

## Job Profile Builder



# Content

<b>1</b>	<b>Introduction.</b>	<b>11</b>
1.1	Job Profile Builder.	11
<b>2</b>	<b>Enabling Job Profile Builder.</b>	<b>12</b>
2.1	Enabling Job Profile Builder In Provisioning.	12
2.2	Security and Visibility for Job Profile Target Role-based Permissions. Setting up Job and Skills Profile Visibility.	13 14
	Setting Up Visibility for Skill Profile.	14
	Setting Up Visibility for Rated Skills.	15
2.3	Setting up Role-based Permissions For Job Profile Builder. Granting Permissions for Manage Job Profile Builder.	15 17
	Granting Permissions for Job and Skills Profile.	18
	Granting Permissions For Skill Profile.	19
	Granting Permissions for Rated Skills.	19
	Using Job Profile Field Override to Restrict Permissions.	20
2.4	Configuring Employee Profile for Job Profile Builder. Configuring Skills Profile Portlet for V12.	21 21
	Configuring Skill Profile in People Profile.	22
<b>3</b>	<b>Relationship between Family, Roles, and Job Codes.</b>	<b>24</b>
3.1	How to Create Families From <i>UI</i> .	25
3.2	How to Create Families Using SuccessStore.	27
<b>4</b>	<b>Creating Roles.</b>	<b>28</b>
4.1	How To Create Roles.	28
4.2	Using SuccessStore to Create Roles.	30
<b>5</b>	<b>Job Profile Templates.</b>	<b>31</b>
5.1	How to Create a New Job Profile Template.	31
5.2	Customizing Sections For Your Job Profile Templates.	33
<b>6</b>	<b>Introduction to Creating Job Profiles.</b>	<b>35</b>
6.1	What You Need to Know About Creating Job Profiles Without Workflow. How to Build Job Profiles Without Workflow.	35 38
6.2	Using Job Profile Builder Workflow for Creating and Approving Job Profiles. How to Configure Job Profile Builder Workflow.	39 41
	To Set up Workflows to Appear on To-Do Lists.	42
	How to Create Your Job Profile With Workflow Enabled.	42

How to Approve Job Profile Workflow Requests. . . . .	44
6.3 Tips for Creating Job Profiles. . . . .	45
<b>7 Creating Job Profile Content. . . . .</b>	<b>47</b>
7.1 Job Profile Builder Content. . . . .	48
7.2 Adding Job Profile Content from UI. . . . .	51
7.3 Job Profile Builder Content Object Associations. . . . .	52
7.4 Job Profile Objects Dependencies. . . . .	53
7.5 Introduction to Skills. . . . .	54
How to Create Skills Using <i>UI</i> . . . . .	55
Using SuccessStore to Create Skills. . . . .	56
How to Add Proficiencies for Skills. . . . .	57
Self-Ratings in Skill Profile. . . . .	58
7.6 Introduction To Competencies and Competency Types. . . . .	59
Adding Competencies. . . . .	61
About Job Profile Builder Competency Types . . . . .	62
7.7 Creating Content Using Import and Export Process. . . . .	66
Exporting Your Job Profile as a Template Using <i>Manage Job Profile Content Import/Export</i> . . . . .	67
Exporting Your Job Profile Data Using <i>Manage Job Profile Content Import/Export</i> . . . . .	68
Importing New Job Profile Content Using <i>Manage Job Profile Content Import/Export</i> . . . . .	70
More About Using Monitor Job Tool for validating exports and imports. . . . .	71
<b>8 Mapping Job Profile Content. . . . .</b>	<b>74</b>
8.1 Mapping Job Profile Content Using Job Profile Builder <i>Manage Job Profile Content Import/Export</i> Process. . . . .	74
8.2 Mapping Roles. . . . .	75
Viewing Job Code Link in Employee Profile for Mapped Job Classifications. . . . .	75
More About Mapping Job Codes. . . . .	76
8.3 Assigning Behaviors. . . . .	77
How to Assign Behaviors to Competencies. . . . .	77
How to Assign Behaviors for Role-based Competencies. . . . .	78
Weight and Ratings for Behaviors. . . . .	79
<b>9 Job Profile Acknowledgement. . . . .</b>	<b>81</b>
9.1 How to Configure Job Profile Acknowledgment Settings. . . . .	81
9.2 Job Profile Acknowledgment Report. . . . .	82
<b>10 Appendix And Troubleshooting Information. . . . .</b>	<b>84</b>
10.1 Using Job Description Manager and Job Profile Builder. . . . .	84
Differences Between Job Description Manager and Job Profile Builder. . . . .	84
10.2 General Troubleshooting. . . . .	85
Text Limitation Errors When Creating Job Profile Content. . . . .	85
10.3 Troubleshooting Imports. . . . .	86

Troubleshooting Tips Using *Manage Job Profile Content Import/Export*. . . . . 86

# What's New In This Guide

This is a summary of changes for this document

## Q2 2018

The following table summarizes changes to this guide for the Q2 2018 publication

What's New	Description	More Info
May 11, 2018	<p><b>Edited and Added Topics</b></p> <p><b>As a result of Q2 2018 Work</b></p> <p>For edited topics see links provided under the <i>More Info</i> column under edited topics section.</p> <ul style="list-style-type: none"><li>Removed Permissions for Manage Job Profile Builder and moved to a new topic (see Added Topics Section under <b>More Info</b> column)</li></ul> <p>For added topics, see links provided under the <i>More Info</i> column under added topics section.</p>	<p>Edited Topics:</p> <ul style="list-style-type: none"><li><a href="#">Setting up Role-based Permissions For Job Profile Builder [page 15]</a> <a href="#">Job Profile Objects Dependencies [page 53]</a></li><li><a href="#">Creating Content Using Import and Export Process [page 66]</a></li><li><a href="#">Importing New Job Profile Content Using Manage Job Profile Content Import/Export [page 70]</a></li></ul> <p>Added Topics:</p> <ul style="list-style-type: none"><li><a href="#">Granting Permissions for Manage Job Profile Builder [page 17]</a></li></ul>
Edited Topics	<p><b>As a result of Q2 2018 Work</b></p> <p>Cannot map additional skills or role based competencies to a job profile once when it is in pending workflow approval status.</p> <p>Added more content as part of guide improvement work</p>	<a href="#">Using Job Profile Builder Workflow for Creating and Approving Job Profiles [page 39]</a>

What's New	Description	More Info
Removed Topics	<p><b>As a result of Q2 2018 Work</b></p> <p>The following topics have been removed, now that <i>Competency - Competency Types</i> is supported by <i>Manage Job Profile Content Import/Export</i> tool.</p>	List of removed topics: <ul style="list-style-type: none"> <li>• Introduction To Competency Type Imports and Exports</li> <li>• To Export Competency Type Data</li> <li>• To Download Template for Competency Types</li> <li>• Importing Competency Types Using MDF Import and Export Data</li> <li>• Mapping Competency Types Using MDF Import and Export Process</li> </ul>
Edited and Added Topics	Guide improvements for Creating Job Profiles and Workflow topics (see More Info column)	<p>Added Topics:</p> <ul style="list-style-type: none"> <li>• <a href="#">Introduction to Creating Job Profiles [page 35]</a></li> <li>• <a href="#">What You Need to Know About Creating Job Profiles Without Workflow [page 35]</a></li> <li>• <a href="#">How to Create Your Job Profile With Workflow Enabled [page 42]</a></li> <li>• <a href="#">How to Approve Job Profile Workflow Requests [page 44]</a></li> <li>• <a href="#">Tips for Creating Job Profiles [page 45]</a></li> </ul> <p>Edited Topics</p> <ul style="list-style-type: none"> <li>• <a href="#">How to Build Job Profiles Without Workflow [page 38]</a></li> <li>• <a href="#">How to Configure Job Profile Builder Workflow [page 41]</a></li> <li>• <a href="#">To Set up Workflows to Appear on To-Do Lists [page 42]</a></li> </ul>
Edited Topic	Added section about byte limitations for <i>Job Code</i> fields for imports	<a href="#">Troubleshooting Tips Using Manage Job Profile Content Import/Export [page 86]</a>

## Q1 2018

The following table summarizes changes to this guide for the Q1 2018 publication

What's New	Description	More Info
March 9, 2018		

What's New	Description	More Info
Edited and Added Topics	<p><b>As a result of Q1 2018 Work</b></p> <p>For edited topics, see links provided under the <i>More Info</i> column under edited topics section.</p> <p>For added topics, see links provided under the <i>More Info</i> column under added topics section.</p>	<p><b>Edited Topics:</b></p> <p><a href="#">Introduction To Competencies and Competency Types [page 59]</a></p> <p><a href="#">Job Profile Builder Content [page 48]</a></p> <p><a href="#">Job Profile Objects Dependencies [page 53]</a></p> <p><b>Added Topics:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">About Job Profile Builder Competency Types [page 62]</a></li> <li>• <a href="#">Mapping Competency Types Using Manage Job Profile Content With Competencies [page 63]</a></li> <li>• <a href="#">Competency Type List [page 65]</a></li> </ul>
Edited and Added Topics	<p><b>Changes to Topics related to Skill Profile and Rated Skills.</b></p> <p>For edited topics, see links provided under the <i>More Info</i> column under edited topics section.</p> <p>For added topics, see links provided under the <i>More Info</i> column under added topics section.</p>	<p><b>Edited Topics:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Setting Up Visibility for Rated Skills [page 15]</a></li> <li>• <a href="#">Setting up Role-based Permissions For Job Profile Builder [page 15]</a></li> </ul> <p><b>Added Topics:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Setting Up Visibility for Skill Profile [page 14]</a></li> <li>• <a href="#">Granting Permissions For Skill Profile [page 19]</a></li> </ul>
Edited Topics	<p>Note in topics that when competencies or skills are deactivated, they still show up under associated profiles</p> <p>For edited topics, see links provided under the <i>More Info</i> column under edited topics section.</p>	<p>Edited Topics:</p> <ul style="list-style-type: none"> <li>• <a href="#">How to Create Skills Using UI [page 55]</a></li> <li>• <a href="#">How to Create Skills Using UI [page 55]</a></li> </ul>

What's New	Description	More Info
Edited and Added Topics	<p><b>General Guide Improvements:</b></p> <p>For edited topics, see links provided under the <i>More Info</i> column under edited topics section.</p> <p>For added topics, see links provided under the <i>More Info</i> column under added topics section.</p>	<p><b>Edited topics:</b></p> <ul style="list-style-type: none"> <li>Changed name: <a href="#">Creating Content Using Import and Export Process [page 66]</a></li> <li><a href="#">Creating Job Profile Content [page 47]</a></li> <li><a href="#">Job Profile Builder Content Object Associations [page 52]</a></li> </ul> <p><b>Added Topics:</b></p> <ul style="list-style-type: none"> <li><a href="#">Security and Visibility for Job Profile Target Role-based Permissions [page 13]</a></li> <li><a href="#">Differences Between Job Description Manager and Job Profile Builder [page 84]</a></li> <li><a href="#">Troubleshooting Tips Using Manage Job Profile Content Import/Export [page 86]</a></li> </ul>
Removed Topics	<p>Removed two topics under this section:</p> <ul style="list-style-type: none"> <li>Using Intelligent Services for Competency Updates</li> </ul>	<p>Topics available under this guide:</p> <ul style="list-style-type: none"> <li><a href="#">How to Create Business Rules for Update of Employee Competency Assessment</a></li> <li><a href="#">How to Launch Update of Employee Competency Assessment Event</a></li> </ul>

## Q4 2017

The following table summarizes changes to this guide for the Q4 2017 publication

What's new	Description	More Info
<b>November 5, 2017</b>		
Added Topics	New Topics as a result from Q4 2017 Work	<a href="#">Customizing Sections For Your Job Profile Templates [page 33]</a> <a href="#">Self-Ratings in Skill Profile [page 58]</a> <a href="#">Viewing Job Code Link in Employee Profile for Mapped Job Classifications [page 75]</a>

What's new	Description	More Info
Added Topics	<ul style="list-style-type: none"> <li>Setting up Visibility for Rated Skills</li> <li>Granting Permissions for Rated Skills</li> <li>Configuring Skills Profile Portlet for V12</li> <li>Configuring Skills Profile in People Profile</li> <li>Text Limitation Errors When Creating Job Profile Content</li> </ul>	<a href="#">Setting Up Visibility for Rated Skills [page 15]</a> <a href="#">Granting Permissions for Rated Skills [page 19]</a> <a href="#">Configuring Skills Profile Portlet for V12 [page 21]</a> <a href="#">Configuring Skill Profile in People Profile [page 22]</a> <a href="#">Text Limitation Errors When Creating Job Profile Content [page 85]</a>

## Q3 2017

The following table summarizes changes to this guide for the Q3 2017 publication

What's New	Description	More Info
Field Overrides Permission for Job Profile	You can restrict permission for field overrides for Job Profile with two options: No Access or Read Only	<a href="#">Using Job Profile Field Override to Restrict Permissions [page 20]</a>
Update Employee Competency Assessment event for Intelligent Services	You can set up third party applications to receive notifications when employee competency assessments are updated.	See Q1 2018 Table
Edited Topic: How to Set Up Job and Skill Profile Visibility	Replaced screenshot and added additional substeps	<a href="#">Setting up Job and Skills Profile Visibility [page 14]</a>

## Q1- Q2 2017

The following table summarizes changes to this guide for the Q1 2017 publication and later

What's New	Description	More Info
No changes	Did not update the guide during this period	N/A

## **Q4 2016**

The following table summarizes changes to this guide for the Q4 2016 release

What's New	Description	More Info
<b>November 05, 2016</b>		
Please note that there were changes throughout the entire document that cannot be itemized in this table. Only new topics that contain new features available for the Q4 2016 release are itemized.		
New Topics that include Q4 2016 changes	How to Assign Behaviors to Competencies  How to Assign Behaviors for Role-based Competencies  Weight and Ratings for Behaviors	<a href="#">How to Assign Behaviors to Competencies [page 77]</a>  <a href="#">How to Assign Behaviors for Role-based Competencies [page 78]</a>  <a href="#">Weight and Ratings for Behaviors [page 79]</a>

# 1 Introduction

## 1.1 Job Profile Builder

Job Profile Builder enables you to build complete job profiles with multiple content types and create **Families** and **Roles**. You can use [Skills Management](#) to capture employee skills within the Employee Profile.

### More About Job Profile Builder

Job Profile Builder or **JPB** is a successor to the legacy Job Description Manager or **JDM**. It is, therefore, sometimes also known as **JDM v2.0**. Job Profile Builder replaces legacy **Families**, and **Roles**. It is a flexible and intuitive way to identify the complete elements of job descriptions to share them with your organization.

Job Profile Builder allows you to build complete job profiles with multiple content types, and allows creation of individual performance profiles based on established master roles within **Families** and **Roles**. You can find candidates with the right fit for promotions and new positions, development strength, and more opportunities using more detailed job descriptions.

Job Profile Builder is built on top of Metadata File Framework or **MDF**. When you use **MDF**, you can create and manage database object definitions, relationships, and hierarchy.

As a best practice, use both Job Profile Builder and [Skills Management](#).

## 2 Enabling Job Profile Builder

### 2.1 Enabling Job Profile Builder In Provisioning

This topic gives a detailed overview on how to enable Job Profile Builder in provisioning.

#### Context

##### ➔ Remember

As a customer, you do not have access to Provisioning. To complete tasks in Provisioning, contact SAP Cloud Support.

#### Procedure

1. Log into provisioning.
2. Go to *Company Settings* and enable the following:
  - *JDM v2.0/Skills Management*
  - *Role-based Permission*
  - *Enable Generic Objects*

#### Next Steps

Once you have enabled Job Profile Builder, you can set up role-based permission.

## 2.2 Security and Visibility for Job Profile Target Role-based Permissions

You can control security and visibility for your job profile target role-based permissions using Metadata Framework Configure Object Definitions tool.

### Overview About Security for MDF Using Role-based Permissions

You can add security based on role-based permission to the MDF object definition, which can be added to objects, field, and association levels. Setting up security allows you to control which users can view, edit, or import and export data in an object or field. With MDF you can set up security at the more granular field level. For objects and fields, you can control access based on roles within the system

Security has to be added so you can view or edit target role-based permissions for the following Job Profile Builder permissions:

- *Job and Skills Visibility*
- *Skill Profile*
- *Rated Skills*

### Related Information

[Setting up Job and Skills Profile Visibility \[page 14\]](#)

[Setting Up Visibility for Skill Profile \[page 14\]](#)

[Setting Up Visibility for Rated Skills \[page 15\]](#)

**More about Using MDF:**

[Implementing the Metadata Framework](#)

[Helpful Topics from Implementing the Metadata Framework](#)

[Overview of Setting Up Security for MDF Using Role-Based Permissions \(RBP\)](#)

[Adding Security for Object Definition](#)

## 2.2.1 Setting up Job and Skills Profile Visibility

You can set up *Job and Skills Profile* visibility role-based permissions using the *Configure Object Definitions* tool.

