



Job Aid: Talent Profile

Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing and modifying your Talent Profile. Your Talent Profile shows complete information about your experience and activities among other things that convey your background and qualifications.

In this job aid, you will learn how to:

- A. Access your Talent Profile
- B. Add information to your Talent Profile
- C. Edit existing Talent Profile information
- D. Maximize and minimize Talent Profile information



Task A. Accessing Your Talent Profile

Your Talent Profile shows your experience and qualifications. The interactive icons are user friendly and designed to allow you to rapidly expand and minimize various sections, as well as edit and/ or add content to your *Talent Profile* page. Below are descriptions for each of the icons you may interact with.

Table 1 displays Talent Profile Icon Summary

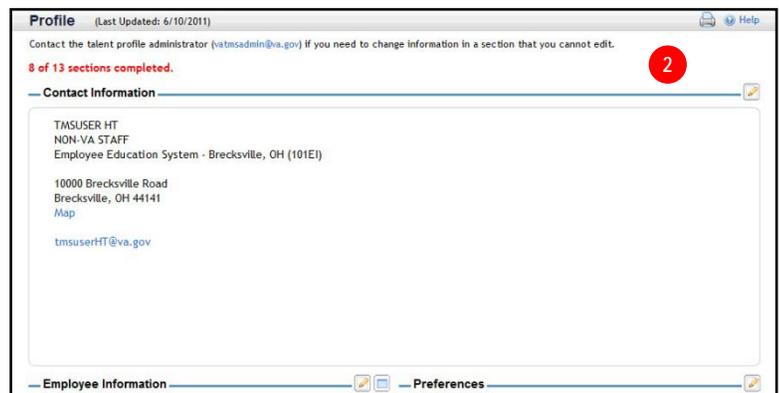
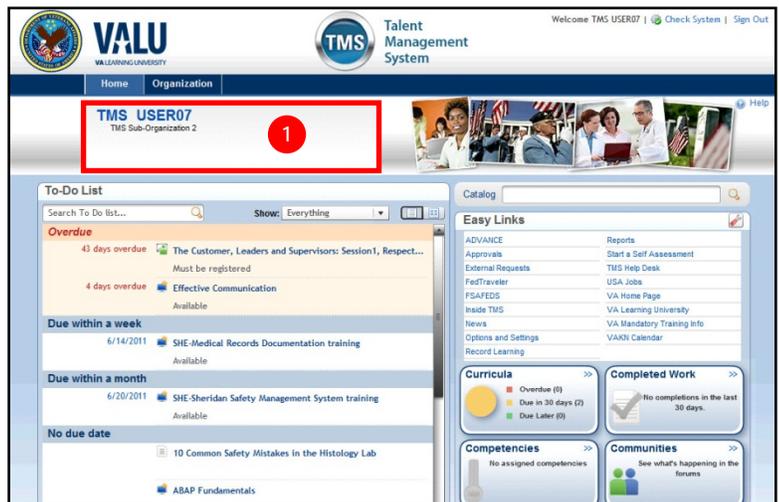
Icon	Description
	Expand icon: Click this icon to expand the section and view additional information. This icon turns into a minus sign when the section is expanded.
	Minimize icon: Click this icon to minimize and return to the default view.
	Edit icon: Click this icon to modify your existing information. Only the information with this icon can be edited by you. To edit the remaining fields, contact your TMS Administrator.
	Add icon: Click this icon to add information to a specific section.





Upon logging in to the VA TMS, you can access your *Talent Profile* page one of two ways:

1. Click on your user name within the *User Card* section of the *Home* page.
2. Browse your *Talent Profile* to ensure the information entered is accurate.

