

**\*\*** A new release of DXC University (Saba) went live on February 23<sup>rd</sup>. You will see changes to the Home Page and for Skills Management, changes to the Profile and Skills Plan. These are look and feel, and navigation changes. There are no impacts for how you update your skills. The appropriate DXC Skills Management Assets have been updated accordingly.

## Creating an Employee Skill Profile & Uploading Resume in SABA Cloud

***Legal disclaimer: For those countries that require consultation with works councils or other employee representatives, this is not intended to provide country-specific complete information and in no way reflects that final decisions have been made at a country level. With respect to such countries, final decisions are subject to prior consultation with works councils and other employee representatives, as required, and in compliance with local laws.***

### Please Use This Guide to Build out a Complete and Accurate Employee Skill Profile and to Upload Resume in SABA Cloud

- If you are responding to an automated email, please see the instructions immediately below.
- If you are building your skill profile for the first time, please start with step one.




**Directions for Addressing Common Skill Profile Issues Typically Listed in Automated Emails** (please note that your profile status could now be considered incomplete due to a change in business policy):

- **When Updating Skills, Work only in the PLAN Section.**
- **When Uploading Resume, Work in the PROFILE section.**
- **Primary Service Offering Not Updated:** See **Section 17** for detailed instructions but read the following first.  
Service Offering is used to align employees with the Service Offering(s) they work in or are able to work in. When you click on the Service Offering Category in SABA Cloud, you're really getting a listing DXC Service Offerings. This is the most critical component of your skill profile. You are only allowed to have one Service Offering with a Proficiency of Primary. If you are unsure which Service Offering you should select, please consult with your manager. If you are not assigned to a delivery project or are in an Overhead Assignment, you may not be working in a Service Offering today. Still, if possible, pick the best one(s) based on work you've done in the past. As a last resort, if your background and experience does not allow you to choose any Service Offering, choose Cross Offering and set the Proficiency to Primary.
- **Multiple Primary Service Offerings:** Go into SABA Cloud / DXC University and display your MY PLAN. Go through all the skills listed under SKILL DEVELOPMENT and identify all Service Offerings where the Proficiency is equal to Primary. Keep **one Service Offering** at Primary and change all others to Secondary or Tertiary (See **Section 18** for detailed instructions).

- **Primary Role Not Updated:** (See **Section 19** for detailed instructions). Using techniques shown in Step 6 or 8, search for Role and identify one or more Roles. Pick one or more that best describes work you could do today or have done in the past.
- **Multiple Primary Roles:** Go into SABA Cloud / DXC University and display your MY PLAN. Go through all the skills listed under SKILL DEVELOPMENT and identify all Roles where the Proficiency is equal to Primary. Keep **one Role** at Primary and change all others to Secondary or Tertiary. (See **Section 20** for detailed instructions).
- **Three Additional Skills Not Updated:** (See **Section 21** for detailed instructions). Using techniques shown in Step 4 or 5, search for Technical or Business skills that you use in your work today. Be sure to select at least three skills and update the Proficiency for each.
- **Spoken Lang Not Updated:** (See **Section 22** for detailed instructions). Using techniques shown in Step 4 or 5, search for Spoke Languages. Pick one or more based on your ability to speak those languages. Update Proficiency for each language and be sure at least one language has a Proficiency of 5 – Native.
- **DXC Standard Resume Not Uploaded:** Go to **Section 14** and follow those instructions.

1. Minimum Requirements: Each employee should complete a full and robust Skill Profile. This section is meant to describe the “minimum” requirements for a skill profile. ***Employees are encouraged to go beyond the minimum and capture all relevant skills.***

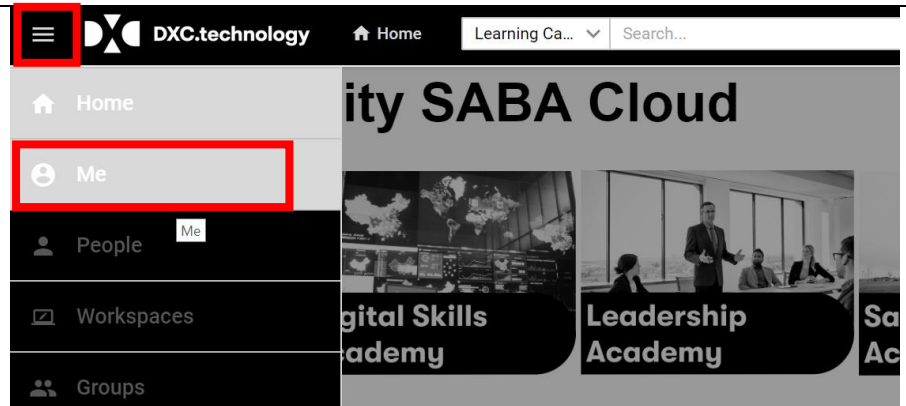
Each Employee Skill Profile Requires the Following:

- **At Least One (BUT ONLY ONE) Service Offering with a Proficiency of Primary (make sure you are updating your Held level proficiency - see section 10).** You may want to check with your manager if you are not aware of the Service Offering that you are aligned with. Employees are allowed additional Service Offerings, but they should be set to a Proficiency of Secondary or Tertiary (See Section 17 for Instructions)
- Current proficiency level\***
-  3 - Primary
- Current proficiency level\***
-  2 - Secondary
- Current proficiency level\***
-  1 - Tertiary
- **At Least One (BUT ONLY ONE) Role with a Proficiency of Primary (make sure you are updating your Held level proficiency - see section 10).** Employees are allowed additional Roles, but they should be set to a Proficiency of Secondary or Tertiary (See Section 19 for Instructions)
  - **At Least Three Skills selected from any of the following Skill Categories:** Analytics, Consulting and SME, Enterprise and Cloud Applications, Industry, Languages (Technical), Methods and Processes, Platform, Tools (See Section 21 for Instructions)
  - **One Spoken Language** (See Section 22 for Instructions)
  - **Resume Uploaded** (See Section 14 for Instructions)

2. Use this URL to Log into SABA Cloud: <https://dxc.sabacloud.com>

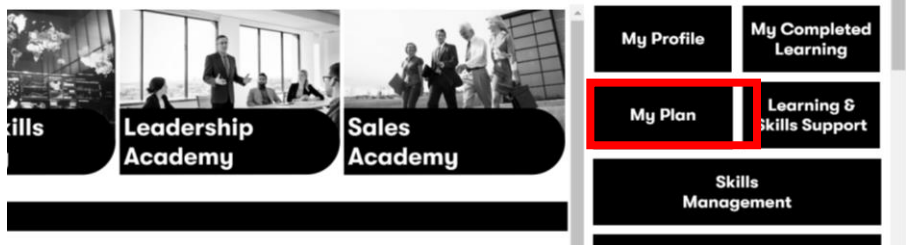
Click the menu icon on the upper left-hand corner and select "ME" from the options available.

Or click My Plan from the home page



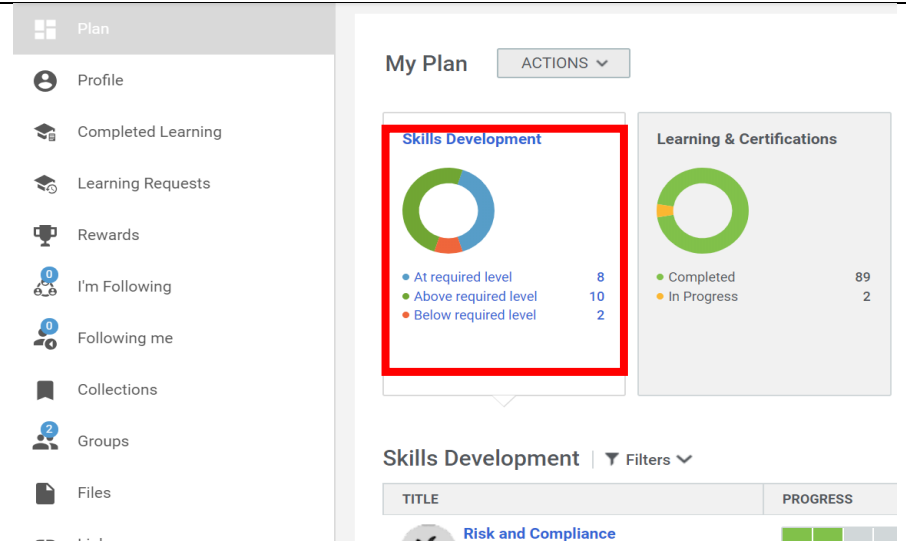
OR

**SABA Cloud**



3. In some cases, the screen may default to the Learning & Certifications display. Employees should click on Skills Development. This will bring you to the Skills Development Plan Page.

If you do not see the Skills Development box, follow Step 4.



