

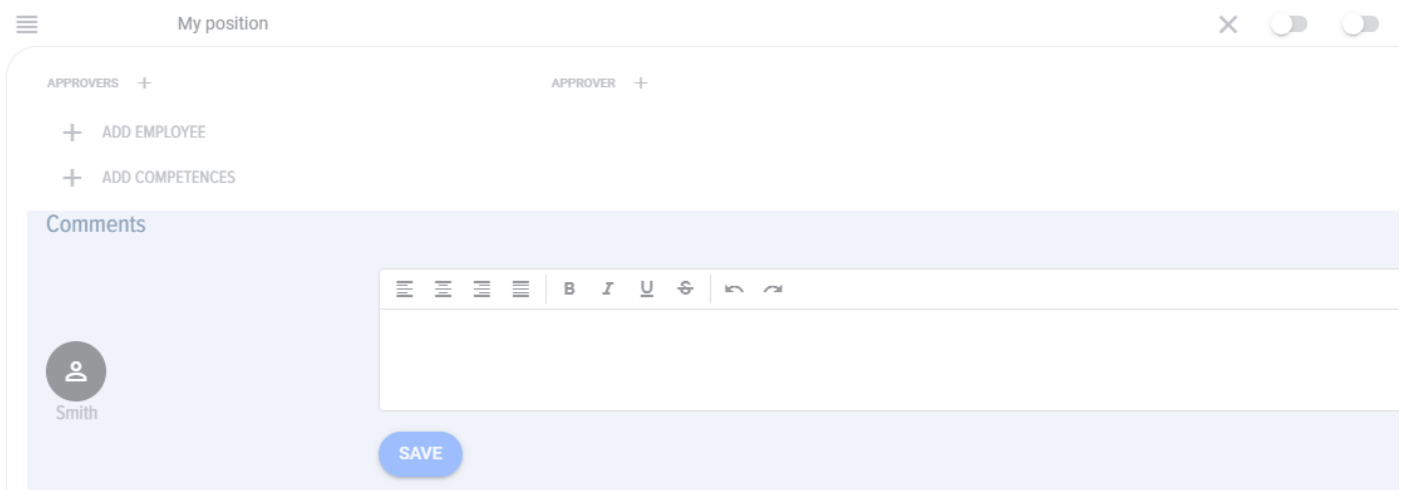
Adding a profile



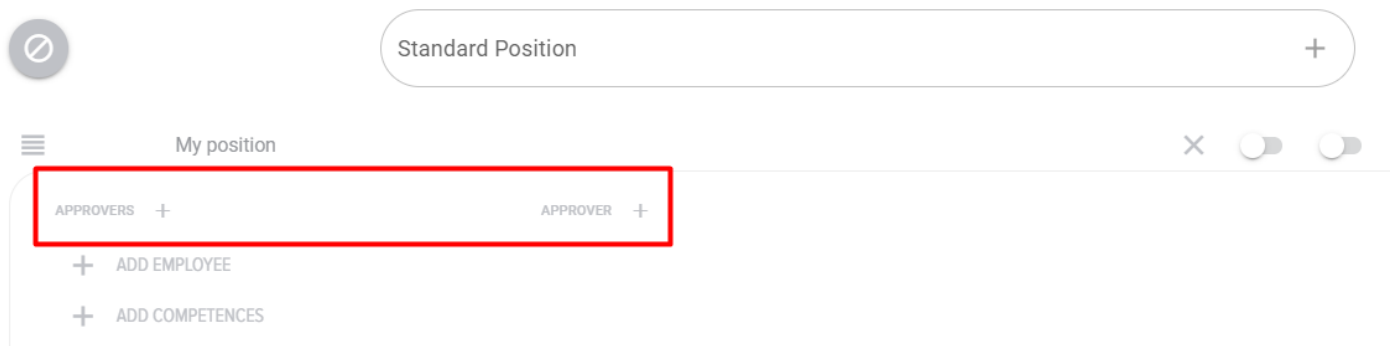
A) To add a profile, click on the plus , enter the name of the typical position and click on the plus.



B) Open the profile editing card



C) Add employees who approve and approve the profile



D) Add employees to whom the profile will apply

My position

APPROVERS +

APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

Comments

B

I

U

&

E) Add competencies

Standard Position

+

My position

X

APPROVERS +

APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

F) For each added competency, select a rating scale and target level.

My position

X

APPROVERS +

APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

Soft skills

Ind1

Ind2

Rating Scale

My rating scale

Target Level

good

normal

X