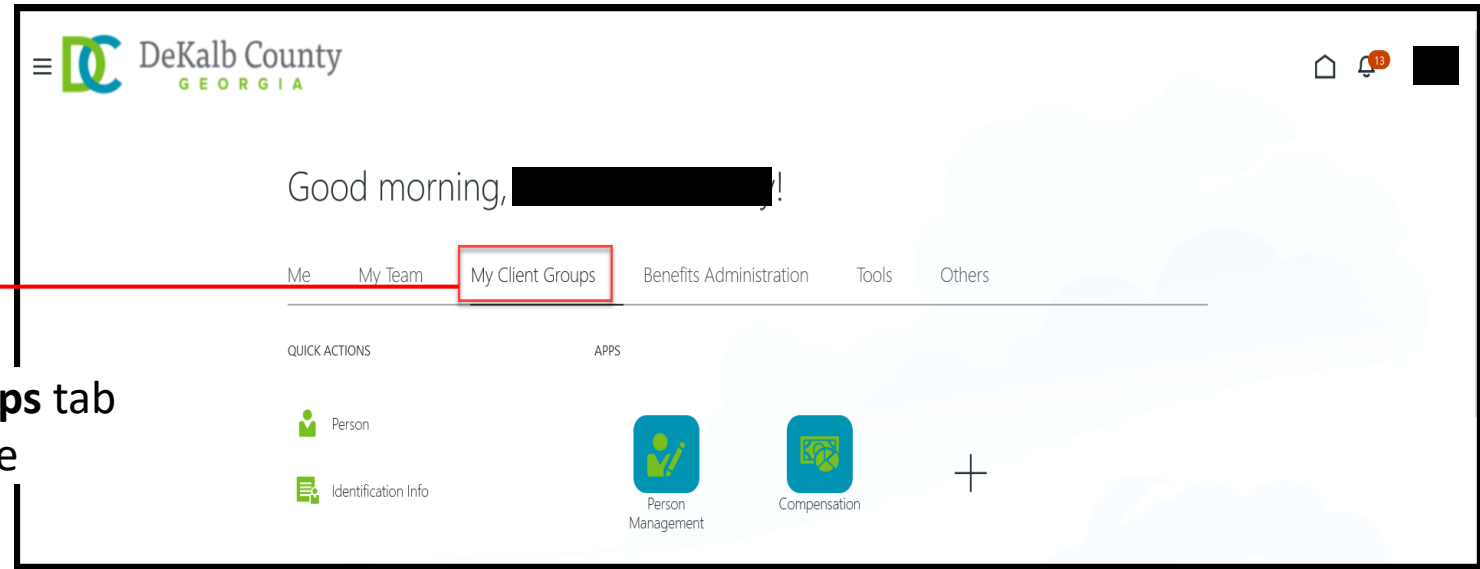


Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details

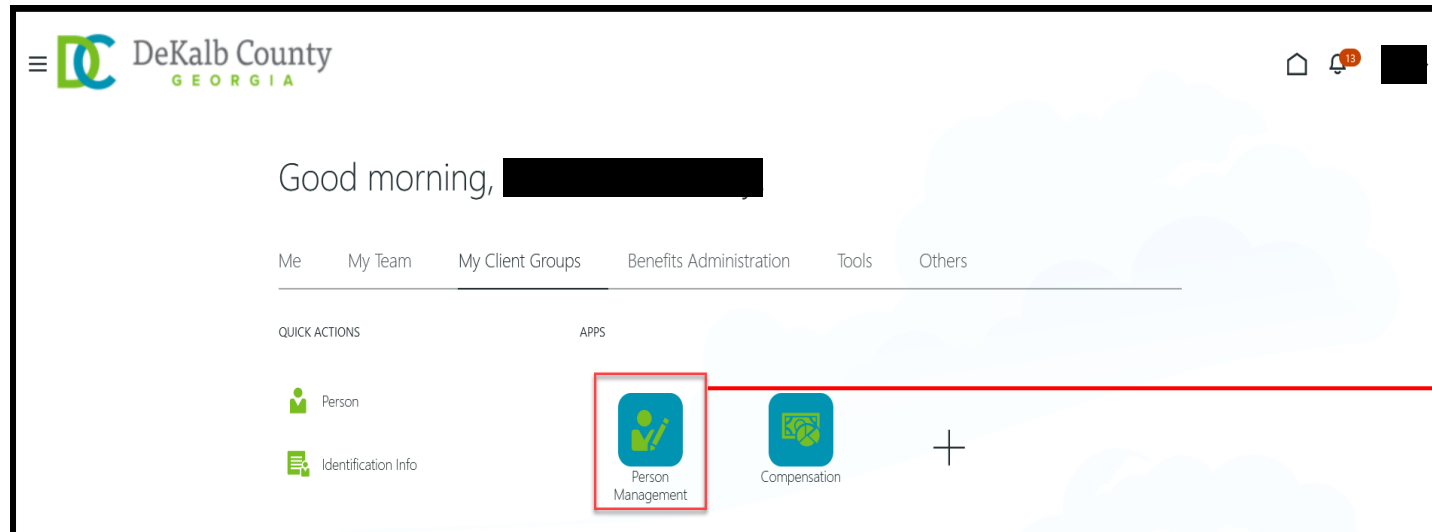
1

Select the **My Client Groups** tab from the CV360 homepage



2

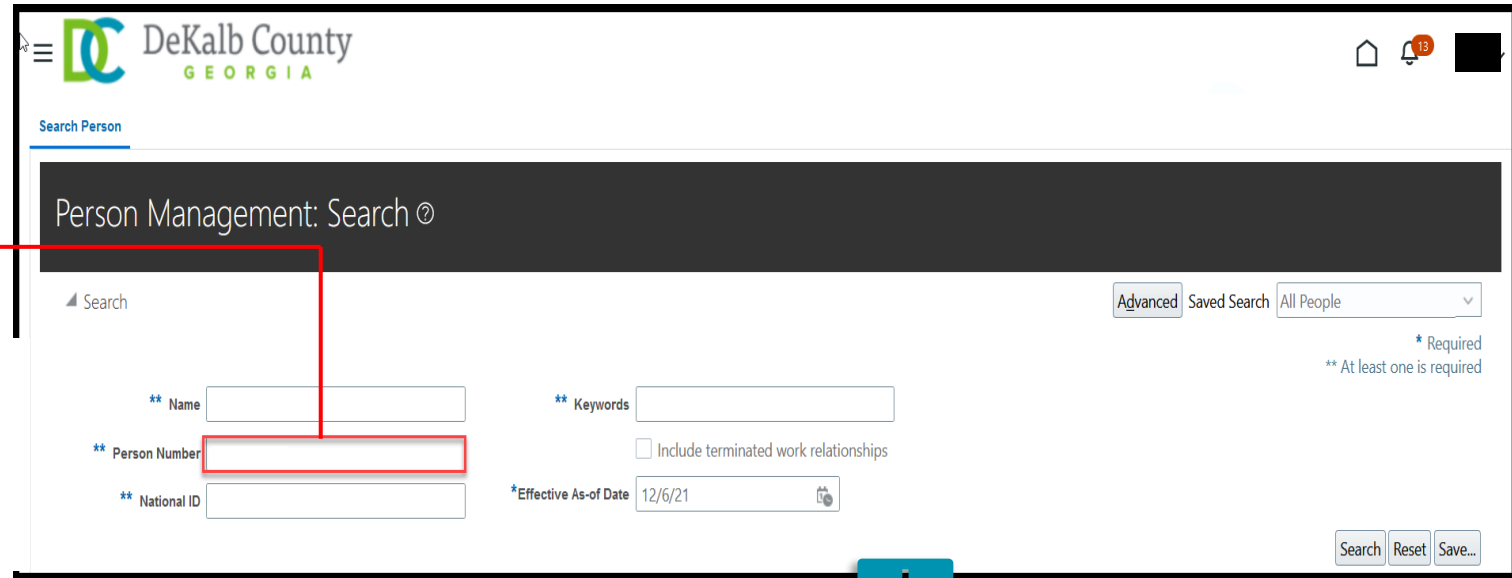
Select the **Person Management** tile within the Apps area



Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details

3

From the **Person Management: Search** page, key the Name or Employee Number of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

