

Manage Employment

**View an Employee's Talent Profile: Skills
and Qualifications Details**

Lesson Objective:

Upon completion of the Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details lesson, you will be able to:

Objective

- View an employee's Talent Profile to review their Skills and Qualifications Details



Managers and HR specialists can record and update information in employee profiles related to their skills, qualifications, achievements, and career preferences. They can also maintain model profiles that outline the desired skills and qualifications for specific jobs and positions within the organization.

Employees can take charge of their career development by keeping their talent profiles up to date, ensuring that their skills, qualifications, accomplishments, and career preferences accurately represent their current performance and future goals.

Focus



- Understand how to view an employee's Talent Profile and review their Skills and Qualifications details.
- Recognize that the Talent Profile contains key employee information such as skills, qualifications, accomplishments, and career preferences.
- Learn that Managers, HR Specialists, and Coordinators can access and review Talent details for workforce planning and employee development.
- Understand the importance of keeping Talent Profiles updated and accurate to ensure synchronization of employee data and support career growth and performance tracking.

Navigation



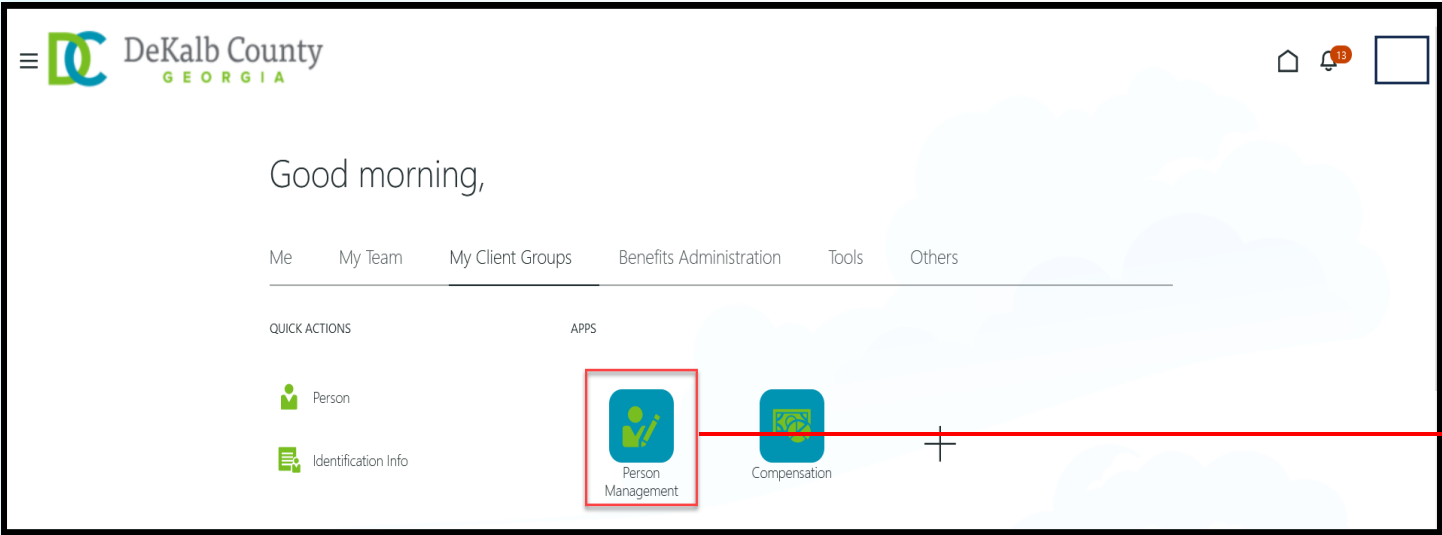
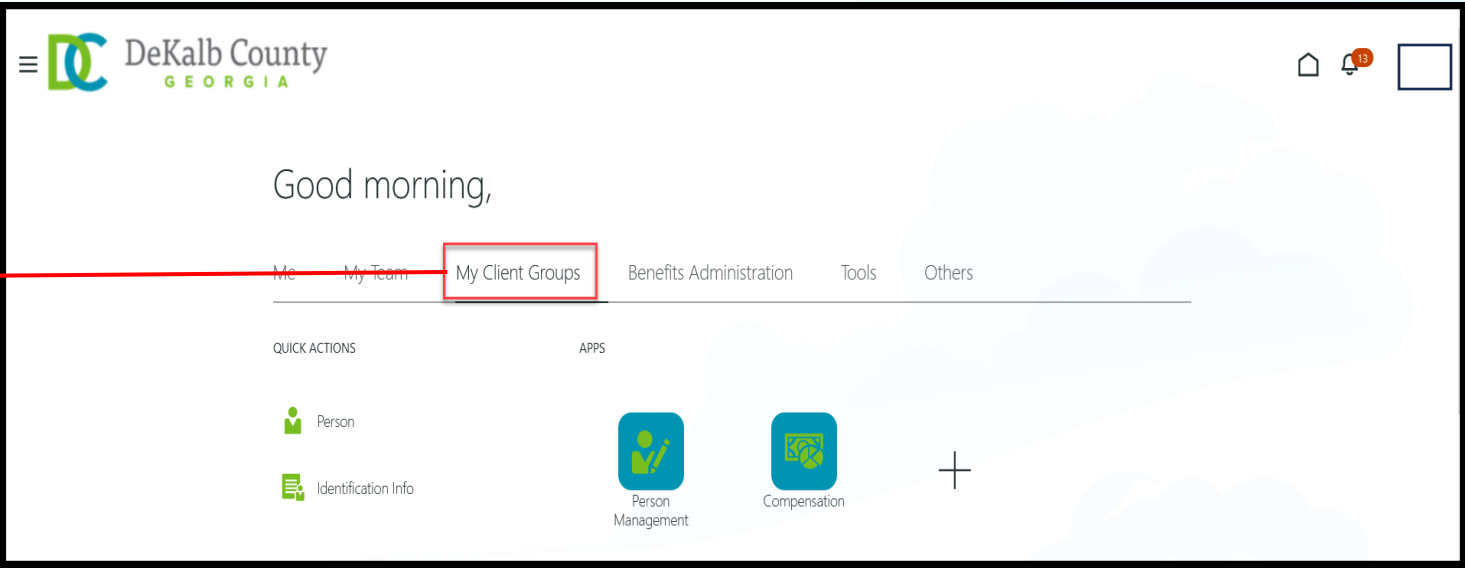
My Client Groups →
Person Management →
Search →
Panel Drawer →
Talent Profile (Personal and Employment Group)

