



GETTING STARTED AS AN EMPLOYEE

ORGANIZE, ACHIEVE, AND EXCEED YOUR GOALS

This guide will help you start using Skills DB Pro. You need to be logged in as an employee to follow the steps covered. Please contact your system administrator for your login details if you do not already have them.

Contents

Skills And Qualifications.....	2
Scoring Your Skills.....	2
Updating And Deleting Your Skills	3
Adding Your Qualifications	4
Add New Categories, Skills, And Qualifications	5
Add New Skills Or Skill Categories To The System	5
Add New Skill To The System	6
Add New Skill Category To The System	7
Add New Qualification To The System.....	8
Add Qualification Category To The System	9

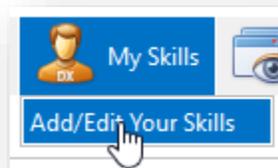
SKILLS AND QUALIFICATIONS

This section will show you how to rate yourself on skills, update skills, and add qualifications.

Qualifications are entries that cannot be rated on a scale but only have a yes or no answer, such as “The employee is Microsoft Certified”, or “The employee has a master’s degree.”

SCORING YOUR SKILLS

To score yourself on a skill, go to **My Skills > Add/Edit Your Skills**.



A list of skills you can score yourself on is displayed in the “Add Skills to Your Skill Set” section on the left. Scan the list for the skill you want to add and click on it.

Add Skills to Your Skill Set						
Enter text to search...						Clear
Click on a row to add a skill. Req = Required Skill						
#	Req	Skill	Category 1	Cat 2	Cat 3	
<input type="radio"/>	<input type="checkbox"/>	Basic Accounting for Business	Accounting			
<input type="radio"/>	<input type="checkbox"/>	Accounts Payable	Accounting			
<input type="radio"/>	<input type="checkbox"/>	Activity Based Costing	Accounting			
<input checked="" type="radio"/>	<input type="checkbox"/>	Balance Sheet	Accounting			
<input type="radio"/>	<input type="checkbox"/>	Cost Accounting	Accounting			

Note: You can also filter the list by typing in a keyword in the search area. If you type in “account” for example, the list will be reduced to accounting skills.

In the popup page, select a score, enter years of experience and notes if necessary, and click **Add Skill**.

Add Your Skill ✕

Score:* Some Knowledge Some Training Competent
 Highly Competent Expert

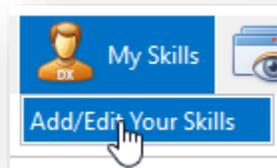
Years of Experience:

Notes:

[Update](#) [Cancel](#)

UPDATING AND DELETING YOUR SKILLS

To update or delete a skill, go to **My Skills > Add/Edit Your Skills**.



The skills you have been scored on are displayed in the “My Skills” section on the right. Scan this list for the skill you want to work with and click **Delete** if you want to remove the skill from your skills list.

If, instead, you want to update the skill, click **Edit** to expand the options for that skill.

My Skills						
<input type="text" value="Enter text to search..."/>				Search	Clear	
Edit and Delete your Skills						
#	Skill	Category	Score	Update Date		
Edit Delete	Security Services	Administration	Highly Competent	2/10/2016		
Edit Delete	Apache Server (2.0 Family)	IT-Programming	Expert	11/4/2015		
Edit Delete	ASP.NET 2003	IT-Programming	Highly Competent	9/26/2016		

Next, make the necessary changes and click **Update Skills**.

#	Skill	Category	Score	Years	Update Date
	Security Services	Admin	Expert	25	11/3/2015

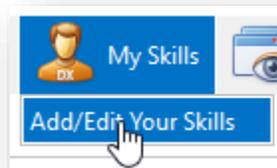
Score: Years:

Notes:

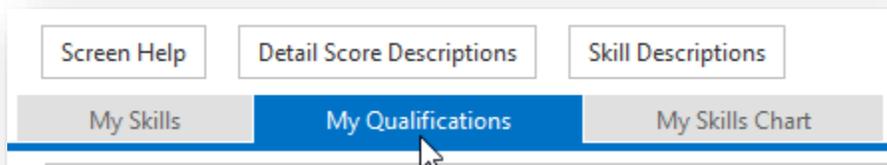
[Update](#) [Cancel](#)

ADDING YOUR QUALIFICATIONS

Entries like certifications and degrees are stored in the system as qualifications. To add a qualification, go to **My Skills > Add/Edit Skills**.



