TALENT ENGINEERING ACADEMY

# Talent Engineering Capstone Project

## PRACTICE WORKBOOK

Build a complete hiring-system portfolio for a fictional organisation, then test it against a practical self-review rubric.

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| PATHWAY | Talent Engineering Practitioner |
| LEVEL | Advanced |
| EDITION | 2026.09 |
| UPDATED | 2026-09-24 |

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WORKBOOK GUIDE

# Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

**A six-part portfolio: workforce case, search strategy, assessment plan, data design, service runbook and evaluation report.**

## How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Complete the practitioner pathway and relevant sourcing, assessment and systems courses before this project.

Course page: https://talentengineering.org/courses/talent-engineering-capstone

PART 1

# Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

## Case assumptions and workforce decision

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

# Outcome-based brief and evidence matrix

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

# Market map, source log and outreach samples

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

# Assessment plan, scorecards and accessibility

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

# Data flow, risk register and operating runbook

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

# Pilot measures, exception tests and reflective review

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

# Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 04

# Frame the capstone case and success criteria

YOUR PRACTICE TASK

**Produce the charter, a three-scenario capacity plan and two role briefs. Budget 45 minutes, then identify what you would need to validate in a real organisation.**

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A strong charter records that five hires do not guarantee shift readiness because onboarding capacity and production approval remain dependencies. It assigns an operations owner to each and schedules a decision before offers are planned.

SELF-REVIEW GUIDANCE

Self-review rubric: 0 means absent, 1 means asserted without evidence or owner, 2 means usable with assumptions and responsibilities, 3 means tested against an alternative scenario. Score scope, outcomes, capacity and requirements separately. Revise every zero before continuing.

LESSON 02 / 04

# Build the market and assessment portfolio

YOUR PRACTICE TASK

**Produce a market map, two outreach drafts, a screening matrix, interview guide and one short work sample with a scoring rubric.**

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A transferable candidate has quality-control experience in food manufacturing. The assessment tests traceability and corrective-action reasoning rather than rejecting the person because their previous industry differs from Alder’s.

SELF-REVIEW GUIDANCE

Score evidence traceability, search breadth, criterion alignment, consistent scoring and accessibility from 0 to 3. A score of 3 requires a documented challenge case that changed or validated your design. Do not award yourself full marks merely for completing a template.

LESSON 03 / 04

# Engineer the data flow and operating controls

YOUR PRACTICE TASK

**Create a data diagram, permissions table, risk register, workflow specification and five exception-test results using fictional records.**

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A withdrawal arrives after a pack has been queued. The workflow checks the current candidate state immediately before sending, cancels the queued action and records the reason. A past approval cannot override the newer withdrawal.

SELF-REVIEW GUIDANCE

Score data minimisation, permission boundaries, current-state checks, recovery and auditability from 0 to 3. Demonstrate at least one stopped action and one successful manual continuation. A diagram without test evidence should score no more than 2.

LESSON 04 / 04

# Evaluate the design and present its limitations

YOUR PRACTICE TASK

**Submit the portfolio to your own records, complete the rubric and write a 300-word reflection on two weaknesses and the next validation step.**

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Synthetic results show preparation time falling from 30 to 20 minutes while corrections rise from 2 to 8 minutes. The report states net time fell from 32 to 28 minutes and still investigates the increased correction burden before recommending expansion.

SELF-REVIEW GUIDANCE

The finished portfolio should have no missing essential element, explicit assumptions and a traceable decision for each major choice. Record your self-scores and reviewer comments separately. Completion is learning evidence, not proof of legal compliance or professional accreditation.

FINAL REVIEW

# Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- ☐ The work distinguishes facts, evidence, assumptions and open questions.
- ☐ Decisions have named owners, dates and review points.
- ☐ Measures connect to the outcome rather than activity alone.
- ☐ Risks, accessibility needs, privacy considerations and limitations are visible.
- ☐ The next action is specific enough for another person to follow.
- ☐ The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

# Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

### CIPD: Recruitment

Professional context for the recruitment lifecycle.

https://www.cipd.org/uk/knowledge/factsheets/recruitment-factsheet/

**ABOUT THIS WORKBOOK**

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.