

MANUAL BAGI MENGEMASKINI "KELAYAKAN LAIN - AKTIVITI"

(OTHER QUALIFICATIONS- ACTIVITY)





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Workforce Development

2. Klik "Profile Management"

Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning.



Profile Management

Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.

- Profiles
- Match Competencies to Roles
- Reports
- Manage NVQ GBR
- NVQ Reports GBR



Performance Management

Create and manage performance and development documents.



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Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.

Profiles

Create and manage non-person and person profiles, search and compare profiles, and generate profile reports.

- Non-person Profiles
- Person Profiles
- Interest List By Person

Manage NVQ GBR

Manage NVQ Awards

■ Enroll NVQ

■ Track NVQ

8 More...

Match Competencies to Roles

Initiate the matching competencies/accomplishments process between employees and roles; Create teams and match team competencies to roles.

- Match Evaluation Types
- Person to Role
- Role to Person 2 More...

NVQ Reports GBR

Displays NVQ details on-line or via report

- NVQs by Employee
- NVQs by Qualification
- Initialize Plan
 5 More...

Reports

3. Klik "Profiles"

Generate profile reports.

- E Competency Inventory
- 🗉 Internal Resume
- 🗏 <u>License/Certificate Renewal</u>

2 More...



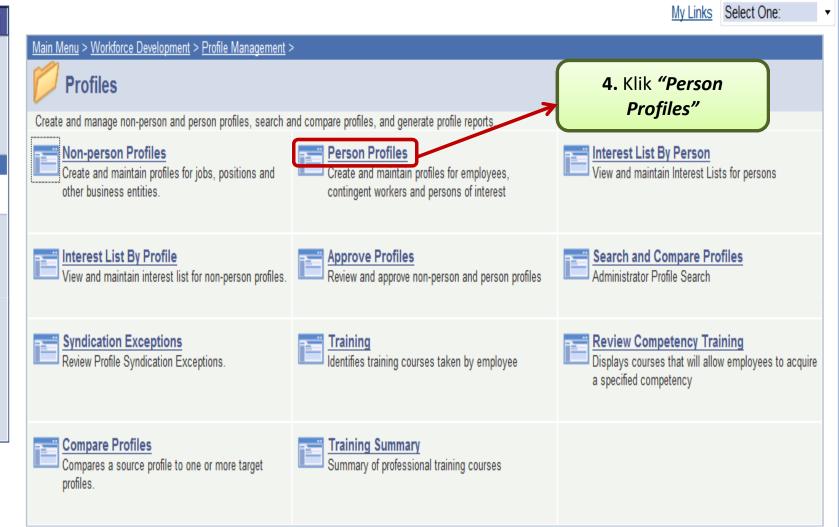
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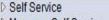
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Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.



Jika awda klik "Search" tetapi
Terpapar "No matching Values
were found", ini adalah bermakna
bahawa kakitangan ini tidak
mempunyai rekod lantikan
jawatankuasa. Awda perlu klik
"Add a New Value"

