



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.

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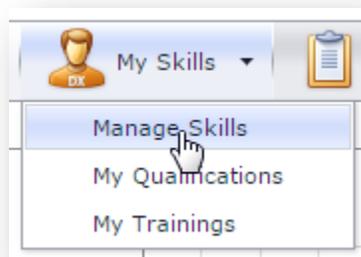
SKILLS AND QUALIFICATIONS

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 SKILLS

To score yourself on a skill, go to **My Skills > Manage Skills**.



A list of skills you can score yourself on is displayed in the “Add New Skills” section of the page. Find the skill you want to score and click on it.

Add New Skills				
Enter text to search...		Search Clear		
Click on a row to add a skill. Search for skills above. Filter by category and skills below.				
#	Skill	Main Category	Sub Cat 1	Sub Cat 2
<input type="radio"/>	Basic Accounting for Business	Accounting		
<input checked="" type="radio"/>	Accounts Payable	Accounting		
<input type="radio"/>	Accounts Receivable	Accounting		
<input type="radio"/>	Documentation	Admin		
<input type="radio"/>	Password Reset	Admin		

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

Score:* Some Knowledge Some Training Competent Highly Competent Expert

Years Of Experience: 2

Score Notes: Took a training course in 2015

UPDATING AND DELETING SKILLS

To update or delete a skill, go to **My Skills > Manage Skills**.

The skills you have been scored on are displayed in the “My Skills” section of the page. 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						
Enter text to search...						Search Clear
Edit and Delete your Skills						
#	Skill	Category	Score	Years	Update Date	
Edit Delete	Security Services	Admin	Competent	20	11/3/2015	
Edit Delete	ABRA (SAGE)	Human Resources	Highly Competent		11/3/2015	
Edit Delete	Facebook Open Platform Development	IT-Programmin	Highly Competent		11/3/2015	

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

As mentioned earlier, entries like certifications and degrees are stored in the system as qualifications. To add a qualification, go to **My Skills > My Qualifications**.



In the “Add/Edit My Qualifications” section of the page, select the qualification you want to add from the dropdown list, leave the score set to true, and select an expiration date if necessary (click on the calendar to use the date picker.)

If the certificate is associated to the company, tick the “Assoc. to Company” checkbox. Next, enter years of experience and certificate identifier if necessary and click **Add My Attribute**.

Add/Edit My Qualifications

Qualification*	Score(True/False)*	Expiration Date	Assoc. to Company	Years of Experience	Certification Identifier
<input type="text" value="Cert-MS-MCA-MCA: MS Exchange Server"/>	<input type="text" value="True"/>	<input type="text" value="11/4/2016"/>	<input checked="" type="checkbox"/> ? Help	<input type="text" value="4"/>	<input type="text" value="12345678"/> ? Help

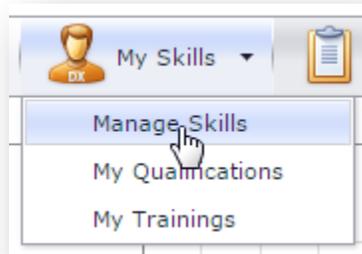
Note: Click the help link under “Assoc. to Company” section to find out more about associating certificates to companies.

ADD NEW CATEGORIES, SKILLS, AND QUALIFICATIONS

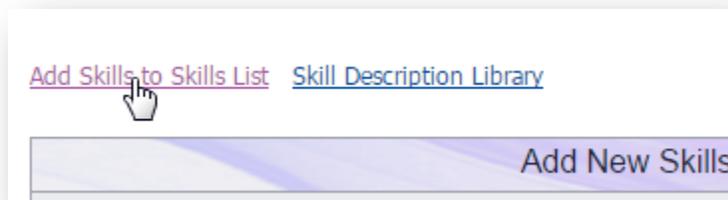
Sometimes, you may want to score yourself on a skill or add a qualification but find that the skill or qualification does not exist in the system. If your administrator allows it, you can create new categories, skills, and qualifications, and then proceed to score yourself.

ADD NEW SKILLS OR SKILL CATEGORIES

To create a new skill or skill category, go to **My Skills > Manage Skills**.



If your admin has not disabled the option to allow employees to create skills, the “Add Skills to Skills List” link will be visible on the top left of the page. Click on this link.



The link opens a page where you can add new skills, or click another link to switch to a page where you can add new skill categories (see picture below.)

Note: 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**.

[Add Skill Categories](#) ← *Add skill categories link*

Search Skills List

Skill Category

Add/Edit Skills
Only Admins can update or delete skills. Others can add skills only.

Category*

Skill*

Description (Text Only)

← *Add skills*

From this page, you can either add new skills or add new skill categories.

