TRAINING CARD

How do I complete my Career Profile?



MAYHR

TRAINING CARD

Process

CAREER PROFILE

Desc

In this Training Card, you'll learn how to fill in the various tabs in your Careers profile.

Who can

INITIATE	Employee, Manager
TAKE AN ACTION	Employee, Manager

Info

By completing your profile, you'll maximise your chances of progress and development, while making it easier to discuss your career aspirations with your manager.

Steps

Type of step	Stage details	Role
1. Initiation	Initiate	Employee
2. Approval	In some cases: validate	Manager/HR Partner

MAYHR

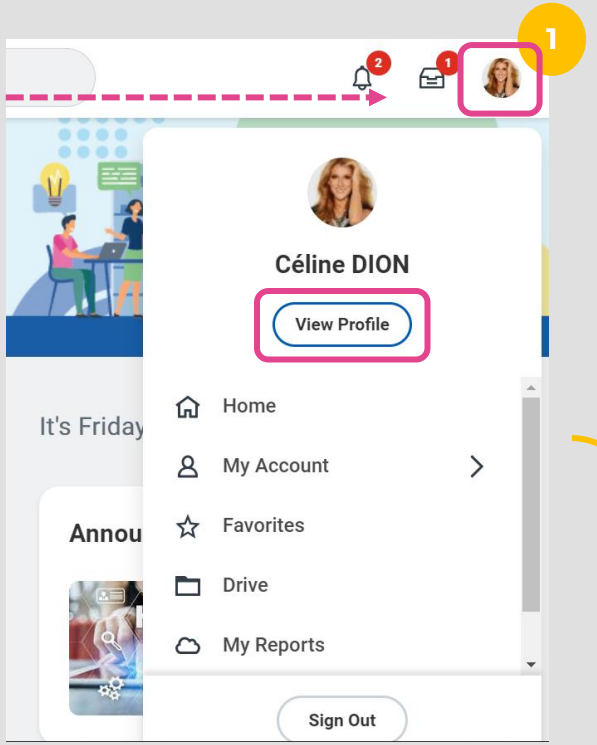
TRAINING CARD

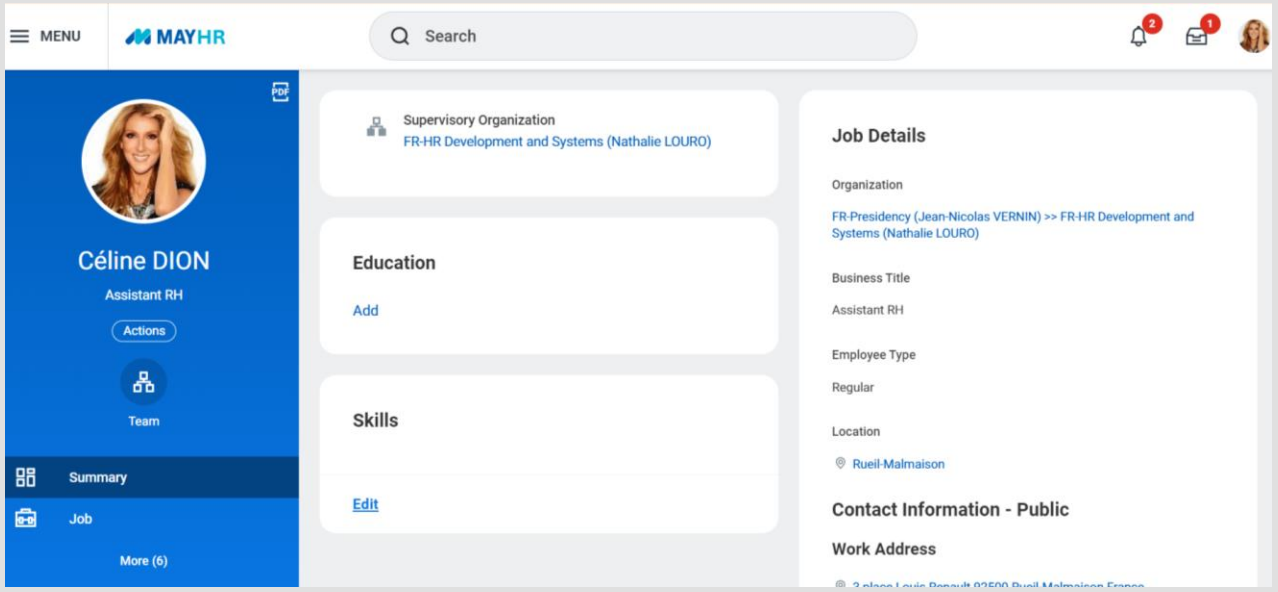
COMPLETE MY CAREER PROFILE
→ Employee

Employee

1

Go to your **employee profile** by clicking on your profile photo in the top right-hand corner. Then click on **"View profile"**.





