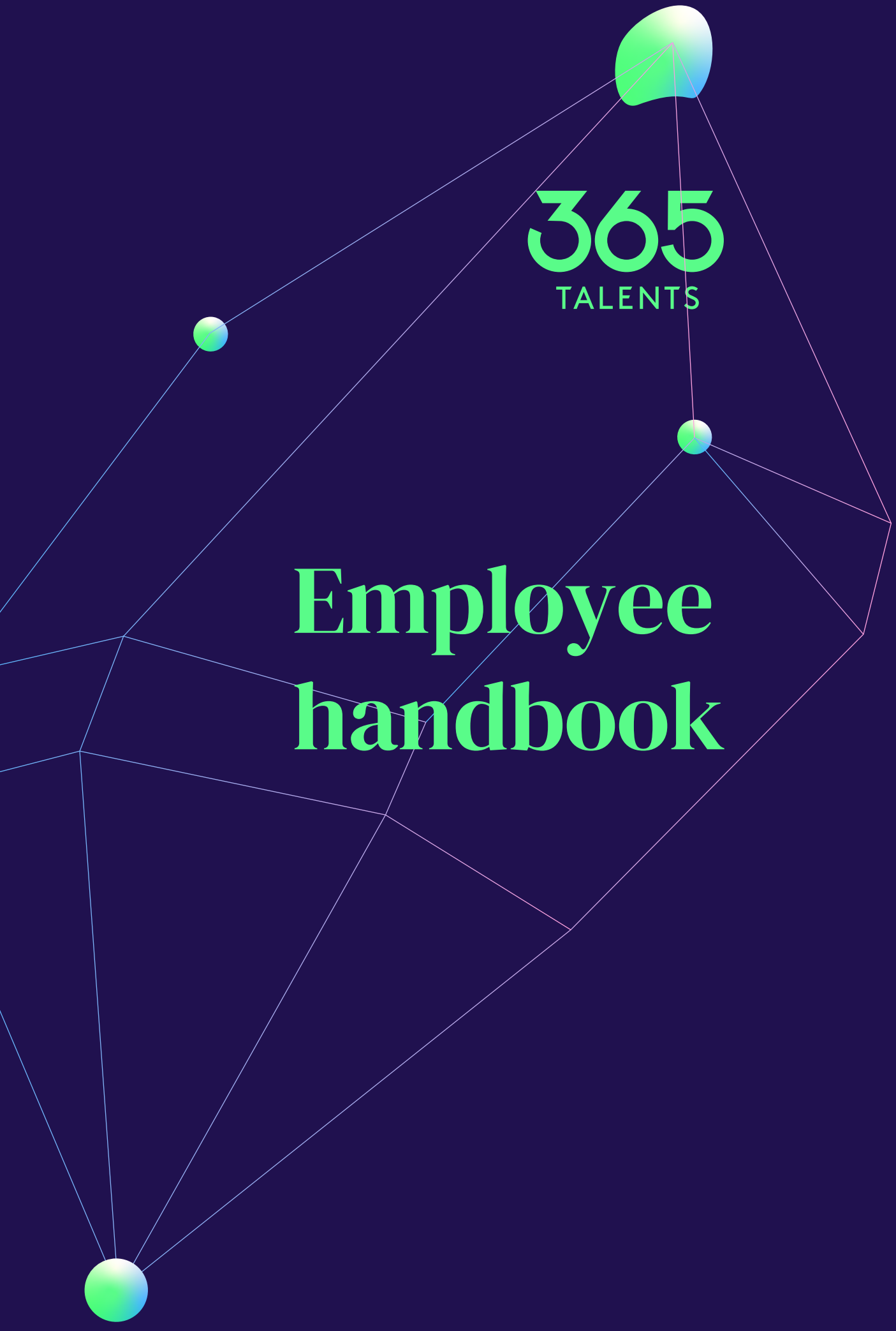


365 TALENTS

Employee handbook



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1. What is the 365Talents platform?

The 365Talents platform is specially designed to help **you become a key player in your skills development.** It enables you to declare, visualize and assess your skills autonomously, increasing your visibility and employability.