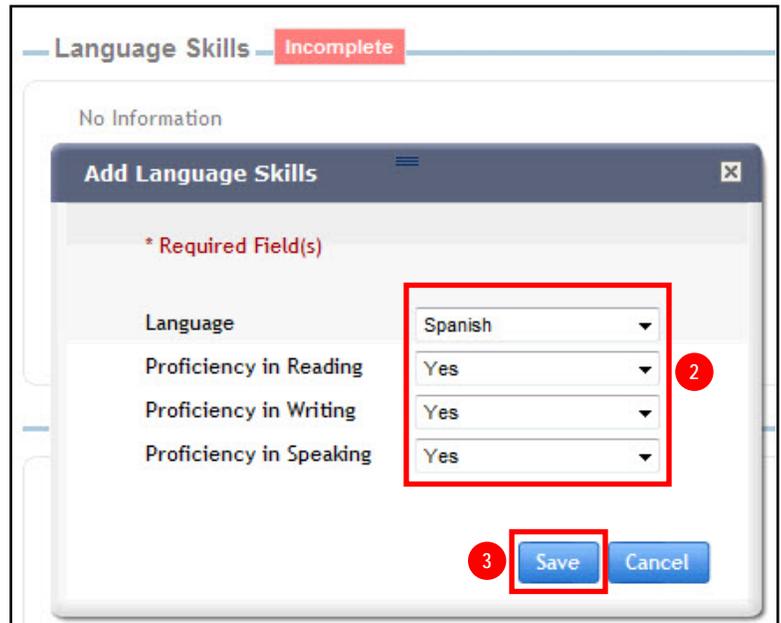
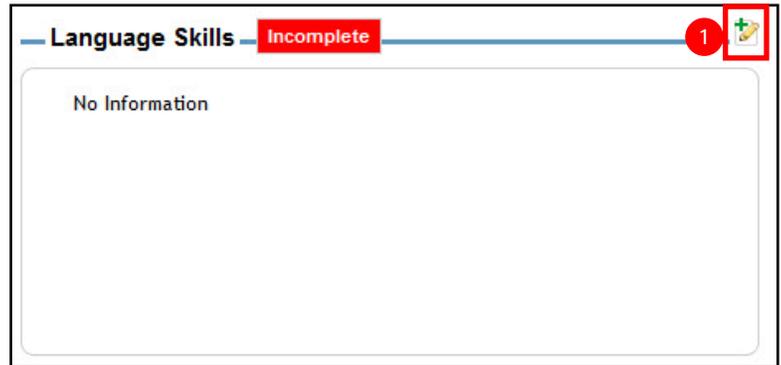




Task B. Adding Information to Your Talent Profile

When your *Talent Profile* page appears, find the section you would like to add information to, then:

1. Click the  **Add** icon to add information to your profile.
2. Enter the information needed.
3. Click **Save**.

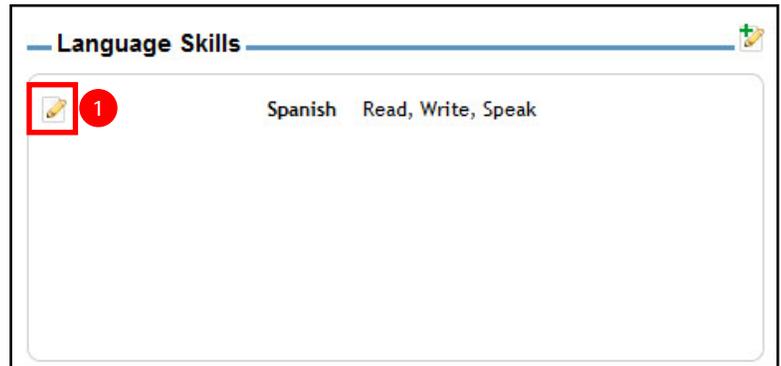




Task C. Editing Information in Your Talent Profile

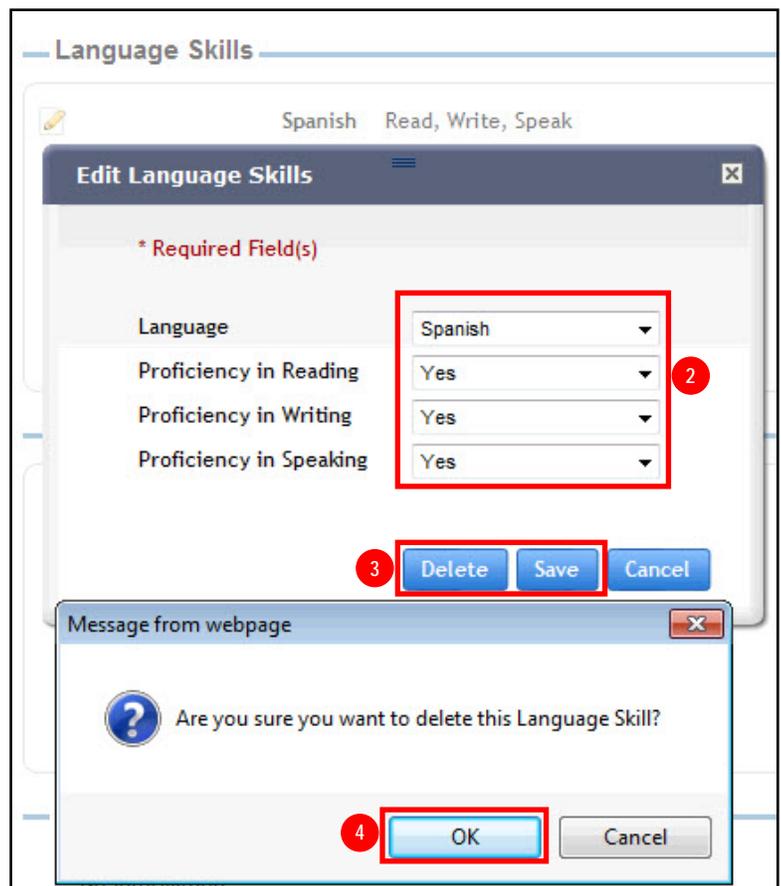
If you would like to modify data within your profile, you can:

1. Click the  **Edit** icon to the left of the information you would like to edit.
2. Edit the information necessary
And/ Or
3. Click **Delete** or **Save**. You will be prompted to confirm your action.
4. Click **OK**.



