

# Guide to Employee Profile

Employee Profile provides managers with an overview of their team's performance history, professional skills, and work experience.

## It's Easy

Each employee creates their own Profile, by entering their work history and business qualifications, which you can review for talent planning purposes. To access your Profile and your employees' Profiles, select Employee Files from the drop-down navigation menu.

### 1 Employee Profile

To view an employee's Profile, select the employee's name from the drop-down menu.

### 2 Public Profile Information

The employee's Public Profile displays the employee's name, photo, title, department, and contact information, which everyone in the company can see.

### 3 Badges

Badges are used to recognize an employee's good work and effort. Badges are displayed on the employee's Public Profile after they have been awarded.

### 4 Org Chart

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

### 5 Tags

Tags are used by employees to self-identify group affiliation and skills (e.g., professional associations, community activity groups, or business skills). Click a tag link to view others in the organization with the same tag.

### 6 Profile Sections

Use the drop-down menu to view the Detailed Profile, displaying the employee's employment history, education, and business qualifications. It is the employee's responsibility to keep this information up to date as it is used for talent planning purposes.

You may also select to view the employee's:

- Notes: Reminders of activities and events.
- History: Completed performance forms and plans.
- Compensation Statement: Most recent Personal Compensation Statement.
- Links to his/her Goal Plan and Performance Review.

## 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.