



# View, Update, and Print Your Talent Profile

## About your Talent Profile

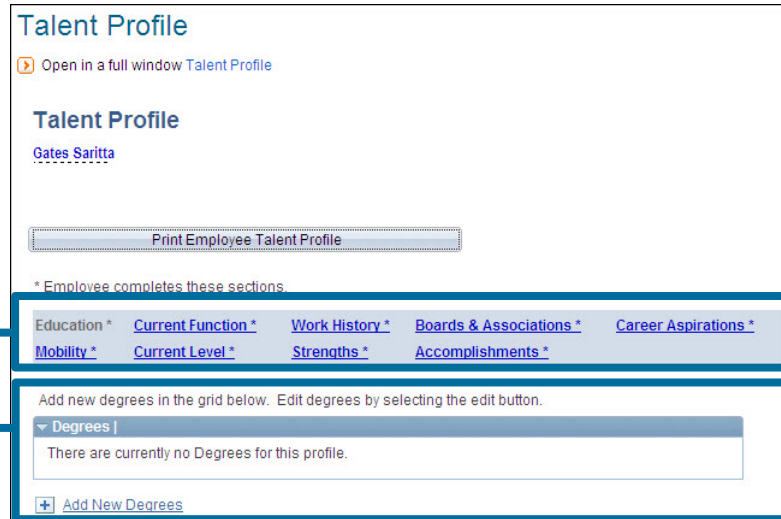
In the Manage My Career section in My HR, you can view, add, update, and print information about your education, current function, current level, work history, boards and associations, career aspirations, mobility, strengths, and accomplishments. This information is called your Talent Profile. Your manager can review your Talent Profile in order to support your career development.

**Tip:** Before you sign on to My HR to work on your Talent Profile, have available your resume and your most recent performance appraisal so you can copy information from these documents.

## View your Talent Profile

1. In My HR, click on the **Career** tab, then under **Manage My Career**, click **My Talent Profile**.

A list of the sections in your Talent Profile is displayed.



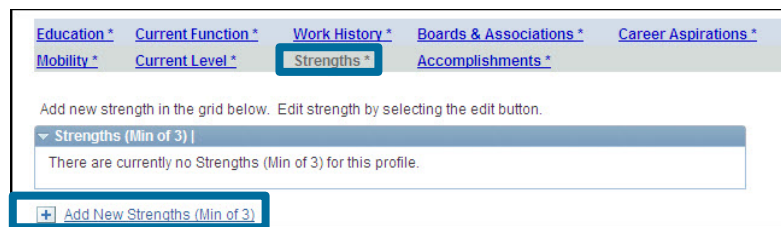
Click one of the sections in your Talent Profile to view and update that information.

Your education information is displayed by default. In this example, there isn't any education information.

2. Click the section of your Talent Profile that you want to view or update.

## Add information

1. Click the section in your Talent Profile where you want to add information. For example, click Strengths.
2. Click the **Add New** link below the information displayed for the selected section. For example, click Add New Strengths.



A page where you add and update information is displayed.

3. Type or select the information you want to add. For some fields, click the Look Up (magnifying glass) icon to display a list of possible items from which to choose. Then, click to select an item from the list. **Note:** Do not type or copy special characters into a field, or the Talent Profile might not print.
4. Click **Save** to apply the changes and return to the main Talent Profile page. For some pages, you must scroll down to see the Save button.

**Note:** Always click the Save button to save any changes you've made.



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## Change or delete an item

- To delete an item, click the **Trash Can** icon in the row you want to delete, and then click the **Yes – Delete** button when asked to confirm that you want to delete the item.
- To change information for a section that allows multiple items, click the **Edit** icon in the row you want to change, make the changes, and then click **Save**.

## Change your current function or current level

You can change the function and level you entered. (You can have only one function and one level.) To change the function or level, first delete the existing function or level, and then add a different function or level.

## Information about specific Talent Profile sections

### Education

In the Education section, enter degrees earned after high school. Education history automatically sorts from the oldest to the most recently acquired degree.

**Date Acquired:** If you don't remember the exact date, you can enter the first day of the month and the year that you received your degree. For example, enter 06/01/1975.

**Major:** After you've saved a major in the Education section, you can only change the major by deleting the entire Education item and then adding another Education item with the correct major.

**Major and Minor Code:** The first 300 major and minor codes are displayed in the list. To find one that isn't in the displayed list, use the "Search by" fields.

**School Code:** To see schools in alphabetical order, click the Look Up (magnifying glass) icon for the School Code field, and then click the School Description heading. Only the first 300 schools are listed. If your school is not in the first 300, use the "Search by" fields.

If your school, major, or minor isn't listed, type the exact name in the Other Institution Name field. The information is loaded into the list regularly. Check back at the end of the following month to update the School Code, Major, or Minor code.

### Current Function and Current Level

Select the most appropriate function and level from the list. If you're not sure which function or level is the correct one, ask your manager.

### Work History and Boards & Associations

For the Work History and Boards & Associations sections, it's important to enter information from the most recent to the oldest because the information is listed in the order that you enter it.

At a minimum, include your last 10 years of work history and provide more if requested by your leadership. Add the boards and associations served during the last five years and any significant experience.

### Career Aspirations

Enter short- and long-range career goals and objectives, including specific roles you aspire to.

### Mobility

Select all of the regions that you're willing to transfer to. These are also called geographic preferences.

### Strengths

Enter at least three skills, competencies, or behaviors where you excel. Provide specific and detailed information.

### Accomplishments

Enter at least three specific achievements in the past year, including results. Add your licenses and certifications in this section.



# View, Update, and Print Your Talent Profile

- Print your Talent Profile**
1. On the page that lists the sections of your Talent Profile, click the **Print Employee Talent Profile** button.  
**Note:** If you haven't entered information and saved it, the Print Talent Profile button is dim, and you won't be able to generate a Talent Profile in Microsoft® Word®.
  2. In the File Download box, do one of the following:
    - Click the **Save** button to save the document to your computer.
    - Click the **Open** button to open the document in Word.
  3. If you chose to open the document and you want to make changes, at the top of the document click the **Enable Editing** button in the yellow bar.  
You might want to type the date at the top of the page before you print it.
  4. To close the extra window that opened, click the red **X** button in the upper right of the window.

**No data connection**

After a Talent Profile is generated in Word, there is not a connection between the data in the online Talent Profile and the data in the generated Talent Profile.

If you make changes in a Talent Profile that is a Word document, those changes are not automatically made in the online Talent Profile in My HR. If you need to make changes in a Talent Profile, make the changes in the online Talent Profile, and then generate a new Talent Profile in Word.