365 TALENTS

HR admin guide

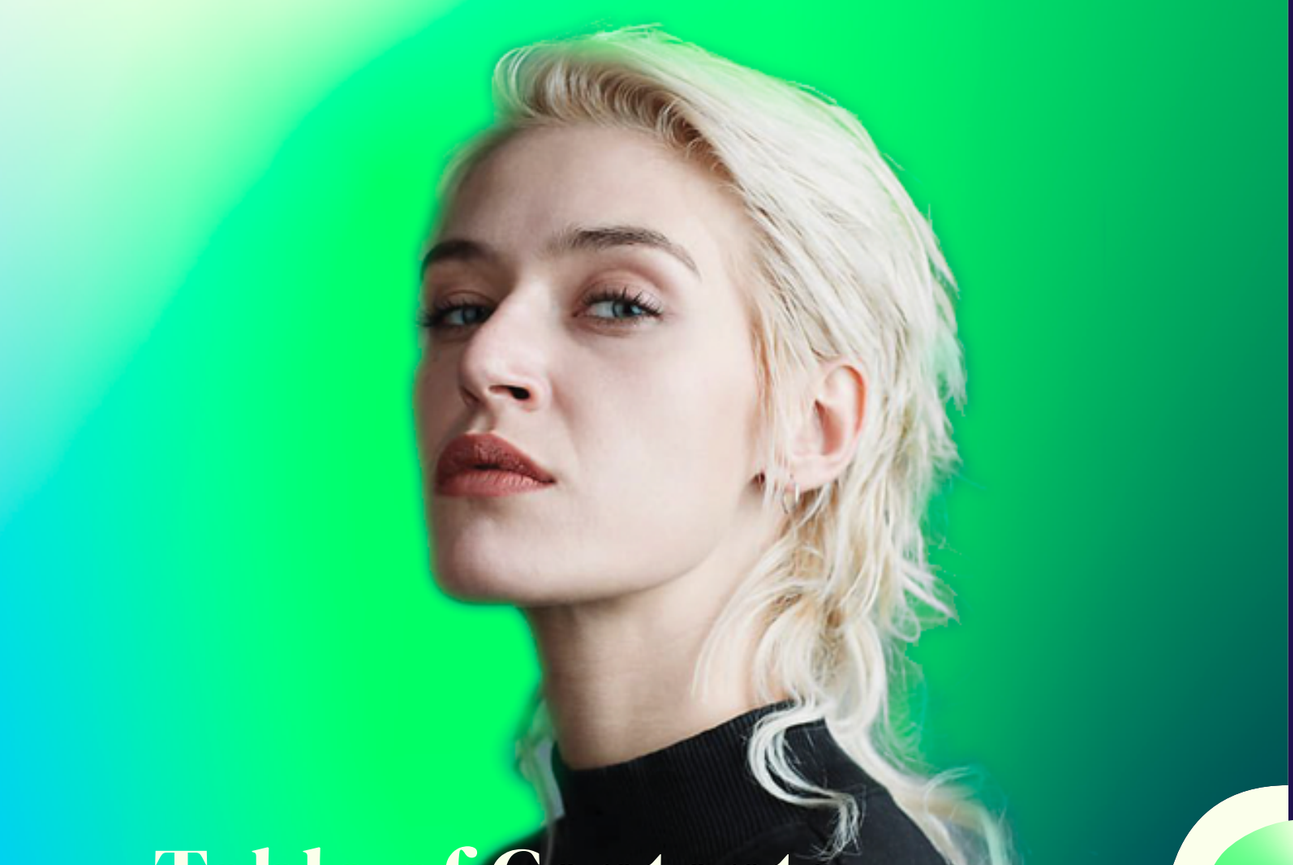


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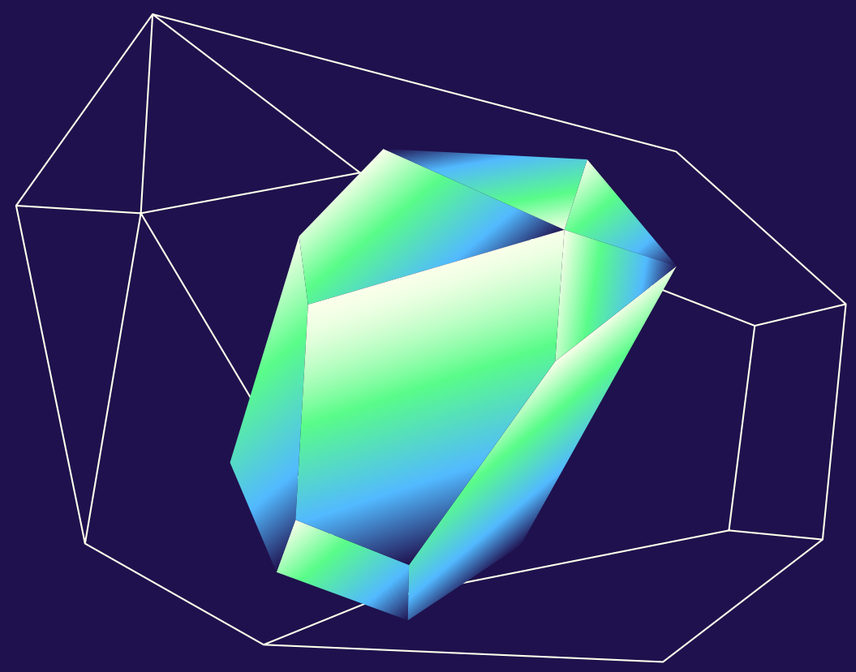
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1. What is the 365Talents platform?

365Talents is a talent management solution powered by artificial intelligence. It empowers employees to take charge of their career development by matching their skills and aspirations with internal opportunities such as projects, job openings, training, and mentoring.

The platform enables HR teams to efficiently manage the skills repository, internal mobility, and personalized development paths for each employee.



2. Overview of roles and features* on the platform

**(Features may depend on the use cases implemented within your organization).*

User Type	Role on the Platform	Key Features	Available Statistics
HR Admin	• Drives platform efficiency and performance through smart data and feature management to deliver maximum value to users.	• Skills Referential Management. • System Control and Maintenance. • Access and Role Management. • Data Reporting and Analysis. • User Support and Training.	• Detailed statistics on platform activity. • Reports on skill integration and processing. • Tracking of administrative actions.
HR Users	• Optimizes strategic HR management by aligning employee skills with business needs.	• Training and recruitment needs analysis. • Staffing and career planning.	• Platform usage rate. • Details of internal mobility. • Organization-wide skills analysis.
Managers	• Facilitates talent management within teams by providing tools to identify and develop employee skills.	• Team skills visualization. • Opportunity suggestions for team members. • Access to team members' career paths.	• Statistics on team skill development. • Tracking the professional growth of team members.
