How Do I Review My Team's Current Talent Profiles?

Navigation

Use this procedure to review your team's talent profiles. There are two different paths to take to view current profiles: through the employee's action button or through the Talent: Degrees and Certifications tile.

1. Log into OneUSG Connect.

2. Path #1: Employee's **Action** button

   a. From **Manager Self Service**, click the **My Team** tile.

   b. Locate the employee you wish to view the talent profile for and click the green **action** button (located next to their name).

   c. Click **Development**.

   d. Click **View Current Team Profiles**.

   e. Go to step 4.

3. Path #2: **Talent: Degrees and Certifications** Tile

   a. From **Manager Self Service**, click the **Talent: Degrees and Certifications** tile.

4. Click the **Select** button for the employee's profile you wish to view.

5. Review the employee's profile, which includes **Degrees**, **License and Certifications**, **Language Skills**, and **Honors and Awards**.

   a. Click the item **link** to review the details of an entry.

6. To print the profile, select the **Print** link (under **Instructions**). A new tab/window will open where you can print the profile report.

7. Click the **Return to Previous Page** link to select a different employee's profile to review.

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