Thanks to the platform, you can:

- **Increase your visibility and employability:** by declaring your skills, you increase your chances of being noticed by internal recruiters.
- **Receive suggested opportunities:** benefit from personalized proposals based on an intelligent match between your skills and available offers.
- **Develop career opportunities:** the platform suggests career paths to help you plan your career strategically.

> “The 365Talents platform acts as a real personal career advisor! It sorts through all the available opportunities and highlights those that best suit me, making it easier to define and pursue my career and training goals within the Group.”

2. How does the platform work?

AI provides an **objective, non-discriminatory analysis of your profile:** it continuously examines your skills and professional aspirations, as well as your past experience, to offer you career or training opportunities that precisely match your needs and your company's mobility rules.

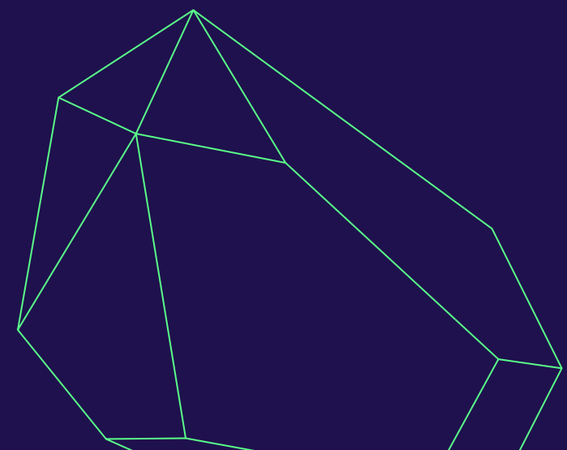
To find out more, see how the matching system works in detail in our “**AI**cebreaker” video.



3. All the features you can access

The features listed below are standard 365Talents features. They may differ depending on the use case chosen by your company.

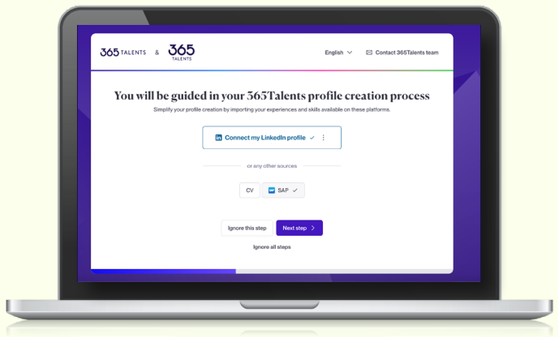
- **Document your career path:** enrich your profile by documenting your experience and training.
- **Add and assess your skills:** you can list your skills and assess them to reflect your level of mastery.
- **Receive opportunity suggestions:** understand how your skills relate to career opportunities thanks to the detailed matching system.
- **Find experts:** connect with experienced professionals to receive advice and help with your career development.
- **Discover new jobs:** explore career opportunities within the company with an overview of the various jobs available.
- **Build your career plan** by synthesizing all the positive interactions you've received on the platform. It also enables you to refocus on the elements you want to emphasize in an upcoming interview or highlight with your HR or manager. Last but not least, you can create objectives and associate elements to develop yourself on that particular objective.

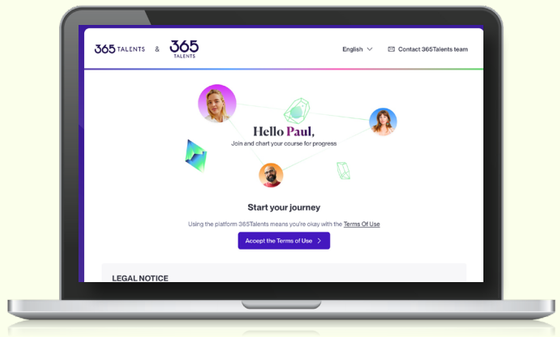


4. It's time for your onboarding!

When connecting for the first time:

- Validate the "terms of use".
- Choose the internal tools you wish to connect to.
- Connect to your LinkedIn profile or upload your CV to start creating your profile.





> “The platform is very easy to use as a collaborator and It helps me to highlight my skills and build my career path according to my true interests and development needs. Recognizing and making effective use of my skills fosters a culture of recognition and appreciation, which is really nice!”

How do you create and update your profile easily?

