User Job Aid: Update Your Talent Profile

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Purpose

The purpose of this job aid is to help Users update their talent profile which includes information about employees such as languages spoken, awards, groups and associations, projects, etc. This job aid also shows Users how to add a supervisor to the Employee Information section of their talent profile.

In this job aid, you will learn how to:

- Task A. Update Your Talent Profile
- Task B. Add a Supervisor
Task A. Update Your Talent Profile

1. Select the My Learning tab to navigate to your home page.

2. Select your User Name link located in the upper right-hand corner of the page.

3. This page displays your talent profile. You can edit any section that has a pencil icon next to it. For example, 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. Continue to add information to your talent profile by selecting the pencil icon in the different areas. You have successfully updated your talent profile.
Task B. Add a Supervisor

1. Select the My Learning tab to navigate to your home page.

2. Select your User Name link located in the upper right-hand corner of the page.

3. This page displays your talent profile. Select the pencil icon next to Employee Information.
4. Select the **Supervisor ID magnifying glass icon**.
5. Enter your search criteria and select **Search**.

6. Select the correct **supervisor** from the search results.
7. Select **Save**. You have successfully added a supervisor to your talent profile.