

















1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

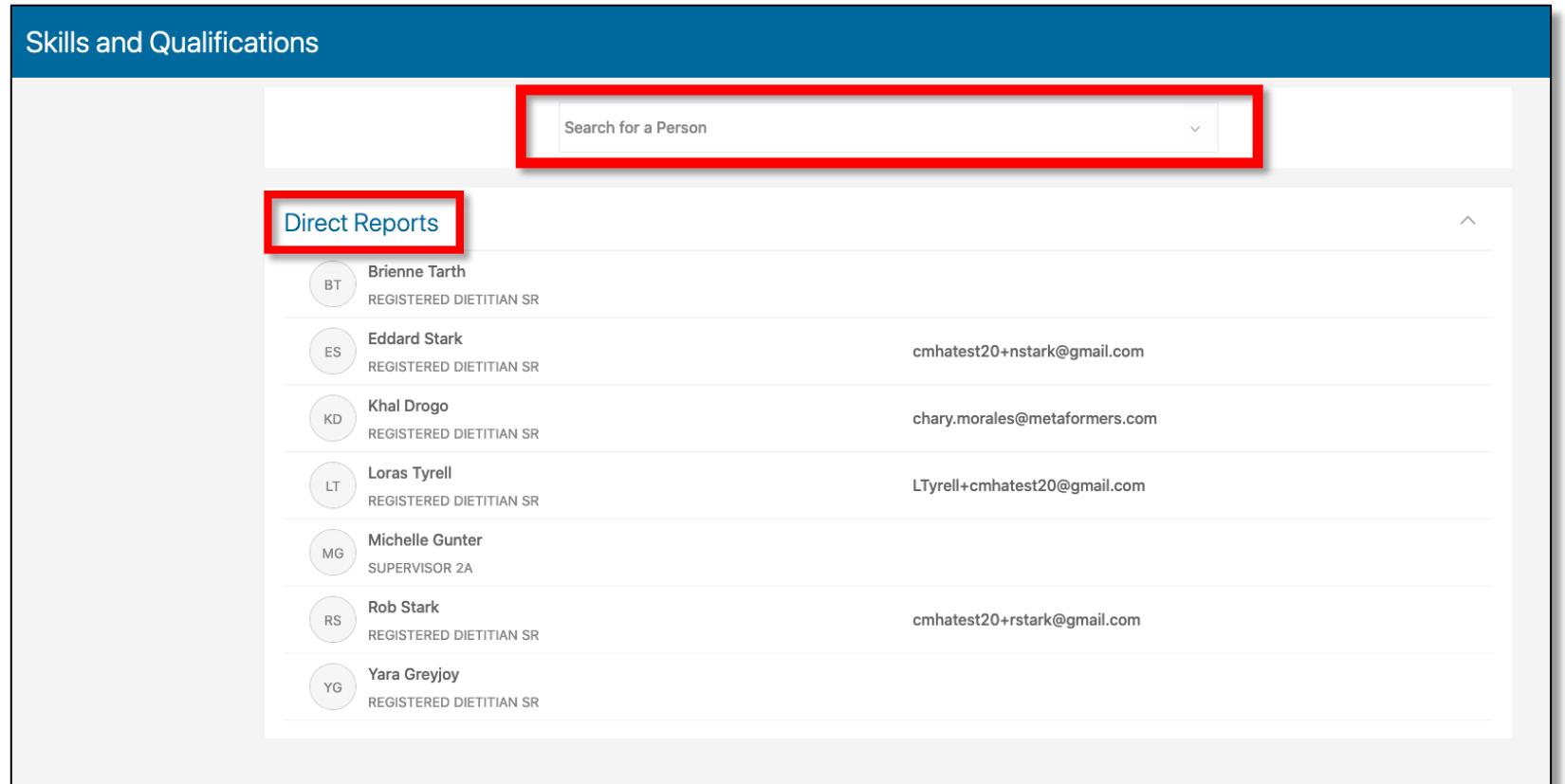
The screenshot displays the Connect MSS dashboard interface. At the top left is the Connect logo. Below it, a greeting reads "Good evening, Arya Stark!". A navigation bar contains several menu items: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", "Service", and "Knowledge". The "My Team" item is highlighted with a red box. Below the navigation bar, there are two columns of options: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column lists: Change Manager, Seniority Dates, Transfer, Employment Contracts, Employee Summary, Promote, Employment Info, and Add Assignment. The "APPS" column shows a grid of icons for: My Team, Onboarding, Hiring, Performance Overview, Career Overview, Performance, Talent Review, Learning, Users and Roles, New Person, Workforce Compensation, Workforce Modeling, Workforce Predictions, and Personal Brand. A red arrow points from the "My Team" menu item down to a "Show More" button, which is also highlighted with a red box.

3. Scroll down the page until you see the **Career and Performance** section and select the **Skills and Qualifications** task.

Career and Performance

 Skills and Qualifications	 Performance	 My Organization	 Add Development Goal
 Request Feedback	 Feedback	 Add Check-In Document	 Add Anytime Document
 Talent Ratings	 Find Best Fit Job	 Find Best Fit Person	 Add to Succession Plan
 Add to Talent Pool	 Create Succession Plan	 Goals	 Career Development

4. On the **Skills and Qualifications** page, you will see a **search box** and a list of **Direct Reports**. Select the desired employee from the list of **Direct Reports** or conduct a search if needed.



The screenshot shows the 'Skills and Qualifications' page. At the top, there is a search box labeled 'Search for a Person' with a dropdown arrow, highlighted by a red rectangle. Below the search box is a section titled 'Direct Reports', also highlighted by a red rectangle. This section contains a list of employees with their initials, names, titles, and email addresses.

Initials	Name	Title	Email
BT	Brienne Tarth	REGISTERED DIETITIAN SR	
ES	Eddard Stark	REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo	REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell	REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
MG	Michelle Gunter	SUPERVISOR 2A	
RS	Rob Stark	REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy	REGISTERED DIETITIAN SR	

5. On the **Skills and Qualifications** page for the selected employee, you can add an item to any section, such as **Skills**, by using the **Add** button for that section.

Note: If there is no **Add** button in a particular tile, click on the **arrow** on the right side of each section.

Skills and Qualifications

Rob Stark

Actions

Skills

+ Add

There's nothing here so far.

Competencies

+ Add

Supervisor

There's nothing here so far.

Memberships

6. After clicking on an **Add** button, fill in the required fields presented by the section. The required fields will be marked with an **asterisk**. Once complete, click **Save**.

Skills

*Skill

Years of Experience

Date Achieved

*Skill Type

Comments

Font **B** *I* U

Save

7. If needed, use the **Actions** dropdown menu to print. Also, you can select the **More Information** button to view more options for the selected employee.

End of Procedure

The screenshot shows the 'Skills and Qualifications' page for an employee named Rob Stark. The page has a blue header with the employee's initials 'RS' and name 'Rob Stark'. In the top right corner, there is a blue 'Actions' dropdown menu. Below the header, there are three main sections: 'Skills', 'Competencies', and 'Memberships'. The 'Skills' section has a '+ Add' button and a message 'There's nothing here so far.' with a small icon. The 'Competencies' section has a '+ Add' button, a 'Supervisor' dropdown menu, and the same 'There's nothing here so far.' message. The 'Memberships' section is partially visible at the bottom. Red boxes highlight the 'Actions' dropdown menu in the top right and a small icon in the top left of the main content area.