

# Creating a Person Profile

Created on 10/22/2012 12:51:00 PM

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## Creating a Person Profile

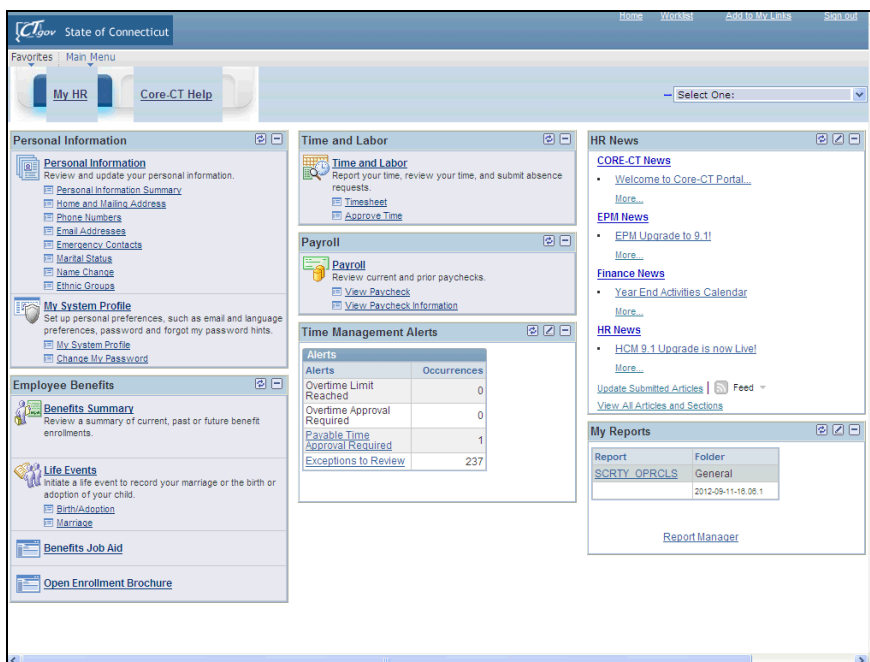



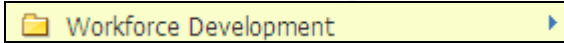
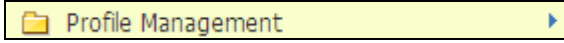
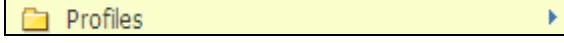
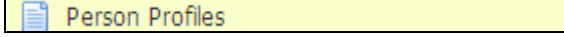
A **Person Profile** is created on a per request basis. HR is responsible for adding/modifying qualifications and education related to a Person Profile. The full and correct **EmplID**, **Name**, or **Last Name** will be needed to create a profile, along with validated documentation of the specific language skills, licenses, certifications, and education information to be entered.

