Manage Team Talent Profiles

Managers View and Update Employee Talent Profiles

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Talent Profiles enable employees to provide details about their accomplishments to their organization via self-service. The Team Talent Profile allows managers access to view summary information about their direct reports and make some updates or additions to the individual employee profiles. Through Manage Self Service Team Talent Profile, managers can engage and contribute to their employees' profiles to provide the most current information on their skills and accomplishments.

The profiles have the education, languages, license &certification, etc. information that employees have access to update and maintain. This information can assist in employee performance reviews, making decisions for planning, promotions and advancement within the organization.

As a manager, all of the information from a person's profile, including past projects, responsibilities, competencies (if they are set up and being tracked), languages, certifications, and licenses, can easily be viewed and updates made for individual team members.

Note: The Team Talent Profile provides the manager the opportunity to update certain sections of an employee's Talent Profile in the Accomplishments section and Location in the General section, but they are only able to view the Education section for an employee.

The information that can be updated and viewed is set by security permissions and roles and is determined at the Campus level.

Team Talent Profile

The Team Talent Profile Tile is accessed via the Manager Self Service Landing Page. A list of direct reports opens for the manager to drill into individual Talent Profile of each employee.

Each individual Talent Profile contains three sections: General, Education, and Accomplishments. Based on the security setup and the campus configuration, items in each section are either view only or edit/view, which means the manager can add to that section of the employee's talent profile.
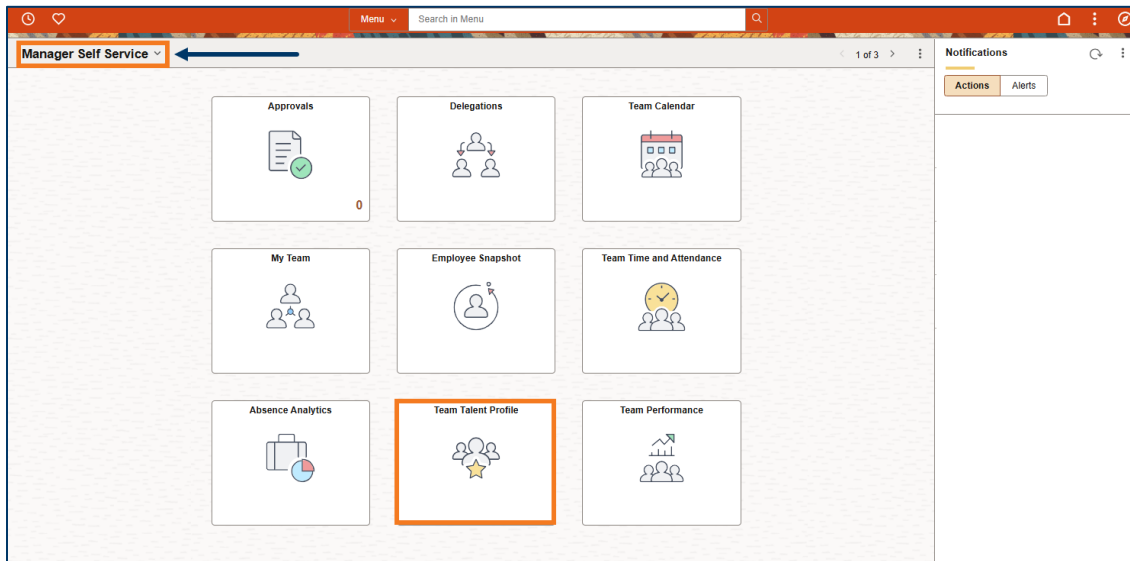
Accessing a Direct Reports Talent Profile

The navigation and selection is the same for each employee that the manager has access to view and edit the Talent Profile details.

Step 1 of 2 – Navigation

Navigate to the **PeopleSoft Manager Self Service Dashboard**. From the **Manager Self Service Dashboard**, click on the **Team Talent Profile Tile**.

This opens the list of Direct Reports for the Manager.

Step 2 of 2 – Open an Employee Talent Profile

To open an employee's **Talent Profile**, click on the arrow at the end of the row for that employee.

The **Talent Profile** opens.

Overview of Talent Profile Page

Following are the features of the **Talent Profile**.

When a page from the collection menu is open, the manager can view the details for all sections and items within the section. For some items, the manager can add to or update current information.

If the no data exist and the manager can edit, update, add, or delete, the Add button is present.

When data is present and the manager can add to the list, the plus button is available.

When the plus button is present on an item in the collection menu, the manager can also edit or delete the details by clicking on the arrow in the Edit/View column.

To view the details, click on the arrow under the Edit/View column.

Any current item that has multiple rows of information will have the **View History** column with the icon below.

This column is visible when there are multiple rows for an items. It only appears when an update is made on a current profile item.

Print Employee Profile

Profiles can be printed as a pdf document using the more actions icons at the top right of the page.

The **Print Profile** action opens. Click on the **Print Profile** box.

The employee's **Talent Profile** opens in a new window as a pdf. It opens in an easy to read format with the Education and Accomplishments grouped by each item that has been completed. The pdf can be saved or printed out as a hard copy.