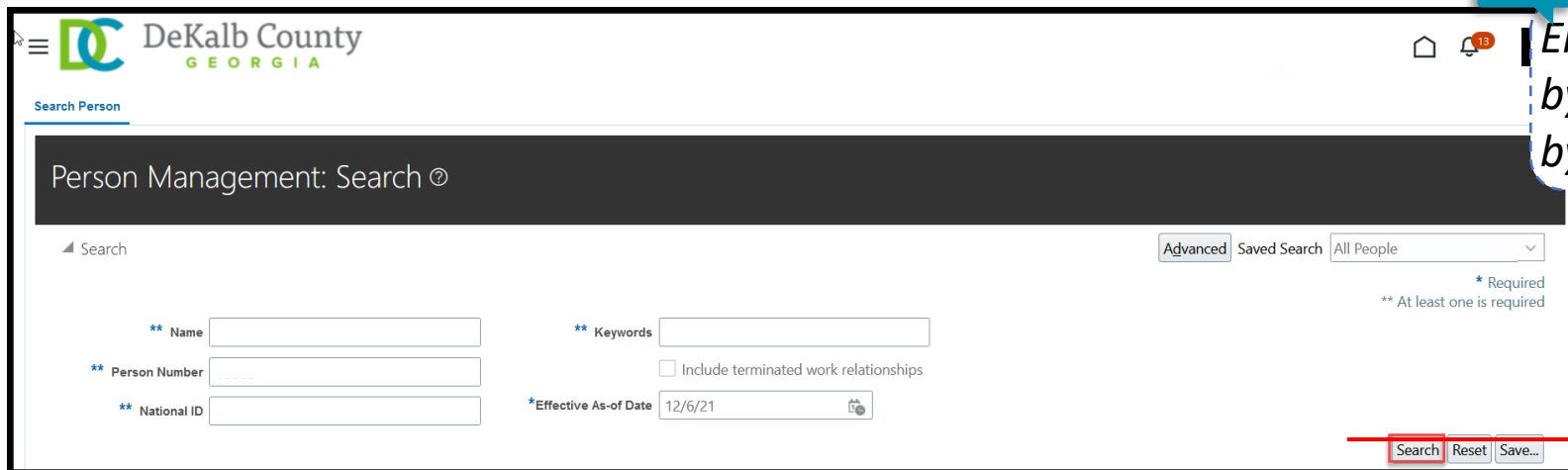
** Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...

Employees may be searched by **Name, Person Number, or by Keywords**



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...