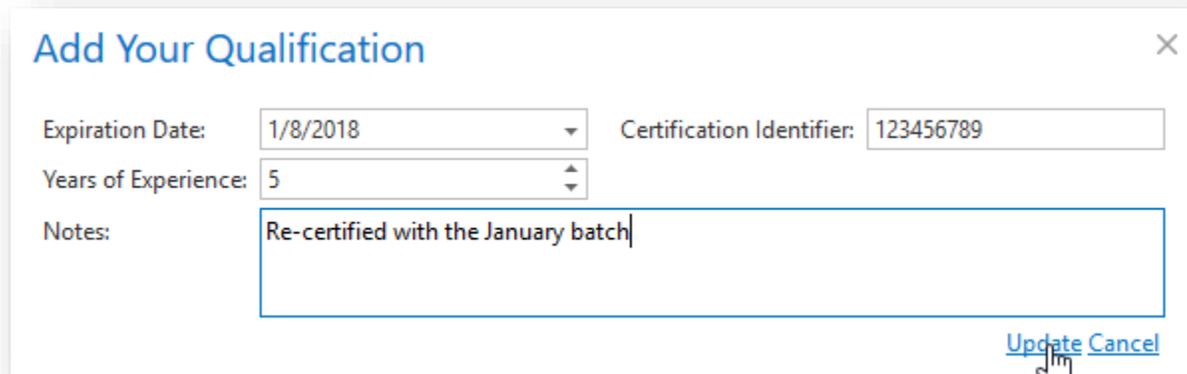
Switch to the qualifications tab.



Next, scan the list in the “Add Qualifications to your Skillset” section on the left for the qualification you want to add and click on it.

#	Qualification	Category 1	Cat 2	Cat 3
<input checked="" type="radio"/>	BS MIS	Cert-Education		
<input type="radio"/>	Masters Degree	Cert-Education		

In the popup page, set the expiration date and certification identifier. Next, set years of experience and notes if necessary, and click **Update**.



The screenshot shows a popup window titled "Add Your Qualification" with a close button (X) in the top right corner. The form contains the following fields:

- Expiration Date: 1/8/2018 (dropdown menu)
- Certification Identifier: 123456789 (text input)
- Years of Experience: 5 (dropdown menu)
- Notes: Re-certified with the January batch (text area)

At the bottom right of the form, there are two buttons: "Update" and "Cancel". A mouse cursor is pointing at the "Update" button.

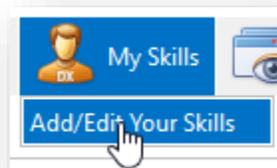
Note: The qualifications you already added are displayed in the “My Qualifications” section on the right. From there, you can edit or delete your qualifications.

ADD NEW CATEGORIES, SKILLS, AND QUALIFICATIONS

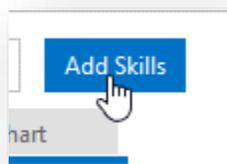
Sometimes, you may want to score yourself on a skill or add a qualification but find that the skill or qualification does not exist in the system. If your administrator allows it, you can create new categories, skills, and qualifications, and then proceed to score yourself.

