

## 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

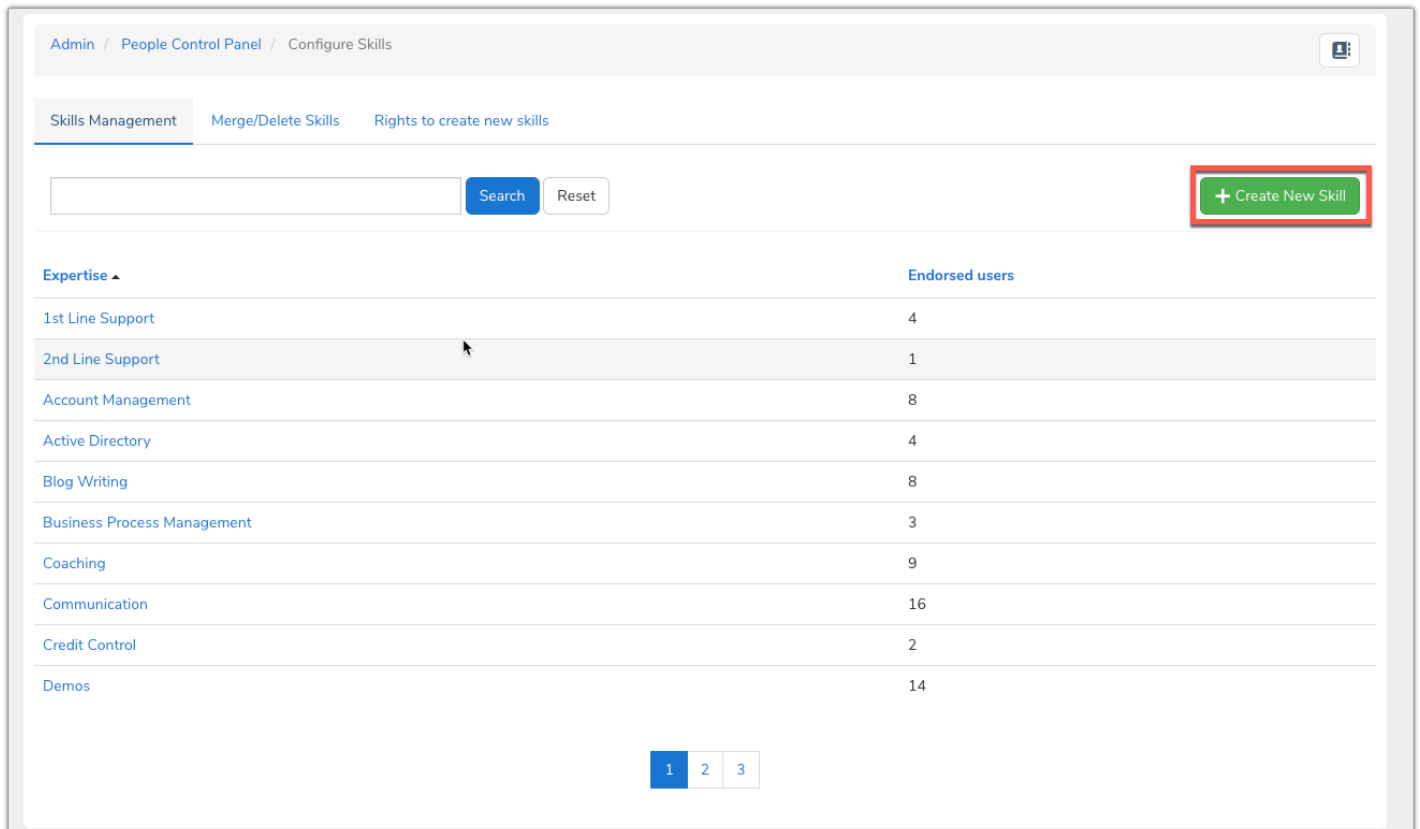
#### - Adding skills

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

The screenshot shows the 'Admin / People Control Panel' interface. At the top, there are navigation tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. Below these is a search bar with the text 'Name:' and a magnifying glass icon. A horizontal menu of letters (A-Z) is visible, along with a sort option 'First name, Surname'. The main content area displays a table of users with columns for 'Photo', 'Full name', 'Role', 'Group', 'Dummy User Account', 'Assigned', and 'Spare'. The 'Configure Skills' option in the 'Utilities' sidebar is highlighted with a red box.

