365
TALENTS

HR guide



Table of contents

1. What is the 365Talents platform? p.1

2. The platform features for employees and managers p.2/3

3. What features do you have access to as HR? p.4

> Find an expert p.4

> Skill trends p.5

> Skills Statistics p.6

> Browse your employees' career planner p.6

> Analyze skill gaps p.7

> Job Statistics p.8

> Launch a skills campaign p.8

> Staff an opportunity p.9

> Manage a career p.10

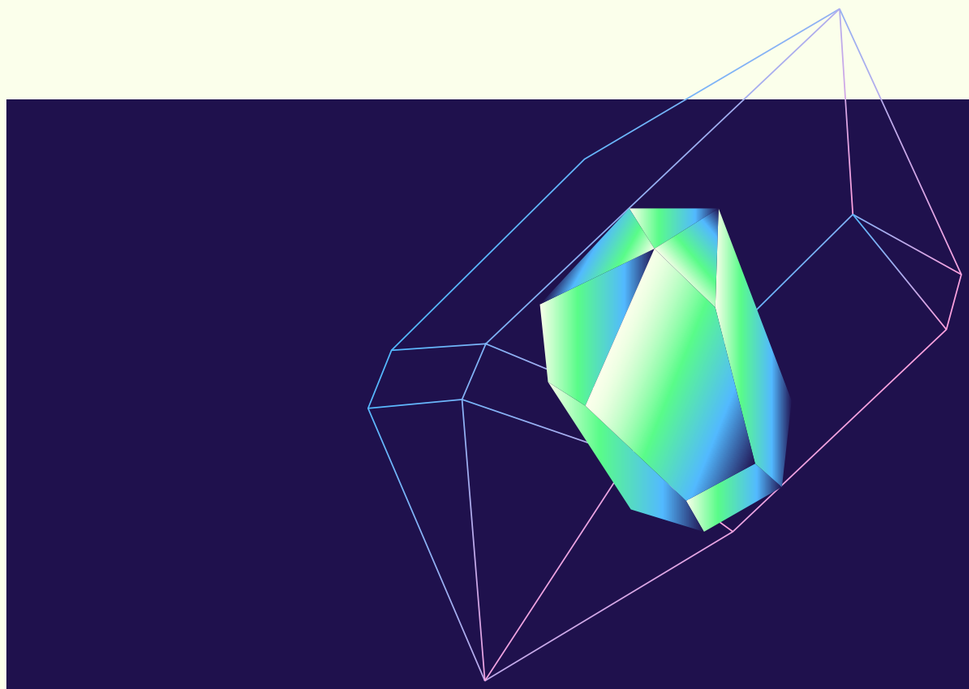
4. What statistics are available to you? p.11

5. Available resources p.12

1. What is the 365Talents platform?

The 365Talents platform is a strategic tool for Human Resources, enabling efficient management of the company's human capital. It helps to:

- **Visualize and analyze all the skills** present within the organization.
- **Facilitate internal mobility and professional development** by suggesting opportunities tailored to employees.
- **Improve talent management** by allowing HR to project and staff employees in positions that align with their skills and professional aspirations.



2. The platform features for employees and managers

FOR EMPLOYEES

365Talents allows employees to:

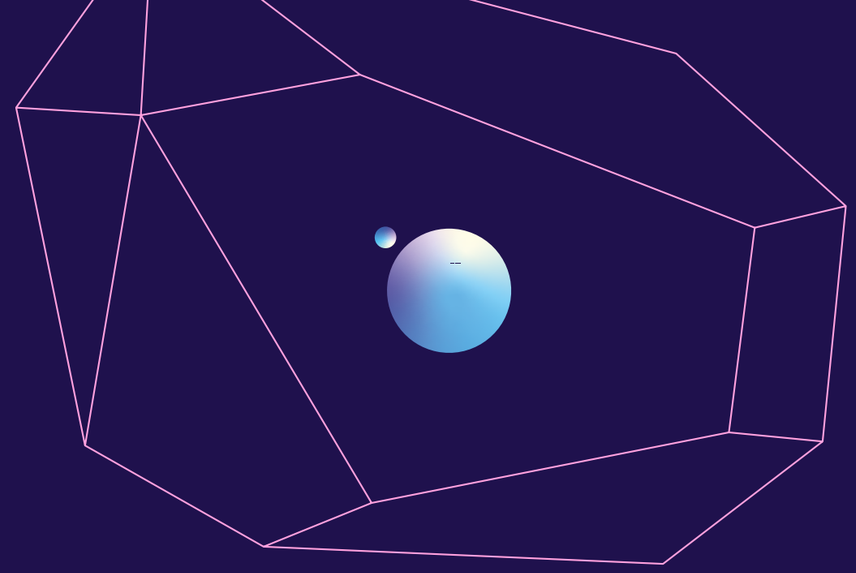
- **Document their professional journey** by enriching their profile with experiences and training, adding and assessing their skills, and receiving personalized opportunity suggestions based on their profile.

