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Delt Employee Mini Guide

Employee Talent Profile

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Employee Talent

The Review Tab on the Employee Dashboard contains widgets that allow a user to view and manage their Talent Profile, Reviews, and Objectives.

Talent Profile

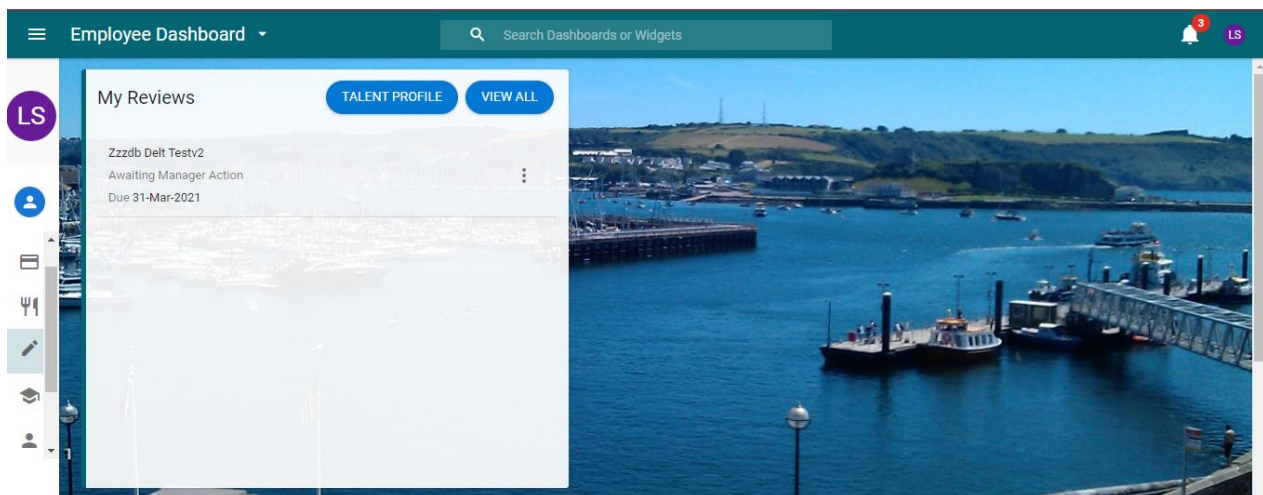
What is the Talent Profile?

The Talent Profile will be used to display a summary of information from the Performance Management Review and can be used to keep a record of Qualifications, Training, Professional Body membership, and Language proficiencies.

Navigation to the Talent Profile

The Talent Profile can be accessed from the Employee Dashboard.

1. Navigate to the 'Review' Tab by either using the menu on the left side of the Dashboard, or by typing 'Review' into the search bar.
2. On the Review Tab there will be a widget called 'My Reviews'. There is a button on the top of this widget called 'TALENT PROFILE', click this button to move to the talent profile.

