



MANUAL BAGI MENGEMASKINI
“LATIHAN PENDEK”
(TRAINING)

Personalize [Content](#) [Layout](#) Wednesday, November 28, 2012

1. Klik **“Workforce Development”**

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- Recruiting
- Workforce Administration
- Global Payroll & Absence Mgmt
- Workforce Development**
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
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- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

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

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| My Payslips | My Benefits |
| My Performance | My Learning |
| My Careers | My Reports |
| My Surveys | My Time & Attendance |
| Team Learning | Request Absence |

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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.

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-  [Match Competencies to Roles](#)
-  [Reports](#)
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Performance Management

Create and manage performance and development documents.

2. Klik **"Profile Management"**



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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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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 **“Training Summary”**

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Training Summary

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

Find an Existing Value

| | | |
|----------------------------------|---------------|----------|
| EmplID: | begins with ▾ | 70000001 |
| Name: | begins with ▾ | |
| Last Name: | begins with ▾ | |
| Second Name: | begins with ▾ | |
| Alternate Character Name: | begins with ▾ | |
| Middle Name: | begins with ▾ | |

Case Sensitive

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

5. Masukkan No. Kad Pengenalan Kakitangan di ruang **"EmplID"**

6. Klik **"Search"**

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[My Links](#) Select One: ▾

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

ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

7. Masukkan tajuk kursus yang dihadiri

Training

Course Title

Kerani


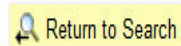

School Name

Institut Perkhidmatan Awam

Course Date

02/08/2011

8. Masukkan tempat berkursus dan tempoh e.g. (IPA (2.2.2012 – 7.2.2012))

 Save  Return to Search  Notify

Calendar for August 2011

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| | 7 | 8 | 9 | 10 | 11 | 12 |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| | 21 | 22 | 23 | 24 | 25 | 26 |
| | 28 | 29 | 30 | 31 | | |

Current Date

9. Klik ikon "Calendar" pilih tahun, bulan dan hari kursus yang dihadiri

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[My Links](#) Select One: ▾

[New Window](#) | [Customize Pa](#) **Saved**

ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

| Training | | |
|--------------|----------------------------|-------------|
| Course Title | School Name | Course Date |
| Kerani | Institut Perkhidmatan Awam | 02/08/2011 |

[Save](#) [Return to Search](#) [Notify](#)

10. Klik "Save"

11. Klik "Return to Search"

10a.

***Peringatan:**
Pastikan tanda "Saved" ter papar setelah menekan "Save"


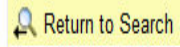

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ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

| Training | | |
|--------------|----------------------------|-------------|
| Course Title | School Name | Course Date |
| Kerani | Institut Perkhidmatan Awam | 02/08/2011 |
| | | |

 Save  Return to Search  Notify

***Peringatan:**

Klik ikon “+” jika data kursus yang awda kemaskini melebihi daripada 1. Kotak baru yang kosong akan bertambah seperti contoh yang di paparkan