

Manage Team Talent Profiles

Managers View and Update
Employee Talent Profiles

Version 1.0

Date: 05/2025



**The University of
Texas System**
Office of Shared Information Services

By: R. Mandelblatt



Contents

Manage Team Talent Profiles	3
Team Talent Profile	3
Accessing a Direct Reports Talent Profile.....	3
Step 1 of 2 – Navigation.....	4
Step 2 of 2 – Open an Employee Talent Profile.....	5
Overview of Talent Profile Page.....	5
Print Employee Profile	7
Viewing a Direct Reports Talent Profile	9
Step 1 of 5 – View Details	9
Step 2 of 5 – Select the Menu Item	10
Step 3 of 5 – Open the Details.....	10
Step 4 of 5 – Close the Details Pop-Up.....	10
Step 5 of 5 – View Another Item	11
Adding and Updating a Direct Reports Talent Profile	11
Step 1 of 4 – Add an Accomplishment	11
Step 2 of 4 – Open the Detail Pop-Up Window	11
Step 3 of 4 – Enter the Details.....	12
Another View of Adding an Accomplishment	14
Step 4 of 4 – Save the Details	14
Updating an Existing Accomplishment.....	15
Step 1 of 4 – Update an Accomplishment.....	15
Step 2 of 4 – Open the Detail Pop-up Window	16
Step 3 of 4 – Update the Accomplishment.....	16
Step 4 of 4 – Save the Update	17
(If Needed) Delete Existing Option	18
Select Another Employee	19



Manage Team Talent Profiles

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.

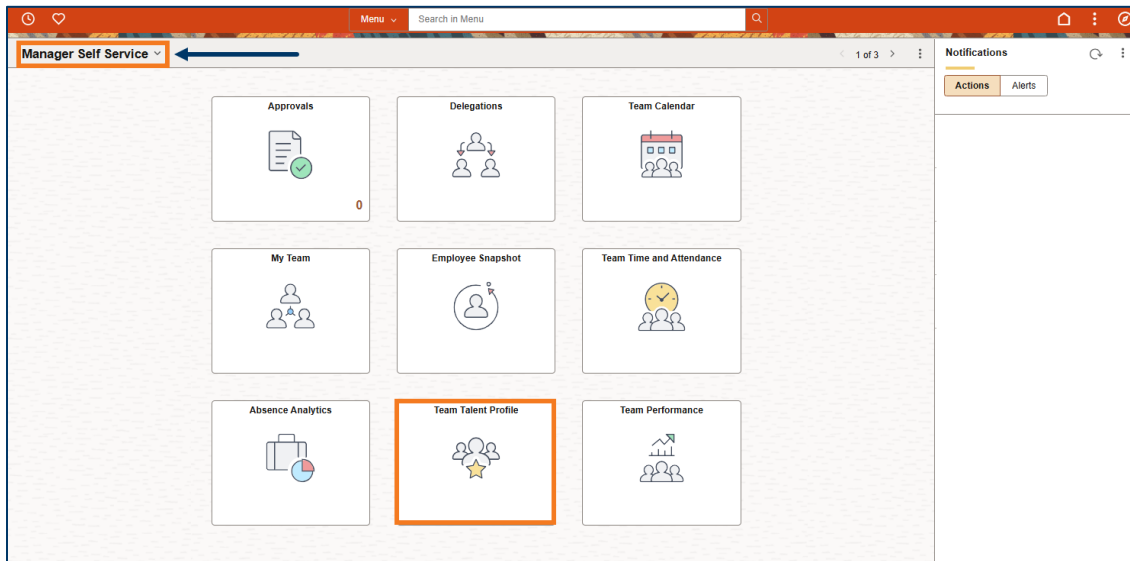
Accessing a Direct Reports Talent Profile

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.

