365 TALENTS

Guide for managers



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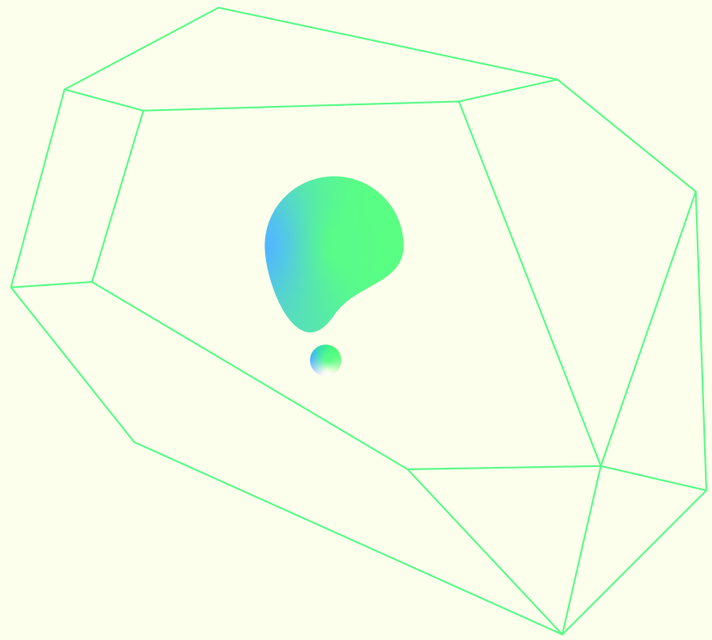
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1. What is the365Talents platform?

The 365Talents platform is designed to strengthen the development of skills within your team. It helps you to:

- **Visualize and manage the skills** of your team members.
- **Conduct expertise searches** based on the skills and information provided in employee profiles.
- **Plan career paths**, thereby improving the visibility and employability of your employees.



2. How does it work?

The platform's Artificial Intelligence (AI) supports you in:

- **Managing and analyzing** your employees' declared and inferred skills.
- **Offer internal opportunities** and personalized development.
- **Objective, non-discriminatory profile analysis,** without using sensitive personal data such as gender or age.

> **“The tool is very powerful, and its ergonomics are similar to those of the LinkedIn social network. It enables employees to highlight their experiences with “words”. Linking it to soft skills makes the employee's profile even more precise. Pushing positions according to the skills held, being able to highlight soft skills allows me, as a manager, to work on a certain versatility with employees.”**

3. What you can do on the platform

Below are some standard functionalities of the 365Talents platform, which may vary depending on the use case chosen by your company:

- **Visualize all the skills in your team:** get an overview of available skills and development needs, and track the overall evolution and performance of your team.
- **Suggest skills to your employees:** encourage the development of specific skills based on the team's needs.
- **Provide feedback on declared skills:** comment on or evaluate the skills declared by your employees to encourage their growth.
- **Staff an opportunity:** search for and mobilize the most relevant employees for each opportunity.
- **Project an employee (suggest an opportunity):** identify and suggest the most relevant opportunities (job descriptions, mobility, assignments, or training) to your employees based on their skills and aspirations.



4. How to...

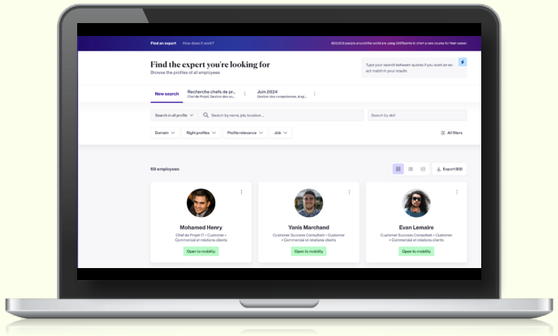
Search for an Expert ?

Access this feature within your team or more broadly depending on your company's choice.

Go to your collaborator's profile via the **“find an expert”** function.
You can search the profiles to which you have access in the solution, **using specific filters** such as search for skills declared on the employee profiles in question, or profiles, or the keywords they have added to different sections of their profile.
You have access to all the skills declared and offered to the employee in question.