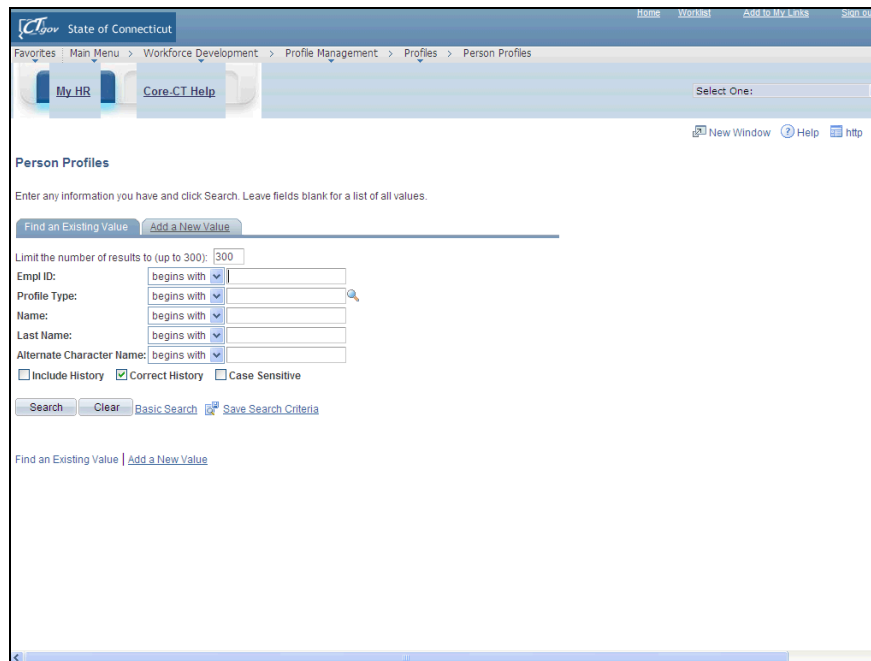
### Procedure

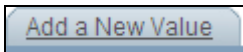
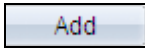
Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

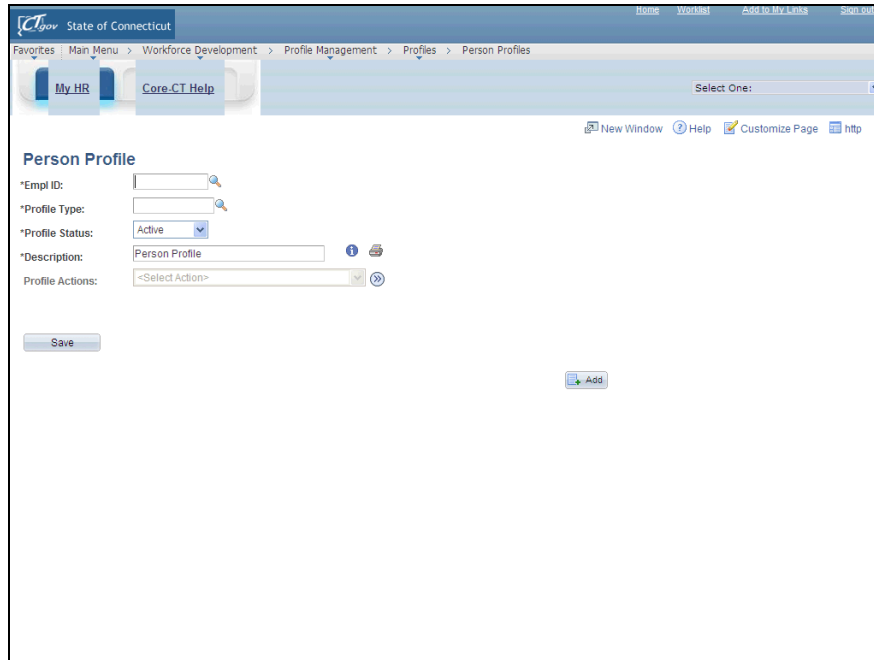
In this scenario an employee's profile is created to include language proficiency, and license and education information.





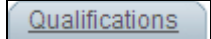



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Workforce Development</b> menu. 
3.	Click the <b>Profile Management</b> menu. 
4.	Click the <b>Profiles</b> menu. 
5.	Click the <b>Person Profiles</b> menu. 



Step	Action
6.	Click the <b>Add a New Value</b> tab. 
7.	Click the <b>Add</b> button. 



Step	Action
8.	Enter "000014" into the <b>Empl ID</b> field.
9.	Click the <b>Look up Empl ID</b> button. 
10.	Confirm this is the correct person.  Click the <b>000014</b> link. 
11.	Click the <b>Look up Profile Type</b> button. 
12.	Click the <b>PERSON</b> link. 
13.	Click the <b>Qualifications</b> link. 
14.	Click the <b>Add New Language Skills</b> button. 