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



1

Select the **My Client Groups** tab from the CV360 homepage



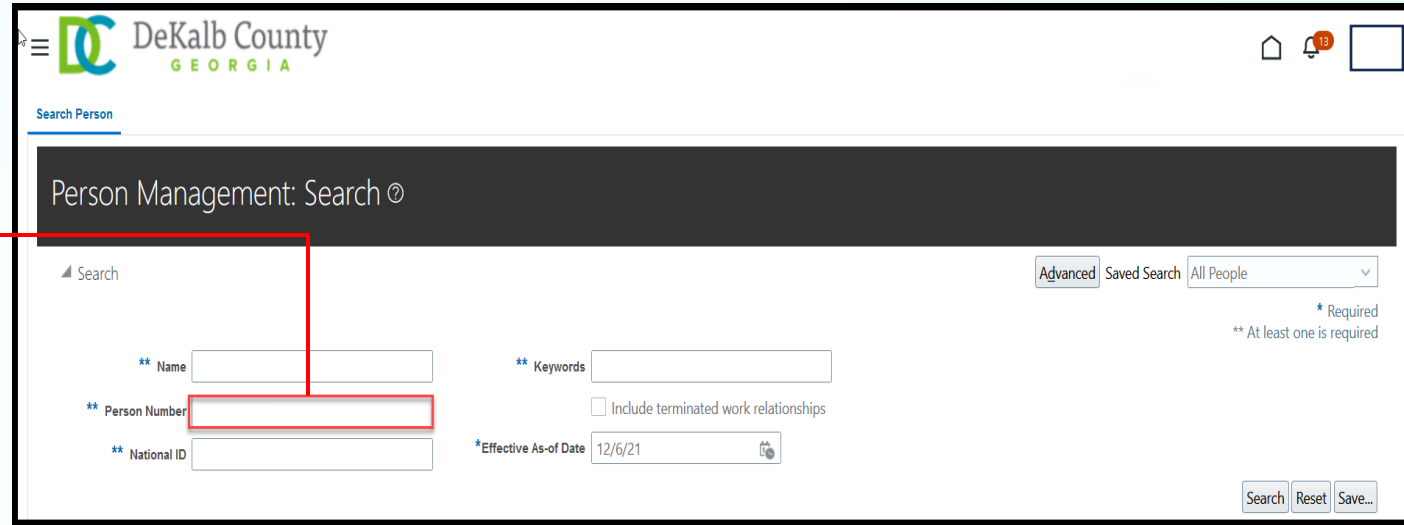
2

Select the **Person Management** tile within the Apps area

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details

3

From the Person Management: Search page, key in the **Name** or **Person Number** of the Employee



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

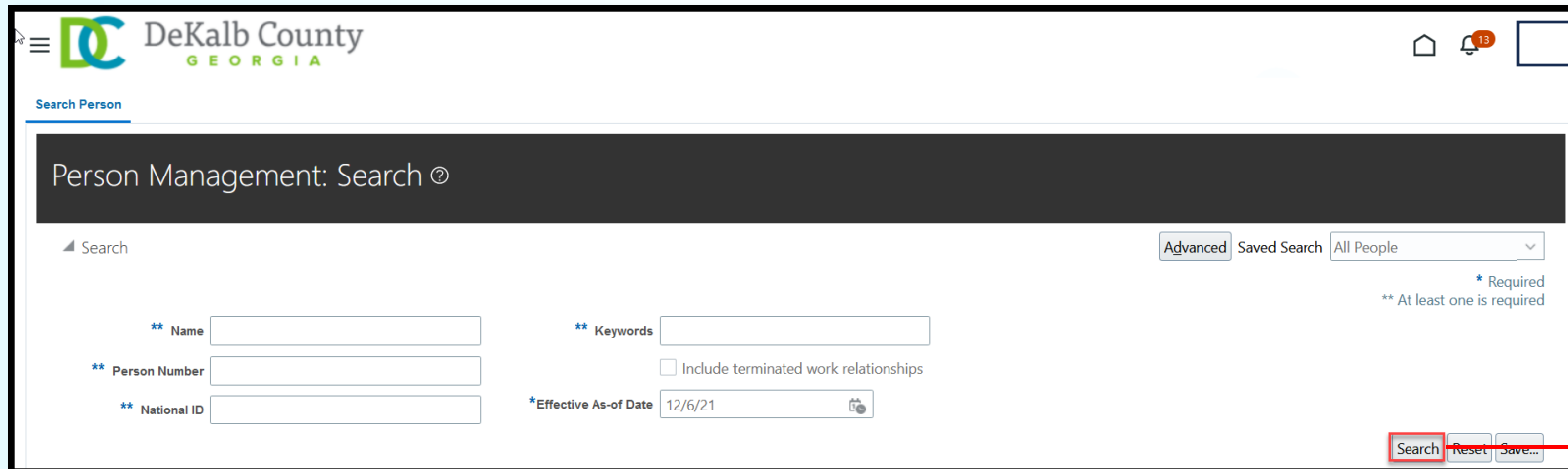
** Person Number

** National ID

Include terminated work relationships ☐

* Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

** National ID

Include terminated work relationships ☐

* Effective As-of Date 12/6/21

Search Reset Save...

Employees may be searched by **Name**, **Person Number**, **National ID** or by **Keywords**

4

Select the **Search** button

Troubleshooting



Ensure the search criteria (Name, Person Number, or National ID) are entered correctly.
Inaccurate or incomplete input may result in no records being displayed.

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



From the Search Results section, select the employee's name link



Person Management: Search ⓘ

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number 052465

☐ Include terminated work relationships

** National ID

* Effective As-of Date 11/11/25

Search

Reset

Save...

Search Results ⓘ

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Lakethia Mccray			03220 - SHERIFF'S ...	SO-JJTO - S...	Employee	32130 - Detention Serg...	Active - Payr...	