- **Find experts** by connecting with experienced professionals to receive advice and assistance in their career development.

- **Discover new jobs**, open positions, and training: explore all opportunities within the company.

- **Build their professional project** through a summary of all positive interactions received on the platform, which also allows them to refocus on the elements they wish to highlight in a future interview or meeting with their HR or manager.
  Finally, they can set goals and associate elements to develop in this specific area.





FOR MANAGERS

The 365Talents platform allows them to:

- **Access the profiles** of their team members.

- **Visualize all the skills** within their team to identify strengths and weaknesses.

- **Suggest skills** to their employees to encourage the development of specific competencies based on the team's needs.

- **Provide feedback** on the declared skills by commenting on or evaluating the skills declared by their employees to foster their growth.

- **Staff an opportunity:** search for and mobilize the most relevant employees for each opportunity.

- **Develop employees' careers by visualizing all the opportunities available to them:** they identify and suggest the most relevant opportunities (job profiles, mobility, projects, or training) to their employees based on their skills and aspirations.

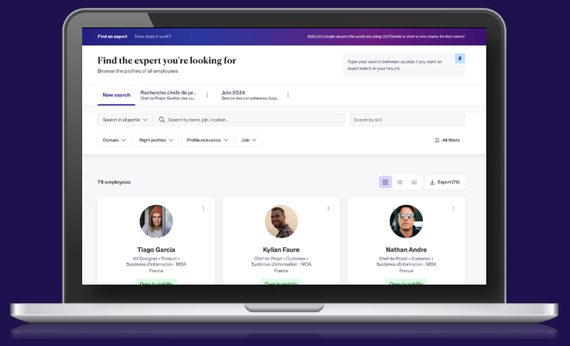
3. What features do you have access to as HR?

FIND AN EXPERT:

- **Search for employees** with specific or rare skills.
- **Identify an expert** on a specific topic.
- **Create searches** and save them as favorites for easy access later.
- **View employee profiles** along with their skills and professional projects.

HOW TO DO IT?

- **Use the search function:** in the «Find an Expert» tab, use the search bar to enter a skill or area of expertise.
- **Filter the results:** apply filters to narrow down your search based on criteria such as seniority or other skills.
- **Analyse profiles:** check the profiles of the displayed employees to verify their expertise and experience.



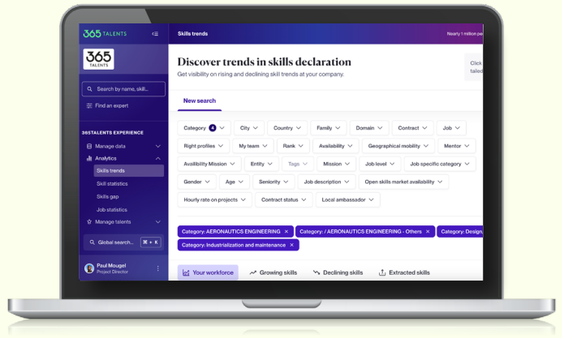
SKILL TRENDS

- **Detect the most common or most sought-after skills**, as well as their evolution over time. Get a quick overview of the most important skills within your organization, both overall and within specific employee segments defined by you.

- **You can refine your analysis scope** using the available filters to focus on a specific population. You can also save this filter selection for later use or share it with an employee.

HOW TO DO IT?

- **Click on «Analytics» then «Skill Trends»** to discover the top skills within your organization: The top 10 categories from your reference framework, the top 10 declared skills, the top 10 areas of expertise, the top 10 professional preferences and development wishes, and more...



SKILL STATISTICS

- **Analyze the skills** present in your company by providing a detailed view of each skill held by your employees. This section allows you to quickly understand how each skill is declared, sought after, and shared within your organization.

BROWSE YOUR EMPLOYEES' CAREER PLANNER

- **Quickly understand each employee's career planner** in preparation for annual reviews, thanks to a dedicated space where they can express themselves (once the employee has shared it).
- **View all the skills** the employee has marked as professional interests or development goals.
- **Find the positive responses** to suggested opportunities.

HOW TO DO IT?

