

Skills on iTrent People Manager

There are a number of mandatory skills that need to be recorded against an employee's record such as Equalities, Health and Safety, Freedom of Information and Data Protection.

There will also be a number of other options that can be attached to the employee's record such as Service Induction for New Employees.

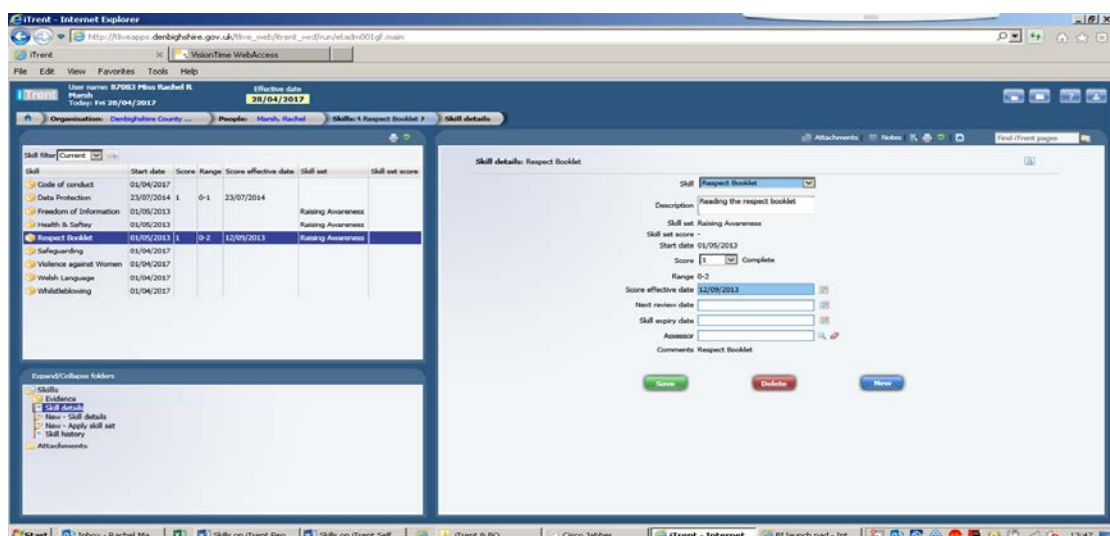
Scoring – Each skill will require a score to be entered in against it. If the options on the skill score are either a 0 or a 1 then 0 indicates that the skill has not been completed and a 1 indicates it has been completed.

Skill Options – If there is a skill that you require to capture against your employee then please contact HR Direct at hrdirect@denbighshire.gov.uk and give the details of the skill and the scoring you wish to use

To Update Skills

To update a skills record you will need to:

- Select the Organisation Structure folder
- Select the People folder
- Select a person from the search box by performing a search
- Select the Profile folder
- Select the Skills folder
- Select the skill you wish to update
- Select Skill Details
- Enter the Score (1 for Completed)
- Enter the Score effective date (this is the completion date)
- Enter the assessor (the manager/supervisor)
- Select the Save button



To enter a new skill

To enter a new skill record you will need to:

- Select the Organisation Structure folder
- Select the People folder
- Select a person from the search box by performing a search
- Select the Profile folder
- Select the Skills folder
- Select New - Skill Details
- From the Skill drop down list select the relevant skill
- Enter the Start Date
- Enter the Score (1 for Completed)
- Enter the Score effective date (this is the completion date)
- Enter the assessor (the manager/supervisor)
- Select the Save button

The screenshot shows the iTrent system interface. The top navigation bar includes 'Organisations', 'People', and 'Skills'. The 'Skills' folder is selected, and the 'New - Skill details' page is open. The page displays a table of existing skills and a form for entering a new skill record.

Skill	Start date	Score	Range	Score effective date	Skill set	Skill set score
Code of conduct	01/04/2017					
Data Protection	23/07/2014	1	0-1	23/07/2014	Raising Awareness	
Freedom of Information	01/05/2013				Raising Awareness	
Health & Safety	01/05/2013				Raising Awareness	
Respect booklet	01/05/2013	1	0-2	12/09/2013	Raising Awareness	
Safeguarding	01/04/2017					
Violence against Women	01/04/2017					
Welsh Language	01/04/2017					
Whistleblowing	01/04/2017					

The 'Skill details' form includes the following fields:

- Skill: Service Induction
- Description: Service Induction for New Employees
- Start date: [Date Picker]
- Score: [Dropdown]
- Range: 0-1
- Score effective date: [Date Picker]
- Next review date: [Date Picker]
- Skill expiry date: [Date Picker]
- Assessor: [Text Field]
- Save button