

**UPDATING
TALENT PROFILE
IN
PEOPLEFLUENT**

STEP 1: ONCE LOGGED IN TO PEOPLEFLUENT, CLICK THE **GREEN DOUBLE ARROWS** located at the top left of the screen (It will turn Yellow/orange once selected)



STEP 2: Click **TALENT PROFILE**

STEP 1



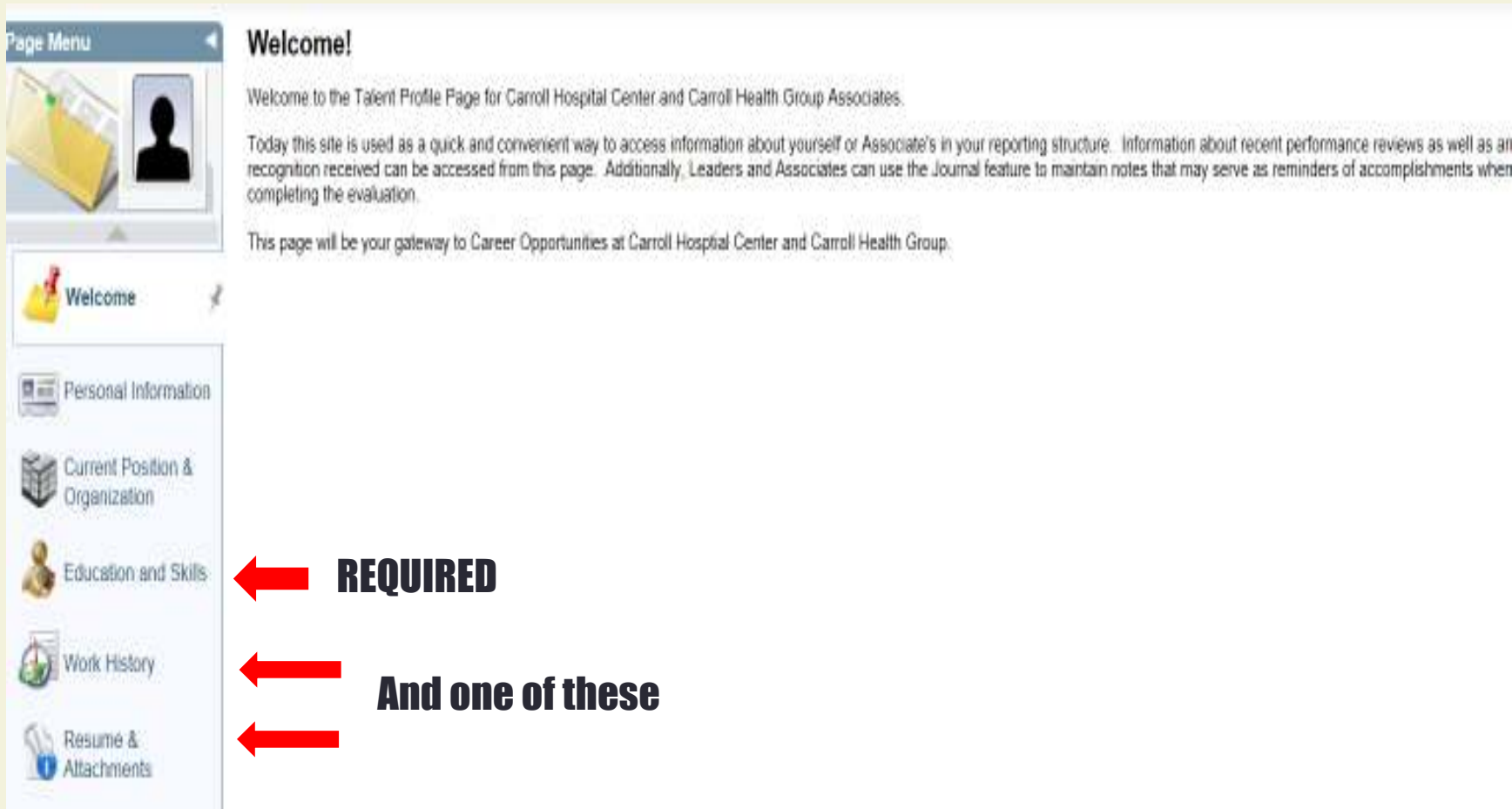
STEP 2



The screenshot shows the 'My Dashboard' interface in Internet Explorer. The browser title is 'My Dashboard - Microsoft Internet Explorer provided by Carroll Hospital Center'. The address bar shows 'https://carrollhospital.com/authoria.net/MyDashboardAction.action#'. The dashboard features a navigation menu on the left with items: My Dashboard, My Team, Goal Management, Performance, and Talent Profile. The Talent Profile item is highlighted in orange. Below the navigation menu are icons for Profile, Journal, Goals, Performance, and Recognition. The main content area includes 'My Tasks' (with a task to update progress against 2013 annual review goals), 'Job Openings' (with a search bar and 'No Search Results'), and 'Explore' (with links for Application training, FAQs & Tips, and About the Talent Profile). The 'My Company' section lists roles like 'BENEFITS & SHARED SERVICES TL', 'HR ASSISTANT PRN', and 'HR GENERALIST'. The Windows taskbar at the bottom shows the Start button, Internet Explorer icon, and system tray with the time 10:49 AM.

*Note-Your username is your Associate ID. If you have forgotten your password or have been locked out, contact Human Resources.

UPDATE **EDUCATION AND SKILLS (REQUIRED)**
AND
EITHER WORK HISTORY OR RESUMES AND ATTACHMENTS



The image shows a screenshot of a web application interface for a Talent Profile Page. On the left is a vertical 'Page Menu' with icons and labels for: 'Welcome', 'Personal Information', 'Current Position & Organization', 'Education and Skills', 'Work History', and 'Resume & Attachments'. The main content area on the right has a 'Welcome!' heading and three paragraphs of text. Red arrows point from the text 'REQUIRED' to the 'Education and Skills' menu item, and from the text 'And one of these' to the 'Work History' and 'Resume & Attachments' menu items.

REQUIRED

And one of these

STEP 1: CLICK EDUCATION AND SKILLS
STEP 2: UNDER EDUCATION CLICK ADD