DeKalb County
GEORGIA

Lakethia Mccray: Person Management

Close

LM

Person Number

Employment x

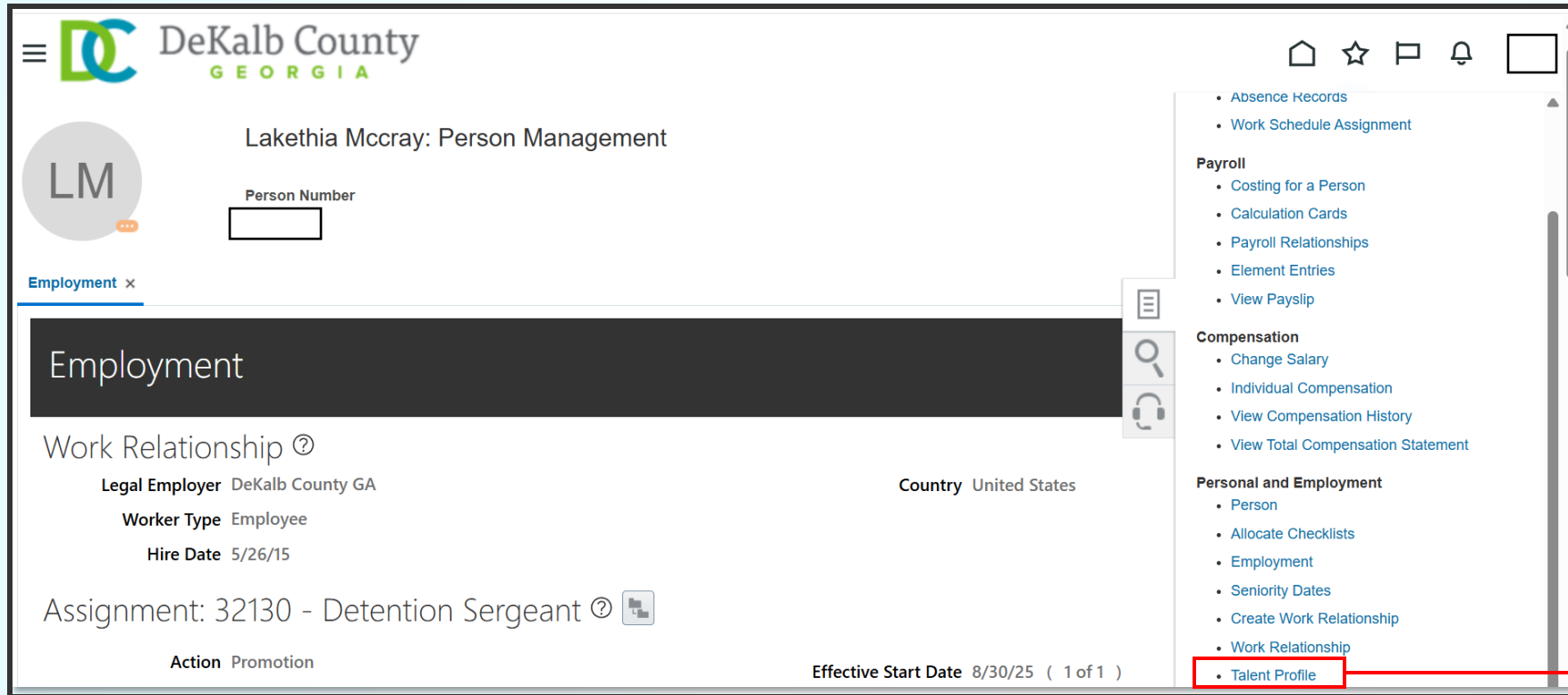
Employment

Done



From the Employment page, select the Panel Drawer icon

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



The screenshot shows the DeKalb County Georgia HR system interface. The top header includes the DeKalb County logo and the user name 'Lakethia Mccray: Person Management'. Below the header, there is a search bar for 'Person Number'. The main content area is titled 'Employment' and displays details for 'Work Relationship' (Legal Employer: DeKalb County GA, Worker Type: Employee, Hire Date: 5/26/15) and 'Assignment: 32130 - Detention Sergeant'. The 'Effective Start Date' is 8/30/25. On the right side, a sidebar menu is open, showing various options. The 'Personal and Employment' section is expanded, and the 'Talent Profile' link is highlighted with a red box. A red line connects this link to a blue circle with the number 7.

DeKalb County
GEORGIA

Lakethia Mccray: Person Management

Person Number

Employment x

Employment

Work Relationship ?

