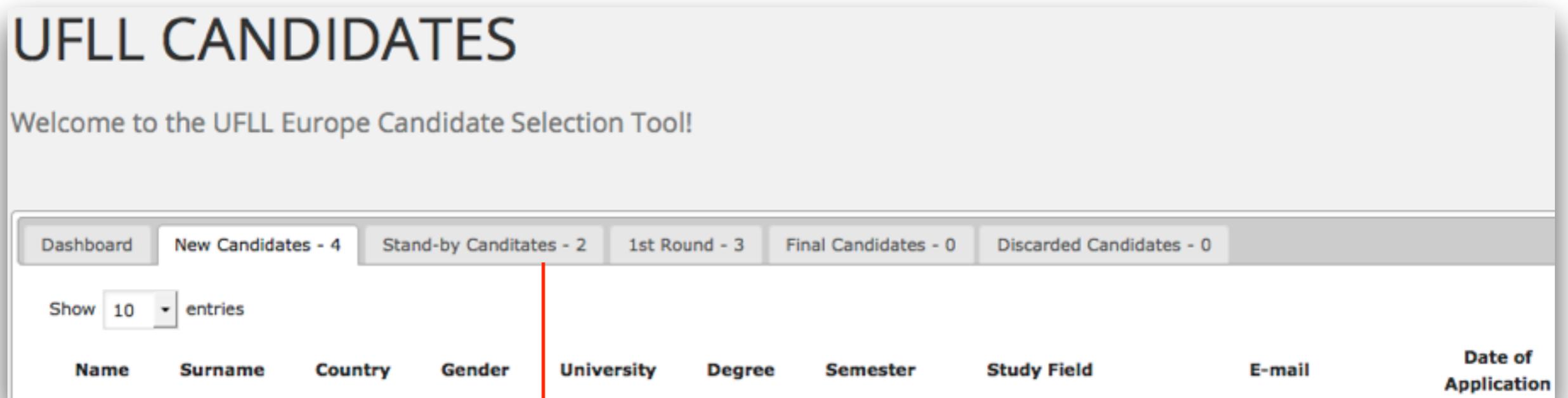
You will be able to manage your cluster's applicants through the tabs **New Candidates**, Stand-by Candidates, 1st Round, Final Candidates and Discarded Candidates:



In this tab you will find your cluster's newest candidacies. You will be able to see their profile online (Name, Last name, Country, Gender, University, Degree, Semester, Field of Study, E-mail, Application Date, CV and Motivation Letter). You will be able to decide whether the candidacy should pass to the next selection stage (1st Round), Do you want to Discard this candidacy or just put it on Stand-by?

4. CANDIDATE SELECTION TABS

You will be able to manage your cluster's applicants through the tabs New Candidates, **Stand-by Candidates**, 1st Round, Final Candidates and Discarded Candidates:

