

Overview:

Your **Employee Profile** stores information about you (i.e., your name, title, department, contact information, work experience, education, etc.).

There are two profiles in the system:

- **Public Profile** - Your *Public* Profile is like a business card, providing the UC community with basic contact information. All staff and faculty have an Employee Profile (with the exception of Term Adjuncts, Student employees, and affiliates).
- **Private Profile** - Your *Private* Profile contains the same business card style information viewable under a Public Profile. The difference is that your private profile also allows you to share information regarding your skills, background, and experiences with Human Resources and your manager.

The following outlines how to edit each type of profile.

Editing Your Public Profile:

1. Log into **SuccessFactors**.

- Navigate to the UC HR SuccessFactors website and click on the SuccessFactors login button.
- The SuccessFactors Log In screen will appear. Enter your **Username** and **Password**, and click **[LOG IN]**.



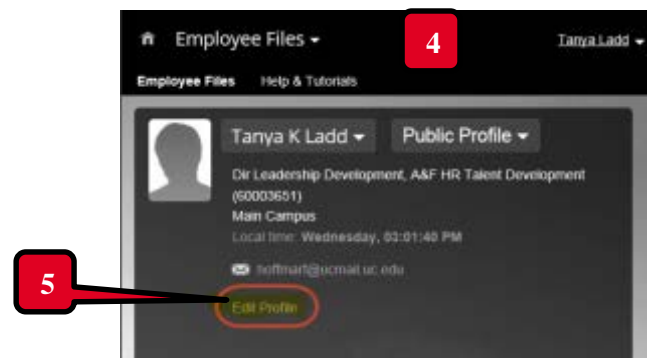
- ### 2. The default page upon login is the **Home** screen. Click **[HOME]** in the upper left corner of the screen.
- ### 3. Click **[MY EMPLOYEE FILE]** from the drop down menu.
- Managers will click **[EMPLOYEE FILES]**.



4. Your **Public Employee Profile** appears on screen.

- The public display contains basic information such as the name, job title, department, phone number, local time zone, and email address.

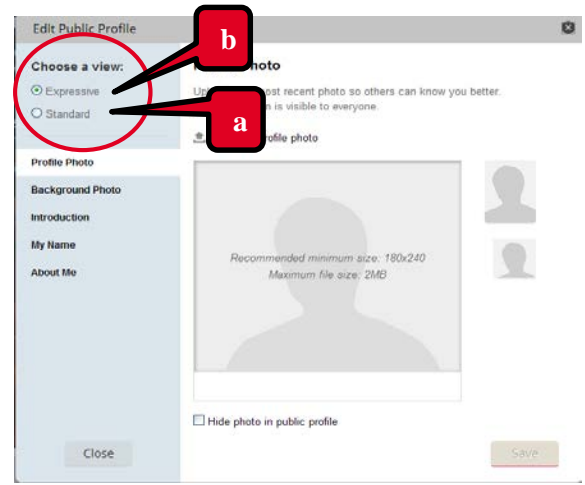
5. Click **[EDIT PROFILE]**.



SUCCESSFACTORS RECRUITMENT: EDITING YOUR EMPLOYEE PROFILE

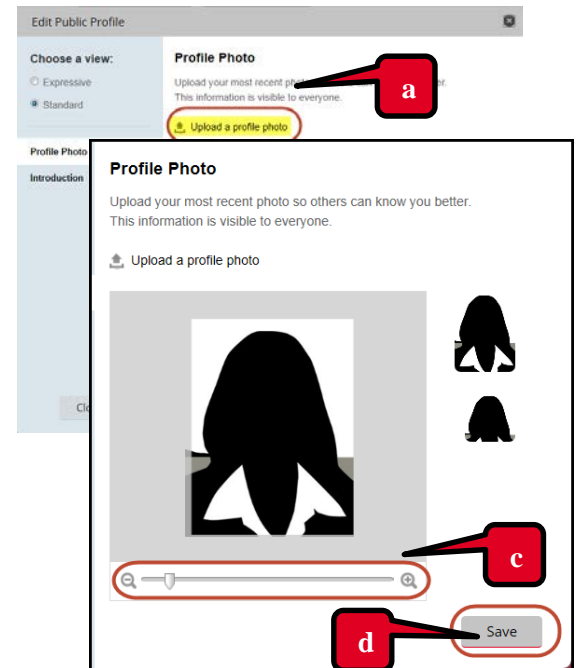
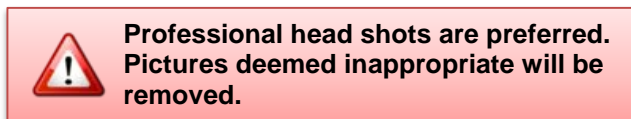
6. The “Edit Public Profile” box will display. Users can select from several options located on the left side of the box:

- **Choose a View:** Users may select either an Expressive or Standard view.
 - a. **Standard view:** Provides users a basic look with limited customization options.
 - b. **Expressive view:** Allows the user to select from preloaded background photos to display with their profile. Expressive view also provides the user the ability to add additional customization, including an introduction and a recorded pronunciation of their name (see additional information below).

