

New TalentLink User Interface

Suggested Subscriber Actions

Activity	Action	Dates	Responsible	Duration/Resource
Subscriber Workshop – The workshop will be led by WME and Lumesse to introduce the new interface to subscribers	Subscribers to attend the workshop (Invites to be sent out)	31 st October (TBC)	WME, Lumesse and Subscribers	0.5 day
Subscribers to familiarise themselves with the new interface	Subscribers to review new interface in Sandbox to; <ul style="list-style-type: none"> - Understand layout and design - Understand the features on the new workspace 	31 st October – 10 th November	Subscriber	13 day period. (Resource estimated – up to 0.5 day per user)
Communications to be sent out to recruiters/managers who use the system	Subscribers to communicate to any users about the change to the layout that will occur in TalentLink on 20 th November along with any internal messages you may wish to provide	From 1 st November	Subscriber	-
Subscribers to update any local guides	(If applicable) Update any local guides/support materials that you provide to your users, so that screen prints/images of the system are up to date and descriptions of functionality are still correct/relevant	6 th November – 17 th November	Subscriber	Subscriber specific, dependant on what support materials they have
New User Interface to be activated	NA – For awareness. Please note: The new interface will gradually role out across all users throughout the day.	Monday 20th November	Lumesse	1 day