4. Click on ACTION to display Drop Down and Select ADD SKILL.

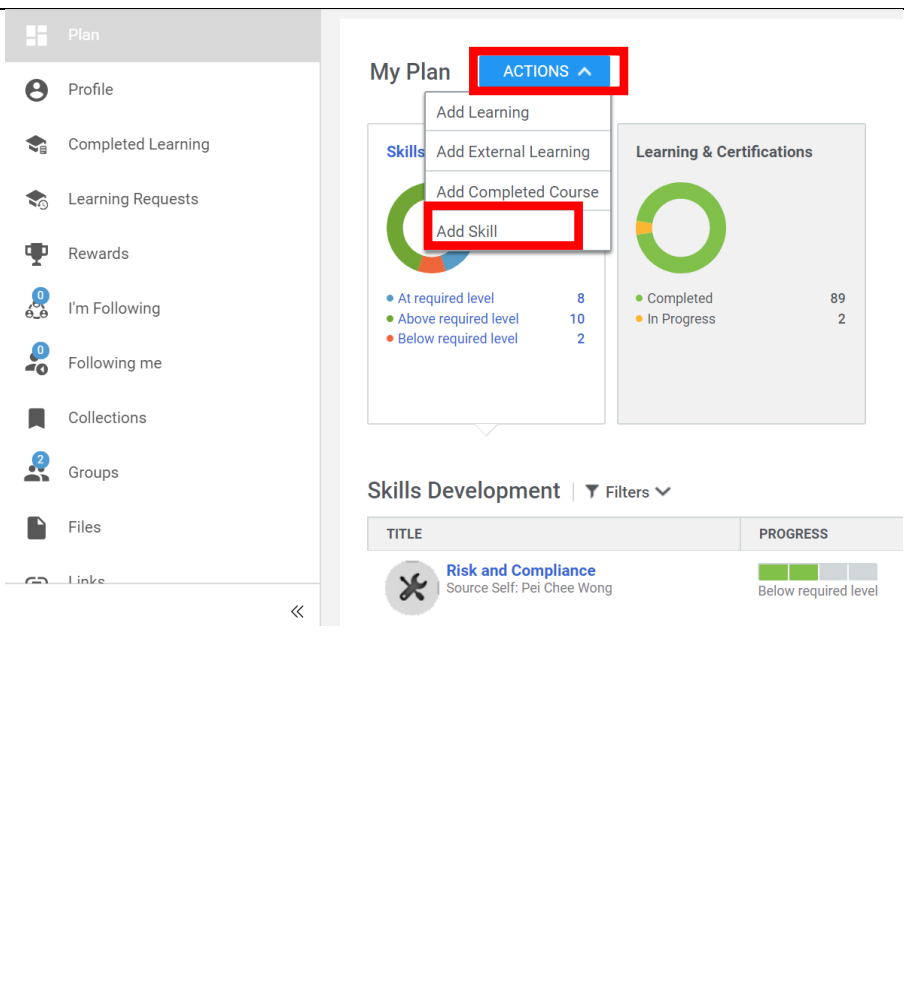
There are two types of skills you can add:

- **Required skill** – a skill you would like to get experience in, but you do not have experience with yet.
- **Held Skill** – a skill you have some level of experience with. This skill will count towards **compliance**.

Instructions follow on how to add either a Required or Held skill in section 9 and 10

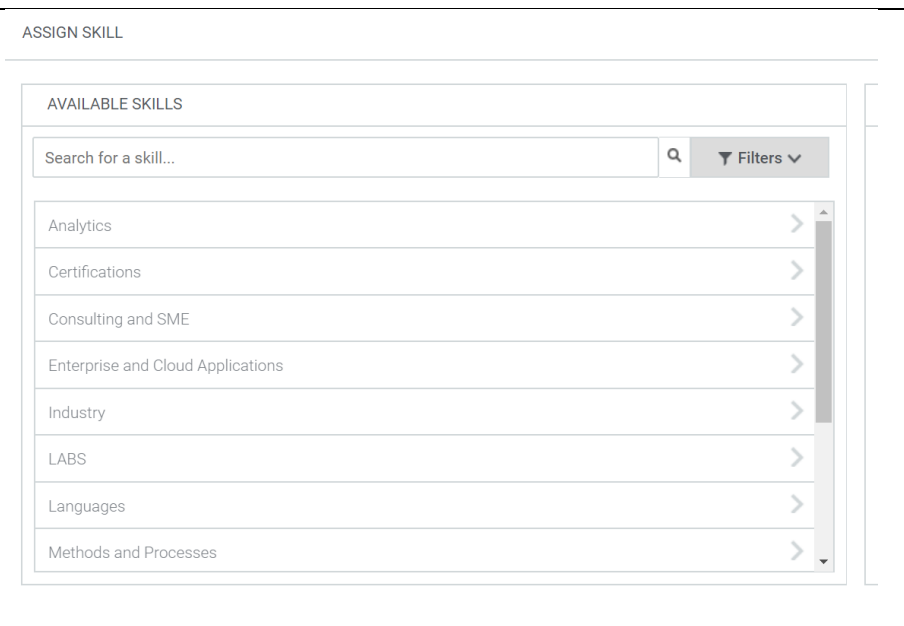
The word skill is used generically – it can mean either a **technical skill, competency, role, certification** or **Service Offering**.

For detailed skill taxonomy, please refer to [\[Taxonomy File\]](#)



5. The ASSIGN SKILL screen will be used to add Skills (either Required or Held). Most employees in Build and Deliver are required are required to add a full skill profile (see the Compliance Criteria for further details [\[Compliance Criteria\]](#)).

There are two techniques that Employees can use to locate the skills: Search and Tree Navigation.





6. To use Skill Tree Navigation, simply select a value from the box down to see the next level of Skill Category. Keep selecting until you get a listing of the actual Skills.

For example: Languages > LANG-Spoken Language > list of the skills

#### ASSIGN SKILL

AVAILABLE SKILLS

Search for a skill...  

Analytics	>
Certifications	>
Consulting and SME	>
Enterprise and Cloud Applications	>
Industry	>
LABS	>
Languages	>
Methods and Processes	>

#### ASSIGN SKILL

AVAILABLE SKILLS

Search for a skill...  



< BACK

Languages

LANG-Spoken Language	>
LANG-Technical Languages	>

#### ASSIGN SKILL

AVAILABLE SKILLS

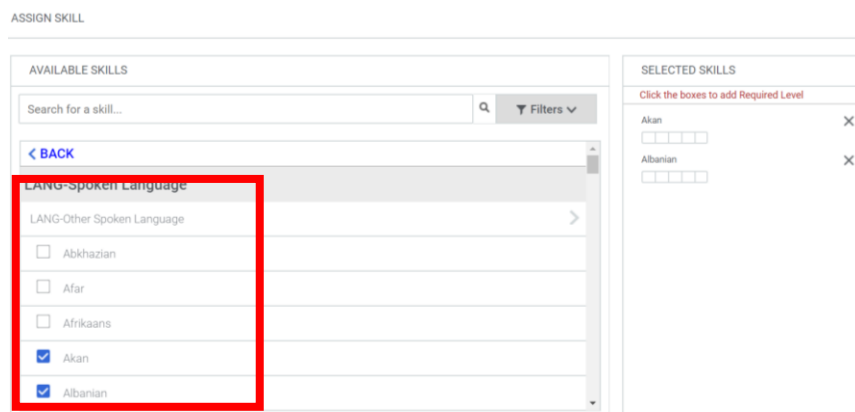
Search for a skill...  

< BACK

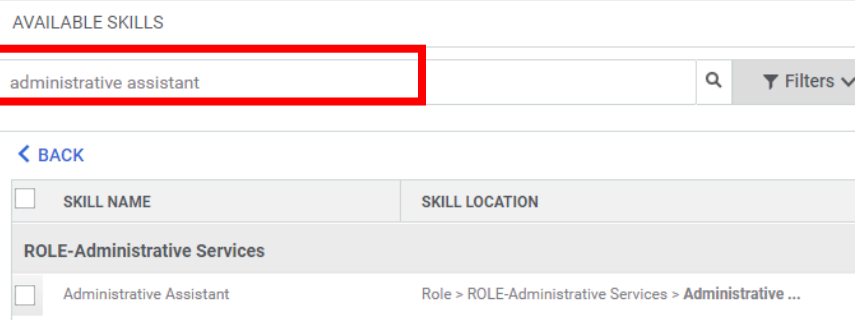
LANG-Spoken Language

LANG-Other Spoken Language	>
<input type="checkbox"/> Abkhazian	
<input type="checkbox"/> Afar	
<input type="checkbox"/> Afrikaans	
<input type="checkbox"/> Akan	
<input type="checkbox"/> Albanian	

7. Once you receive a screen listing of actual skills, you can scroll through those and click on those you want to select.