To return to the PeopleSoft, close the window or click back on the **Talent Profile** tab.

Note: The number of pages in a Talent Profile will vary based on the number of details included.

Viewing a Direct Reports Talent Profile

From the individual employee's Talent Profile the manager can view all details that are set up and configured. For some of the details the manager can also update current details, add to the list of a specific Accomplishments, or delete an item that is no longer relevant, maintained, has not been verified, or was added by mistake.

Step 1 of 5 – View Details

The **Talent Profile** opens to the **General** section. To open another section, click on that section to expand the options.

This menu items for the section open to the first item in the list.

Note: The numbers beside the menu item indicate the number of degrees, experience, skills, licenses and certifications, etc. that have been added for the specific employee.

Step 2 of 5 – Select the Menu Item

Click on the menu item under the section to view the details.

Note: In this example, due to the configuration of this data, the manager has view only access. The configuration set up may also allow a manager to update or add to this section. The set up is decided at the Campus level.

Step 3 of 5 – Open the Details

To review the data for a specific row, click on the arrow in the **Edit/View** column.

This opens the pop-up window for that row of data.

Step 4 of 5 – Close the Details Pop-Up

To review another item, click the **x** in the right corner of the box to close the pop-up.

Note: If the access is **view only**, the green banner is displayed in the pop-up window.

Step 5 of 5 – View Another Item

Follow Steps 1 through 4 to view the details of another menu item in the same or different section.

Note: All menu items in an employee's **Talent Profile** are viewed the same way.

Adding and Updating a Direct Reports Talent Profile

Adding to the **Talent Profile** of an employee uses the **plus** button or the **Add** button depending on whether or not any details have been added for the specific item. However, updating an existing item uses an **Add New Version** button on the pop-up window.

Step 1 of 4 – Add an Accomplishment

From the employee's **Talent Profile**, click on the section and menu item that is being added.

Note: If no data exists for a menu item, an **Add** button is available. Once data has been added, a list is started and a **plus** button is used to add another item.

Step 2 of 4 – Open the Detail Pop-Up Window

Click the **plus** button to open the details pop-up.

Step 3 of 4 – Enter the Details

In the pop-up window, enter the required fields.

This pop-up window for **Licenses & Certifica**tions has an **Issue Date**. Enter the date the License or Certification was issued—the **Commission Date** may be the same or may vary by a week or two depending on the type of License.

If there is a **magnifying glass**, the field has a **Lookup** table that has be predefined by the Campus. Click on the **magnifying glass** and the **Lookup Table** opens. Scroll down and click on the selection from the list.

To narrow the search, expand the **Search Criteria** section and enter a **Description** and click the **Search** button..

Once the selection is made, the **Lookup** pop-up closes, and the field is populated.

Note: All fields with an asterisk are required.

Use the **magnifying glass** to select the **Country** and **State** that issued the **License** or **Certificate**, if applicable.

For **Licenses** and **Certifications** that have a **Commission Date** and/or **Expiration Date**, enter the dates into those fields.

The fields for **License/Certification Number** and **Issued By** are for tracking and validation. Enter the values, if applicable for the License or Certification.

Another View of Adding an Accomplishment

For this **Accomplishment**, use the **magnifying glass** to open the **Lookup** pop-up window and select from the predefined list, and then enter the **Experience Level**—the years of experience the employee has with the selected skill.

Step 4 of 4 – Save the Details

Each item that is added to the employee's **Talent Profile** must be saved. Click the **Save** button in the top right corner of the pop-up window after all information has been added.

This closes the details pop-up window, and a **green banner** appears at the top of the page with the confirmation that the addition has been successfully added. A new item appears in the list for the specific selection, and the number next to the selection in the section updates to correspond to the number in the list of the **General**, **Education**, or **Accomplishment**.

Updating an Existing Accomplishment

For some Licenses & Certifications, all that needs to be done is new dates added.

Step 1 of 4 – Update an Accomplishment

From the employee's **Talent Profile**, click on the section and menu item that is being updated.

Step 2 of 4 – Open the Detail Pop-up Window

Click on the **Edit/View** arrow to open the Details pop-up window.

Step 3 of 4 – Update the Accomplishment

When the pop-up window opens, click the **Add New Version** button.

This opens an **Add New Version** pop-up window. Enter the new **Issue Date** and click the **Continue** button.

This closes the **Add New Version** pop-up, and adds the new date to the details.

When the window closes, change any other values that need to be updated.

Step 4 of 4 – Save the Update

Click the **Save** button to save the update and close the details window.

When the details pop-up window closes, a **green banner** appears at the top of the page with the confirmation message that the changes have been saved, and a new column **View History** column appears with an icon in the row that has updates.

(If Needed) Delete Existing Option

If the manager needs to remove all the information for any item in any section of the **Talent Profile**, they can click the **Delete** button in the pop-up window of an item they have **Add** and **Edit** access, and then answer **Yes** to the validation question, and the details are deleted.

This deletes the item from the employee's **Talent Profile**—like it was never there.

Select Another Employee

Click on the **Select Different Employee** link under the name and title of the current employee to return to the **Direct Reports** list and open another employee's **Talent Profile**.