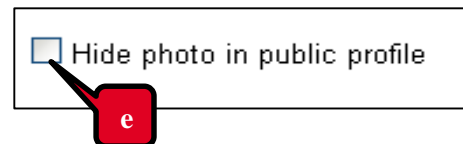


Profile Photo: To upload a profile photo:

- a. Click **[UPLOAD A PROFILE PHOTO]**.
- b. A box will appear allowing you to choose the photo file you wish to upload.
 - * You may also drag and drop an image from a file folder to the gray photo box as indicated.
- c. Once the photo appears, adjust the layout using the guide and photo previews provided. Click and hold with your mouse and drag to the appropriate location using the guide.
- d. Once you are satisfied with the layout and previews, click **[SAVE]**.

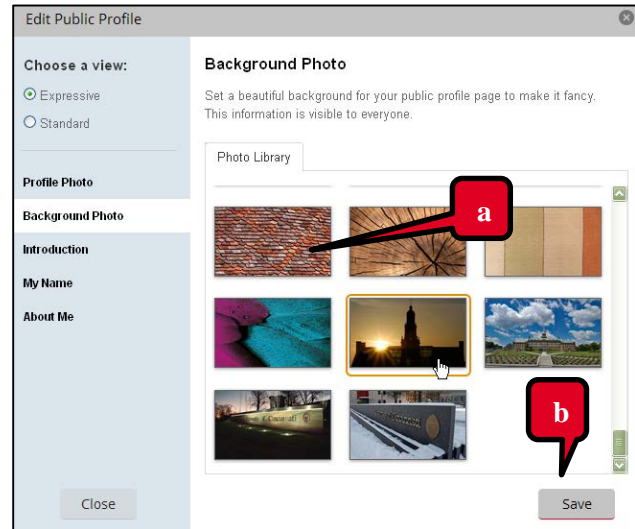


- e. If you do not wish to have your photo appear on your public profile, click this check box located at the bottom on of the screen.

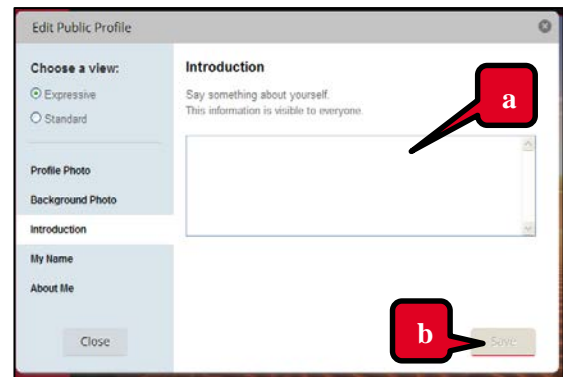


SUCCESSFACTORS RECRUITMENT: EDITING YOUR EMPLOYEE PROFILE

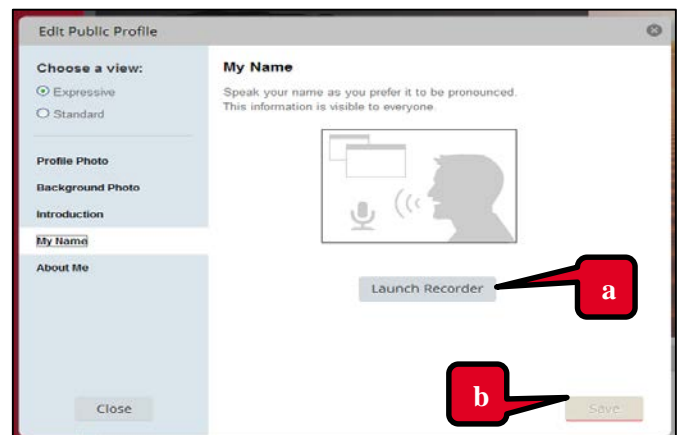
- **Background Photo:** You have the ability to select one of several preloaded expressive backgrounds to add to your profile.
 - a. Click the photo you wish to display.
 - b. Click **[SAVE]**.



- **Introduction:** Users can type in a brief statement about themselves. Please note that this will be viewable to everyone.
 - a. Type within the white text box area.
 - b. When you have finished your Introduction, click **[SAVE]**.



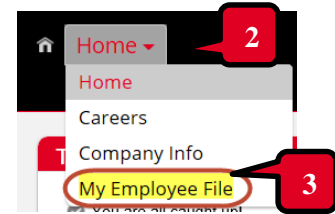
- **My Name:** If your name is one which is often mispronounced, you have the ability to record the correct pronunciation as well as a phonetic spelling. Users can simply click the link displayed on your profile to listen to your voice recording.
 - a. Click **[LAUNCH RECORDER]** to provide a phonetic pronunciation and/or record yourself saying your name.
 - b. When you have finished recording, click **[SAVE]**.



The recording feature utilizes Java and will require access to a microphone, either built into your computer or plugged in via USB.

Editing Your Private Profile

1. Log into **SuccessFactors**.
2. The default page upon login is the **Home** screen. Click [**HOME**] in the upper left corner of the screen.
3. Click [**MY EMPLOYEE FILE**] from the drop down menu.
 - Managers will click [**EMPLOYEE FILES**].
4. Your **Public Employee Profile** appears on screen. To access your Private profile, click on the drop-down by **Public Profile**.
5. Select [**PROFILE**].



6. Your **Private Profile** will display.
7. You may edit each section by clicking on the [**EDIT**] located on the right side of each area.
8. To add additional rows of information, click the [**+**] sign.
9. To save your edits, click [**SAVE**].

