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Delt Manager Mini Guide

Manager Talent Profile

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Manager Talent

The My Team Reviews Tab on the Manager Dashboard contains widgets that allow a manager to view and manage their teams Talent Profile, Reviews, and Objectives.

Talent Profile

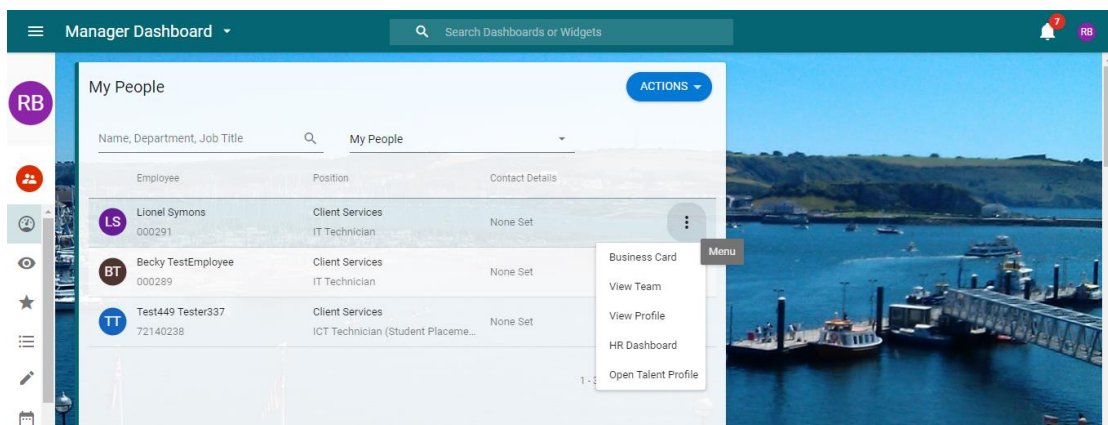
What is the Talent Profile?

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 of your team.

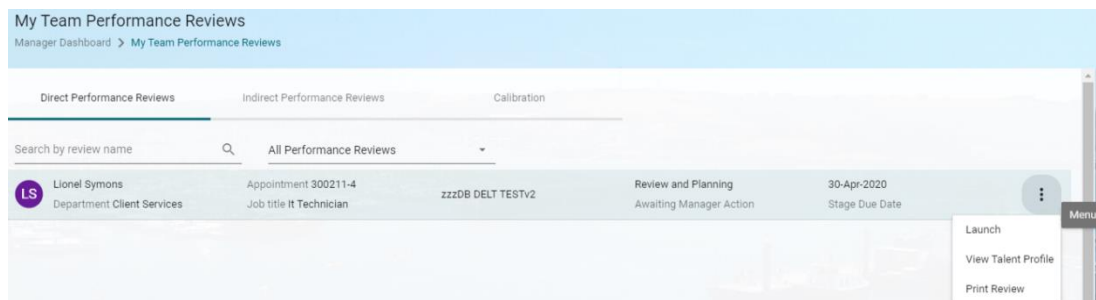
Navigation to Employee Talent Profiles

Employee Talent Profiles can be accessed from two areas.

1. The My People Widget on the Manager Dashboard
 - Click the ellipses next to the appropriate employee
 - Select 'Open Talent Profile'



2. The Manager Performance Reviews widget on the My Team Reviews Tab
 - Select 'VIEW ALL' on the top right of the widget
 - Search for the appropriate employee using the search function on the top left
 - Click the ellipses next to the appropriate review and select 'View Talent Profile'

