

Adding a profile



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

Standard Position

B) Open the profile editing card

My position

APPROVERS +

APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

Comments

Smith

SAVE

C) Add employees who approve and approve the profile

Standard Position

My position

APPROVERS +

APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

D) Add employees to whom the profile will apply

E) Add competencies

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

University

Quick Search

COURSES-PROGRAMS

TESTS

EVENTS

Notifications

Profile

My Rating

My Tests

My Courses

My Groups

My Assessments


My Reviews

My Certificates

My Competences

My Events

My Programs



738


Points are awarded for actions performed in the application

Score Points

Date	Entity	N	Name	Points
2025-02-24	Test	1488676	Biology test	10

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Send for Approval

G) Select the  element, the profile will be sent for approval.

Enter comments, they will be available to all participants in the process.