

Job Aid: Update Your Talent Profile

Purpose

The purpose of this job aid is to guide you through the step-by-step process for updating your talent profile in the VA TMS.

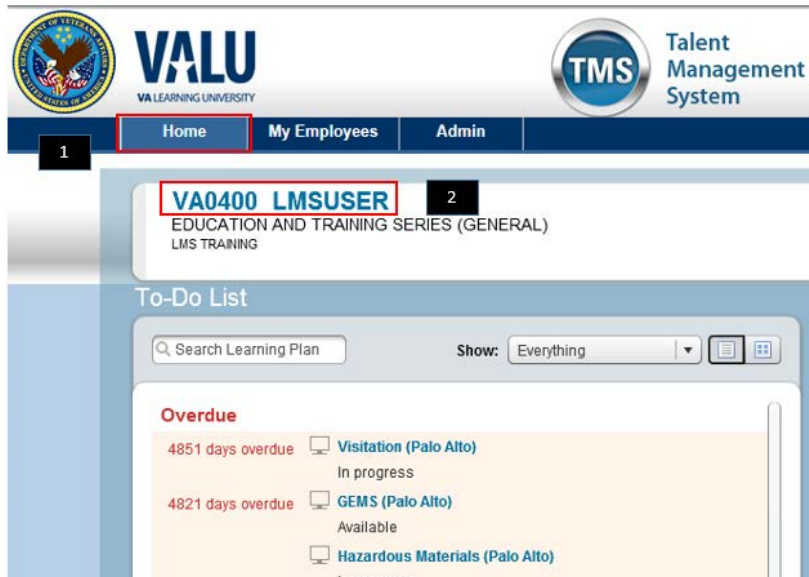
In this job aid, you will learn how to:

- Update your talent profile
- Add a supervisor

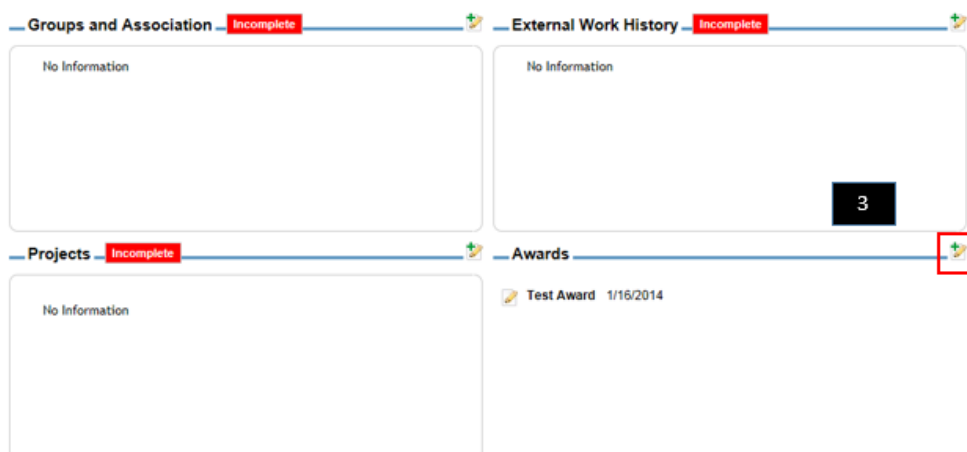


Task A. Update Your Talent Profile

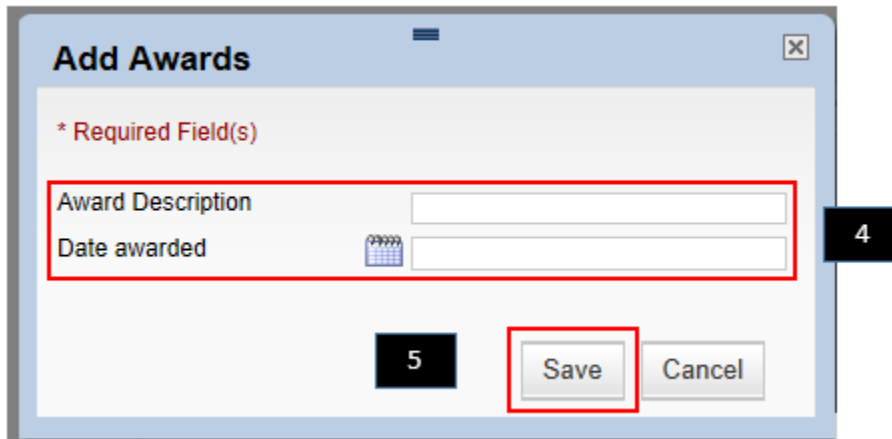
1. Navigate to the **User** home page.
2. Select **User Name**.



