



## User Manual and Software Documentation *(for the Beta version of the Software)*

**Institution:** Aristotle University of Thessaloniki

**Version:** 2.0

**Date:** 11.06.2015

## Table of Contents

<b>1</b>	<b>Logging in the ComProFITS application.....</b>	<b>6</b>
1.1	Home Screen: Login (1st method).....	6
1.2	Login (2 <sup>nd</sup> method) .....	6
<b>2</b>	<b>ADMINISTRATOR FUNCTIONALITY .....</b>	<b>7</b>
2.1	Update Departments .....	8
2.2	Department Creation.....	9
2.3	New department position .....	10
2.4	Update Employees.....	10
2.5	Creation of a new Employee by the administrator .....	11
2.6	Update the business area.....	12
2.7	Update an employee.....	12
2.8	Searching and filtering the list of employees .....	12
2.9	Removal of an employee.....	13
2.10	Deactivating and activating back employees .....	14
2.11	Organizational positions .....	15
2.12	New organizational position creation.....	15
2.13	Employee Assessment.....	16
2.14	Update company profile .....	17
<b>3</b>	<b>Head of Business Area functionality.....</b>	<b>17</b>
3.1	Update Employee Profile .....	18
3.2	Creating/Updating Business Area's Employees .....	19
3.3	Additional Employee Details .....	20
3.4	Current Job Position.....	21

3.5	Past Job Positions .....	22
3.6	Professional Experience .....	22
3.7	Professional Experience .....	23
3.8	Adding a Professional Experience Record .....	23
3.9	Reviewing and Updating Professional Experience Records.....	24
3.10	Studies .....	24
3.11	Adding a Studies Record .....	25
3.12	Reviewing and Updating Study Records .....	25
3.13	Review Employee's Last Assessment .....	26
3.14	Updating of Competence Statements .....	27
3.15	Editing Existing Competence Statements.....	28
3.16	Adding a new statement for a level 3 competence .....	28
3.17	Updating employee assessments .....	29
3.18	Exporting a completed assessment to PDF .....	29
3.19	Creating new Assessment .....	30
3.20	Step 1: Assessment Team.....	31
3.21	Step 2: Level 3 competences selection.....	32
3.22	Step 3: Statements selection .....	33
3.23	Step 4: Summary and confirmation .....	34
3.24	Review/Update/Delete of assessments.....	35
3.25	Completing the assessment .....	35
3.26	Providing values for each statement .....	36
3.27	Assessment completion by the immediate manager.....	37
3.28	Job Profile User Menu.....	38
3.29	Create Job Profile.....	39

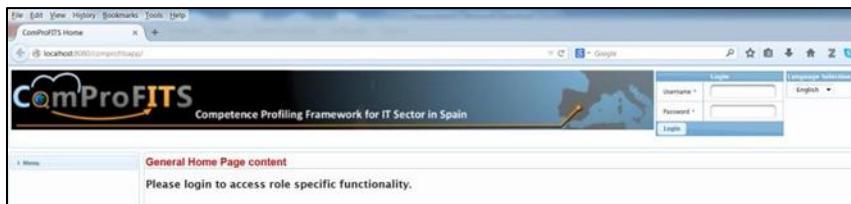
3.30	Delete a Job Profile .....	39
3.31	Update Employee Development Review.....	40
3.32	Create new EDR .....	40
3.33	Defining EDR Questions .....	41
3.34	Final step in creating an EDR .....	41
3.35	Assign employee competence assessments directly .....	42
3.36	Provide assessment values.....	43
3.37	Store provided assessments.....	44
3.38	Employee evaluation .....	45
3.39	Performing the evaluation .....	47
<b>4</b>	<b>JOB APPLICANTS .....</b>	<b>48</b>
4.1	Job Applicant Registration .....	48
4.2	Register as a job applicant .....	48
4.3	Login in.....	49
4.4	Edit your profile.....	50
4.5	Your degrees.....	51
4.6	Add a degree .....	51
4.7	Edit an existing degree.....	51
4.8	Deleting a degree.....	52
4.9	Your professional experience .....	52
4.10	Add professional experience .....	53
4.11	Edit an existing professional experience record .....	53
4.12	Deleting a professional experience record.....	54
4.13	Available job positions.....	54

4.14	Apply for a job .....	55
4.15	Your applications .....	55
<b>5</b>	<b>HR RECRUITER FUNCTIONALITY .....</b>	<b>56</b>
5.1	Update Competence Pyramid.....	56
5.2	Create a new competence.....	57
5.3	Level of the new competence.....	58
5.4	Job Applications.....	58
5.5	Examining an applicant .....	59
5.6	Removing an application.....	59
<b>6</b>	<b>INTERNATIONALIZATION .....</b>	<b>60</b>
6.1	Changing the language.....	60
6.2	The messages file.....	60
<b>7</b>	<b>Conclusions.....</b>	<b>61</b>

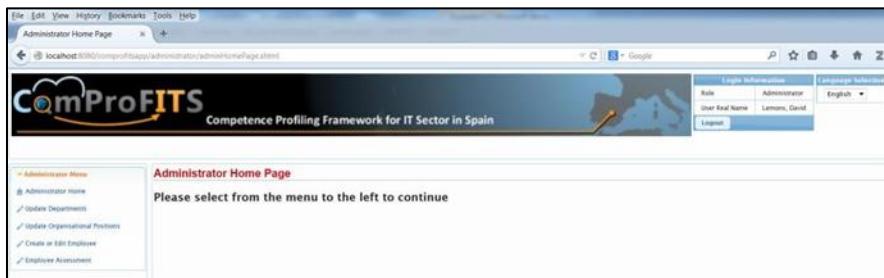
# 1 Logging in the ComProFITS application

## 1.1 Home Screen: Login (1st method)

We provide a username and password and press the login button.

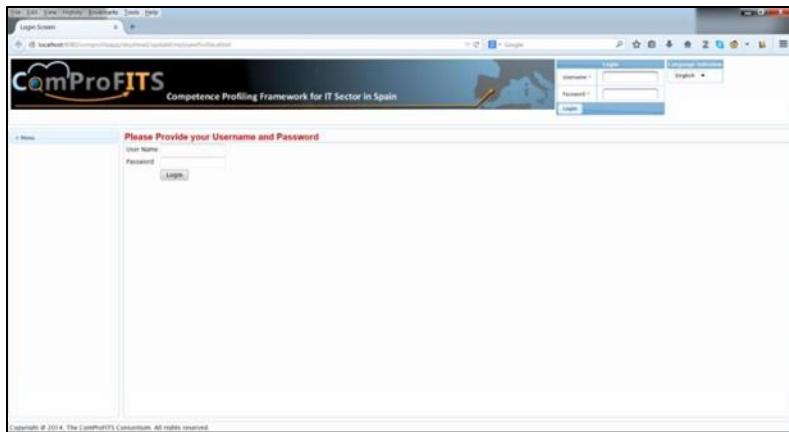


Each user has a role and according to this role he is redirected to this role's homepage, e.g. the administrator will be redirected to the administrator's home page. Example: login as administrator:



## 1.2 Login (2<sup>nd</sup> method)

By requesting a page that is accessible only from a specific role users are redirected to a login screen from which we can login.



For example, the page for updating the profile of employees can be accessed by the Head of the Department: <applicationURL>/depthead/updateEmployeeProfile.xhtml

After successfully logging in users are redirected to the requested page.

## 2 ADMINISTRATOR FUNCTIONALITY

Administrators can:

- Create, Update, Delete etc. Business Areas
- Create, Update, Delete etc. organizational positions
- Create, Update, Delete etc. employee profiles but only partially. Full details, such as professional experience, studies, assessment review
- etc. are available to heads of departments
- Participate in employee assessments
- Update company profile



## 2.1 Update Departments

When the administrator clicks on the ‘Update Business Areas’ menu selection he is redirected to a page where he can review all the business areas stored so far. The table will be empty in the first time.

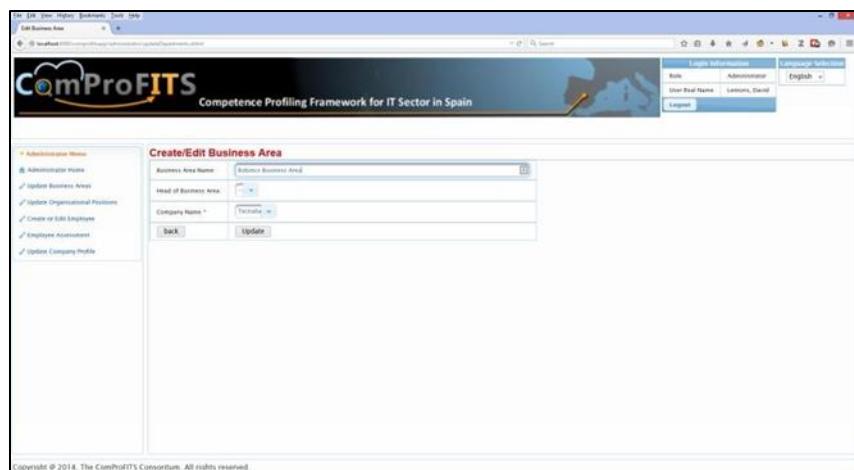
From this page the administrator can:

- Click on the “Create New Business Area” button to create a new Business Area
- Click on the name of an existing business area to review and modify its details
- Delete a business area by pressing the button in the “Remove Business Area” column. This last option requires confirmation.

## 2.2 Department Creation

By clicking on the “Create new Business Area” button a screen appears to which we enter the details of the business area.

- Business area name: the name of the business area
- Head of business area: select the business area employee who is the head of the business area. Initially this list is empty since the business area is new and there are no registered employees of it yet to select from. Updating can take place after business area’s employees are registered.
- Company name: Selection of the name of the company.
- By clicking on “update” we store the business area details.
- By clicking “back” we return to the previous screen without modifications.



### 2.3 New department position

After clicking the “update” button the new business area is created and the page with the list of all business areas is displayed again.

The page now contains the newly created area.