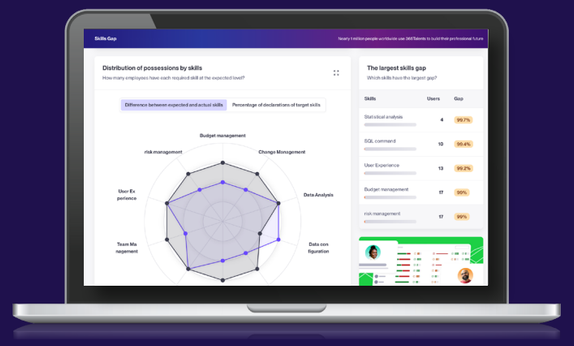
- **Click on «Find an Expert»** and zoom in on the profile of the employee whose career project you want to explore.
- **Go to the «Career Planner»** tab to view their professional interests and development goals.

ANALYZE SKILL GAPS

- **Monitor, evaluate, and compare your skill gaps** by aligning them with the skills of your employees.
- **Identify, manage, and track** the evolution of your skills in correlation with your company's strategic goals.
- **Generate your analysis based on personalized tags** or by selecting specific opportunities (job profiles, open positions, projects).
- **Project your skill gap analysis** onto a targeted population using the various filters available. Through the global skill gap analysis of your population, you can examine each skill in detail and address these gaps by suggesting relevant skills to your employees.
  Using the individual skill gap analysis, you can close gaps for each employee and find experts based on desired skills. You can also find all the training recommendations related to the analyzed skills.

HOW TO DO IT?

- **Go to the «Analyze» tab, then to «Skill Gaps»:** use measurement tools to monitor, evaluate, and compare your skill gaps with the skills of your employees.
- **Save your search criteria** to maintain a consistent and lasting analysis.
- **Choose your course of action** by conducting a thorough audit of your skills, compare the skills required for positions, projects, and job roles (with required proficiency levels) with those listed in employee profiles.



JOB STATISTICS

- **View consolidated data on your job profiles** and their variations within your company context. This is presented as a galaxy view that brings together all your job profiles. They are grouped based on the semantic similarity of their titles, revealing related or similar roles.

HOW TO DO IT?

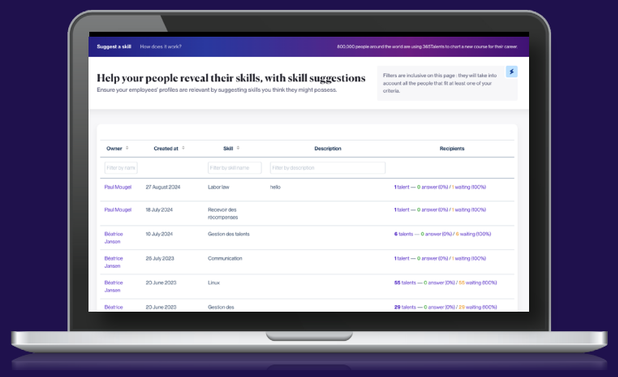
- **Click on «Analyze» then on «Job Statistics.»**
  You will gain access to the job profile galaxy as well as the identity sheets of your job profiles.

LAUNCH A SKILLS CAMPAIGN

- **Define and identify employees** who possess key undeclared skills.
- **Review skill statistics** to better manage talent development.

HOW TO DO IT?

- **Access the employee's profile:** Navigate to the employee's profile from your HR dashboard.
- **Suggest skills:** use the «Edit Profile» option to add skills you believe are important for the employee's professional development.
- **Confirm with the employee:** discuss the suggestion with the employee to get their feedback and finalize the addition



STAFF AN OPPORTUNITY

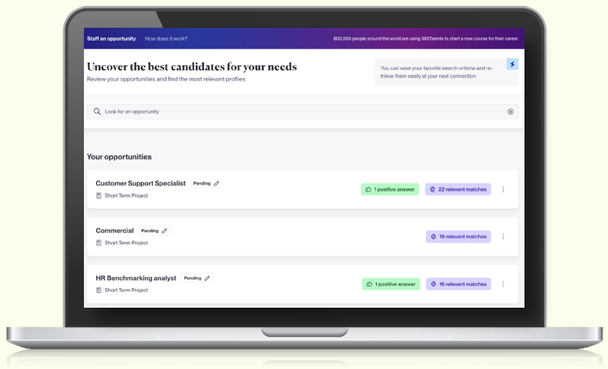
- **Identify employees** who match an opportunity.
- **Quickly select** the most suitable profile.
- **Propose opportunities** to one or more employees.
- **Track the selection process** on your dashboard.

Candidate Selection
Candidate selection allows you to manage staffing for open positions and/or projects, either individually or in collaboration with other managers. There are two ways to add candidates to the recruitment process:

- **Through the «Talent Pool» tab**, where candidates who match the opportunity and/or have provided positive feedback are listed. Adding these candidates to your favorites will automatically move them into the selection process.
- **Via the search bar:** an autocomplete function allows you to add any active candidate who is within your visibility scope.

