Skills DB Pro©
Skills Management Made Easy

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

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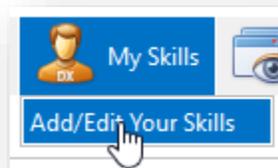
A list of skills you can score yourself on is displayed in the "Add Skills to Your Skill Set" section on the left. Scan the list for the skill you want to add and click on it.

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.**

UPDATING AND DELETING YOUR SKILLS

To update or delete a skill, go to **My Skills > Add/Edit Your Skills.**
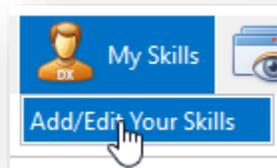
The skills you have been scored on are displayed in the "My Skills" section on the right. Scan this list for the skill you want to work with and click **Delete** if you want to remove the skill from your skills list.

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

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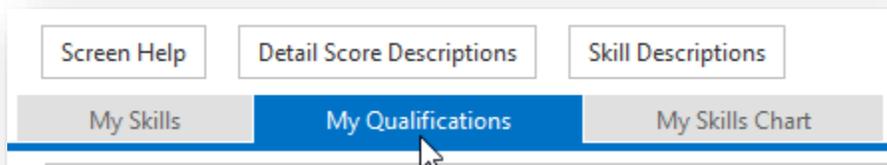
ADDING YOUR QUALIFICATIONS

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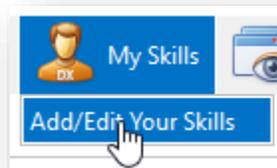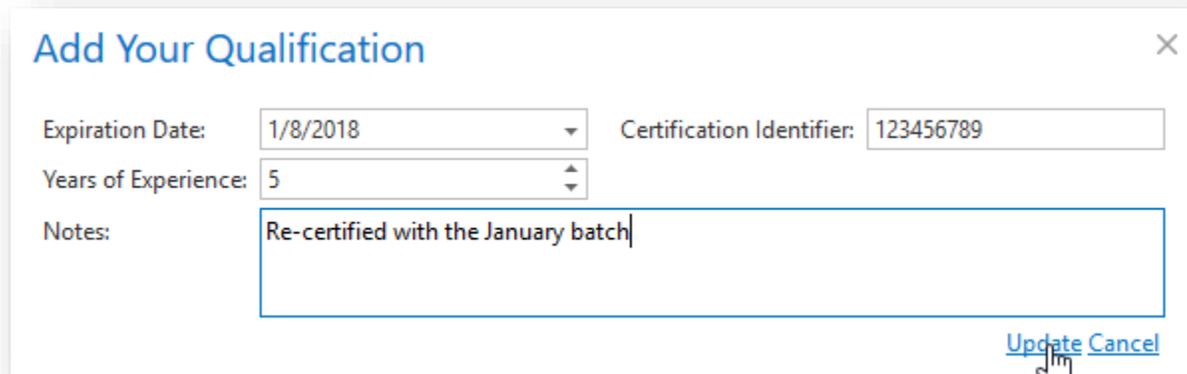

Switch to the qualifications tab.

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.

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


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.**
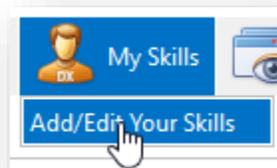
If your admin has not disabled the option to allow employees to create skills, the "**Add Skills**" button will be visible on the top right of the page. Click on it.
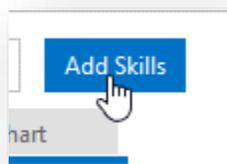
This opens a page where you can add new skills, or switch to another tab and add qualifications.
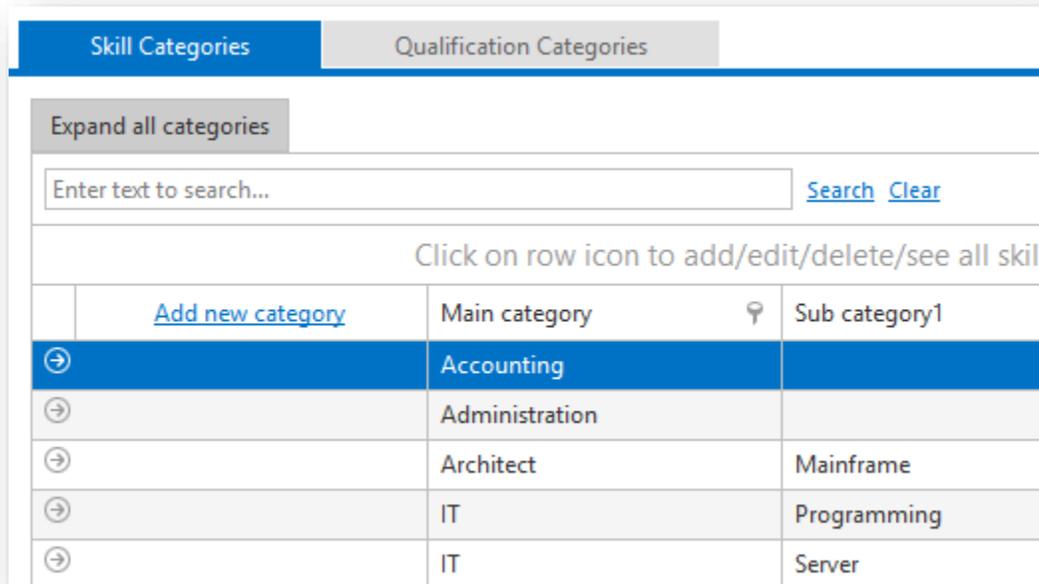
ADD NEW SKILL TO THE SYSTEM

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

Enter text to search...		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 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.

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.

Next, click **Add new qualification.** Type in the qualification, type a description if necessary, and click **Update.**

ADD QUALIFICATION CATEGORY TO THE SYSTEM

Switch to the Qualifications Categories tab and click **Add new category.**

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