State of Connecticut

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Favorites Main Menu Workforce Development Profile Management Profiles Person Profiles

My HR Core-CT Help Select One: [v]

New Window Help Customize Page http

**Person Profile**

**Add New Language Skills**











Empl ID: 000014 MICHELLE JORDAN  
 Profile Type: PERSON Person


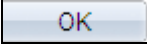
Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

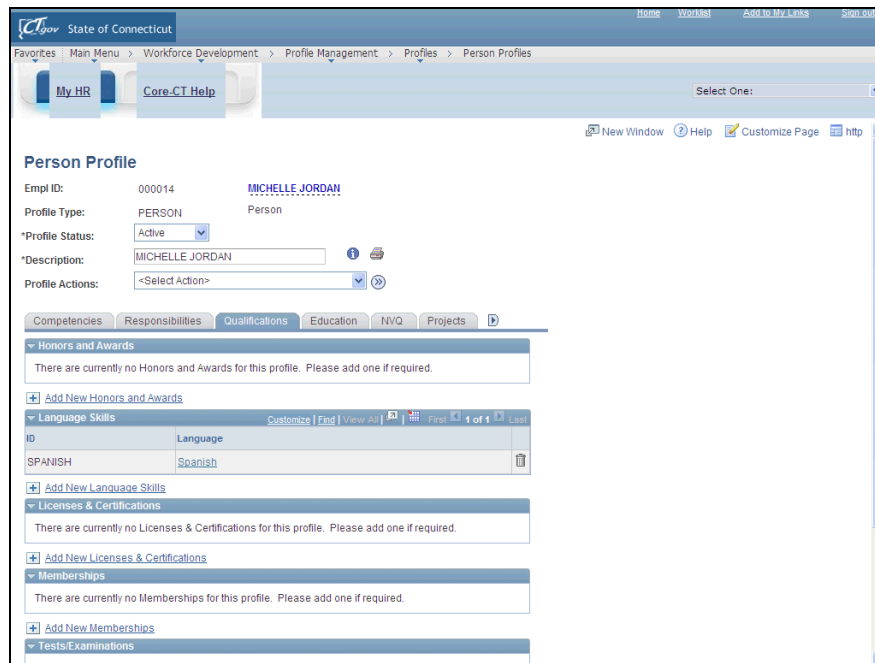
**Details** [Add] [View All] [First] [1 of 1] [Last]


\*Evaluation Date: 09/18/2012 [B] [x]  
 \*Language: [ ] [x]  
 \*Status: Active [v]  
 Rating Model: LANG Language Ratings  
 Reading Proficiency: [v]  
 Speaking Proficiency: [v]  
 Writing Proficiency: [v]  
 Native Language  
 Able To Translate  
 Able To Teach




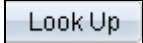






OK Cancel Apply and Add Another

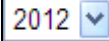



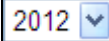


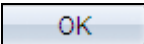
Step	Action
15.	Click the <b>Look up Language</b> button. 
16.	Enter " <b>spanish</b> " into the <b>Description</b> field.
17.	Click the <b>Look Up</b> button. 
18.	Click the <b>SPANISH</b> link. 
19.	Click the <b>Able To Translate</b> option. 
20.	Click the <b>Native Language</b> option. 
21.	Click the <b>Reading Proficiency</b> list. 
22.	Click the <b>3 - High</b> list item. 
23.	Click the <b>Speaking Proficiency</b> list. 
24.	Click the <b>3 - High</b> list item. 
25.	Click the <b>Writing Proficiency</b> list. 

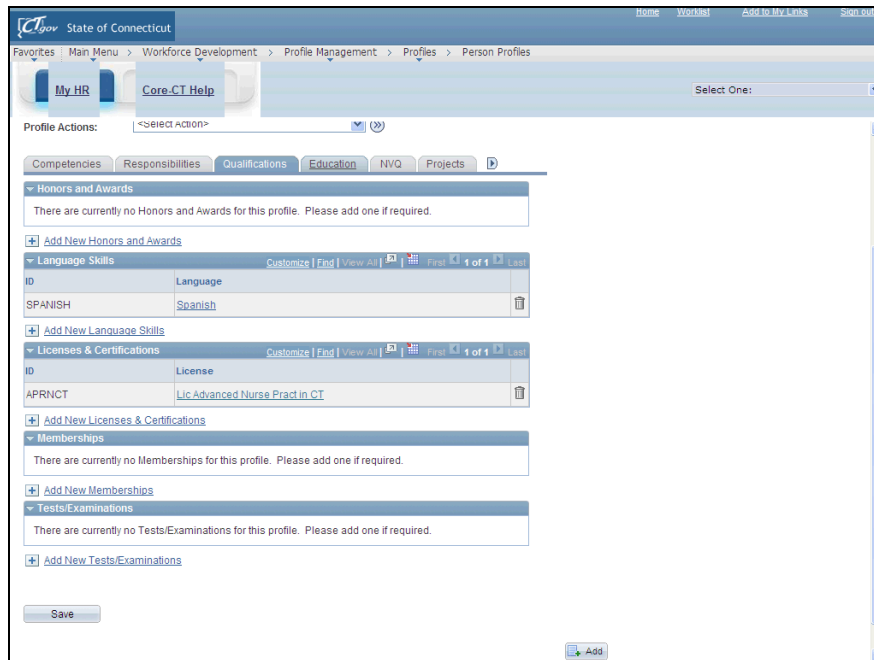
Step	Action
26.	Click the <b>3 - High</b> list item. 
27.	Click the <b>OK</b> button. 

