



ATLAS Employee Info/ Career Profile Quick Reference Guide

Overview

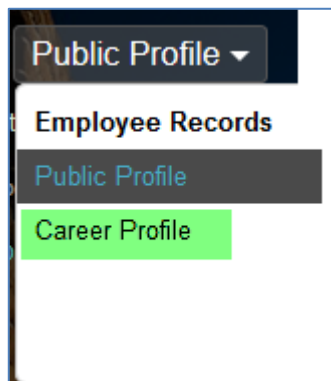
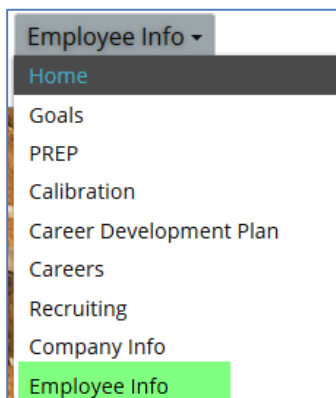
The **Employee Information** module allows you to enter and store information about yourself. The **Career Profile (within the Employee Information module)** captures your achievements and career aspirations along with work, leadership and project experiences, areas of expertise, education, certifications, mobility potential and skills—all in one place. It is important to keep this information up-to-date and relevant as it can be helpful to your supervisor, the leadership team, and Human Resources for planning purposes.

This guide provides information on the basic tool, functionality and process for updating your **Career Profile**.

Access ATLAS Employee Info/Career Profile

From AGI, via the Tools & Resources menu, under Tools, click ATLAS to get to the ATLAS home page

- From the **Home** drop-down menu, select **Employee Info**
 - From the **Public Profile** drop-down menu, select **Career Profile**
- or
- From the **Career Development** tile on the Atlas landing page, click on **Career Profile** link



or



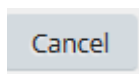
Step by Step:

Choose a portlet to update.

Click on the Edit link in the far right corner of the portlet to expand.

Click on the  to add a row.

Click on 

Other navigation options: click  to remove a row; click  to exit out of the portlet without changes.



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Abt's Career Profile		
<u>Portlet Name</u>	<u>Action: Update or Review</u>	<u>Who can view</u>
Personal Information	View only - information uploaded from Oracle HR system. For updates, please contact HRSC@abtassoc.com.	View to all.
Abt Work Experience	View only - information uploaded from Oracle HR system. For updates, please contact HRSC@abtassoc.com.	View to all.
Previous Work Experience	Employee to update.	View to all.
Leadership Experience	Employee to update.	View to all.
Major Assignments/Projects/Areas of Expertise	Employee to update.	View to all.
Higher Education/University Level or Equivalent	View only - information uploaded from Oracle HR system. For updates, please contact HRSC@abtassoc.com.	View to all.
Presentations at Professional Conferences/Publications and Journal Articles	<i>Coming soon - a synopsis will be uploaded from the RepCapDB. Go to AGI to complete your updates in that system.</i> http://abtknowledge.cam.abtassoc.com/rep capdb/main.cfm	View to all.
Professional Certifications or Post Graduate courses/seminars completed	Employee to update.	View to all.
Professional Memberships	Employee to update.	View to all.
Language Skills	Employee to update.	View to all.
Career Aspirations	Employee to update.	View to self, manager and above
Geographic Mobility	Employee to update.	View to self, manager and above



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Employee Info ▾

M Lisa Butterfield on behalf of Elizabeth Training ▾

Q People Search

Elizabeth Training ▾

Analyst

Career Profile ▾

Your profile is 0% complete.
Finish Now

Take Action ▾

Personal Information

Personal Information

Employee Id zzz010

Preferred Name (nick name) Lizzie

JCL 4

Business Phone

Business Fax

Division Intl Health Grp

Division/Department International Health

Location Bethesda, MD

Hire Date 05/02/2001

Manager Michelle Manager3 Training

Manager of Manager N

Is Div/Dept Head N

Location Basis US Based

Country United States

Abt Work Experience

To update this information, please contact HR Service Center.

From Date	End Date	Job Title	Department	Supervisor
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Previous Work Experience

From Date	End Date	Job Title	Company	Area of Expertise	Industry
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Edit

Leadership Experience

Edit

Please include Project Team Lead and/or supervisory roles both within and outside of Abt Associates.