Employees	• Take ownership of their professional growth by exploring opportunities aligned with their skills and aspirations.	• Skill declaration and updates. • Receiving opportunity suggestions. • Access to development pathways.	• Number of opportunities received. • Progression of skills. • Feedback on opportunities.

**This list adjusts based on the use cases relevant to your business.*

3. Your role is essential for effective platform management

Efficient platform administration ensures accurate and up-to-date data, improving the quality of matching between employee skills and available opportunities, and increasing the overall effectiveness of talent management processes.

What features do you have access to as an administrator?

Experience the full power of 365Talents by accessing the key functionalities available to administrators:

- Find an expert.
- Explore your employees' career plans.
- Analyze skill gaps.
- Launch a skills campaign.
- Staff an opportunity.
- Support career development.
- Access and view all active profiles on the platform.

As an HR admin, you also have control over the various repositories available in the platform:

- **Employee Referential:** this allows you to manage and track all collaborators in your organization, along with all their associated characteristics.
- **Opportunities Referential** (job profiles, open positions, missions): focused on the available opportunities within your company.
- **Job Referential:** manually link job profiles to employee roles based on AI-generated suggestions.
- **Experience Referential:** review all the details related to your employees' experiences.

4. How to manage the different data referential?

Managing the referential involves regular maintenance to ensure the system remains effective and relevant, continually adapting the referential to the evolution of roles and skills within the organization. You will find all your referentials in the 'Manage Referential' section of your platform.