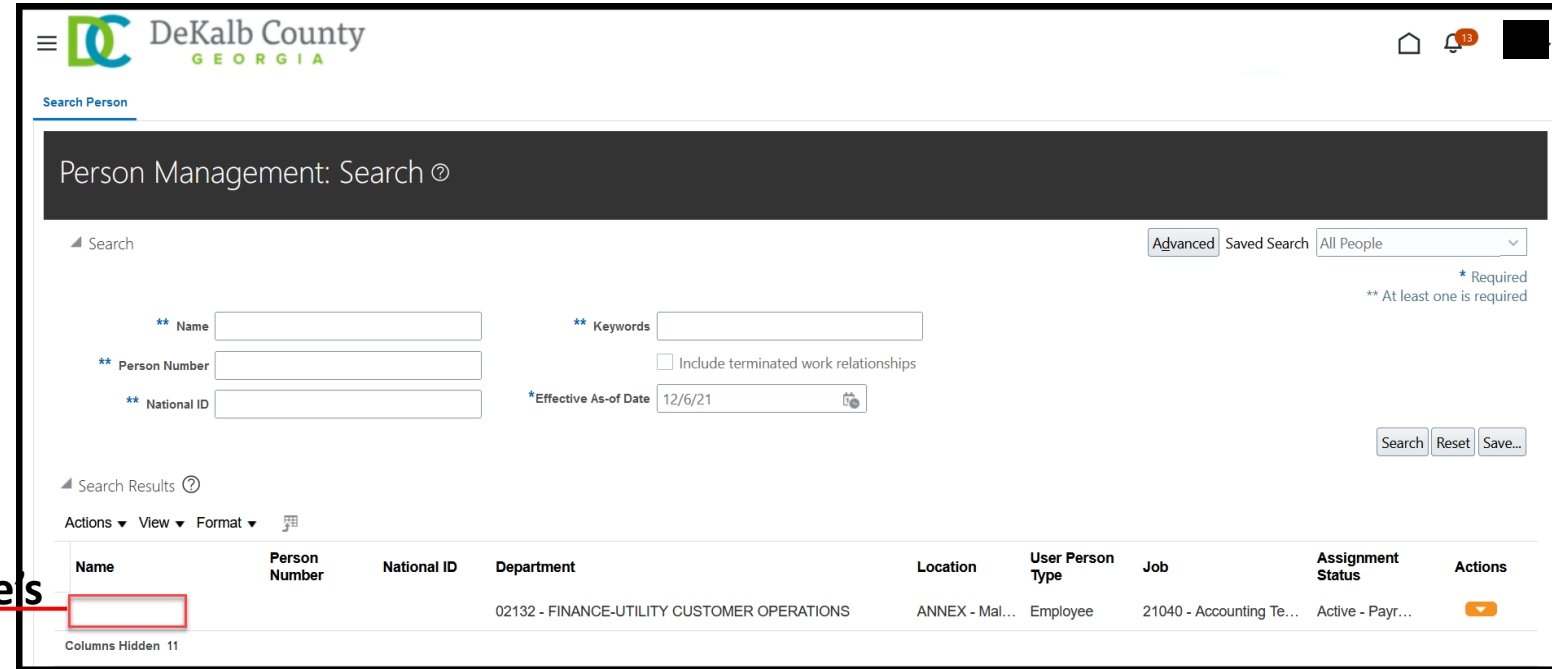
4

Select the **Search** button

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details

5

From the **Search Results** section, select the **employee's name link**



DeKalb County GEORGIA

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

* Required
** At least one is required

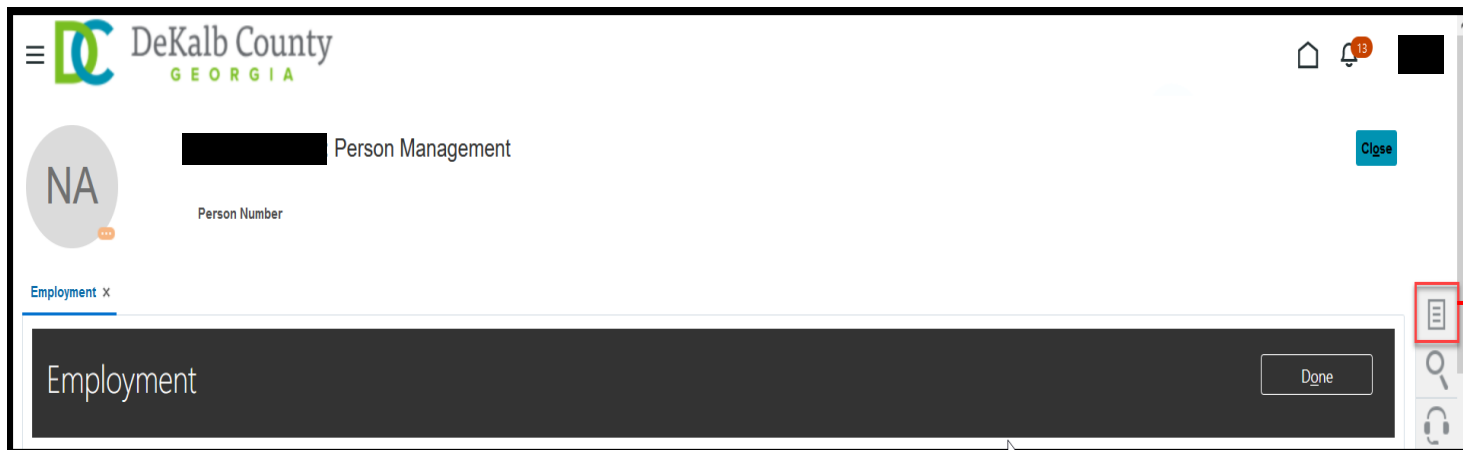
Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11