1. **Connect to the Platform:** use your LinkedIn account or upload your CV to start your profile.
2. **Follow the guide:** add more experiences and skills with the platform's suggestions. Declare at least 8 skills to optimize opportunity suggestions
3. **Provide feedback:** continually improve the platform's suggestions by providing feedback on suggested opportunities.

4 levels of completion:

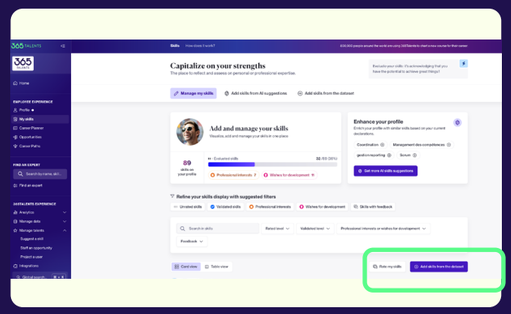
1. **Exemplary profile:** criteria for a good profile met, with 16 skills and rated, second experience entered, training added, skills linked to experience, professional interests and wishes for development.
2. **Good profile:** current experience described, at least eight skills declared.
3. **Profile in need of improvement:** at least one skill or experience has been added to your profile.
4. **Profile to build:** you have validated the user charter but have not entered any information.

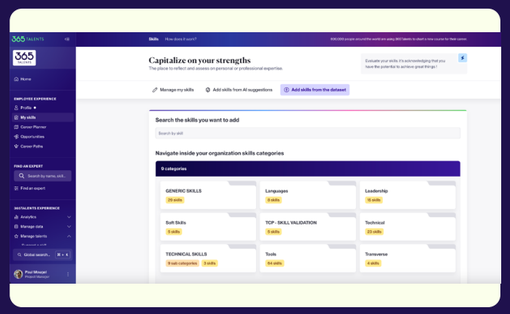
When you create your profile, a progress line shows you how far you've progressed. When you reach the “good profile” level, a new progress line appears to guide you towards an “exemplary profile”.

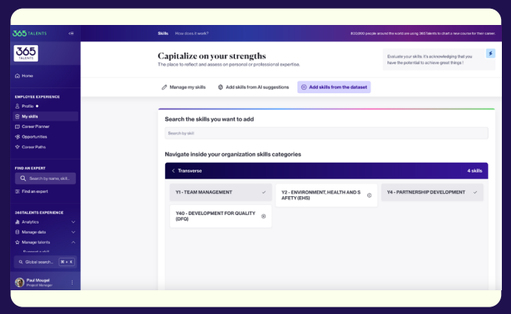
Add skills on the “My Skills” page

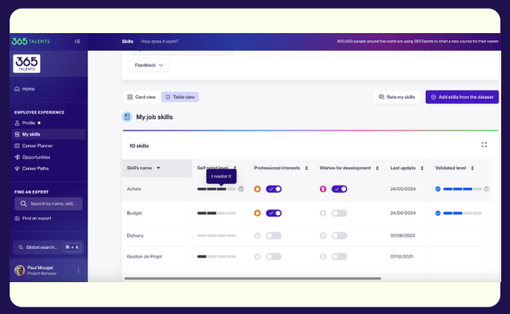
This section gives you an overview of the skills declared on your profile, with the option of “adding” new ones. You can either use the AI's suggested skills in the section indicated, or use the “Add from repository” section to add existing skills to your company's repository.

> Go to your profile, click on “Add a skill”, enter the skill and assess your level of expertise.





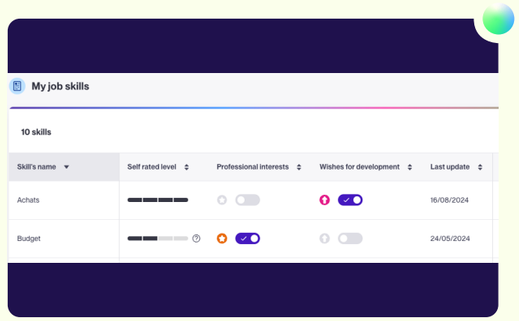




Qualify your skill as a professional interest or a wish for development:

If you would like to acquire a skill, you can directly declare it as an interest or development wish, thus improving the relevance of your future training suggestions.

> Go to the “My skills” page and find the skill you wish to add. Click on the arrow icon to the left of the expertise level bar. Select “Add as an interest” or “wish for development”.