List of Stored Business Areas			
Business Area Name (Click to Edit Record)	Head of Business Area	Company Name	Remove Business Area
IT Business Area	Kakarontzas, George	Tecnalia	
Accounting Business Area	Julian, Simin	Tecnalia	
Sales Business Area	Best, Jerome	Tecnalia	
Research and Development Business Area	.	Tecnalia	
HRM Business Area	Buffet, James	Tecnalia	
Business Administration	Lion, George	Tecnalia	
Promotions Business Area	Julius, Julian	Tecnalia	
Robotics Business Area	.	Tecnalia	

### 2.4 Update Employees

**Employees can be created by the administrator (but not the full profile).**

Administrators click the “Create or Edit Employee” menu selection to update, create, delete, activate/deactivate etc. employees.

When they do they are redirected to a page in which a list of the company employees appears.

Employees can be deleted or deactivated/activated as usual by clicking on the respective icons in the last two columns (both require confirmation). They can be updated by clicking on their last name. New employees can be created by clicking on the “Create New Employee” button.

List of Stored Employees								
Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (Click icon to change)	Remove Employee
Julius	Julian	Promotions Business Area	+30777777	+306874555555	julian@julius.com	Employee		
Best	Gerome	Sales Business Area	+302410622414	+3067676767	gerome@best.com	Employee		
Remis	Robert	IT Business Area	+4576767676	+4576667767	robert@remis.com	Employee		
Hughes	Jane	IT Business Area	+4578787878	+456677676667	jane@xyz.com	Employee		
Buffet	Jarmess	HRM Business Area	+3067678888	+30787787878	james@buffet.com	HR Recruiter		
Lion	George	Business Administration	4444		george@net.com	Head of the Business Area		

## 2.5 Creation of a new Employee by the administrator

By clicking the “Create New Employee” button administrator is redirected at a page where he can provide the details of a new employee including his picture (optional).

This page provides some validations (e.g. same password twice). Employee’s business area and role is selected from a list. Date can be inserted using a calendar widget.

In this and all other forms required fields are marked with an asterisk.

The screenshot shows the 'Update Employee Profile' form in the ComProFTS application. The form contains the following fields:

- Identity Card Number: 87654321
- Social Security Number: 987654321
- First Name:
- Last Name:
- Gender: Male
- Address:
- City:
- Date of Birth:
- Phone Number:
- Email:
- Photo:
- Password:
- Confirm Password:
- Marital Status:
- Number of Children:
- Role:
- Business Area Name:

On the left, a sidebar lists 'Administrator Home', 'Update Business Areas', 'Update Organizational Positions', 'Create or Edit Employee', 'Employee Assessment', and 'Update Company Profile'. On the right, there's a 'Logon Information' section with 'Role: Administrator', 'User Real Name: Lemons, David', and a 'Logout' button.

## 2.6 Update the business area

Having inserted the head of the business area for a business area the administrator can return to the “Update Business Area” page and update it by selecting the employee as the head of the business area.

The screenshot shows a web-based application titled "Create/Edit Business Area". In the "Head of Business Area:" dropdown menu, the name "Feng, Xiao" is selected. A tooltip or pop-up window displays the full name "Feng, Xiao" over the dropdown button. Other fields on the page include "Business Area Name:" (set to "Robotics Business Area") and a "Company Name \*" field. A "back" button is visible at the bottom left.

## 2.7 Update an employee

By clicking the last name of the employee from the list of stored employees page the administrator will go to a page in which the employee's details are displayed. He can change from there any detail and update the employee in the database.

The screenshot shows a web-based application titled "ComProFITs" with a sub-page "Update Employee Profile". On the left, a sidebar lists "Administrator Menu" items such as "Administrator Home", "Update Business Areas", and "Update Organizational Positions". The main form displays employee details: Identity Card Number (B101001001), Social Security Number (9001011985), First Name (Feng), Last Name (Xiao), Gender (Male), Address (Avances 17), City (Bogotá), Postal Code (11162), Country (Colombia), Date of Birth (10/10/1984), Phone Mobile (3111234567), E-mail (fengxiao@comprofits.com), and Marital Status (Single). A date picker is open, showing the month "Mar" and the day "1964". Other fields include Password, Confirm Password, and Number of Children (1). A "Business Area Name" dropdown is set to "Robotics Business Area". The top right shows "Logout" and "Language Selection" (English). The footer includes a copyright notice: "Copyright © 2014. The ComProFITs Consortium. All rights reserved."

## 2.8 Searching and filtering the list of employees

The administrator can view all company's employees. Since employees can be many this page provides searching and filtering based on first, last employee name and business area name.

For example in the following figure we want all employees from the IT business area whose last name contains the character ‘a’.

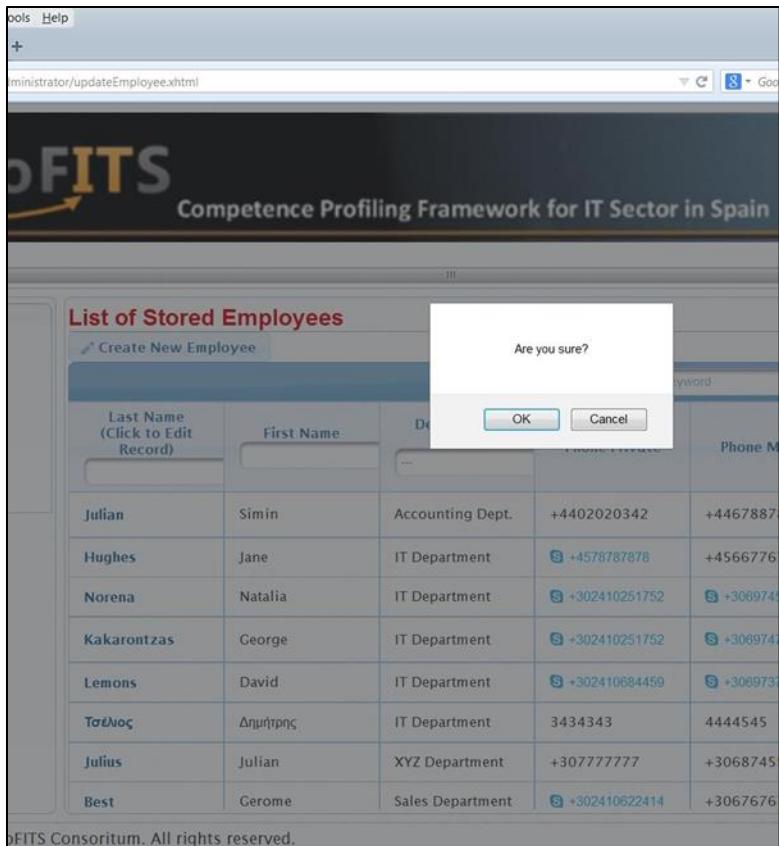
List of Stored Employees					
<a href="#">Create New Employee</a> <span style="float: right;">Search all fields <input type="text" value="Enter keyword"/> </span>					
Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail
a		IT Business Area			
Norena	Natalia	IT Business Area	974573364	sales@nataliasilver.co...	
Kakarontzas	George	Accounting Business Area	974722417	gkakaron@teilar.gr	
		Sales Business Area			

In addition a search box at the top allows searching for a specific employee using any value. Both filtering and searching update the page dynamically as we type.

List of Stored Employees					
<a href="#">Create New Employee</a> <span style="float: right;">Search all fields <input type="text" value="Enter keyword"/> </span>					
Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail
		...			
Buffet	James	HRM Business Area	+306767888	+3078787878	james@buffet.com
Feng	Xiao	Robotics Business Area	3434343	6943433434	xiao@some.com

## 2.9 Removal of an employee

Removing an employee is easy. All the administrator has to do is click on the ‘bin’ icon at the last column. A confirmation is required for the successful removal as can be seen from the figure.



## 2.10 Deactivating and activating back employees

Deactivating/activating an employee is easy. All the administrator has to do is click on the 'check' icon at the next to last column to deactivate an employee. The button turns to an 'x' to indicate that the status of the employee is now deactivated. Clicking the 'x' activates the employee again and the button changes back to a check icon.

A confirmation is required for the successful activation/deactivation of the employee.

List of Stored Employees							
<a href="#">Create New Employee</a>		Search all fields: <input type="text"/> <input type="button" value="Go"/>					
Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)
Buffet	James	HRM Business Area	+306767888	+307878787878	james@buffet.com	HR Recruiter	
Feng	Xiao	Robotics Business Area	3434343	6943433434	xiao@some.com	Head of the Business Area	

## 2.11 Organizational positions

By clicking on the “Update Organizational Positions” button the administrator is redirected to a page where he can create, edit, or delete organizational positions.

The approach is similar to the other pages. Initially a page with the already stored organizational positions appears from which the user can do the rest:

- Clicking on the name of an existing position will take him to the update page for this position.
- Clicking on the “Create New Organizational Position” will take us to the creation page.
- Clicking on the bin icon as usual deletes the organizational position (requires confirmation).



List of Stored Organisational Positions			
Organisational Position Name (Click to Edit Record)	Organisational Position Description	Company Name	Remove Orgnisa
Managerial Level	Employees at the managerial level of the company	Tecnalia	

## 2.12 New organizational position creation

After clicking on the “Create New Organizational Position” button the administrator is redirected to the respective page where he can provide the details of the new organizational position as shown in the picture.

Clicking “Update” stores the position in the database, whereas clicking “Back” cancels the creation.

The screenshot shows a web-based application window titled 'ComProFITs Competence Profiling Framework for IT Sector in Spain'. At the top right, there's a 'Logout' button and a user profile section. On the left, a sidebar menu lists several options under 'Administrator Menu': 'Administrator Home', 'Update Business Areas', 'Update Organisational Positions', 'Create or Edit Employee', 'Employee Assessment', and 'Update Company Profile'. The main content area is titled 'Create/Edit Organisational Position'. It contains three input fields: 'Organisational Position Name' (set to 'Managerial level'), 'Organisational Position Description' (set to 'Employees at the managerial level of the company'), and 'Company Name' (set to 'Ferns'). Below these fields are two buttons: 'Back' and 'Update'. The bottom of the window has a copyright notice: 'Copyright © 2014, The ComProFITs Consortium. All rights reserved.'

## 2.13 Employee Assessment

Administrators, as all other employees, can participate in employees’ assessments either as employees under assessment themselves, or as participating in the assessment off other employees. Employee assessments are created by the Heads of the Departments, but are available for participation from all other roles.