DeKalb County GEORGIA

Person Management

Close

NA Person Number

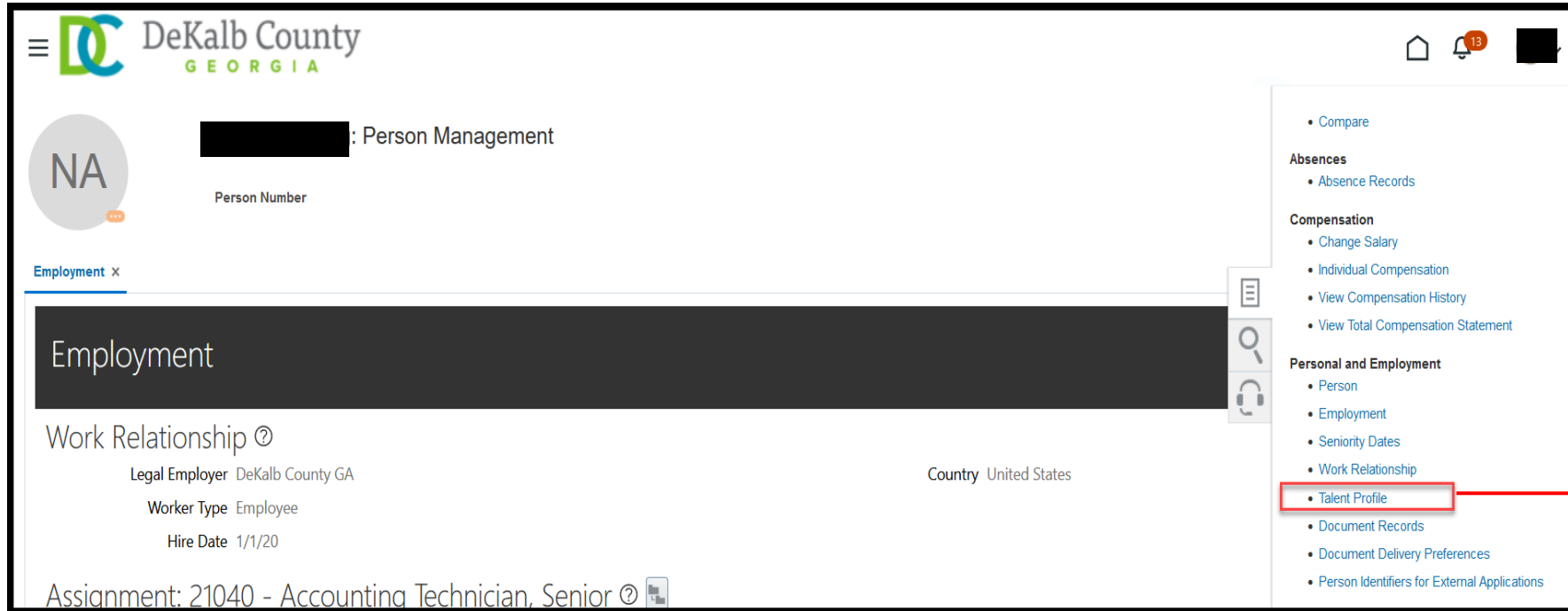
Employment x

Employment Done

6

From the Employment page, select the **Panel Drawer** icon

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area includes a user profile icon with 'NA' and a 'Person Management' label. Below this is an 'Employment' tab. The main content area displays 'Work Relationship' details: Legal Employer (DeKalb County GA), Worker Type (Employee), Hire Date (1/1/20), and Country (United States). An 'Assignment: 21040 - Accounting Technician, Senior' is listed at the bottom. On the right side, a panel drawer is open, showing a list of navigation options. The 'Talent Profile' link is highlighted with a red box. A red line connects this link to a large grey circle containing the number '7'.