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Worklist



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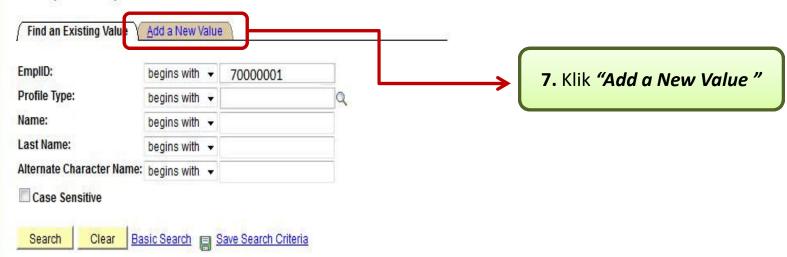
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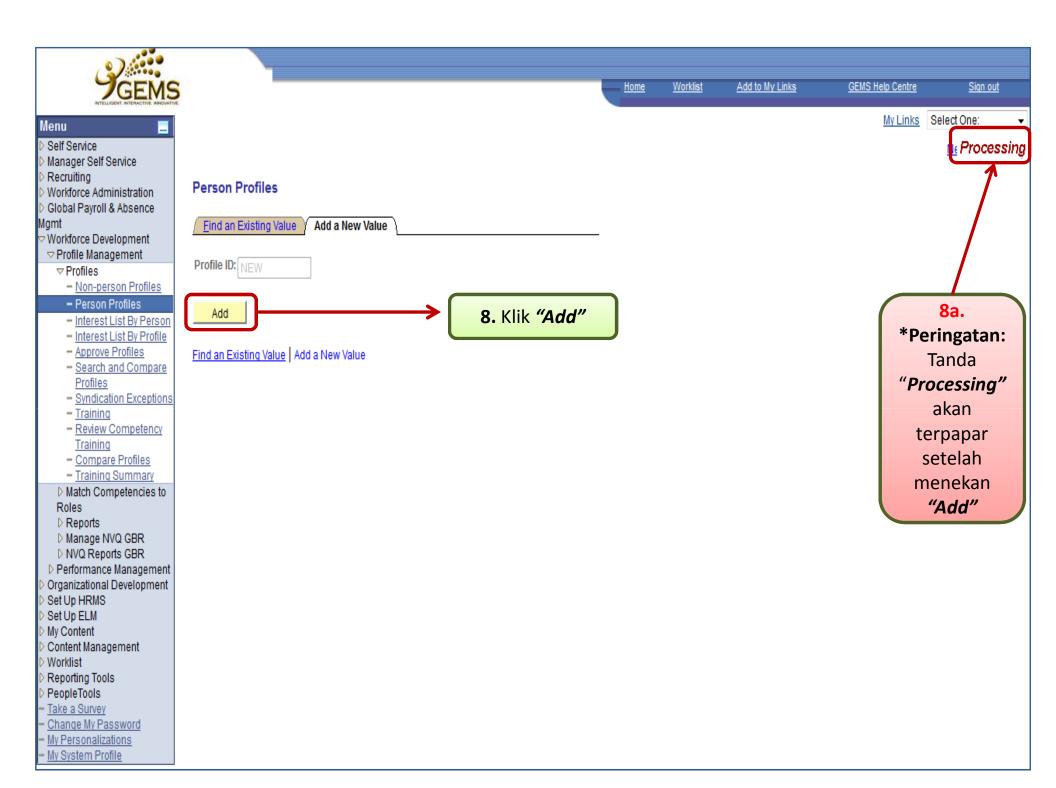
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Enter any information you have and click Search. Leave fields blank for a list of all values.



No matching values were found.

Find an Existing Value | Add a New Value





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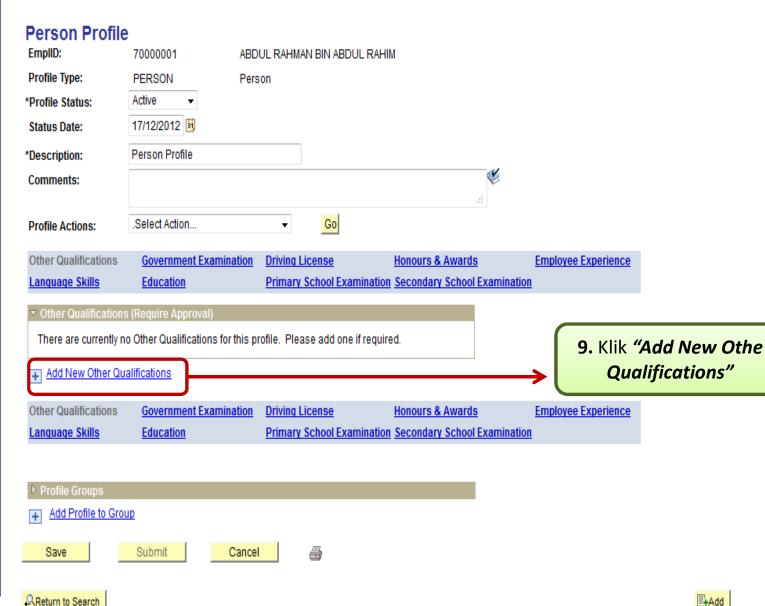
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Person Profile