The screenshot displays a resume builder interface. On the left is a 'Page Menu' sidebar with several options: 'Welcome', 'Personal Information', 'Current Position & Organization', 'Education and Skills', 'Work History', and 'Resume & Attachments'. The 'Education and Skills' option is highlighted with a red arrow and labeled 'STEP 1'. The main content area is divided into two sections: 'Education' and 'Other Skills and Experience'. The 'Education' section contains the text 'There are no items to display.' and an 'Add' button with a green plus icon. A red arrow points to this button, labeled 'STEP 2'. The 'Other Skills and Experience' section has two text input areas: 'Special Training' and 'Honors/Awards'. Each input area has a rich text editor toolbar above it with options for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, format, font family, font size, and link.

STEP 1: UPDATE EDUCATION INFORMATION

***** IT IS IMPORTANT TO INCLUDE HIGHEST DEGREE OBTAINED, TYPE OF DEGREE & DATES ******

STEP 2: CLICK SAVE

Education - [New]

Education Information

School:

School Type:

Degree:

Major:

Start Date: (MM/dd/yyyy)

End Date: (MM/dd/yyyy)

Year Graduated:

GPA:

YOU CAN ADD ADDITIONAL EDUCATION BY SELECTING ADD, BUT IT IS NOT NECESSARY

VIEW OF COMPLETED EDUCATION

YOU CAN ADD OTHER SKILLS (ex. typing speed, project management, planning/organizing) AND EXPERIENCE, BUT IT IS NOT NECESSARY

Education

Show Filters Tutorial

Edit	Degree	Major	Institution	GPA	Year	Delete
	MBA	Human Resources	University of Baltimore		2004	
	Bachelor of Arts	Biology	St. Mary's College of Maryland		1998	

Page 1 of 1 displayed (2 total items) Rows per page: 10

Other Skills and Experience

Special Training:

STEP 1: CLICK RESUMES AND ATTACHMENTS
STEP 2: UNDER ATTACHMENTS CLICK ADD

The screenshot displays a user profile interface. On the left is a 'Page Menu' sidebar with icons for 'Organization', 'Education and Skills', 'Work History', and 'Resume & Attachments'. The 'Resume & Attachments' option is highlighted with a red arrow and the text 'STEP 1'. The main content area features two sections: 'Attachments' and 'Online Job Documents'. The 'Attachments' section contains the text 'No attachments are associated with the contact.' and a green 'Add' button with a plus sign, which is pointed to by a red arrow and the text 'STEP 2'. The 'Online Job Documents' section contains the text 'No OLJF attachments are associated with the contact.'