If no assessment requires the participation of the administrator then the “Select Assessment” list in this page will be empty (as seen in the picture). If an assessment requires his participation then it will appear in this list. We will return to the assessment functionality later in this user guide.

Employee Assessment		
Select Assessment	<input type="button" value="..."/>	
Deadline		
Questionnaire Statements	Competence Name <input type="button" value="..."/>	Statement
	No records found.	
Selected Assessment Status	Lemons David Assessment Status Completed Average: NaN	

## 2.14 Update company profile

By clicking on the “Update Company Profile” selection the administrator can set the details for the company operating the system as can be seen in the picture, after selecting an existing company or creating a new one.

Create New Company	
Company Name (Click to Edit Record)	Tecnalia

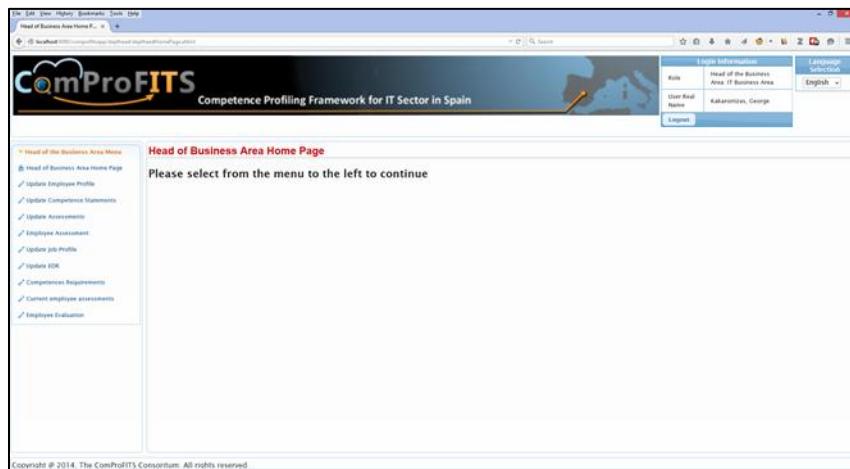
Update Company Profile	
Company Name 1:	Tecnalia
Company Name 2:	Tecnalia Corporación Tecnológica
Company Address 1:	Parque Tecnológico de Bizkaia
Company Address 2:	C/ Geldo Edif. 700
Postal Code:	E-48160 Derio
Province:	Bizkaia
Country:	Spain
Phone Number:	+34 944041444
E-Mail:	info@tecnalia.es
Website:	<a href="http://www.tecnalia.es">http://www.tecnalia.es</a>
<input type="button" value="Cancel"/>	<input type="button" value="Update"/>

## 3 Head of Business Area functionality

The head of a business area can do the following:

- Create/Edit/Delete an employee’s full profile including his/her studies, professional experience etc.
- Update the company’s competence statements used in assessments.

- Create assessments for employees of his department.
- Participate in an employee assessment with any role (as any other employee).
- Create and update job profiles
- Create and update Employee Development Reviews (EDRs)
- Set competence requirements for jobs
- Assign directly competence scores to employees
- Perform employee evaluations



### 3.1 Update Employee Profile

By clicking on the “Update Employee Profile” the head of the business area is redirected to a page containing a table with all the business area’s employees.

The screenshot shows a web-based application interface for managing employees. At the top right, there's a user profile section with 'Role: Head of the Business Area IT Business Area', 'User Real Name: Kalarnezas, George', and a 'Logout' button. The main content area displays a table of employees:

Employee Name	Employee ID	Employee Email	Employee Type	Business Area	Action Column
Hughes, John	+4576787678	jane@xyz.com	Employee	IT Business Area	
Nomina, Natalia	+30695251752	sales@natallashow.com	Employee	IT Business Area	
Kalarnezas, George	+302410251752	gkalarnez@ellat.gr	Head of the business Area	IT Business Area	
Lemmers, David	302410684458	david@lemlat.gr	Administrator	IT Business Area	

Copyright © 2014, The ComProFITs Consortium. All rights reserved.

As usual employees can be edited by clicking on their last name, deleted by clicking on the bin button at the last column (requires confirmation) and created by clicking on the “Create New Employee” button.

The table displays 10 employees per page. If more than that navigation to the pages (back and forth, first and last) is provided.

### 3.2 Creating/Updating Business Area’s Employees

Only business area’s employees can be created or updated here. As can be seen in the picture the business area cannot change either for updates of existing employees or creations of new employees.

The screenshot shows a form for updating an employee profile. On the left, there's a sidebar with a list of menu items: Head of the Business Area Home Page, Update Employee Profile, Update Competence Statements, Update Assessments, Employee Assessment, Update Job Profile, Update EDR, Competences Requirements, Current employee assessments, and Employee Evaluation. The main form contains fields for personal information:

Identity Card Number *	123/12345	Social Security Number *	045454545
First Name *	Robert	Last Name *	Brown
Gender *	Male	Province *	NY
Address *	Manhattan Blvd 10	Postal Code *	10176767
City *	NY	Country *	United States
Date of Birth *	15/09/1980	Phone Private	(123) 456-7890
Phone Mobile *	+457668767	E-Mail *	robertbrown@xyz.com
Photo:	<input type="file" value="qPhoto"/>	Username *	robert
Password	*****	Confirm Password	<input type="text"/>
Marital Status	Married	Number of Children	2
Role	Employee	Business Area Name	IT Business Area

At the bottom left is a 'back' button, and at the bottom right are 'Update' and 'Cancel' buttons.

Copyright © 2014, The ComProFITs Consortium. All rights reserved.

There are several validations such as:

- Photograph file must be less than 1MB
- Passwords are inserted twice and must match
- Email must have the correct format (something@somewhere.com)

### 3.3 Additional Employee Details

There is an additional column in the “Update Employee Profile” page for heads of business areas in relation to administrators. This column, labelled “Available Actions”, provides links to the following:

- Specify or update current job position of an employee
- View or edit past job positions of an employee
- Update professional experience of an employee
- Update studies of an employee
- View the last employee assessment (if available).



### 3.4 Current Job Position

Clicking on the current job position allows the Head of Business Area to update the Job position. The job is selected by the list of available jobs in the company. He can also specify the starting date (by default this is today).

Notice that if the employee had a previous position then checking the “Save Previous Employment” check box will store the previous employment in the employee’s profile.

If the employee is newly employed and did not have a previous position then the “Previous Employee Company Job Position” will be empty.

The screenshot shows a web browser window with the following details:

- Address Bar:** Shows the URL: `ofitsapp/depthead/updateEmployeeProfile.xhtml`.
- Header:** Displays the OFITS logo and the text "Competence Profiling Framework for IT Sector in".
- Content Area:**
  - Update Employee Company Job Position:** A form with fields:
    - Employee: Hughes, Jane
    - Start Date of Employment: 21/09/2014
    - Job Position: Analyst/Designer
  - Previous Employee Company Job Position:** A form with fields:
    - Employee: Hughes, Jane
    - Start Date of Employment: 01/09/2005
    - End Date of Employment: 20/09/2014
    - Job Position: Programmer
    - Save Previous Employment?
- Buttons:** Back and Update buttons at the bottom of the form.

### 3.5 Past Job Positions

Clicking on the “Past Job Positions” the head of the department can view the past positions of an employee, edit them or delete them.

Past Positions					
Start Date of Employment	End Date of Employment	Job Position	Employee	Edit	Remove Past Employment
01/09/2005	20/09/2014	Programmer	Hughes, Jane		

Since past job positions have only a few fields, editing takes place on the same page by clicking the pencil icon at the edit column.

Deleting a past job position as usual takes place by clicking on the bin icon in the last column.

When editing a past position we can accept or cancel the update by clicking on the check or cancel icons that appear at the place of the pencil (picture at the bottom).

Past Positions					
Start Date of Employment	End Date of Employment	Job Position	Employee	Edit	
01/09/2005	20/09/2014	Programmer	Hughes, Jane		
Sep ▾ 2014 ▾ Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13					

### 3.6 Professional Experience

By clicking on the “Professional Experience” link the head of the department can update an employee’s professional experience or view the (possibly many) professional experience records already stored for an employee as can be seen in the figure.



The screenshot shows the FITS (Competence Profiling Framework for IT Sector in Spain) application interface. At the top, there's a header bar with the FITS logo and navigation links. On the right side, there are "Login Information" and "Language Selection" sections. The main content area is titled "List of Stored Professional Experience Records of Employee Norena, Natalia". It includes a button to "Create New Professional Experience Record" and a table with columns for Job Title, Date Started, Date Finished, Company Name, Role, Immediate Manager, and Remove Professional Experience Record. A message at the bottom states "No records found."

### 3.7 Professional Experience

By selecting the “Professional Experience” link the head of the business area can visit the employee’s professional experience table.

There he can:

- View all the professional experience of the employee (before working for this company).
- As usual he is also able to add new experience (by pressing the “Create New Professional Experience Record” button), delete a prof. experience rec. by clicking on the bin icon at the last column or edit a professional experience record by clicking on the Job Title field.

List of Stored Professional Experience Records of Employee Kakarontzas, George						
Job Title (Click to Edit Record)	Started at	Date Finished	Company Name	Role	Immediate Manager	Remove Professional Experience Record
Developer	09/03/1999	02/03/2002	Softskills	Developing next gen applications for the financial sector	James Ido	

### 3.8 Adding a Professional Experience Record

There are several possible fields entered such as start date, end date, company, role etc. Some of these fields are required (with a star) but most are optional.

Create/Edit Professional Experience Record for Employee: Kakarontzas, George

Started at: *	09/03/1999
Date Finished: *	02/03/2002
Company Name: *	Softskills
Role: *	Developing next gen applications for the financial sector
Job Title:	Developer
Field of Work :	Analysis, design and development with Java
Place of Employment :	London
Immediate Manager :	James Ido
Business Area :	Software Development
Division:	Software research
<input type="button" value="back"/>	<input type="button" value="Update"/>

Notice that since this professional experience records are not related to the current company (operating the system) most fields (except the dates) are inserted as free text: we do not have the structure of the company to provide reasonable selections.

### 3.9 Reviewing and Updating Professional Experience Records

By clicking update from the previous screen we return to the list of professional experience records, which now includes the new one. We can click on the job title field of each professional experience record to update it.