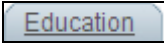



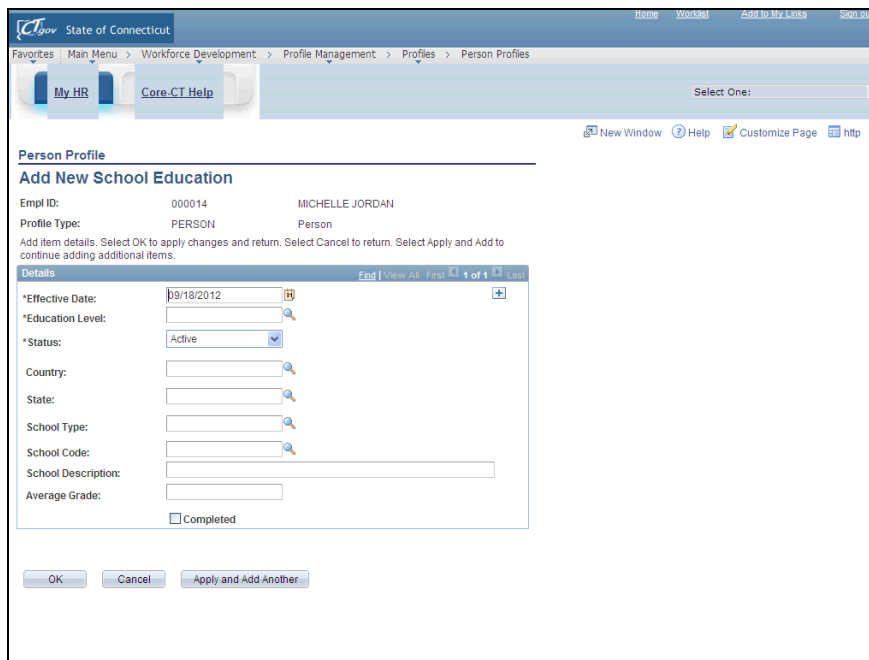
Step	Action
28.	Click the scrollbar to move to the bottom of the page.
29.	Click the <b>Add New Licenses &amp; Certifications</b> button. 

Step	Action
30.	Click the <b>Look up License</b> button. 
31.	Click the <b>Lic Advanced Nurse Pract in CT</b> link. 
32.	Click the <b>Country</b> button. 
33.	Enter " <b>usa</b> " into the <b>Country</b> field.
34.	Click the <b>Look Up</b> button. 
35.	Click the <b>USA</b> link. 
36.	Click the <b>State</b> button. 
37.	Enter " <b>s</b> " into the <b>State</b> field.
38.	Click the <b>Look Up</b> button. 
39.	Click the <b>SC</b> link. 
40.	Click the <b>License Verified</b> option. 
41.	Click the <b>Choose a date</b> button. 

Step	Action
42.	Click the <b>Year</b> drop down list. 
43.	Click the <b>2015</b> list item. 
44.	Click the desired date. 
45.	Enter " <b>124578</b> " into the <b>License/Certification Number</b> field.
46.	Enter " <b>State of South Carolina</b> " into the <b>Issued By</b> field.
47.	Click the <b>Issue Date Choose a date</b> button. 
48.	Click the <b>Year</b> drop down list. 
49.	Click the scrollbar to move to the top of the list.
50.	Click the <b>2010</b> list item. 
51.	Click the desired date. 
52.	Click the <b>OK</b> button. 



