How Do I Review My Team’s Historical Talent Profiles?

**Navigation**

Use this procedure to review your team’s historical talent profiles. There are two different paths to take to view historical 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 historical talent profile for and click the green action button (located next to their name).
   c. Click Development.
   d. Click View Team Historical Profiles.
   e. If the employee has any historical profiles, they will be listed. The page will indicate if no historical profiles are available.
   f. Go to step 4.
3. Path #2: Talent: Degrees and Certifications Tile
   a. From Manager Self Service, click the Talent: Degrees and Certifications tile.
   b. Change the As Of Date:
      i. 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.
      ii. Click Refresh Employees.
   c. Click the Select button for the employee’s profile you wish to view.
   d. If the employee has any historical profiles, they will be listed.
4. 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.

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

6. Click the Return to Previous Page link to select a different employee’s profile to review.