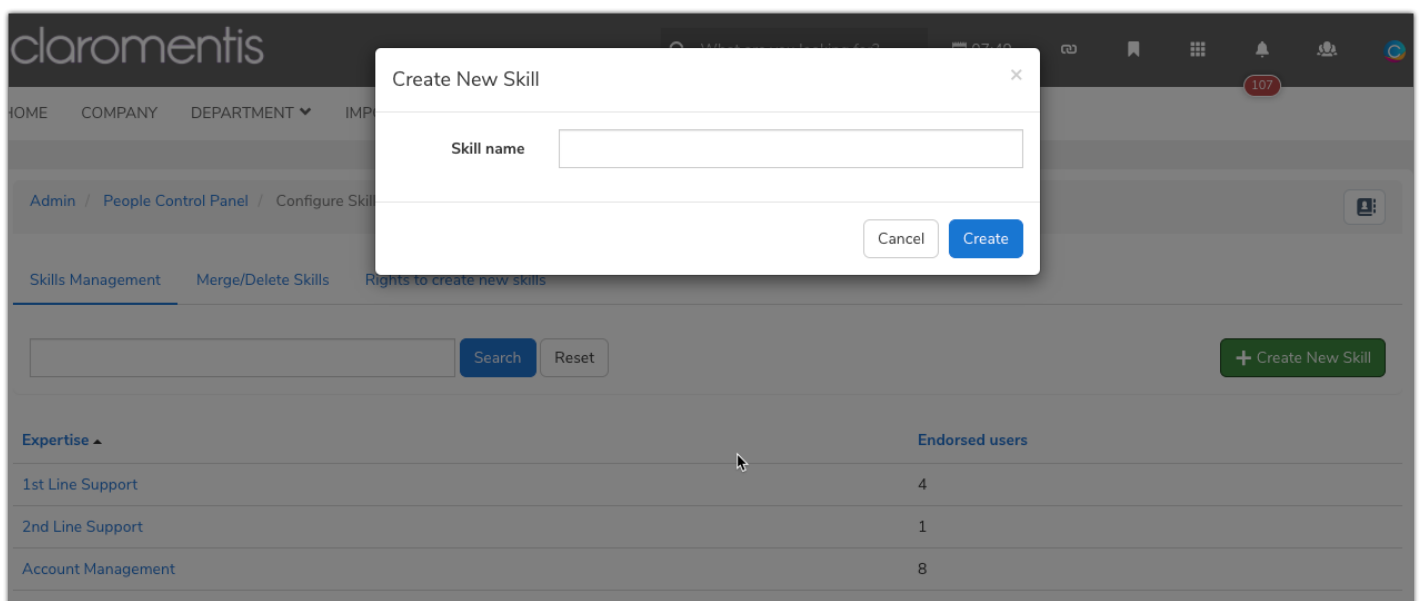
Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare
	Abigail Clark	none	Human Resources, Company, Learning and Development	Yes	Yes	<input type="checkbox"/>
	Alan Metcalfe	none	Sales, Company	Yes	No	<input type="checkbox"/>
	Alison Kelly	none	Human Resources, Company	Yes	Yes	<input type="checkbox"/>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

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.

