

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.