Team Talent Profile				
> Find Team Member				
Team Members				7 rows
				TL
	3305050513 - 0 Abby Normal			>
	Job Title Business Reports Analyst	Status Active	Department PUM 52 Department	Position 1234567
	Type Employee			
	3305050520 - 0 Rita Moreno			>
	Job Title Administrative Assistant II	Status Active	Department PUM 52 Department	Position 2345678
	Type Employee			
	3305050530 - 0 Isabella Garcia-Shapiro			>
	Job Title Part Time Non Student	Status Active	Department Application & Data Dept	Position 3456789
	Type Employee			
	3305050510 - 0 Annabeth Chase			>
	Job Title Human Resource Specialist	Status Active	Department Application & Data Dept	Position 4567891
	Type Employee			
	3305050540 - 0 Jane Eyre			>
	Job Title Dir of Entrprs Systems	Status Active	Department Application & Data Dept	Position 5678912
	Type Employee			
	3305050550 - 0 Jay Gatsby			>
	Job Title Part Time Non Student	Status Active	Department Application & Data Dept	Position 6789123
	Type Employee			
	3305050560 - 0 Nick Young			>
	Job Title Dir of Human Resource Dev	Status Active	Department Application & Data Dept	Position 7891234
	Type Employee			





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.

	9999999910 - 0 Annabeth Chase				
Job Title	Dir of Business Info Systems	Status	Active	Department	Application & Data Dept
Type	Employee			Position	4567891

The **Talent Profile** opens.

Team Talent Profile

 **Annabeth Chase** 
Human Resource Specialit


Select Different Employee

General

Education

Accomplishments


Current Location



Work Location

Edit/View



Location



Overview of Talent Profile Page

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

Team Talent Profile

 **Annabeth Chase** 
Human Resource Specialit


Select Different Employee

General

Education

Accomplishments


Current Location



Work Location

Edit/View

Location



Employee's Name and Title

Select another employee form the Direct Reports List.

Opens an information box.

The information can provide details and instructions based on configuration.

These are the collection menus. The arrow beside Education and Accomplishments is to expand the section for additional pages.
Note: Some items are view only, while others enable the manager to view, edit, and add.

Managing Profile Content
The Talent Profile pages allow you to view or manage talent profile data for yourself or your direct reports, based on your role and privileges.
Note: A person can have more than one profile type. If applicable, select the View/Action Profile link to view or update content for another profile type for this person.
Talent profiles are divided into content types and sections (or page categories). Select a page tab to view or manage individual content items related to that content type. Use the various page elements for messages for that profile.
Related Actions (dropdown menu) can be used to the general menu. Select the Copy, Add, Remove menu option to automatically add content items. For best results, select the Add button for this profile.
Add or + button: Select this button to manually add content items to this profile.
Edit/View button: Select this button on a content item row to view, update, or delete an existing content item.
Note: If user service updates are not allowed, the add buttons will not appear on the page and selecting the Edit/View button for an existing content item will display a read-only detail page and does not allow you to update or delete.



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.

Team Talent Profile

Annabeth Chase
Human Resources Specialist
[Select Different Employee](#)

General

Education

Accomplishments

Current Location

No data exists.

[Add](#)

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

Team Talent Profile

Annabeth Chase
Human Resource Specialit
[Select Different Employee](#)

General

Education

Accomplishments

Current Location

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.

Edit/View

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.

Team Talent Profile

Annabeth Chase
Human Resource Specialist
[Select Different Employee](#)

General

Education

Highest Education Level

Degrees

Accomplishments

Highest Education Level

Education	Level	View History	Edit/View
What is the h			

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.

Team Talent Profile

Annabeth Chase
Human Resource Specialist

Select Different Employee

General

Education

Highest Education Level 1

Degrees 2

Accomplishments

Highest Education Level

Education Level View History Edit/View

What is the highest education level you have achieved?

These are more actions options, and they offer the manager a Print option. The Profile opens into a new window in a downloadable pdf.

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

Team Talent Profile

Annabeth Chase
Human Resource Specialist

Select Different Employee

General

Education

Highest Education Level 1

Degrees 2

Accomplishments

Highest Education Level

Education Level View History Edit/View

What is the highest education level you have achieved?

Print Profile



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.