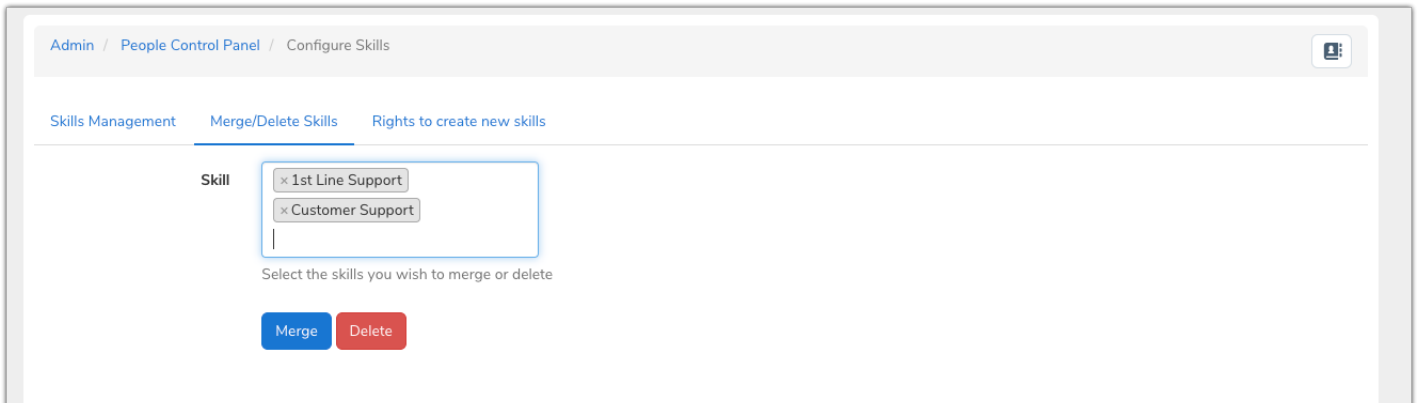


Once added, users will be able to attribute this to their profile and begin to be endorsed by other users, which is explained in the front end user section of this article.

## - 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.

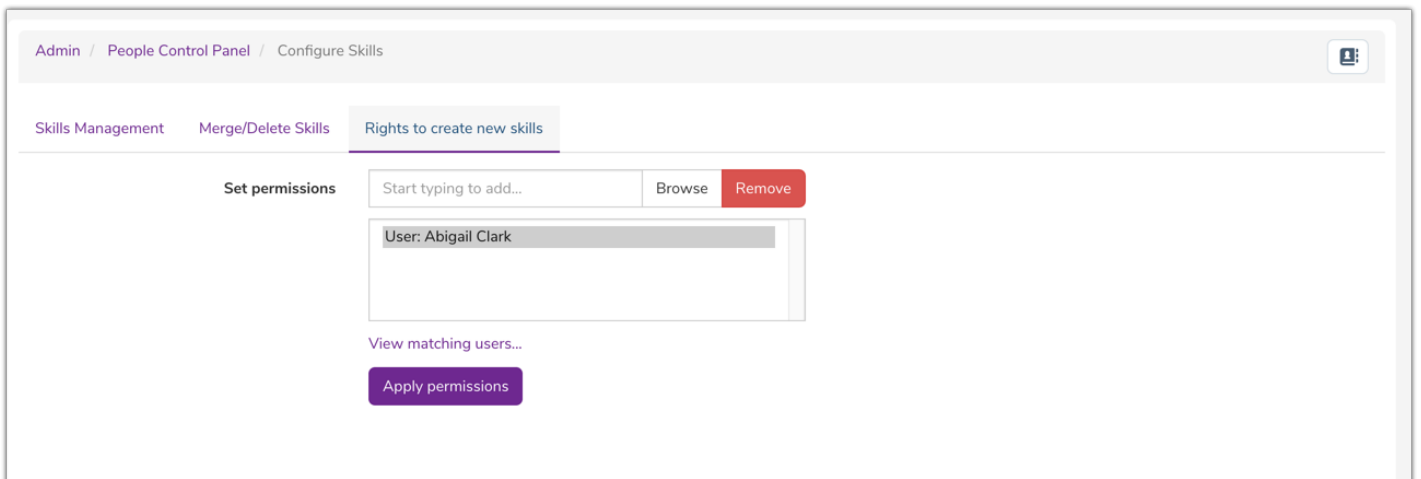


Merging skills will effect all users that attributed them to their profile previously, updating their profile with the new name but keeping the amount of endorsements they had intact.