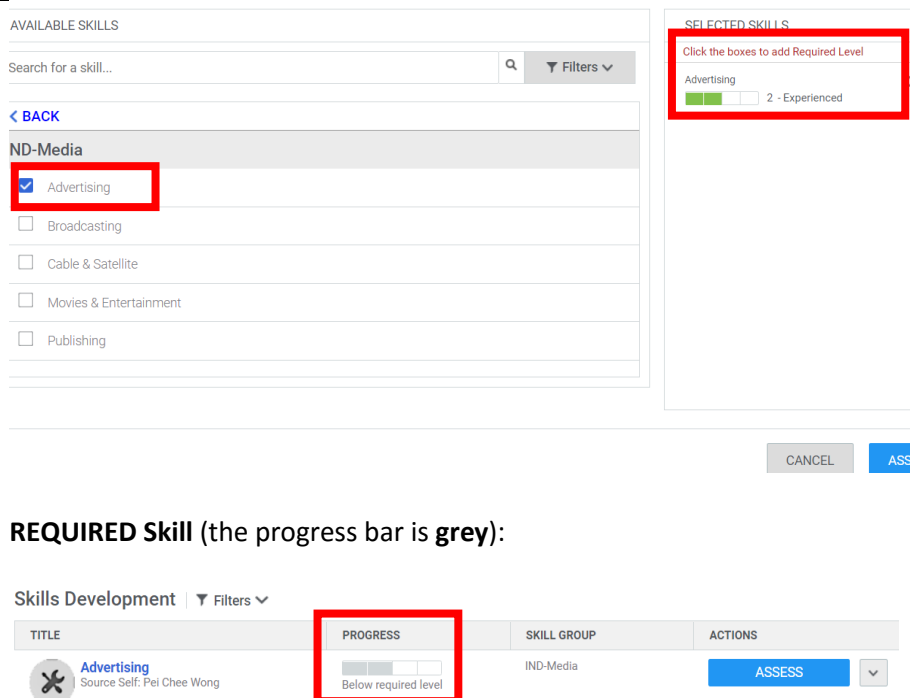


8. To use Search function, add a value into the Search Screen (i.e. Administrative Assistant) and the system will return all Skill that contain the Search Value.



9. To add a **Required Skill**:  
A skill that you want to have but are yet to obtain a level of expertise with.

When you add a skill, the message of “Click the boxes to add Required Level” will appear on the right-hand box. This is indication that the proficiency level you select is a desired level. You can leave it blank or input a desired proficiency level. Once this skill is assigned, it is considered as **Required Skill**. The PROGRESS bar of the **Required Skill** will be shown as Grey color.



# 10. To add a **Held Skill**:

The skill you **have expertise** in and is what is counted for **compliance**.

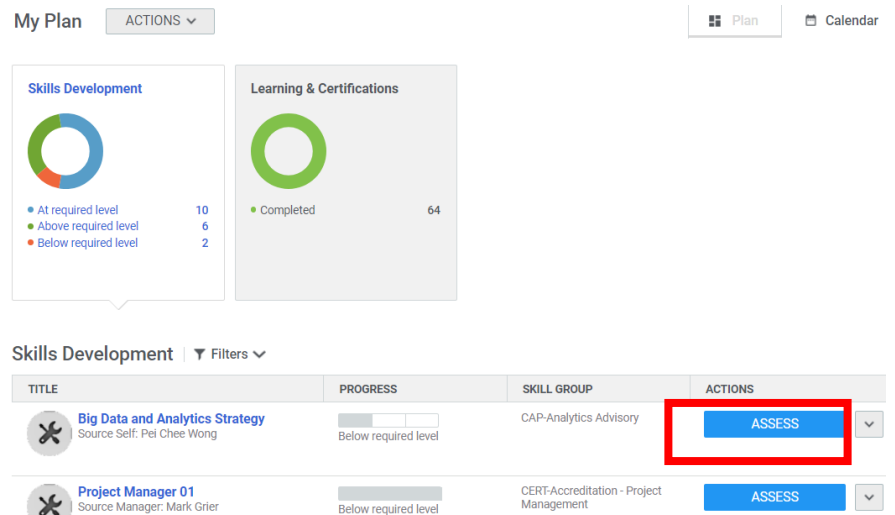
Once you have assigned the skill, you will be taken back to the main Skills Development screen. Click **ASSESS** button.

Hover the cursor over the Current Proficiency Box to select a Proficiency. Add additional comment if any. Click Done.

Once this is done, this skill will be counted as **Held Skill**. The PROGRESS bar of the skill will be in GREEN color.

Repeat this for each skill selected to be Held Skill.



Go back to Step 4 and repeat until you have a full, complete Skill Profile.

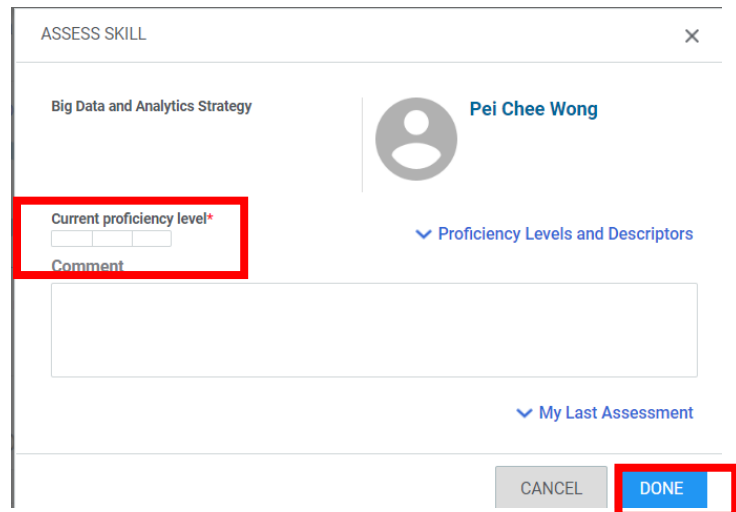


**My Plan** ACTIONS ▾

Plan Calendar


**Skills Development** Filters ▾

TITLE	PROGRESS	SKILL GROUP	ACTIONS
 <b>Big Data and Analytics Strategy</b> Source Self: Pei Chee Wong	Below required level	CAP-Analytics Advisory	<b>ASSESS</b> ▾
 <b>Project Manager 01</b> Source Manager: Mark Grier	Below required level	CERT-Accreditation - Project Management	<b>ASSESS</b> ▾



**ASSESS SKILL** X

**Big Data and Analytics Strategy**

 **Pei Chee Wong**

**Current proficiency level\***

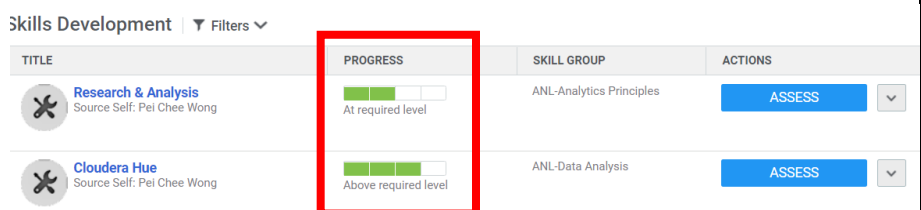
Comment

Proficiency Levels and Descriptors



My Last Assessment

CANCEL **DONE**

## HELD Skill (the progress bar is green):











**Skills Development** Filters ▾


TITLE	PROGRESS	SKILL GROUP	ACTIONS
 <b>Research &amp; Analysis</b> Source Self: Pei Chee Wong	At required level	ANL-Analytics Principles	<b>ASSESS</b> ▾
 <b>Cloudera Hue</b> Source Self: Pei Chee Wong	Above required level	ANL-Data Analysis	<b>ASSESS</b> ▾

11. You may change the Required proficiency level or the Held proficiency level that is assigned by yourself.

To change a **Required** Proficiency level, select the skill, click the drop-down button next to ASSESS. Update the Required Level.

TITLE	PROGRESS	SKILL GROUP	ACTIONS
 <b>Abbot Java GUI Test Framework</b> Source Manager: Mark Grier	<div><div></div></div> Below required level	TOOLS-Testing Tools	<b>ASSESS</b> 
 <b>Analytics - Data Architecture</b> Source Manager: Mark Grier	<div><div></div></div> Below required level	ANL-Architecture Domain	<b>ASSESS</b> 
 <b>Big Data and Analytics Strategy</b> Source Self: Pei Chee Wong	<div><div></div></div> Below required level	CAP-Analytics Advisory	<b>ASSESS</b> 
 <b>Project Manager 01</b> Source Manager: Mark Grier	<div><div></div></div> Below required level	CERT-Accreditation - Project Management	<div> View Assessment History  Delete  <b>Update Required Level</b> </div>



DATE REQUIRED LEVEL 


 **Big Data and Analytics Strategy**  
Click the boxes to add Required Level

SOURCE NAME	CURRENT REQUIRED LEVEL	NEW REQUIRED LEVEL
Pei Chee Wong - Person	<div><div></div></div>	<div><div></div></div>


CLOSE **UPDATE**

12. To change the **HELD** proficiency level. Click **ASSESS** of the selected skill. Change the Current Proficiency Level and click Done. The skill you **have expertise** in.