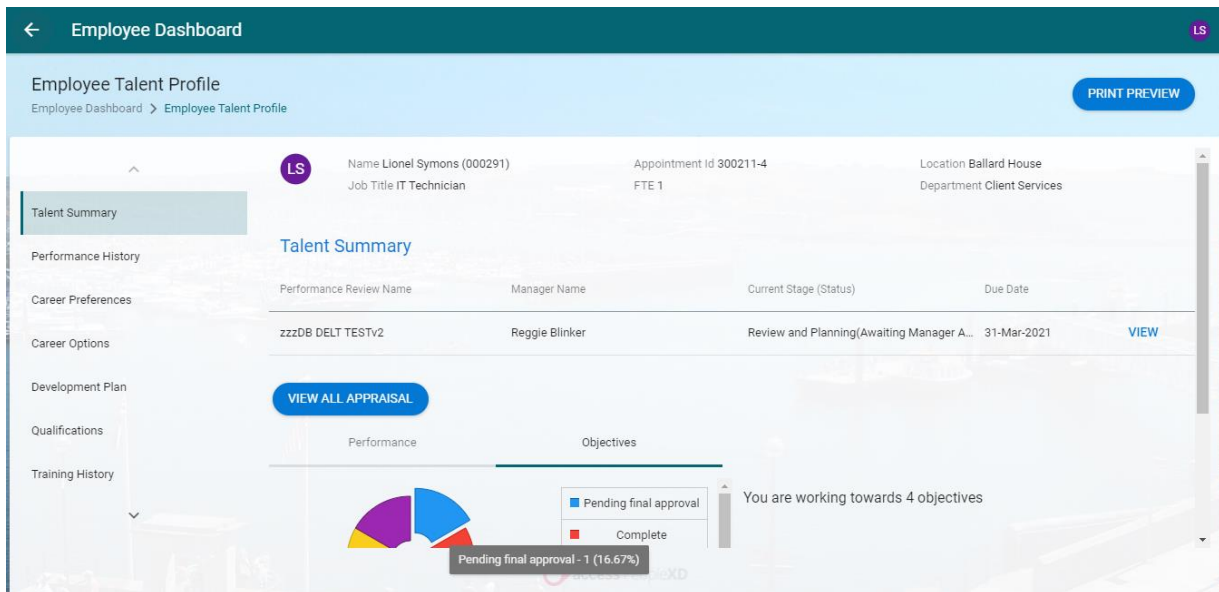


Talent Profile Tabs

Once within the Talent Profile a number of tabs can be seen on the left side of the screen. These can be navigated between and each hold information on different Talent areas.

1. **Talent Summary:** Information from the active Review Cycle will be displayed here.
 - Information about your employment can be viewed at the top of the summary, such as Name, Job Title, Appointment ID, FTE, Location, and Department.
 - The active Review Cycle will be listed. Here you can see the name of the review, who the associated manager is, what stage the review is currently at, and when the review is due. Selecting 'VIEW' next to the review will launch the Cycle.

- Clicking 'VIEW ALL APPRAISAL' will bring up a list of Reviews. These can be filtered by Current or All. Selecting the Ellipses next to a review brings up the option to launch.
- You can also see the status of any objectives which are linked to the current Review Cycle, and how many are currently being worked towards.



2. **Performance History:** This will display a list of all previous Review Cycles.
 - Historical Performance Ratings can be viewed within this tab. It will display the Review Name, associated manager, Due Date, Current Stage, and the Final Rating if the review has concluded.
 - This tab is read only, no edits can be made to review cycles from this page.
3. **Career Preferences:** This should be completed as part of the Performance Management Review Cycle. This is where your career designation information can be entered.
 - For the mandatory fields, Next Step, Willing to Relocate, and Willing to Travel, an answer can be selected from the drop-down list.
 - There are free text areas where you can include further information on your aspirations, both long and short term, and motivations.
 - There are a few fields which state 'DO NOT USE', these are not relevant and can be ignored.
 - Comments can be added to the Career Preferences tab by selecting 'COMMENTS' on the top right, and 'ADD COMMENT'.
4. **Career Options:** This tab is not currently in use, please ignore this for now.
5. **Development Plan:** This should be completed as part of the Performance Management Review Cycle. This is where you can record and monitor Development Plans.
 - To create a plan, select 'CREATE NEW DEVELOPMENT PLAN' on the top right.
 - You can enter the Plan Title, a Summary, the Due Date, and Status of the plan here.
 - The plan can be edited or deleted by clicking the ellipses.
6. **Qualifications:** This is where education history can be added to the Talent Profile.
 - Select 'ADD' on the top right.
 - There are a number of fields which can be used when recording education history. The only mandatory field is Qualification.
 - When the appropriate information has been entered, select 'SAVE' on the bottom right.
 - Qualifications can be edited or deleted by clicking the ellipses.
7. **Training History:** This tab will display any training which has been booked via the CoreHR L&D module, or any compliance courses which have been completed.

- This tab is read only, no edits can be made to the Training History from this page.
- This page will display Course Name, ID, Category, Date and Status of the training.

8. Professional Development: This tab can be used to record any training which has been completed that wasn't booked via the CoreHR L&D module.

- To Add training information, select 'ADD' on the top right.
- The mandatory fields for continuous development are the Type and the Date fields.
- The Additional Details field is free text, and this should be used to record the specific information about the course which was attended.
- When the appropriate information has been entered, select 'SAVE' on the bottom right.
- Professional Development information can be edited or deleted by clicking the ellipses.

9. Professional Body Membership: This can be used to record membership to a professional institute.

- To Add a professional body, select 'ADD' on the top right.
- The only mandatory field for completion is Name. This list is not exhaustive, if the professional body is not listed in the drop down select 'Other'. This will add a mandatory free text box which allows specification.
- When the appropriate information has been entered, select 'SAVE' on the bottom right.
- Professional Body Membership information can be edited or deleted by clicking the ellipses.

10. Languages: This can be used to record the languages you can speak, and what your proficiency with that language is.

- To Add a language, select 'ADD' on the top right.
- The Mandatory Fields are Language and Proficiency.
- Once information has been entered select 'OK'
- Language information can be edited or deleted by clicking the ellipses.