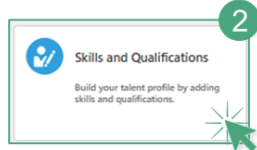
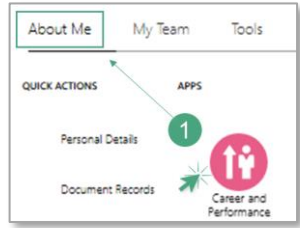


Update My Skills & Qualifications (Talent Profile)

1. On myHR home page, select "Career and Performance"



2. Select "Skills and Qualifications"

3. In the top right, select "Actions" then "Add Previous Experience" and "Accomplishments" to your profile. Click the plus sign (+) next to each section to "Add" or "Edit" content

4. Career Statement: Your career goals, values, and what motivates you

5. Accomplishments: Key achievements or standout contributions

6. Licenses, Certifications, or Qualifications: Relevant active credentials

7. Education: Degrees or relevant academic background


8. Honors and Awards: Notable recognitions or accolades


10. Memberships & Practice Groups: Professional groups

9. Languages: Languages spoken and proficiency

11. Previous Employment: Past roles both internal and external

12. Attachments: Such as resume, project samples, performance reviews, published work, reference letters, etc. (Optional)



 **Skills and Qualifications**

Build your talent profile by adding skills and qualifications.