ADD NEW SKILLS OR SKILL CATEGORIES TO THE SYSTEM

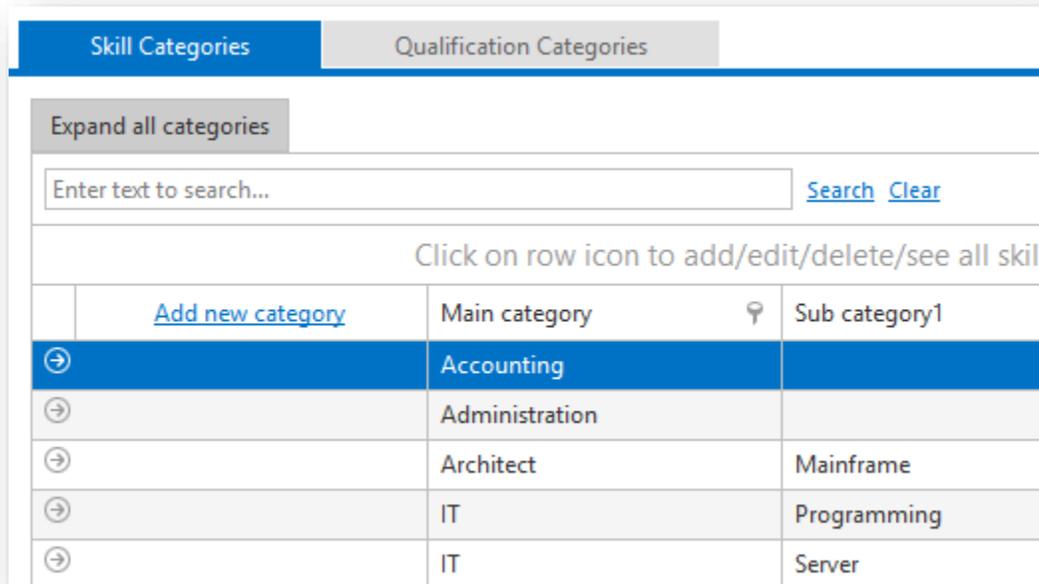
To create a new skill or skill category, go to **My Skills > Add/Edit Your Skills**.



If your admin has not disabled the option to allow employees to create skills, the “**Add Skills**” button will be visible on the top right of the page. Click on it.



This opens a page where you can add new skills, or switch to another tab and add qualifications.



ADD NEW SKILL TO THE SYSTEM

Scan the list to find the category under which the skill will be grouped and click to expand the category (See section below for how to add categories).

Next, click **Add new skill**.

	Add new category	Main category	Sub category1	Sub category2	Category
⊖	Edit Delete	Administration			Administration
⊖	Edit Delete	Architect	Mainframe	bozo	Architect-Mainframe-bozo
⊕	Edit Delete	IT	Programming		IT-Programming

[Search](#) [Clear](#)

Category 'IT-Programming' skills

	Add new skill	Skill	Skill description
Edit Delete		Apache Server (2.0 Family)	
Edit Delete		ASP 3.0	
Edit Delete		ASP.Net 2.0 using C#	
Edit Delete		ASP.Net 2.0 using VB	
Edit Delete		ASP.NET 2003	Good with Legacy . net
Edit Delete		ASP.Net 3.5 using C#	

Type in the skill, enter skill description if necessary, and click **Update**.

Add/Edit Skills ×

Skill:*

Skill description:

[Update](#) [Cancel](#)

ADD NEW SKILL CATEGORY TO THE SYSTEM

A skill or qualification category groups a set of related skills or qualifications together. For example, **Language** is the category for skills such as **English** or **Spanish**.

To add a skill category, click “Add new category” and proceed to enter the category and other subcategories.

Expand all categories

Enter text to search... [Search](#) [Clear](#)

Click on row icon to add/edit/delete/see all skills associated with that

	Add new category	Main category	Sub category1	Sub category2
⊞	Edit Delete	Administration		
⊞	Edit Delete	Architect	Mainframe	bozo
⊞	Edit Delete	IT	Programmin	
⊞	Edit Delete	IT	Server	



Add/Edit skill category ×

Main category*: Sub category1:

Sub category2: Category:

[Update](#) [Cancel](#)

Click **Update** to create the category, in this case the “Language - Written” Category. You can now create skills related to written language under this category.

ADD NEW QUALIFICATION TO THE SYSTEM

Switch to the “Qualification Categories” tab, and scan the list to find the category under which the qualification should be grouped (see section below for how to create qualification categories).

Click to expand the category.

Screen Help

Skill Categories **Qualification Categories**

Expand all categories

Enter text to search... [Search](#) [Clear](#)

Click on row icon to add/edit/delete/see all skills associated

	Add new category	Main category	Sub category1	Sub c
	Edit Delete	Cert-Education		

Type in the main category, type in subcategories if necessary, and click **Update**.

Add/Edit Qualification Category ×

Main category:* Sub category1:

Sub category2: Category:

[Update](#) [Cancel](#)