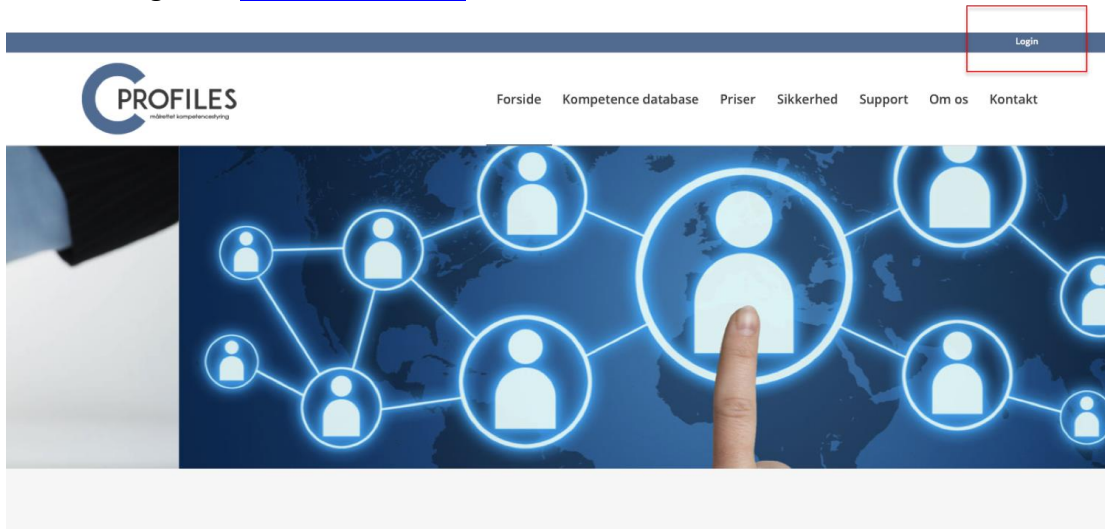


Employee user guide



➤ **New user**

1. Login via www.cprofiles.dk



2. Click on -> **Login in**
3. Click on -> **New User**

The image shows the login and registration form on the CPROFILES website. The form has a header with the CPROFILES logo and the text 'Log in'. Below this, there are two input fields: 'Email id' and 'Password'. At the bottom of the form, there are three buttons: 'Log in', 'New User', and 'Forgot Password?'. The 'New User' button is highlighted with a red rectangle. Below the form, there are two language selection buttons: 'English' and 'Danish'.

4. Fill out data:

Company code: Informed by company

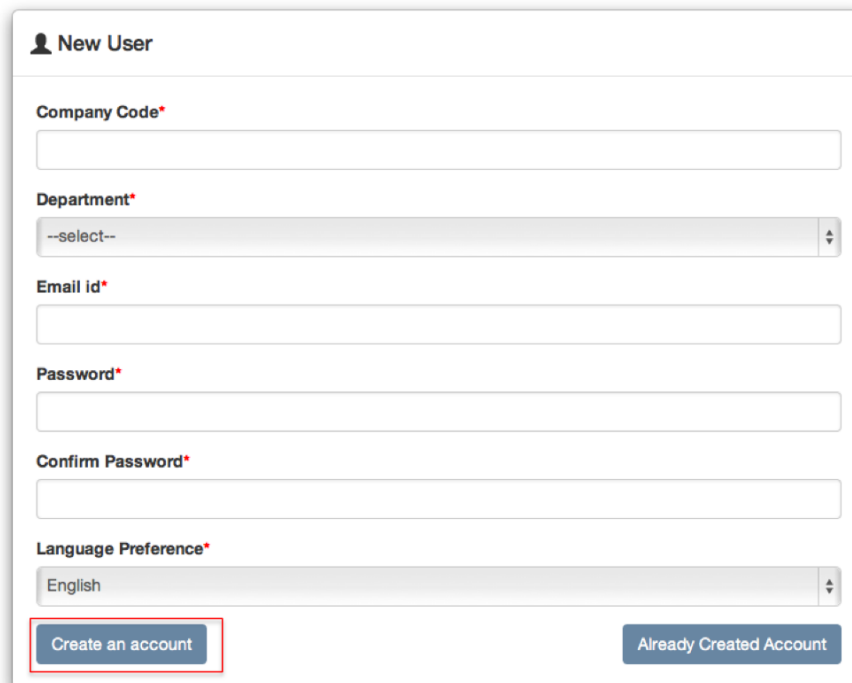
Department: Select department from drop down list. Double click to expand list