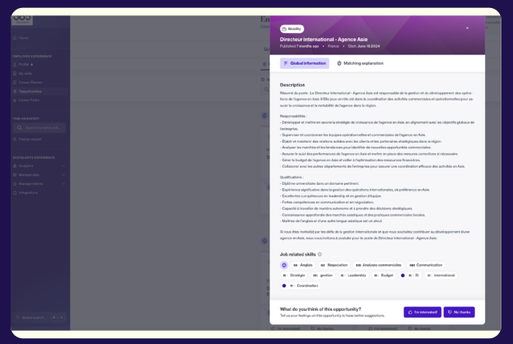
5. Understand the opportunities to act on your skills development

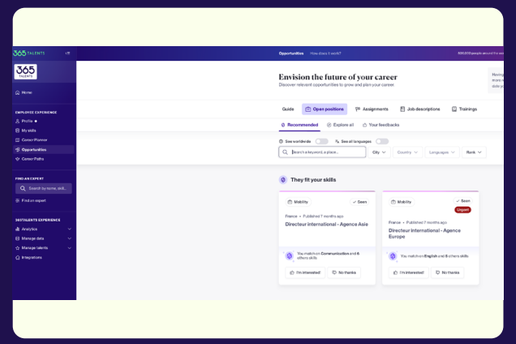
The matching explanation helps you to identify how your skills match up skills with the available vacancies.
The skills are divided into 3 sections to help you understand and visualize your strengths and areas for improvement:

The first block groups together the skills you have declared within specific experiences or simply within the skills block.
In this section, you can directly view the level of expertise declared for each of them, and if you've added them as aspirations - skills you'd like to emphasize or skills to be developed. So you can quickly see why the opportunity was considered relevant to your profile.

The second block lists your presumed skills. These are skills useful for the opportunity, which you haven't declared, but which the AI thinks you certainly possess. These may, for example, be skills that are semantically close to other declared skills.

The third block lists other skills. These are skills useful for the offer but which you have not declared, and which have not been presumed on your profile.



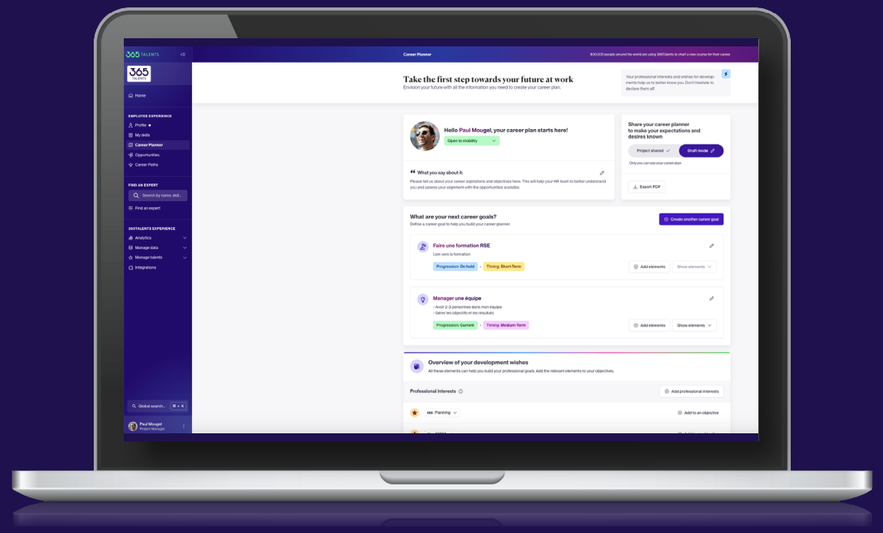


Your feedback on suggestions is very important in helping the AI to better understand your profile and make increasingly relevant opportunities available to you.

Depending on the use case chosen by your company, you can match job offers, project yourself onto professions different from yours and existing within your organization, but also missions or training courses.

> **Job opportunities are plentiful in all our Group's subsidiaries, and it's difficult to get full visibility. Thanks to 365Talents, I can easily connect with them. What's more, our HR department has a vast catalog of training courses, and 365Talents is able to provide me with relevant information and encourage me to take training courses to boost my career.**

6. Build your career plan



On your professional project page, you will find all the information description of your professional project, your professional skills, your professional interests, your training wishes, as well as all your mobility preferences that you have chosen to collect within your organization.