MAYHR

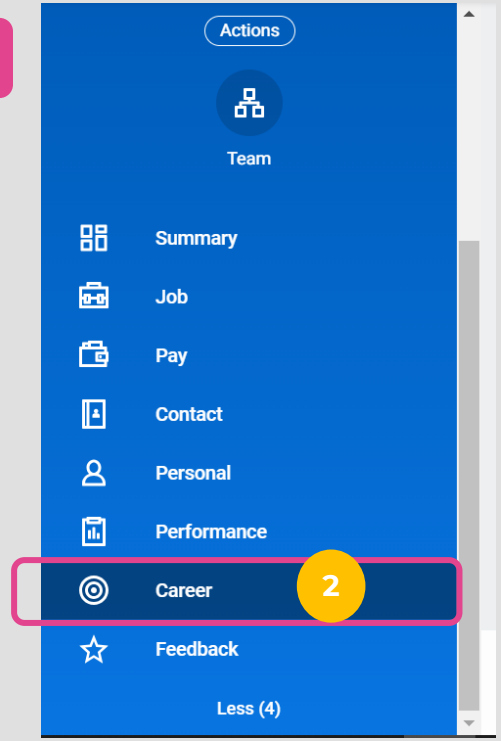
TRAINING CARD

COMPLETE MY CAREER PROFILE
→ Employee

Employee

2

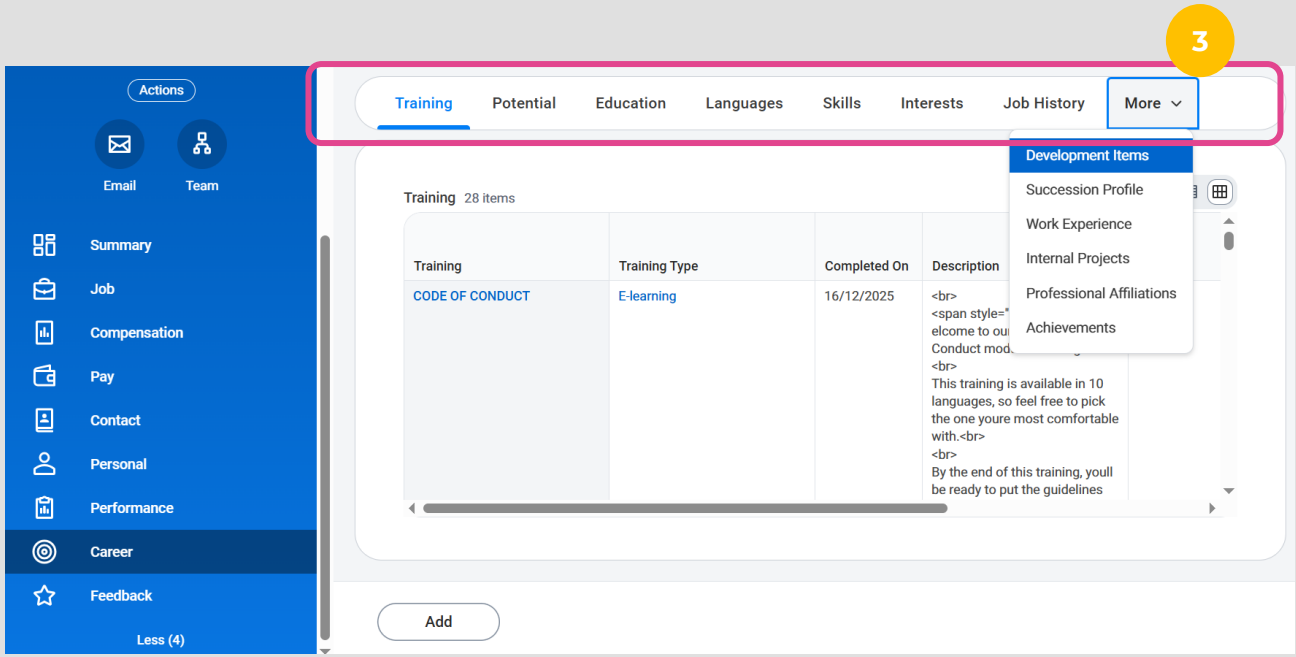
In the blue box on the left, select the **Career** menu.



In the Career menu, you will find several tabs to complete:
- **Training**
- **Potential**
- **Education**
- **Languages**
- **Skills**
- **Interest**
- **Job History**

3

Then click on the "**More**" button to discover more tabs:
- **Development items**
- **Succession Profile**
- **Work Experience**
- **Internal Projects**
- **Professional Affiliations**
- **Achievements**