### Procedure

1. Go to [Admin Center](#) [Configure Object Definitions](#).
2. Go to [Search](#) [Object Definition](#) [Job Profile](#).
3. Go to [Take Action](#) [Make Correction](#).
4. Go to the *Security* section towards end of the page:
  - a. Go to the *Secured* field and select **Yes**.
  - b. Go to the *Permission Category* field and select **Manage Job & Skill Profile Visibility**.
  - c. Leave the *RBP Subject User Field* field blank.
  - d. The *<CREATE Respects Target Criteria>* is set to **No**.

The screenshot shows the 'Business Key Fields' section with a 'Field' input field containing 'Click or focus to edit'. Below it is the 'Security' section, which includes fields for 'Secured' (set to 'Yes'), 'Permission Category' (set to 'Manage Job & Skill Profile Vis...'), 'RBP Subject User Field' (empty), and 'CREATE Respects Target Criteria' (set to 'No'). There are also 'Rules' sections for 'Initialize Rules' and 'Validate Rules', each with a dropdown menu showing 'No Selection' and a '+' button.

Security Section for the Manage Job & Skill Profile Visibility role-based permission

5. Select **Save** to finish.

## 2.2.2 Setting Up Visibility for Skill Profile

You can set up *Skill Profile* visibility role-based permissions using the *Configure Object Definitions* tool.

### Procedure

1. Go to [Admin Center](#) [Configure Object Definitions](#).

2. Go to [Search](#) [Object Definition](#) [Skill Profile](#)
3. Go to [Take Action](#) [Make Correction](#)
4. Go to the *Security* section towards end of the page:
  - a. Go to the *Secured* field and select **Yes**.
  - b. Go to the *Permission Category* field and select **Manage Job & Skill Profile Visibility**.
  - c. Verify that *RBP Subject User Field* contains the words **externalCode**.
  - d. The *CREATE Respects Target Criteria* is set to **No**.
5. Select **Save** to finish.

## 2.2.3 Setting Up Visibility for Rated Skills

You can set up *Rated Skills* visibility role-based permissions using the Configure Object Definitions tool.

### Procedure

1. Go to [Admin Center](#) [Configure Object Definitions](#)
2. Go to [Search](#) [Object Definition](#) [Rated Skills](#)
3. Go to [Take Action](#) [Make Correction](#)
4. Go to the *Security* section towards end of the page:
  - a. Go to the *Secured* field and select **Yes**.
  - b. Go to the *Permission Category* field and select **Manage Job & Skill Profile Visibility**.
  - c. Verify that *RBP Subject User Field* contains the words **externalCode**.
  - d. The *CREATE Respects Target Criteria* is set to **No**.
5. Select **Save** to finish.

## 2.3 Setting up Role-based Permissions For Job Profile Builder

You can set up basic role-based permissions to enable Job Profile Builder using the Manage Permission Roles tool.

### Prerequisites

- Permission group set up for your JPB administrators and users

#### ➔ Tip

For instructions on how to set up your permission group, refer to the [Role-Based Permissions Admin Guide](#)

## Context

## Procedure

1. Go to  [Admin Center](#)  [Manage Permission Roles](#).
2. To create a new permission role, select **Create New** that opens up the *Permission Role Detail* page.
3. Give role a name and select the *Permission* button and check the following options:

Role-based Permission Option	Steps
<b>General User Permission</b>	<ol style="list-style-type: none"><li>1. Go to  <a href="#">User Permissions</a>  <a href="#">General User Permission</a> to select the following:<ul style="list-style-type: none"><li>○ <i>User Login</i></li><li>○ <i>Live Profile Access</i></li></ul></li><li>2. Select <b>Done</b> to save.</li></ol>
<b>Metadata Framework</b>	<ol style="list-style-type: none"><li>1. Go to  <a href="#">Administrator Permissions</a>  <a href="#">Metadata Framework</a>.</li><li>2. Select all permissions.</li><li>3. Select <b>Done</b> to save.</li></ol>
<b>Manage Job Profile Builder</b>	<ol style="list-style-type: none"><li>1. Go to  <a href="#">Administrator Permissions</a>  <a href="#">Manage Job Profile Builder</a>.</li><li>2. Select all checkboxes.</li><li>3. Select <b>Done</b> to save.</li></ol>

4. Go to  [Permission Role Detail](#)  [Grant this role to...](#)  that opens the *Grant this role to* dialog box.
  - a. Go to  [Permission Group](#)  that opens up *Groups* box.
  - b. Select all permission groups to assign this role.
  - c. Select *Done* to save and finish that directs you back to the *Permission Role Detail* page.
5. Select **Save Changes** to finish.

## Next Steps

You can now set up visibility for your job and skill profile.

## Related Information

- [Granting Permissions for Manage Job Profile Builder \[page 17\]](#)
- [Granting Permissions for Job and Skills Profile \[page 18\]](#)
- [Granting Permissions For Skill Profile \[page 19\]](#)
- [Granting Permissions for Rated Skills \[page 19\]](#)
- [Using Job Profile Field Override to Restrict Permissions \[page 20\]](#)

### 2.3.1 Granting Permissions for Manage Job Profile Builder

You can set permission settings for using different Job Profile Builder tools such as: Job Profile Templates, Manage Job Profiles, [Configure Job Profile Acknowledgement Settings](#), [Manage Job Profile Content Import/Export](#), and Manage Job Profile Content. You can use this role based permission to set up who can view job profile content only or create and edit job profile content.

#### Procedure

1. Go to  [Admin Center](#)  [Manage Permission Roles](#).
2. Select the permission role you want to add the [Manage Job Profile Builder](#) target permissions.  
When you select your permission group, you are directed to the *Permission Role Detail* page for that group.
3. To continue, select **Permission...** that opens up the *Permission settings* dialog box.
4. Go to  [Administrator Permissions](#)  [Manage Job Profile Builder](#).
5. Select the following checkboxes:
  - Job Profile Templates
  - Manage Job Profiles
  - [Configure Job Profile Acknowledgement Settings](#)
  - [Manage Job Profile Content Import/Export](#)
  - Manage Job Profile Content
6. To select additional permissions for Manage Job Profile Content:

Checkbox Selection	Choices
<a href="#">Can Edit Content</a>	Permissions allow creation and editing job profile content. When this checkbox is selected, the <a href="#">Can View Content</a> checkbox is grayed out.
<a href="#">Can View Content</a>	When you want individuals that are members of your permission group to have view access only.

### ➔ Tip

When you select the Manage Job Profile Content checkbox, both *Can View Content* and *Can Edit Content* is enabled by default. You can only change target permissions by deselecting *Can Edit Content* checkbox.

7. Select **Done** to complete setting up *Manage Job Profile Builder* target permissions.

When you select **Done** the dialog box closes and you are back to the *Permission Role Detail* page.

8. To finish, select **Save Changes**.

## 2.3.2 Granting Permissions for Job and Skills Profile

When you have set up your *Job and Skills Profile Visibility*, you can grant target permissions for specific permission role.

### Procedure

1. Go to   that directs you to the *Permission Role List* page.
2. Select the *Permission Role* you want to edit that opens up the *Permission Role Detail* page.
3. Go to    within the *Permission Settings* dialog box.
4. Select *View*, *Edit*, and *Import/Export* checkboxes for the following:
  - *Job Profile*
  - *JobReqJobProfile*
  - *Skill Profile*
5. Select **Done** to save and **Save Changes** to finish.

### Next Steps

You can use *Field Override* feature to restrict permission for specific job profile fields so that it is not viewable or editable to individuals under specific permission roles.

### 2.3.3 Granting Permissions For Skill Profile

When you have set up *Skill Profile* object, you can grant target permissions for a specific permission role.

#### Procedure

1. Go to  [Admin Center](#)  that directs you to the *Permission Role List* page.
2. Select the *Permission Role* you want to edit that opens up the *Permission Role Detail* page.
3. Go to  [Permission](#)  [Administrator Permissions](#)  [Manage Job & Skill Profile Visibility](#)  within the *Permission Settings* dialog box.
4. Select the following checkboxes under *Rated Skills*:
  - View*
  - Edit*
  - Import/Export*
5. Select *Done* to save.  
The *Permission settings* dialog box disappears and you directed back to the *Permission Role Detail* page.
6. Select *Save Changes* to finish.

### 2.3.4 Granting Permissions for Rated Skills

When you have set up your *Rated Skills*, you can grant target permissions for specific permission role.

#### Procedure

1. Go to  [Admin Center](#)  that directs you to the *Permission Role List* page.
2. Select the *Permission Role* you want to edit that opens up the *Permission Role Detail* page.
3. Go to  [Permission](#)  [Administrator Permissions](#)  [Manage Job & Skill Profile Visibility](#)  within the *Permission Settings* dialog box.
4. Select the following checkboxes under *Rated Skills*:
  - View*
  - Correct*
  - Create*
  - Adjust Order*
  - Delete*
5. Select *Done* to save.  
The *Permission settings* dialog box disappears and you directed back to the *Permission Role Detail* page.

6. Select [Save Changes](#) to finish.

## 2.3.5 Using Job Profile Field Override to Restrict Permissions

You can restrict specific job profile fields so that it is not viewable or editable to individuals with specific permission roles. This action is performed using the Manage Permission Roles tool.

### Context

There are two types of restrictions:

- No Access
- Read Only

### Procedure

1. Go to  [Admin Center](#)  [Manage Permission Roles](#) and select the permission role you want to edit.
2. Select   [Permission](#)  [Administrator Permissions](#)  [Manage Job & Skill Profile Visibility](#).
3. Go to   [Job Profile](#)  [Field Level Overrides](#).
4. Go to [`<Field>`](#) and select which field you want to restrict permissions.
5. Go to Permission and select either:
  - No Access
  - Read Only

Please note that you cannot restrict field level overrides for mandatory fields. If selected, a message appears:  
*You have selected a mandatory field for Field Override in Permissions - this can lead to application issues and is not recommended.*

6. Select [Done](#).  
You are directed back to the [Permission Role Detail](#) page.
7. Select [Save Changes](#) to finish.

## 2.4 Configuring Employee Profile for Job Profile Builder

### 2.4.1 Configuring Skills Profile Portlet for V12

You can configure Skill Profile for your V12 instance

#### Prerequisites

- Visibility for Rated Skills enabled
- Permission for Rated Skills enabled
- V12 enabled
- Skill Profile permissions enabled in role-based permission under [Employee Views](#).

#### Procedure

1. Go to  [Admin Center](#)  [Configure Employee Files](#)

When you select the [Configure Employee Files](#) from the search menu, you are directed to the [Design Employee Files Layout](#) page, where you customize your [V12](#) portlets.

2. Find the [Skill Profile](#) portlet under the [View Name](#) column.
3. From the [Skill Profile](#) row, go to the [Show/Hide](#) column and select the checkbox that corresponds with [Skill Profile](#).
4. Select [Save](#) to finish.

#### Related Information

[More Information on Employee View Permissions](#)

[Employee View Permissions](#)

[Granting Employee Views Permission](#)

[More About Public Profiles](#)

[Public Profile Setup Tool](#)

[Accessing Public Profile Setup](#)

## 2.4.2 Configuring Skill Profile in People Profile

You can enable the ability for employees to edit their *Employee Self-Rating* and *Manager Rating* in People Profile.

### Prerequisites

- Visibility for Rated Skills enabled
- Permission for Rated Skills enabled
- People Profile

### Context

The Skill Profile block should be configured if it does not exist in People Profile.

### Procedure

1. To add Skill Profile to People Profile, go to  [Admin Center](#)  [Configure People Profile](#).
2. Locate either Profile or *Skill Profile* to select.

When you have selected the section you want to edit, the *Edit Section* navigation appears next to the *Configure People Profile* sections.

3. Select the empty *subsection* below your People Profile section.

When you select the empty subsection, this activates the *Edit Subsection* navigation page next to the *Configure People Profile* sections.

4. Go to the *Edit Subsection* navigation page and enter in the name of your subsection.
5. Select *Save*
6. Select the empty block next to your new subsection.

When you select the empty block the *Available Blocks Drag and drop blocks to create profile* navigation page appears next to the *Configure People Profile* sections.

7. Go to the *Available Blocks* page and enter in **Skill Profile** in the search bar.

The Skill Profile People Profile block appears below the search bar.



If Skill Profile does not show up, visibility or permissions was not set up.

8. Drag and drop the Skill Profile over to the empty block next to the subsection you want.
9. Select *Save* to finish.

## Related Information

[Adding a Section to the People Profile](#)

[Adding a Block to the People Profile](#)

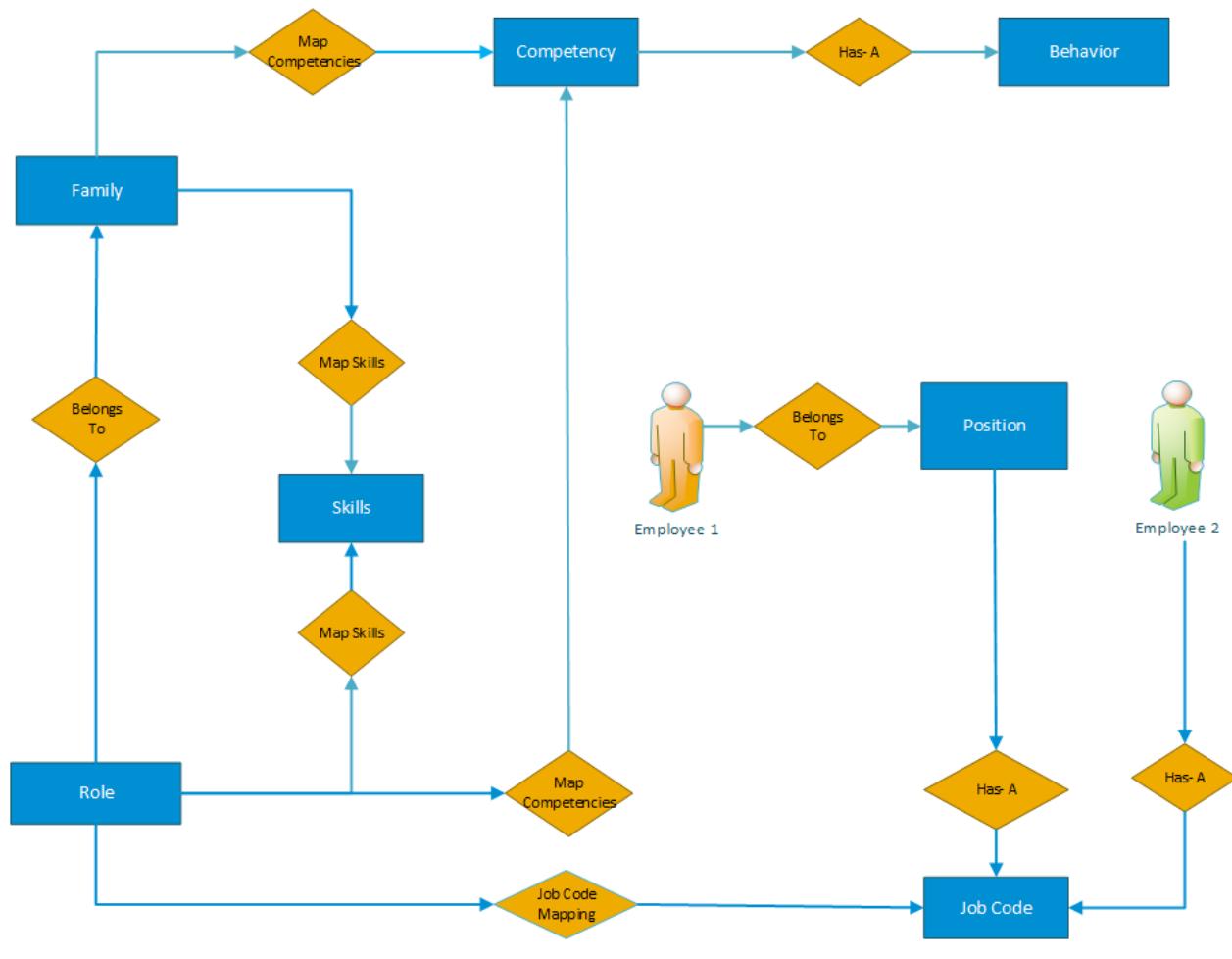
[Editing a Subsection](#)

### 3 Relationship between Family, Roles, and Job Codes

This topic describes and gives examples of the relationships between *Families*, *Roles*, *Job Codes*, *Job Templates*, and *Job Profiles*.

#### About Families, Roles and Job Codes

- A family can have multiple roles.
- One role can have multiple job codes.
- One job code can be associated with multiple employees.



## Related Information

[How to Create Families From UI \[page 25\]](#)

[How to Create Families Using SuccessStore \[page 27\]](#)

### 3.1 How to Create Families From UI

You can use the [Manage Job Profile Content](#) to create and map families with skills either from existing libraries or using skills based by job family.

#### Procedure

1. Go to [Admin Center](#) that opens up the [Manage Job Profile Content](#) page.
2. Go to that directs you to the [Manage Job Profile Content](#) page.