Add New Other Qualifications

Cancel

EmplID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM Profile Type: PERSON Person Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items. Find | View All First 1 of 1 Last Details + -Q *Other Qualification: Content Type: OTHR QUAL Other Qualifications

10. Klik ikon "Look Up" untuk mencari aktiviti yang dihadiri

*Effective Date:	19/12/2012	91
Result:		▼
Start Date:		Þ
End Date:		Þ
Award Date:		Þ
Name of Institution:		€
		th.
Course Name:		€
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Remarks:		€
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Apply and Add Another



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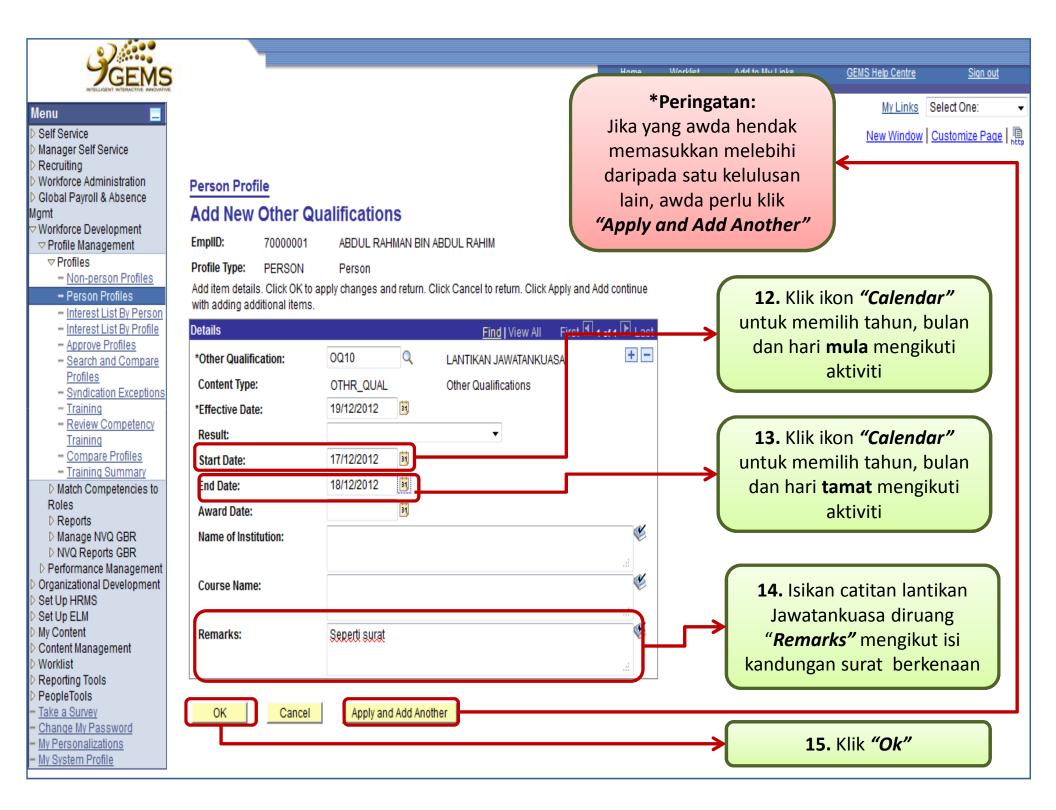
Look Up Other Qualification

Content Type:	OTHR_QUAL			
Content Item ID:	begins with	•		
Description:	begins with ▼			
Look Up C	Clear C	ancel	Basic Lookup	