 <b>Workforce Planning Manager</b> Source Self: Pei Chee Wong	<div><div></div></div> Above required level	ROLE-Human Resource Management	<b>ASSESS</b>
 <b>Customer Support</b> Source Self: Pei Chee Wong	<div><div></div></div> Above required level	CSME-Customer Experience	<b>ASSESS</b>

ASSESS SKILL 

Customer Support

 **Pei Chee Wong**

**Current proficiency level\***  
 3 - Expert

Proficiency Levels and Descriptors

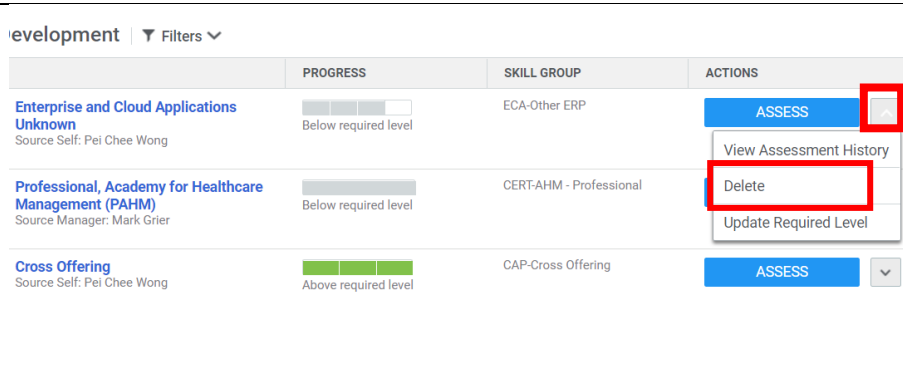
Comment

My Last Assessment

CANCEL **DONE**



13. To delete a skill either a Required skill or Held skill, click on the drop-down button next to Assess. You will find the Delete button to delete the skill. *Note: If your manager assigns the skill to you, you will not be able to delete it, you will have to ask your manager to delete the skill for you.*



	PROGRESS	SKILL GROUP	ACTIONS
Enterprise and Cloud Applications Unknown Source Self: Pei Chee Wong	Below required level	ECA-Other ERP	ASSESS View Assessment History <b>Delete</b> Update Required Level
Professional, Academy for Healthcare Management (PAHM) Source Manager: Mark Grier	Below required level	CERT-AHM - Professional	
Cross Offering Source Self: Pei Chee Wong	Above required level	CAP-Cross Offering	ASSESS

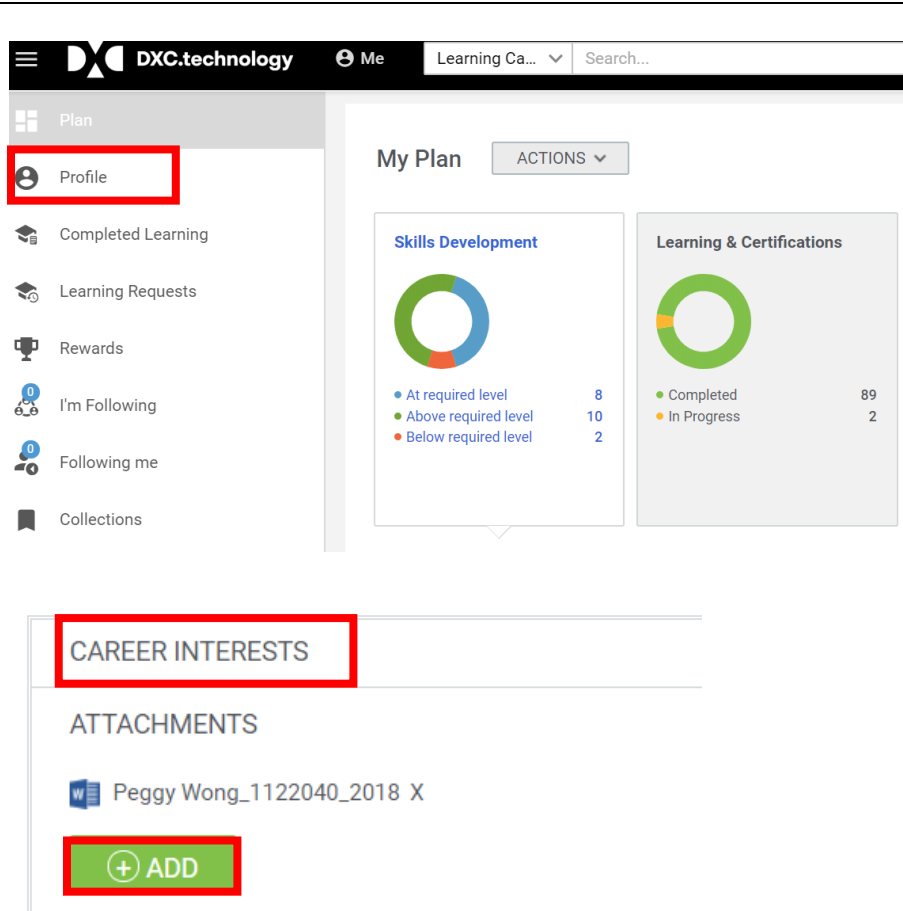
14. Upload Resume:  
Be sure to upload your resume.  
**\*All employees should upload their resume in Saba and for those who follow security clearance confidentiality requirements, kindly remove confidential information from the resume that cannot be shared.**

It is strongly recommended that you use the standard resume template.

**Resume template** [[Resume Template](#)]

The resume must be in **.doc** or **.docx** format

Click on Profile on the left-hand side of the screen and scroll down to the Career Interest portion and click the **ADD** button to Upload your Resume. Select the category "Resume Client Facing" or "Resume In-House" and **DO NOT SELECT** the "PRIVATE" option.



**Profile**

- Completed Learning
- Learning Requests
- Rewards
- I'm Following
- Following me
- Collections

**My Plan**

**Skills Development**

- At required level: 8
- Above required level: 10
- Below required level: 2

**Learning & Certifications**

- Completed: 89
- In Progress: 2

**CAREER INTERESTS**

**ATTACHMENTS**

Peggy Wong\_1122040\_2018 X

**ADD**

Enter the 'Title' in this format –  
**First Name\_Last  
Name\_EmployeeID\_MMDDYYYY(  
resume version date)**

Only upload files with a file extension of **.doc** or **.docx**

Must select **Resume Client Facing** or **Resume In-House**

**DO NOT** Select "Is Private"

### ADD A RESOURCE

Attach a file
×

**TITLE \***

**FILE \***  BROWSE...

**OR**

**Add a link**

**TITLE \***

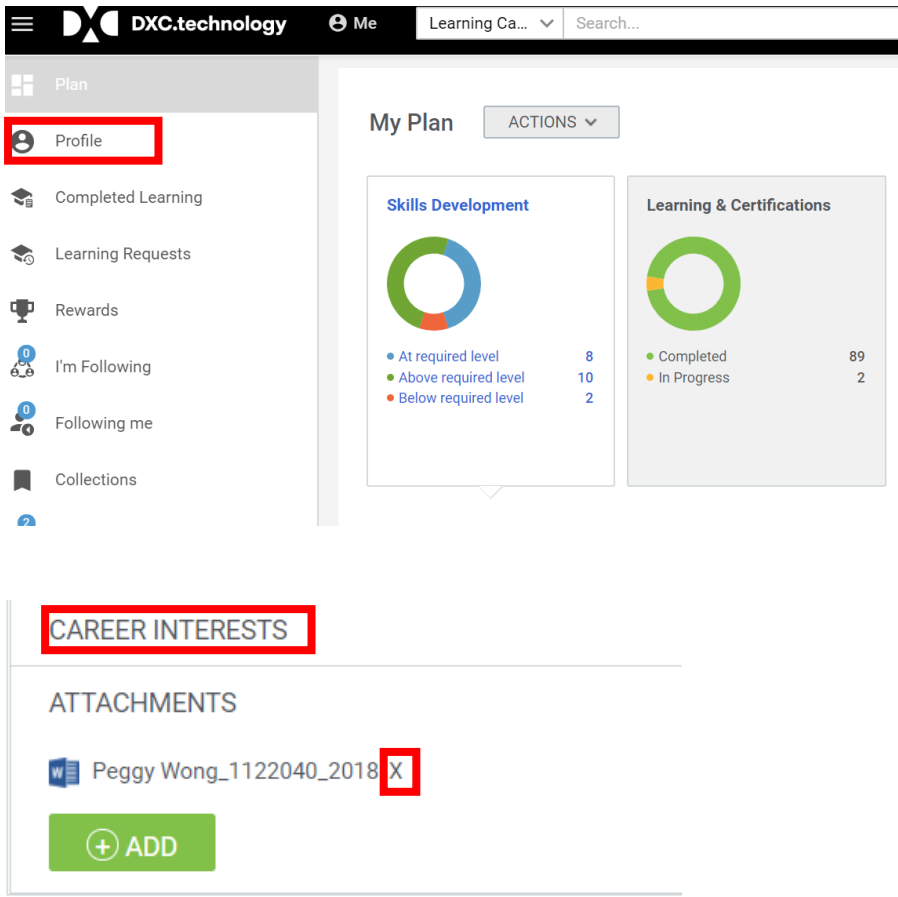
**URL \***

**Category**  ▼

**Is Private** ☐

CANCEL
SAVE

**15. Delete Resume:**  
You can delete resume that you have uploaded. Select Profile on the left-hand side of the screen and scroll down to the Career Interest portion. Delete the resume (X) that is deemed not fit.

