

# Creating Skills Users Can Be Endorsed For

## Introduction

Skills can be set by administrators for end-users to attribute to themselves on the front end. These are completely customisable so has the potential to cover any skill utilised within your company or those outside of work (if appropriate)

Chosen skills display on user-profiles and each user can rate themselves on level of proficiency.

Users with selected skills will be returned when that skill is searched globally or using the specific skill search area in the People application, aiding other users to find individuals with appropriate knowledge to facilitate collaboration.

On top of this users can endorse each other for these skills to further support that user's experience and proficiency level.

## Managing Skills as an administrator

### - Adding skills

An application administrator of People can add skills by heading to Admin > People > Configure Skills

Admin / People Control Panel

Users

Power users

Roles

Groups

Password policy

Name:

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

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P

Q

R

S

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U

V

W

X

Y

Z

First name, Surname

Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare	
	Abigail Clark	none	Human Resources, Company, Learning and Development	Yes		Yes	<input type="checkbox"/>
	Alan Metcalfe	none	Sales, Company	Yes		No	<input type="checkbox"/>
	Alison Kelly	none	Human Resources, Company	Yes		Yes	<input type="checkbox"/>
	Amelia Jackson	none	Human Resources, Company	Yes		Yes	<input type="checkbox"/>
	Anne Wilkins	Managers	Professional Services, Company	Yes		No	<input type="checkbox"/>

