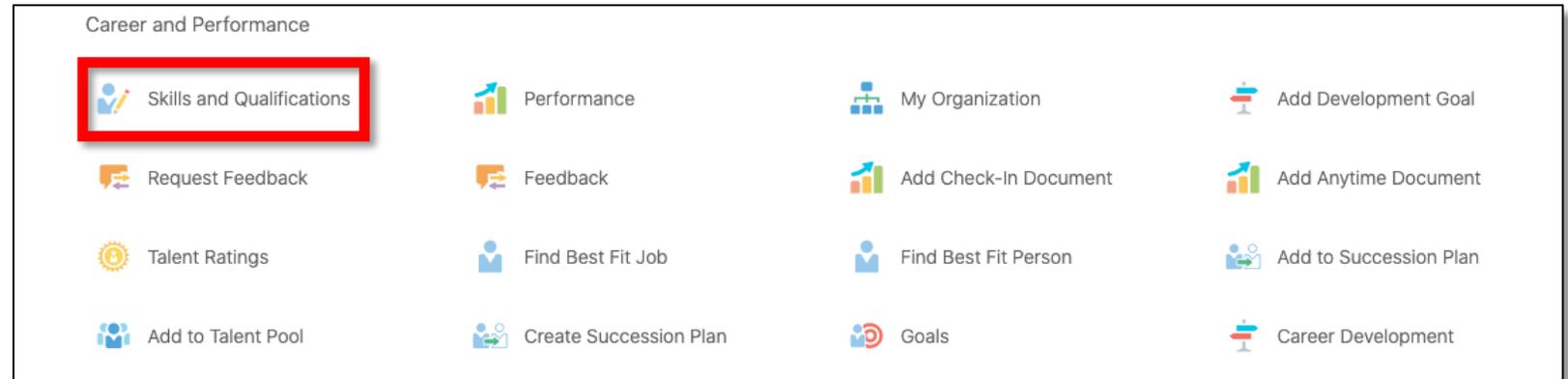


1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

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 icons: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column includes icons for "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", "Employee Summary", "Promote", "Employment Info", and "Add Assignment". The "APPS" column includes 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", "Personal Brand", and a plus sign. 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.



- 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.

Skills and Qualifications

Direct Reports

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, there will be sections, such as **Skills**, that contain information. To view content in a section, use the **arrow** to display information.

The screenshot displays the 'Skills and Qualifications' page for a user named Rob Stark. The page is divided into several sections, each with a red box highlighting a control element:

- Skills Section:** Contains a table with columns for 'Example', 'Date Achieved', 'Years of Experience', and 'Comments'. A red box highlights the '+ Add' button and an upward-pointing arrow.
- Competencies Section:** A red box highlights a downward-pointing arrow.
- Memberships Section:** A red box highlights a downward-pointing arrow.
- Honors and Awards Section:** A red box highlights a downward-pointing arrow.

Example	Date Achieved	Years of Experience	Comments	Skill Type
	11/1/2020	1	This is a sample skill for test purposes only.	Interpersonal Skills

6. 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 an 'Actions' dropdown menu. Below the header, there is a 'Skills' section with a '+ Add' button and a list of skills. The first skill is an 'Example' with the following details:

Example	Skill Type
Date Achieved 11/1/2020	Interpersonal Skills
Years of Experience 1	
Comments This is a sample skill for test purposes only.	

Below the 'Skills' section, there are four expandable sections: 'Competencies', 'Memberships', and 'Honors and Awards', each with a downward arrow. A red box highlights the 'Actions' dropdown menu in the top right corner, and another red box highlights a small icon in the top left corner of the main content area.