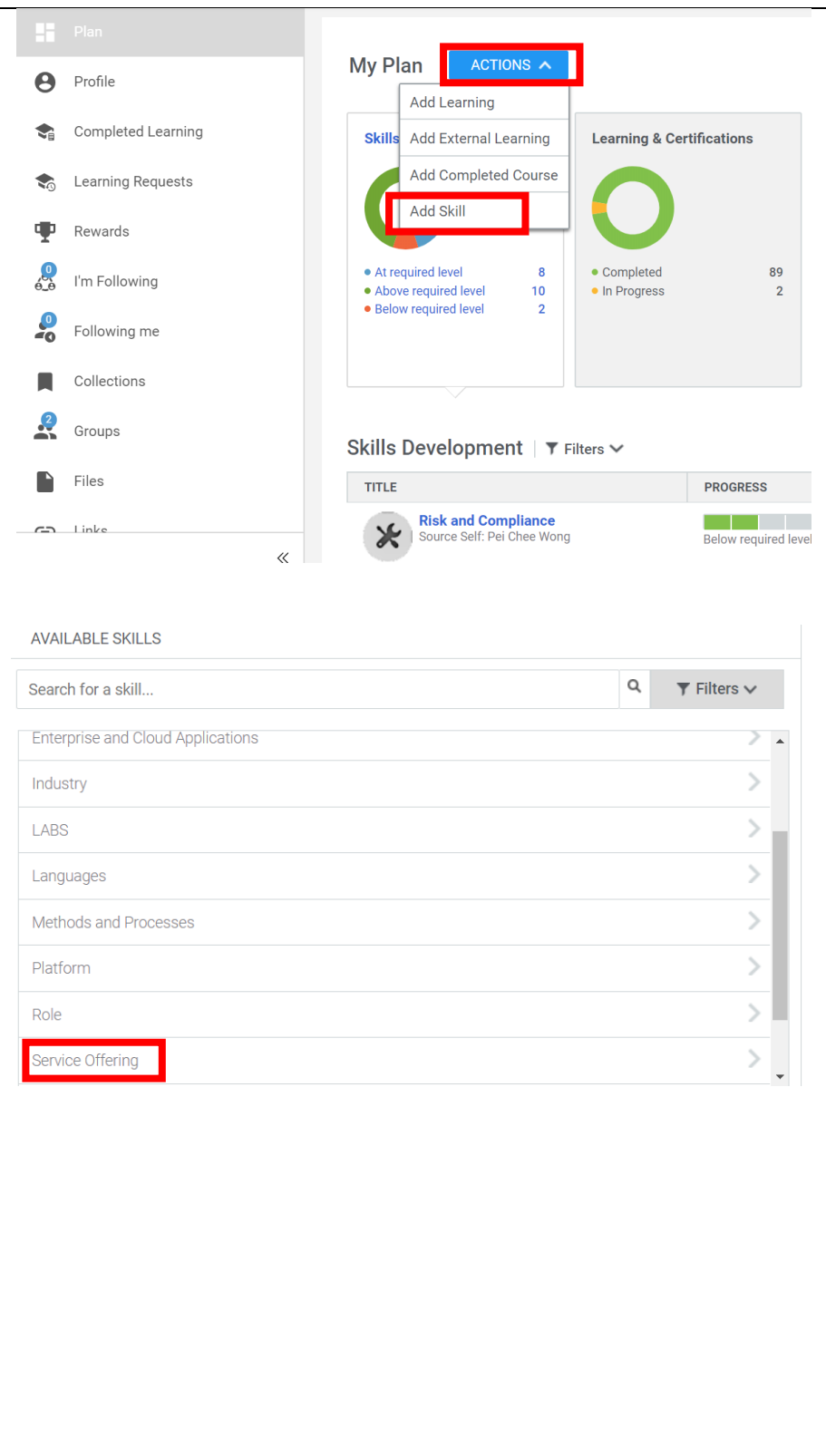


**16. Special Notes**

- Skills Management Program / Learning Assets are Located at the following: <https://my.dxc.com/our-company/global-functions/integrated-workforce-management/analytics-and-intelligence/dxc-skills-management.html>
- A video demo of Skill Compliance can be found at the following [https://video.dxc.com/media/t/0\\_f61itqxu](https://video.dxc.com/media/t/0_f61itqxu)
- For any assistance or queries, please initiate a [Live Chat](#) "**Human Resource**" for help.
- The following is a listing of Service Offering Families. Each Service Offering Family is broken down in to Major Offerings and Sub-Offerings. Per the comments at the beginning of this Guide, employees should select at least one Service Offering. One and only one Service Offering should have a Proficiency of Primary.

Service Offering Family
SO-Analytics
SO-Application Services
SO-Business Process Services
SO-Other Service Offering
SO-IS&S Banking
SO-Consulting
SO-Cross Offering
SO-Enterprise and Cloud Apps
SO-IS&S Healthcare & Life Sciences
SO-IS&S Insurance
SO-IS&S Travel and Transportation
SO-Security
SO-Workplace and Mobility
SO-Cloud and Platform Services

17. Remember, Service Offering is used to align employees with Service Offerings. When you think Service Offering, think of it as Service Offerings and Sub-Offering. To fix this issue: Follow Steps 2-4 so you can add a Skill. When you get the drop-down box, click on Service Offering and you will see a listing of all the Service Offering Families. Select the Service Offering Family that best matches the work you are doing today. If you don't know which to choose, talk to your manager. After you have made that selection you'll see a breakdown for that Service Offering Family. Scroll through those to find the Major Offering Category that best matches the work you are doing today. You will see a breakdown for that Major Category and, again, best the Best Category for you. You will then see a listing to actual Service Offerings or Sub-Offerings. Pick the one that best aligns with the work you are doing today and click the blue Assign button and click Done on the next screen to get back to your Skill Profile. Find the Service Offering that you just selected and click the blue ASSESS button. In the ASSESS Skill Screen, hover your cursor over the Current Proficiency Level and click the right most box to assign a Proficiency of Primary. Click Done. You can now use this same process to select additional Service Offerings. You can pick all that match your work history. **BE SURE TO ASSIGN THEM A PROFICIENCY**



**My Plan** ACTIONS ^

- Add Learning
- Add External Learning
- Add Completed Course
- Add Skill**

**Learning & Certifications**

Completed 89  
In Progress 2

**Skills Development** Filters v

TITLE	PROGRESS
<b>Risk and Compliance</b> Source Self: Pei Chee Wong	Below required level

**AVAILABLE SKILLS**

Search for a skill... Filters v

- Enterprise and Cloud Applications
- Industry
- LABS
- Languages
- Methods and Processes
- Platform
- Role
- Service Offering**

**OF SECONDARY OR TERTIARY –  
NOT PRIMARY. YOU ARE NOT  
ALLOWED TO HAVE MORE THAN  
ONE PRIMARY SERVICE OFFERING.**

**AVAILABLE SKILLS**


**Filters**
**Service Offering**

SO-Analytics



SO-Application Services



SO-Business Process Services



SO-Cloud, Platforms and ITO



SO-Consulting



SO-Cross Offering



SO-Enterprise and Cloud Apps




**Filters**
**SO-Application Services**

SO-Applications Advisory



SO-Applications Development



SO-Applications Management Services



SO-Applications Modernization and Transformation



SO-Product Development, Implementation and Support



SO-QuickStart: Application Migration (AWS)



SO-QuickStart: Application Migration (Azure)