Utilities

Add a new user

Export users

Add/update from CSV file

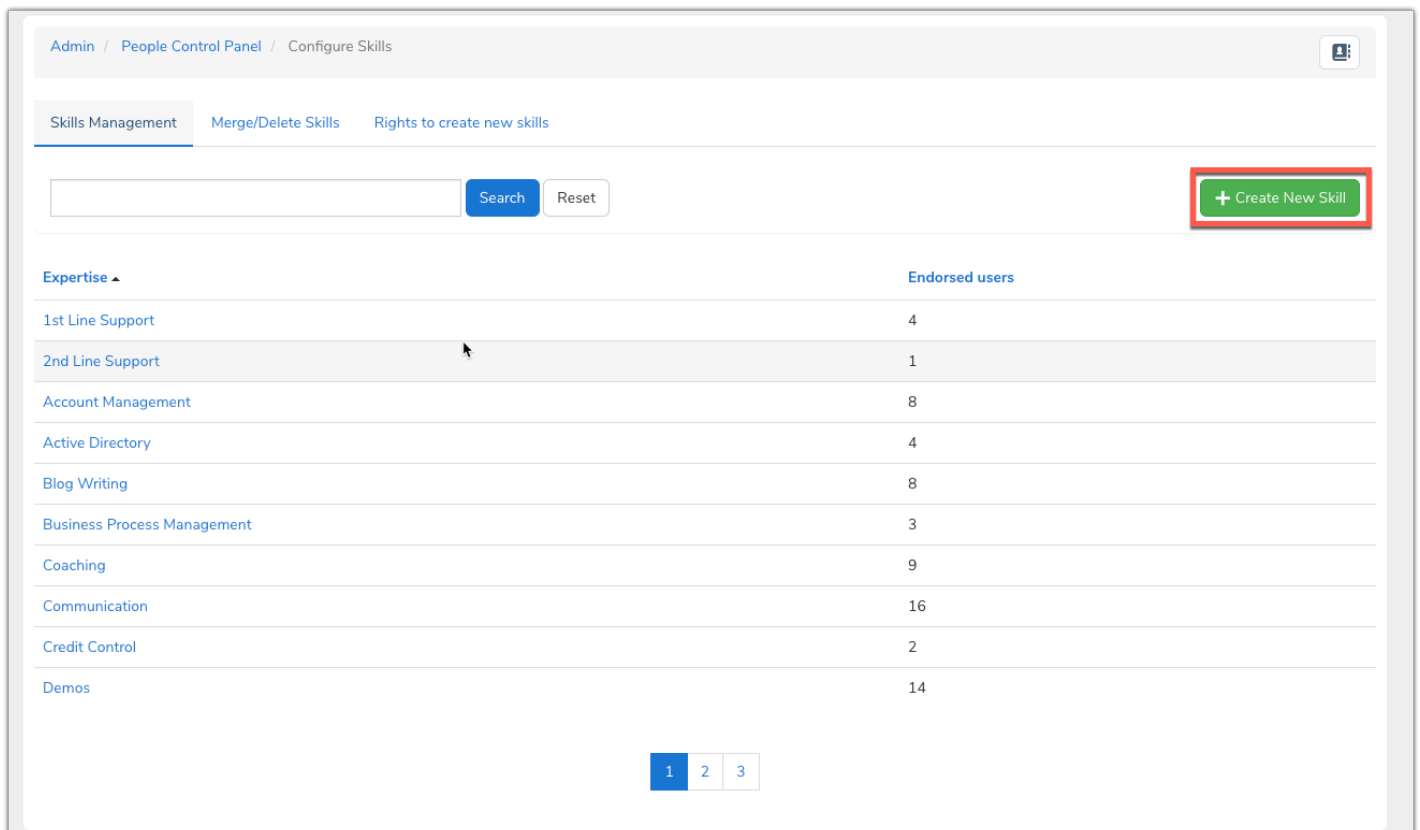
Configuration

General configuration

Configure user profile fields