The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update

The screenshot shows a web-based application titled "ComProFITS" with a blue header bar. The main content area is titled "Create/Edit Professional Experience Record for Employee: Kakarontzas, George". It contains several input fields: "Date Started" (01/09/2006), "Date Finished" (01/09/2009), "Company Name", "Role", "Job Title", "Field of Work", "Place of Employment", "Immediate Manager", "Business Area" (Information Technology), and "Division" (Software Development Division). Below these fields is a "Actions" section with a "Delete" link. At the bottom right is an "Update" button. On the left side, there's a sidebar with a tree menu under "Head of the Department Menu" and a "Available Actions" column with links like "Update Employee Profile", "Update Competence Statements", etc. On the right side, there's a "User Information" panel showing "Role: Head of the Department IT Department", "User Name: Kakarontzas, George", and icons for "Logout", "Edit", and "Delete". The footer of the page includes a copyright notice: "Copyright © 2014, The ComProFITS Consortium. All rights reserved."

### 3.10 Studies

Returning to the “Available Actions” column of the “Update Employee Profile” Menu, we can select “Studies” to add the university degrees, Master degrees, PhDs etc. of the employees.

Again a page appears with the already registered studies for inspection. As usual the user is also able to add new study records (by pressing the “Create New Study Record” button), delete study record by clicking on the bin icon at the last column or edit a study record by clicking on the Title field.

List of Stored Study Records of Employee Norena, Natalia					
<a href="#">Create New Study Record</a>					
Title (Click to Edit Record)	TitleType	Institution	Date Started	Date Acquired	Remove Study Record
Computer Science	University Degree	Athens University of Business & Economics	01/09/1988	30/06/1992	

### 3.11 Adding a Studies Record

Fields entered are the title, the title type, the institution providing the title (e.g. London School of Economics), the date started and the date acquired.

Possible values for the title type include the following:

- University Degree
- Master Degree
- PhD
- PostDoc
- Professional Education
- Continuing Training
- Other

### 3.12 Reviewing and Updating Study Records

By clicking update from the previous screen we return to the list of study records which now includes the new one (top picture).

We can click on the title field of each study record to update it.

The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update (bottom picture)

List of Stored Study Records of Employee Norena, Natalia						
<a href="#">Create New Study Record</a>						
Title (Click to Edit Record)	TitleType	Institution	Date Started	Date Acquired	Remove Study Record	
Computer Science	University Degree	Athens University of Business & Economics	01/09/1988			
Object-Oriented Software Technology	Master Degree	University of Brighton	01/09/1988			

→

**Create/Edit Study Record: Norena, Natalia**

Title:	Object-Oriented Software Technology																												
Title Type:	Master Degree																												
Institution:	University of Brighton																												
Date Started:	01/09/1988																												
Date Acquired:	01/10/1999																												
Back	Oct 1999																												
<table border="1" style="margin-left: 10px;"> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>1</td><td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> </table>		Su	Mo	Tu	We	Th	Fr	Sa	1	2						3	4	5	6	7	8	9	10	11	12	13	14	15	16
Su	Mo	Tu	We	Th	Fr	Sa																							
1	2																												
3	4	5	6	7	8	9																							
10	11	12	13	14	15	16																							

### 3.13 Review Employee's Last Assessment

Finally from the “Available Actions” column of the “Update Employee Profile” Menu, we can select “Employee Last Assessment” to review the result of the selected Employee’s last assessment if it exists. The result can be: (a) A last assessment exists for review (top picture), or (b) The employee has not been assessed yet (bottom picture).

Employee Last Assessment: Remis, Robert	
Employee Last Assessment	<p><b>Final Score:</b> = 3.4</p> <p>&lt;br/&gt;Norena Natalia Competence The ability of leading the way Average: 5.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 5.0</p> <hr/> <p><b>Redford Robert</b> (Click to Email) Competence The ability of leading the way Average: 1.0 Competence Teambuilding Average: 1.0 Assessment Status Completed Average: 1.0</p> <hr/> <p><b>Kakarontzas George</b> (Click to Email) Competence The ability of leading the way Average: 3.0 Competence Teambuilding Average: 1.0 Assessment Status Completed Average: 2.0</p> <hr/> <p><b>Fonda Jane</b> (Click to Email) Competence The ability of leading the way Average: 3.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 4.0</p> <hr/> <p><b>Lemons David</b> (Click to Email) Competence The ability of leading the way Average: 5.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 5.0</p>
<a href="#">Back</a>	
Employee Last Assessment: Hughes, Jane	
Employee Last Assessment	No assessments yet for this employee
<a href="#">Back</a>	

Notice that once an assessment has been finalized no editing is allowed but only review.

### 3.14 Updating of Competence Statements

By selecting “Update Assessments” from the Head of Business Area menu the head of the business area can select a level 3 competence (we will discuss how competence pyramid is updated later).

Then for this competence a table appears from where the head of the business area can do the following:

- Add a new statement by clicking the “Add Statement for Competence: <competence name>”
- Edit statements by clicking on the pencil icon in the “Edit” column.
- Remove statements by clicking on the bin icon at the “Remove Statement” column.

### 3.15 Editing Existing Competence Statements

By clicking on the pencil icon in the Edit column the user can update the selected statement and change the values without leaving the screen. For example in the picture the user has selected L3 competence “The ability of leading the way” and can review edit or even delete the existing statements for this ability.

Selected Competence Statements: The ability of leading the way			
Statement Text	Competence Name	Edit	Remove Statement
Is she/he influential to other people from his/her working environment?	The ability of leading the way	<input checked="" type="checkbox"/> <input type="button" value="X"/> <input type="button" value="Delete"/>	
Can she/he set strategic goals for the future of the department?	The ability of leading the way	<input checked="" type="checkbox"/> <input type="button" value="X"/> <input type="button" value="Delete"/>	
Is she/he knowledgeable in new technologies and developments in the area of IT?	The ability of leading the way	<input checked="" type="checkbox"/> <input type="button" value="X"/> <input type="button" value="Delete"/>	

### 3.16 Adding a new statement for a level 3 competence

After selecting a level 3 competence when the user clicks on the “Add Statement for Competence: <selected Competence>” button a dialog box appears to enter a new statement as can be seen in the picture, where the user adds a new statement for the level 3 competence “The ability of creating involvement”.

**Update Competence Statements**

Select Level 3 Competence from the list

The ability of creating involvement

Add Statement for Competence: The ability of creating involvement

Selected Competence Statement	
Statement Text	
Can she inspire others?	
Can she add measurable, easy understandable others?	

Add Statement for Competence: The ability of creating involvement

Statement Text:
The ability of creating involvement

Competence Name: The ability of creating involvement

add cancel

onsoritum. All rights reserved.

### 3.17 Updating employee assessments

By clicking the “Update Assessments” menu choice the Head of Business Area can review completed and ongoing assessments, remove them, modify them, export completed assessments in PDF format (e.g. for printing and archiving) and create new assessments with the usual ways used throughout the application.

List of Stored Assessments

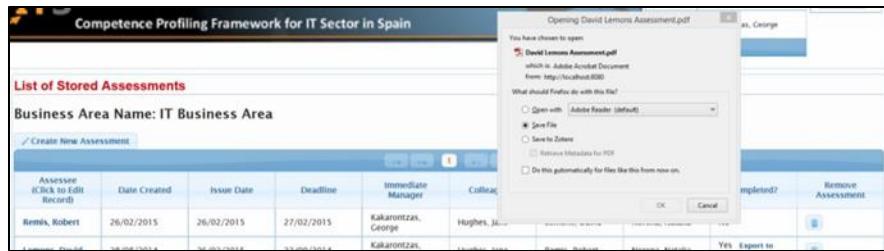
Business Area Name: IT Business Area

Create New Assessment

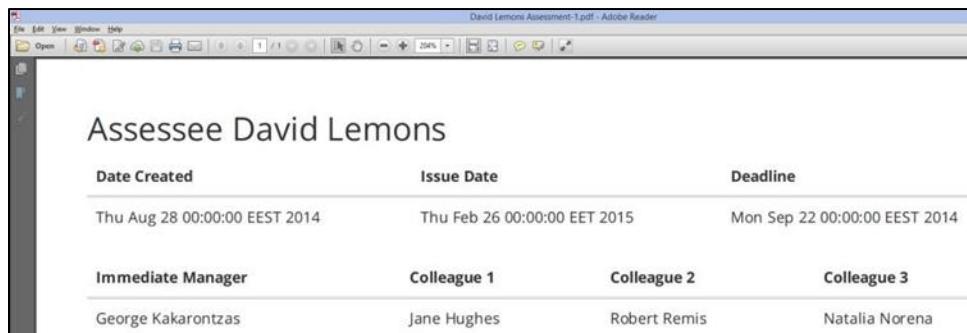
Assessee (Click to Edit Record)	Date Created	Issue Date	Deadline	Immediate Manager	Colleague 1	Colleague 2	Colleague 3	Completed?	Remove Assessment
Remis, Robert	26/02/2015	26/02/2015	27/02/2015	Kakarontzas, George	Hughes, Jane	Lemons, David	Norena, Natalia	No	
Lemons, David	28/08/2014	26/02/2015	22/09/2014	Kakarontzas, George	Hughes, Jane	Remis, Robert	Norena, Natalia	Yes Export to PDF	
Hughes, Jane	21/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Norena, Natalia	Lemons, David	Remis, Robert	Yes Export to PDF	

### 3.18 Exporting a completed assessment to PDF

By clicking “Export to PDF” to a completed assessment from the previous screen, the assessment is exported as PDF file.



The head of the business area can select to save this file or open it with Acrobat Reader (if it is installed in his computer) e.g. for printing.



### 3.19 Creating new Assessment

By clicking on the “Create New Assessment” button a wizard starts which contains 4 steps and allows the creation of a new assessment by the head of the department.