Search Results

View All	First 1-13 of 13 D Last
Content Iter	n ID Description
<u>0Q01</u>	DATABASE ADMINISTRATOR CERTIFICATE
<u>0002</u>	SIJIL PEPERIKSAAN PERBIDANAN BAHAGIAN II
<u>0Q03</u>	SIJIL PEPERIKSAAN KERANI-KERANI RENDAH
<u>0Q04</u>	SIJIL TEKNESYEN X-RAY
<u>0Q05</u>	SIJIL PEPERIKSAAN KESETIAUSAHAAN - PERTAMA
<u>OQ06</u>	SIJIL PEPERIKSAAN KESETIAUSAHAAN - KEDUA
<u>0Q07</u>	SIJIL PEPERIKSAAN KESETIAUSAHAAN - KETIGA
<u>0008</u>	SIJIL PEPERIKSAAN PERBIDANAN BAHAGIAN 1
<u>OQ09</u>	PENYERTAAN DALAM PERSATUAN
<u>0Q10</u>	LANTIKAN JAWATANKUASA
<u>0Q11</u>	PENGLIBATAN DALAM PERNIAGAAN
<u>0Q12</u>	MENGIRINGI ROMBONGAN
OQ13	SIJIL / SURAT PENGHARGAAN

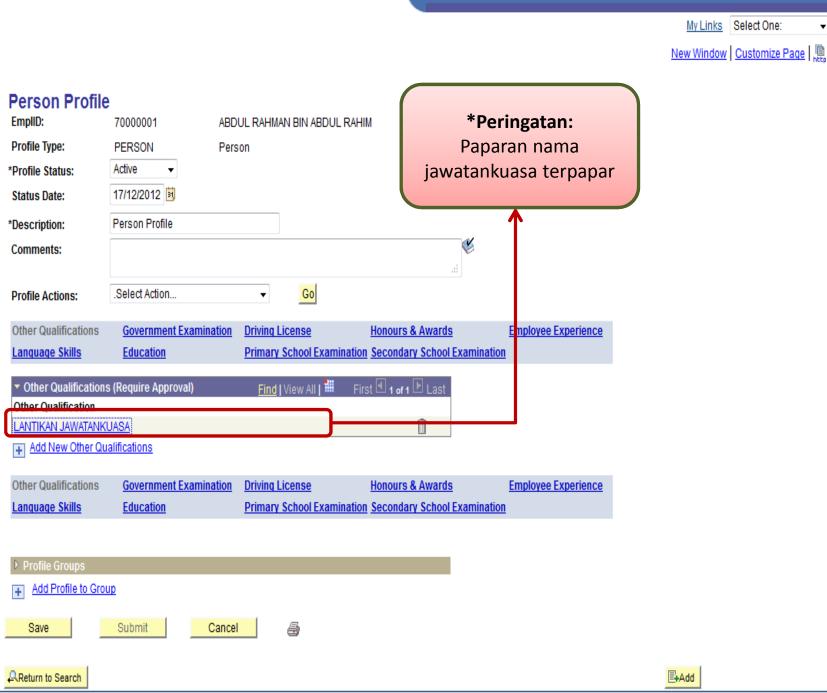
11. Pilih *kod lantikan* atau aktivity yang diperlukan