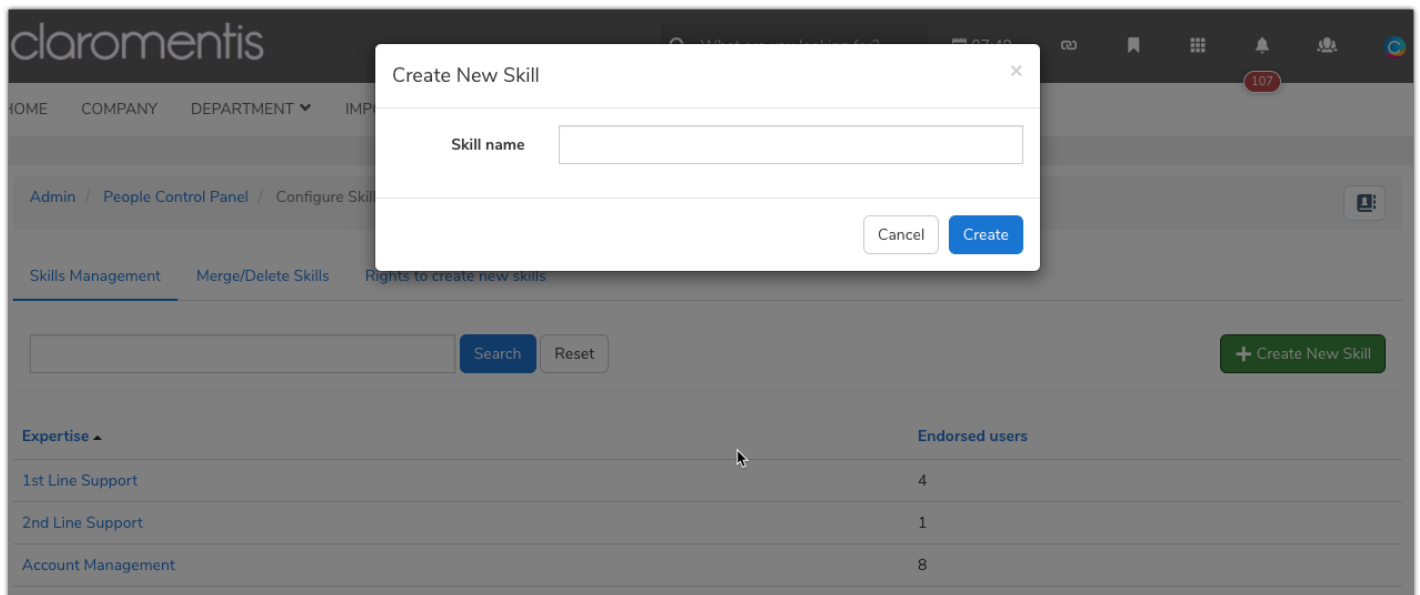
Configure Skills

This will open the 'Skills Management' area, where any skills already configured will be listed.