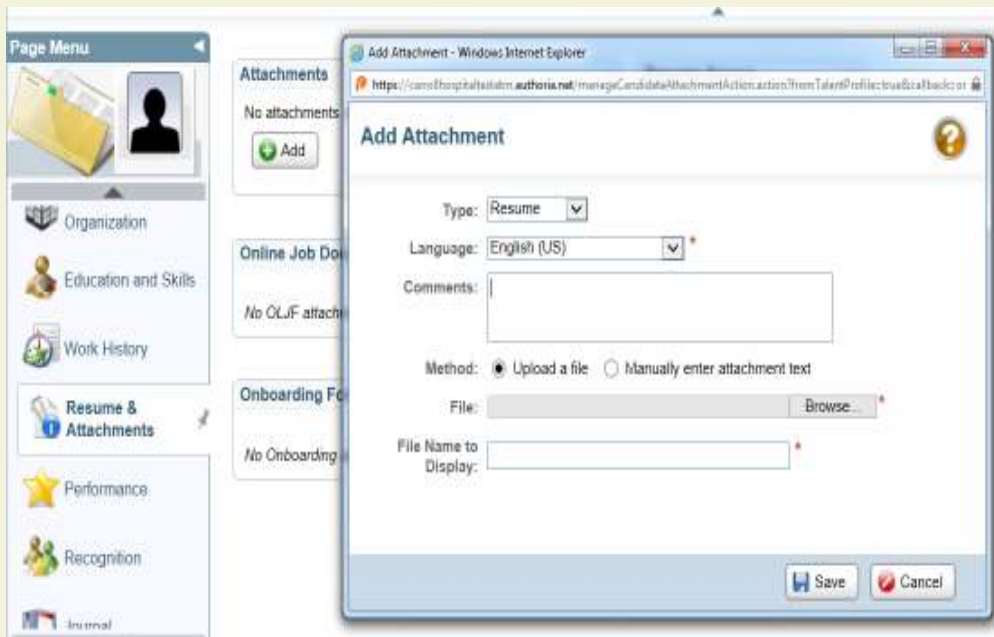
****If you do not have a completed Resume...You may enter information manually in WORK HISTORY section****

ADDING ATTACHMENT

When uploading attachments to PeopleFluent:

1. Save the document you wish to upload to the computer (Can be a word document or PDF)
2. Click **BROWSE** in PeopleFluent
3. Locate that saved document and click open
4. Location path of saved document will appear in the file area/box
5. Click **SAVE** in PeopleFluent

****Do this for each document you wish to upload****



STEP 1: CLICK WORK HISTORY

WORK HISTORY SHOWS ALL INTERNAL POSITIONS/CHANGES YOU HAVE HAD AT CHC OR CHG

STEP 2: *CLICK ADD UNDER WORK HISTORY TO INCLUDE EXPERIENCE HISTORY PRIOR TO WORKING AT CHC OR CHG.

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Page Menu' with icons for 'Welcome', 'Personal Information', 'Current Position & Organization', 'Education and Skills', 'Work History', and 'Resume &'. A red arrow labeled 'STEP 1' points to the 'Work History' link. The main content area has three sections: 'Internal Positions' with a table, 'Work History' with an 'Add' button, and 'Years of Relevant Work Experience' with a dropdown menu. A red arrow labeled 'STEP 2' points to the 'Add' button.

Position	Start Date	End Date	Time in Position	Leader	Organization & Hierarchy	Job Code
HR ASSISTANT	02/11/2013		1 Year	MARGARET M ENRIQUE	8616 (Department)	186161407

Page 1 of 1 displayed (1 total items) Rows per page: 50

Work History

There are no items to display.

Add

Years of Relevant Work Experience

Years of Experience: []

*NOTE-IT IS RECOMMENDED THAT YOU INCLUDE WORK HISTORY DATING BACK AT LEAST 10 YEARS, IF APPLICABLE.

ADD JOBS PRIOR TO CHC OR CHG EMPLOYMENT AND CLICK SAVE

Page Menu

- Welcome
- Personal Information
- Current Position & Organization
- Education and Skills
- Work History**
- Resume & Attachments

Internal Position

Show Filter

Position

HR ASSISTANT

Page 1 of 1 displayed

Work History

There are no items in this list.

Add

Work History - [New]

Employment Information

Job Title: *

Company: *

Department:

Start Date: 31 *
(MM/dd/yyyy)

End Date: 31 *
(MM/dd/yyyy)

Description:

Save **Cancel**