CityLearner: Manager View of Employee Training

Managers can view training history for their direct reports from the Manager Self-Service tab.

NOTE: In order to see this information, the manager must have the Manager Self-Service (MSS) role in SAP.

Quick Steps

Step 1: Log into the **CityLink** page: www.portlandoregon.gov/ess Click **SAP CityLink** On the Manager Self-Service tab, click on the **Personnel Development** link.	
Step 2: Use the search feature to find the employee you want to view.	

| **Step 3**:

On the left side, below the search box, is the employee information.

On the right side of the page are two additional views: **Training Activities** and **Profile Matchup**. | **DEFINITION: Profile Matchup**

A profile matchup looks at the requirements for the position and compares it to the qualifications an employee has achieved. If the employee is missing the qualification for the position, the missing qualification will appear here.

Some courses in the CityLearner catalog will pass a qualification to the employee if the course is successfully completed. These courses will be visible as well if the qualification is missing from the employee's record. |

Step 4: **Training Activities** shows all courses an employee has either booked, cancelled or completed. In addition, it shows if any fees are associated with the course. **NOTE:** Fees will only appear here for courses scheduled after 4/1/2013.	**Training Activities** Select Delivery Method: All | Training	Delivery Method	From	To	Fee	Currency	Location	Status
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Great Customer Service	Classroom Training	9/27/2012	9/27/2012	0		N/A	Canceled
HR 2.02 Workplace Harassment	Classroom Training	6/25/2012	6/25/2012	0		N/A	Passed
MM PO Process Distributed	Classroom Training	1/30/2012	1/30/2012	0		N/A	Passed
MM Requisition Process	Classroom Training	1/9/2012	1/9/2012	0		N/A	Passed	 Row 1 of 4
Step 5: The **Profile Matchup** view shows if an employee is missing any requirements for their position. In **Required and Existing Qualifications**, you can see what qualification is required for the employee's position and the current status.	**Profile Matchup** **Required and Existing Qualifications** Profile Matchup for ▮▮▮▮ and Position: Office Support Specialist II Personalize Filter On 	Qualification	Mandatory	Required	Current	Status
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HR 2.02 for Employees	X	Yes		●	 Row 1 of 1 **Status indicates if employee is missing qualification.** Data as of 4/28/2013, 8:57:32 PM Refresh
Step 6: If a qualification is missing from the employee record, the **Recommended Training Courses** will display which courses will meet the required qualification.	**Recommended Training Courses** Personalize Filter On 	Imparted Qualification	Training	Delivery Method	Fee
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HR 2.02 for Employees	HR 2.02 Workplace Harassment	Classroom Training	0.00
HR 2.02 for Employees	HR 2.02: Workplace Hrsmnt: Council Staff	Classroom Training	
HR 2.02 for Employees	HR 2.02 Workplace Harassment Refresher	Classroom Training	
HR 2.02 for Employees	HR 2.02 Refresher for Council Staff	Classroom Training	
HR 2.02 for Employees	HR 2.02 Workplace Harassment: Trainer	Classroom Training		 Row 1 of 5 Data as of 4/28/2013, 8:57:32 PM Refresh
Step 7: If an employee needs to complete a mandatory training course for their position, it will appear in the **General Mandatory Training Courses** section.	**General Mandatory Training Courses** Personalize Filter On 	Training	Delivery Method	Fee	From	To
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Cross-Cultural Comm & Conflict Resolutn	Classroom Training	0.00	1/1/2007	12/31/2013	 Row 1 of 1 Data as of 4/28/2013, 8:57:32 PM Refresh