To add a new skill:

- Click the 'create new skill' button.
- A pop up will appear where the name of the skill can be entered.
- Click 'create' to add the skill to the system.



Once added, users will be able to attribute this to their profile and begin to be endorsed by other users, which is explained in the front end user section of this article.

#### - Merge/delete skills

The next available tab as an administrator in this area is the ability to merge skills together or to delete them.

If two or more skills are similar and could be merged this can be carried out under a new overarching skill name,

or retaining one of the names already given.

The screenshot shows the 'Merge/Delete Skills' interface. At the top, there's a breadcrumb trail: 'Admin / People Control Panel / Configure Skills'. Below this, there are three tabs: 'Skills Management', 'Merge/Delete Skills' (which is active), and 'Rights to create new skills'. The main area is titled 'Skill' and contains a list of skills: '1st Line Support' and 'Customer Support'. Below the list, there's a prompt: 'Select the skills you wish to merge or delete'. At the bottom, there are two buttons: 'Merge' (blue) and 'Delete' (red).

Merging skills will effect all users that attributed them to their profile previously, updating their profile with the new name but keeping the amount of endorsements they had intact.

If a user had all skills included in the merge on their profile, the endorsement total across them will be combined and displayed next to the merged skill.

#### - Give other users the ability to create new skills

The final tab available on the administrative side is where the right to create new skills for other users can be given.

The screenshot shows the 'Rights to create new skills' interface. At the top, there's a breadcrumb trail: 'Admin / People Control Panel / Configure Skills'. Below this, there are three tabs: 'Skills Management', 'Merge/Delete Skills', and 'Rights to create new skills' (which is active). The main area is titled 'Set permissions'. It features a search bar with the placeholder text 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the search bar, there's a dropdown menu showing 'User: Abigail Clark'. Below the dropdown, there's a link: 'View matching users...'. At the bottom, there's a button: 'Apply permissions'.


Any user with this permission can add skills to other users profiles directly and does not have to be an application administrator of People in order to do so.

These responsible users (along with application administrators of People) can add new skills to user profiles from the front end which additionally creates them in the back end once added - allowing these new skills to become available for selection by other users themselves.




Responsible users or administrators add new skills directly on a user profile by using the 'Endorse this person for...' field.

Whatever they type will appear highlighted blue in the dropdown, clicking this adds the skill into the field and clicking 'endorse' adds it to the profile, whilst additionally creating the new skill in the back end.

People / Profile



**Anne Wilkins**  
Sales Director

Profile Thanks (0)

**Address** Towerpoint  
44 North Road  
Brighton  
East Sussex  
BN1 1YR

**Landline** +44 (0)1273 666355

**Preferred contact method** Email

**LinkedIn**


**Endorsements**

Software Training	11	+
Train the Trainer	8	+
Conference Lead		Endorse


**Career details**

My expertise lies in successfully developing and implementing effective sales strategies, directing go-to-market campaigns, and negotiating substantial global contracts to accelerate business development and



**Manager**

 **Nigel Davies**  
Sales Director

**Direct Reports**

 **Vanessa Wright**  
Sales Manager

**Badges**

## Front end use of Skills

### - User attributes Skills to themselves

When editing their profile a user can begin to choose skills that apply and give themselves a proficiency rating.

End users will be able to select from the list of skills set up on the Admin side by administrators.

The skills area is in the 'Expertise' tab when the user is editing.

