Talent@VCU User Guide – Employee Profile and Snapshot

Overview: The employee profile functionality allows managers to directly view certain employee information in Talent@VCU such as performance reviews, goals and their learning transcript. Managers can access employees who report to them through the organizational hierarchy. Note: Banner is the system of record for manager-employee relationships. If you are unable to find an employee you believe reports to you, please contact your HR Professional.

There are two ways to access this information: through "My Profile" and the search functionality.

My Profile

1. From the Talent@VCU homepage under the Home tab, select “My Profile.”

2. From the "My Profile" page you are able to see your team and can access their profile by clicking on their name. You are also able to view profiles of employees who report to those on your team.

Search Function

1. Type the employee’s name in the search box and select from the dropdown list.
How to use the Employee Profile:

1. Once you select an employee, you will be directed to their employee profile page. The following menu will be displayed across the top of the page:

   - **My Profile**: From here you can see the employee's team information and their career development plan.
   - **Feedback**: An optional way for managers to provide feedback directly to their employees.
   - **Transcript**: View the employee's transcript.
   - **Actions**: Lists the employees action items (such as goals or a performance review they need to complete.)
   - **Snapshot**: Direct access to their performance reviews and goals page.

2. Click on the Snapshot option. From this page, you can select goals or performance reviews for further information about the employee.