From Date	End Date	Role	Level of Management	Number of People Managed
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Major Assignments/Projects/Areas of Expertise

Edit

These are Projects within and outside of Abt.

From Date	End Date	Assignment/Project	Description	Company (Abt or Other)	Accomplishments
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Higher Education/University Level or Equivalent

To update information in this portfolio, please contact the HR Service Center.

From Date	End Date	University	Degree	Major	Minor	If currently enrolled, anticipated graduation date
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Presentations at Professional Conferences/Publications and Journal Articles

Coming soon ... a synopsis will be uploaded from the RepCapDB. Go to AGI to complete your updates in that system. <http://abtknowledge.cam.abtassoc.com/repcapdb/main.cfm>

Paper Title	Description	Conference (if applicable)	Date Presented/Published (if applicable)
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Professional Certifications or Post Graduate courses/seminars completed

Edit

If you have a certification not listed, please contact the HR Service Center.

Certification	If other, please specify	Awarded By	Date Acquired	Expiration Date (if applicable)
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Professional Memberships

Edit

From Date	End Date	Organization	Position/Role
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Language Skills

Edit

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	Ability to translate
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Career Aspirations

Edit

Position/Level	Promotion Motivation	Timeframe	Comments	Willing to work in Other Div/Dept	Transfer/ Job Rotation
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Geographic Mobility

Edit

Willing to Relocate	Location(s) Possible	Other Location or Comments
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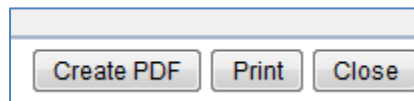
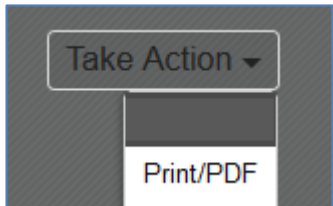


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Other Features

Printing

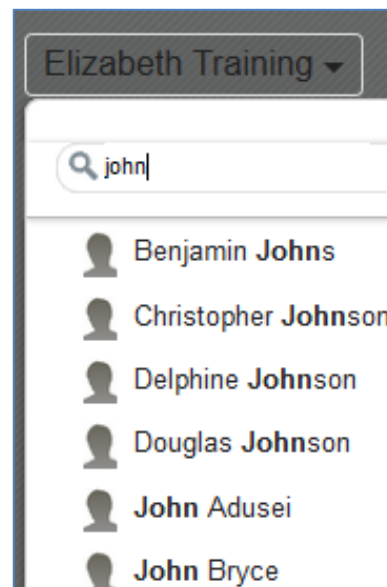
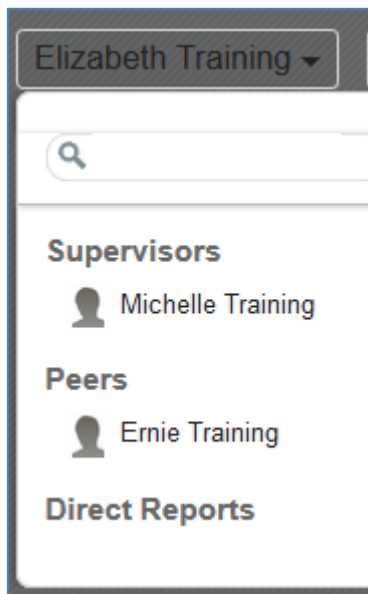
- To print your profile, click the **Take Action** button and select **Print/PDF**.
- Profile will be launched in a new window with options to **Create PDF**, **Print**, and **Close**.



Searching

Use the Search feature to find another employee's profile. You can find other employee profiles several ways from the name drop-down menu:

- Choose the supervisor, peer, or direct report from within your organization list.
- Type an employee name in the search field as illustrated below with "john".



The Career Aspirations and Geographic Mobility portlets have restricted view access and are generally not available to employees to view.



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Shortcut

Using **Jump To** feature from the Career Profile drop down menu will take you directly to your Development Plan (CDP) or to other modules, e.g. Org Chart, Goal Plan, or PREP Review.