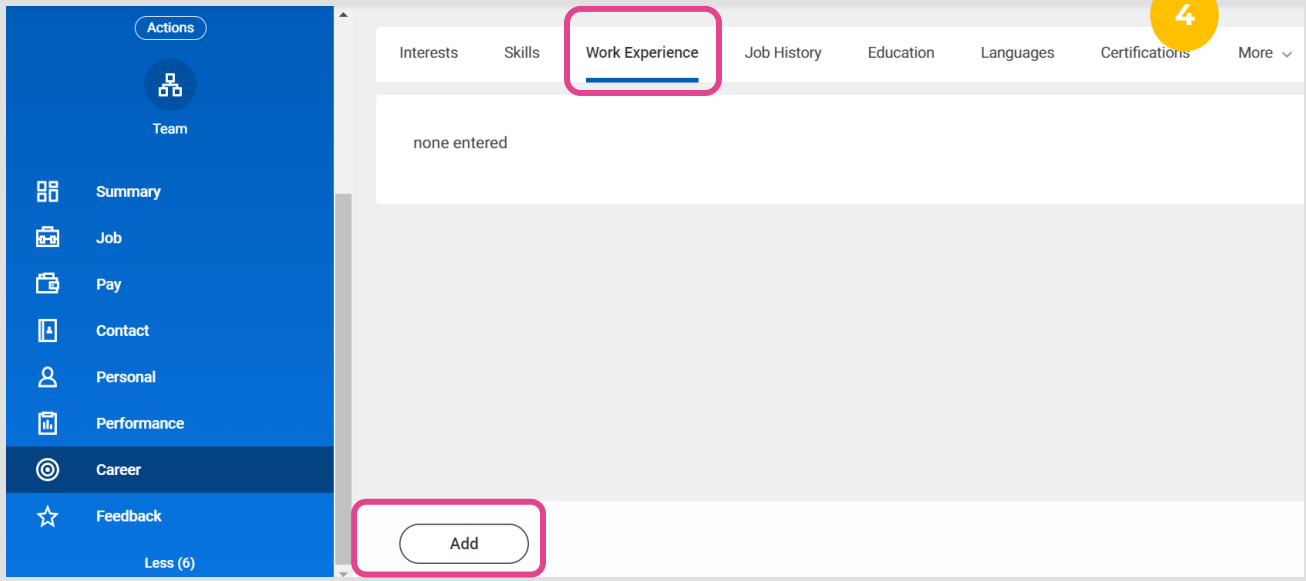
MAYHR

TRAINING CARD

COMPLETE MY CAREER PROFILE
→ Employee

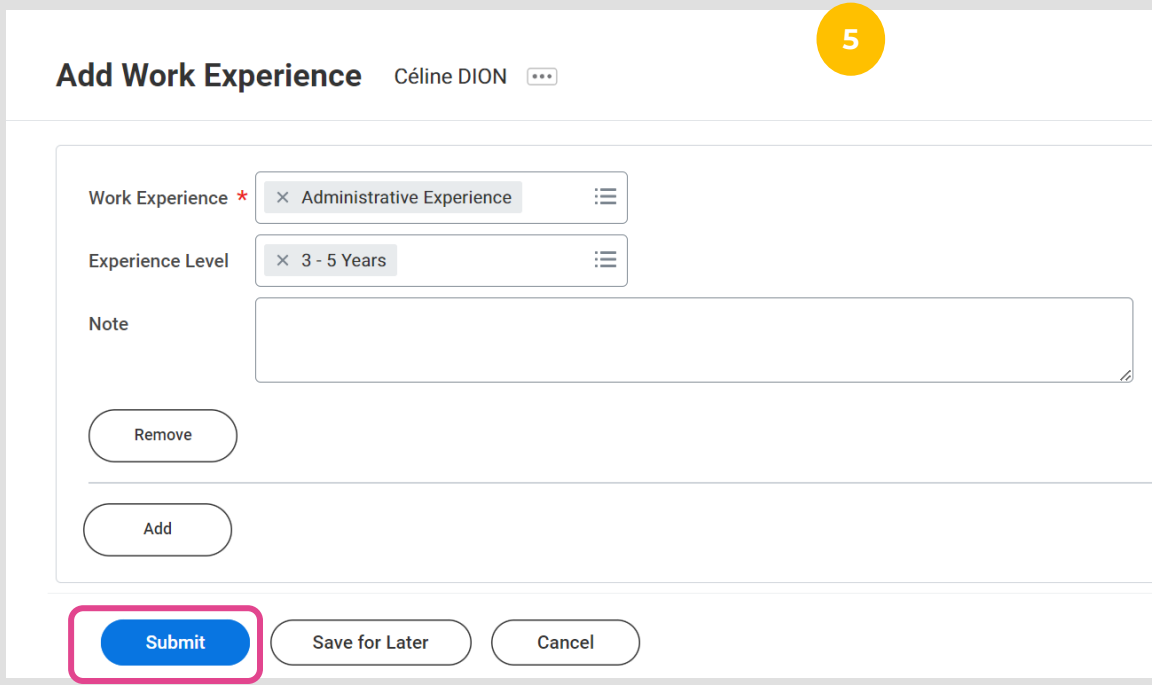
Employee

4 Click on the tab you wish to fill in, then on the "**Add**" button at the bottom of the window.



5 Fill in all the fields on the form and then click on the **"Submit"** button to validate your entry.

Your entry will be automatically taken into account.



Please note: some tabs are subject to validation by your manager or HR manager:

- **Certificates**
- **Training**

MAYHR

TRAINING CARD

EDIT MY CAREER PROFILE
→ Employee

Employee

6 If you wish to modify your entry, return to the tab in question and click on **"Modify".**

7 Make any necessary changes and click **"Submit"** again.