Email id: Enter company email

Password: Create new password. (Min 6 characters, 1 capital letter and 1 number)

Confirm Password: Repeat new personal password

Language Preference: Select preferred language (Danish or English)

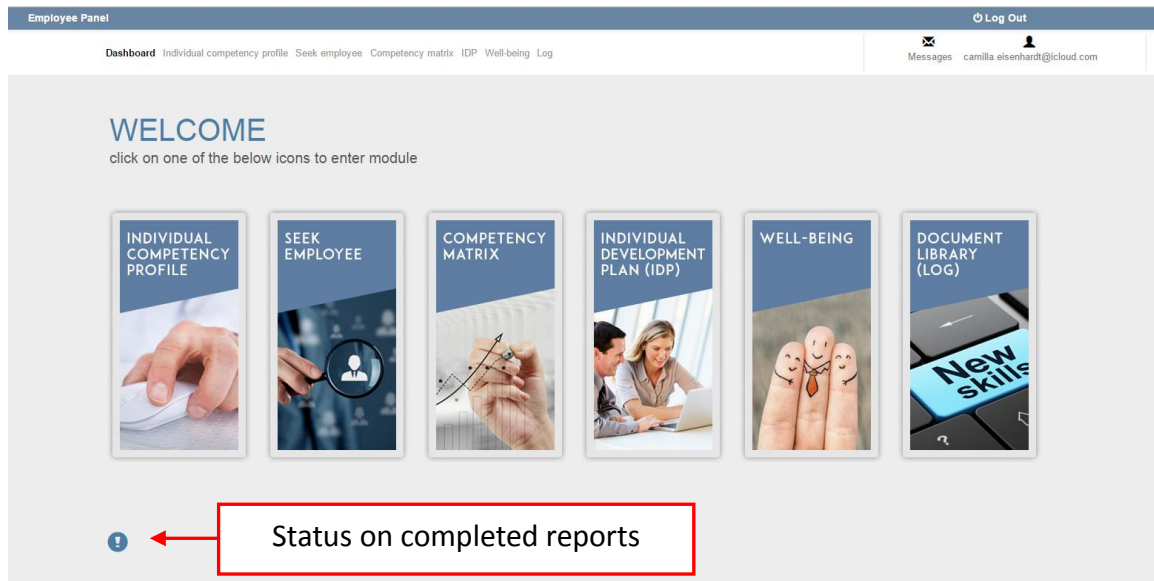


The image shows a 'New User' registration form. It has a title 'New User' with a person icon. Below the title are six input fields: 'Company Code*', 'Department*' (a dropdown menu showing '--select--'), 'Email id*', 'Password*', 'Confirm Password*', and 'Language Preference*' (a dropdown menu showing 'English'). At the bottom left is a blue button labeled 'Create an account' which is highlighted with a red rectangle. At the bottom right is a blue button labeled 'Already Created Account'.