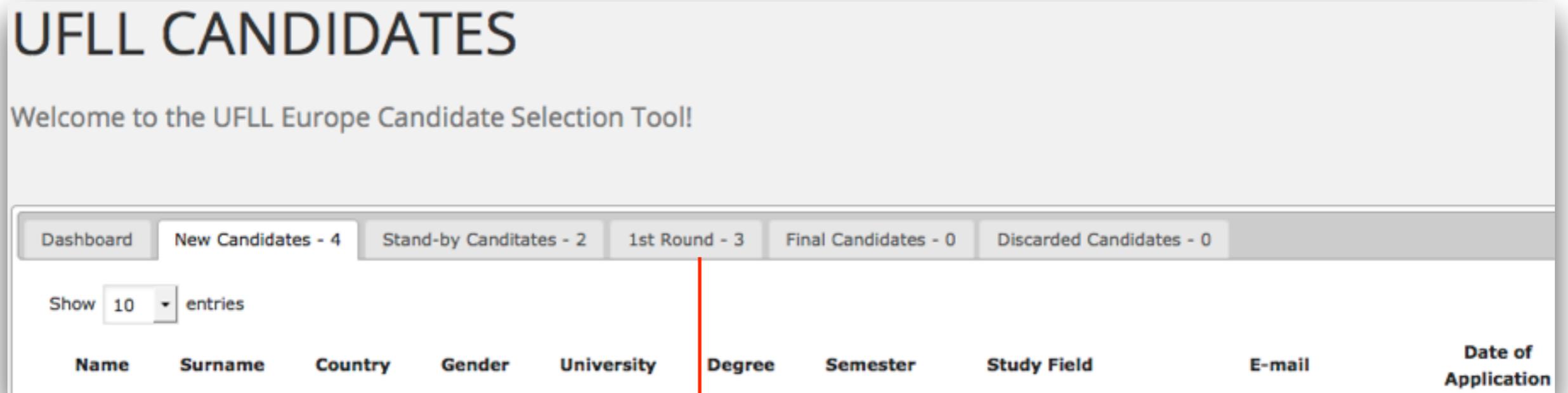


The screenshot shows the 'UFLL CANDIDATES' interface. At the top, it says 'Welcome to the UFLL Europe Candidate Selection Tool!'. Below this is a navigation bar with tabs: 'Dashboard', 'New Candidates - 4', 'Stand-by Candidates - 2', '1st Round - 3', 'Final Candidates - 0', and 'Discarded Candidates - 0'. The 'Stand-by Candidates - 2' tab is highlighted. Below the navigation bar is a 'Show 10 entries' dropdown menu. Below that is a table header with the following columns: 'Name', 'Surname', 'Country', 'Gender', 'University', 'Degree', 'Semester', 'Study Field', 'E-mail', and 'Date of Application'. A red arrow points from the 'Stand-by Candidates - 2' tab to the text below.

In this tab you will be able to see the candidatures that you have previously moved to the “Stand-by Candidates” tab. Here you will be to see again the full profile of the candidates again and decide whether the candidacy should pass to the next selection stage (1st Round) or if you want to discard this candidate.

4. CANDIDATE SELECTION TABS

You will be able to manage your cluster's applicants through the tabs New Candidates, Stand-by Candidates, **1st Round**, Final Candidates and Discarded Candidates:



UFLC CANDIDATES

Welcome to the UFLC Europe Candidate Selection Tool!

Dashboard | New Candidates - 4 | Stand-by Candidates - 2 | **1st Round - 3** | Final Candidates - 0 | Discarded Candidates - 0

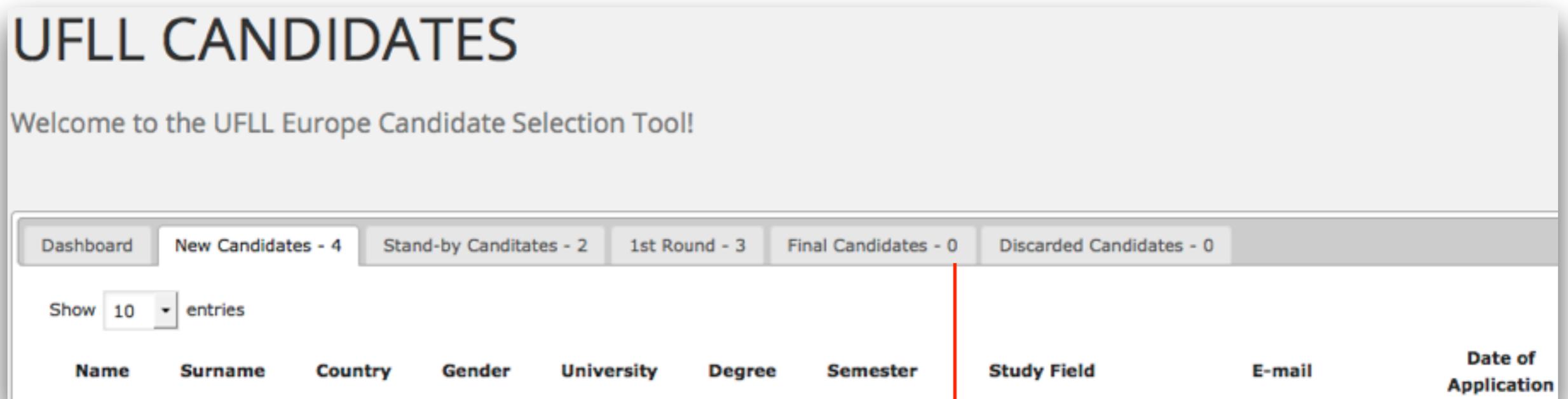
Show 10 entries

Name	Surname	Country	Gender	University	Degree	Semester	Study Field	E-mail	Date of Application
------	---------	---------	--------	------------	--------	----------	-------------	--------	---------------------