Individual skills can be added to the profile or several at once, by using the multiple select field given as shown below:

claromentis

What are you looking for? 10:25 379

HOME TESTING COMPANY DEPARTMENT FORMS LEARNING PROJECTS BUG TRACKER

**Invoice Requests**

5 May 2019 form invoice

When there are multiple people in an organisation instructing invoices to be sent t...

Like 0 Likes 0

**Discussion**

Share your thoughts and ideas here

Add a comment

**Connor Chapman wrote...**  
Happy new year everyone! Who has any inspiring tips or resolutions they'd like to share?  
Reply Like Edit 06-01-2021 09:35

**Joanne Thomson wrote...**

**Good Morning Claromentis Administrator**  
Welcome to Claromentis

**Book a personal demo**

**Pricing**

**March 2021**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**Countdown Timer**

**Getting started**

**Announcements**

**Polls & Surveys**

**Thank You**

**Badges**

**E-forms**

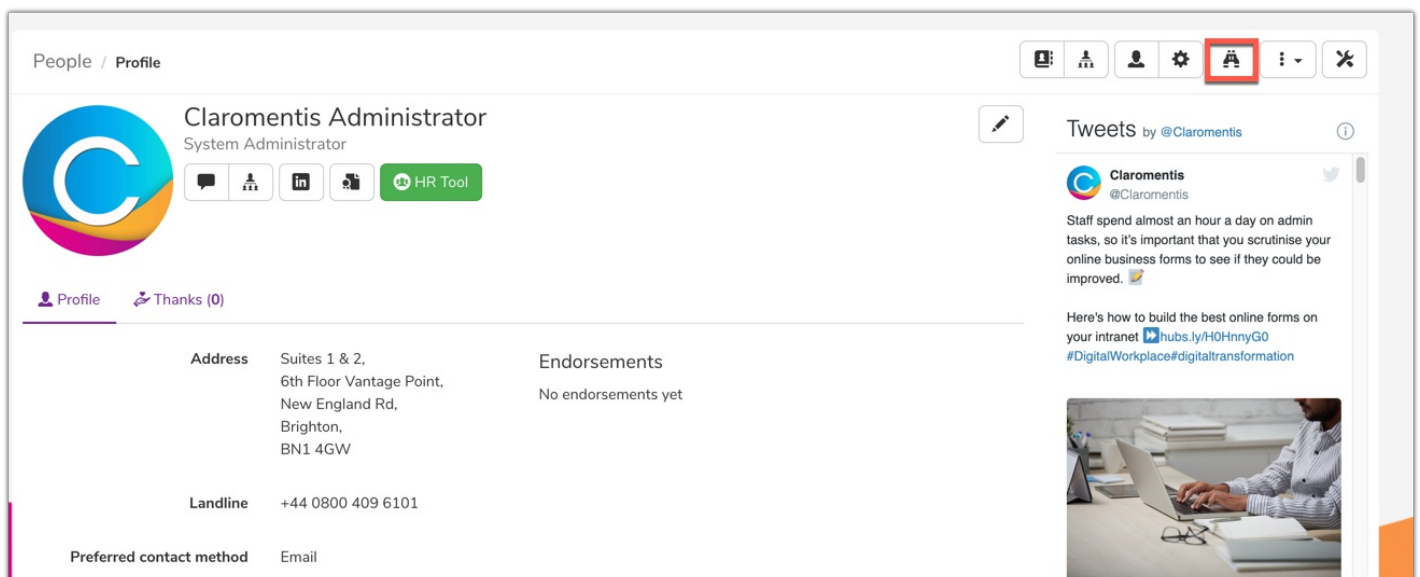
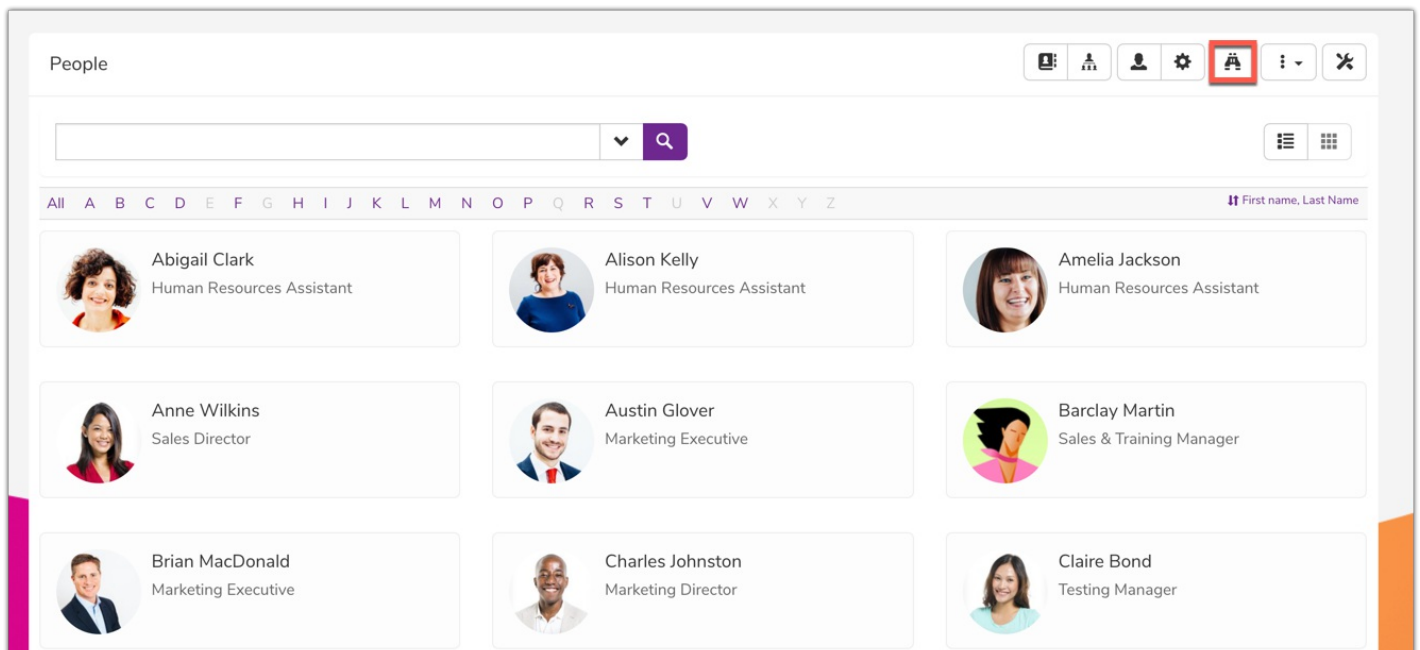
**E-Learning**