**AVAILABLE SKILLS**


**Filters**
[< BACK](#)
**SO-Applications Advisory**
☐ Agile Assessment

☒ Applications Advisory

☐ DevOps Assessment

**SELECTED SKILLS**

Click the boxes to add Required Level

Applications Advisory



CANCEL

**ASSIGN**

At required level

8

Above required level

10

Below required level

3

Completed

89

In Progress

2

Skills Development | Filters

TITLE	PROGRESS	SKILL GROUP	ACTIONS
<div>Risk and Compliance</div> <div>Source Self: Pei Chee Wong</div>	Below required level	CSME-Business Process Outsourcing	ASSESS
<div>AccessData Certified Examiner</div> <div>Source Self: Pei Chee Wong</div>	Below required level	CERT-AccessData - Examiner	ASSESS
<div>Applications Advisory</div> <div>Source Self: Pei Chee Wong</div>	Below required level	SO-Applications Advisory	ASSESS
<div>Cross Offering</div> <div>Source Self: Pei Chee Wong</div>	Above required level	SO-Cross Offering	ASSESS

ASSESS SKILL

Applications Advisory

Current proficiency level\*

3 - Primary

Comment

Mark Grier

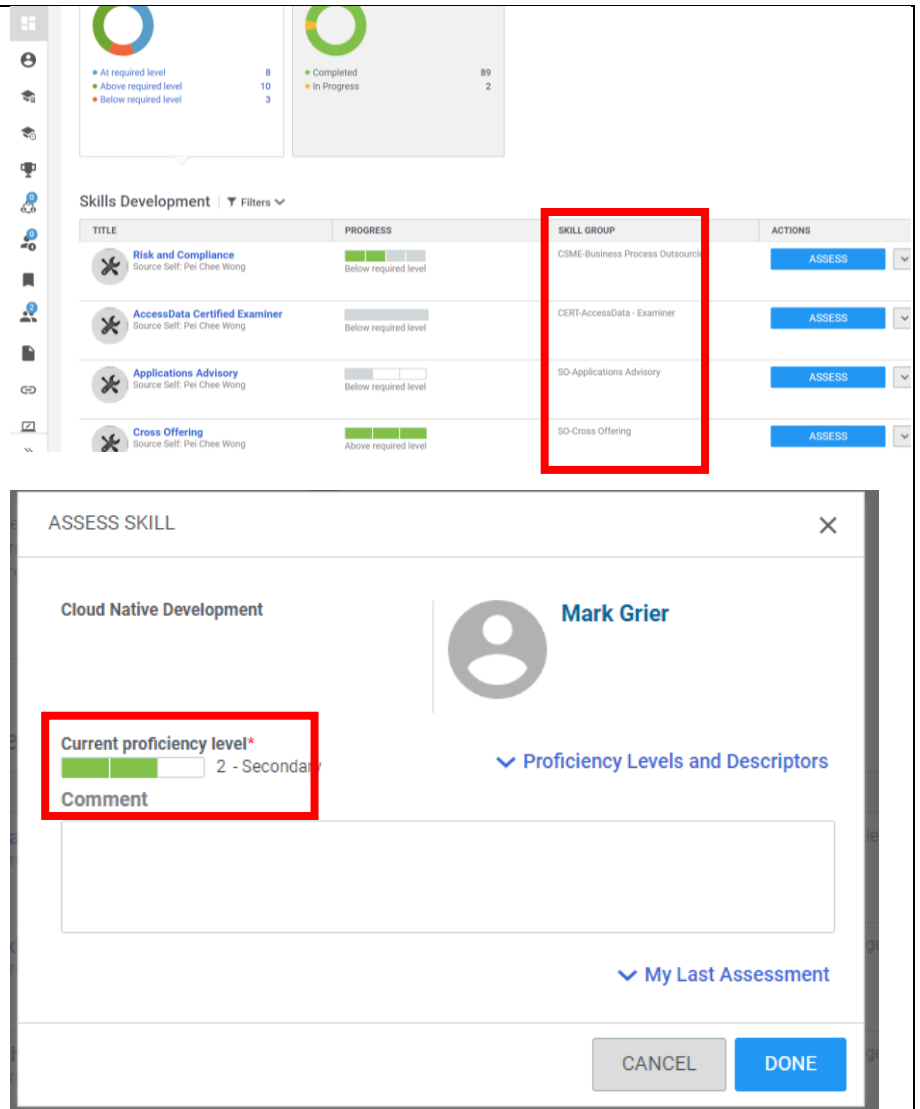
Proficiency Levels and Descriptors

My Last Assessment

CANCEL

DONE

18. Go into the Plan / My Plan section of SABA Cloud. Go through and identify all of the Service Offerings that you have selected where the Progress (Proficiency) equals Primary (all three boxes are Green). You can identify Service Offerings because they all start with: "SO-". **YOU ARE ONLY ALLOWED TO HAVE ONE SERVICE OFFERING WITH A PROFICIENCY OF PRIMARY.** Keep one Service Offering at Primary and change all others to Secondary or Tertiary and click on DONE each time.



TITLE	PROGRESS	SKILL GROUP	ACTIONS
Risk and Compliance Source Self: Pei Chee Wong	Below required level	CSME-Business Process Outsourcing	ASSESS
AccessData Certified Examiner Source Self: Pei Chee Wong	Below required level	CERT-AccessData - Examiner	ASSESS
Applications Advisory Source Self: Pei Chee Wong	Below required level	SO-Applications Advisory	ASSESS
Cross Offering Source Self: Pei Chee Wong	Above required level	SO-Cross Offering	ASSESS