HOW TO DO IT?

- **Go to the «Mobilize Talent» section** and click on «Staff an Opportunity.»
- **Search for and discover** all available opportunities.
- **Select an opportunity:** choose the opportunity you want to staff.
- **Search for potential candidates:** use filtering tools to find employees whose profiles match the needs of the opportunity.
- **Assign the opportunity:** assign the opportunity to the selected employee and follow the steps to formalize the assignment.
- **It is also possible to save a pool of potential candidates** and select some to move them into a selection tab, where HR can customize the meeting and application management process.

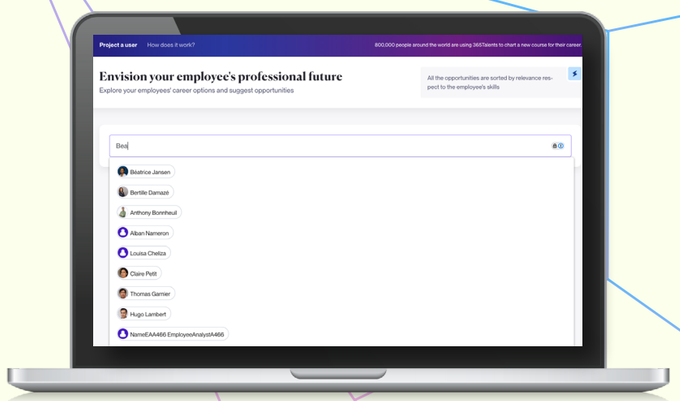


MANAGE A CAREER

- **Identify opportunities** that match the skills and aspirations of employees.
- **Manually suggest opportunities** to an employee.

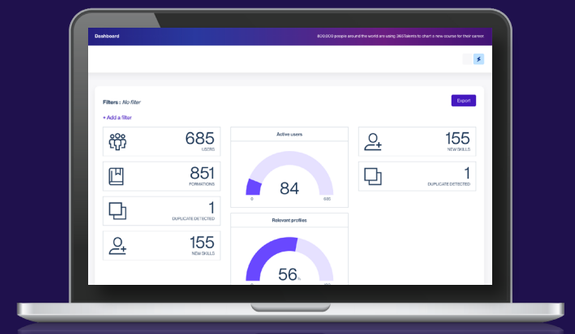
HOW TO DO IT?

- **Go to «Mobilize Talent»** and click on the «Manage a Career» section.
- **Access the employee's profile** via the platform to review their declared skills, aspirations, and professional history.
- **Use the platform's projection tool**, which automatically analyzes available opportunities that match the employee's profile.
- **Select the most relevant opportunities.**
- **Suggest these opportunities to the employee** through the platform, allowing them to explore and respond to these proposals.

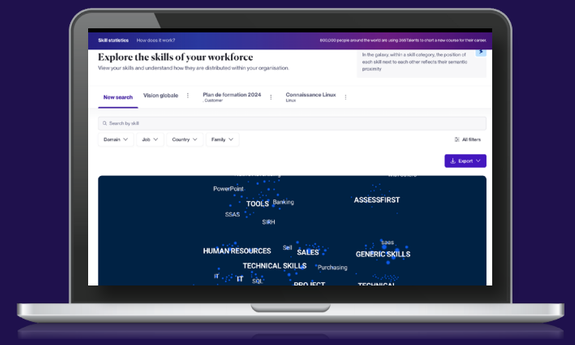


4. What statistics do you have access to?

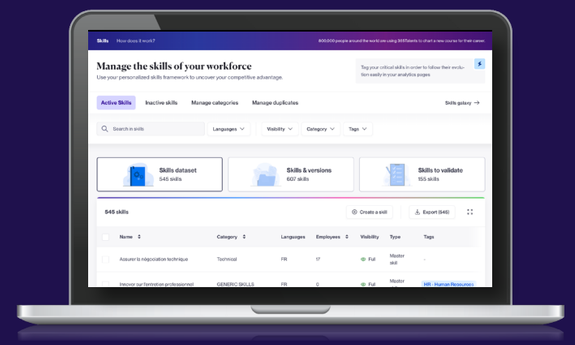
- Number of collaborators invited.
- Number of active users.



- Number of opportunities identified.
- Number of relevant profiles.
- Skill galaxy for detailed skill analysis.



- Visualization of the company's skill framework.



5. Available resources

Training materials
- Designed for employees and managers to help them get familiar with the platform.

Dedicated HR webinar
- Interactive sessions to explain the role of AI and the platform's features.