Annabeth Chase
As of 2025-05-30

General Information
Employee ID: 999999910 Annabeth Chase Profile Status: Active
Profile Type: PERSON Person Status Date: 2015-05-18

Highest Education Level

Content Item ID	Description
EL001	What is the highest education level you have achieved?

Degrees

Content Item ID	Date Acquired	Location	School
DEC207	2025-05-21	United States	
MA	2025-05-21	United States	

Job Knowledge/Experience

Content Item ID	Description
SKL043	Employee Compensation

Language Skills

Content Item ID	Description	Reading Proficiency	Speaking Proficiency	Writing Proficiency
SP	Spanish	2 - Moderate	3 - High	

Licenses & Certifications

Content Item ID	Description	Issue Date
LIC080	Global Professional in Human Resources	2025-05-28
LIC096	Professional in Human Resources	2028-05-01

Technical/Computer Details

Content Item ID	Description
TC20130	COBOL
TC20703	SQLBase

** End of report **

Page 1 of 1

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.

Team Talent Profile

Annabeth Chase ✓
Human Resources Specialist

[Select Different Employee](#)

General

Education ▼

Accomplishments ▼

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

General

Education ▼

Highest Education Level (1)

Degrees (2)

Accomplishments ▼

Job Knowledge/Experience (1)

Language Skills (1)

Licenses & Certifications (1)

Performance Review Ratings (0)

Competencies (0)

Technical/Computer Details (2)

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.

Team Talent Profile	
Annabeth Chase Human Resources Specialist	
Select Different Employee	
General	
Education	
Highest Education Level	1
Degrees	2
Accomplishments	

Degrees	
Degree	Edit/View
Bachelor Degree	>
Master of Arts	>

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.

Team Talent Profile	
Annabeth Chase Human Resources Specialist	
Select Different Employee	
General	
Education	
Highest Education Level	1
Degrees	2
Accomplishments	

Degrees	
Degree	Edit/View
Bachelor Degree	>
Master of Arts	>

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.

Degrees	
Updates are not authorized for Degrees	
Degree	Master of Arts
Details	
Country	United States
State	Texas
School Code	
School Description	
Field of Study Code	
Field of Study Description	
Graduated	No
Year Acquired	

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.



Team Talent Profile					
<div>Annabeth Chase </div> <div>Human Resources Specialist</div> <div>Select Different Employee</div>					
General	Licenses & Certifications				
Education	<div><div>+</div></div>				
Accomplishments	<table border="1"><thead><tr><th>License/Certification</th><th>Edit/View</th></tr></thead><tbody><tr><td>Professional in Human Resources</td><td><div>></div></td></tr></tbody></table>	License/Certification	Edit/View	Professional in Human Resources	<div>></div>
License/Certification	Edit/View				
Professional in Human Resources	<div>></div>				

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

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

General	Licenses & Certifications				
Education	<div><div>+</div></div>				
Accomplishments	<table border="1"><thead><tr><th>License/Certification</th><th>Edit/View</th></tr></thead><tbody><tr><td>Professional in Human Resources</td><td><div>></div></td></tr></tbody></table>	License/Certification	Edit/View	Professional in Human Resources	<div>></div>
License/Certification	Edit/View				
Professional in Human Resources	<div>></div>				



Step 3 of 4 – Enter the Details

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

This pop-up window for **Licenses & Certifications** 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 been 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..



Cancel Lookup

Search for: License/Certification

> Search Criteria

Search Results

2 rows

Content Item	Description
LIC080	Global Professional in Human Resources
LIC101	Senior Professional in Human Resources

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

Cancel Licenses & Certifications Save

* Indicates required field

*Issue Date 05/28/2025

*License/Certification Global Professional in Human Re Q

Details

Country

State

Commission Date MM/DD/YYYY

Expiration Date MM/DD/YYYY

License/Certification Number

Issued By

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.

Technical/Computer Details

*Content Item ID SQLBase

Details

Experience Level

- 0 or None
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6 Years
- 7 Years
- 8 Years
- 9 Years
- 10+ Years

* Indicates required field

Cancel Save

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.