5. Click on -> **Create an account**
6. You will receive an email asking you to follow link and activate account.

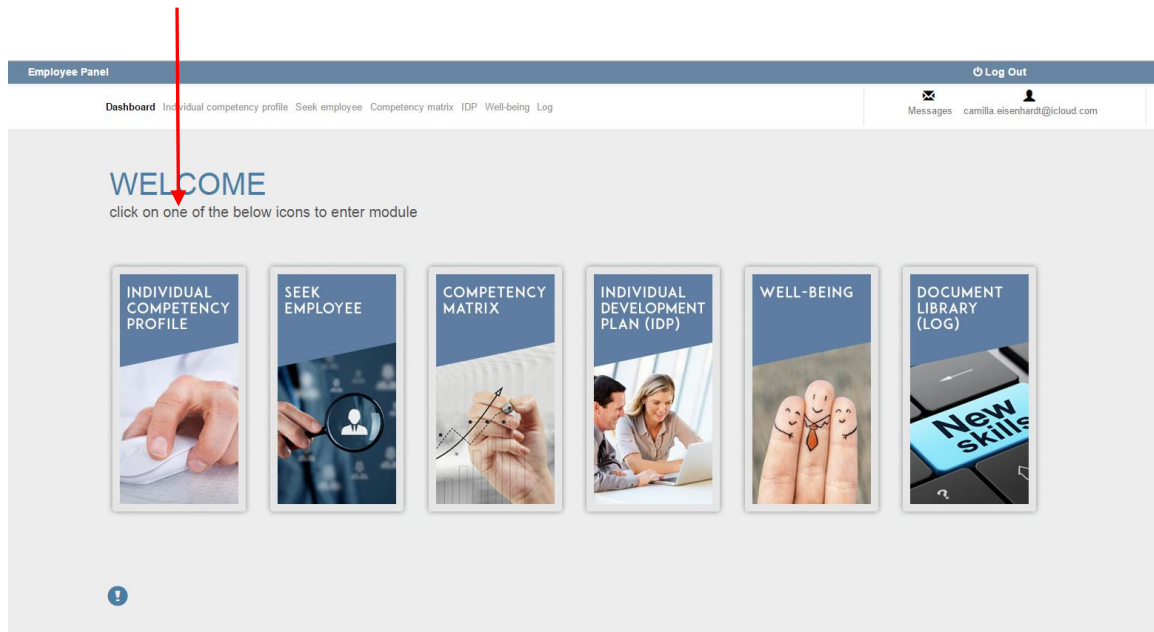
Afterwards system is ready for use.

➤ Dashboard



➤ Individual competency profile

Step 1: Go to individual competency profile

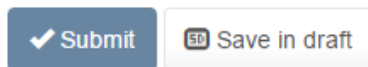


1. Dashboard -> **Individual competency profile**

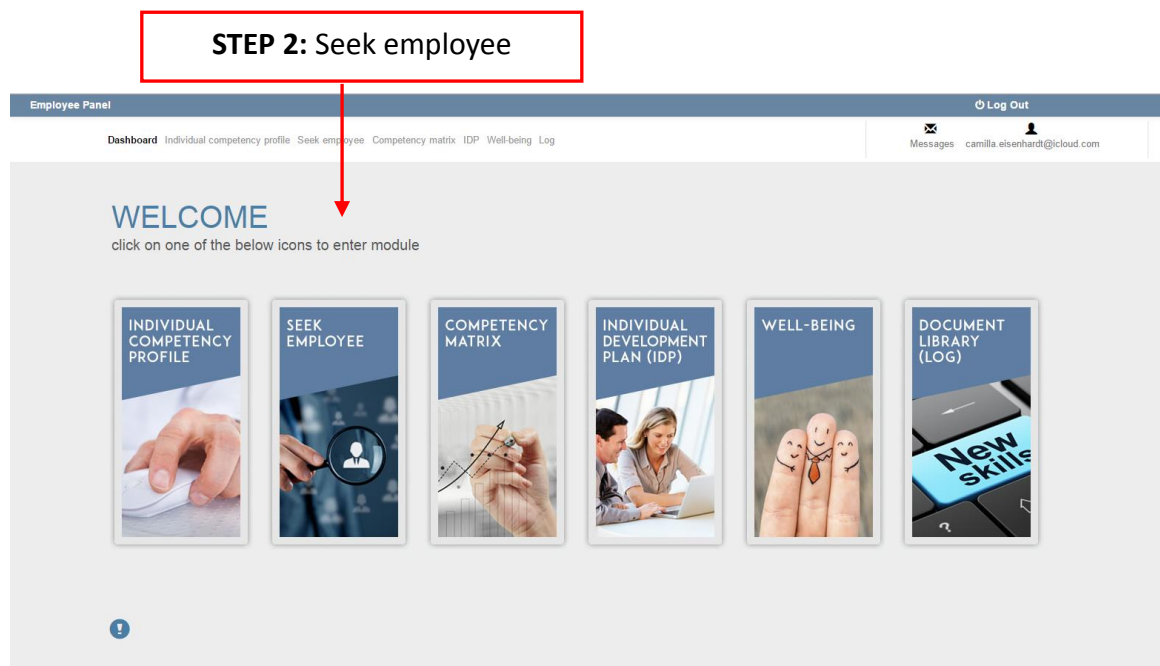
There are six tabs in the individual competency profile:

- Tab 1:** Personal (Personal information)
- Tab 2:** Company (Company information)
- Tab 3:** Work experience
- Tab 4:** Education
- Tab 5:** Professional skills
 - i. All fields must be filled
- Tab 6:** Personal skills
 - i. All fields must be filled

2. Fill out information on each tab
3. Click on -> **Save in draft** to save temporary or **Submit** to save all questions



➤ Seek employee



1. Dashboard -> **Seek employee**
2. Fill out search criteria's and click on -> **Seek employee** (in button)

- I. It is possible to limit search by choosing e.g. number of employees shown or best candidates

Search Employee

Employee Panel Log Out

Dashboard Individual competency profile **Seek employee** Competency matrix IDP Well-being Log

Messages camilla.eisenhardt@icloud.com

Seek employee

Search Employee

First Name

Last Name

Department Name

3. **Search result** will be shown in a new window

- II. See contact details for the matching candidate

Search Result

Ranking List

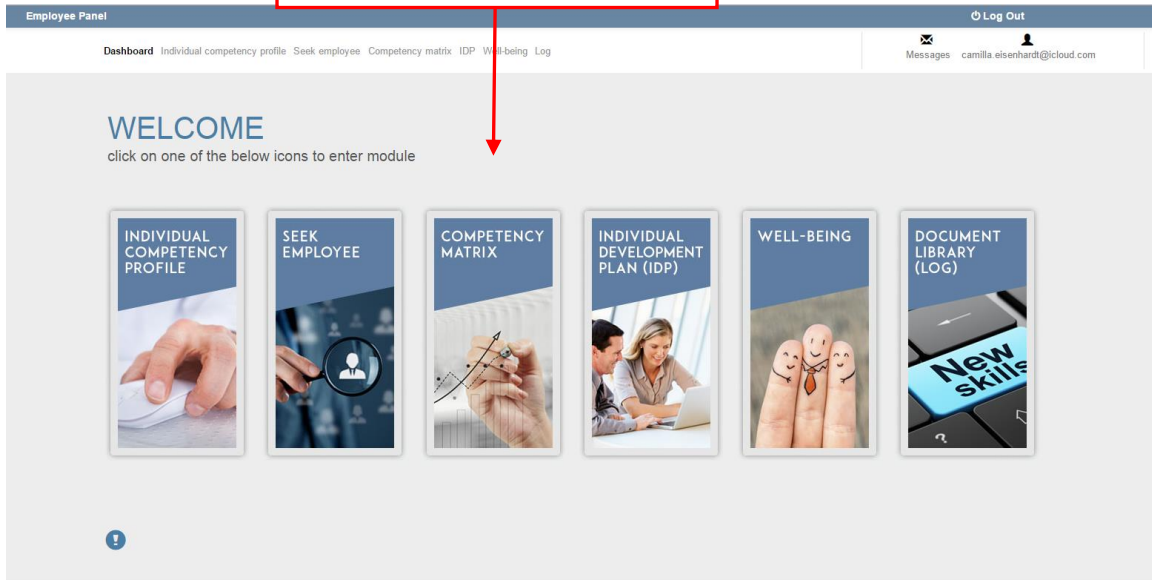
Show entries

| User Name | Name | Department Name | Phone | Action |
|-------------------------------|--------------------|-----------------|-------|---|
| camilla.eisenhardt@icloud.com | Camilla Eisenhardt | DemoDepartment | | <input type="button" value="✓ See full profile"/> |
| camilla@cprofiles.dk | camilla E | DemoDepartment | | <input type="button" value="✓ See full profile"/> |

