

## Guide to export data from Talentech's systems to Excel

Here is a guide on how to export data from Talentech's different products to Excel, which makes it a lot easier to work with

**OBS!** In order to benefit from this approach, please make sure to structure your questions in Talentech's systems in the following way: 1. / 1,1.

**OBS!!** It is not recommended to use full stops in your questions (in the text) as this is used as a tool to sort the different questions.

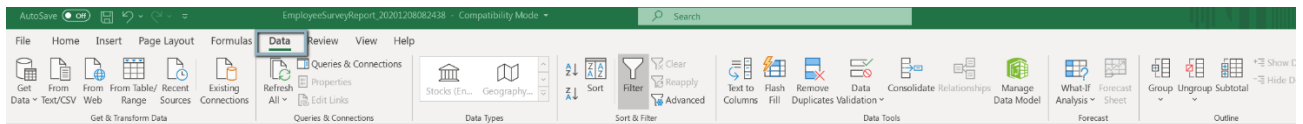
The guide reflects on how to approach your Excel sheet after exporting from Talentech's systems to Excel:

### Step-by-step guide:

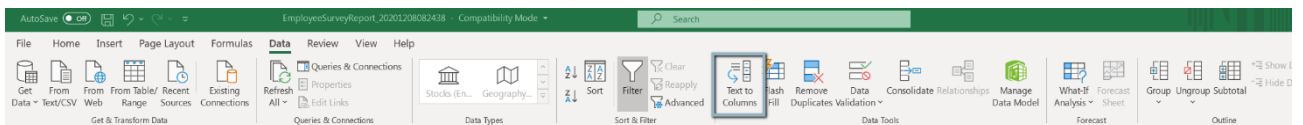
1. Remove/unmerge 'Merge and Center' in row 1
2. Assign filter on row 2
3. Click on 'C' in column C, so this column is highlighted → Afterwards, right click on 'C' and click on 'Insert' → a new column will now be inserted in column C that also contains the filter option
4. Assign a title for your new column C → this could be 'Question def' for instance
5. Highlight the first question in column B (row 3) and click on ctrl+shift + arrow down (see screenshot)

Questions
1,2. In what areas could we improve our onboarding based your experiences from the first week?
1,3. Mention some things we you think the onboarding during the first week was good
2,2. In what areas could we improve our onboarding based your experiences from the second week?
2,3. Mention some things we you think the onboarding during the second week was good
3,2. In what areas could we improve our onboarding based your experiences from the third week?
3,3. Mention some things we you think the onboarding during the third week was good
1. How was your first week during the onboarding?
1,1. How would you rate the people who were involved in your onboarding during the first week?
2. How was the second week of your onboarding?
2,1. How would you rate the people who were involved in the second week of your onboarding?
3. How was the third week of your onboarding?
3,1. How would you rate the people who were involved in the third week of your onboarding?
1,1. How would you rate the people who were involved in your onboarding during the first week?
2,1. How would you rate the people who were involved in the second week of your onboarding?
2. How was the second week of your onboarding?
1. How was your first week during the onboarding?
1,2. In what areas could we improve our onboarding based your experiences from the first week?
1,3. Mention some things we you think the onboarding during the first week was good
2,2. In what areas could we improve our onboarding based your experiences from the second week?
2,3. Mention some things we you think the onboarding during the second week was good
3,2. In what areas could we improve our onboarding based your experiences from the third week?
3,3. Mention some things we you think the onboarding during the third week was good
1,2. In what areas could we improve our onboarding based your experiences from the first week?
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2,2. In what areas could we improve our onboarding based your experiences from the second week?
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3,3. Mention some things we you think the onboarding during the third week was good
1,1. How would you rate the people who were involved in your onboarding during the first week?
1. How was your first week during the onboarding?
2. How was the second week of your onboarding?
2,1. How would you rate the people who were involved in the second week of your onboarding?
3. How was the third week of your onboarding?
3,1. How would you rate the people who were involved in the third week of your onboarding?

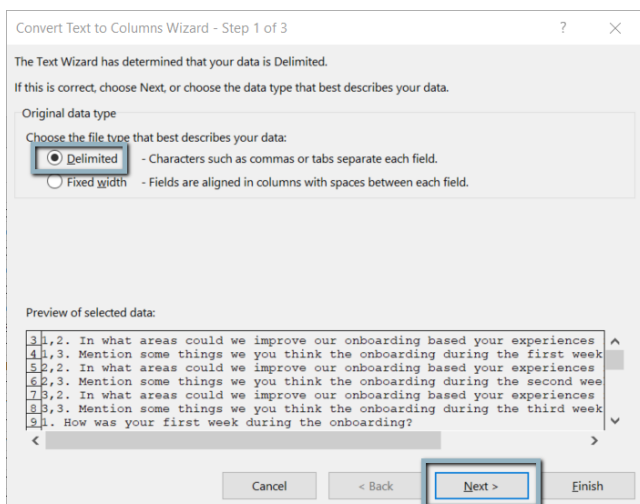
6. Click on the tab 'Data' in the Ribbon bar (see screenshot)



7. Click on the section 'Text for Columns' (see screenshot)



8. Tick off the box for 'Delimited' if this box is not already checked as default, followed by clicking 'Next' (see screenshot)



9. As we want to sort the order of the questions based on grouping the answers that belongs to the same question, we choose the option 'Other' and insert a full stop in the empty box, followed by clicking 'Next' (see screenshot)

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☐ Comma

☐ Space

☒ Other: .