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.



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

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 (searched)

**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: [Icons for various achievements]

## 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:

**Invoice Requests**  
5 May 2015 from invoice  
When there are multiple people in an organisation instructing invoices to be sent to...

**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...

**- Skills search**

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

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

People

Binoculars icon highlighted in red box.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Abigail Clark Human Resources Assistant			Alison Kelly Human Resources Assistant			Amelia Jackson Human Resources Assistant																			
	Anne Wilkins Sales Director			Austin Glover Marketing Executive			Barclay Martin Sales & Training Manager																			
	Brian MacDonald Marketing Executive			Charles Johnston Marketing Director			Claire Bond Testing Manager																			

People / Profile

**Claromentis Administrator**  
System Administrator

Address: Suites 1 & 2,  
6th Floor Vantage Point,  
New England Rd,  
Brighton,  
BN1 4GW

Landline: +44 0800 409 6101

Preferred contact method: Email

Endorsements: No endorsements yet

Tweets by @Claromentis

Claromentis @Claromentis  
Staff spend almost an hour a day on admin tasks, so it's important that you scrutinise your online business forms to see if they could be improved.

Here's how to build the best online forms on your intranet [hubs.ly/H0HnnyG0](https://hubs.ly/H0HnnyG0)  
#DigitalWorkplace#digitaltransformation

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:

Expertise  Endorsements

Name

<b>Claromentis Administrator</b> System Administrator	Account Management Average	1st Line Support Good
<b>Michael Christian</b> Information Architect	Account Management Good	
<b>Abigail Clark</b> Human Resources Assistant	Account Management Expert	

## - Endorsements

The other option given in the search is endorsements.

When skill(s) are searched in this way a total number of endorsements are displayed per user per skill.

People / Skill Search

Skill name











× 1st Line Support

× Account Management

Expertise  Endorsements

Search Export to CSV

Name

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

The higher the number the more people have endorsed the user for that skill.

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)



People / Profile



**Nigel Davies**  
Sales Director



Profile Thanks (1)

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

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

**Preferred contact method** Email

**LinkedIn**

**Twitter** @ClaroNigel

**Endorsements**

+ Endorsement 10

Demos 7 +

Presentations 6 +

Endorse this person for...

**Career details**

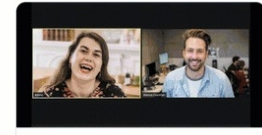
Working with Claromentis for 17 years.

I have enjoyed a global career living and working in the UK, Holland, Oman, Indonesia and the USA.

Interests

Tweets by @ClaroNigel

Nigel Davies @ClaroNigel  
Nice to see my latest #Forbes article on being a remote leader live #Tips forbes.com/sites/nigeldav...



5 Top Tips To Make You A Better Rem...  
Despite Covid-19 vaccines now being rol... forbes.com

Jan 15, 2021

Nigel Davies @ClaroNigel  
Nice to see my article on the importance of saying thank you live business2community.com/workplace-cult...

Embed View on Twitter

**- 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.

People / Profile



**Alison Kelly**  
Human Resources Assistant



Profile Thanks (1)

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

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

**Preferred contact method** Email

**LinkedIn**

**Twitter**

**Endorsements**

Coaching 6 +

Communication 5 +

Presentations 4 +

Endorse this person for...

**Career details**

As a Human Resources Assistant I help out with generating the monthly and annual reports, as well as process incoming training requests.

I have great communication skills which I believe is a core quality to have in the HR field.

Servant Leader

Abigail Clark  
Human Resources Assistant

Direct Reports

Piers Ross  
Human Resources Assistant

Badges





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Tags: [people](#), [user](#), [skills](#), [endorsements](#), [skill](#), [endorsement](#)