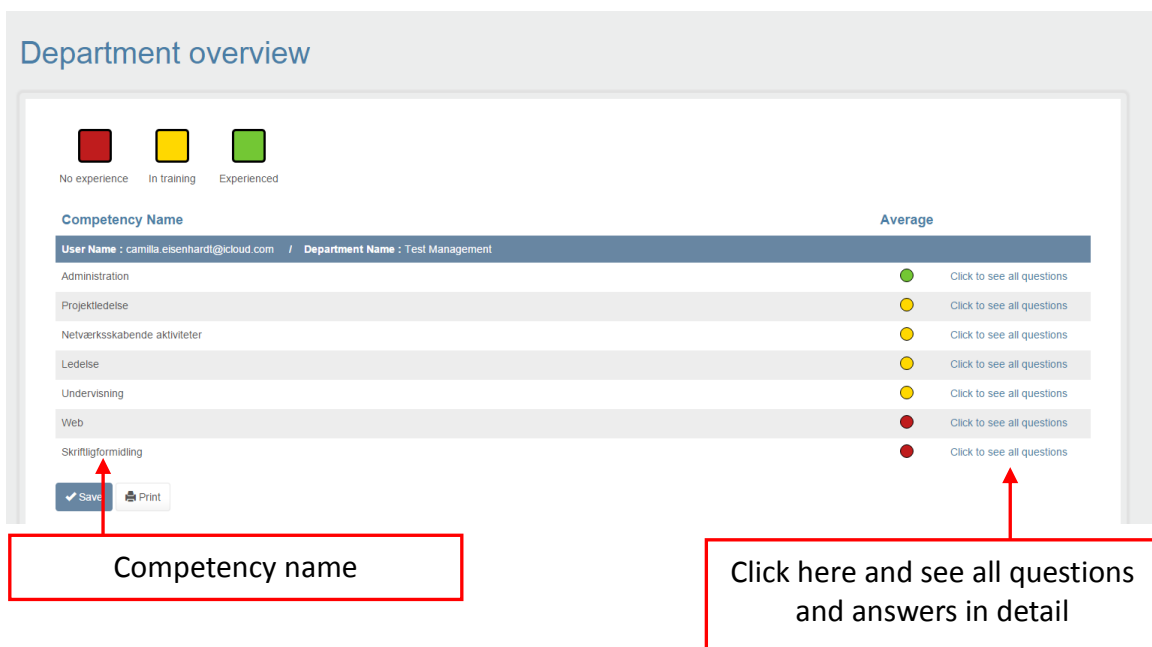
Showing 1 to 2 of 2 entries Previous Next

➤ Competency matrix

STEP 3:
Go to competency matrix



1. Dashboard -> **Competency matrix**
2. Employee can find an overview of their professional skills saved in the individual competency profile. The system has calculated an average to indicate the level of experience (**Red** = No experience, **Yellow** = In training and **Green** = Experienced)



- I. All saved data will automatically be transferred to LOG module
- II. Detailed view (click to see all questions)

Competency Overview

Competency Name : 1. Web

Description : Har kendskab til:

| | None | Training started | Can work under supervision | Can work alone | Expert, can train others |
|---|----------------------------------|----------------------------------|----------------------------------|-----------------------|----------------------------------|
| 1. Programmering og udvikling | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Driftsrapportering | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Opdatering af websider | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 4. Web support | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 5. Søgmaskine optimering | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Effektmåling og formidling af resultater | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Print