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

1,2	In what areas could we improve our onboarding based your experiences f
1,3	Mention some things we you think the onboarding during the first week
2,2	In what areas could we improve our onboarding based your experiences f
2,3	Mention some things we you think the onboarding during the second week
3,2	In what areas could we improve our onboarding based your experiences f
3,3	Mention some things we you think the onboarding during the third week
1	How was your first week during the onboarding?

Cancel < Back Next > Finish

10. Make sure to double check that the destination is correct – this should be '\$B\$3', followed by clicking 'Finished' (see screenshot)

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: DMY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$B\$3

Data preview

General	General
1,2	In what areas could we improve our onboarding based your experiences f
1,3	Mention some things we you think the onboarding during the first week
2,2	In what areas could we improve our onboarding based your experiences f
2,3	Mention some things we you think the onboarding during the second week
3,2	In what areas could we improve our onboarding based your experiences f
3,3	Mention some things we you think the onboarding during the third week
1	How was your first week during the onboarding?

Cancel < Back Next > Finish

11. Go to column B 'Questions' and click on the filter icon. Here, you choose the option 'Sort Smallest to Largest'

12. Go to column A 'Answered by' and click on the filter icon. Here, you choose the option 'Sort A-Z'

After following this guide, your set of data in Excel will now appear as follows:

	A	B	C	D
1	<b>Survey report</b>			
2	<b>Answered by</b>	<b>Questions</b>	<b>Question def</b>	<b>Candidate answer</b>
3	Anonymous	1	How was your first week during the onboarding?	Good
4	Anonymous	1	How was your first week during the onboarding?	Good
5	Anonymous	1	How was your first week during the onboarding?	Very good
6	Anonymous	1.1	How would you rate the people who were involved in your onboarding during the first week?	Good
7	Anonymous	1.1	How would you rate the people who were involved in your onboarding during the first week?	Good
8	Anonymous	1.1	How would you rate the people who were involved in your onboarding during the first week?	Very good
9	Anonymous	1.2	In what areas could we improve our onboarding based your experiences from the first week?	No comments
10	Anonymous	1.2	In what areas could we improve our onboarding based your experiences from the first week?	First week was good, so I cannot come up with any improvements
11	Anonymous	1.2	In what areas could we improve our onboarding based your experiences from the first week?	Nothing, I thought the first week was great
12	Anonymous	1.3	Mention some things we you think the onboarding during the first week was good	First week was interesting
13	Anonymous	1.3	Mention some things we you think the onboarding during the first week was good	I liked HR who really took good care of us
14	Anonymous	1.3	Mention some things we you think the onboarding during the first week was good	Many good things, great program, cool and inspiring people who took part in the onboarding
15	Anonymous	2	How was the second week of your onboarding?	Good
16	Anonymous	2	How was the second week of your onboarding?	Very good
17	Anonymous	2	How was the second week of your onboarding?	Good
18	Anonymous	2.1	How would you rate the people who were involved in the second week of your onboarding?	Good
19	Anonymous	2.1	How would you rate the people who were involved in the second week of your onboarding?	Very good
20	Anonymous	2.1	How would you rate the people who were involved in the second week of your onboarding?	Good
21	Anonymous	2.2	In what areas could we improve our onboarding based your experiences from the second week?	No comments
22	Anonymous	2.2	In what areas could we improve our onboarding based your experiences from the second week?	Fantastic second week, you could not have done this better
23	Anonymous	2.2	In what areas could we improve our onboarding based your experiences from the second week?	I think week two lacked some more activities, it was a bit boring compared to week one
24	Anonymous	2.3	Mention some things we you think the onboarding during the second week was good	Second week was also good
25	Anonymous	2.3	Mention some things we you think the onboarding during the second week was good	Nice activities, good blend of fun and educational activities to do
26	Anonymous	2.3	Mention some things we you think the onboarding during the second week was good	Good variety of different elements in the onboarding, but we still lacked activities
27	Anonymous	3	How was the third week of your onboarding?	Very good
28	Anonymous	3	How was the third week of your onboarding?	Very good
29	Anonymous	3	How was the third week of your onboarding?	Very good
30	Anonymous	3.1	How would you rate the people who were involved in the third week of your onboarding?	Very good
31	Anonymous	3.1	How would you rate the people who were involved in the third week of your onboarding?	Very good
32	Anonymous	3.1	How would you rate the people who were involved in the third week of your onboarding?	Very good
33	Anonymous	3.2	In what areas could we improve our onboarding based your experiences from the third week?	Third week was amazing, I really learned a lot, so no bad things to say here
34	Anonymous	3.2	In what areas could we improve our onboarding based your experiences from the third week?	Hmm I think the whole onboarding was really good
35	Anonymous	3.2	In what areas could we improve our onboarding based your experiences from the third week?	Nothing, awesome week!
36	Anonymous	3.3	Mention some things we you think the onboarding during the third week was good	Every element of the third week was great
37	Anonymous	3.3	Mention some things we you think the onboarding during the third week was good	You really managed to welcome us in a nice way and provide us with all you need as a new hire
38	Anonymous	3.3	Mention some things we you think the onboarding during the third week was good	Everything was good, keep up the good work
39				
40				

**Please notice** that including a full stop in the middle of a sentence may influence the order of the questions, as we have sorted the questions based on full stops. Therefore, try to avoid using full stops in the actual text of your questions and only limit the use of full stops when structuring your questions in Talent Manager '1. / 1,1.'.