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 5/26/15

Assignment: 32130 - Detention Sergeant ?

Action Promotion

Effective Start Date 8/30/25 (1 of 1)

- Absence Records
- Work Schedule Assignment
- Payroll
 - Costing for a Person
 - Calculation Cards
 - Payroll Relationships
 - Element Entries
 - View Payslip
- Compensation
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Person
 - Allocate Checklists
 - Employment
 - Seniority Dates
 - Create Work Relationship
 - Work Relationship
 - Talent Profile**

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Once the Panel Drawer opens, select the Talent Profile link from the Personal and Employment section

Troubleshooting



If the Talent Profile link is not visible, confirm that your user role includes access to the Personal and Employment section.

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details





Skills and Qualifications
Lakethia Mccray

Actions

Work History

There's nothing here so far.

+ Add

^

Education

There's nothing here so far.

+ Add

^

8

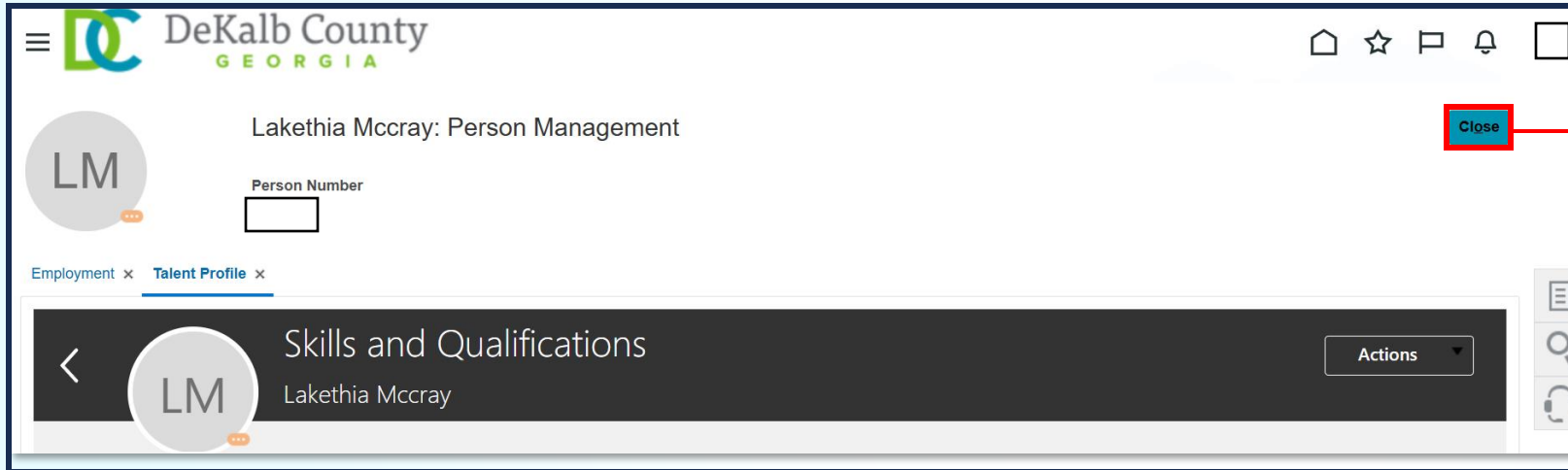
From the Talent Profile tab, the Coordinator can review the Talent details entered for the employee. If no Talent Profile Information was provided, then a message, There's nothing here so far, will display in the sections this is applicable to

Troubleshooting



When the message “There’s nothing here so far” appears, it indicates that no Talent Profile data is currently available for the employee.

Manage Employment: View an Employee's Talent Profile: Skills and Qualifications Details



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Once the Coordinator has completed reviewing the Talent details or there are no Talent details, he/she can select the **Close** button



If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page

Conclusion



- This lesson guided you through how to view an employee's Talent Profile and review their skills and qualifications details within CV360.
- You also learned how Talent Profiles help Managers, HR Specialists, and Employees maintain accurate records of skills, accomplishments, and career preferences.
- Keeping Talent Profiles updated and accurate supports better career planning, performance tracking, and workforce alignment across the organization.
- Remember to close the Talent Profile page properly and confirm if a Warning Message appears to return to the Person Search page.