**ASSESS SKILL**

Cloud Native Development

**Mark Grier**

**Current proficiency level\***

2 - Secondary

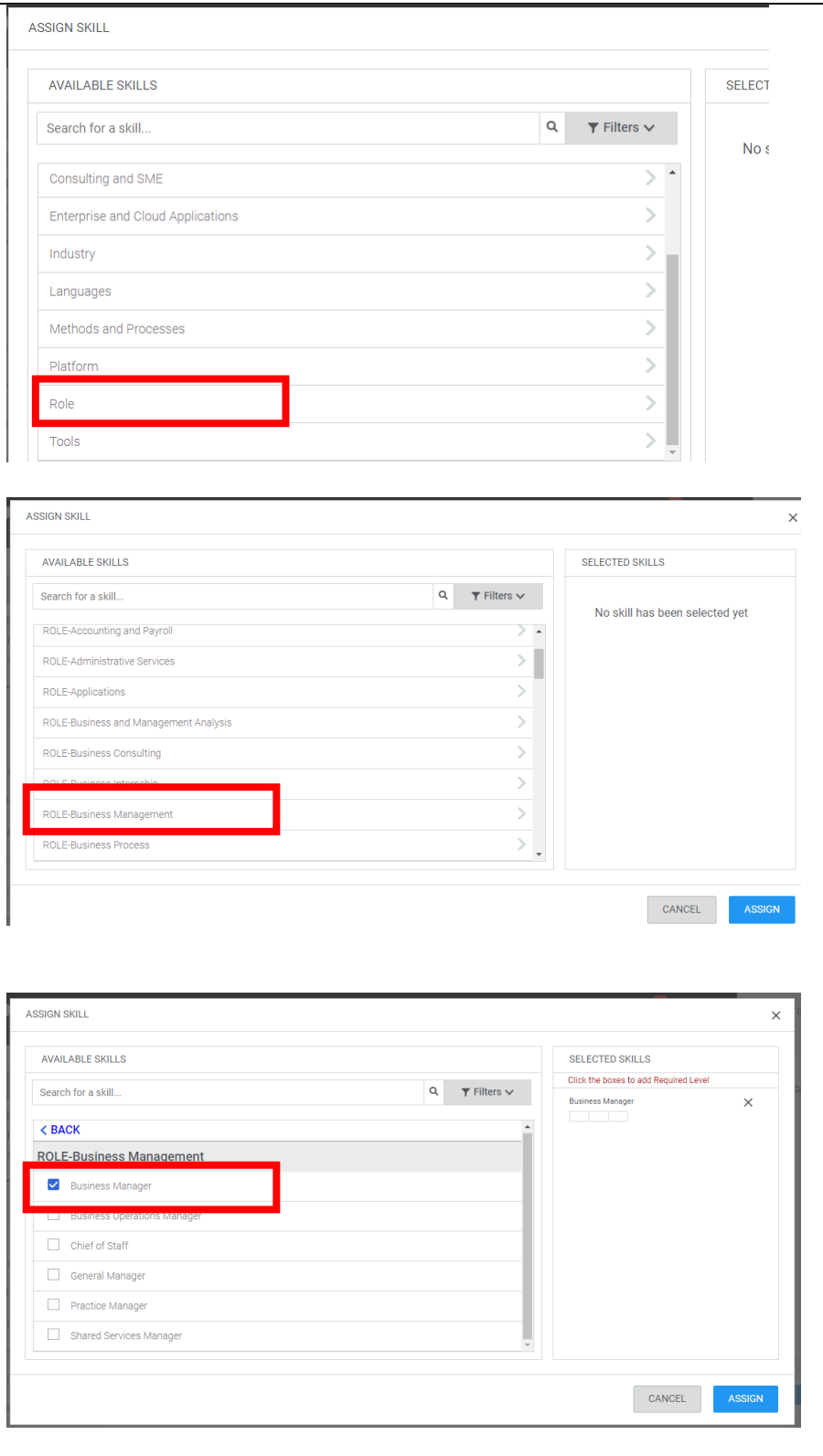
Comment

Proficiency Levels and Descriptors

My Last Assessment

CANCEL DONE

19. Role is used to align employees with assignment / work they are performing today or can perform. You need to select a Role based on where you spend most of your time today and assign it a Proficiency of Primary. To fix this issue: Follow Steps 2-4 so you can add a Skill. When you get the drop-down box, click on Role and you will see a listing of all the Role Categories. Select the Role Category that best matches the work you are doing today. If you don't know which to choose, talk to your manager. After you have made that selection you'll see a listing to actual Roles. Pick the one that best aligns with the work you are doing today and click the blue Assign button and click Done on the next screen to get back to your Skill Profile. Find the Role that you just selected and click the blue ASSESS button. In the ASSESS Skill Screen, hover your cursor over the Current Proficiency Level and click the right most box to assign a Proficiency of Primary. Click Done. You can now use this same process to select additional Roles. You can pick all that match your work history. **BE SURE TO ASSIGN THEM A PROFICIENCY OF SECONDARY OR TERTIARY – NOT PRIMARY. YOU ARE NOT ALLOWED TO HAVE MORE THAN ONE PRIMARY ROLE.**



The screenshots illustrate the 'ASSIGN SKILL' process in three stages:

- First Screenshot:** Shows the 'AVAILABLE SKILLS' list with categories like Consulting and SME, Enterprise and Cloud Applications, Industry, Languages, Methods and Processes, Platform, Role, and Tools. The 'Role' category is highlighted with a red box.
- Second Screenshot:** Shows the 'AVAILABLE SKILLS' list with specific roles like ROLE-Accounting and Payroll, ROLE-Administrative Services, etc. The 'ROLE-Business Management' role is highlighted with a red box. The 'SELECTED SKILLS' section on the right shows 'No skill has been selected yet'.
- Third Screenshot:** Shows the 'AVAILABLE SKILLS' list with specific roles like Business Manager, Business Operations Manager, etc. The 'Business Manager' role is highlighted with a red box and has a blue checkmark. The 'SELECTED SKILLS' section on the right shows 'Business Manager' with a proficiency level of 'Business Manager'.



My Plan

ACTIONS

Plan

Calendar

Skills Development

At required level

Above required level

Below required level

35

53

9

Learning & Certifications

In Progress

Completed

Pending action

4

57

1

Skills Development

Filters

TITLE	PROGRESS	SKILL GROUP	ACTIONS
<div>✕</div> <div>Relational Database</div> <div>Source Self: Mark Grier</div>	<div></div> <div>Below required level</div>	ANL-Database Principles	<div>ASSESS</div> <div></div>
<div>✕</div> <div>Abkhazian</div> <div>Source Self: Mark Grier</div>	<div></div> <div>Below required level</div>	LANG-Spoken Language	<div>ASSESS</div> <div></div>
<div>✕</div> <div>Archive_English</div> <div>Source Self: Mark Grier</div>	<div></div> <div>Below required level</div>	LANG-Spoken Language	<div>ASSESS</div> <div></div>
<div>✕</div> <div>Business Manager</div> <div>Source Self: Mark Grier</div>	<div></div> <div>Below required level</div>	ROLE-Business Management	<div>ASSESS</div> <div></div>

ASSESS SKILL

Business Manager

Mark Grier

Current proficiency level\*

3 - Primary

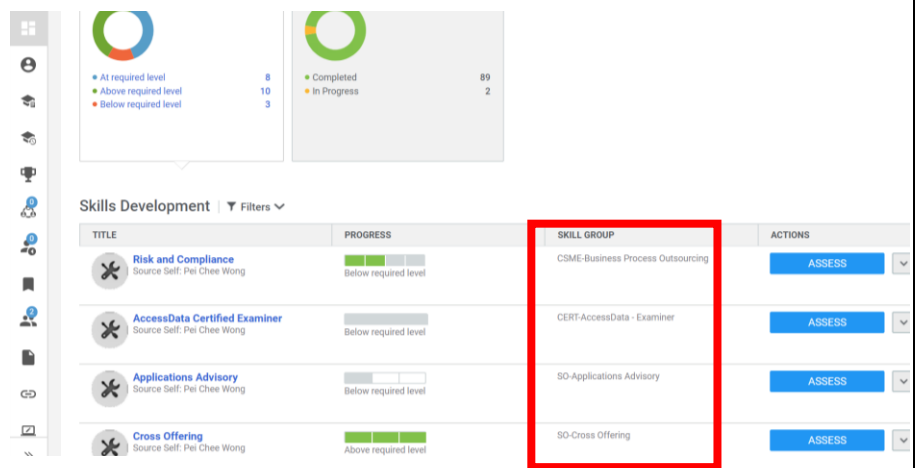
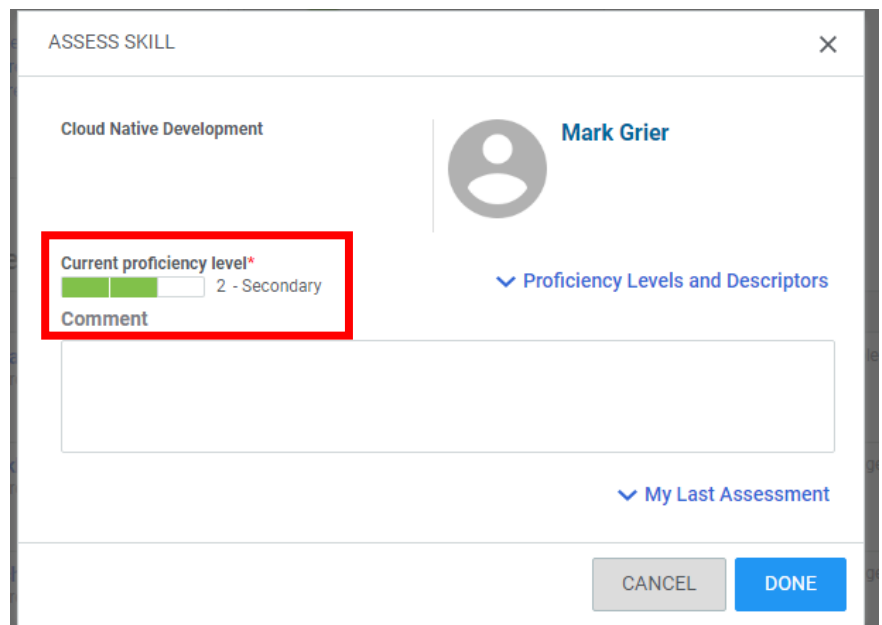
Proficiency Levels and Descriptors

My Last Assessment

CANCEL

DONE

20. Go into the Plan / My Plan section of SABA Cloud. Go through and identify all the Roles that you have selected where the Progress (Proficiency) equals Primary (all three boxes are Green). You can identify Roles because they all start with: "ROLE-". **YOU ARE ONLY ALLOWED TO HAVE ONE ROLE WITH A PROFICIENCY OF PRIMARY.** Keep **one Role** at Primary and change all others to Secondary or Tertiary and click on DONE each time