Step	Action
53.	Click the <b>Education</b> tab. 
54.	Click the <b>Add New School Education</b> button. 



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Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

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Select One: [v]

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**Person Profile**

**Add New School Education**







Empl ID: 000014 MICHELLE JORDAN  
Profile Type: PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.



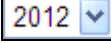


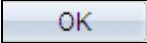
**Details** | Find | View All | First | 1 of 1 | Last

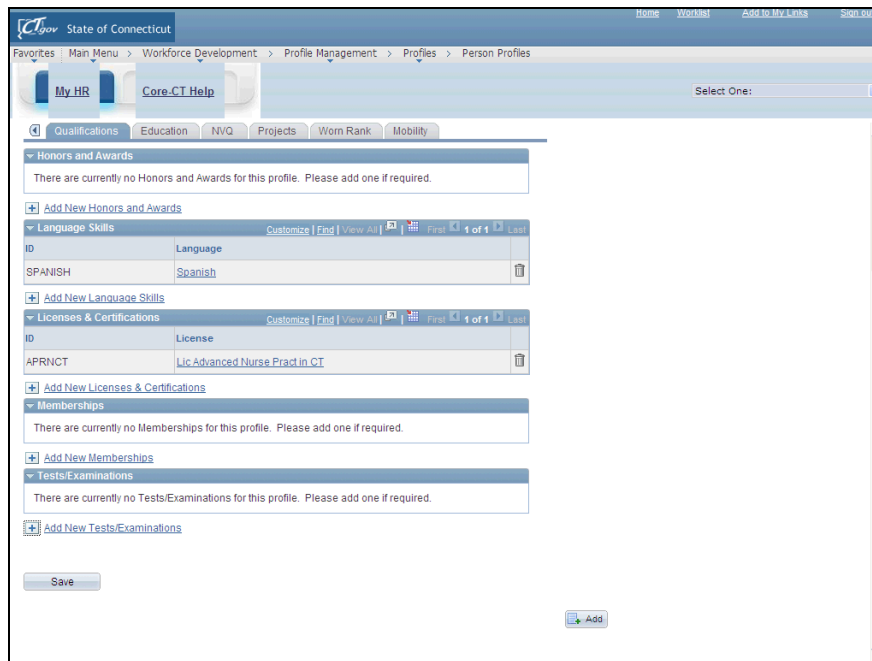
\*Effective Date: 09/18/2012 [B] [+]  
\*Education Level: [ ] [m]  
\*Status: Active [v]  
Country: [ ] [m]  
State: [ ] [m]  
School Type: [ ] [m]  
School Code: [ ] [m]  
School Description: [ ]  
Average Grade: [ ]  
 Completed

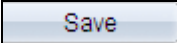

OK | Cancel | Apply and Add Another

Step	Action
55.	Click the <b>Look up Education Level</b> button. 
56.	Click the scroll bar to move down the list.
57.	Click the <b>Masters Degree</b> link. 
58.	Enter " <b>USA</b> " into the <b>Country</b> field.
59.	Enter " <b>WV</b> " into the <b>State</b> field.
60.	Click the <b>School Type</b> button. 
61.	Click the <b>College</b> link. 
62.	Click the <b>School Code</b> button. 
63.	Click the <b>West Virginia University</b> link. 



Step	Action
64.	Enter " <b>3.8</b> " into the <b>Average Grade</b> field.
65.	Click the <b>Completed</b> option. 
66.	Click the <b>Effective Date Choose a date</b> button. 
67.	Click the <b>Year</b> drop down list. 
68.	Click the <b>1996</b> list item. 
69.	Click the desired date. 
70.	Click the <b>OK</b> button. 



Step	Action
71.	Click the <b>Save</b> button. 
72.	Click the <b>My HR</b> tab. 
73.	<b>End of Procedure.</b>