3. This screen displays your talent profile. You can edit any section that has a pencil icon next to it. Select the **pencil icon** next to Awards.




4. Add an **Award Description** and **Date Awarded**.
5. Select **Save**. You have successfully added an award to your talent profile.



The screenshot shows a web form titled "Add Awards" with a close button (X) in the top right corner. Below the title, there is a red asterisk and the text "* Required Field(s)". Two input fields are visible: "Award Description" and "Date awarded". The "Date awarded" field includes a calendar icon. A red rectangular box highlights both input fields, with a black callout box containing the number "4" to its right. At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box, and a black callout box containing the number "5" is positioned to its left.


 Task B. Add a Supervisor

1. Select the **pencil icon** next to **Employee Information**.


Employee Information 

User ID:	LMSUSER.V0400	1
Employee Type:	VA Employee	
Employee Status:	Full Time	
Number of Direct Reports:	1	
Domain:	Load Test Domain	
Role:	System Default User Role	


2. Select the **Supervisor ID magnifying glass icon**.

Edit Employee Information 

* Required Field(s) **2**

Supervisor ID 

Resume Location

Coach ID 

Summary Statement

3990 characters remaining

eProfile ID:

3. Enter your search criteria and select **Search**.

Search Users

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search: Yes No

User ID: Starts With [v] []

Last Name: Starts With [v] []

First Name: Starts With [v] []

Middle Initial: Starts With [v] []

Role ID: Starts With [v] []

User Status: Active Not Active Both

Profile Status: Active Expired Both

Status: Locked Unlocked Both

Email Address: Starts With [v] []

Domains: Starts With [v] []

Employee Types: Starts With [v] []

Position ID: Starts With [v] []

Native Deeplink User: Yes No Both

3

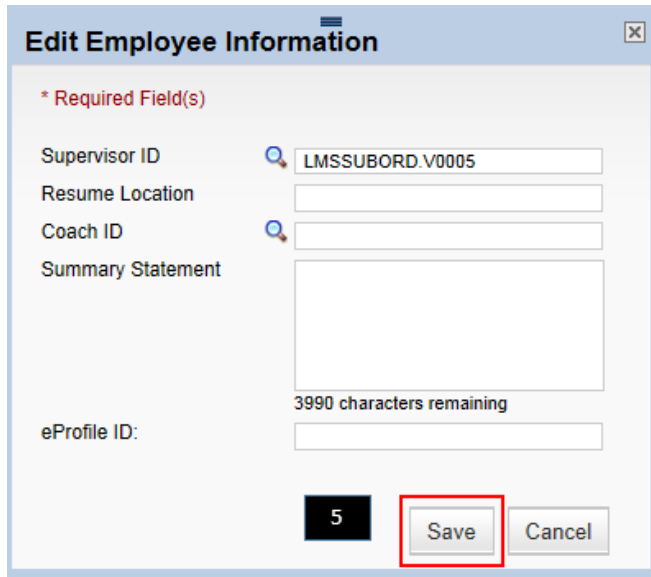
Search Reset

4. Select the correct supervisor from the search results.

View Users Results

User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	
LMSSUBORD.V0002	LMSSUBORD, VA0002	TEST	82	TEST.040	4	Select
LMSSUBORD.V0003	LMSSUBORD, VA0003	TEST	82	TEST.040		Select
LMSSUBORD.V0004	LMSSUBORD, VA0004	TEST	82	TEST.040	1	Select
LMSSUBORD.V0005	LMSSUBORD, VA0005	TEST	82	TEST.040	1	Select
LMSSUBORD.V0006	LMSSUBORD, VA0006	TEST	82	TEST.040	1	Select
LMSSUBORD.V0007	LMSSUBORD, VA0007	TEST	82	TEST.040	1	Select
LMSSUBORD.V0008	LMSSUBORD, VA0008	TEST	82	TEST.040	1	Select
LMSSUBORD.V0009	LMSSUBORD, VA0009	TEST	82	TEST.040	1	Select
LMSSUBORD.V0010	LMSSUBORD, VA0010	TEST	82	TEST.040	1	Select

5. Select **Save**. You have successfully added a supervisor to your talent profile.



Edit Employee Information

* Required Field(s)

Supervisor ID

Resume Location

Coach ID

Summary Statement

3990 characters remaining

eProfile ID:

5 **Save** Cancel