In this tab you will be able to see the candidates that you have previously moved to the “1st Round” tab. This “1st Round” is an internal-only stage and has been created in order to help you pre-select the candidacies that, at first sight, seem to be stronger. Here you will be able to see their full profiles again and decide whether the candidate should be selected as finalist or if they should be discarded.

4. CANDIDATE SELECTION TABS

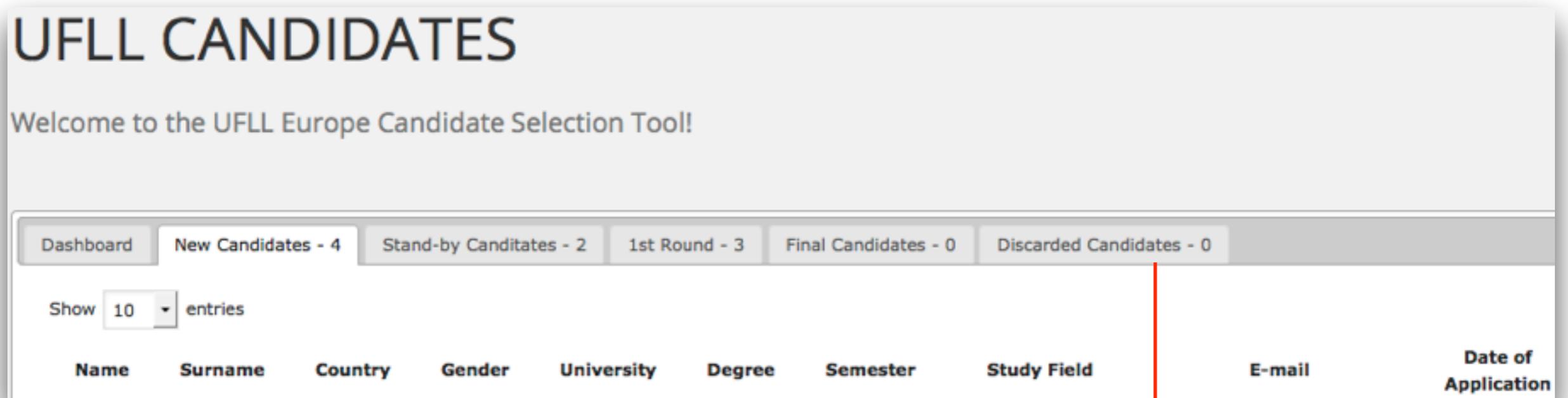
You will be able to manage your cluster's applicants through the tabs New Candidates, Stand-by Candidates, 1st Round, **Final Candidates** and Discarded Candidates:



In this tab you will be able to see the candidacies that you have previously selected as Final Candidates. The CST will allow you to select as many final candidates as you wish. However, you should take into account the maximum number of candidacies that can be selected for your cluster's final. Here you will be able to see the candidates' full profile again and, if it is the case, you will still be able to discard them.

4. CANDIDATE SELECTION TABS

You will be able to manage your cluster's applicants through the tabs New Candidates, Stand-by Candidates, 1st Round, Final Candidates and **Discarded Candidates**:

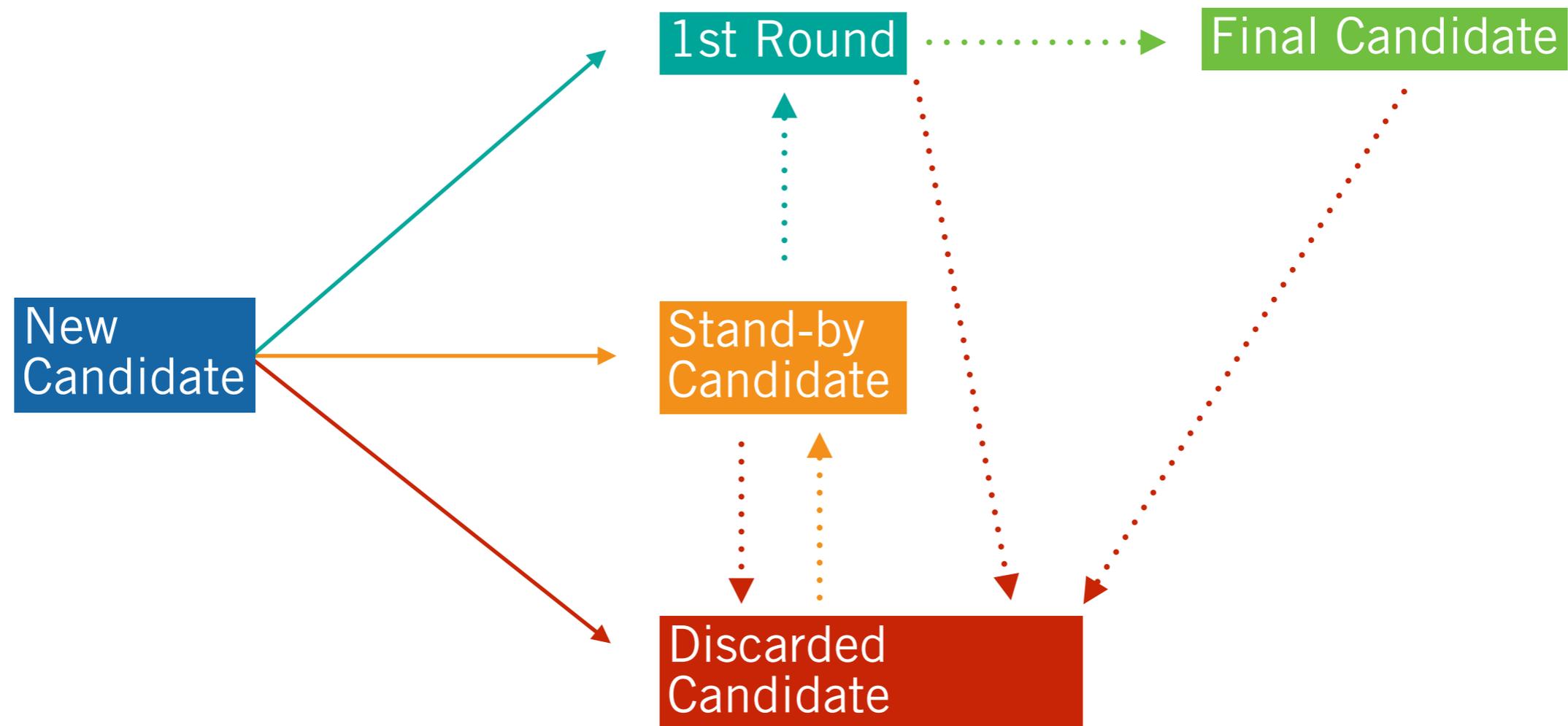


The screenshot shows the 'UFLC CANDIDATES' interface. At the top, it says 'Welcome to the UFLC Europe Candidate Selection Tool!'. Below this is a navigation bar with tabs: 'Dashboard', 'New Candidates - 4', 'Stand-by Candidates - 2', '1st Round - 3', 'Final Candidates - 0', and 'Discarded Candidates - 0'. A red arrow points from the 'Discarded Candidates - 0' tab down to the text below. Below the navigation bar is a 'Show 10 entries' dropdown menu. Below that is a table header with the following columns: Name, Surname, Country, Gender, University, Degree, Semester, Study Field, E-mail, and Date of Application.

Here you will find all the discarded candidates along the selection process and you will be able to see their profiles again. You will always be able to recover candidates from this tab by sending them to “Stand-by Candidates”.

