



## 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 the level of proficiency.

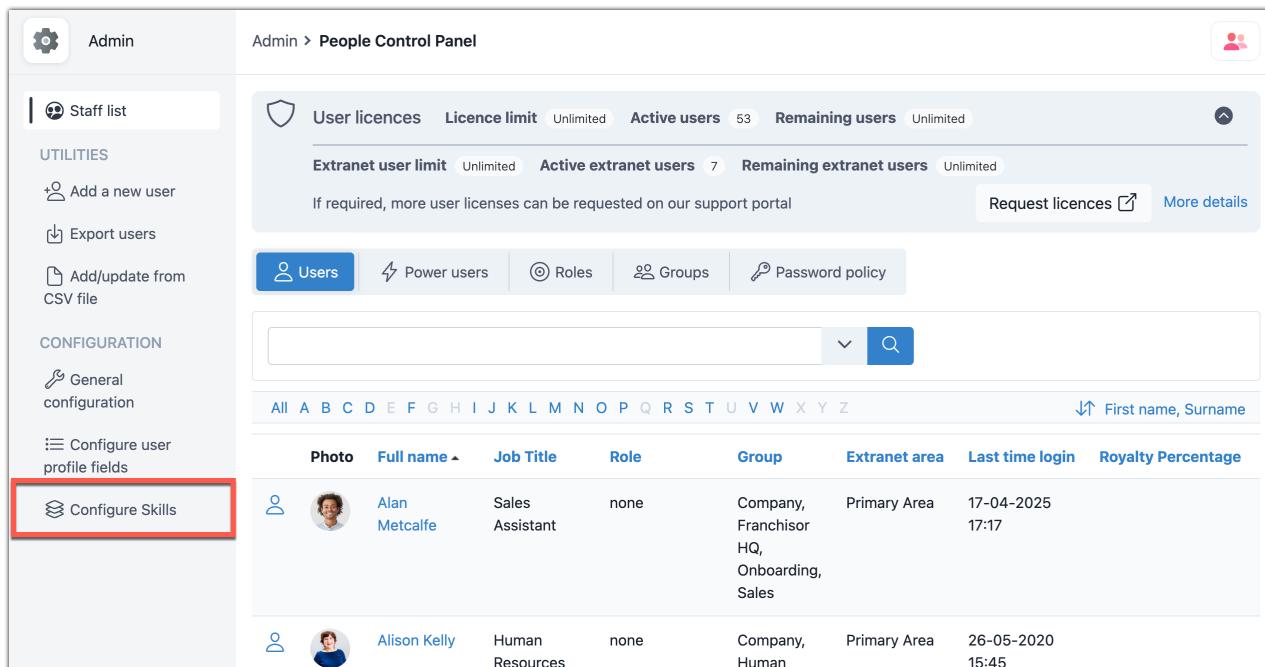
Users with selected skills will be returned when that skill is searched globally or using the specific skill search area in the People application, aiding other users to find individuals with appropriate knowledge to facilitate collaboration.

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 'People Control Panel' interface. On the left, there's a sidebar with 'Admin' at the top, followed by 'Staff list', 'UTILITIES' (with 'Add a new user' and 'Export users' options), 'CONFIGURATION' (with 'General configuration' and 'Configure user profile fields'), and a red box highlighting the 'Configure Skills' option. The main content area shows 'User licences' (53 active, 0 remaining), 'Extranet user limit' (0 active, 0 remaining), and a search bar. Below this is a table with columns: Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. Two user entries are listed: Alan Metcalfe (Sales Assistant, none, Company, Franchisor HQ, Onboarding, Sales, Primary Area, 17-04-2025, 17:17) and Alison Kelly (Human Resources, none, Company, Human, Primary Area, 26-05-2020, 15:45).

