



People: Endorsing user skills

Skills are created in the system, and users attribute these to their profile with a proficiency rating, which can be viewed by others in the 'expertise' field.

An extra optional function on top of this is the ability to allow others to **endorse** users for Skills.

This is facilitated using the hardcoded 'Endorsements' field, and this guide details how this works.

1. Make sure the 'Endorsements' field appears

An application administrator of People can set the 'endorsement' field to appear on user profiles so it can be used in Admin > People > Configure profile fields > 'View profile page':

A screenshot of the 'Configure user profile fields' admin interface. The page title is 'Admin > People Control Panel > Configure user profile fields'. On the left is a sidebar with navigation options like 'Staff list', 'Add a new user', 'Export users', 'Add/update from CSV file', 'Synchronize/Update users from user directory', 'General configuration', and 'Configure user'. The main content area is titled 'All user profile fields' and contains a table with columns: Title, Key, Type, Special view permissions, Special edit permissions, and Action. The table lists fields like ID, Account state, Username, Password hash, First name, Surname, and User code. On the right, there is a '+ Add new field' button and a section 'CHANGE FIELD LIST AND ORDER FOR' with a list of checkboxes. The checkbox for '"View profile" page' is checked and highlighted with a red box. Below this is a 'PERMISSIONS' section with a checkbox for 'Permissions for viewing'.

Once saved, the field will appear on profiles on the front end of People:

People > Profile

Claromentis Administrator
System Administrator
hannah.door@claromentis.com

Profile Thanks (0)

Address

Landline +44 0800 409 6101

Group Franchisor HQ

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Endorsements
This user has no endorsements yet, why not endorse them?

Endorse this person for... Endorse

Expertise
Business Process Management Good
Software Training Expert

Career details
Digital Workplace

Tweets

Manager
No manager

Direct Reports
No Direct Reports

2. Users can endorse others

A user cannot endorse themselves for Skills; this can only be given by other users.

When browsing user profiles in People, endorsements can be made using the corresponding field.

The [list of Skills](#) that appears here is the same as configured by administrators on the admin side or those with 'create skills' permission.

Single or multiple skills can be endorsed for a user at a time:

People > Profile

Claromentis Administrator
System Administrator
hannah.door@claromentis.com

Profile Thanks (0)

Address

Landline +44 0800 409 6101

Group Franchisor HQ

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Endorsements
This user has no endorsements yet, why not endorse them?

1st Line Support Account Management Endorse

Expertise
Business Process Management Good
Software Training Expert

Career details
Digital Workplace

Tweets

Manager
No manager

Direct Reports
No Direct Reports

Once added, a blue cross appears, which allows other users to begin endorsing the same skills when viewing the users profile.

The total next to each represents the number of endorsements for that Skill.

People > Profile

Claromentis Administrator
System Administrator
hannah.door@claromentis.com

Profile Thanks (0)

Address

Landline +44 0800 409 6101

Group Franchisor HQ

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Endorsements

Account Management 1 👤 +

1st Line Support 1 👤 +

Endorse this person for... Endorse

Expertise

Business Process Management Good

Software Training Expert

Career details

Digital Workplace

Tweets

Manager

No manager

Direct Reports

No Direct Reports

Your browser doesn't support video.
Please download the file: [video/mp4](#)

Users will receive a notification for each endorsement made for them.

Endorsements are limited to once per user per skill.

Endorsements can be removed by clicking the blue cross again:

People > Profile

Anne Wilkins
Sales Director
anne@claromentis.net

Profile Thanks (0)

Address Towerpoint
44 North Road
Brighton
East Sussex
BN1 1YR

Landline +44 (0)1273 666355

Group Company, Leadership Team, Professional Services

Preferred contact method Email

Badges

Endorsements

Software Training 11 👤 +

Remove endorsement 9 👤

Manager

Nigel Davies
Sales Director

Direct Reports

Vanessa Wright
Sales Manager

3. Endorsement search

The Skills search can be accessed via the eye icon given on the front end of People or when on a user's profile.

People > Profile

Claromentis Administrator
System Administrator
hannah.door@claromentis.com

Address
Landline: +44 0800 409 6101
Group: Franchisor HQ
Preferred contact method: Email

Endorsements
Account Management: 1 user
1st Line Support: 1 user

Endorse this person for... **Endorse**

- Staff list
- View Organisation Chart
- My profile
- My settings
- Skills Search
- Phone List
- Contacts
- People - Admin

Users can apply the 'endorsements' option to return users and the total number of endorsements for that skill.

People > Skill Search

Skill name: 1st Line Support, Account Management

Expertise Endorsements

Search Export to CSV

Name	1st Line Support	Account Management
Dan Butler Support Technician	5	
Barclay Martin Sales & Training Manager	9	5
Dave Arril Head Of Sales		7
Nigel Davies Sales Director		10
Demo Account		7

4. Expertise vs Endorsements

Both of these fields & functions are optional to use.

Both of these fields use the [list of Skills](#) created by an administrator and those with the extra permission to do so, as set on the admin side of People (Admin > People > Configure skills)

However, the 'Expertise' field lists skills users attributed to themselves in the 'edit my profile' area alongside a self-evaluated proficiency rating.

In contrast, endorsements are skills other users have attributed to their profile and can be further validated by other users endorsing them.

Both can be searched in the skills search, but the intention behind them is different, so your team can choose to implement one or both fields to fit your use case and how you want your users to interact with Skills.