



# Your Employee Profile

The Profile is used to create your “online resume” by entering your work history and business qualifications, which will be used by your manager and HR for talent planning.

## It's Easy

To access your Profile, select My Employee File from the drop-down navigation menu. By default, the first section you will see is your Public Profile. This is viewable by everyone in the company.

### 1 Employee Menu

Use the drop-down menu to select to view your manager's and peers' Public Profiles. Enter a name in the search field to find another employee's Public Profile.

### 2 Profile Sections

Use the drop-down menu to view your Detailed Profile, Notes, History, and Compensation Statement as well as links to jump to your Goal Plan and Performance Review.

### 3 Public Profile Information

Your name, title, department, and contact information is displayed. Click [Edit Profile](#) to edit your Public Profile details. Buttons will appear on the screen. Click:

- [Edit Profile Photo](#) to add or remove your photo.
- [Expressive](#) [Standard](#) to select an Expressive layout (with images) or Standard layout (shown).
- [Edit About](#) to add some information about yourself.

### 4 Badges

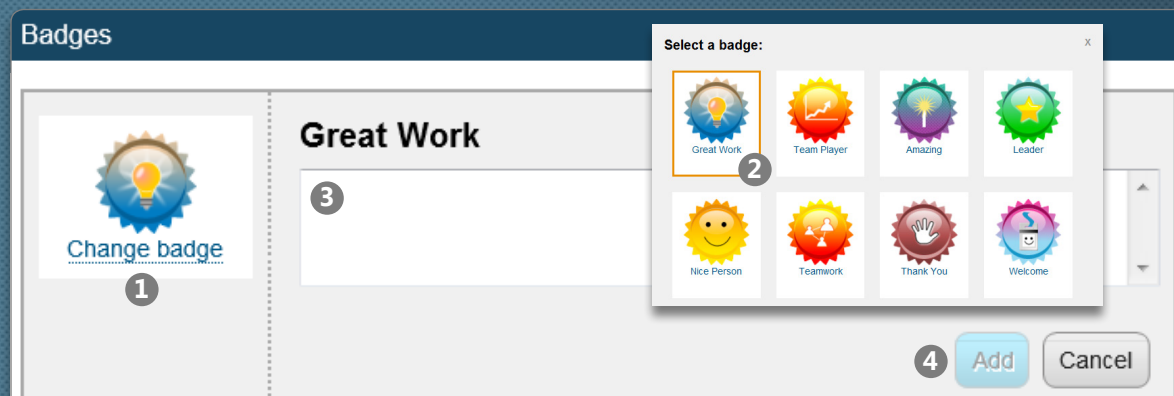
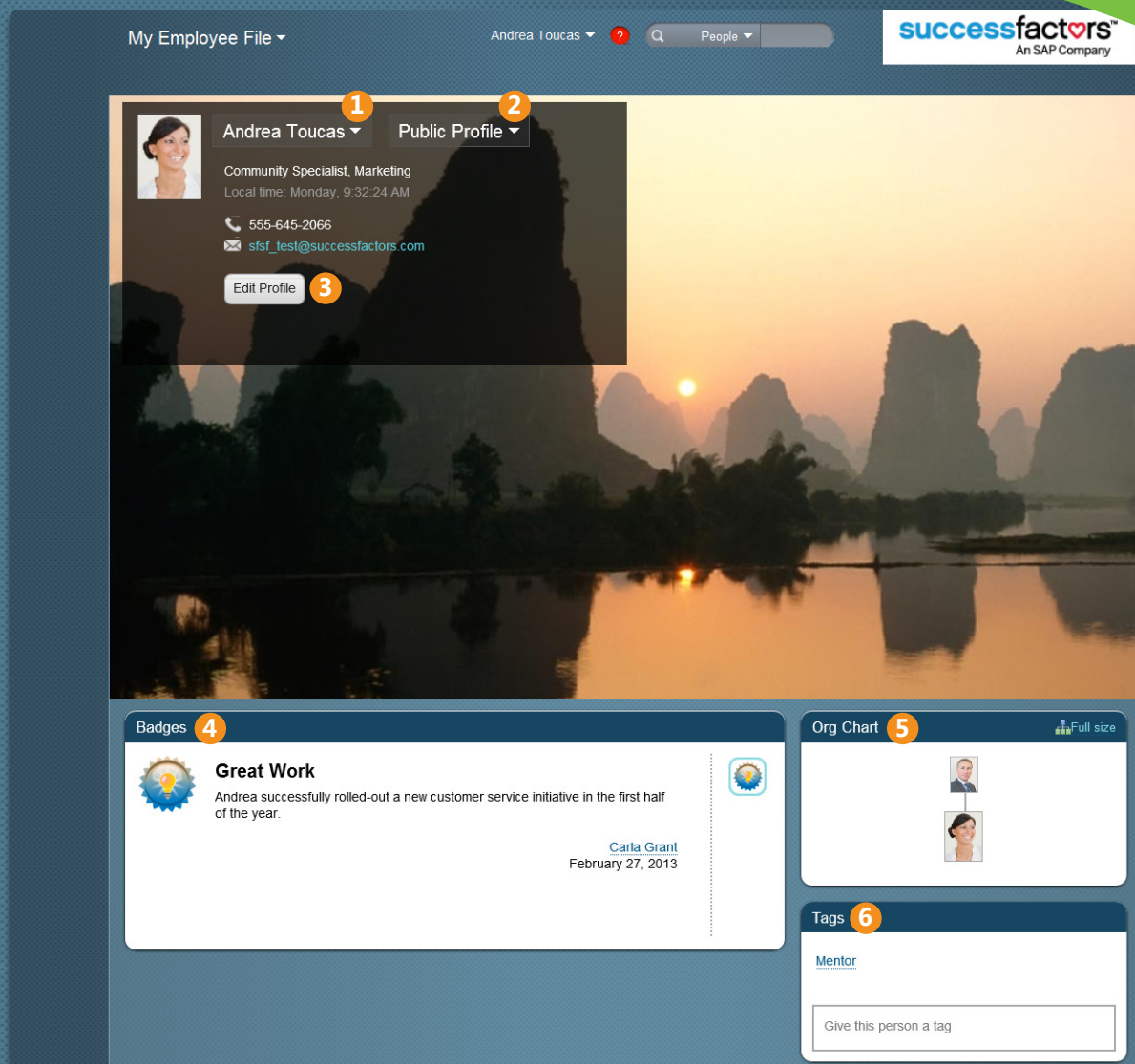
Your manager and peers may award you badges to recognize good work and effort. If someone gives you a badge, it will appear here. You may also badge other employees but you cannot badge yourself.

### 5 Org Chart

The Org Chart provides an interactive view of your team's hierarchy. Click an image to view the person's Public Profile.

### 6 Tags

Tags are used to self-identify group affiliation and skills (e.g., professional associations, community activity groups, or skills such as business development). Enter a tag in the text field. Once entered, click on a tag link to view others in the organization with the same tag. Click the Trash icon to delete a tag.



## Spotlight: Adding Badges

Badges are used to recognize an employee's good work and effort. Badges are awarded through the Public Profile and an email notification is sent to the employee and his/her manager when a badge has been added. To add a badge, click the icon in the Badges section of the employee's Public Profile. A new window opens:

- 1 Click the Change Badge link.
- 2 Click on a badge icon to select a badge (e.g., Team Player).
- 3 Enter comments regarding employee's performance and reason for the badge.
- 4 Click [Add](#) to add the badge to the employee's Public Profile.

**NOTE:** It is possible to badge anyone but yourself.