Licenses & Certifications

*Issue Date 05/28/2025

*License/Certification Global Professional in Human Re

Details

Country

State

Commission Date 05/28/2025

Expiration Date MM/DD/YYYY

License/Certification Number HRCI-12345678

Issued By HR Certification Institute (HRCI)

* Indicates required field

Cancel Save



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**.

The screenshot shows the 'Team Talent Profile' interface. At the top, a green banner displays the message: 'You have successfully added "Global Professional in Human Resources".' Below this, the left sidebar contains a menu with categories: General, Education, Accomplishments, Licenses & Certifications (highlighted with a green circle and the number 2), Performance Review Ratings (0), Competencies (0), and Technical/Computer Details (2). The main content area is titled 'Licenses & Certifications' and features a table with two entries: 'Global Professional in Human Resources' and 'Professional in Human Resources'. Each entry has an 'Edit/View' button. A blue arrow points from the green banner to the table, and another blue arrow points from the 'Licenses & Certifications' menu item to the table.

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.

The screenshot shows the 'Team Talent Profile' interface for Annabeth Chase, Human Resources Specialist. The left sidebar menu is the same as in the previous screenshot, with 'Licenses & Certifications' highlighted with a green circle and the number 2. The main content area is titled 'Licenses & Certifications' and features a table with two entries: 'Global Professional in Human Resources' and 'Professional in Human Resources'. Each entry has a 'View History' button and an 'Edit/View' button. A blue arrow points from the 'Licenses & Certifications' menu item to the table.



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.

Cancel Licenses & Certifications Save

* Indicates required field

Issue Date 05/01/2028

License/Certification Professional in Human Resources

Details

Country United States

State Texas

Commission Date 05/01/2028

Expiration Date MM/DD/YYYY

License/Certification Number PHC0123456

Issued By SHRM

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.

Team Talent Profile

You have successfully saved your changes to "Professional in Human Resources".

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience 1

Language Skills 1

Licenses & Certifications 2

Performance Review Ratings 0

Competencies 0

Technical/Computer Details 2

Licenses & Certifications

License/Certification View History Edit/View

Global Professional in Human Resources

Professional in Human Resources



(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.

General	Technical/Computer Details <div><div></div><table><thead><tr><th>Content Item ID</th><th>Experience Level</th><th>Edit/View</th></tr></thead><tbody><tr><td>COBOL</td><td></td><td>></td></tr><tr><td>SQLBase</td><td></td><td>></td></tr></tbody></table></div>	Content Item ID	Experience Level	Edit/View	COBOL		>	SQLBase		>
Content Item ID		Experience Level	Edit/View							
COBOL			>							
SQLBase			>							
Education										
Accomplishments										
Job Knowledge/Experience										
Language Skills										
Licenses & Certifications										
Performance Review Ratings										
Competencies										
Technical/Computer Details										

Cancel

Save

Technical/Computer Details

* Indicates required field

Content Item ID SQL

Details

Experience Level 3 Years

Delete

Cancel

Save

Technical/Computer Details

* Indicates required field

Content Item ID SQL

Details

Experience Level 3 Years

Do you want to delete "SQL"?

Yes No

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

Team Talent Profile

You have successfully deleted "SQL".


Select Different Employee

General	Technical/Computer Details <div><div></div><table><thead><tr><th>Content Item ID</th><th>Experience Level</th><th>Edit/View</th></tr></thead><tbody><tr><td>COBOL</td><td></td><td>></td></tr></tbody></table></div>	Content Item ID	Experience Level	Edit/View	COBOL		>
Content Item ID		Experience Level	Edit/View				
COBOL			>				
Education							
Accomplishments							
Job Knowledge/Experience							
Language Skills							
Licenses & Certifications							
Performance Review Ratings							
Competencies							
Technical/Computer Details							



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**.

Team Talent Profile	
<div><div>Annabeth Chase ✓ Human Resources Specialist</div></div>	
<div>Select Different Employee</div>	
<div>?</div>	
<div>General</div>	<div>Current Location</div>
<div>Education</div>	<div>No data exists.</div>
<div>Accomplishments</div>	<div>Add</div>