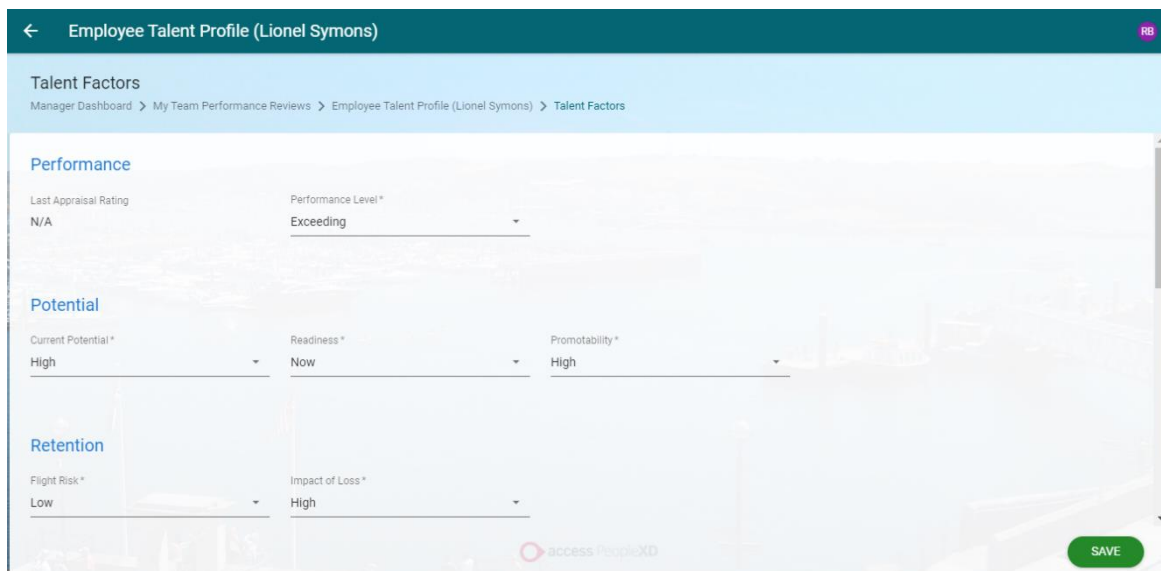


Talent Factors and 9-Box

Once within an employee's Talent profile you can navigate between each of the tabs and these can be viewed and edited in the same way as your own Talent Profile.

The only differences to the Talent Profile when viewed as a manager are seen within the Talent Summary tab and these relate to Talent Factors. This is used to generate the 9-box, and this can only be seen by the manager.

1. Talent Factors can be accessed on the Talent Summary Tab by clicking the button on the top right.
2. Talent Factors are split into 4 areas:
 - **Performance:** This relates to the rating received within the review cycle. It will display the rating from the previous year, this cannot be edited, and there is an area to enter the rating for the current year.
 - **Potential:** How ready the employee is to adapt to changing requirements within the organisation, including potential movement to an alternative role.
 - **Retention:** The likelihood of an employee leaving the organisation, and what impact this may have.
 - **Mobility:** Are they willing to relocate to another office, and what is their career designation.
3. Once the mandatory fields have been completed, there is an area to leave comments at the bottom of the page, and the role can also be recorded as critical.
4. When the Talent Factors are complete click 'SAVE' on the bottom right.
5. Talent Factors can be edited in the same way, and this will update any information within the Profile.



Employee Talent Profile (Lionel Symons)

Talent Factors

Manager Dashboard > My Team Performance Reviews > Employee Talent Profile (Lionel Symons) > Talent Factors

Performance

Last Appraisal Rating: N/A

Performance Level*: Exceeding

Potential

Current Potential*: High

Readiness*: Now

Promotability*: High

Retention

Flight Risk*: Low

Impact of Loss*: High

access PeopleX

SAVE

The information compiled within the Talent Factors can then be viewed within the 9-Box on the Talent Summary

1. On the Manager Talent Summary tab, alongside the Performance and Objectives areas at the bottom of the summary, there is also 9-Box.
2. Click on 9 Box and this will display a diagram. If the Talent Factors have not been completed, this grid will be blank.

- 3. The 9-Box will display Potential, Promotion Ability, and Retention Risk as recorded in the Talent Factors.
- 4. The employee profile image will be shown within the grid to represent these factors.