**ASSESS SKILL**

Cloud Native Development

Mark Grier

Proficiency Levels and Descriptors

Current proficiency level\*  
2 - Secondary

Comment

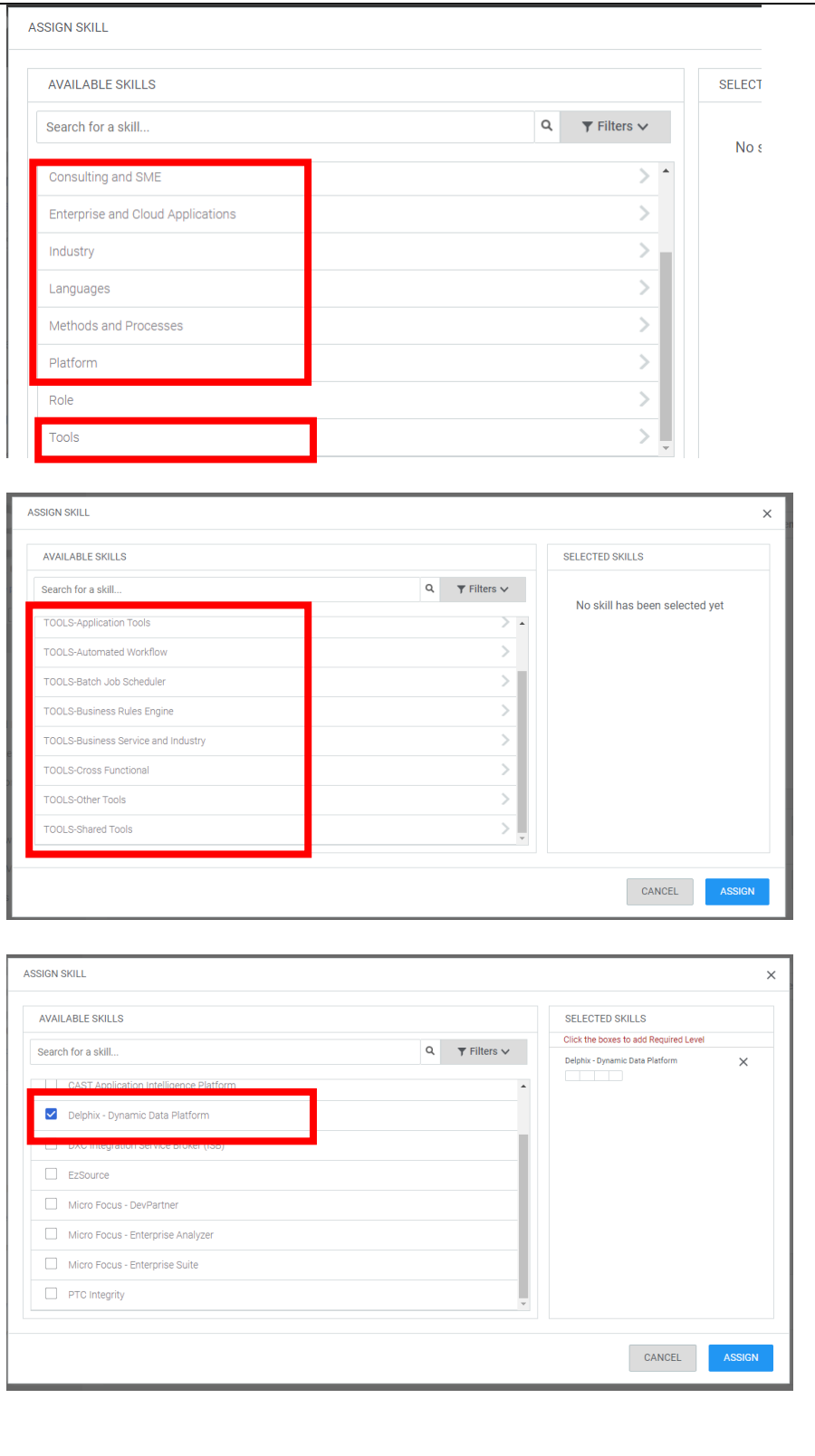
My Last Assessment

CANCEL DONE

21. Each employee is required to select three skills from the following categories. You can select all three from one category or from multiple categories. To fix this issue: Follow Steps 2-4 so you can add a Skill. When you get the drop-down box, click on any of the following Categories:

Analytics
Consulting and SME
Enterprise and Cloud Applications
Industry
Languages - Technical (not spoken)
Methods and Processes
Platform
Tools

Select a Category that best matches the work you are doing today. If you don't know which to choose, talk to your manager. After you have made that selection you'll see a listing of sub-categories. Select one of those sub-categories. You may have to repeat this step depending on the category. You will then see a listing of actual skills. Pick one or more that best aligns with the work you are doing today and click the blue Assign button and click Done on the next screen to get back to your Skill Profile. Find the items that you just selected and click the blue ASSESS button. In the ASSESS Skill Screen, hover your cursor over the Current Proficiency Level and click the right most box to assign the appropriate

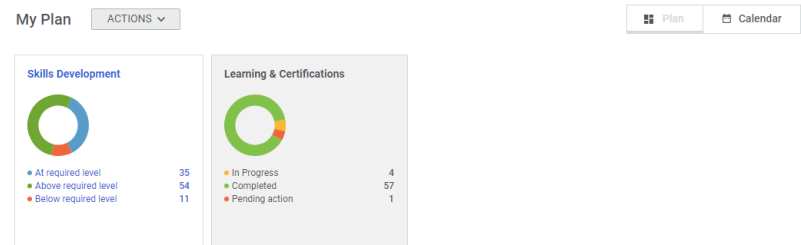


The screenshots illustrate the 'ASSIGN SKILL' process in three stages:







- First Screenshot:** Shows the 'AVAILABLE SKILLS' list with categories like 'Consulting and SME', 'Enterprise and Cloud Applications', 'Industry', 'Languages', 'Methods and Processes', 'Platform', 'Role', and 'Tools'. The 'Tools' category is highlighted with a red box.
- Second Screenshot:** Shows the 'AVAILABLE SKILLS' list with sub-categories under 'Tools' like 'TOOLS-Application Tools', 'TOOLS-Automated Workflow', etc. The 'TOOLS-Application Tools' sub-category is highlighted with a red box.
- Third Screenshot:** Shows the 'AVAILABLE SKILLS' list with specific skills like 'CAST Application Intelligence Platform', 'Delphix - Dynamic Data Platform', etc. The 'Delphix - Dynamic Data Platform' skill is highlighted with a red box and has a checkbox selected.

The 'SELECTED SKILLS' section on the right of the second and third screenshots shows 'No skill has been selected yet' and 'Delphix - Dynamic Data Platform' respectively, with a 'Click the boxes to add Required Level' instruction.

Proficiency. Click Done. You can use this same process to select additional skills. **Be sure to select at least three skills and assign them a proficiency.** You can pick all that match your work history. You are not limited to three.




Skills Development | Filters

TITLE	PROGRESS	SKILL GROUP	ACTIONS
 <b>Relational Database</b> Source Self: Mark Grier	<div><div></div></div> Below required level	ANL-Database Principles	ASSESS
 <b>Abkhazian</b> Source Self: Mark Grier	<div><div></div></div> Below required level	LANG-Spoken Language	ASSESS
 <b>Archive_English</b> Source Self: Mark Grier	<div><div></div></div> Below required level	LANG-Spoken Language	ASSESS
 <b>Cloud Native Development</b> Source Self: Mark Grier	<div><div></div></div> Below required level	CAP-Cloud Native Applications Development	ASSESS
 <b>Delphix - Dynamic Data Platform</b> Source Self: Mark Grier	<div><div></div></div> Below required level	TOOLS-Applications Services	ASSESS
 <b>DXC Integration Service Broker (ISB)</b> Source Self: Mark Grier	<div><div></div></div> Below required level	TOOLS-Applications Services	ASSESS

ASSESS SKILL

**Delphix - Dynamic Data Platform**


**Mark Grier**

**Current proficiency level\***
3 - Expert

**Proficiency Levels and Descriptors**

**My Last Assessment**

CANCEL

DONE

22. Each employee is required to select at least one Spoken Language. To fix this issue: Follow Steps 2-4 so you can add a Skill. When you get the drop-down box, click on Languages, then Select Spoken Languages. You will then see a listing of Spoken Languages (approximately 200). Pick one or more that best aligns with your abilities. Then click the blue Assign button and click Done on the next screen to get back to your Skill Profile. Find the languages that you just selected and click the blue ASSESS button. In the ASSESS Skill Screen, hover your cursor over the Current Proficiency Level and click the right most box to assign the appropriate Proficiency. Click Done. You can use this same process to select additional languages. **Be sure to select a Proficiency of Native for at least one of the languages.**

ASSIGN SKILL

AVAILABLE SKILLS

Search for a skill...

Q Filters

Consulting and SME

Enterprise and Cloud Applications

Industries

**Languages**

Methods and Processes

Platform

Role

Tools

SELECTED SKILLS

No skill has been selected yet

CANCEL

ASSIGN

ASSIGN SKILL

AVAILABLE SKILLS

Search for a skill...

Q Filters

< BACK

LANG-Spoken Language

Abkhazian

Afar

Afrikaans

Akan

Albanian

SELECTED SKILLS

No skill has been selected yet

CANCEL

ASSIGN

My Plan

ACTIONS

Plan

Calendar

Skills Development

At required level

Above required level

Below required level

35

54

12

Learning & Certifications

In Progress

Completed

Pending action

4

57

1

Skills Development | Filters

TITLE	PROGRESS	SKILL GROUP	ACTIONS
<div>Relational Database</div> <div>Source Self: Mark Grier</div>	<div>Below required level</div>	ANL-Database Principles	<div>ASSESS</div>
<div>Abkhazian</div> <div>Source Self: Mark Grier</div>	<div>Below required level</div>	LANG-Spoken Language	<div>ASSESS</div>
<div>Afrikaans</div> <div>Source Self: Mark Grier</div>	<div>Below required level</div>	LANG-Spoken Language	<div>ASSESS</div>


ASSESS SKILL

Abkhazian

Current proficiency level\*

5 - Native or bilingual

Comment

 Mark Grier

Proficiency Levels and Descriptors

My Last Assessment

CANCEL

DONE

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