

## 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.