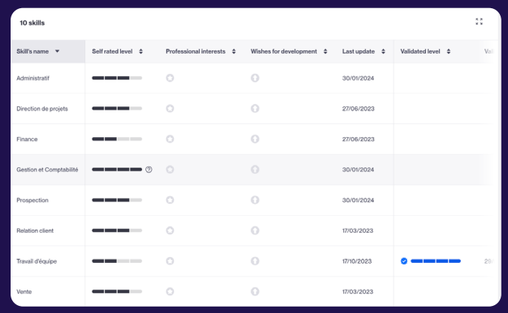
You can also **view the skills declared as Professional interest** and those assigned as wishes for development.
Professional interests correspond to the skills that the employee really wants to use in a future search for opportunities.
Wishes for development correspond to the skills they wish to develop and focus their next training courses, for example.

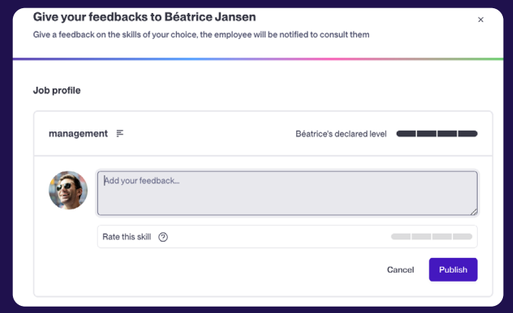
You can even save your **search favorites** and easily return to your results.



Provide feedback?

To assess an employee's competence, use the **“Give feedback”** option to provide constructive comments.





Feedback can be about the level of expertise or in free text form.
The collaborator will be notified of each feedback.

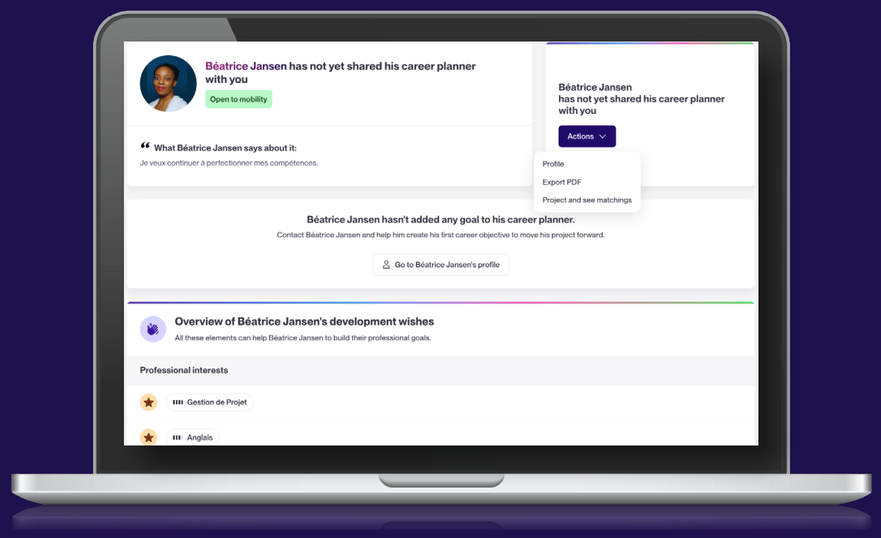
Be specific and encouraging, pointing out concrete examples where the skill was used effectively, or suggestions for improvement.

Navigate through the career project of your staff?

Thanks to the professional project, employees now have a dedicated space where **they can synthesize their aspirations, collect ideas, reflect and plan their professional development.** The professional project brings together all the information concerning their wishes for mobility and training, as well as all the skills and opportunities that interest them.

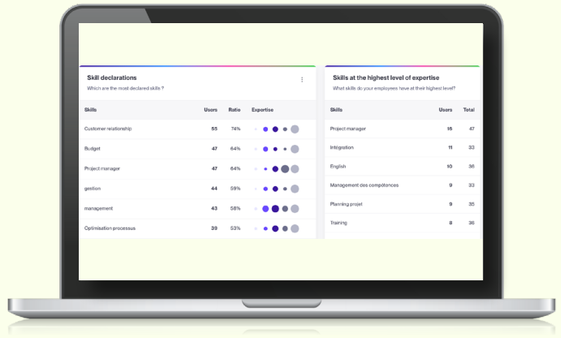
By going to the profile of the employee concerned via the profile search, you can then navigate to the Career Planner section if they have agreed to share it with you.
In this section, you'll find a summary of the employee's short- and long-term career objectives.

As Manager, **you can view the information provided** by the employee, but not change it. You can also export the data in PDF format for use as a basis for discussion before an interview, for example.



Visualize the skills in your team?

Go to the **“Analyze”** tab on the platform. Here you'll find a summary table of the skills declared by each member of your team, along with visual indicators that illustrate the level of mastery of each skill. This view makes it easy to identify strengths and development areas for each employee, and to adjust training plans accordingly.