The screenshot shows the 'Manage Job Profile Content' page. At the top, there's a back link to 'Admin Center' and a title 'Manage Job Profile Content'. Below that is a descriptive text: 'From here you can view your job profile content and then manage it. Add, delete, deactivate or modify from here. Choose your Content Type first and then filter or search.' A dropdown menu 'Set Up Families and Roles' is open, showing 'Families' (which is selected) and 'Roles'. On the right, there's a search bar 'Search Families' and two buttons: '+ Add Families from SuccessStore' and '+ Create Family' (the latter is highlighted with a red box). Below this, there's a language selector 'US English'. The main area displays a table titled '9 Families'. The columns are 'Family Name', 'Roles', 'Status', 'GUID', and 'Actions'. The data in the table is as follows:

Family Name	Roles	Status	GUID	Actions
Clinical Roles	0	Active	1007602	
China Organization Leadership	1	Inactive	1000096	
Organization Leadership	5	Active	1000388	
Managerial and Supervisory ...	2	Active	1002700	
Services and Maintenance F...	5	Active	1002701	
Administrative Support Family	4	Active	1002702	

Manage Job Profile Content Page

The [Manage Job Profile Content](#) page contains two tabs: Families and Roles.

3. Select the *Families* tab.
4. To create your family from libraries, select *Create Family* that directs you to the [Create New Content \(Family\)](#) page.

5. From the *Create New Content (Family)*, enter in the name of your family.
6. To map skills, select the *Map Skills* button.
7. To map using unassigned skills by category:
  - a. Select *Unassigned Skills Browsed by Category* from the dropdown menu. The available libraries appear under the *Libraries* column.
  - b. To use the available library, select that library that opens available categories next to the selected library.
  - c. Select the category you want and groups that belong with your selected category appear.
  - d. Select the group you want and all available skills for this group appear.
  - e. Check off all skills that apply.
  - f. To map your selected skills with your role, select the *MAP* button.
  - g. Select *I'm done* to finish.
8. To map using *Family-based Skills Browsed by Job Family*, follow these steps:
  - a. Select *Family-based Skills Browsed by Job Family* from the dropdown menu. The available libraries appear under the *Libraries* column and see a list of different families populate the screen.
  - b. Select any one of the families you want to use and see a list of roles appear next to the selected family.
  - c. Select a role you want to map and see a list of skills that belong to those roles populate the screen.
  - d. Check off all skills that apply.
  - e. To map your selected skills with your role, select the *MAP* button.
  - f. Select *I'm done* to finish.

Back to: Admin Center

### Create New Content (Family)

Mapping skills by browsing Families and Roles or by searching for specific skills.

FAMILIES		ROLES	SKILLS	OPTIONS
Administration		Billing Coordinator	<input type="checkbox"/> Select All <input type="checkbox"/> Wound Care <input type="checkbox"/> Vital Signs <input checked="" type="checkbox"/> Treatment Planning <input type="checkbox"/> Patient Personal Care	Select skills to map
Engineering		Vice President, Clinical and Support Services		
Executive		Chief Medical Officer		
Finance		Chief Nursing Officer		
HealthPrint	▶	Clinical - Director		
Operations		Clinical - Individual Contributor		
Professional Services		Clinical - Manager		
Retail		Clinical Pharmacy Specialist		
Human Resources		Compliance Administrator		
Sales	▼			

Search Skills

**MAP**

**I'm done**

New Family Content by Job Category

## Related Information

[How to Create Families Using SuccessStore \[page 27\]](#)

## 3.2 How to Create Families Using SuccessStore

This topic gives detailed instruction on how to create families by downloading them from SuccessStore.

### Procedure

1. Go to Admin Center Manage Job Profile Content Set Up Families and Roles.
2. Select *Add Families from SuccessStore* to create your family from SuccessStore that opens up the *Manage SuccessStore Skill Content* page.
3. Select the family you want to use from SuccessStore that opens up list of roles associated with your selected family.
4. Select the role you want mapped to your selected family. A new pane opens up that contains your family name and all skills associated with your family.
5. Find the *Options* pane and select one of the following:
  - *Add Role*: to add role.
  - *Add Role and Family*: to add role and your family
  - To add mapped skills, select the *Also add mapped skills* checkbox.
6. Once you made your selection, select *Add*.
7. Select *I'm done* to finish.

Back to: Admin Center

### Manage SuccessStore Skill Content

Browse or search SuccessStore Families and Roles.

FAMILIES	ROLES
Account Management	Advertising Assistant
Actuarial	Advertising Manager
Administrative/Clerical	Advertising Specialist
Advertising	Lead Advertising Specialist
Applications Development-General	Senior Advertising Specialist
Applications Testing	
AS/400 Applications Development	
Assembly	
Asset Protection	

Search Families

**Lead Advertising Specialist**

Family: Advertising

Skills: Advertising Concepts  
Advertising Design  
Advertising Market Research  
Advertising Planning  
Advertising Situation Analysis  
Branding and Brand Development  
Consumer Behavior Studies  
Copywriting  
Corporate Advertising  
Creative Briefs

Options

Add Role  
 Add Role + Family  
 Also add mapped skills

**Add**

I'm done

Manage SuccessStore Skill Content Page

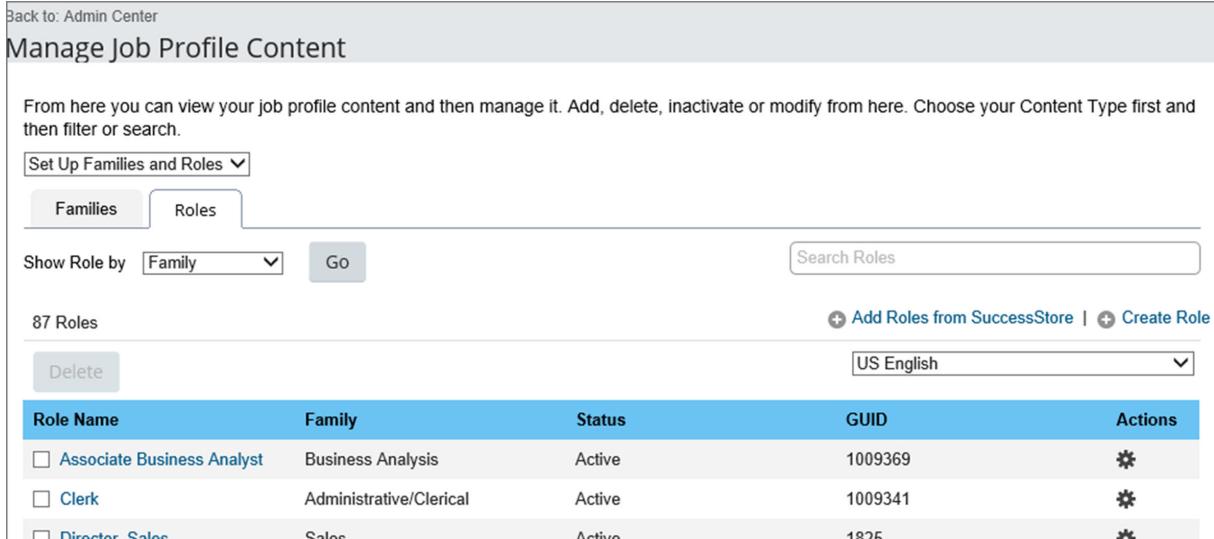
# 4 Creating Roles

## 4.1 How To Create Roles

This topic gives detailed overview on how to create roles from available libraries.

### Procedure

1. Go to  [Admin Center](#)  [Manage Job Profile Content](#)  You are directed to the [Manage Job Profile Content](#) page that includes the [Families](#) and [Roles](#) tab.



Back to: Admin Center

### Manage Job Profile Content

From here you can view your job profile content and then manage it. Add, delete, deactivate or modify from here. Choose your Content Type first and then filter or search.

[Set Up Families and Roles](#) 

[Families](#) [Roles](#)

Show Role by [Family](#)  [Go](#) [Search Roles](#)

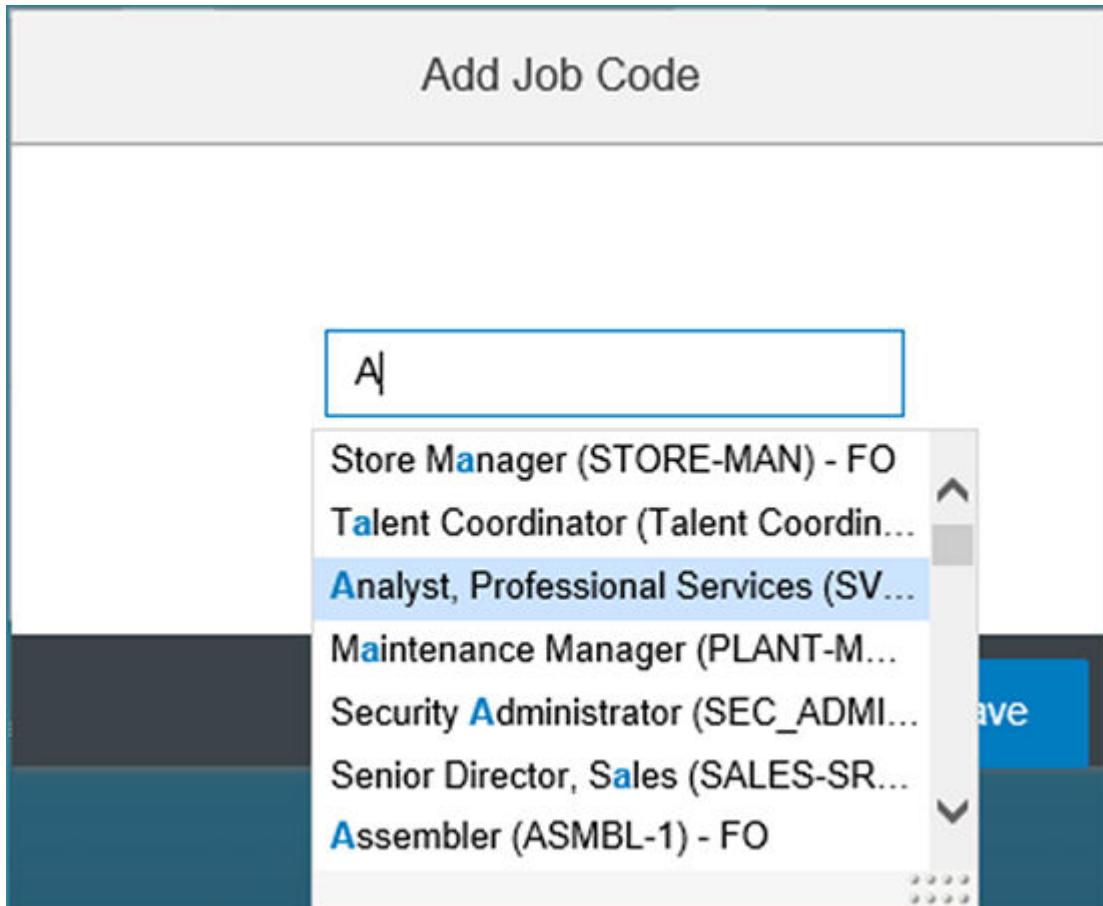
87 Roles [+ Add Roles from SuccessStore](#) | [+ Create Role](#)

[Delete](#) [US English](#) 

Role Name	Family	Status	GUID	Actions
<input type="checkbox"/> Associate Business Analyst	Business Analysis	Active	1009369	
<input type="checkbox"/> Clerk	Administrative/Clerical	Active	1009341	
<input type="checkbox"/> Director, Sales	Sales	Active	1825	

#### Setting Up Families and Roles Page

2. Select the [Roles](#) tab to go to the correct screen.
3. Select [Create Role](#) that opens up the [Create New Content \(Role\)](#) page.
4. Enter the name of the role you want to create in the [Role Name](#) field.  
You can use the pencil picker icon to specify additional languages.
5. Go to [Family](#) dropdown menu to select the family you want to associate your role.
6. To map with job codes, select the [Map Job Codes](#) button.
7. To add your [Job Code](#), begin entering the first several letters of your job code you want to map until you see a dropdown list.



The Add Job Code menu Using the Type-ahead feature

8. Select your job code you want to add and from the *usage* dropdown menu, select *Default* or *Succession*.
9. Select *Save* to add your *Job Code* that returns you to the *Edit: Role* screen. Your new mapped job codes appear on the screen.

**i Note**

You can add mapped skills, competencies, and talent pools by navigating to those tabs in the *Edit: Role* page for any role. You can also view any available positions by going to the *# Positions* link next to the specific job code or use the gear icon.

10. Select *Save Role* to finish.

## Related Information

[Using SuccessStore to Create Roles \[page 30\]](#)

[More About Mapping Job Codes \[page 76\]](#)

## 4.2 Using SuccessStore to Create Roles

This topic gives a brief overview about adding roles using SuccessStore.

### Using SuccessStore

If you remember how to add families using SuccessStore, the exact same steps are repeated. You have the same options:

- *Add Role*
- *Add Role + Family*
- *Also add mapped skills*

Refer to instructions provided within the [How to Create Families Using SuccessStore \[page 27\]](#) topic for step by step instructions.

# 5 Job Profile Templates

Customizable Job Profile Templates with easy-to-use rich text editing (RTE) capabilities enable you to create a consistent look-and-feel for job profiles across job families.

Job Profile Templates contain content types, sections order, required sections definitions, and formatting, but not actual content. You can choose to have one job profile template for all roles within your organization or use different templates per role. For example, a manufacturing organization may want to use one job template for all plant staff and another for all administrative staff, due to compliance requirements.

Job profile templates can be connected to single or multiple job families.

## 1. [How to Create a New Job Profile Template \[page 31\]](#)

This topic gives detailed steps on how to create a new job profile template for *Job Profile Builder* using the *Manage Job Profile Templates* tool.

## 2. [Customizing Sections For Your Job Profile Templates \[page 33\]](#)

You can customize your Job Profile Template sections to restrict access to administrators, viewable for internal and external *Job Requisitions* postings, and to enable required sections.

## Related Information

[How to Create a New Job Profile Template \[page 31\]](#)

[Customizing Sections For Your Job Profile Templates \[page 33\]](#)

## 5.1 How to Create a New Job Profile Template

This topic gives detailed steps on how to create a new job profile template for *Job Profile Builder* using the *Manage Job Profile Templates* tool.

## Procedure

1. To launch the *design your template* tool, follow these steps:
  - a. Go to  *Admin Center*  *Manage Job Profile Templates* 
  - b. Select *Create Template* that opens the *Create Job Profile Template* form.
  - c. Enter in the name of your job profile template.
  - d. Select *Add* button to add job family you want to associate with your job profile template.
  - e. Select *Next* that opens up the *Design your template* page.

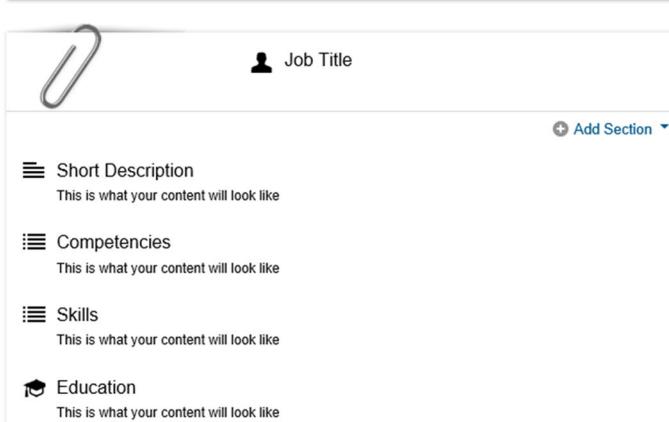
Back to: Admin Center

## Create Job Profile Template

**Step 2: Design your template**

Define which content should be used when writing job description.

**Template:** Test Job Profile Template  
**Job Families:** SuccessFactors General Content Pack



Job Title

+ Add Section ▾

- Short Description  
This is what your content will look like
- Competencies  
This is what your content will look like
- Skills  
This is what your content will look like
- Education  
This is what your content will look like

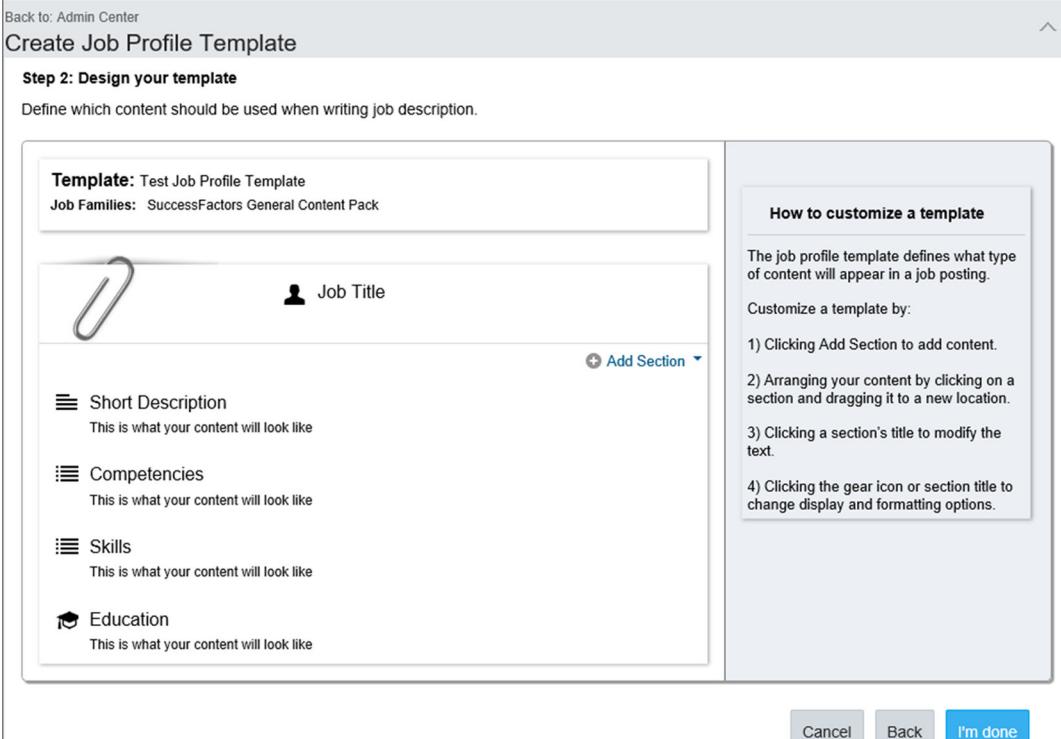
**How to customize a template**

The job profile template defines what type of content will appear in a job posting.