And of course, all positive feedback on your various career and training opportunities is also accessible.

A personalized space to express yourself about your project.

Express your wishes, aspirations and progress in your own words, and update your mobility status. This insert will give HR and your manager a quick overview of your project in preparation for the interview.

Your professional skills and development aspirations.

This section also lists all the skills you have declared as professional skills or development aspirations.

Your positive responses to opportunities so that you can consult them at any time.

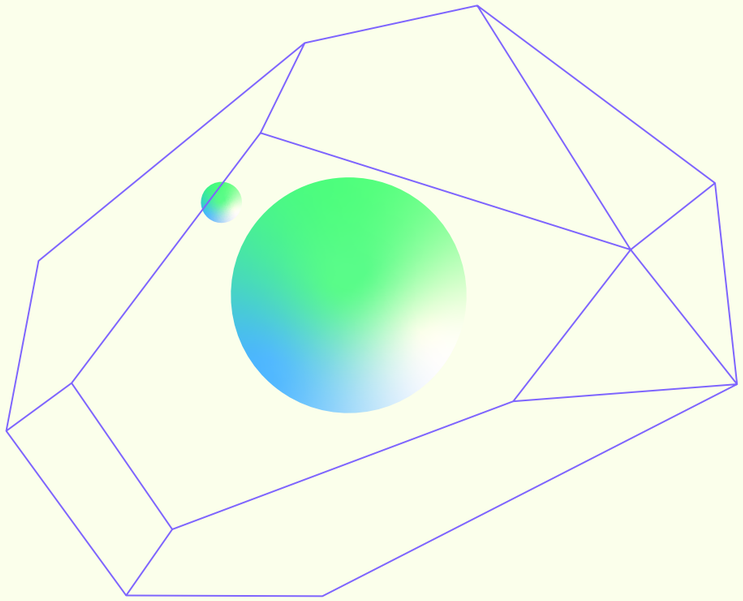
You'll also find all the opportunities you've applied for.

7. Find the training you need

> Go to Opportunities and click on Training. You will be redirected to the training database, where you can access all the all training courses related to the chosen skill.

You'll find:

- Training courses to improve your job skills.
- Training courses to further your development goals.
- Training to help you develop the skills you need for the career opportunities that interest you.
- The most popular training courses within your company.
- The most popular training courses among employees whose jobs are similar to yours.

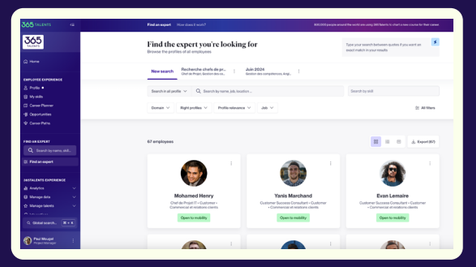


8. Find an expert

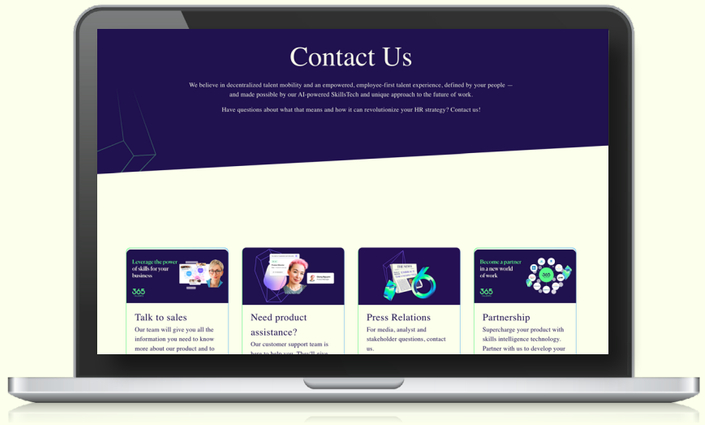
The **Find an Expert** feature offers you an intelligent search engine to identify in an instant the most qualified and relevant people to meet your needs.

An intelligent search is based on the following elements:

- Profiles' first and last names.
- Their skills.
- Their aspirations.
- The titles, descriptions and skills associated with their experience.
- Profile description.



If you have any technical problems or questions, please do not hesitate to contact your company's project team.





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