



Your Detailed Profile

Your Detailed Profile is your "online resume." This is where you enter your previous employment, education, and business qualifications, which will be used by your manager and HR for talent planning purposes.

It's Easy

It is up to you to keep your Detailed Profile current. You can edit most of the sections yourself but some sections are in read-only format because the information is already provided by the system. Your Detailed Profile information is a valuable resource for management to identify you for existing and future growth opportunities.

1 Detailed Profile

Use the drop-down menu to view your Detailed Profile within My Employee Files.

2 Add a Record to a Profile Section

The Profile sections are listed. Click the Edit link to open and edit content within a section.

3 Add a New Record

Click to add a new record to the Profile section. Use the text fields and drop-down menus to enter information.

4 Save Changes

When done, click to add the record to your Detailed Profile.

5 Take Action

Click to print/create an Adobe PDF version of your Detailed Profile, or add a note to the Note section of your Profile.

Add New Note

Spotlight: Adding Notes

Notes are used throughout the year to track activities and achievements. You can write a note for yourself or others, to provide a helpful reminder of performance when completing performance reviews. To add a note, click and select Note from the menu. The Add Note window opens:

- 1 Enter a brief description of the subject of the note in the Title field.
- 2 Enter additional information in the Message field.
- 3 Select who will be able to see the Note. You can keep the note private so only you can see it or you can share the note with your manager or another employee.
- 4 Click to add note to the Notes section of the selected employees' Profiles.