Customize a template by:

- 1) Clicking Add Section to add content.
- 2) Arranging your content by clicking on a section and dragging it to a new location.
- 3) Clicking a section's title to modify the text.
- 4) Clicking the gear icon or section title to change display and formatting options.

Cancel Back I'm done



Screenshot of Job Profile Template

2. Select **I'm done** to finish.

## Next Steps

You can edit and customize your job profile template. To learn more about customizing your job profile template, refer to the [Customizing Sections For Your Job Profile Templates \[page 33\]](#) topic.

**Task overview:** [Job Profile Templates \[page 31\]](#)

**Next task:** [Customizing Sections For Your Job Profile Templates \[page 33\]](#)

## 5.2 Customizing Sections For Your Job Profile Templates

You can customize your Job Profile Template sections to restrict access to administrators, viewable for internal and external *Job Requisitions* postings, and to enable required sections.

### Procedure

1. Select the section you want to edit until the gear icon appears.
2. Select the gear icon.

When you select the gear icon, display options appear to the right of your section.

**i Note**

Back to: Admin Center  
Edit Job Description Template  
Step 2: Design your template  
Define which content should be used when writing job description.

**Template:** Standard Template  
**Job Families:** Administrative Support Family; Managerial and Supervisory Family; Services and Mainten...

**Job Title**

**Job Description** R  
This is what your content will look like

**Job Summary** R  
This is what your content will look like

**Competencies**  
This is what your content will look like

**Skills**  
This is what your content will look like

**Education**  
This is what your content will look like

**Interview Questions**  
This is what your content will look like

**Long Description**

**DISPLAY OPTIONS**

Make this a required section  
 Section visible to Admins only  
 Show in Job Requisition  
 Show in external posting  
 Show in internal posting

**TITLE STYLE**

This modifies the section title appearance.  
Font Size: 16 A B C D

Section ID: 1109549  
Section Type: LONGDESCRIPTION

[Delete Section](#)

[Cancel](#) [Back](#) [I'm done](#)

Customization Option for Sections in Job Profile Template

3. To configure your display options, select any of these options:

Display Option	More Information
<i>Make this a required section</i>	When you select this option, the section is marked as a required section when you create job profile content. The red letter R appears next to that section in your job profile template.
<i>Section visible to Admins only</i>	<p>When you select this option, only administrators view that section when they receive job profile acknowledgments.</p> <p><b>i Note</b></p> <p>Q4 2017 enhancement fixed an issue when individuals that were not administrators were able to view sections marked as <i>Section visible to Admins only</i>. As part of this enhancement, only administrators can view these sections.</p>
<i>Show in Job Requisition</i>	<p>When you select the <i>Show in Job Requisition</i>, you can select checkbox for any or all these options:</p> <ul style="list-style-type: none"> <li>○ Show in external posting</li> <li>○ Show in internal posting</li> </ul> <p><b>⚠ Restriction</b></p> <p>The <i>Show in Job Requisition</i> is <b>NOT</b> available when the <i>Section visible to Admins only</i> option is selected.</p>

4. To change your section title and content style, you can use these options
  - Go to *TITLE STYLE* to change your font size and style.
  - Go to *CONTENT STYLE* to change font and paragraph style.
5. Select **I'm done** to finish and save your changes.

**Task overview:** [Job Profile Templates \[page 31\]](#)

**Previous task:** [How to Create a New Job Profile Template \[page 31\]](#)

# 6 Introduction to Creating Job Profiles

When you have associated your family with a Job Profile Template, you can now create your job profile.

## Creating Job Profiles

There are two ways you can create your job profile:

- Using Manage Job Profiles tool as an administrator, without workflow
- Create job profiles using *Job Profiles* option using People Profile.

### Note

We recommend using Job Profile Builder workflow to ensure that job profiles go through an approval process.

## Related Information

[What You Need to Know About Creating Job Profiles Without Workflow \[page 35\]](#)

[Using Job Profile Builder Workflow for Creating and Approving Job Profiles \[page 39\]](#)

[Tips for Creating Job Profiles \[page 45\]](#)

## 6.1 What You Need to Know About Creating Job Profiles Without Workflow

You can create your job profiles directly using the Manage Job Profiles as an administrator when you have created your job family, role, or position associated with a job profile template.

### Creating Job Profiles Without Workflow

When you create a job profile using the Manage Job Profiles page, the job profile is saved as a draft and there is no workflow approval process. There is a one-on-one relationship between a role and a job profile. Use the *Create Job Profile* button when you want to create your new job profile.

## Create Job Profile Page

There are two *Create Job Profile* pages. When you select the *Create Job Profile Button*, you are directed to the *Create Job Profile* page where you can select from a list that contain these three columns so you can create your job profile:

- Job Families
- Job Role
- Job Position

### → Tip

*Job Position* Column may be empty if your role does not have a job code or job classification associated with a position.

The screenshot shows a window titled "Create Job Profile". A message at the top says "Select one role for your job profile." Below this are three columns of data:

22 Job Families	3 Job Roles	5 Job Positions
Human Resources Family	Retail - Store Manager	3000440
Managerial and Supervisory Family	Retail Managers and Executives	3000441
Marketing/Community Relations Family	Retail-District Manager	3000442
Retail Associates		3000443
Retail Management		3000444
Services and Maintenance Family		
Skilled Craft Family		

At the bottom right are "Cancel" and "Next" buttons.

**Create Job Profile Page Where You can Select Job Families, Job Roles, or Job Positions**

When you select the *Next* button, you are directed to the second *Create Job Profile* page that appears as the job profile template that's associated with your new job profile.

Your new job profile includes your family, role, and mapped skills. You can add additional information to your job profile sections.

Create Job Profile

Type Job Profile Name  
Empty Job Profile name is not allowed.  
Position: 3000040 [Change](#)

**T** Header  
Click to add description here

**T** Job Description  
Click to add description here

**T** Job Summary  
Click to add description here

**💡** Competencies

- Assembling Talent 
- Communicating Effectively 
- Interacting with People at Different Levels 
- Resolving Conflict 
- Showing Caring and Understanding 
- Working Safely 
- Working with Diverse Populations 

**💡** Skills

- Building and Managing Teams 
- Leadership 

**🎓** Education  
Click to add education content here

**☰** Interview Questions

[Cancel](#) [Back](#) [I'm done](#)

Blank Job Profile Based on Associated Job Template

## Related Information

[How to Build Job Profiles Without Workflow \[page 38\]](#)

## 6.1.1 How to Build Job Profiles Without Workflow

As an administrator, you can create and activate job profiles using the Manage Job Profiles tool you can access from Admin Center.

### Prerequisites

- Job Profile Template

### Procedure

1. Go to  [Admin Center](#)  [Manage Job Profiles](#).

When you select Manage Job Profiles you are directed to the *Job Profile* page that lists job profiles.

2. From the *Job Profile* page, select **Create Job Profile** to create your job profile.

When you select the *Create Job Profile* button, you are directed to the *Create Job Profile* page that contains three columns:

- *Job Families*
- *Job Role*
- *Job Position*

3. Select the family that you want under the *Job Families* column.

4. Select the role that you want under the *Job Role* column.

#### Note

There is a 1:1 relationship between a role and profile.

5. Select the job position that you want under the *Job Position* column.

#### Tip

*Job Position* Column may be empty if your role does not have a job code or job classification associated with a position.

6. To display the job profile template, select **Next**.

When you select the *Next* button, the form that contain sections for your associated job profile template appears.

7. Select *Type Job Profile Name* with your mouse that activates an empty text field.

8. Enter in your profile name in the *Type Job Pofile Name* text field.

9. Add all required or additional content to the text fields in your job profile sections for your job profile.

10. To save your job profile, select the **I'm done** button.

### ➔ Tip

A dialog prompt appears to fill out any required sections that is incomplete before you can activate your job profile.

### ⚠ Caution

The *I'm done* button remains grayed out until you add a job profile name.

When you select the *I'm done* button, you are directed back to the *Job Profile* page and your saved job profile is in draft status.

Job Profile In-workflow Job Profile							
Filter				Search			
Name	Family	Role	Position	Last Updated By	Last Modif...	Status	Action
New Job Profile	Billing and Collecti...	Billing Analyst		Aanya Sing	02/27/2018	Draft	⚙️
Operations Manag...	Services and Main...	Operations	3000220	Aanya Sing	04/12/2017	Draft	⚙️

11. To activate your job profile, locate your job profile from the *Job Profile* and select the gear icon under the *Actions* column.
12. From the gear icon, select **Activate** that opens up a dialog prompt that reads: **Are you sure you want to activate this profile?**
13. Select **Yes** to activate your job profile. You can now use your new job profile.

## 6.2 Using Job Profile Builder Workflow for Creating and Approving Job Profiles

You can use Job Profile Builder Workflow for approving new job profiles once you have family or roles created. Workflows help administrators and management to ensure that job profiles have been thoroughly reviewed before publishing.

### Creating Job Profiles Using Workflow

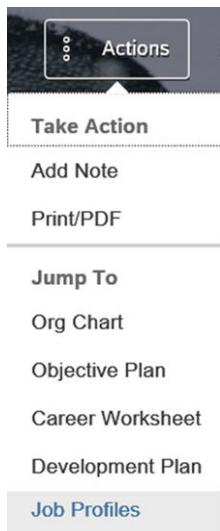
When you have created your job family and role and associated with a job profile template, you are ready to create your job profile. Even before you start creating job profiles, you want to set up workflow so that the new job profiles are approved.

### ➔ Tip

You cannot map additional skills or role based competencies to that same job profile once a job profile is in pending workflow approval status.

## Using *Employee Profile* and *People Profile*

When you have configured workflow, you can trigger the workflow process by going to either *Employee Profile* or *People Profile* using *My Employee Files* menu. You can select *Job Profiles* from the *Action* menu to launch the Manage Job Profiles page.



Job Profiles Option From the Action Menu Using People Profile

Selecting the *Job Profiles* option takes you to the Manage Job Profiles page and you can use the same steps outlined in this topic.[How to Build Job Profiles Without Workflow \[page 38\]](#).

## Change Request Dialog Box

When you have selected your job family, role, and positions, and advance to the *Create Job Profile* page, the *Change Request* dialog box appears on the screen. The *Change Request* dialog box is only available when you create job profiles using *People Profile* or *Employee Profile*.

You can view the approvers by selecting the *View approvers* link within the same dialog box.



Change Request Dialog Box

## Related Information

[How to Configure Job Profile Builder Workflow \[page 41\]](#)

[To Set up Workflows to Appear on To-Do Lists \[page 42\]](#)

[How to Create Your Job Profile With Workflow Enabled \[page 42\]](#)

[How to Approve Job Profile Workflow Requests \[page 44\]](#)

## 6.2.1 How to Configure Job Profile Builder Workflow

This topic gives a detail overview on how to create and configure workflows for building your job profiles.

### Prerequisites

Role-based permissions with the following target permissions:

- Manage Workflow Requests
- Manage Workflow Groups
- Be a member of a dynamic workflow group.

### Procedure

1. Go to  [Admin Center](#)  [Manage Organization, Pay, and Job Structures](#) that opens up the [Manage Organization, Pay, and Job Structures](#)
2. Go to  [Create New](#)  that opens up the [Workflow Configuration](#) page.
3. Go to [Workflow ID](#) field to enter in your workflow ID, which is a unique identifier.
4. Fill out the [Name](#) and [Description](#) text boxes.
5. Go to    and select your dynamic workflow group you want to perform workflow approvals.  
*Dynamic Group* Approver type is just one of several different approver types.
6. Go to [Edit Transaction](#) and select [Edit with Route Change](#)
7. Go to [No Approver Behavior](#) to select the [Skip this Step](#) option from the dropdown menu.
8. Go to [Respect Permission](#) to select [Yes](#) option from the dropdown menu.
9. If needed, you can configure the following by going to these sections:
  - [Workflow Contributor](#)
  - [CC Role Contributor](#)
10. Select [Save](#) to finish.

### Related Information

#### More Information on using MDF Workflows

[Creating a New Workflow](#)

[Need to Know](#)

## 6.2.2 To Set up Workflows to Appear on To-Do Lists

This topic gives a detailed overview with instructions on how to add *Job Profile Requests* category to appear in workflow approvers To-Do's.

### Procedure

1. Go to  [Admin Center](#)  that takes you to the *Configure Object Definition* page.
2. Go to    to select *Job Profile Draft* from the *Advanced* field dropdown menu. The *Job Profile Draft* page opens up..
3. Select  , which enables you to edit the *Job Profile Draft* object.
4. Go to *Workflow Routing* dropdown menu in your *Job Profile Draft* form to select your workflow.
5. Go to *Todo Category* dropdown menu to select *Job Profile Requests*
6. Select *Save* to finish.

## 6.2.3 How to Create Your Job Profile With Workflow Enabled

You can create job profiles when workflow has been configured and enabled by following instructions outlined in this topic.

### Prerequisites

- Workflow is already configured for *Job Profile Draft* object.

### Context

#### Note

Instructions in this topic describe how to access and create job profiles with workflow using People Profile. You can still access same menus using *Employee Profile*.

### Procedure

1. Go to   that opens up your People Profile page.

2. Locate the *Action* menu and select *Job Profiles* option.

When you select *Job Profiles*, you are directed to the *Job Profile* page that lists job profiles. This page looks similar to Manage Job Profiles page.

3. From the *Job Profile* page, select **Create Job Profile** to create your job profile.

When you select the *Create Job Profile* button, you are directed to the first *Create Job Profile* page that contains three columns:

- o *Job Families*
- o *Job Role*
- o *Job Position*

4. Select the family that you want under the *Job Families* column.
5. Select the role that you want under the *Job Role* column.

**i Note**

There is a 1:1 relationship between a role and profile.

6. Select the job position that you want under the *Job Position* column.

**➔ Tip**

*Job Position* Column may be empty if your role does not have a job code or job classification associated with a position.

7. To display the job profile template, select **Next**.

When you select the *Next* button, the job profile template for your job profile appears.

**i Note**

The *Change Request* dialog appears next to the new job profile. You can view list of approvers by selecting the *View approvers* link.

8. Select *Type Job Profile Name* with your mouse and an empty text box appears.
9. From that empty text box, enter the name of your job profile.
10. Add all required or additional content to the free-form text fields in your job profile template for your job profile.
11. To save your job profile, select the **I'm done** button.

**⚠ Caution**

The *I'm done* button remains grayed out until you add a job profile name.

You are directed back to the *Job Profile* page.

12. To locate your pending job profile request, go to the *In-workflow Job Profile* tab.

Pending Job Profile as Viewed Under the In-workflow Job Profile tab

## 6.2.4 How to Approve Job Profile Workflow Requests

You can approve new job profiles using Job Profile Builder workflow process

### Prerequisites

- Job Profile Template
- Workflow enabled for *Job Profile Draft* object
- Workflows configured to appear on your To-Do list or tile
- Authorized to approve workflow requests
- Job Profile in pending approval process status

### Context

The instruction describe workflow approval process using a company instance that has SAP SuccessFactors Home Page Version 3 configured.

### Procedure

1. Go to to locate the pending job profile you want to approve.  
When you select the *Approve Requests* tile, you are directed to the *My Workflow Requests* page where you can find your workflow requests.

## **i Note**

You can also view your workflow requests by entering **View my pending requests** from the **Action** menu at the top of your SAP SuccessFactors Homepage.

- From the **My Workflow Requests**, select the request titled **Change Job Profile Draft** that opens up workflow details for the new job profile.

The screenshot shows the 'Workflow Details' page for a 'Change Job Profile Draft'. At the top, there's a message about permissions: 'Content displayed on this page is restricted based on your permissions. You do not have the required permissions to view or edit the content on this page. It is possible that you do not have the required permissions. Please see the Admin Center for more information or contact your administrator if you are allowed to access this content.' Below this, there's a section for 'Do you approve this request?' with a checkbox and a 'View Workflow Progress' button. The main area is titled 'New Job Profile' and lists several fields: 'Retail District Manager II' (Role), 'Retail-District Manager' (Type), 'Footer' (Header), 'Long Description' (Short Description), 'Competencies' (Skills), and 'Education'. A 'Comment' section with a placeholder 'Write a comment...' and a 'Post' button is present. At the bottom are 'Decline' and 'Approve' buttons.

