How Do I Review My Team's Talent Profiles?

Navigation

1. Log into OneUSG Connect.

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

3. Change the **As Of Date** (optional):

   a. Enter or use the **Calendar** icon to select a different **As Of Date**, which will list all of your employees reporting to you as of that specified date.

   b. Click **Refresh Employees**.

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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