DeKalb County
GEORGIA

NA : Person Management
Person Number

Employment x

Employment

Work Relationship ⓘ
Legal Employer DeKalb County GA
Worker Type Employee
Hire Date 1/1/20
Country United States

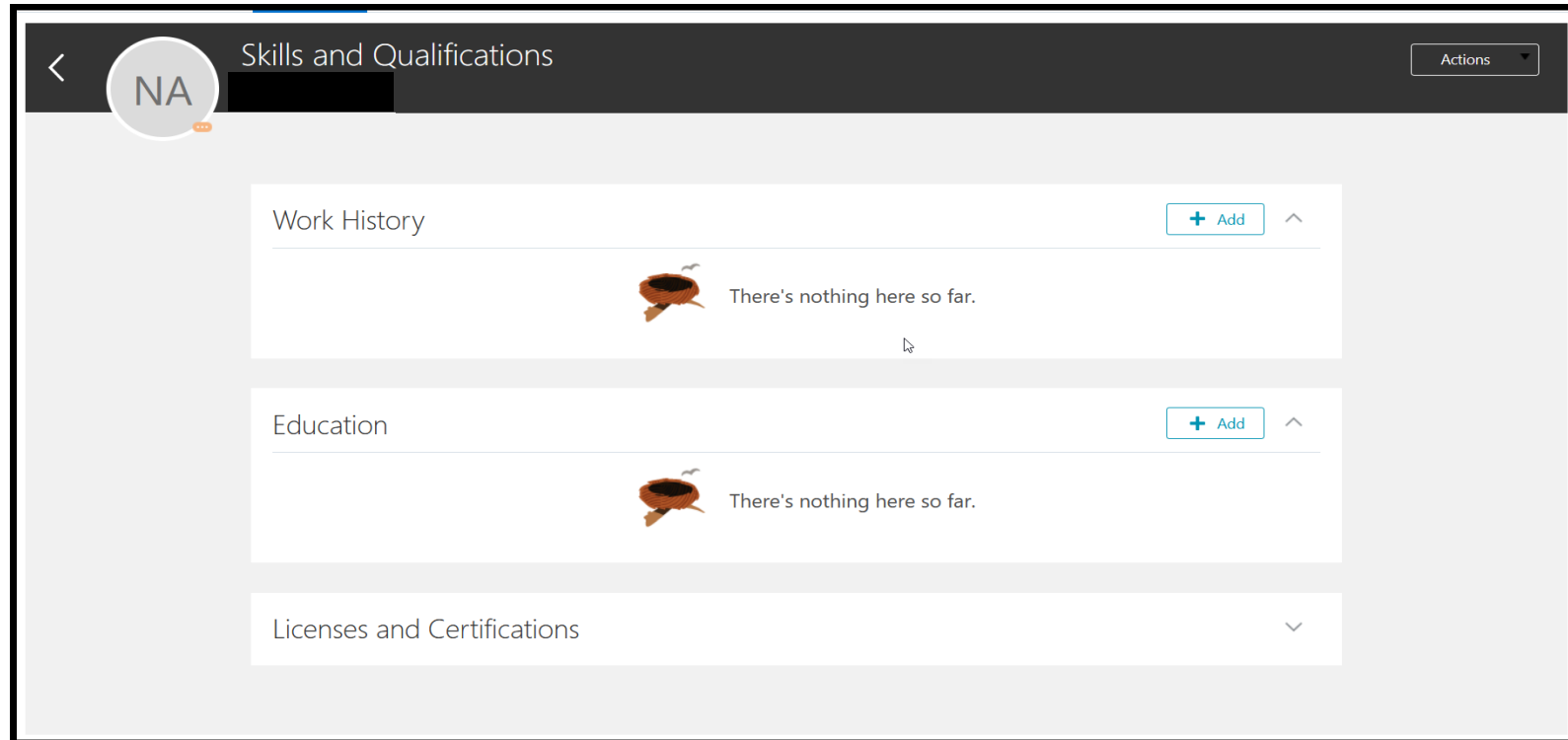
Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences**
 - Absence Records
- Compensation**
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment**
 - Person
 - Employment
 - Seniority Dates
 - Work Relationship
 - **Talent Profile**
 - Document Records
 - Document Delivery Preferences
 - Person Identifiers for External Applications

7

Once the Panel Drawer opens, select the **Talent Profile** link from the **Personal and Employment** section

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



8

From the Talent Profile tab, the Coordinator can review the Talent details entered for the employee. If no Talent Profile Information was provided, then a message, There's nothing here so far, will display in the sections this is applicable to

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



9

Once the Coordinator has completed reviewing the Talent details or there are no Talent details, he/she can select the **Close** button



*If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page*