The 4 steps are the following:

1. Assessment team determination
2. Level 3 competences selection
3. Statements selection for the previously selected level 3 competences
4. Summary and confirmation

Create/Edit Assessment

Business Area Name : IT Business Area

Assessment Team    Level 3 Competences Selection    Statements Selection    Summary and Confirmation

Assessment Team

Issue Date:	<input type="text"/>
Deadline:	<input type="text"/>
Assessee: *	<input type="text"/>
Immediate Manager : *	<input type="text"/>
Colleague 1: *	<input type="text"/>
Colleague 2: *	<input type="text"/>
Colleague 3: *	<input type="text"/>

### 3.20 Step 1: Assessment Team

At the first step we set the “Issue Date” and the “Deadline”. Also we select the assessment team from employees of the Business Area:

- Assessee (the employee under assessment)
- Immediate Manager (His immediate manager)
- Colleague 1
- Colleague 2
- Colleague 3

**Create/Edit Assessment**

**Business Area Name : IT Business Area**

**Assessment Team**   **Level 3 Competences S**

**Assessment Team**

Issue Date:	31/03/2015 <input type="button" value=""/>
Deadline:	30/04/2015 <input type="button" value=""/>
Assessee: *	Hughes Jane jane@xyz.com <input type="button" value=""/>
Immediate Manager : *	Kakarontzas George gkakaron@teilar.gr <input type="button" value=""/>
Colleague 1: *	Lemons David david@teilar.gr <input type="button" value=""/>
Colleague 2: *	Norena Natalia sales@nataliasilver.com <input type="button" value=""/>
Colleague 3: *	Remis Robert robert@remis.com <input type="button" value=""/>

Once the assessment is created the employees of the assessment team will have access to complete the assessment (we will discuss this later).

### 3.21 Step 2: Level 3 competences selection

At the second step we have two areas “Available” competences and “Selected” competences. User can select competences and click the arrow pointing to the right to select them and the left arrow to deselect them as expected from this pickup list component.

**Create/Edit Assessment**

**Business Area Name : IT Business Area**

**Assessment Team** **Level 3 Competences Selection** **Statements Selection**

???level3\_competence\_selection???

Add Level 3 Competence for Assessment	<b>Available</b> <input type="checkbox"/> Teambuilding <input type="checkbox"/> Flexibility <input type="checkbox"/> Skills and abilities	<b>Selected</b> <input type="checkbox"/> The ability of leading the way <input type="checkbox"/> The ability of creating involvement
---------------------------------------	--	--

### 3.22 Step 3: Statements selection

After selecting the competences we can add statements for the selected competences. We have a list of the competences. When the user clicks on a competence the statements of the competence appear in a pickup list and can be selected and deselected.

**Create/Edit Assessment**

**Business Area Name : IT Business Area**

**Assessment Team** **Level 3 Competences Selection** **Statements Selection** **Summary and Confirmation**

**Statements Selection**

<input checked="" type="checkbox"/> The ability of leading the way <input type="checkbox"/> The ability of creating involvement	<b>Available</b> In what way is the employee able to use new technologies and developments in the area of IT? Is she/he able to pass on knowledge to other people from his/her working environment? Can she/he set strategic goals for the future of the department?	<b>Selected</b>
--	---	-----------------

[← Back](#) [→ Next](#)

Copyright © 2014. The ComProFITS Consortium. All rights reserved.

After selecting statements for each competence we click the next button to move to the next and final step. If the user does not select statements for a competence the wizard does not allow moving forward.

### 3.23 Step 4: Summary and confirmation

At the final step of the wizard the user sees a summary and clicks on the update button to finalize the assessment.

If the user wants to correct something then he can return to previous steps of the wizard with the “← Back” button of the Wizard.

If the user wants to cancel the assessment creation altogether he can click on the “Cancel” button.

### 3.24 Review/Update/Delete of assessments

After creating the assessment the user returns at the assessments page where now the newly created assessment is visible.

Business Area Name: IT Business Area										
Create New Assessment										
Assessee (Click to Edit Record)	Date Created	Issue Date	Deadline	Immediate Manager	Colleague 1	Colleague 2	Colleague 3	Completed?	Remove Assessment	
Remis, Robert	26/02/2015	26/02/2015	27/02/2015	Kakarontzas, George	Hughes, Jane	Lemons, David	Norena, Natalia	No		
Lemons, David	28/08/2014	26/02/2015	22/09/2014	Kakarontzas, George	Hughes, Jane	Remis, Robert	Norena, Natalia	Yes		
Hughes, Jane	21/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Norena, Natalia	Lemons, David	Remis, Robert	Yes		
Norena, Natalia	23/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Lemons, David	Remis, Robert	Hughes, Jane	Yes		
Hughes, Jane	01/11/2014	26/02/2015	30/11/2014	Kakarontzas, George	Remis, Robert	Norena, Natalia	Lemons, David	No		
Remis, Robert	28/08/2014	26/02/2015	22/09/2014	Norena, Natalia	Kakarontzas, George	Hughes, Jane	Lemons, David	Yes		
Lemons, David	18/09/2014	26/02/2015	30/09/2014	Kakarontzas, George	Hughes, Jane	Remis, Robert	Turkmen, Ayazbek	Yes		
Hughes, Jane	15/03/2015	31/03/2015	30/04/2015	Kakarontzas, George	Lemons, David	Norena, Natalia	Remis, Robert	No		

© Consortium. All rights reserved.

Clicking on the name of the assesee restarts the wizard to update an existing assessment. All the steps of the wizard will contain the previously stored values.

### 3.25 Completing the assessment

Now that the assessment is created the employees of the assessment team have access from their menu regardless their role: the choice of the menu is called “Employee Assessment”. In the following figure we can see a simple employee that can select the now available assessment from the menu, examine the deadline and provide the assessment value for each statement.

The screenshot shows the ComProFITS Employee Assessment interface. At the top, there's a logo and the text "Competence Profiling Framework for IT Sector in Spain". On the right, there's a "Login Information" section with "Role: Employee IT Business Area", "User Real Name: Norena, Natalia", and a "Logout" button. Below that is a "Language Selection" dropdown set to "English".

The main area is titled "Employee Assessment". It has a sidebar with "Employee Menu" options: "Employee Home Page", "Employee Assessment", and "Update EDR". Under "Employee Assessment", it says "Select Assessment: 15/03/2015 Hughes Jane" and "Deadline: 30/04/2015".

The main content area is titled "Employee Assessment" and contains a table for "Questionnaire Statements". The table has columns for "Competence Name", "Statement", "Assessment Value", and "Assess". There are four rows of statements:

Competence Name	Statement	Assessment Value	Assess
The ability of leading the way	Is she/he influential to other people from his/her working environment?		
The ability of leading the way	Can she/he set strategic goals for the future of the department?		
The ability of creating involvement	Can she inspire others?		
The ability of creating involvement	Can she add measurable, easy understandable goals for the others?		

At the bottom left, there's a "Selected Assessment Status" section with "Norena, Natalia" and some status details: "Competence The ability of leading the way Average: Not Completed Yet", "Competence The ability of creating involvement Average: Not Completed Yet", and "Assessment Status Not Completed Yet".

By selecting the competence name from the available list the user can see only the statements of a competence. By selecting “---” he can see all the statements.

### 3.26 Providing values for each statement

When the user clicks on the “pencil” icon in the “Assessment Value” the user can select one of 5 options:

- Strongly agree (mark = 5)
- Agree (mark = 4)
- Neither agree nor disagree (mark 3)
- Disagree (mark = 2)
- Strongly disagree (mark = 1)

Employee Assessment									
Select Assessment	21/09/2014 Hughes Jane								
Deadline	15/10/2014								
Questionnaire Statements	Competence Name	Statement	Assessment Value						
	---	Is she/he influential to other people from his/her working environment ?	<input checked="" type="radio"/>	Strongly Agree	<input type="radio"/>	Agree	<input type="radio"/>	Neither Agree Nor Disagree	<input checked="" type="checkbox"/> <input type="checkbox"/>
	The ability of leading the way	Can she/he set strategic goals for the future of the department?	<input type="radio"/>	Disagree	<input type="radio"/>	Strongly Disagree			<input type="checkbox"/>
	The ability of creating involvement	Can she inspire others?							<input type="checkbox"/>
	The ability of creating involvement	Can she add measurable, easy understandable goals for the others?							<input type="checkbox"/>
Selected Assessment Status	Norena Natalia Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet								

After making a selection for a value and clicking on the check button the value is stored in the database and an informing message appears.

The marks appear at the Assessment Value column and the “Selected Assessment Status” is updated.

Employee Assessment				
Select Assessment	21/09/2014 Hughes Jane			
Deadline	15/10/2014			
Questionnaire Statements	Competence Name	Statement	Assessment Value	Assess
	The ability of leading the way	Is she/he influential to other people from his/her working environment ?	5	<input checked="" type="checkbox"/>
	The ability of leading the way	Can she/he set strategic goals for the future of the department?	5	<input checked="" type="checkbox"/>
	The ability of creating involvement	Can she inspire others?	3	<input checked="" type="checkbox"/>
	The ability of creating involvement	Can she add measurable, easy understandable goals for the others?	4	<input checked="" type="checkbox"/>
Selected Assessment Status	Norena Natalia Competence The ability of leading the way Average: 5.0 Competence The ability of creating involvement Average: 3.5 Assessment Status Completed Average: 4.25			

### 3.27 Assessment completion by the immediate manager

The user from the assessment team who is the immediate manager cannot only complete the assessment like the other members of the assessment team but he can also view the assessments status for all the other members of the assessment team and if all the members of the assessment team have completed the assessment he can declare the assessment as completed.

Employee Assessment				
Select Assessment	21/09/2014 Hughes Jane			
Deadline	15/10/2014			
Questionnaire Statements	Competence Name	Statement		
	The ability of leading the way	Is she/he influential to other people from his/her working environment ?		
	The ability of leading the way	Can she/he set strategic goals for the future of the department?		
	Kakarontzas George			
	Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet			
Hughes Jane (Click to Email)				
Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet				
Norena Natalia (Click to Email)				
Competence The ability of leading the way Average: 5.0 Competence The ability of creating involvement Average: 3.5 Assessment Status Completed Average: 4.25				
Lemons David (Click to Email)				
Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet				
Remis Robert (Click to Email)				
Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet				
Running Total Average Score	4.25			
Complete Assessment	<input type="button" value="Complete Assessment"/>			

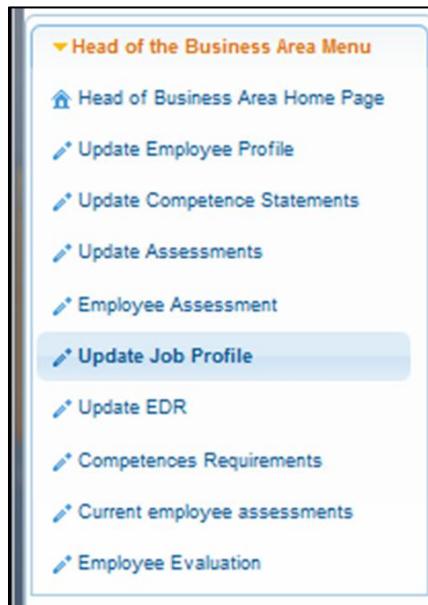
When the assessment is completed then it is no longer possible to be edited by the members of the assessment team. The result of the assessment is now available as the last assessment of the employee (discussed earlier).