- My System Profile



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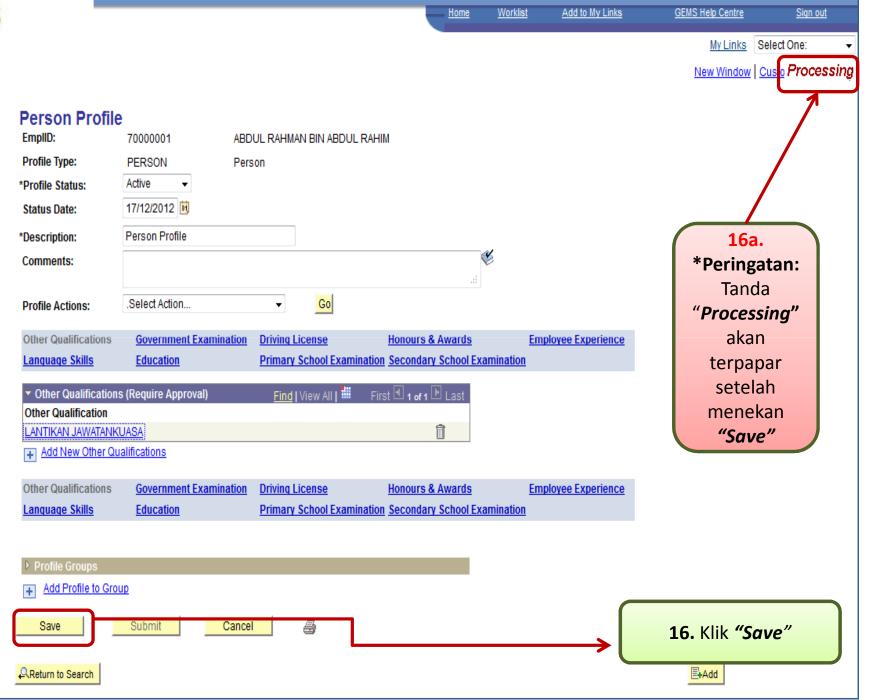
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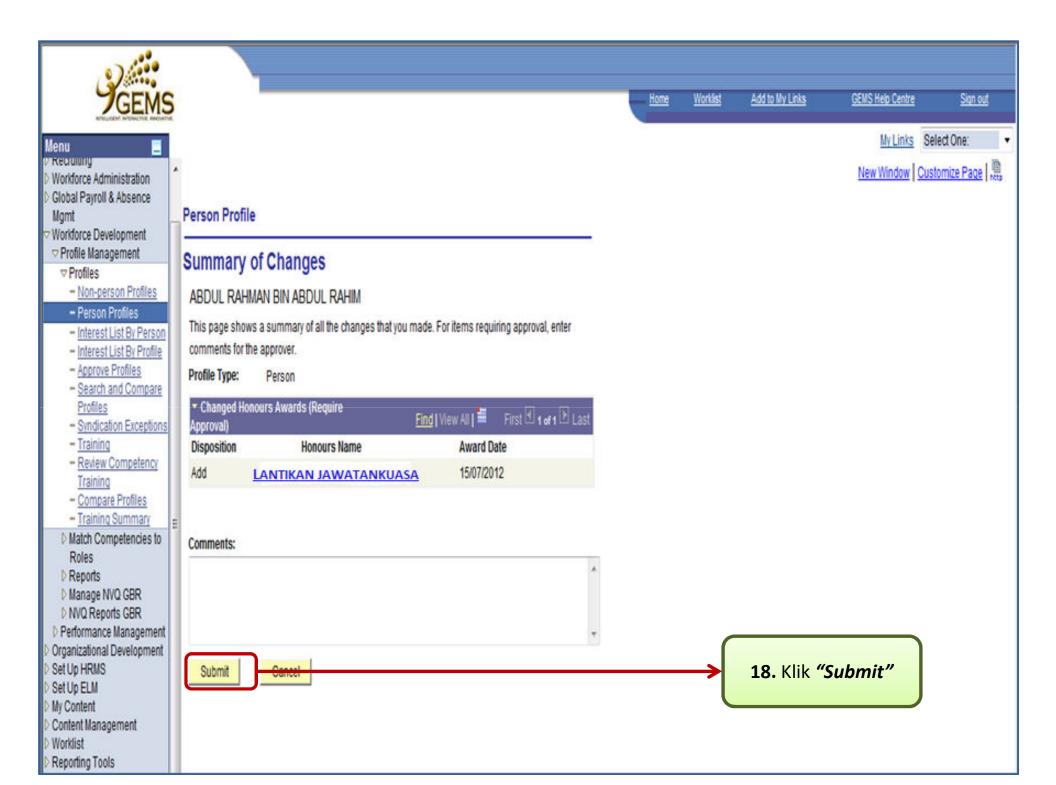