Photo	Full name	Job Title	Role	Group	Extranet area	Last time login	Royalty Percentage
	Alan Metcalfe	Sales Assistant	none	Company, Franchisor HQ, Onboarding, Sales	Primary Area	17-04-2025 17:17	
	Alison Kelly	Human Resources	none	Company, Human	Primary Area	26-05-2020 15:45	

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

Expertise	Endorsed users
1st Line Support	4
2nd Line Support	0
Account Management	8
Active Directory	3
Blog Writing	8
Business Process Management	3
Coaching	9
Communication	16
Credit Control	2

To add a new skill:

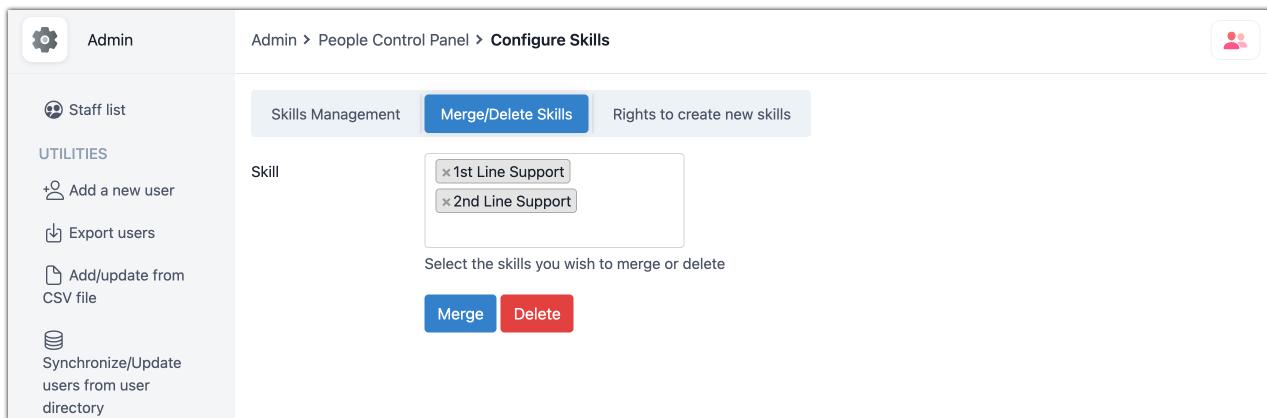
- Click the 'create new skill' button.
- A pop-up will appear where the name of the skill can be entered.
- Click 'create' to add the skill to the system.

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 by retaining one of the names already given.



Admin

Admin > People Control Panel > Configure Skills

Skills Management Merge/Delete Skills Rights to create new skills

UTILITIES

- Staff list
- Add a new user
- Export users
- Add/update from CSV file
- Synchronize/Update users from user directory

