



MANUAL BAGI MENGEMASKINI
“KELAYAKAN LAIN - AKTIVITI”
(OTHER QUALIFICATIONS- ACTIVITY)

Personalize [Content](#) [Layout](#) Tuesday, December 4, 2012

1. Pilih "Workforce Development"

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Welcome

Welcome to GEMS!

"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS Help Centre

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

NEW

Computer Based Training on Absence Request (Malay Guide):

- [Absence Request \(Malay Guide\)](#)

Discussion Forums

No Discussions available

GEMS News

NEW Data Bagi Pegawai dan Kakitangan Kerajaan

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

- Quick Links**
- | | |
|--------------------------------|--|
| My E-mail | My Calendar |
| My Payslips | My Benefits |
| My Performance | My Learning |
| My Careers | My Reports |
| My Surveys | My Time & Attendance |
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Workforce Development

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](#)
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Performance Management

Create and manage performance and development documents.

2. Klik "Profile Management"

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[My Links](#)

Select One: ▼

[Main Menu > Workforce Development >](#)

Profile Management

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](#)[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...](#)

Reports

Generate profile reports.

[Competency Inventory](#)[Internal Resume](#)[License/Certificate Renewal](#)[2 More...](#)

Manage NVQ GBR

Manage NVQ Awards

[Enroll NVQ](#)[Track NVQ](#)

NVQ Reports GBR

Displays NVQ details on-line or via report

[NVQs by Employee](#)[NVQs by Qualification](#)[Initialize Plan](#)[5 More...](#)










3. Klik "Profiles"

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Main Menu > [Workforce Development](#) > [Profile Management](#) >

Profiles

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

 Non-person Profiles Create and maintain profiles for jobs, positions and other business entities.	 Person Profiles Create and maintain profiles for employees, contingent workers and persons of interest	 Interest List By Person View and maintain Interest Lists for persons
 Interest List By Profile View and maintain interest list for non-person profiles.	 Approve Profiles Review and approve non-person and person profiles	 Search and Compare Profiles Administrator Profile Search
 Syndication Exceptions Review Profile Syndication Exceptions.	 Training Identifies training courses taken by employee	 Review Competency Training Displays courses that will allow employees to acquire a specified competency
 Compare Profiles Compares a source profile to one or more target profiles.	 Training Summary Summary of professional training courses	

4. Klik "Person Profiles"

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Person Profiles

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

[Find an Existing Value](#) [Add a New Value](#)

EmpID:	begins with	70000001
Profile Type:	begins with	
Name:	begins with	
Last Name:	begins with	
Alternate Character Name:	begins with	

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

5. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmpID"

6. Klik "Klik Search"

6a. *Peringatan:
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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[My Links](#) | Select One:

[New Win](#)

Person Profiles

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

Find an Existing Value | **Add a New Value**

EmpID:	begins with	70000001
Profile Type:	begins with	
Name:	begins with	
Last Name:	begins with	
Alternate Character Name:	begins with	

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

7. Klik "Add a New Value"

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Person Profiles

[Find an Existing Value](#)

[Add a New Value](#)

Profile ID:

[Add](#)

8. Klik "Add"

[Find an Existing Value](#) | [Add a New Value](#)

[My Links](#) Select One: ▼

[Processing](#)

8a.

***Peringatan:**
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Add"

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Person Profile

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

*Profile Status: Active ▼

Status Date: 17/12/2012 

*Description: Person Profile

Comments:

Profile Actions: .Select Action... ▼ **Go**

[Other Qualifications](#) [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Other Qualifications (Require Approval)

There are currently no Other Qualifications for this profile. Please add one if required.

+ Add New Other Qualifications

9. Klik "Add New Othe Qualifications"

[Other Qualifications](#) [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Profile Groups


+ Add Profile to Group

Save

Submit

Cancel



 Return to Search

 Add

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Person Profile

Add New Other Qualifications

EmpID: 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.