➤ IDP

STEP 4: Go to IDP

Employee Panel

Dashboard

Individual competency profile

Seek employee

Competency matrix

IDP

Well-being

Log

Messages

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Log Out

WELCOME

click on one of the below icons to enter module

INDIVIDUAL COMPETENCY PROFILE

SEEK EMPLOYEE

COMPETENCY MATRIX

INDIVIDUAL DEVELOPMENT PLAN (IDP)

WELL-BEING

DOCUMENT LIBRARY (LOG)

1. Dashboard -> **IDP**
2. Fill out information and set up activities to reach agreed goals between manager and employee
3. Click on -> **Save**

The screenshot shows the 'Employee Panel' interface with the 'IDP' (Individual Development Plan) form. The top navigation bar includes 'Dashboard', 'Individual competency profile', 'Competency matrix', 'IDP', 'Well-being', and 'Log'. The 'IDP' section is active. The form contains the following sections:

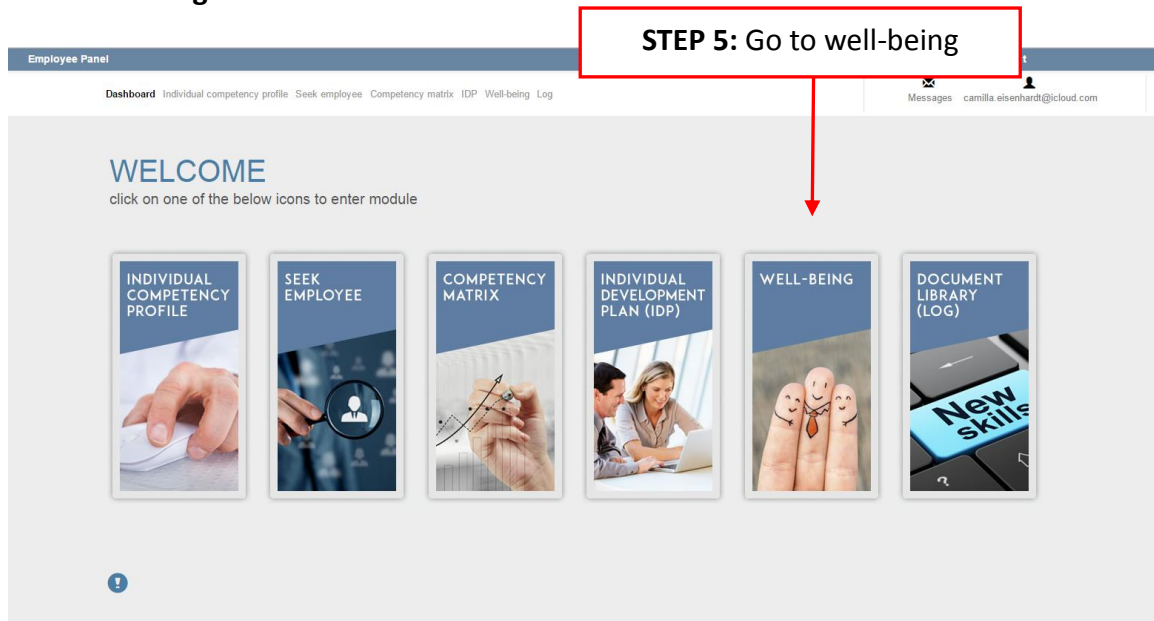
- Personal Information:** Fields for 'Date*' (YYYY/MM/DD), 'Full Name*', and 'Position*'. A text area for 'Reflections from my IDP preparation'.
- Development focus:** Three radio buttons with icons: 'Into current position', 'Of current position', and 'For next position'.
- Minutes of meeting:** A text area.
- Well-being:** A link 'Well-being Question: Show result from latest well-being survey'. Below it, a date field 'Date for following up on plan*' (YYYY/MM/DD) with a red arrow pointing to it. At the bottom are 'Save' and 'Print' buttons.