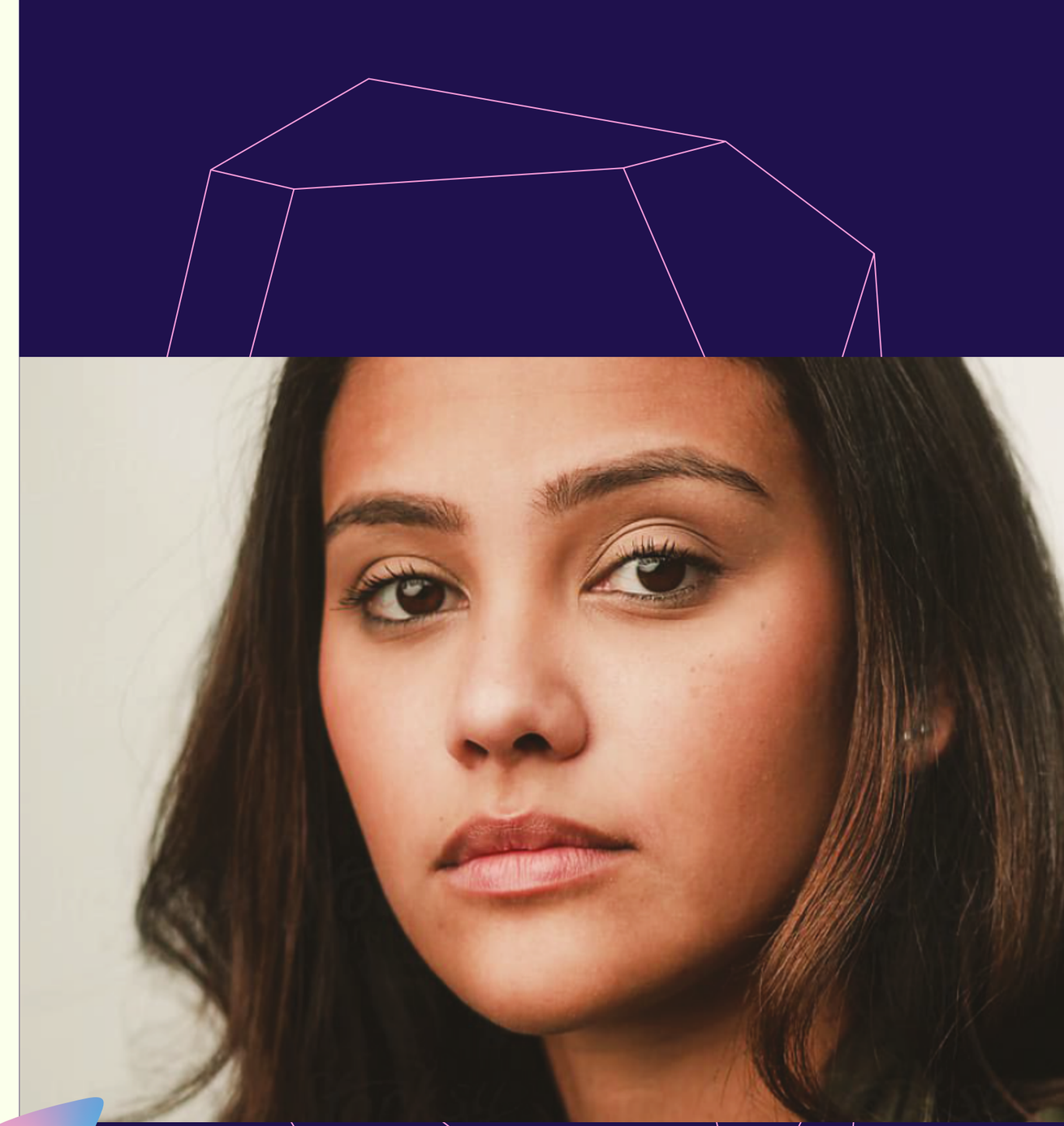
Support available at all times
- A support team is available to answer any technical or functional questions.

Dedicated exchange sessions
- Regular sessions to gather user feedback and assess the platform's impact on skills management.

> The 365Talents platform has become essential for managing our skills strategy. It helps us identify key talents and offer personalized career paths, which strengthens internal mobility and team engagement.

> 365Talents simplifies talent management: I can easily find the most relevant profiles, analyze skill gaps, and suggest opportunities aligned with employees' aspirations. A true asset for anticipating HR needs!

> Thanks to 365Talents, I can support each employee in their development. The platform allows me to suggest skills, track career projects, and promote upskilling with full transparency and efficiency.





TALENTS