Skill

1st Line Support  
2nd Line Support

Select the skills you wish to merge or delete

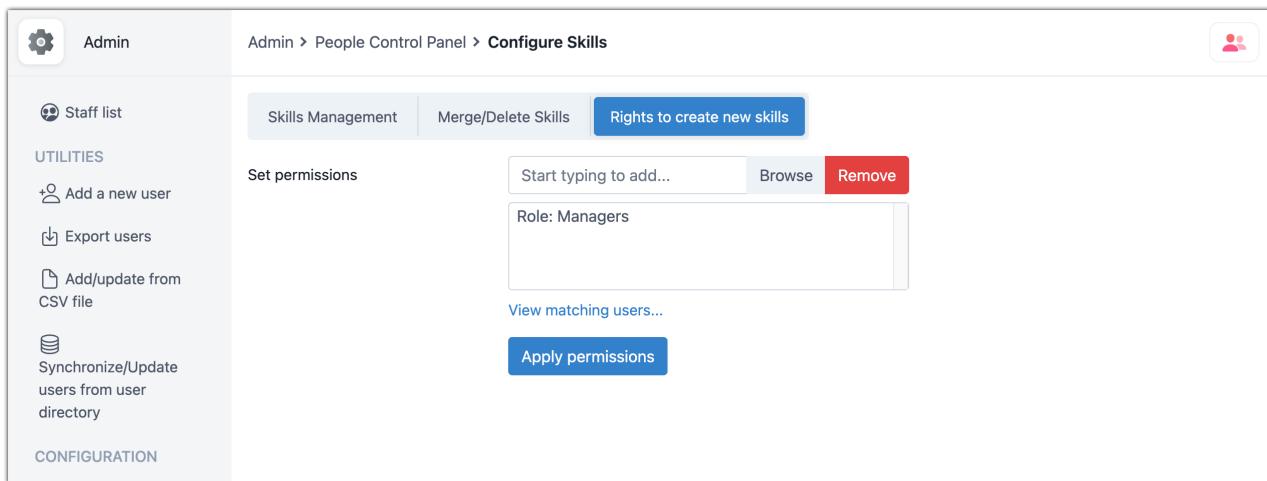
Merge Delete

Merging skills will affect all users who 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.



Admin

Admin > People Control Panel > Configure Skills

Skills Management Merge/Delete Skills Rights to create new skills

UTILITIES

- Staff list
- Add a new user
- Export users
- Add/update from CSV file
- Synchronize/Update users from user directory

CONFIGURATION

Set permissions

Start typing to add... Browse Remove

Role: Managers

View matching users...

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 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 to 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.

The screenshot shows a user profile for Anne Wilkins, Sales Director, with the following details:

- Profile:** Shows a photo of Anne Wilkins, her name, title, and email (admin.user@claromentis.com). It also includes three icons: a person icon, a graduation cap icon, and an HR tool icon.
- Address:** Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR.
- Landline:** +44 (0)1273 666355.
- Preferred contact method:** Email.
- LinkedIn:** (link not visible).
- Twitter:** (link not visible).
- Badges:** Two hexagonal badges are shown: one with a plus sign and another with a bar chart.
- Endorsements:** A box highlights the endorsements section, which lists "Software Training" (11 endorsements) and "Train the Trainer" (8 endorsements). Below this, a "Conference Lead" skill is listed with an "Endorse" button.
- Manager:** Nigel Davies, Sales Director.
- Direct Reports:** Vanessa Wright, Sales Manager.

## 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:

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Please download the file: [video/mp4](#)

### - Skills search

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

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

People

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

Alan Metcalfe Sales Assistant alan@claromentis.net	Alison Kelly Human Resources Assistant alison@claromentis.net	Ame Human Resources Assistant ame@claromentis.net
Anne Wilkins Sales Director admin.user@claromentis.com	Austin Glover Marketing Executive austin@claromentis.net	Barclay Sales & Training Manager barclay@claromentis.com
Brian MacDonald Marketing Executive brian@claromentis.net	Charles Johnston Marketing Director charles@claromentis.net	Claire Bond Audit Manager claire@claromentis.net

Staff list

View Organisation Chart

My profile

My settings

**Skills Search** (highlighted with a red box)

Phone List

Contacts

People - Admin

People > Profile

Claromentis Administrator  
System Administrator  
noreply@claromentis.com

Profile Thanks (0)

Address

Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis

Badges

Endorsements

No endorsements yet

Career details

Staff list

View Organisation Chart

My profile

My settings

**Skills Search** (highlighted with a red box)

Phone List

Contacts

People - Admin

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 who attributed this skill to themselves and the proficiency rating chosen.

People > Skill Search

Skill name

Expertise  Endorsements

**Search** **Export to CSV**

Name	
 Phil Lawrence Developer	Account Management Expert
 Anne Wilkins Sales Director	1st Line Support Expert
 Claromentis Administrator System Administrator	Account Management Good 1st Line Support Good
 Michael Christian Information Architect	Account Management Good

### - Endorsements

The other option given in the search is endorsements.

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

People > Skill Search

Skill name

Expertise  Endorsements

**Search** **Export to CSV**

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

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 is highlighted in red.

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

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## - 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 user's profile on their behalf.

If a user has been endorsed for a skill by another person that they did not previously attribute to themselves, 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.

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Created on 16 January 2026 by [Hannah Door](#)

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