ADD NEW SKILL

Using the “Add/Edit Skills” section, select the category (read the “add new skill category” section below if you cannot find the appropriate category), type in the skill, add description (if necessary), and click **Add** to create skill.

Add/Edit Skills
Only Admins can update or delete skills. Others can add skills only.

Category*

Skill*

Description (Text Only)

Note: Please only add new skills or qualifications if they are not already in the system. Scan through the “Skills” section of the page for the skill first, and only go on to add it if it’s not on the list.

ADD NEW SKILL CATEGORY

Click the **Add Skills Category** link as can be seen 2 pictures above. Type in the category, and other sub-categories as needed, and click **Add**.

Add Skills

Add/Edit/Delete Skill Categories
***Only Admins can update or delete categories. Others can add categories only.**

Main Category*30 Characters

Sub Category 1 10 Characters

Sub Category 3 10 Characters

Category

ADD NEW QUALIFICATIONS OR QUALIFICATION CATEGORIES

To create a new qualification or qualification category, go to **My Skills > My Qualifications**.



If your admin has not disabled the option to allow employees create skills, the **Add Qualifications to List** link will be visible in the “Search My Qualifications & Attributes” section of the page. Click on this link.

Search My Qualifications & Attributes
Category selection will filter the attributes drop down boxes

Category (Limits Attributes) [Add Qualifications to list](#)

The link opens a page where you can add qualifications, or click another link to switch to a page where you can create qualification categories (see picture below.)

[Add Qualification Categories](#) ← **Add qualification categories link**

Search Qualifications & Attributes

Skill Category

[Clear](#)

Add/Edit Qualification / Attribute

***Only Admins can update or delete qualifications. Others can add qualifications only.**

Category*

Qualification/ Attribute*

Description (Text Only)

← **Add qualification**

ADD NEW QUALIFICATION

In the “Add/Edit Qualification/Attribute” section of the page, select the category (read the “add qualification category” section below if you cannot find the appropriate category), type in the qualification, add description (if necessary), and click **Add** to create qualification.

Add/Edit Qualification / Attribute

***Only Admins can update or delete qualifications. Others can add qualifications only.**

Category*

Qualification/ Attribute*

Description (Text Only)

Have a masters degree in computer science

ADD QUALIFICATION CATEGORY

Click the **Add Qualification Categories** link as can be seen 2 pictures above. Type in the category, and other sub-categories as needed, and click **Add**.

Add Qualifications

Add/Edit/Delete Qualification Categories

***Only Admins can update or delete categories. Others can add categories only.**

Main Category*30 Characters

Sub Category 1 10 Characters

Sub Category 3 10 Characters

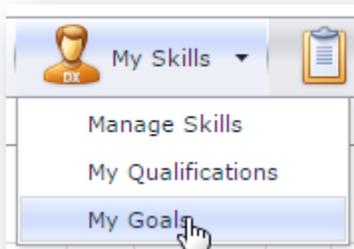
Category

GOALS FEATURE

The **My Goals** feature helps you compare your current skills with the skills required for different job positions. If you desire to work towards a different position, you can easily identify the skills you lack that are needed for that position and work to acquire them.

USING MY GOALS

To use this feature, go to **My Skills > My Goals**.



Note: This option will only appear in your menu if your company opted for this feature.

In the “Compare My Scores to Job Title Goals” section of the page, select the job title you want to compare from the dropdown menu, and click **Compare**.

Compare My Scores to Job Title Goals

Job Title: Remote Support Engineer ▼

[Clear](#) [Compare](#)



Comparison				
Job Title	Category	Skill	Desired Score	My Score
-1 is true for an attribute				
Remote Support Engineer	IT & Programming	.NET for Web	3	3 Show Courses for this Skill
Remote Support Engineer	IT & Programming	.NET for Web	3	3 Show Courses for this Skill
Remote Support Engineer	IT & Programming	AJAX	3	2 Show Courses for this Skill
Remote Support Engineer	IT & Programming	Android	3	Show Courses for this Skill
Remote Support Engineer	IT & Programming	DOS	3	4 Show Courses for this Skill
Remote Support Engineer	IT & Programming	eBay Web Services	3	Show Courses for this Skill
Remote Support Engineer	IT-Database Management	Oracle Database	4	5 Show Courses for this Skill

The report page (shown above) presents a comparison of your current skills with what is needed for the position. The “My Score” column is left empty if you have not been scored on a particular skill.

From the picture above, you can easily see that the sample employee needs to learn two new skills – Android and eBay Web Services –, and improve one skill – AJAX – in order to be eligible for promotion to the “Remote support engineer” position.