4. CANDIDATE SELECTION TABS

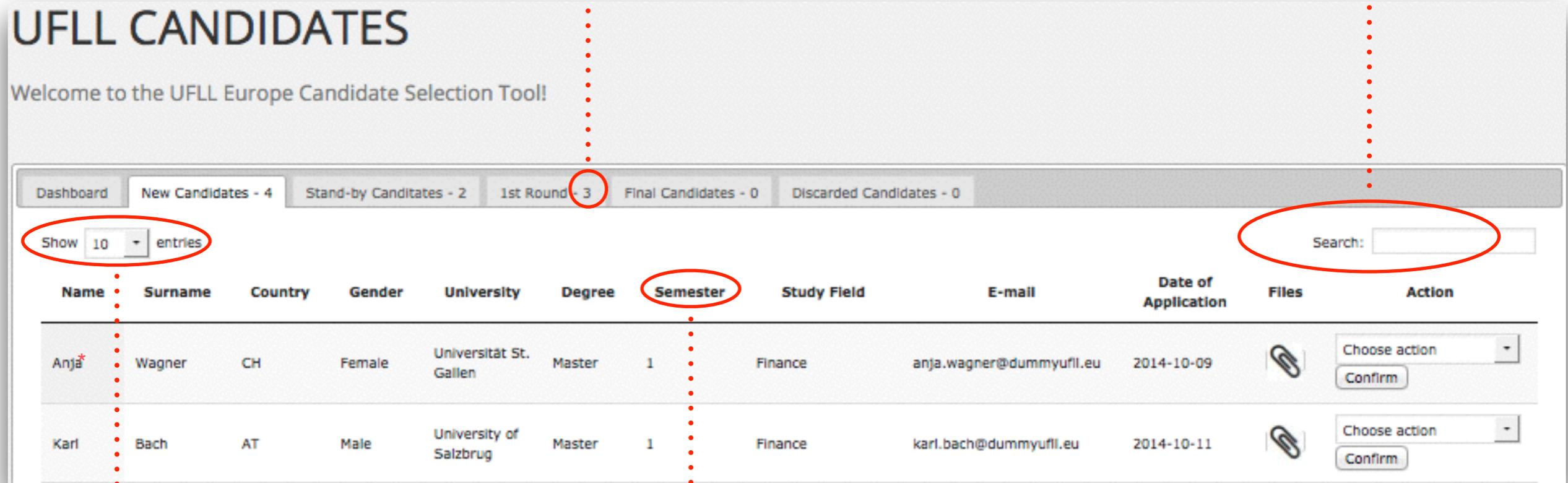
Candidate Selection Flow - here is how you can manage candidacies across the different tabs:



4. CANDIDATE SELECTION TABS

A number next to each tab's title will help you to control the number of candidacies at each stage.

You can use keywords of your interest to filter the candidates (e.g. "Finance" ; "Master", etc.).



The screenshot shows the 'UFLL CANDIDATES' interface. At the top, there are navigation tabs: 'Dashboard', 'New Candidates - 4', 'Stand-by Candidates - 2', '1st Round - 3', 'Final Candidates - 0', and 'Discarded Candidates - 0'. Below the tabs is a search bar with the text 'Search:'. A table of candidates is displayed below the search bar. The table has columns: Name, Surname, Country, Gender, University, Degree, Semester, Study Field, E-mail, Date of Application, Files, and Action. Two candidates are listed: Anja* Wagner (CH, Female, Universität St. Gallen, Master, 1, Finance, anja.wagner@dummyufl.eu, 2014-10-09) and Karl Bach (AT, Male, University of Salzbrug, Master, 1, Finance, karl.bach@dummyufl.eu, 2014-10-11). The 'Show 10 entries' dropdown and the '1st Round - 3' tab are circled in red. Red dotted arrows point from the text boxes to these elements.

Name	Surname	Country	Gender	University	Degree	Semester	Study Field	E-mail	Date of Application	Files	Action
Anja*	Wagner	CH	Female	Universität St. Gallen	Master	1	Finance	anja.wagner@dummyufl.eu	2014-10-09		Choose action Confirm
Karl	Bach	AT	Male	University of Salzbrug	Master	1	Finance	karl.bach@dummyufl.eu	2014-10-11		Choose action Confirm

You can choose the number of candidacies that you want to be displayed at each tab.

You can organize the candidacies clicking on the variable you are interested in.

4. CANDIDATE SELECTION TABS

UFLL CANDIDATES

Welcome to the UFLL Europe Candidate Selection Tool!