**Slack**

## - Skills search

Once attributed, selected skills can be viewed by other users after performing a skills search.

This can be accessed via the Binoculars icon given on the front end of People or when on a user's profile.



Once in the search a user can click into the dropdown to see the whole list of configured skills and select one or multiple.

The returned list will give each user that attributed this skill to themselves and the proficiency rating chosen.

People / Skill Search

Skill name

× 1st Line Support

× 2nd Line Support

× Account Management

☒ Expertise ☐ Endorsements

Search

Export to CSV

Name

Claromentis Administrator

System Administrator

Account Management

Average

1st Line Support

Good

Michael Christian

Information Architect

Account Management

Good

Abigail Clark

Human Resources Assistant

Account Management

Expert

The other option given in the search is endorsements.

People / Skill Search

Skill name

× 1st Line Support

× Account Management

○ Expertise

●

 Endorsements

Search

Export to CSV

Name

<div> <div></div> <div>Barclay Martin</div> <div>Sales &amp; Training Manager</div> </div>	<div>Account Management</div> <div>5</div>	<div>1st Line Support</div> <div>9</div>
<div> <div></div> <div>Dan Butler</div> <div>Support Technician</div> </div>	<div>1st Line Support</div> <div>5</div>	
<div> <div></div> <div>Dave Arril</div> <div>Head Of Sales</div> </div>	<div>Account Management</div> <div>7</div>	
<div> <div></div> <div>Nigel Davies</div> <div>Sales Director</div> </div>	<div>Account Management</div> <div>10</div>	
<div> <div></div> <div>Demo Account</div> </div>	<div>Account Management</div> <div>7</div>	
<div> <div></div> <div>Irene Gray</div> <div>Sales Assistant</div> </div>	<div>Account Management</div> <div>7</div>	
<div> <div></div> <div>Melanie Forsyth</div> <div>EMEA Senior Sales Executive</div> </div>	<div>Account Management</div> <div>6</div>	
<div> <div></div> <div>Nathan Stewart</div> <div>Sales Assistant</div> </div>	<div>Account Management</div> <div>6</div>	
<div> <div></div> <div>Olivia Stewart</div> <div>Sales Assistant</div> </div>	<div>Account Management</div> <div>7</div>	
<div> <div></div> <div>Michael Hassman</div> <div>Trainer/Client Manager</div> </div>	<div>1st Line Support</div> <div>5</div>	

A user can endorse another by heading to their profile on the front end and clicking the plus symbol next to a



Skill, which highlights in blue.

An endorsement can only be given once per user, so the only option following this is to remove the endorsement which highlights in red.

(Users cannot endorse themselves for skills, instead they set a proficiency rating)

The screenshot shows the Claromentis user interface. At the top is a purple navigation bar with the Claromentis logo, a search bar, and various icons. Below the navigation bar is a breadcrumb trail: HOME > TESTING > COMPANY > DEPARTMENT > FORMS > LEARNING > PROJECTS > BUG TRACKER. The main content area displays the profile of Nigel Davies, Sales Director. The profile includes a profile picture, a bio, and a list of skills: Address (Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR), Landline (+44 (0)1273 666355), Preferred contact method (Email), LinkedIn, and Twitter (@ClaroNigel). The Endorsements section shows a table with columns for Skill, Endorsement, and a count. The table lists: Endorsement (10), Demos (7), and Presentations (6). Below the table is a form to endorse a person for a specific skill. The Career details section shows that Nigel has been working with Claromentis for 17 years and has enjoyed a global career living and working in the UK, Holland, Oman, Indonesia and the USA. The Interests section is also visible. On the right side of the profile, there are tweets by @ClaroNigel, including one about a Forbes article on remote leader live tips and another about a business2community.com workplace culture article.

### - Adding new Endorsements

End users can also add additional endorsements to a user's profile and become the first person to do so.

Using the 'Endorse this person for' field a user can select from the skill options configured by administrators and attribute this to the users profile on their behalf.

If a user has been endorsed for a skill by another person that they did not previously attribute to themselves, in order to give a proficiency for this (and appear in the skills search in People rather than endorsements search only) they need to also add the skill to their profile in the 'Expertise' tab.

The screenshot shows the Claromentis user interface for the profile of Alison Kelly, Human Resources Assistant. The profile includes a profile picture, a bio, and a list of skills: Address (Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR), Landline (+44 (0)1273 666355), Preferred contact method (Email), LinkedIn, and Twitter. The Endorsements section shows a table with columns for Skill, Endorsement, and a count. The table lists: Coaching (6), Communication (5), and Presentations (4). Below the table is a form to endorse a person for a specific skill. The Career details section shows that Alison is a Human Resources Assistant who helps out with generating the monthly and annual reports, as well as process incoming training requests. The Interests section is also visible. On the right side of the profile, there are sections for Servant Leader (Abigail Clark, Human Resources Assistant), Direct Reports (Piers Ross, Human Resources Assistant), and Badges (a gold medal icon).

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Created on 1 March 2021 by Hannah Door. Last modified on 1 December 2023  
Tags: people, user, skills, endorsements, skill, endorsement