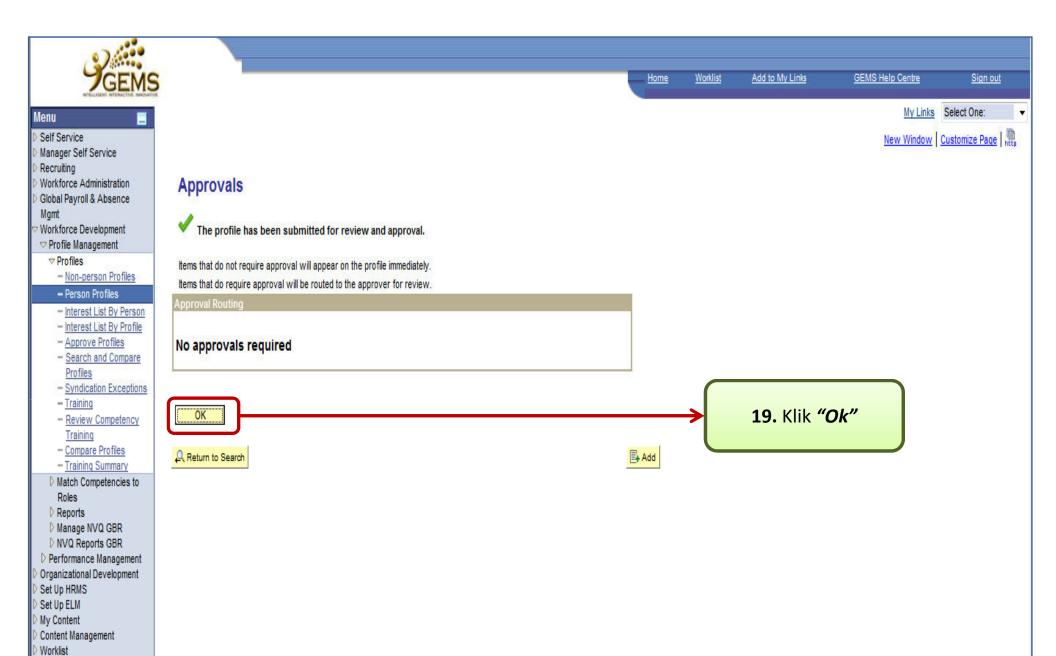


Return to Search

Worklist **GEMS Help Centre** <u>Home</u> Add to My Links Sign out My Links Select One: Menu Self Service New Window | Customize P Saved Manager Self Service Recruiting Workforce Administration **Person Profile** Global Payroll & Absence EmpIID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM Mamt ∀ Workforce Development Profile Type: PERSON Person ¬ Profile Management Active *Profile Status: - Non-person Profiles 17/12/2012 Status Date: - Person Profiles Person Profile - Interest List By Person *Description: - Interest List By Profile Comments: - Approve Profiles - Search and Compare Profiles Go .Select Action... Profile Actions: ▼ | - Syndication Exceptions Training - Review Competency Training - Compare Profiles ☆1 item(s) saved - Training Summary D Match Competencies to Other Qualifications **Government Examination Driving License Honours & Awards Employee Experience** Roles Language Skills Primary School Examination Secondary School Examination Education ▶ Reports D Manage NVQ GBR ▼ Other Qualifications (Require Approval) D NVQ Reports GBR D Performance Management There are currently no Other Qualifications for this profile. Please add one if required. Organizational Development Set Up HRMS Add New Other Qualifications Set Up ELM My Content Other Qualifications Government Examination **Driving License Honours & Awards Employee Experience** Content Management Worklist Language Skills Education Primary School Examination Secondary School Examination Reporting Tools PeopleTools - Take a Survey ▶ Profile Groups Change My Password - My Personalizations Add Profile to Group 17. Klik "Submit" - My System Profile <u>a</u> Submit Save Cancel

■+Add





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