

Talent Contact List Tutorial

Your Company Information			Survey Recipient Information (YOUR TALENTS' INFORMATION)							Your Company Information		
<b>brand</b>	<b>location</b>	<b>recruiter</b>	<b>audience</b>	<b>contact_company</b>	<b>contact_name</b>	<b>contact_name</b>	<b>contact_email</b>	<b>contact_sms</b>	<b>contact_phone</b>	<b>email_signature_name</b>	<b>email_signature_title</b>	<b>defractor_notification</b>
ABC Staffing Firm	San Diego	Sally Fields	Talent	Nike	Jane	Doe	janeDoe@nike.com	617-687-5309	617-687-5309	Sally Fields	Recruiter	E.sosa@staffirm.com
ABC Staffing Firm	Portland	Hamison Ford	Talent	Coca Cola	Paul	Allen	Patlen@CocaCola.com	212-879-6541	212-879-6541	Hamison Ford	Sr. Recruiter	Nanderson@staffirm.com
ABC Staffing Firm	Seattle	Joan Crawford	Talent	Intel	Ava	Smith	AvaSmith@intel.com	503-698-8595	503-698-8595	Joan Crawford	Recruiter	Mohrson@staffirm.com

- REQUIRED**  
**BRAND**  
Please utilize this column to put YOUR COMPANY name as you would like it shown within the survey and email invitation.  
If you have multiple brands, please input the appropriate brand name per talent contact.
- OPTIONAL** (highly recommended)  
**LOCATION**  
Use this column to differentiate between different office locations at your company.  
\*very important for ratings on profile page if you have more than one location.
- OPTIONAL**  
**RECRUITER:**  
Use this column to differentiate between your different recruiters, placing each talent.
- REQUIRED**  
**AUDIENCE**  
Please input "Talent" for each survey recipient.
- OPTIONAL** (highly recommended)  
**COMPANY**  
Please input the name of your talent's company in this column.  
\*very important for ratings on profile page if you have more than one company.
- REQUIRED**  
**FNAME & LNAME**  
Please input your talent's first and last name in these separate columns.
- REQUIRED**  
**EMAIL**  
Email will be the primary form of contact and must be included for your talent to receive a survey.
- OPTIONAL**  
**SMS PHONE:**  
Input the mobile phone number if you are planning on sending the survey via SMS/text. The survey will send a text message to this phone number and the contact\_email provided.
- OPTIONAL**  
**PHONE**  
Input the phone number to make it easy to follow up with your talent by phone if they have not taken the survey.
- REQUIRED**  
**EMAIL SIGNATURE NAME**  
A personalized email invitation will be sent to your talent asking them to take the survey.  
This column includes the name of the person on staff at your company who will electronically "sign" the personalized email invitation.  
This should be a person who your talent will recognize.
- OPTIONAL** (highly recommended)  
**EMAIL SIGNATURE TITLE**  
The title of the person that appears in EMAIL SIGNATURE NAME is input here.  
This is used in the email invitation as part of the electronic "signature."
- OPTIONAL** (highly recommended)  
**DETRACTOR NOTIFICATIONS:**  
This is the email address of the person at your company who will receive a notification alert if your talent scores your company a 6 or lower.