SKILLS REFERENTIAL

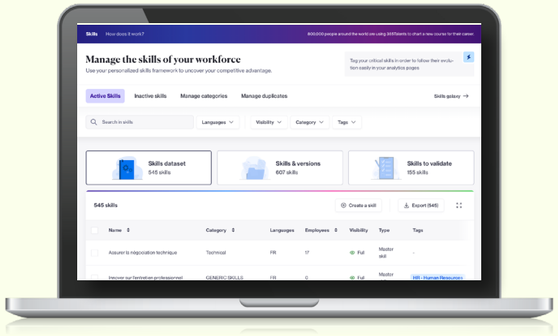
With the skills referential, easily and efficiently manage your company's skills, and clearly visualize your entire skills referential.

- **What actions can you take?:**

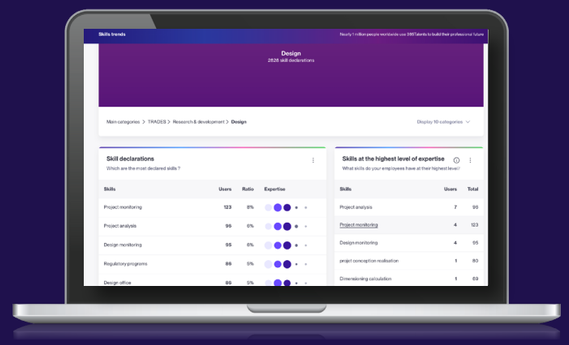
  Manage active/inactive skills: determine which skills are active for matching and which ones are paused.

  Update and categorization: review and categorize skills to ensure optimal use in HR processes (e.g., recruitment, development).

  Manage duplicates and integrate new skills: select heads for the version groups proposed by AI and add new skills. The management process for the new skills paradigm is handled by your CS during the dedicated workshop at the beginning of the project and can be replicated if needed.



- **Export/Extraction:** export information related to skills to use in global skills analysis or professional development reports.



Across all platforms: the new skills paradigm

This new paradigm will empower both 365Talents teams and AI to seamlessly and automatically manage skills repositories.
You'll be able to maintain a comprehensive, dynamic, and multilingual skill framework with ease, while significantly reducing the complexity of data management.

Key Benefits:

- Time savings.
- Higher quality skills framework.
- Improved accuracy of skill declarations.
- A consolidated, stable, and high-value referential.

Periodic support from 365Talents' Customer Success team will ensure regular check-ins on operations and help define the necessary actions to continuously optimize this new skills paradigm.

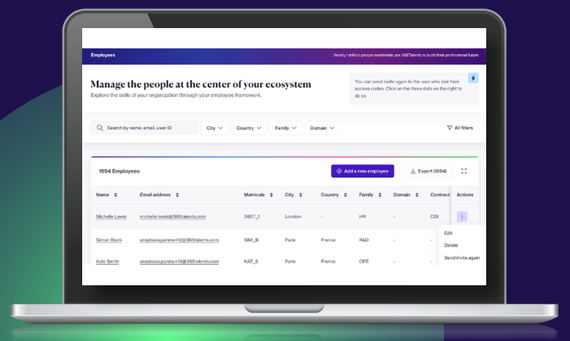


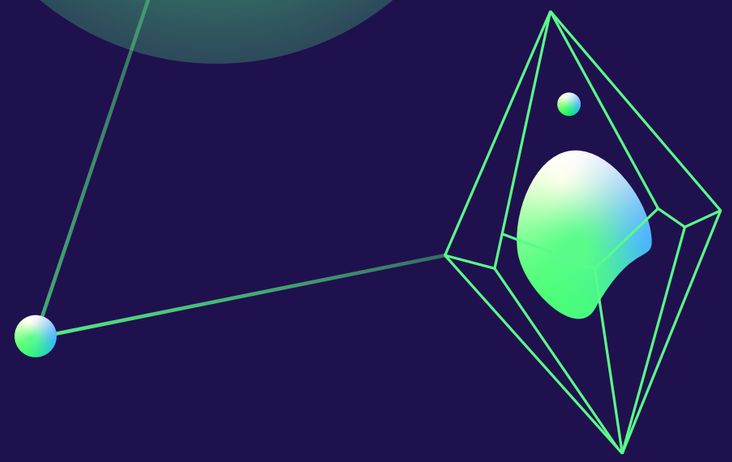
EMPLOYEES REFERENTIAL

Analyze and manage all your company's talent through your employee directory, giving you full visibility and control over every individual and their associated attributes.

