MyConnection
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Talent Profile (KB0011995)

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented

Question	Answer
What is a talent profile?	A talent profile in AIMS is a compilation of an employee's skills and qualifications that is used as a source of truth, and it helps the hiring team to make an informed and accurate employment decision quickly. Talent profiles will be a part of online job applications and will include information such as: • Education • Licenses/certificates • Work history • Work preferences
What is included in my talent profile?	**Education** • Diploma, certificate, and/or degree you have received from attending a school, college or university. **Licenses/Certifications** • Certification you have received from a governmental or other regulatory agency that authorizes you to carry out a particular activity. **Work History** • From an external agency outside of health care **Work History (Internal)** • Work assignments within the health care system. **Competencies** • Knowledge and abilities you have obtained by previous work experiences. **Skills** • Obtained while performing specific work duties and/or training **Languages** • Spoken, written and reading abilities in additional languages **Membership** • Group or organization you joined to stay connected with the profession or community of practice. **Work Preferences** • Ability to indicate what you are seeking to help best fit you for future job opportunities

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How do I update my talent profile?	Employees can view the information in their talent profiles. They can add to, remove from or update their talent profiles easily, either by updating certain items themselves or by submitting updates via MyConnection.
What talent profile information can employees update themselves?	Employees can update their external work history, languages, memberships and work preferences by going to MyConnection, then clicking on MyWork, Career and Performance and then Skills and Qualifications.
What talent profile items require verification?	Some talent profile items require verification including education and professional licenses. SHA employees will create a case in MyConnection and the information will be routed to an HR Representative for verification before being added to your talent profile. Non-SHA organizations will follow their established organization's business processes.
When updating my talent profile, is there a field to manually enter the licensing body that I belong to or do I have to select from a list of options?	Licenses that are required for your role will appear in a drop-down menu in the system.
Will any training completed in the MyLearning section of MyConnection auto-populate into the skills and qualifications section of the talent profile?	The training courses completed in MyConnection will not auto-populate into the skills and qualifications section of the talent profile.
How far back will work history information go in the new system? Will it include internal and external history?	Internal work history information will transfer to AIMS. Any external work history will not be transferred to the new system. Employees can enter that information when the new system is implemented.
There are some managers who are co-managers, which means that they share responsibility for some employees. For example, one manager may be responsible for education or onboarding, while another is responsible for the posting and hiring process. Will co-managers have access to the talent profile information for all the employees in their portfolio?	In this situation, there would be one manager and a delegate. The delegate would have the same viewing privileges as the primary manager.

As a SHA manager, am I able to see the talent profiles of employees who work for another health system organization, such as someone who works for the Saskatchewan Cancer Agency (SCA)?	No you will not have access to see that, but Human Resources will have that information and provide it with the applicant package.