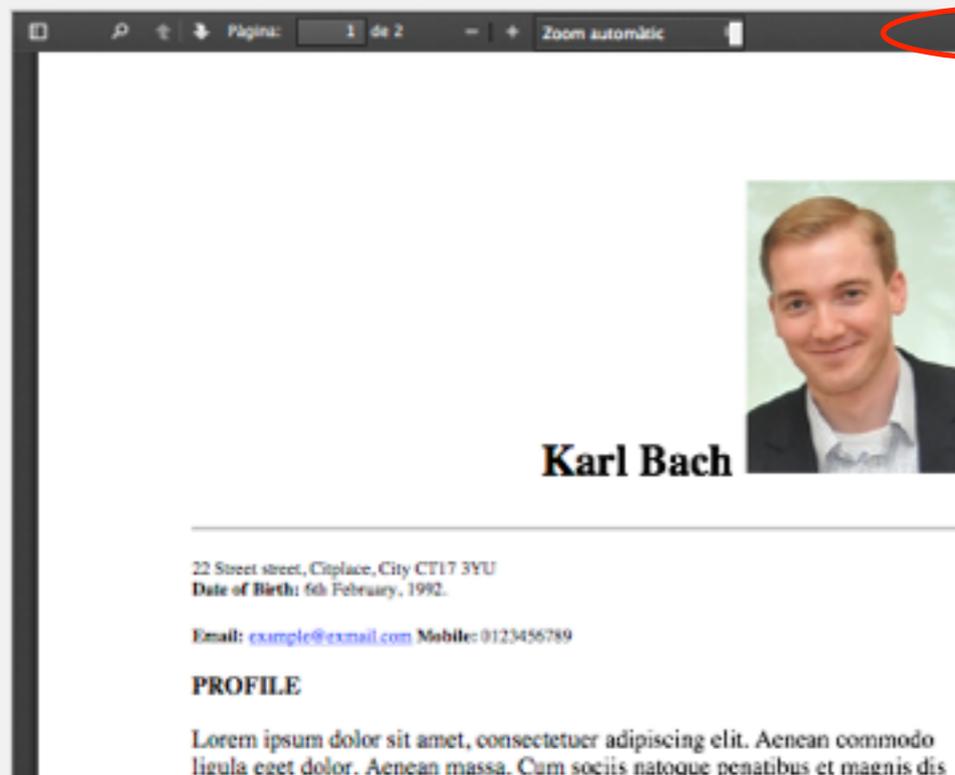
Dashboard | New Candidates - 4 | Stand-by Candidates - 2 | 1st Round - 3 | Final Candidates - 0 | Discarded Candidates - 0

Show 10 entries Search:

Name	Surname	Country	Gender	University	Degree	Semester	Study Field	E-mail	Date of Application	Files	Action
Anja*	Wagner	CH	Female	Universität St. Gallen	Master	1	Finance	anja.wagner@dummyuffl.eu	2014-10-09		Choose action - Confirm
Karl	Bach	AT	Male	University of Salzburg	Master	1	Finance	karl.bach@dummyuffl.eu	2014-10-11		Choose action - Confirm
Mark	Schmidt	DE	Male	TU München	Bachelor	5	Business Engineering	mark.schmidt@dummyuffl.eu	2014-10-09		Choose action - Confirm
Mark	Von Dijk	DE	Male	HAW Hamburg	Bachelor	1	Business/Economics	mark.von.dijk@dummyuffl.eu	2014-10-13		Choose action - Confirm

Showing 1 to 4 of 4 entries 1 Previous Next

CV



22 Street street, Cityplace, City CT17 3YU
Date of Birth: 6th February, 1992.
Email: example@example.com Mobile: 0123456789

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis

Candidate Summary

Name: Karl
Surname: Bach
Country: AT
Gender: male
University: University of Salzburg
Degree: master
Semester: 1
Study field: Finance
E-mail: karl.bach@dummyuffl.eu

You can see the candidates' CV and Case online by clicking this icon. If you have several candidacies you will have to scroll-down to see the corresponding files.

You can zoom in/out, navigate, expand, print or download the document using these buttons.