> “As a manager, visibility of my team's skills and expectations is invaluable. 365Talents provides me with practical information that enables me to effectively support my team's professional development and improve overall performance. With just a few clicks, I can identify my team's skills gaps and propose relevant training or mentoring programs to help them.”

Suggest a skill to a member of your team?

Go to the **“Manage talents”** tab and suggest a skill: choose the skill in question, then the person in your team to suggest it to.

Don't hesitate to provide a context or justification for each suggestion, which helps the employee understand the importance of developing this specific skill.



Staff an opportunity?

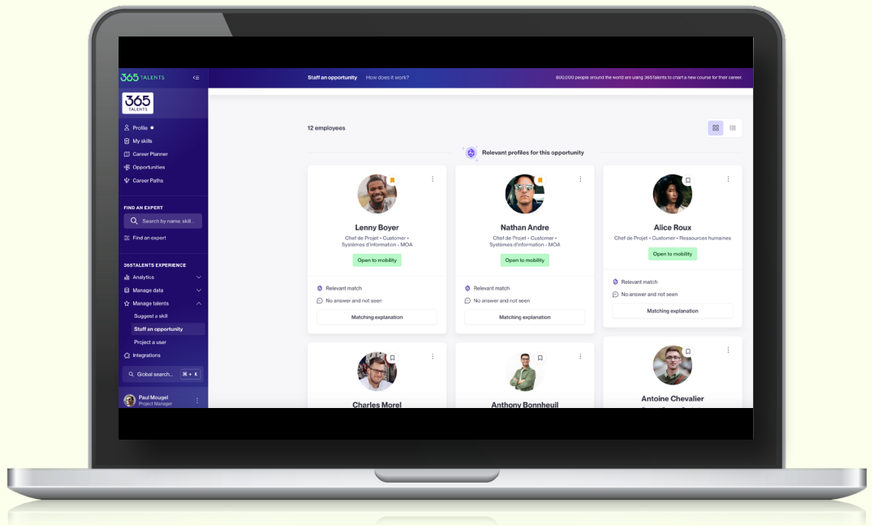
Go to the **Manage talent tab**, then to **staff an opportunity**.

Do you have a team member in mind for this opportunity? Suggest it by e-mail. He or she will receive a notification with the offer in question, and will also find it in the opportunities with which he or she matches.

No specific idea? Search for relevant employees for this offer.

Use the search bar and apply the necessary filters to refine your search according to criteria such as city, department, mobility status, etc.

Write a personalized message to each selected employee explaining the reasons for your suggestion.



Project an employee?

Go to the **Manage Talent tab**, then to **Project a user**.

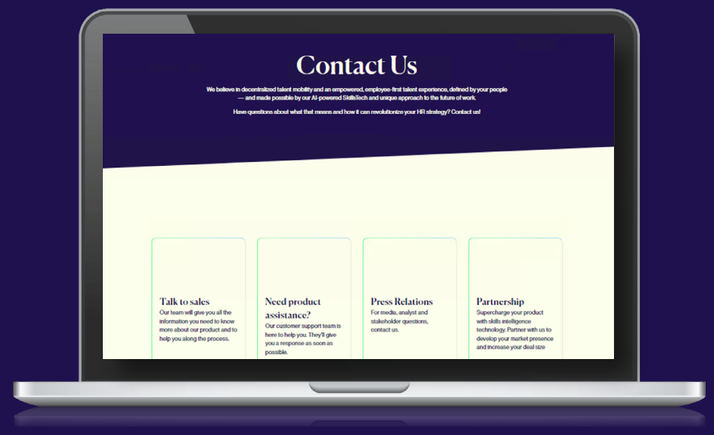
Use the search bar to find the name of the employee you're looking for, or use the filters to create a group of employees.

This feature allows you to start from the collaborator, and quickly find out which opportunities the collaborator in question will match. You'll also find the employee's match history.

Here you can directly suggest an opportunity to the employee. for each collaborator to explain the reason for the suggestion.

> **As a manager, 365Talents provides me with everything I need to understand my team's skills, develop them and maximize everyone's talents. The tool is easy to use, offers highly relevant analyses, and enables me to create personalized development plans for each employee. In short, it's an essential tool for keeping your team on top in today's professional world.**

Use the **“Support”** option for any technical or functional problems, or the **“Help”** option to ask further questions.



Be sure to explain the problem in as much detail as possible to speed up the resolution process.



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