If an employee has not completed yet the assessment the immediate manager can click on their name to send them an email.

### 3.28 Job Profile User Menu

The “Update Job Profile” functionalities include:

- Create new Job profile
- View / Edit a Job profile
- Print a Job profile
- Delete a Job profile



### 3.29 Create Job Profile

Head of business are can create a new job profile by clicking on the button “Create new job Profile” from the page of reviewing all existing job profiles. This page provides search and filtering options as well making it easy to find an existing job profile.

List of stored Jobprofiles			
<a href="#">Create new Job Profile</a>			
<input type="text" value="Search all fields: Enter keyword"/> <input type="button" value=""/>			
Job Title <a href="#">(Click to Edit Record)</a>	Job Description	Reporting To	<a href="#">Delete Job Profile</a>
Head of Department	sdsdfs		<input type="button" value=""/>
Programmer	dfdsds		<input type="button" value=""/>
Analys/Designer	sdfsdf		<input type="button" value=""/>
Java Developer	An experienced Java developer is wanted		<input type="button" value=""/>

Setting up all required fields for job profile referring to the RA and defining the required competences for the job based on the defined competence pyramid.

Update or create a Job profile			
Job Title *	Developer		
Organizational Position	IT department		
Reporting To	#Kopanos Jogn ckopanos@redmob.gr		
Job Description:	A good developer		
Job Profile Status	--		
Competence Name	Weight	Importance	
Communication	20	Important	
Computer Knowledge	50	Very important	
Programming	70	Very important	
C++	50	Very important	
JAVA	50	Very important	
Basic applications	30	Moderately important	
Beauty	30	Of little importance	
<a href="#">back</a>	<a href="#">Update</a>	<a href="#">Print</a>	<a href="#">? Help</a>

### 3.30 Delete a Job Profile

User will be asked after pressing the “delete” button if he is sure to delete the job or not. The job will be permanently deleted from the database.

### 3.31 Update Employee Development Review

Update EDR functionalities include:

- Create new EDR
- View / Edit existing EDRs
- Delete EDRs
- Export EDRs as PDF

The screenshot shows the ComProFITS software interface. At the top, there is a header with the logo 'ComProFITS' and the subtitle 'Competence Profiling Framework for IT Sector in Spain'. On the right side of the header, there is a 'Logout' button and a 'Language Selection' dropdown set to 'English'. Below the header, there is a sidebar menu titled 'Head of the Business Area Menu' with several options: 'Head of Business Area Home Page', 'Update Employee Profile', 'Update Competence Statements', 'Update Assessments', 'Employee Assessment', 'Update Job Profile', 'Update EDR', 'Competences Requirements', 'Current employee assessments', and 'Employee Evaluation'. The main content area is titled 'List of stored EDR's' and contains a table with one row. The table has columns for 'Reviewed Employee (Click to Edit Record)', 'Status', 'Year', 'Available Actions', and 'Delete EDR'. The row in the table shows '#1 Kostas ckopanos@qv-web.eu', '5', '2015', 'Export to PDF', and a delete icon. A message at the top of the content area says 'Your changes have been saved.'

### 3.32 Create new EDR

Fields include the following:

- An employee who is being interviewed.
- Year in which an employee should reach defined goals.
- Editor (Verdict)
- Immediate manager
- The new EDR is getting “Undefined” status at the beginning.

### 3.33 Defining EDR Questions

24 questions (descriptive question-answers) are being defined.

We used the questions defined in the RA for the content.

Competence Name	Next Year Goal Value	Comments
Communication	good	The employee is very friendly and communicates very much with the other team members.
Verbal	good	
Clear Speaking	good	
Loud speaking	good	

### 3.34 Final step in creating an EDR

User can save an EDR. Saved EDRs can be exported as PDF from the overview screen.

Search all fields: Enter keyword		
Year	Available Actions	Delete EDR
2015	Export to PDF	

Kostas 1-Edr-2015.pdf - Adobe Reader

Datei Bearbeiten Anzeige Fenster Hilfe

Öffnen

Employee Development Review for: Kostas 1

Edr information:

- Year: 2015
- Headline Manager (Job) 4
- Status: Standard

Verdict:

A very good employee.

Edr plans and goals for the coming year:

Competencies	Scale for the next year	Comments
Customer focus	B	
Leadership	B	
Teamwork	B	
Self-reliance	B	Only say, beauty is a matter of lighting. We should better turn off the lights.
Mit respect	B	
Problem solving	B	
New applications	B	
Work	B	
Care	B	
Communication	B	
Programming	B	The employee has expert knowledge in the required programming languages.
Organization	B	
Knowledge	B	
Controlling	B	
Controlling	B	
Clear writing	B	
Problem solving	B	
Team working	B	
Self-growth	B	
Personal development	B	
Verdict	B	The employee is very friendly and communicates very much with the office team.
Communication	B	friendly

Questionnaire Statements:

1. Have goals and other agreements from the latest EDR been reached and carried through?  
Yes.
2. Are both parties content with the period's effort and results?  
Yes.
3. Was the feedback that was given during the latest EDR usable for both parties?  
Yes.
4. Any remarks?  
No.

### 3.35 Assign employee competence assessments directly

The head of the business area can also directly assign assessments for an employee.

This can be done by selecting “Current employee assessments” from the menu. A list appears with all the business area’s employees along with the percentage of assessment completion. If all the 3rd level competences have been assigned a competence assessment value then the percentage is 100%. Otherwise is smaller.

List of Stored Assessments	
Employee (Click to Edit Record)	Percentage
Lemons David	100.0%
Kakarontzas George	100.0%
Jones Bill	100.0%
Remis Robert	0.0%
Hughes Jane	0.0%
Δημητρίου Γιάννης	62.5%
Smith Natalia	0.0%
Smith Jack	0.0%

Clicking on an employee's name will take us to another screen where we can assign competence values for all the 3<sup>rd</sup> level competences for the selected employee.

### 3.36 Provide assessment values

By clicking on an employee's name the user can see all the 3<sup>rd</sup> level competences of the competence pyramid and provide a value between 0-5.

A value of zero (0) signifies that a competence value does not exist for this competence and the selected employee in the database, whereas 1 signifies that the employee completely lacks this competence and 5 that completely has this competence.

If the user enters a value of zero to an existing competence then this competence value for this employee will be removed from the database (e.g. if there is an assigned value but the user would like to rethink this value and in the meantime doesn't know the correct value).

The screenshot shows a web browser window with the URL `mprofitsapp/depthead/updateCurrentCompetenceAssessment.xhtml`. The page title is "FITS" and the subtitle is "Competence Profiling Framework for IT Sector in Spain". The main content area is titled "Create/Edit Assessment" and contains a table with 15 rows, each representing a competence assessment. The columns are "Competence" and "Value". The values are as follows:

Competence	Value
Business acumen	5
Market Orientation	5
Customer orientation	3
Financial awareness	3
Commitment to results	0
Technical knowledge	0
Training and development	0
Technology	0
Communication and service	0
Oral communication	0
Written Communication	0
Culture, tact and diplomacy	0
The ability of leading the way	0
The ability of creating involvement	0
Teambuilding	0

At the bottom left of the form, there is a small note: "© Consortium. All rights reserved."

### 3.37 Store provided assessments

When the user clicks “Update” from the “Create/Edit Assessment” screen all provided assessments will be examined and if the values have changed new values will be stored in the database, if values were provided in place of zeros new competence assessments will be created in the database, and if zeros where provided in place of previously different values then these competence assessments will be removed from the database.

After the update the system returns to the “List of Stored Assessments” screen where the percentage of competence assessment completion has been updated to reflect the percentage of the affected employee.

Employee (Click to Edit Record)	Percentage
Lemons David	100.0%
Kakarontzas George	100.0%
Jones Bill	100.0%
Remis Robert	25.0%
Hughes Jane	0.0%
Δημητρίου Γιάννης	62.5%
Smith Natalia	0.0%
Smith Jack	0.0%

### 3.38 Employee evaluation

The head of department can also perform the employee evaluation.

The evaluation is based on the statistical method developed by AUTH and is independent from the 360 degrees assessment (i.e. it constitutes an alternative method of employee evaluation).

It calls the externally installed R statistical environment (<http://www.r-project.org/>).

Required steps in order to evaluate an employee using the COMPROFITS R integration:

1. The competences pyramid must be added because both job's creation and employee competence assessment depends on the pyramid: HR recruiter role  
→ Update competence pyramid

Competence Name (Click to Edit Record)	Parent Competence	Competence Level	Remove Competence
Communication		1	
Verbal	Communication	2	
Clear Speaking	Verbal	3	
Loud speaking	Verbal	3	
Written	Communication	2	
Clear writing	Written	3	
Good writing	Written	3	
Computer Knowledge		1	
Programming	Computer Knowledge	2	
C++	Programming	3	

2. A job with filled in required weights per competence must be created: Head of Business Area role → Update job profile → Create new job profile.

Competence Name	Weight	Importance
Communication	30	
Verbal	20	
Written	60	
Clear writing	30	
Good writing	60	
Computer Knowledge	70	
Programming	90	
Basic applications	10	
Beauty	0	

3. The current competence assessment of the employee to be evaluated (adding 1-5 values for all level 3 competence) must be created 100%. Head of Business Area role → Current employee assessments → Click an employee's name and fill in the competence values for all 3<sup>rd</sup> level competences of the pyramid.