**Workflow Details for approving Job Profiles**

- To approve and finish, insert any comments if applicable and select **Approve**.

A message appears that states that your approval is successful, to verify, you can go back to the Manage Job Profiles page. Once it has been approved that job profile is in **Active** status.

## **6.3 Tips for Creating Job Profiles**

This table describes why you may see the **!** status icon for a job family, job role, or job position when in the initial **Create Job Profile** page.

### Troubleshooting Tips for Creating Job Profiles

Job Content type	Status Message	What You Need to do
<i>Job Families</i> Column	When you hover over this icon, this message appears: <ul style="list-style-type: none"><li>• A job profile cannot be created from this job family because it is not associated with a template</li></ul>	Your job family has to be associated with a job template so you can create your job profile.
<i>Job Role</i> Column	When you hover over this icon, this message appears: <ul style="list-style-type: none"><li>• A job profile cannot be created from this role because it is associated with one</li></ul>	There is already a job profile with the same role due to the 1:1 relationship between a role and a profile.  You can copy a profile to another role, create a new one, or use a different one.

Job Content type	Status Message	What You Need to do
<i>Job Position</i> Column	<p>When you hover over this icon, this message appears:</p> <ul style="list-style-type: none"> <li>• A job profile cannot be created from this position because it is associated with one</li> </ul>	<p>There is already a job profile associated with that role and position.</p> <p><b>i Note</b></p> <p>There's no 1:1 relationship between positions and job profiles. This icon appears with specific positions that have been associated with job profile. It is possible to create a new job profile using same role but for a different position.</p>

Create Job Profile

Select one role for your job profile.

22 Job Families      1 Job Role

Job Family	Job Role
HR Management Family	HR Professional
Human Resources Family	3000024
Managerial and Supervisory Family	3000031
Marketing/Community Relations Family	3000040
Retail Associates	3000041
Retail Management	3000289
Services and Maintenance Family	3000290
Skilled Craft Family	3000291
	3000293
	3000294

A job profile cannot be created from this role because it is already associated with one.

A job profile cannot be created from this position because it is already associated with one.

Cancel      Next

# 7 Creating Job Profile Content

You can add job profile content that is used to populate job profiles. Additionally, Competency and Skills Library add-ons provide off the shelf industry verified content.

## Creating Job Profile Content

You can add job profile content several ways:

- Add from the UI, using Manage Job Profile Content tool from scratch or using *SuccessStore*.
- Add using *Manage Job Profile Content Import/Export*
- Add using MDF *Import and Export Data* tool.

### Restriction

Imports for Competency Types can be performed using *Import and Export Data* tool at this time. This job profile content type is not supported using Job Profile Builder *Manage Job Profile Content Import/Export* tool.

## Job Profile Content Types

You can create different types of job profile content based you can add as required or optional sections included in your job profile template:

- Families
- Roles
- Certification
- Competency
- Competency Types
- Behaviors
- Employment Condition
- Education – Degree
- Education – Major
- Interview Question
- Job Responsibility
- Physical Requirement
- Relevant Industry
- Skill

## Related Information

[Job Profile Builder Content Object Associations \[page 52\]](#)  
[Introduction to Skills \[page 54\]](#)  
[Introduction To Competencies and Competency Types \[page 59\]](#)  
[Creating Content Using Import and Export Process \[page 66\]](#)  
[Adding Job Profile Content from UI \[page 51\]](#)  
[Job Profile Builder Content \[page 48\]](#)  
[Job Profile Objects Dependencies \[page 53\]](#)

## 7.1 Job Profile Builder Content

This topic contains a table with description of job profile content and examples of different *Content Types*.

Job Profile Builder Content Objects Examples

Content Type	JPB Object Name	Description	Examples
Families	Set Up Families and Roles	Is a group of jobs that involve similar types of work. May require similar training, skills, competencies, and knowledge that help organize related jobs for job profiles.	 <b>Example</b> <ul style="list-style-type: none"><li>Organizational Leadership</li><li>Human Resources</li></ul>
Roles	Set Up Families and Roles	A prescribed or expected behavior and skills associated with a specific position or status in a group or organization.  When you create a role in Job Profile Builder, it can be associated with a family, job code, job classifications, and positions.	 <b>Example</b> <ul style="list-style-type: none"><li>Operations Manager</li><li>HR Professional</li></ul>
Certification	certification	Refers to confirmation of certain characteristics of an object, person, or organization that is provided by some form of external review, education, assessment, or audit.	 <b>Example</b> <ul style="list-style-type: none"><li>CPA</li><li>CSM</li><li>MFT</li></ul>

Content Type	JPB Object Name	Description	Examples
Competency	Competency	Ability for an individual to perform a job that includes set of defined behaviors. Competencies provide structure guidelines that enable identification, evaluation, and development of behaviors for individual employees.	 <b>Example</b> <ul style="list-style-type: none"> <li>• Demonstrating Self-Insight and Awareness</li> <li>• Acquiring Information</li> </ul>
Competency Types	Competency Types	Non-hierarchical competencies so you can organize your libraries based off business unit, functional departments and maintained by separate individual administrators. Same competency type can be used across different libraries and be under different categories	 <b>Example</b> <ul style="list-style-type: none"> <li>• Information Technology</li> <li>• Finance</li> <li>• Marketing</li> </ul>
Behaviors	Assign Behaviors	Assessment of an individual possesses particular qualities that is desired by employers and are used as benchmarks.	 <b>Example</b> <ul style="list-style-type: none"> <li>• Thoroughly examines work for errors and omissions</li> <li>• Makes sure that project deliverables and services meet all requirements and expectations. Creates channels to receive positive and negative feedback about work quality</li> </ul>
Employment Condition	Employment Condition	Condition that an employer and employee agree upon for a job that may include: work days, hours, breaks, dress code, vacation, sick days and pay.	 <b>Example</b> <ul style="list-style-type: none"> <li>• Legally authorized to Work in Xxxxxx country</li> <li>• hours of work</li> <li>• Ability to travel XX-XX%</li> </ul>
Education – Degree	Education - Degree	An academic degree is a qualification awarded upon successful completion of a course of study in higher education such as a college or a university.	 <b>Example</b> <ul style="list-style-type: none"> <li>• Bachelors</li> <li>• MBA</li> <li>• Associates Degree</li> </ul>

Content Type	JPB Object Name	Description	Examples
Education – Major	Education - Major	A subject for field chosen by a student to represent their principal interest where their efforts are focused.	 <b>Example</b> <ul style="list-style-type: none"> <li>Engineering</li> <li>Business</li> <li>Administration</li> <li>Law</li> </ul>
Interview Question	Interview Question	A conversation when questions are asked and answers are given. One person act in the role of the interviewer and the other in the role of the interviewee.	 <b>Example</b> <ul style="list-style-type: none"> <li><i>Tell me about a time when you had to solve a complex problem.</i></li> <li><i>How many years of experience do you have?</i></li> </ul>
Job Responsibility	Job Responsibility	Is a list that an individual may use for general tasks, functions, and responsibilities for specific positions.	 <b>Example</b> <ul style="list-style-type: none"> <li>Complete onboarding process in HRIS System</li> <li>Ensure that warehouse is prepared with appropriate amounts of materials</li> </ul>
Physical Requirement	Physical Requirement	Physical and mental functions required to perform for a job.	 <b>Example</b> <ul style="list-style-type: none"> <li>Ability to stand 3-4 hours per day</li> <li>Ability to lift 30 lbs. overhead</li> </ul>
Relevant Industry	Relevant Industry	Relevant industries is a list of industries that can be set up. Having this content help connect generic roles to that specific industry.	Project Manager role is different within a telecommunication industry as compared to a project manager that works for a financial institution.
Skill	Skill	Knowledge and experience required for job that can be developed through a mix of formal training, education, and experience.	 <b>Example</b> <ul style="list-style-type: none"> <li>Project Management Methodology</li> <li>Business Process Modeling</li> <li>Conflict Resolution</li> </ul>

### **i Note**

Not all job profile content is included within this table. which denotes information about creating and managing job profile templates.

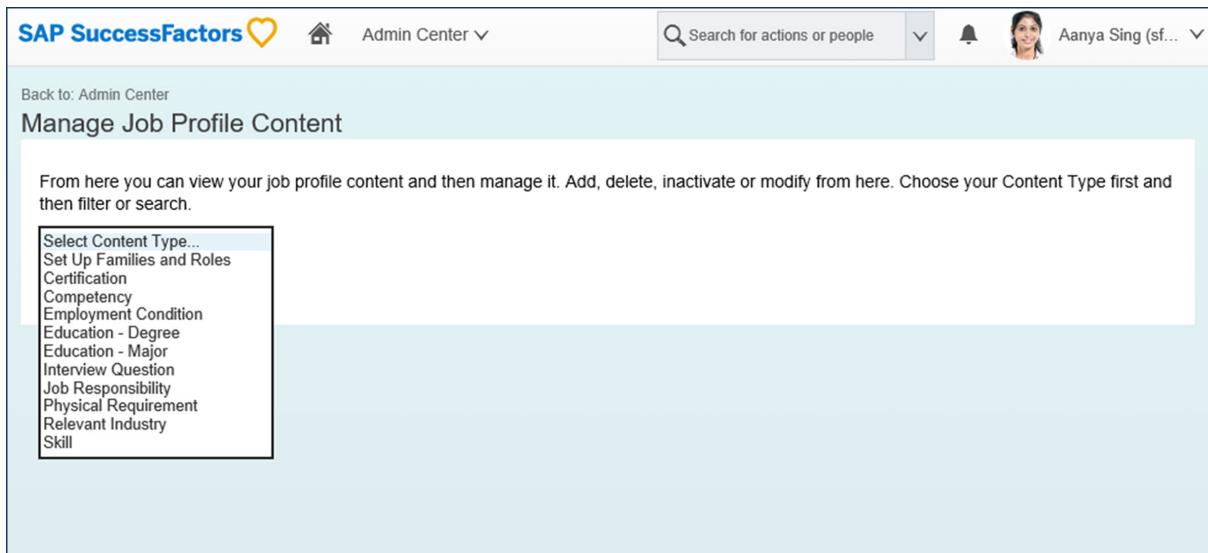
## 7.2 Adding Job Profile Content from UI

Job Profiles leverage content from available *libraries*. All data can be imported or can build job profiles directly from *UI* using the [Manage Job Profile Content](#) page.

### Context

### Procedure

1. Go to  [Admin Center](#)  that directs you to the [Manage Job Profile Content](#) page.
2. Go to *Select Content Type* dropdown menu to select the job profile content you want to add or modify.



Screenshot of the Manage Job Profile Content Page

### **i Note**

There are several content types that you can manage that contains data required to build job profiles. You can perform searches to find either employees and candidates you need that have the knowledge, skills, and

abilities to maximize performance and productivity. The creation of most content types is straightforward and involves adding descriptions in addition to setting up your content types as active.

## 7.3 Job Profile Builder Content Object Associations

When you create new job profile content, a GUID or *External ID Code* is generated. When you create new a Family, Role, competency, or any job profile object it contains its own unique GUID. When you map one or several job profile objects, a GUID is also generated.

### Dependencies for Job Profile Objects

With *MDF* objects, you can have a **parent** and child objects. Job Profile content that is considered to be the **parent** has to be created first. If you map child objects with a parent object using the import process, it can fail if the parent does not exist or there is no GUID present in your import file.

When you create your new family, role or competency using the Manage Job Profile Content tool, you can see the *GUID* or *External Codes* associated with it.

The screenshot shows the 'Manage Job Profile Content' interface. At the top, there's a message: 'From here you can view your job profile content and then manage it. Add, delete, deactivate or modify from here. Choose your Content Type first and then filter or search.' Below this is a dropdown menu 'Set Up Families and Roles'. Underneath are two tabs: 'Families' (selected) and 'Roles'. A search bar 'Search Families' is present. On the right, there are buttons for 'Add Families from SuccessStore' and 'Create Family'. A dropdown menu shows 'US English'. The main area displays a table titled '15 Families' with columns: 'Family Name', 'Roles', 'Status', 'GUID', and 'Actions'. Two rows are shown: 'Business Analysis' (GUID 1009368) and 'Administrative/Clerical' (GUID 1009340). A 'Delete' button is visible at the top left of the table.

Saved Family With GUID or External Codes Associated

The screenshot shows the 'Edit Family' screen. At the top, there's a message: 'Edit the content (Family) that can be used for job profiles.' Below is a form with a 'Family Name' field containing 'Business Analysis'. There are three tabs below the form: '1 Roles', '13 Family Skills', and '9 Family Competencies'. The '1 Roles' tab is selected. A table below shows a single row: 'Associate Business Analyst' with 0 job codes, added on 09/06/2016, last modified on 09/12/2016, and an 'Actions' column with a gear icon. At the bottom are 'Cancel' and 'Save Family' buttons.

Family Within the Edit Family Screen Includes Tabs For All Dependencies

## 7.4 Job Profile Objects Dependencies

The table featured in this topic lists all Job Profile Builder Objects and all associated objects that can be mapped either using Manage Job Profile Content or using [Manage Job Profile Content Import/Export](#). This table also includes a column that list the number of GUIDs required so you can map job profile content using [Manage Job Profile Content Import/Export](#) process.

Job Profile Objects with Dependencies

Job Profile Builder Object	Required number of GUIDs	Associated Object
Family	2	Family - Family Skills
	2	Family - Family Competencies
Role	2	Role - Mapped Skills
	2	Role - Job Code
	2	Role - Mapped Competencies
	2	Role - mapped Talent Pools
	3	Role - Mapped Competency Behaviors
Competency	2	Competency - Behaviors
	2	Competency - Competency Types
Education	2	Education - Degree
	2	Education - Major
Job Profile	2	Job Profile - headers
	2	Job Profile - Certifications
	2	Job Profile - Physical Requirements
	2	Job Profile - Relevant Industries
	2	Job Profile - Degrees
	2	Job Profile - Employment Conditions
	2	Job Profile - shortdescriptions
	2	Job Profile - Competencies
	2	Job Profile - Majors
	2	Job Profile - Compensation Data

Job Profile Builder Object	Required number of GUIDs	Associated Object
	2	Job Profile - Skills
	2	Job Profile - ILong Descriptions
	2	Job Profile - footers
	2	Job Profile - Job Responsibilities
	2	Job Profile - Interview Questions
Job Template	2	Job Template - sections
	2	Job Template - Assigned Families

## 7.5 Introduction to Skills

This topic gives brief overview of how to use skills in building job profiles.

### About Skills

Possessing skills is having knowledge and experience required for the job is developed through a mix of formal training, education, and experience. If clear definitions are given for proficiency levels, people can access their own skills:

#### Example

Different examples of skills:

- Data Entry
- Administrative Document Design
- Coaching and Counseling

### Related Information

[Using SuccessStore to Create Skills \[page 56\]](#)

[Self-Ratings in Skill Profile \[page 58\]](#)

[How to Create Skills Using UI \[page 55\]](#)

[How to Add Proficiencies for Skills \[page 57\]](#)

[How to Create Skills Using UI \[page 55\]](#)

[Using SuccessStore to Create Skills \[page 56\]](#)

[How to Add Proficiencies for Skills \[page 57\]](#)

## 7.5.1 How to Create Skills Using *UI*

This topic gives a detailed overview on how to create skills using *UI*.

### Procedure

1. Go to  [Manage Job Profile Content](#)  and select [Create Skill](#) that opens up the [Create New Content \(Skill\)](#) page.
2. Go to the *Skill Name* field box to enter in the name of the skill.
3. Go to the *Library* field box to start entering in the library you want.
4. Go to the *Category* field box to start entering in the category you want for your skill.
5. Go to the *Group* field box to start entering in the job group you want.
6. Go to *Definition* rich editor box to enter in the definition of your skill.
7. Enter in descriptions for all proficiency levels.

You can specify languages by selecting the pencil picker for each field for translation.

8. Select [Save](#) to finish.

#### Caution

Once you have associated your skills and proficiency levels with a job profile, it continues to appear even when you put your skill in [Inactivate](#) status. We recommend that if you do not want your skill to appear any associated job profiles that you remove it by selecting [Delete](#) using the radio button from the Manage Job Profile Content skills list.

### Related Information

[Introduction to Skills \[page 54\]](#)

[Using SuccessStore to Create Skills \[page 56\]](#)

[How to Add Proficiencies for Skills \[page 57\]](#)

## 7.5.2 Using SuccessStore to Create Skills

This topic gives a brief overview about adding your skills using SuccessStore.

### Using SuccessStore

You can create skills using SuccessStore, by going to [Admin Center](#) [Manage Job Profile Content](#). Select the [Add Skills From SuccessStore](#) link to add.

Steps in creating skills from SuccessStore, is similar in creating families and roles. You can use the browse or search SuccessStore skills either from one of these two menus:

- [Unassigned Skills Browsed By Category](#)
- [Family-based Skills Browsed by Job Family](#)

### Map Families, and Roles with Skills

You can map families and roles with any selected skills from SuccessStore. Once you select the [Add](#) button, you have saved the new skills available from SuccessStore.

Back to: Admin Center

#### Manage SuccessStore Skill Content

Browse or search SuccessStore Skills.