* Dummy Data

4. CANDIDATE SELECTION TABS

Search:

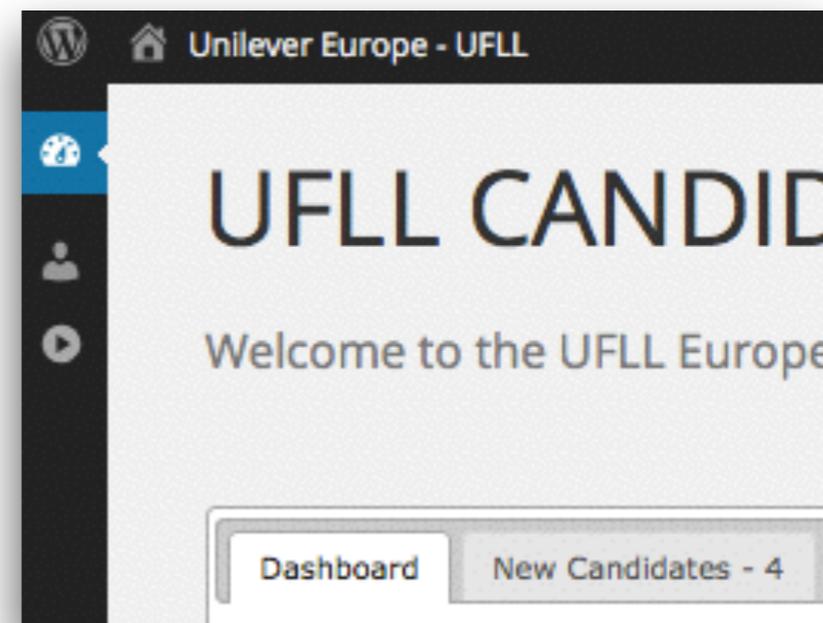
	Date of Application	Files	Action
yuffl.eu	2014-10-09		<div style="border: 1px solid #ccc; padding: 2px;"><p>Choose action </p><p>Choose action</p><p>Stand-by</p><p>1st Round</p><p>Discarded Candidates</p></div> <p>Confirm</p>
ll.eu	2014-10-11		<div style="border: 1px solid #ccc; padding: 2px;"><p>Choose action </p></div> <p>Confirm</p>
nyuffl.eu	2014-10-09		<div style="border: 1px solid #ccc; padding: 2px;"><p>Choose action </p></div> <p>Confirm</p>

Click at the drop-down button next to the paperclip icon to choose the action you want to do regarding a specific candidate.

Click the “Confirm” button to confirm the action.