- **What actions can you take?**
  View organizational information synced from your HRIS, and manage access rights.

- **How can you export or extract the employee directory?**
  Use export features to generate detailed reports.





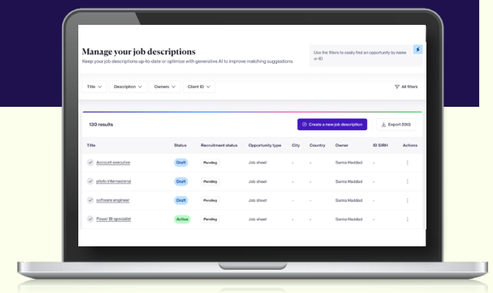
OPPORTUNITIES REFERENTIAL

Manage all the opportunities within your company from a single interface by accessing the referentials of all the opportunities available to you. You can perform various actions to analyze and manage, on a daily basis, all opportunities made available to your employees.

- **What actions can you take?**
  Add, edit, delete, or archive opportunities.

HOW TO DO IT?

- Go to the **«Mobilize Talent»** section and click on **«Staff an Opportunity.»**
- **Browse and explore** 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 opportunity's requirements.
- **Assign the opportunity:** assign the opportunity to the selected employee and follow the steps to formalize the assignment.



EXPERIENCES REFERENTIAL

Automatically retrieve all employee experiences. This centralized view is especially valuable for teams focused on recruitment, training, or HR development.
Example: within my company, who has been trained by a specific school? Who has completed mandatory training programs?

- **What actions can you take?**
  Broadly collect experience data across your workforce, then export the file to filter and organize the information according to your search criteria.

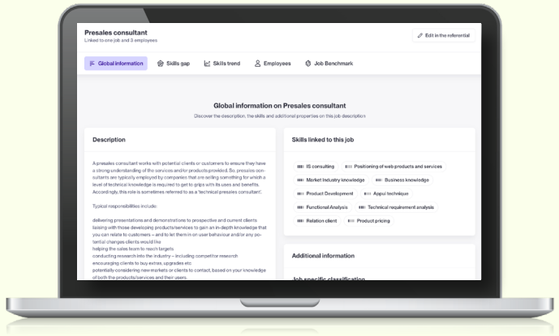
5. What statistics are available to you?

Based on your company's management rules, you will have access to the statistics in the «Analyze» tab.

In your **Dashboard**, monitor various KPIs related to employee engagement within your platform. At the same time, you will be able to organize all your indicator results around a central, key data point for your company and set goals to achieve.

You will then have access to:

- **Skill Trends:** quickly visualize the key skills within your organization and their evolution over the past 30 days.
- **Skill Statistics:** discover how each skill is declared, searched, and shared within your organization.
- **Skill Gaps:** identify gaps in your skills offering. Model and simulate the evolution of your strategy, then launch action plans for upskilling and reskilling.
- **Job Statistics:** visualize consolidated data on your job profiles and their specificities within your company context.



6. Resources available

- **How to report an issue?**
In case of technical issues or questions, administrators can access contextual help via the question mark icon on each page or directly contact technical support through the options provided on the platform.

- **How to contact 365Talents?**
Administrators can contact the 365Talents support team by email, phone, or via live chat on the platform, depending on the contact details provided in the user interface.

> **Thanks to 365Talents, we were able to align the skills of our employees with the needs of the company. The management of the skills referential and career projection are now seamless and accurate.**

> **The platform allows us to centralize all HR data and act quickly on the different frameworks. This has helped improve the quality of our decisions, the matchings, as well as our job descriptions.**

> **The dashboards provide a clear view of skill trends and gaps, which helps us better plan our training and internal mobility strategies.**



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