Family-based Skills Browsed by Job Family ▾

Search Skills

FAMILIES	ROLES
Auditing	Big Data Analyst
Backup and Recovery	Big Data Manager
Bankruptcy and Collections Law	Big Data Scientist
Benefits Management	Big Data Solution Architect
Big Data Development	Senior Big Data Analyst
Billing and Collections	
Brand Management	
Building Security	
Business Analysis	
Business Development	

Big Data Solution Architect

Options  
Add selected skills for this Role

Add

I'm done

Family-based Skills by Job Family

The screenshot shows the 'Manage SuccessStore Skill Content' interface. On the left, there's a sidebar with a tree view of families: Auditing, Backup and Recovery, Bankruptcy and Collections Law, Benefits Management, Big Data Development (selected), Billing and Collections, Brand Management, Building Security, Business Analysis, and Business Development. Under 'Big Data Development', there are roles: Big Data Analyst, Big Data Manager, Big Data Scientist, and Big Data Solution Architect (selected). To the right of the roles, a list of skills is shown in a modal-like window. The 'Big Data Solution Architect' role has its skills listed: Big Data Analytics, Big Data Best Practices, Big Data Concepts, Big Data Management, Big Data Technologies, Big Data Trends, Business Intelligence, Data Architecture, Data Modeling, Data Standards and Procedures, Data Virtualization, Data Visualization, Data Warehouses, and ETL/ETT/ETM Tools and. Each skill has a checkbox next to it, with some checked. There are 'Select All' and 'Deselect All' buttons at the top of the skill list. A 'Search Skills' input field is also present. At the bottom right of the skill list is an 'Add' button. At the very bottom right of the page is an 'I'm done' button.

## Related Information

[Introduction to Skills \[page 54\]](#)

[How to Create Skills Using UI \[page 55\]](#)

[How to Add Proficiencies for Skills \[page 57\]](#)

For instructions on How to Create Families Using SuccessStore, refer to this link:

[How to Create Families Using SuccessStore \[page 27\]](#)

### 7.5.3 How to Add Proficiencies for Skills

When you create your new family, you can also set up the proficiency level for the skills you have mapped to your family.

#### Procedure

1. To add proficiency level to a family that you have created:
  - a. Select the *I'm done* option to save your mapped roles and skills with your recently created family from the *Create New Content (Family)* page. This page refreshes to contain two tabs: *Family Skills* and *Family Competencies*.

Back to: Admin Center

#### Create New Content (Family)

Create new content (Family) that can be used for job profiles.

\* Family Name  

3 Family Skills 0 Family Competencies

3 Skills	+ Map Skills			
Skill Name	Added	Last Modified	Proficiency Level	Actions
Treatment Planning			Level 2	
HIPAA Compliance			Level 4	
Compliance Audits			Level 5	

- b. You can change proficiency levels for the skills you want, go to *Proficiency Level* dropdown menu to select.
- c. Select *Save Family* to finish
2. To edit proficiency level of an already existing *family*:
  - a. Go to   

- b. Select the checkbox of the existing family you want to edit.
- c. Go to the *gear* icon and select *edit* that opens up the *Edit: Family* page.
- d. To change proficiency levels for the skills you want, go to *Proficiency Level* dropdown menu to select.
- e. Select *Save Family* to finish.

## 7.5.4 Self-Ratings in Skill Profile

Your employees can edit their self-ratings in the Skill Profile section from People Profile or *V12*.

### Editing Employee Self-Ratings

Employees can edit their own self-ratings from Skill Profile section from *Employee Profile*, but their managers, cannot. In turn, direct managers can only edit the *Manager* rating. Employees can edit their ratings by selecting the *edit* link within their Skill Profile.

Skill	Employee	Manager	Expected
Conflict Resolution	●●●●●	●●●●●	●●●●●
Staff Communications	●●●●●	●●●●●	●●●●●
Planning	●●●●●	●●●●●	●●●●●
Delegation	●●●●●	●●●●●	●●●●●
Leadership	●●●●●	●●●●●	●●●●●
Leading Diverse People	●●●●●	●●●●●	●●●●●
Building and Managing Teams	●●●●●	●●●●●	●●●●●
Management Coaching/Counseling	●●●●●	●●●●●	●●●●●

Screenshot of Skill Profile Using *V12* instance

The screenshot shows the 'Skill Profile' section of a People Profile. At the top, there's a header bar with a profile picture of Geoff Hill (ghill), his title 'Production Director', and navigation links like 'Header', 'Edit', 'Ent Information', 'PROFILE' (which is underlined in blue), 'Scorecard', 'Compensation Statements', 'Notes', 'Company Property Log', and 'Accide...'. Below the header is a 'Show more' link. The main area is titled 'Skill Profile' with a pencil icon. It has a table with four columns: 'Skills' (Conflict Resolution, Staff Communications, Planning, Delegation), 'Employee Self-Rating' (represented by colored bars), and 'Rating' (Manager and Expected) with corresponding colored bars. A legend indicates that yellow represents 'Manager' and blue represents 'Expected'. Below the table is a link 'Find other people with these skills >' and another 'Show more' link.

Screenshot of Skill Profile Using People Profile

## 7.6 Introduction To Competencies and Competency Types

You can create competencies that defines individual ability to perform a job that include set of defined behaviors and competency types that serve as categories for those competencies.

### About Competencies

A competency is the ability for an individual to perform a job that includes set of defined behaviors. They also provide structure guidelines that enable identification, evaluation, and development of behaviors for individual employees.

Competencies are developed through time as a result of on the job learning and tend to stay the same through time with little change.

#### Example

Different examples of competencies

- Demonstrates self-insight and awareness
- Planning and Organizing
- Optimizes group performance given multiple competing demands

From the *Manage Profile Content*, you can filter your existing competencies by changing your *Show Competency by Library* and by *Category*.

## Hierarchical Competencies

Currently, hierarchical competency content library is organized in this three-level structure by default:

- [Library](#) [Category](#) [Competency](#)

There is a link between library and category for every hierarchical competency so that there are multiple competencies instances when defined under different libraries.

## Competency Types

You can create Competency Types to serve as categories for your competencies that is not dependent on library or categories and can be maintained by separate individual administrators. You can organize competency types based on business units such as:

### Example

- Finance
- Information Technology
- Marketing

### Note

Competency Types can only be created using the [Manage Data](#) or using MDF [Import and Export Data](#) tool at this time. You can map existing Competency Types with competencies using the Manage Job Profile Content tool.

### Caution

Creating Competency Types via import process is not supported using [Manage Job Profile Content Import/Export](#) tool. You can only use MDF [Import and Export Data](#). Mapping Competency Types with competencies is **NOT** supported using import process.

## 7.6.1 Adding Competencies

This topic gives a detailed overview on how to add *Competencies*.

### Context

You can modify, activate, and deactivate existing competencies available from different libraries by using the gear icon. You create competencies from scratch by following these steps:

### Procedure

1. To set up your competencies, follow these steps:
  - a. Go to  [Admin Center](#)  [Manage Job Profile Content](#)  [Competency](#).
  - b. Select *Create Competency* that opens up the *Create New Content (Competency)* form.
2. Go to *Competency Name* box to enter in the name of your competency. Use the pencil picker icon if you want to include label in different languages.
3. Go to *Library* box to enter in the library name you want your competency saved.
4. Go to *Category* box to enter in your category you want your competency saved.
5. Go to *Description* to enter the description of your competency.
6. To include your competency under core, select *Yes* under core. Otherwise, select *No*

#### Caution

Once you have associated your competencies with a job profile, it continues to appear even when you put your competency in *Inactivate* status. We recommend that if you do not want your competency to appear any associated job profiles that you remove it by selecting *Delete* using the radio button from the Manage Job Profile Content competency list.

### Related Information

[Introduction To Competencies and Competency Types \[page 59\]](#)

## 7.6.2 About Job Profile Builder Competency Types

You can create Competency Types to serve as categories for your competencies by using the [Manage Data](#) or using MDF [Import and Export Data](#).

### Different Tools for Creating Competency Types

You can create Competency Types in one of two ways:

- Using [Manage Data](#) tool.
- Using MDF [Import and Export Data](#) tool.

When you have created your Competency Types, you can add them to competencies from Manage Job Profile Content tool.

### 7.6.2.1 Creating Competency Types Using [Manage Data](#) Tool

You can create Competency Types using the [Manage Data](#) tool and later, be able to add them to your competencies independent of competency library or category

#### Prerequisites

- Metadata Permissions role-based permissions enabled.

#### Procedure

1. Go to  [Admin Center](#)  [Manage Data](#).

When you select [Manage Data](#), you are directed to the [Manage Data](#) tool.

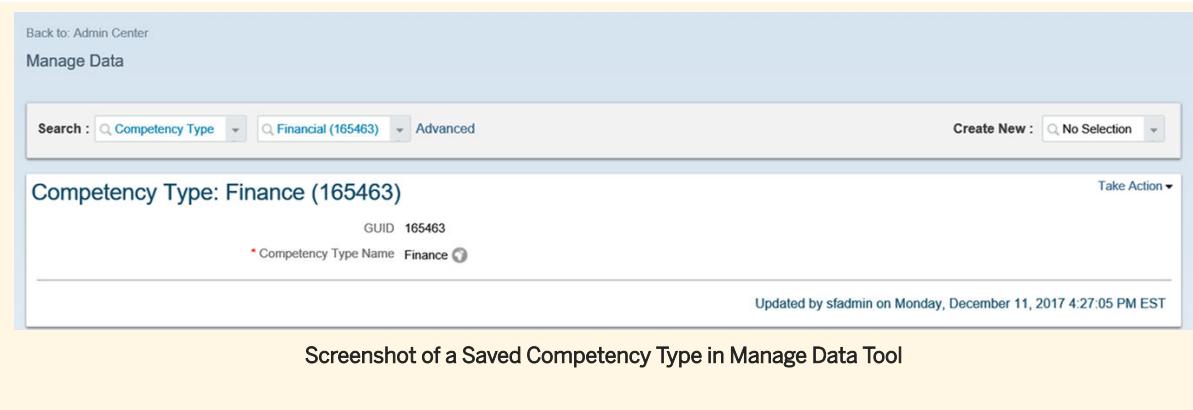
2. Go to [Create New](#) and select [Competency Type](#) from the menu so you can create your Competency Type.

When you have selected Competency Type that opens the Competency Type page where you can add your competency type.

3. Go to the [Competency Type Name](#) field to enter the name of your Competency Type.
4. Select [Save](#) to finish.

#### Note

When you have saved your competency type, GUID number is generated.



Screenshot of a Saved Competency Type in Manage Data Tool

## 7.6.2.2 Mapping Competency Types Using Manage Job Profile Content With Competencies

You can add your competency types when create or edit your competency using Manage Job Profile Content *UI*.

### Prerequisites

- Existing Competency Types.

### Procedure

1. Go to [Admin Center](#) [Manage Job Profile Content](#) .

Once you have selected the Manage Job Profile Content link, you are directed to the Manage Job Profile Content page.

2. Go to [Select Content Type](#) [Competency](#) .
3. There are two scenarios when you can map Competency Types with competencies.

Scenarios	Steps
Create New Competency	<p>Instructions on how to map Competency Types when creating a new competency:</p> <ol style="list-style-type: none"> <li>1. From the Manage Job Profile Content, select <a href="#">Create Competency</a> that opens up the <a href="#">Create New Content (Competency)</a> page.</li> <li>2. Enter in the required information for your competency that includes Competency Name, Library, Category, and Description. Assign any behaviors applicable for that competency</li> </ol>

Scenarios	Steps
<b>Edit Competency</b>	<p>Instructions on how to map Competency Types to an existing competency:</p> <ol style="list-style-type: none"> <li>From the Manage Job Profile Content, locate the competency you want. Select the radio icon gear of the competency you want to edit. The available choices are:           <ul style="list-style-type: none"> <li><i>Edit</i></li> <li><i>Delete</i></li> </ul> </li> <li>Select <b>Edit</b> that opens up the <i>Edit: Competency</i> page for your competency you want to map.</li> </ol>

4. Locate the *Competency Types* text field and enter the competency types you want to map.

#### ➔ Tip

The type-ahead allows you to search for competency types by entering the first two letters of its name.

Screenshot of Type Ahead Search Text Field for Competency Types

#### Competency Types



Screenshot of Competency Types

5. To finish, you have either of these two choices:

Scenarios	Steps
<b>Create New Competency</b>	When you are creating a new competency, to finish: 1. Select <i>Create Competency</i> .
<b>Edit Competency</b>	When you are mapping Competency Types with an existing competency, to finish: 1. Select <i>Save Competency</i>

#### i Note

When you have saved or created a competency, you are directed back to the Manage Job Profile Content page that contains competency list.

## 7.6.2.2.1 Competency Type List

You can now view list of Competency Types associated with specific competencies when you view from the [Competency Listing](#) page when you use the Manage Job Profile Content.

### Competency Types Column

To view Competency Types column, go to Admin Center Manage Job Profile Content Select Content Type Competency that opens up the [Competency Listing](#) page.

The Competency Types column contain name of one competency type. When there are multiple competency types, a hyperlinked + symbol appears with the number of competency types that have been added for that competency.

You can select the hyperlink that contains the + symbol for the competency to view the associated Competency Types list that appear in a dialog box.

The screenshot shows the 'Manage Job Profile Content' page. At the top, there's a search bar labeled 'Competency' and dropdown filters for 'Show Competency by: Library' and 'Category'. A 'Go' button and a 'Search Competencies' input field are also present. Below this, a message states 'From here you can view your job profile content and then manage it. Add, delete, deactivate or modify from here. Choose your Content Type first and then filter or search.' A 'Create Competency' button is located at the top right. The main area displays a table titled '95 Competencies'. The columns are: Competency Name, Library, Category, Competency Types, Status, GUID, CompetencyId, and Actions. The 'Competency Types' column for the first competency, 'Demonstrating Self...', shows '+3 Management'. A tooltip for this cell displays a list of competency types: 'Management', 'Project Management', and 'Critical Thinking'. The table has a header row and several data rows, each with a checkbox and some descriptive text. The 'Actions' column contains icons for edit, delete, and other management functions.

Competency Type List for Specific Competency Within Competency Column

## 7.7 Creating Content Using Import and Export Process

You can perform mass creation of job profile content by importing your data using a .csv file. Your .csv file is downloaded as a template by job profile content type using the export process. You can populate your .csv template with data before starting the import process.

### Mass Creation of Job Profile Content

You can use [Manage Job Profile Content Import/Export](#) to create job profile content.

For a successful import, you want to be able to do the following:

- Export your current job profile content type data
- Download the template for your job profile content type
- Perform the import process
- Verify your data export or import

### About Exports

Before you can use import process to create or map profile content, it is good to familiarize yourself with export process first.

There are two types of exports:

- Template only
- Template with existing Data

#### ➔ Remember

When you use the correct template for the job profile content type you want to create or map may eliminate potential error messages when you perform the import process.

### Creating New Content Versus Mapping Job Profile Content Using Import Process

When you create a family, role, or competency, a unique GUID is generated. Important things to note about differences between creating new content versus mapping job profile content using import process:

- **For new content**, all, or [GUID ExternalCode](#) should be empty in your .csv file that you plan to use.
- **For Mapping job profile content**, the, or [GUID External Codes](#) should be present in your .csv file you import. See the table for list of job profile content that requires associated [GUID](#) or [External Codes](#).

### **i Note**

You can retrieve the *GUID* or *External Codes* information from these sources:

- View the *GUID* of your job profile content type from the *GUID* column in the Manage Job Profile Content page.
- Use the *Fill the download template with existing data* or *Export Data* option to download data for your job profile content data type.

## Related Information

[Troubleshooting Tips Using Manage Job Profile Content Import/Export \[page 86\]](#)

### 7.7.1 Exporting Your Job Profile as a Template Using *Manage Job Profile Content Import/Export*

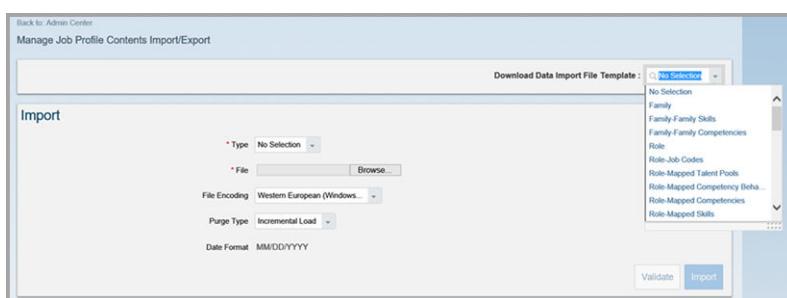
You can use the *Manage Job Profile Content Import/Export* to download the .csv file as a template only.

## Prerequisites

- Role-based permissions for Job Profile Builder

## Procedure

1. Go to  [Admin Center](#)  that opens up the *Manage Job Profile Content Import/Export* page.



Manage Job Profile Content Import/Export Page

2. Go to [Download Data Import File Template](#) to select the job profile content type you want to download as a template.

The *Confirmation* dialog prompt that reads: **Fill the download template with existing data?** appears.

- From the *Confirmation* dialog prompt, select **No**.
- Save the .csv file when prompted to your hard drive as a template only.

