

Talent Contact List Tutorial

Brand	Your Company Information		Recruiter	Address	Contract Company	Survey Recipient Information (YOUR TALENTS INFORMATION)			Contact Phone	Contact Email	Contract ID	Contract Phone	Contract Email	Survey Recipient Name	Survey Recipient Title	Survey Recipient Email	Survey Recipient Phone	Job ID	Start Date	End Date	Touchpoint
ABC Staffing Firm	San Diego	Recruiter	Billy Fields	Talent	Mike	contact_name	contact_email	contact_phone	contract_id	contract_email	contract_phone	contract_email	survey_recipient_name	survey_recipient_title	survey_recipient_email	survey_recipient_phone	job_id	1223445666	3/1/22	8/1/22	Onboarding
ABC Staffing Firm	Portland	Recruiter	Hudson Ford	Talent	Chloe Cole	Jane	Paul	Alex	617-887-8309	212-878-8541	617-887-8309	212-878-8541	Survey Recipient Name	Survey Recipient Title	Survey Recipient Email	Survey Recipient Phone	3533665566	3/8/22	12/31/22	Mid-Assignment	
ABC Staffing Firm	Seattle	Recruiter	Joan Crawford	Talent	Irish	Alex	Smith	Joan Crawford	605-698-8085	503-698-8085	605-698-8085	503-698-8085	Survey Recipient Name	Survey Recipient Title	Survey Recipient Email	Survey Recipient Phone	8779779733	3/30/22	5/1/22	End of Assignment	

REQUIRED
BRAND
Please enter the brand to your YOUR COMPANY name as it will show up in the survey and email invitation.

OPTIONAL
LOCATION
Use this location to communicate between the different office locations at your company.

OPTIONAL
RECRUITER:
Use this column to differentiate between different recruiters who have talent.

REQUIRED
AUDIENCE
Please input "Talent" for each survey recipient.

OPTIONAL
COMPANY
Please input the name of your talent's company in this column.

REQUIRED
NAME & LNAME
Please input your talent's first and last name in these two separate columns.

REQUIRED
EMAIL
Email will be the primary form of contact for your talent to receive a survey.

OPTIONAL
PHONE
Please input your talent's phone number in this column. This survey will send a text message to the phone number and the contact email provided.

OPTIONAL
PHONE
Please input the phone number to make contact with your talent if you are planning on calling them. This survey will send a text message to the phone number and the contact email provided.

REQUIRED
EMAIL SIGNATURE
At a minimum, email invitation will be sent to your talent stating them to take the survey.

OPTIONAL
EMAIL SIGNATURE
This column includes the name of the person who will be personally sign the email invitation.

OPTIONAL
EMAIL SIGNATURE
This is used in the email invitation as part of the electronic "signature."

OPTIONAL
DETAILED INSTRUCTIONS
This is the email address of the person that is at your company who will be responsible for contacting your talent.

REQUIRED
JOB ID
Unique job ID for each placement being pulled from your ATS.

REQUIRED
START DATE
Date each talent should start their placement, pulling directly from your ATS.

OPTIONAL
END DATE
Date each placed talent is scheduled to end their placement.

REQUIRED
TOUCHPOINT
Designates the survey each contact will see. Color coding mid-assignment or end of assignment.