

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

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Talent: Degrees and Certifications** tile.

#### Select an As Of Date (Optional)

4. On the **MSS Profiles** page, review the **As Of** date default into the page.
5. Click the **Choose a date (Calendar)** icon displayed to the right of the **As Of** field to select another date.
6. Click the **Refresh Employees** button to update the listing.

#### Search for an Employee (Optional)

7. On the **MSS Profiles** page, click the **Find Employees** link.
8. Populate one or more fields on the **Search** page and click the **Search** button.

#### Review the Talent Profile

9. On the **MSS Profiles** page, identify the desired employee in the listing.
10. Click the **Select** button to display details of the talent profile, including: advanced degrees, licenses and certifications, languages, honors and awards.

#### Print the Talent Profile (Optional)

11. Click the **Print** link on the **MSS Profiles** page.
12. Update the browser print settings, as needed. Click the **Close (X)** icon associated with the browser page.



**Complete the Task/Sign Out of Application**

13. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



14. Click the **Sign Out** option in the listing.