### **i Note**

Your .csv template file contains the name of the following by default:

- Job profile content type
- Your company instance

### Example

Family\_SFPART015579.csv

You can change the name by selecting the **Save As** when you download the .csv file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1 [OPERATOR]		name.en.US	name.defaultValue	name.en.GB	name.zh.CN	name.pt.BR	name.es.AR	name.ru.RU	name.ee.ES	name.ko.KR	name.de.DE	name.fr.FR	createableLocally	internalCode	subModule
Supported operators: Delimit, Clear and Delete		US English	default Value	English (United Kingdom)	Chinese (China)	Portuguese (Brazil)	Japanese (Japan)	Russian (Russia)	Spanish (Spain)	Korean (South Korea)	German (Germany)	French (France)	createableLocally	internalCode	subModule
													Validated values : A for Active ; I for Inactive ; GUID	subModule	

Template .CSV file For The Family Job Profile Content Type

## 7.7.2 Exporting Your Job Profile Data Using *Manage Job Profile Content Import/Export*

You can use *Manage Job Profile Content Import/Export* tool to export existing job profile data content.

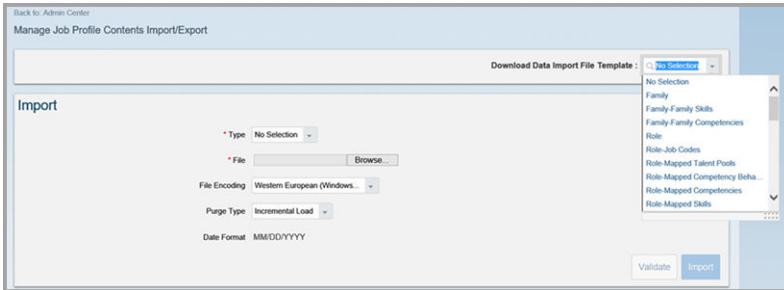
### Context

As a best practice, you want to export your existing job profile content data before importing new data for these reasons:

- You want to ensure that there are no duplicate names for job profile content. Duplicate names, or GUIDs may cause error messages when importing data.
- If you plan to map job profile using import process for content that contain GUIDs that is required for parent and corresponding child job profile objects.

### Procedure

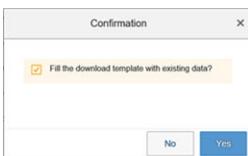
- Go to   that opens up the *Manage Job Profile Content Import/Export* page.



#### Manage Job Profile Content Import/Export Page

2. Go to [Download Data Import File Template](#) dropdown menu to select your job profile content you want.

When you have selected your job profile content type, a **Confirmation** dialog box appears with a prompt to download your template with existing data.



**Confirmation Dialog Box** prompts you if you want to fill the download template with existing data

3. To download your job profile content with existing data, select **Yes** when you see the **Confirmation** dialog box.  
A message prompt appears that states that you can retrieve your exported data by going to [Monitor Job](#) tool.
4. To finish, go to [Admin Center](#) [Monitor Job](#) to retrieve your data.

### 7.7.2.1 Verifying and Retrieving Your Job Profile Data Using Monitor Job Tool

You can verify and retrieve .csv files that contains your existing job profile data by using the [Monitor Job](#) tool, that is available from Admin Center.

#### Procedure

1. To access your job profile content data, go to [Admin Center](#) [Monitor Job](#)

When you enter in [Monitor Job](#), you are directed to the [Monitor Jobs](#) page.

2. Locate your job under the [Job Name](#) column.

For all export jobs, the job name should contain the following: Job content type, import or export, and the date it ran.

#### Example

FamilyEntity\_MDFExport\_12/29/2017

Job Name	Job Type	Job Status	Submitted By	Submission Time	Completion Time	Job Details	Items per page	25	Page	1	of 46 >
FamilyEntity_MDFExport_12/29/2017	MDF Data Export	Completed	sfadmin	2017-12-29 17:02:47.....	2017-12-29 17:03:06.....		Download Status				
FamilyEntity_MDFExport_12/29/2017	MDF Data Export	Completed	sfadmin	2017-12-29 16:49:49.....	2017-12-29 16:50:08.....		Download Status				
CompetencyEntity-behaviors_MDFExport_12/29/2017	MDF Data Export	Completed	sfadmin	2017-12-21 16:08:55.....	2017-12-21 16:09:27.....		Download Status				
MDFZIPImport_Rule_SFPart015579_2017-1-0	MDF Data Import	Completed	sfadmin	2017-11-08 08:59:32.....	2017-11-08 08:59:55.....	Total 20 Processed 20	Download Status				
MDFZIPImport_Rule_SFPart015579_2017-0-0	MDF Data Import	Completed	sfadmin	2017-07-28 08:29:15.....	2017-07-28 08:29:42.....	Total 20 Processed 20	Download Status				

## Exported Data Job Appears in Monitor Job Tool

3. To download your exported data .csv file, from the *Monitor Jobs* page, select the *Download Status* link under the *Download Status* column.
  4. When prompted, save the .csv file to your hard drive.

A	B	C	D	G	I	J	K	M	N	O	P	
1	(OPERATOR)	name_en_US	name.defaultValue	name_en_GB	name_ja_JP	name_es_ES	name_ko_KR	name_de_DE	createdLocale	status	externalCode	subModule
2	Supported operators: Delim, Clear and Delete	US English	Default Value	English (United Kingdom)	Deutsch (Deutschland)	Spanish (Spain)	Korean (South Korea)	German (Germany)	Status=valid Values : A/A for Active / Inactive : I	en_US	1002704	subModule
3	Human Resources Family	Human Resources Family	Human Resources Family	Human Resources Family	Human Resources Family	Familia de Recursos Humanos	Familie der Personalwirtschaft	Familie d'Personnalité	en_US	A	1002705	
4	Services and Maintenance Family	Services and Maintenance Family	Services and Maintenance Family	Services und Wartungsfamilie	Services und Wartungsfamilie	Familia de servicios y de mantenimiento	Familie der Service- und Wartungsfamilie	Familie des Services und der Wartung	en_US	A	1002706	
5	Marketing/Community Relations Family	Marketing/Community Relations Family	Marketing/Community Relations Family	Marketing/Community Relations Family	Marketing/Community Relations Family	Familia de marketing/relaciones comunitarias	Familie der Marketing/Community Relations Familie	Familie du Marketing/Relations communautaires	en_US	A	1002707	
6	Skilled Craft Family	Skilled Craft Family	Skilled Craft Family	Skilled Craft Family	Skilled Craft Family	Familia de operarios cualificados	Familie der gequalifizierten Handwerkerfamilie	Familie des qualifizierten Handwerkeraus	en_US	A	1002708	
7	Administrative Support Family	Administrative Support Family	Administrative Support Family	Administrative Support Family	Administrative Support Family	Familia de soporte administrativo	Familie der Verwaltungssatzstellenfamilie	Familie des Administrationsstützpunktfamilie	en_US	A	1002709	
8	Retail Management	Retail Management	Retail Management	Retail Management	Retail Management	Familia de comercio	Familie des Handels	Familie du commerce	en_US	A	1012421	
9	Retail Associated	Retail Associates	Retail Associates	Retail Associated	Retail Associated	Familia de asociados de comercio	Familie der Handelsassoziierten	Familie des associés commerciaux	en_US	A	1012420	
10	Inventory Collections	Inventory Collections	Inventory Collections	Inventory Collections	Inventory Collections	Familia de colección de inventario	Familie der Inventur-Sammlungen	Familie des inventaire de collecte	en_US	A	1012421	
11	Account Management	Account Management	Account Management	Account Management	Account Management	Familia de gestión de cuentas	Familie der Konto-Management	Familie du gestion des comptes	en_US	A	1013104	

### Sample of Family Job Profile Data as a .CSV file

### **7.7.3 Importing New Job Profile Content Using *Manage Job Profile Content Import/Export***

You can create mass job profile content using [Manage Job Profile Content Import/Export](#) for most job profile content types.

## Prerequisites

- The job profile content export .csv template file for your job profile content type.
  - For creation of new job profile content, or <externalCode> GUID column in your .csv file used for your import should be empty.

## Procedure

1. Go to  [Manage Job Profile Content Import/Export](#)  to select content type you want to import.
  2. Select [Choose File](#) to browse for your saved .csv template file.
  3. Go to [File Encoding](#) field to select the correct encoding type.

→ Tip

The default file encoding type is *Western European (Windows/ISO)*.

4. Accept default for all other fields.
  - To validate without importing your records, select **Validate**
  - To execute your import, select **Import**.
5. To verify that your validation or import executed correctly, go to **Admin Center > Monitor Job** tool.
6. From the *Monitor Job* page, locate your job and select the *Download Status* to download your .csv file that has results of your validation or import.

➔ **Tip**

When you locate your job from *Monitor Job* page, the job name contains job profile content type, whether it's an import or export, and the date it ran.

 **Example**

FamilyEntity-skills\_MDFImport\_08/16/2016

➔ **Tip**

The validation or import .csv file should contain this information:

- Company instance name
- Total number of records
- Number of failed records
- Whether it is successful or contained errors
- Error messages

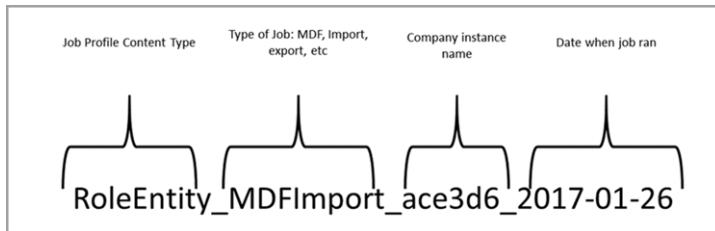
## 7.7.4 More About Using Monitor Job Tool for validating exports and imports

All exports with data and imports should be validated using the *Monitor Job* tool, even if all records are marked as processed.

### Using Monitor Job Tool

To access, go to **Admin Center > Monitor Job** and locate your job under the *Job Name* column. The job name contains the following:

- Job profile content type
- Type of job it is, such as export or import
- The date it ran



**Breakdown of Job Name in Monitor Job Tool**

## Helpful Columns

There are two columns that is helpful when you view your export or imports in *Monitor Job* page:

### Helpful Columns in Monitor Job Tool

Monitor Job Column	More Information
<i>Job Status</i>	<p>Job Status column indicates that your export or import job has been successful, but not everything has been processed.</p> <p>Available statuses:</p> <ul style="list-style-type: none"> <li>• Completed</li> <li>• Failed</li> </ul>
<i>Job Details</i>	<p>Indicates that how many records were processed that includes the number of how many have been completed and failures. Here are a few examples:</p> <div style="background-color: #f2e0ce; padding: 10px;"> <span style="color: #808080;">Example</span>  <i>Total:1/Processed:1, Passed:1/Failed:0</i> </div> <div style="background-color: #f2e0ce; padding: 10px;"> <span style="color: #808080;">Example</span>  <i>Total:1/Processed:1, Passed:0/failed:1</i> </div>

Monitor Jobs						
Job Name	Job Type	Job Status	Submission Time	Job Details	Download Status	Items per page
RoleEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Completed	2017-01-26 13:34:34.3...	Total:1/Processed:1, Passed:1/Failed:0	Download Status	10 ▾
CompetencyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Completed	2017-01-26 13:28:34.3...	Total:1/Processed:1, Passed:0/Failed:1	Download Status	
CompetencyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Completed	2017-01-26 13:27:37.2...	Total:1/Processed:1, Passed:1/Failed:0	Download Status	
CompetencyEntity_MDFExport_01/26/2017	MDF Data Export	Completed	2017-01-26 13:25:09.7...	Total:1/Processed:1, Passed:1/Failed:0	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Failed	2017-01-26 12:47:35.2...	Total:1/Processed:1, Passed:0/Failed:1	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Failed	2017-01-26 12:42:58.0...	Total:1/Processed:1, Passed:0/Failed:1	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Failed	2017-01-26 12:33:50.2...	Total:1/Processed:1, Passed:0/Failed:1	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Completed	2017-01-26 12:25:27.8...	Total:1/Processed:1, Passed:1/Failed:0	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Import	Completed	2017-01-26 12:25:25.9...	Total:1/Processed:1, Passed:0/Failed:1	Download Status	
FamilyEntity_MDFImport_ace3d6_2017-01-26	MDF Data Export	Completed	2017-01-26 12:22:26.2...	Total:1/Processed:1, Passed:1/Failed:0	Download Status	
FamilyEntity-competencies_MDFExport_01/26/2017						

**Monitor Job Page that includes Completed and Failed Jobs**

## Download Link and Your .CSV File

You can download your .csv file by selecting the *Download Status* link. Your .csv file contains:

- Successful: Your .csv file may have a message that state it was successful with the number of successful records.
- Failure: You .csv file that contains data used for your import should have an error message at the end of row of where the error is. Typically, the error message states the column lavel that contains the incorrect data.

 Caution

It is possible to have errors in your .csv file even if the *Monitor Job* marked all records have been processed successfully.

# 8 Mapping Job Profile Content

## 8.1 Mapping Job Profile Content Using Job Profile Builder Manage Job Profile Content Import/Export Process

You can map existing job profile content using import and export process that is similar to creating content using a .csv file.

### Mapping Job Profile Content

You can use the *Manage Job Profile Content Import/Export* to map associated job profile content with parent objects. You cannot create job profile content and map another existing job profile content type in one import. The job profile content that is considered as the **parent** has to be created first.

To learn more about job profile content associations, and dependencies, refer to these topics:

- [Job Profile Builder Content Object Associations \[page 52\]](#)
- [Job Profile Objects Dependencies \[page 53\]](#)

### Manage Job Profile Content Import/Export

You can use the *Manage Job Profile Content Import/Export* to map specific job profile content as long as the job profile content type already exist and their GUIDs are in the .csv file.

From the *Manage Job Profile Content Import/Export*, when the *Download Data Import File Template* is selected, you can download your template file without data as a .csv file. When you are ready to map using the import process your .csv file should contain GUIDs for job profile content that you want to map.

[OPERATOR]	externalCode	behaviors.behaviorName.en_US	behaviors.behaviorName.defaultValue	behaviors.behaviorName.en_GB	behaviors.behaviorName.de_DE	behaviors.behaviorName.fr_FR	behaviors.description.en_US	behaviors.description.defaultValue	behaviors.description.en_GB	behaviors.status	behaviors.externalCode	behaviors.subModule
Supported operators: Delimit, Clear and Delete	Competency.GUID	US English	Default Value	English (United Kingdom)	German (Germany)	French (France)	US English	Default Value	English (United Kingdom)	Status (Valid Values : A/i Active / i for InActive )	GUID	subModule

Template for Mapping Competency and Behaviors

#### i Note

There are job profile mappings that require more than 2 GUIDs present in your .CSV file. This information can be found in the [Job Profile Objects Dependencies \[page 53\]](#) topic.

## 8.2 Mapping Roles

### 8.2.1 Viewing Job Code Link in Employee Profile for Mapped Job Classifications

You can now map Job Classifications and view as a job code in an employees *Employee Profile*.

#### Mapping Roles with Job Classifications

Now, with this new enhancement, you can map your role with Job Classifications long as these conditions exist:

- Job Classification you want to map has a corresponding job code
- The corresponding job code name is not within parenthesis

#### Caution

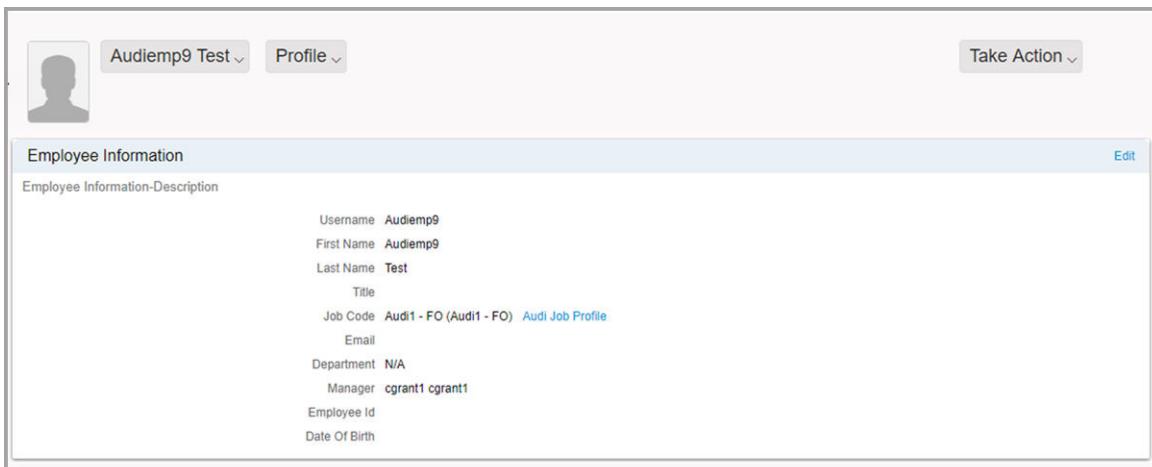
When importing or creating Job Codes, entering the *Job Code* name within parenthesis that may cause the *Job Classification* not correspond with the *Job Code* correctly.

#### Example

Job Classifications names = Admin and Job Codes = (Admin-1)

#### Job Code Link in Employee Profile

The mapped *Job Classification* appears as a *Job Code* in *Employee Profile* for an employee that includes a link to the job profile.