Details	
Find View All First 1 of 1 Last	
*Other Qualification:	<input type="text"/> 
Content Type:	OTHR_QUAL Other Qualifications
*Effective Date:	19/12/2012 
Result:	<input type="text"/>
Start Date:	<input type="text"/> 
End Date:	<input type="text"/> 
Award Date:	<input type="text"/> 
Name of Institution:	<input type="text"/> 
Course Name:	<input type="text"/> 
Remarks:	<input type="text"/> 

10. Klik ikon **“Look Up”** untuk mencari aktiviti yang dihadiri

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Look Up Other Qualification

Content Type: OTHR_QUAL
Content Item ID: begins with
Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-13 of 13 Last

Content Item ID	Description
QQ01	DATABASE ADMINISTRATOR CERTIFICATE
QQ02	SIJIL PEPERIKSAAN PERBIDANAN BAHAGIAN II
QQ03	SIJIL PEPERIKSAAN KERANI-KERANI RENDAH
QQ04	SIJIL TEKNESYEN X-RAY
QQ05	SIJIL PEPERIKSAAN KESETIAUSAHAAN - PERTAMA
QQ06	SIJIL PEPERIKSAAN KESETIAUSAHAAN - KEDUA
QQ07	SIJIL PEPERIKSAAN KESETIAUSAHAAN - KETIGA
QQ08	SIJIL PEPERIKSAAN PERBIDANAN BAHAGIAN 1
QQ09	PENYERTAAN DALAM PERSATUAN
QQ10	LANTIKAN JAWATANKUASA
QQ11	PENGLIBATAN DALAM PERNIAGAAN
QQ12	MENGIRINGI ROMBONGAN
QQ13	SIJIL / SURAT PENGHARGAAN

11. Pilih *kod lantikan* atau *activity* yang diperlukan

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Person Profile

Add New Other Qualifications

EmpID: 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.

Details Find | View All First | Last

*Other Qualification:	QQ10	LANTIKAN JAWATANKUASA
Content Type:	OTHR_QUAL	Other Qualifications
*Effective Date:	19/12/2012	
Result:		
Start Date:	17/12/2012	
End Date:	18/12/2012	
Award Date:		
Name of Institution:		
Course Name:		
Remarks:	Seperti surat	

OK Cancel Apply and Add Another

***Peringatan:**
Jika yang awda hendak memasukkan melebihi daripada satu kelulusan lain, awda perlu klik **"Apply and Add Another"**

12. Klik ikon **"Calendar"** untuk memilih tahun, bulan dan hari **mula** mengikuti aktiviti

13. Klik ikon **"Calendar"** untuk memilih tahun, bulan dan hari **tamat** mengikuti aktiviti

14. Isikan catitan lantikan Jawatankuasa diruang **"Remarks"** mengikut isi kandungan surat berkenaan

15. Klik **"Ok"**

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[My Links](#) Select One: ▾

[New Window](#) | [Customize Page](#) | 

Person Profile

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

*Profile Status: Active ▾

Status Date: 17/12/2012 

*Description: Person Profile

Comments:

Profile Actions: .Select Action... ▾ **Go**

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
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▽ Other Qualifications (Require Approval) Find | View All |  First  1 of 1  Last

Other Qualification
LANTIKAN JAWATANKUASA 

[+ Add New Other Qualifications](#)

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▷ Profile Groups

[+ Add Profile to Group](#)

Save **Submit** **Cancel** 

[Return to Search](#)

[Add](#)

***Peringatan:**
Paparan nama
jawatankuasa terpapar

LANTIKAN JAWATANKUASA

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My Links Select One:

New Window | **Processing**

Person Profile

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

*Profile Status: Active

Status Date: 17/12/2012

*Description: Person Profile

Comments:

Profile Actions: .Select Action... **Go**

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
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Other Qualifications (Require Approval) Find | View All | First 1 of 1 Last

Other Qualification
LANTIKAN JAWATANKUASA

+ Add New Other Qualifications

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Profile Groups

+ Add Profile to Group

Save Submit Cancel

Return to Search

16a.

***Peringatan:**
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Save"

16. Klik "Save"

+Add

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Person Profile

EmpID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Profile Type: PERSON Person

*Profile Status: Active

Status Date: 17/12/2012

*Description: Person Profile

Comments:

Profile Actions: .Select Action...

★ [1 item\(s\) saved](#)

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
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Other Qualifications (Require Approval)


There are currently no Other Qualifications for this profile. Please add one if required.

[Add New Other Qualifications](#)

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Profile Groups

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17. Klik "Submit"

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Person Profile

Summary of Changes

ABDUL RAHMAN BIN ABDUL RAHIM

This page shows a summary of all the changes that you made. For items requiring approval, enter comments for the approver.

Profile Type: Person

▾ Changed Honours Awards (Require Approval)		
Disposition	Honours Name	Award Date
Add	LANTIKAN JAWATANKUASA	15/07/2012

Comments:

18. Klik "Submit"

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Approvals

✓ The profile has been submitted for review and approval.

Items that do not require approval will appear on the profile immediately.

Items that do require approval will be routed to the approver for review.

Approval Routing

No approvals required

OK

[Return to Search](#)

[Add](#)

19. Klik "Ok"