Click here to see all well-being questions and answers

I. Click on link (Show result from latest well-being survey) to see all well-being questions and answers

II. When clicking on -> **Save** (At button) IDP template will automatically be transferred to LOG module

➤ Well-being



1. Dashboard -> **Well-being**
2. Answer all questions in module (tick of function)
3. Click on -> **Save**
 - I. All questions are mandatory in this module
 - II. When clicking on -> **Save** (At button) template will automatically be transferred to LOG module

Employee Panel Log Out

Dashboard Individual competency profile Seek employee Competency matrix IDP Well-being Log

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Your experience of the psychosocial work environment

Well-being

| | TO A HIGH DEGREE | TO A CERTAIN DEGREE | TO A LESSER DEGREE | NOT AT ALL |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 1: I feel that I have the necessary professional competencies to enable me to solve the work problems I encounter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2: I feel that I have adequate control over my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3: I think there is a reasonable balance between tasks and personnel resources in my department | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4: I feel that the amount of tasks I have to solve are appropriate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

➤ LOG

STEP 6: Go to LOG

Employee Panel

Dashboard Individual competency profile Seek employee Competency matrix IDP Well-being Log

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WELCOME

click on one of the below icons to enter module

INDIVIDUAL COMPETENCY PROFILE

SEEK EMPLOYEE

COMPETENCY MATRIX

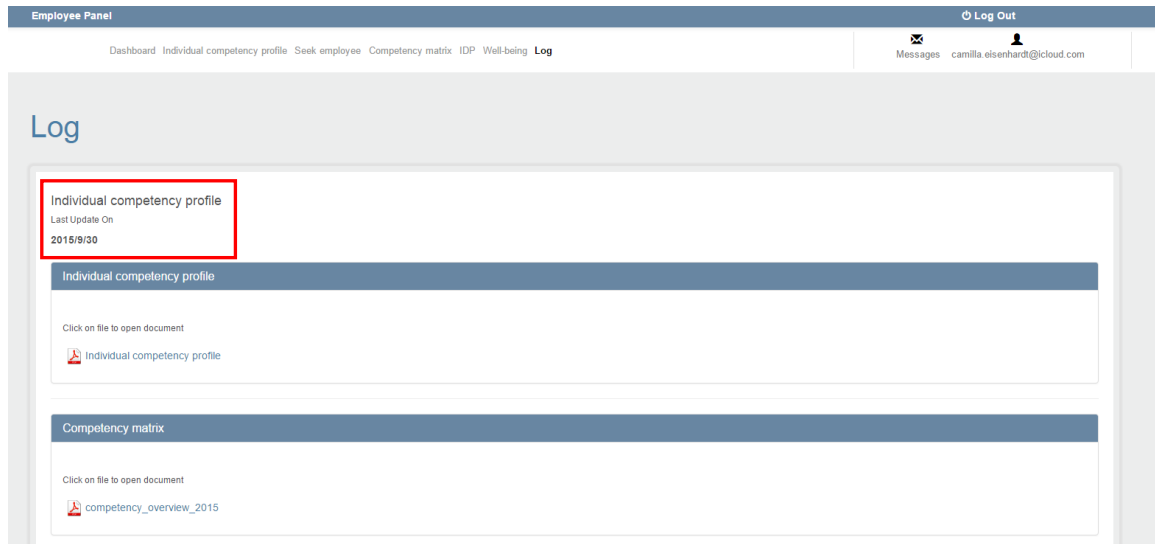
INDIVIDUAL DEVELOPMENT PLAN (IDP)

WELL-BEING

DOCUMENT LIBRARY (LOG)

!

1. Dashboard -> **LOG**
2. LOG is a document library. Latest versions are stored here:
 1. Individual competency profile
 2. Competency matrix
 3. IDP
 4. Uploaded certificates
 5. Well-being
 6. Misc.



- I. When clicking “Save” in the Individual Competency Profile the date for up-date will automatically be shown here indicating the date for last update
- II. All saved documents in system will automatically be transferred to this document library in order to have all versions gathered in one place
- III. Certificates uploaded in the education tab under Individual Competency Profile will automatically be transferred to this document library