**Create/Edit Assessment**

Business acumen	5
Market Orientation	5
Customer orientation	3
Financial awareness	3
Commitment to results	0
Technical knowledge	0
Training and development	0
Technology	0
Communication and service	0
Oral communication	0
Written Communication	0
Culture, tact and diplomacy	0
The ability of leading the way	0
The ability of creating involvement	0
Teambuilding	0

Copyright © 2014, The ComProFITS Consortium. All rights reserved.

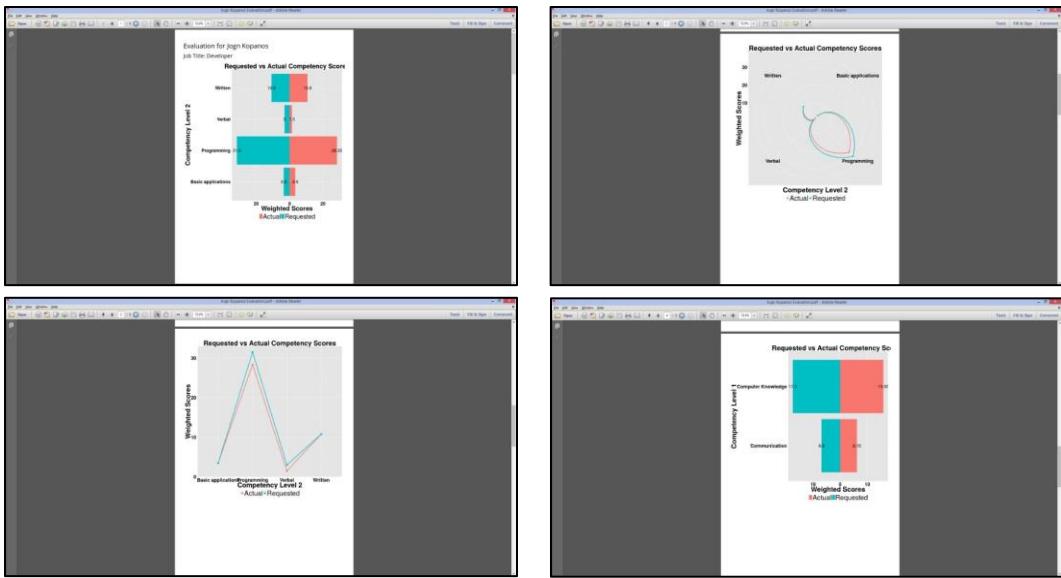
### 3.39 Performing the evaluation

Employee evaluation will produce a pdf file with images / diagrams of the statistical analysis performed, by selecting the employee and the job he/she should be evaluated for. This functionality is provided by the selection “Head of Business Area role → Employee evaluation”. Notice that only business area employees who have been assessed 100% will be available from the dropdown list.

**Employee Evaluation**

Job Title:	Programmer
Employee:	Juan Jofre
<b>Evaluate</b>	

Employee evaluation result is an exported PDF with various graphs:



## 4 JOB APPLICANTS

### 4.1 Job Applicant Registration

From the home page interested applicants can register with the company.

Then they can use their account to apply for available jobs.

The screenshot shows a web browser window for 'ComProFITS Home'. The URL is 'localhost:8080/comprofitsapp/index.xhtml'. The page features a header with the 'ComProFITS' logo and the text 'Competence Profiling Framework for IT Sector in Spain'. On the right, there is a 'Login' form with fields for 'Username' and 'Password'. On the left, a sidebar menu includes 'Home Page' and 'Register as a job Applicant'. The main content area displays the message 'Please login to access role specific functionality.'

### 4.2 Register as a job applicant

By selecting the "Register as a job applicant" menu choice, directly from the home page, the new applicant can provide his details as can be seen in the picture.

**Job Applicant Registration**

	First Name * <input type="text" value="George"/>	Last Name: * <input type="text" value="Katsouras"/>
Gender: <input type="button" value="Male"/>	Address: * <input type="text" value="Filipou 8"/>	
Postal Code: * <input type="text" value="41114"/>	City * <input type="text" value="Larissa"/>	
Country: * <input type="text" value="Greece"/>	Province: <input type="text" value="Thessalia"/>	
Phone Private: <input type="text" value="+302410251752"/>	Phone Mobile: * <input type="text" value="+306974722417"/>	
E-Mail: * <input type="text" value="george@xyz.com"/>	Date of Birth: * <input type="text" value="01/09/1967"/> <input type="button" value="Edit"/>	
Photo: <input type="button" value="+Photo"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>	Username: * <input type="text" value="gkats"/>	
Password <input type="password" value="*****"/>	Confirm Password <input type="password" value="*****"/>	
Marital Status: <input type="button" value="Married"/>	Number of Children: <input type="text" value="2"/>	
<input type="button" value="Update"/> <input type="button" value="Back"/>		

After clicking on the update button, the account is created and the new applicant can login.

### 4.3 Login in

After login in the new applicant can access the menu for job applicants.

This menu includes the following choices:

- Edit your profile
- Your degrees
- Your professional experience
- Available job positions
- Your applications



#### 4.4 Edit your profile

With this selection job applicants can modify their personal information. This information is basically the same info that they provide upon registration (name, address, etc.).

A screenshot of a web browser window titled "Job Applicant Registration". The address bar shows "localhost:8080/comprofitsapp/applicant/applicantRegistration.xhtml". The main content area features the ComProITS logo with the tagline "Competence Profiling Framework for IT Sector in Spain". On the left, there is a sidebar with links: "Job Applicant Home", "Edit your profile", "Your degrees", "Your professional experience", "Available job positions", and "Your applications". The right side of the page is titled "Job Applicant Registration" and contains a form with fields for: First Name (George), Last Name (Katsikas), Gender (Male), Address (Filippos 8), Postal Code (431114), City (Larissa), Country (Afghanistan), Province (Thessalia), Phone Number (+306374722417), E-Mail (george@xyz.com), Date of Birth (01/09/1967), Photo (a placeholder image), Username (george), Password (\*\*\*\*\*), Confirm Password (\*\*\*\*\*), Marital Status (Married), and Number of Children (2). There are "Update" and "back" buttons at the bottom.

## 4.5 Your degrees

By selecting “Your degrees” from the job applicant menu, applicants can review their education degrees, add a degree, modify an existing degree or delete an existing degree.

The screenshot shows a table titled "Your degrees" with one row of data. The columns are: Title (Click to Edit Record), Type, Started at, Acquired at, and Remove degree. The data in the first row is: Computer Science, University Degree, 01/09/2000, 31/07/2014, and a trash icon for removal.

Your degrees				
<a href="#">Add a degree</a>				
Title (Click to Edit Record)	Type	Started at	Acquired at	Remove degree
Computer Science	University Degree	01/09/2000	31/07/2014	

## 4.6 Add a degree

By clicking on the “Add a degree” button, applicants can add education degrees. This brings them on a form where they provide the degree details as can be seen in the picture. By clicking the “Update” button the degree can be stored in the database.

The screenshot shows a form titled "Create/Edit Degree" with fields for Title, Type, Institution, Started at, and Acquired at. The "Title" field contains "Computer Science", "Type" is "University Degree", "Institution" is "University College London (UCL)", "Started at" is "01/09/2000", and "Acquired at" is "31/07/2014". There are "back" and "Update" buttons at the bottom.

Create/Edit Degree	
Title: *	Computer Science
Type: *	University Degree
Institution *	University College London (UCL)
Started at *	01/09/2000
Acquired at *	31/07/2014
<a href="#">back</a>	<a href="#">Update</a>

## 4.7 Edit an existing degree

After creation the degree can be seen from the “Your degrees” page. As usual, if the applicants click on an existing degree title they can edit the degree, which brings them back in the “Create/Edit Degree” page where they can change the details of the degree.

**Create/Edit Degree**

Title: *	Computer Science	
Type: *	University Degree	
Institution *	University College London (UCL)	
Started at *	01/09/2000	
Acquired at *	31/07/2014	
<a href="#">back</a>	<a href="#">Update</a>	

#### 4.8 Deleting a degree

- To delete a degree the applicants can click on the bin icon at the last column of the “Your degrees” page. Confirmation is required as can be seen in the picture.

**Your degrees**

[Add a degree](#)

Title (Click to Edit Record)	Type	Started at	Acquired at	Remove degree
Computer Science	University Degree		31/07/2014	

Are you sure?  
[OK](#) [Cancel](#)

#### 4.9 Your professional experience

By selecting “Your professional experience” from the job applicant menu, applicants can review their professional experience records, add a professional experience record, modify or delete an existing professional experience record.

**Your professional experience**

[Add professional experience](#)

Title (Click to Edit Record)	Role	Company Name	Started at	Date Finished	Remove experience
Programmer/Analyst	.NET Developer	LeasingSoft	01/03/1996	01/03/2003	

#### 4.10 Add professional experience

By clicking on the “Add professional experience” button, applicants can add professional experience records.

This brings them on a form where they provide the professional experience record details as can be seen in the picture. By clicking the “Update” button the professional experience record can be stored in the database.

Create/Edit Professional Experience Record for Employee	
Started at: *	01/03/1996 <input type="button" value=""/>
Date Finished:	01/03/2003 <input type="button" value=""/>
Company Name: *	LeasingSoft <input type="button" value=""/>
Role: *	.NET Developer
Job Title:	Programmer/Analyst
Field of Work :	Information Technology
Place of Employment :	Athens offices
Immediate Manager :	Giannis Fotiou
Business Area :	Information Technology
Division:	Software Development Division
<input type="button" value="back"/>	<input type="button" value="Update"/>

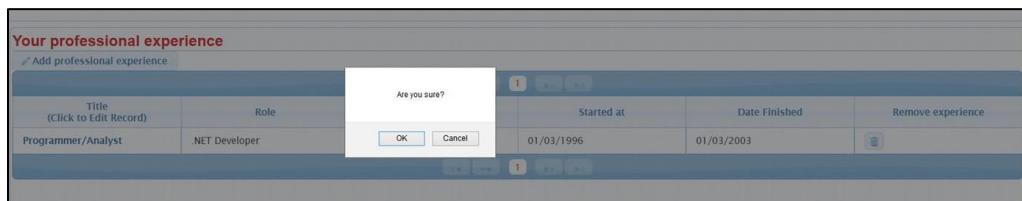
#### 4.11 Edit an existing professional experience record

After creation the professional experience record can be seen from the “Your professional experience” page. As usual, if the applicants click on an existing professional experience record title they can edit the professional experience record.