The screenshot shows the 'Employee Information' section of an employee profile. At the top, there is a user icon, a dropdown menu with 'Audiemp9 Test' and 'Profile', and a 'Take Action' button. Below the header, the 'Employee Information' section is titled 'Employee Information-Description'. It contains the following details:

Username	Audiemp9
First Name	Audiemp9
Last Name	Test
Title	
Job Code	Audi1 - FO (Audi1 - FO) <a href="#">Audi Job Profile</a>
Email	
Department	N/A
Manager	cgrant1 cgrant1
Employee Id	
Date Of Birth	

## 8.2.2 More About Mapping Job Codes

This topic gives an overview about mapping job codes for position based roles.

### Job Code Role Types

If the job code you mapped have positions associated, your new role becomes position based. When saving your role, you can see if any positions are associated with it from the *Mapped Job Codes* tab in the *Edit: Role* page.

The screenshot shows the 'Edit: Role' page with the following details:

- Role Name: Administrative Assistant
- Family: Administration
- Mapped Job Codes: 1
- Mapped Skills: 8
- Mapped Competencies: 5
- Mapped Talent Pools: 0
- Job Code: ADMIN-1
- # Positions: 11
- Usage: Default
- Type: JOBCLASSIFICATION
- Actions: Gear icon

Buttons at the bottom include 'Cancel' and 'Save Role'.

Position Based Job Code for a Role

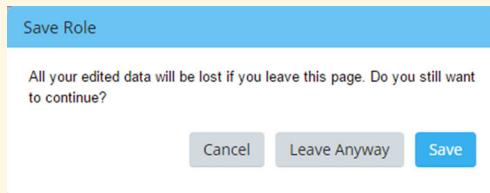
### Viewing Positions

You can view positions associated with job codes for your role one of two ways:

- Go to the *# Positions* column and select the hyperlink.
- Use the gear icon to view positions associated with that job code.

#### ⚠ Caution

Whether you use the hyperlink or the gear icon to view positions with mapped job codes, the *Save Role* prompt appears.



Save Role Prompt

To save your role, select *Yes* that launches a prompt that states your role is saved. When you select *OK*, you are directed to the *Map Position to the job Code* page. The positions are listed under the *Position* column. You can edit any position by selecting the *Position* hyperlink or by going to the gear icon.

## 8.3 Assigning Behaviors

### 8.3.1 How to Assign Behaviors to Competencies

This topic gives an overview on how to assign *Behaviors* to *Competencies*. You can map or assign behaviors from the [Edit: Competency](#) page for an already existing competency or when you create a new one.

#### Procedure

1. When you create a new competency, follow these steps to map your assigned behavior
  - a. Go to  [Admin Center](#)  [Manage Job Profile Content](#)  [Competency](#) that directs you to the competency page.
  - b. Select the [+ Create Competency](#) link that directs you to the [Create New Content \(Competency\)](#) page.
  - c. Enter in the required information.
  - d. Select the [Assign Behaviors](#) button to create your behavior to associate with your competency.
  - e. Enter in the required information for your behavior.
  - f. Select the [Save](#) button to save your new behavior that directs you back to the [Create New Content \(Competency\)](#) page. Add more behaviors if desired.
  - g. Select [Create Competency](#) to finish.
2. For Existing competencies, follow these steps to map your assigned behavior:
  - a. Go to  [Admin Center](#)  [Manage Job Profile Content](#)  [Competency](#) that directs you to the competency page.
  - b. Select the competency you wish to edit that directs you to the [Edit: Competency](#) page.
  - c. Select the [+ Assign Behaviors](#) link that opens up the [Assign Behaviors](#) box.
  - d. Enter in the name of your behavior.  
Please note that you can use the pencil picker icon for translation options for your behavior name.
  - e. Enter in the description of your assigned behavior.
  - f. Select [Save](#) to finish.

#### Related Information

[How to Assign Behaviors for Role-based Competencies \[page 78\]](#)

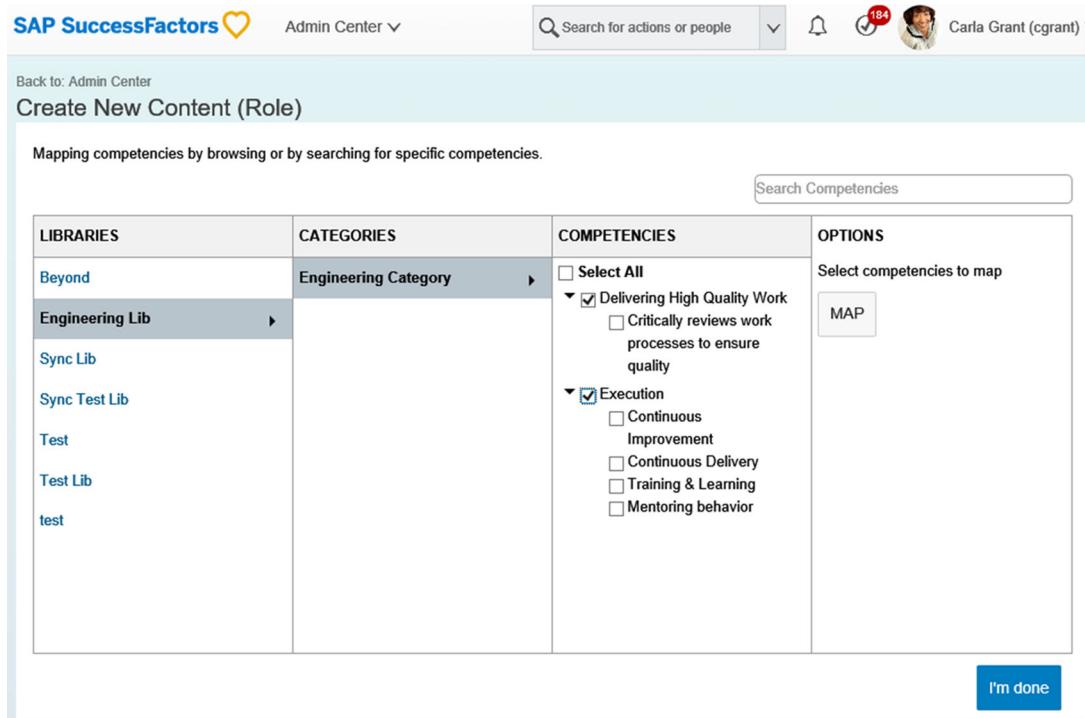
[Weight and Ratings for Behaviors \[page 79\]](#)

## 8.3.2 How to Assign Behaviors for Role-based Competencies

This topic gives a detailed overview on how to map your competencies and behaviors to a role.

### Procedure

1. Go to  [Admin Center](#)  [Manage Job Profile Content](#)  [Set Up Families and Roles](#).
2. Select [+ Create Role](#) link that directs you to the [Create New Content \(Role\)](#) page.
3. Enter in the required Information for your role.
4. If no competencies are mapped to your role, follow these steps:
  - a. Go to [Mapped Competencies](#) tab to select the [Mapped Competencies](#) button that opens up the list of *LIBRARIES*.
  - b. Select the library you want to use and a list of categories appear next to your selected library.
  - c. Select the category you want to use and a list of available competencies appear next to your selected category. Associated behaviors appear under their associated competencies when you select the arrow to expand. See below screenshot for more information.



The screenshot shows the SAP SuccessFactors interface for creating a new content item (Role). The top navigation bar includes the SAP SuccessFactors logo, Admin Center, a search bar, a notifications icon (184), and a user profile for Carla Grant (cgrant).

The main content area is titled "Create New Content (Role)". A sub-header says "Mapping competencies by browsing or by searching for specific competencies." Below this is a search bar labeled "Search Competencies".

The interface is divided into four columns:

- LIBRARIES:** Lists available libraries: Beyond, Engineering Lib (selected), Sync Lib, Sync Test Lib, Test, Test Lib, and test. "Engineering Lib" is expanded, showing its sub-categories: Engineering Category (selected) and another unnamed category.
- CATEGORIES:** Shows the selected category: Engineering Category.
- COMPETENCIES:** Displays a list of competencies. For the "Engineering Category" category, two competencies are listed: "Delivering High Quality Work" and "Execution". Under "Delivering High Quality Work", there is a sub-list: "Critically reviews work processes to ensure quality". Under "Execution", there is a sub-list: "Continuous Improvement", "Continuous Delivery", "Training & Learning", and "Mentoring behavior".
  - Select All
  - Delivering High Quality Work
    - Critically reviews work processes to ensure quality
  - Execution
    - Continuous Improvement
    - Continuous Delivery
    - Training & Learning
    - Mentoring behavior
- OPTIONS:** A section titled "Select competencies to map" contains a "MAP" button.

At the bottom right of the main content area is a blue "I'm done" button.

#### List of Behaviors Below Associated Competencies

- d. Select all competencies behavior you want to map.
- e. Select [Map](#) and [I'm done](#) button to finish.

You are directed back to the [Create New Content \(Role\)](#) page. Your new competencies appear under the [Mapped Competencies](#) tab. Note that there is a column for *Behaviors*.

0 Mapped Job Codes    2 Mapped Skills    **2 Mapped Competencies**    0 Mapped Talent Pools

2 Competencies						<a href="#">+ Map Competencies</a>
Competency Name	Added	Last Modified	Weight	Rating	Behaviors	Actions
Execution			<input type="text"/> %	<input type="text"/> %		
Delivering High Qu...			<input type="text"/> %	<input type="text"/> %		

[Cancel](#) [Create Role](#)

Behavior Column For Role

**Note**

You can view all of the behaviors associated with a specific competency when you select the *Behavior Listing* icon as shown here under the *Behavior* column.

## Related Information

[How to Assign Behaviors to Competencies \[page 77\]](#)

[Weight and Ratings for Behaviors \[page 79\]](#)

### 8.3.3 Weight and Ratings for Behaviors

This topic gives a brief overview about setting up weight and ratings for specific behaviors.

#### Behavior Listing Icon

You can configure your behavior weight and ratings after you have saved your new role, which is done from the *Mapped Competencies* tab from *Edit: Role* page of your new role.

The *Behaviors* popup launches when the *Behavior Listing* icon is selected for your mapped competency. This is where you can configure the weight and ratings for all associated behaviors for that competency.

Behaviors					
Behavior Name	Added	Last Modified	Weight	Rating	Action
Continuous Improv...	09/30/2016	10/14/2016	25 %	100% 	
Continuous Delivery	09/30/2016	10/14/2016	25 %	100% 	
Training & Learning	09/30/2016	10/14/2016	25 %	100% 	
Mentoring behavior	09/30/2016	10/14/2016	25 %	100% 	

Cancel

OK

#### Pop-up Box With Behaviors Associated to a Specific Competency

Once you have completed your weight and rating configuration, this weight and rating should appear in a performance form for an employee.

# 9 Job Profile Acknowledgement

## 9.1 How to Configure Job Profile Acknowledgment Settings

For heavily regulated industries such as healthcare and biotechnology that have requirements to provide auditors and government organizations with proof that their employees understand their job descriptions. These regulations require that these organizations have acknowledged receipt of this information. This topic gives you detailed instructions on how to configure your Job Profile Acknowledgment Settings.

### Prerequisites

- Role-based permissions enabled for Manage Job Profile Builder.

### Procedure

1. Go to  [Admin Center](#)  [Configure Job Profile Acknowledgement Settings](#) that directs you to the *Configure Job Profile Acknowledgement Settings* page.
2. Select the conditions of your trigger acknowledgment by selecting or all checkboxes:
  - *Job profile change*
  - *Job code change*
  - *Role and job profile mapping change*

Back to: Admin Center

## Configure Job Profile Acknowledgement Settings

From here you can create a job profile acknowledgement rule.

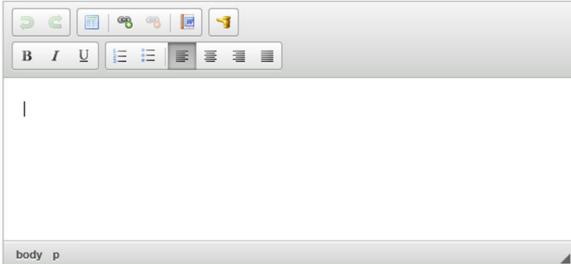
Trigger acknowledgement when:  Job profile change  Job code change  Role and job profile mapping change

Send notifications in:  Homepage > To Do list

Acknowledgement statement:

body p

Save



### Configure Job Profile Acknowledgment Settings

3. Select the *Homepage > To Do list* if you want your Job Profile Builder administrator to receive notifications as To-Dos.
4. Go to *Acknowledgement statement* rich text section and enter in the appropriate acknowledgment statement.
5. Select *Save* to finish.

## Next Steps

Now that you have set up your Job Profile Acknowledgment Settings, you can configure your Job Profile Acknowledgment Report. For more information, refer to the [Job Profile Acknowledgment Report \[page 82\]](#) topic for instructions.

## 9.2 Job Profile Acknowledgment Report

You can view information about all the job profile acknowledgments that were sent, from a link in the Admin tool.

To view job profile acknowledgment reports, in the Admin tool select  [Company Settings](#)  [Job Profile](#) [Acknowledgement Report](#). The report lists the following information about an acknowledgment that was sent to a user. You can filter the report by a particular value of any of the report fields:

- User
- Family
- Role
- Job Code
- Job Profile
- Change Date

- *Status/Acknowledgement Date*

# 10 Appendix And Troubleshooting Information

## 10.1 Using Job Description Manager and Job Profile Builder

### 10.1.1 Differences Between Job Description Manager and Job Profile Builder

Here is a table the describes differences between using Job Description Manager and Job Profile Builder. Some of these differences is related whether you are an Employee Central or if your company instances has been migrated over to **MDF**.

Differences Between Job Description Manager and Job Profile Builder

Job Description Manager 1.0	Job Profile Builder or JDM 2.0
Job Description	This is now referred to as a Job Profile when using <b>JPB</b>
Non-positioned based profile	Profiles can be position based.
No skillset respository	Uses Skill Profiles, instead of employees having individual skill-sets.
Legacy Succession Data Model	Uses role-based permission.   <b>Restriction</b> Role-based permissions is required
Storage: uses tables for roles, families, competencies, and all job profile content types	Uses Metadata File Framework or <b>MDF</b> tables to store Job Profile Builder objects.
Cannot rate skills	Can rate skills

## 10.2 General Troubleshooting

### 10.2.1 Text Limitation Errors When Creating Job Profile Content

There is a text limitation when creating *Job Profile* content that is measured in **bytes**, rather than characters.

#### Byte Storage Limitation

When you add job profile content using the Manage Job Profiles tool, there is a maximum storage length of 4,000 bytes. For instance, if you enter in **abc** that is counted as three characters.

*Job Profile* sections html formatting, and this data is actually stored as: <p>abc</p>, which is more than three characters.

In addition to html formatting, here are use cases that can add additional characters to the byte limit of your content:

- Using bold, italics, underline, bullets
- Line breaks, coloring, and images
- Special characters
- Languages that do not use English alphabet such as Russian use double byte characters

When the byte limit has gone past the allowable limit, you may receive an error message that reads something similar to this one:

#### Example

*The text entered is XXXX bytes . This must be less than XXXX bytes long.*

#### Using Text Editor

You cannot verify the byte count within Job Profile Builder application, a text editor such as Notepad or Notepad++ is required to count character byte limitation.

## 10.3 Troubleshooting Imports

### 10.3.1 Troubleshooting Tips Using *Manage Job Profile Content Import/Export*

There are a few troubleshooting tips that can help you avoid error messages for your job profile content import such as character limitations and size limits.

#### Special Characters

You may receive error message that reference that entity name must immediately follow the & in the entity reference when you import data that contain special characters for these columns:

- *longdescription*
- *shortdescription*
- Header entity reference columns

To resolve this issue, you can use escape codes in your .csv import file. See table for character code replacement for special characters:

Character Code Replacement for Special Characters

Special Character	Character Code Replacement
&	&#038;
<	&lt;
>	&gt;

#### i Note

Insert the entity name immediately following the & in the entity reference field. Keep in mind when you insert additional characters may increase byte size of your document.

#### Exceeding Size Limits for Default Value Field

Unlike using Job Profile Builder user interface, when you create job descriptions using the import process, there is a 128 character limitation. The character limit applies to your job profile description data entered in the *Descriptions/DefaultValue* column in your .csv import file.

## Byte Limitations for Job Code Field

*Job Code* field has a maximum of 128 bytes, which may be fewer than 128 characters for certain character sets such as Cyrillic. When you exceed the 128 byte limit, your import may show *Completed* status in *Monitor Jobs* page but error messages similar to **SYSTEM\_ERROR WHILE SYNCING** appear in your .csv import file

## Can I Purge Job Profile Data Using Import Process?

Job Profile Builder does not support full purge option, when you use & *Manage Job Profile Content Import/Export* tool, *Incremental Load* is the only option available.

If you can see a **Full Purge** as and option under *Purge Type*, you are using MDF *Import and Export Data* tool.

### Caution

We do not recommend purging your job profile data because this option may corrupt data to entity mappings. When you use the full purge option, you may potentially remove Job Profile Builder Recruiting Management data.

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