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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📊</td>
<td><strong>Expand icon</strong>: Click this icon to expand the section and view additional information. This icon turns into a minus sign when the section is expanded.</td>
</tr>
<tr>
<td>🟩</td>
<td><strong>Minimize icon</strong>: Click this icon to minimize and return to the default view.</td>
</tr>
<tr>
<td>🔛</td>
<td><strong>Edit icon</strong>: 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.</td>
</tr>
<tr>
<td>🍀</td>
<td><strong>Add icon</strong>: Click this icon to add information to a specific section.</td>
</tr>
</tbody>
</table>
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**.
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.