Language Skills 

 1 Spanish Read, Write, Speak



Language Skills  Spanish Read, Write, Speak

Edit Language Skills 

* Required Field(s)

Language	Spanish 
Proficiency in Reading	Yes 
Proficiency in Writing	Yes 
Proficiency in Speaking	Yes 

2

3 **Delete** **Save** Cancel

Message from webpage 

 Are you sure you want to delete this Language Skill?

4 **OK** Cancel



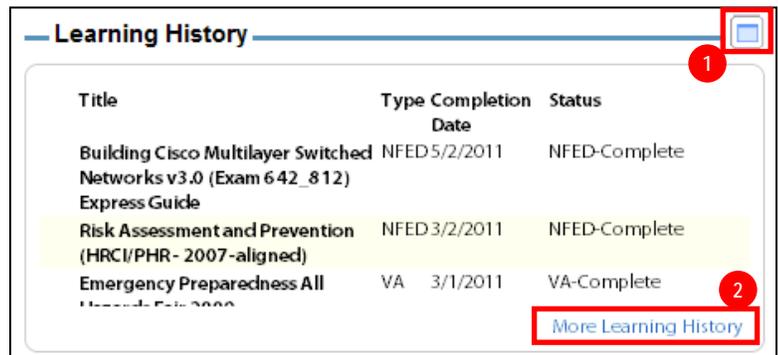
Task D. Maximizing and Minimizing Information

Information within a particular window is expandable, allowing additional details to be seen. Once expanded, you can then minimize to restore the profile to its default view.

1. Click the  **Expand** icon in the corner of the section to view additional information

Or

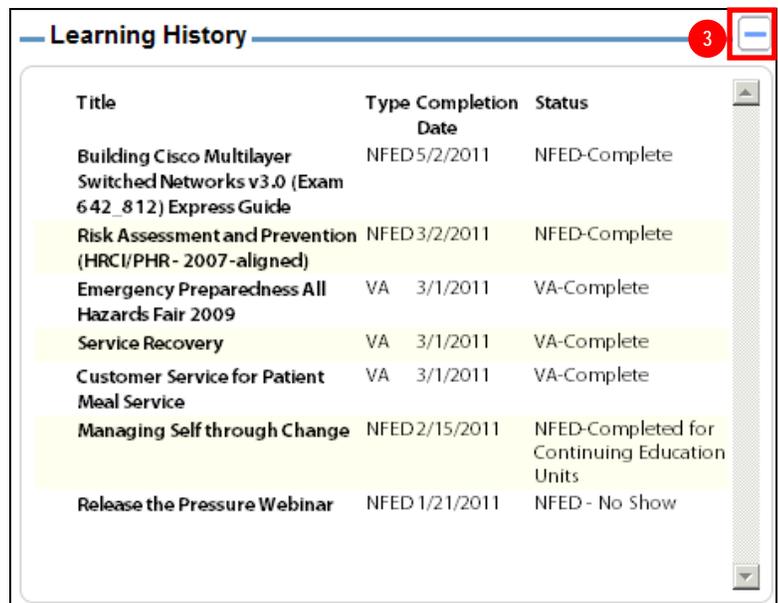
2. Click the **More Learning History** link.
3. Click the  **Minimize** icon in the corner of the section to restore the window to its default view.



— Learning History — 

Title	Type	Completion Date	Status
Building Cisco Multilayer Switched Networks v3.0 (Exam 642_812) Express Guide	NFED	5/2/2011	NFED-Complete
Risk Assessment and Prevention (HRCI/PHR - 2007-aligned)	NFED	3/2/2011	NFED-Complete
Emergency Preparedness All Hazards Fair 2009	VA	3/1/2011	VA-Complete

[More Learning History](#)



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Emergency Preparedness All Hazards Fair 2009	VA	3/1/2011	VA-Complete
Service Recovery	VA	3/1/2011	VA-Complete
Customer Service for Patient Meal Service	VA	3/1/2011	VA-Complete
Managing Self through Change	NFED	2/15/2011	NFED-Completed for Continuing Education Units
Release the Pressure Webinar	NFED	1/21/2011	NFED - No Show