5. MISCELLANEOUS

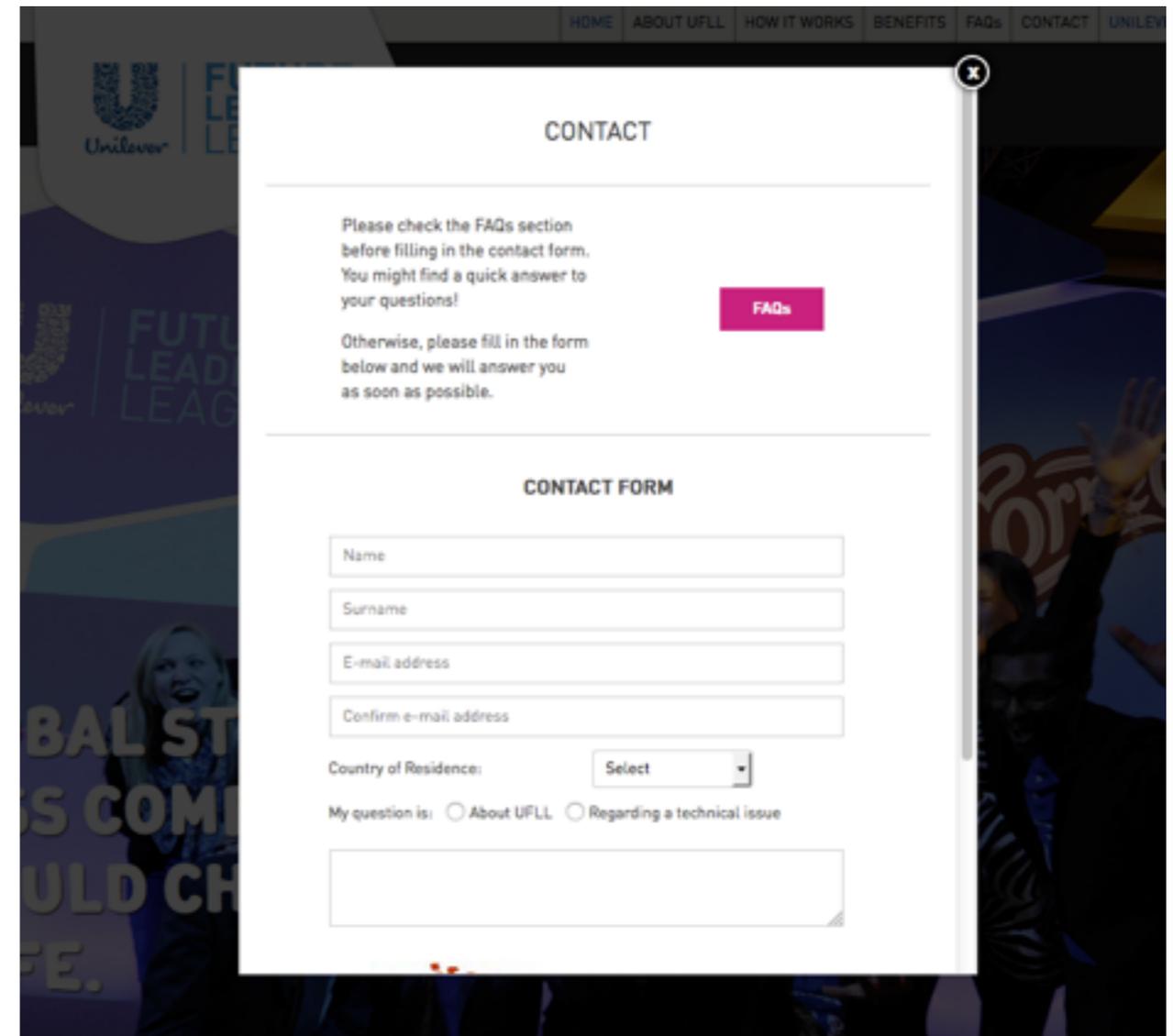
- Please remember to **log out** before leaving the CST. You can log out placing the pointer on your username, at the bottom right of the screen, and clicking “Log out”.
- If more than one Talent Specialist in your cluster has access to the CST you can be logged in and **manage the tool simultaneously** without any restriction. However, it is recommended not to manage the same candidacy at the same time.
- The Candidate Selection Tool has been developed within a Wordpress frame. This is the reason why you will see **additional icons** in the top left of your screen. You will not need to use them.



5. MISCELLANEOUS

USER QUESTIONS THROUGH CONTACT SECTION

The webpage unilevereuropelfl.com offers the possibility to get in touch through a contact form in case they have any question about UFLL. When a user from your cluster sends a question through the contact section you will receive it in your e-mail, from where you will be able to answer directly.



The screenshot shows a contact form titled "CONTACT" on a website. The form includes a navigation menu at the top with links for HOME, ABOUT UFLL, HOW IT WORKS, BENEFITS, FAQs, CONTACT, and UNILEVER. The main content area has a heading "CONTACT" and a message: "Please check the FAQs section before filling in the contact form. You might find a quick answer to your questions!" followed by a pink button labeled "FAQs". Below this, it says "Otherwise, please fill in the form below and we will answer you as soon as possible." The form itself is titled "CONTACT FORM" and contains several input fields: "Name", "Surname", "E-mail address", and "Confirm e-mail address". There is also a "Country of Residence:" dropdown menu with "Select" as the current value. At the bottom, there are radio buttons for "My question is:" with options "About UFLL" and "Regarding a technical issue". A large text area for the question is located below the radio buttons.

6. SUPPORT



If you have any further questions regarding the use of the Unilever Europe Future Leaders' League Candidate Selection Tool you can directly contact Pau Dalmau from REDCODE Agency:

pau.dalmau@redcodeagency.com

Thank you!



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THANK YOU!