This brings them back in the “Create/Edit Professional Experience Record” page where they can change the details of the professional experience record.

## 4.12 Deleting a professional experience record

To delete a professional experience record the applicants can click on the bin icon at the last column of the “Your professional experience” page. Confirmation is required as can be seen in the picture.



## 4.13 Available job positions

Job positions that have been advertised can be seen from the “Available job positions” table. By clicking on a job position title, the job applicant can apply for a job.

Available job positions	
Title	Company
Java developer	
Software designer with UML	

#### 4.14 Apply for a job

By clicking on the available job title the applicant can examine the details of an available position and apply for this position by clicking the “Apply for this job” button.

Software designer with UML	
Company	
Fields of Responsibility	Analyze requirements and provide elegant design solutions
Job Description	Analyst/Designer
<a href="#">back</a>	<a href="#">Apply for this job</a>

When the applicant clicks on the apply for this job button, then a message appears informing him that his application was successful and the button “Apply for this job” is now removed from the screen.

The screenshot shows the FITS application interface. At the top, there is a header with the logo 'FITS' and the text 'Competence Profiling Framework for IT Sector in Spain'. Below the header, a yellow notification bar displays the message 'You have successfully applied for this job'. The main content area contains a table with the following data:

Software designer with UML	
Company	
Fields of Responsibility	Analyze requirements and provide elegant design solutions
Job Description	Analyst/Designer
<a href="#">back</a>	

#### 4.15 Your applications

By clicking on the “Your applications” link the applicant can review the jobs he has applied for and he can also remove an application by clicking on the “Remove Application” bin icon at the last column (requires confirmation).

Your applications			
Title	Company	Date Created	Remove application
Software designer with UML		15/03/2015	
Java developer		28/11/2014	

## 5 HR RECRUITER FUNCTIONALITY

The functionality of the HR Recruiter role contains the following:

- Update of the competence pyramid
- Participation of the employee assessment like all other employees.
- Review of the job applications submitted for an advertised job

### 5.1 Update Competence Pyramid

By clicking on the menu selection “Update Competence Pyramid” the user can review the existing competences, edit them by clicking on their name, and delete them by clicking on the bin icon at the last column.

The user can create a new competence by clicking on the “Create New Competence” button.

Competences appear in a table 10 at the time and navigation is provided to other pages of the table.

The screenshot shows the ComProFITS web interface. At the top, there's a header with the logo 'ComProFITS' and the subtitle 'Competence Profiling Framework for IT Sector in Spain'. On the right side of the header, there are 'Login Information' fields for 'Role' (set to 'HR Recruiter'), 'User Real Name' (set to 'Jameson, Brad'), and a 'Logout' button. To the right of these, there's a 'Language Selection' dropdown set to 'English'. Below the header, on the left, is a sidebar titled 'HR Recruiter Menu' with links for 'HR Recruiter Home', 'Update Competence Pyramid', 'Employee Assessment', and 'Job Applications'. The main content area is titled 'List of Stored Competences' and contains a table with the following data:

Competence Name (Click to Edit Record)	Parent Competence	Competence Level	Remove Competence
Professional Competences		1	
Managerial Competences	Professional Competences	2	
The ability of leading the way	Managerial Competences	3	
The ability of creating involvement	Managerial Competences	3	
Teambuilding	Managerial Competences	3	
Flexibility	Managerial Competences	3	
Business Orientation	Professional Competences	2	
Business acumen	Business Orientation	3	
Market Orientation	Business Orientation	3	
Customer Orientation	Business Orientation	3	

## 5.2 Create a new competence

When the user clicks the button to create a new competence he provides a name for the new competence and selects the parent competence from the previously entered competences.

The selection of the parent competence also implicitly specifies the level of the created company:

- If it has no parent then it is a level 1 competence
- If the selected parent competence is a level 1 competence then the newly created competence is a level 2 competence
- and so on.

The screenshot shows a modal dialog box titled 'Create/Edit Competence'. Inside the dialog, there are two input fields. The first field is labeled 'Competence Name:' and contains the text 'Skills and abilities'. The second field is labeled 'Parent Competence:' and contains the text 'Professionalism', with a dropdown arrow indicating a dropdown menu. At the bottom of the dialog, there are two buttons: 'Back' on the left and 'Update' on the right.

### 5.3 Level of the new competence

As explained, the level of the competence is derived by the level of the parent competence and is not provided to avoid mistakes.

This level can be seen by the list of the competences to which we return after we click on the “Update” button.

List of Stored Competences			
Competence Name (Click to Edit Record)		Parent Competence	Competence Level
Readiness for changes		Innovative Competences	2
Teamwork		Social Competences	2
Professionalism		Social Competences	2
Interpersonal skills		Social Competences	2
Motivation for learning		Social Competences	2
The ability of leading the way		Managerial Competences	3
The ability of creating involvement		Managerial Competences	3
Teambuilding		Managerial Competences	3
Flexibility		Managerial Competences	3
Skills and abilities		Professionalism	3

### 5.4 Job Applications

By clicking on the Job Applications menu choice the HR Recruiter can see all the applications that have been submitted and filter these applications based on the job title.

Job Applications				
Title	Company	Job Applicant	Date Created	Remove application
Java developer		George Katsouras	28/11/2014	

## 5.5 Examining an applicant

By clicking at the last column at the info button (next to the bin button), the HR Recruiter can examine the details of an applicant applied for a job position including his personal details, his study records and his professional experience records.

The screenshot shows a detailed view of an applicant's profile. At the top, there is a table with personal information:

Country	GREECE
Province	Thessalia
Phone Private	+302410251752
Phone Mobile	+306974722417
E Mail	george@xyz.com
Date of Birth	Fri Sep 01 00:00:00 EET 1967
Marital Status	Single
Number of Children	2

Below this is a section titled "Studies" containing a table:

Title	Institution	Type	Started at	Acquired at
Computer Science	University College London (UCL)	University Degree	01/09/2000	31/07/2014

Then there is a section titled "Professional Experience" containing another table:

Title	Role	Company Name	Field of Work	Place of Employment	Immediate Manager	Business Area	Division	Started at	Date Finished
Programmer/Analyst	.NET Developer	LeasingSoft	Information Technology	Athens offices	Giannis Fotou	Information Technology	Software Development Division	01/01/1996	01/03/2003

At the bottom left, a copyright notice reads: © Consortium. All rights reserved.

## 5.6 Removing an application

From the “Job Applications” page the HR Recruiter can remove a job application by clicking on the bin icon at the last column (requires confirmation).

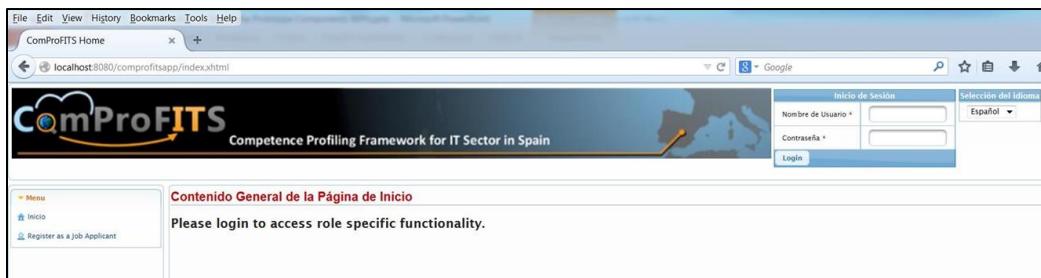
The screenshot shows the "Job Applications" page with a list of applications. One application for "Java developer" is selected. A confirmation dialog box is overlaid on the page, asking "Are you sure?". The dialog has two buttons: "OK" and "Cancel".

## 6 INTERNATIONALIZATION

### 6.1 Changing the language

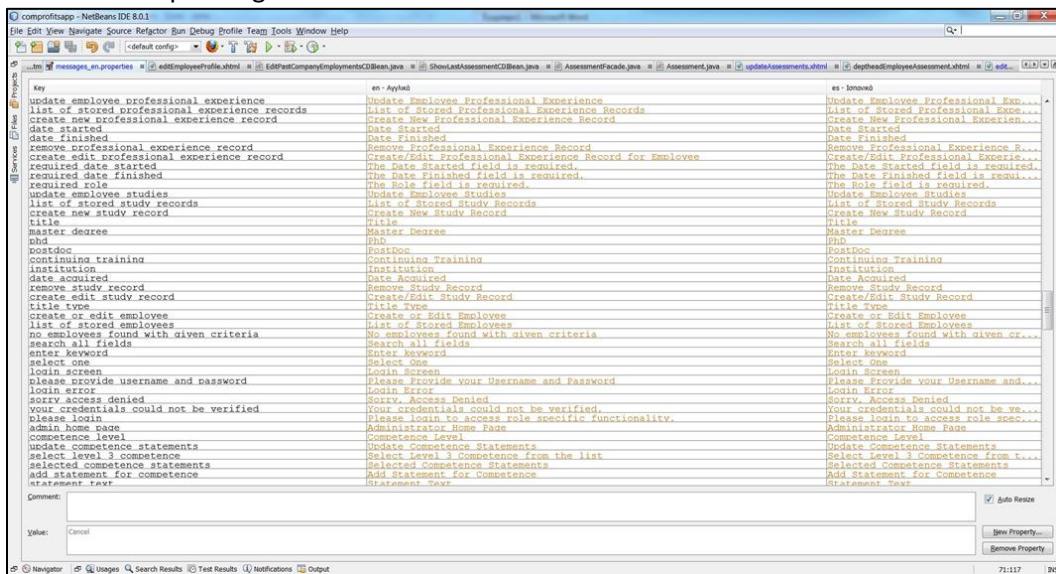
When the user selects Spanish from the language selection menu all messages will appear in Spanish once the messages have been translated.

We have consistently used this technique throughout the application and keep on using it so that it is possible to translate the file in a different language.



### 6.2 The messages file

For the time being both English and Spanish messages are the same.  
Translation is pending.



## **7 Conclusions**

The development of the Beta version included all the functionality required for job profiles and EDR (contributed by the USIEGEN) and functionality for the job applicants as well as numerous fixes (AUTH).