

Oracle Fusion Cloud Talent Management

Using Enhanced Talent Profiles

23D



Copyright © 2023, Oracle and/or its affiliates.

Author: Akhil Harikrishnan

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, and MySQL are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Get Help	i
<hr/>	
1 Introduction to Oracle Cloud HCM Profile Management	1
Oracle Cloud HCM Profile Management	1
Overview of Enhanced Talent Profile Scheduled Processes	1
2 Profile Management	3
Profile Management Explained	3
Profile Management Components: How They Work Together	3
3 Rating Models	5
Rating Models	5
Rating Levels	5
Review Points	6
Rating Categories	6
Distributions	6
How to Create a Rating Model	6
How to Delete Rating Model Rating Levels	7
How to Specify Behaviors for Competencies	7
4 Evaluator Type Setup	13
Improvements to Evaluator Type Setup for Competency Content Sections	13
5 Talent Profiles	15
Talent Profiles	15
6 Person Profile	17
Person Profile	17
Profile Definition	18
Content Sections	18

Content Section Properties	22
7 Profile Talent Rating	31
Profile Talent Ratings	31
Talent Ratings Templates	31
Talent Ratings Properties	33
Updating Talent Ratings	34
8 Content Section Access	35
Content Section Access	35
Regeneration of Data and Abstract Roles	36
Restrictions	36
Public Access to View Content Section Data	36
How to Create the Custom Public Role	37
Person Profile Content Access for Roles: Examples	37
Content Access for Employees	38
Content Access for Line Managers	38
Content Access for License Managers	39
Adding Content to an Employee's Profile: Procedure	39
Adding Attachments to Content Section on the Employee's Profile: Procedure	39
9 Talent Profile Summary Report	41
Talent Profile Summary Report	41
Report Sections	41
Print Formats	43
10 Model Profile Types	45
Model Profile Types	45
Model Profile Content Sections	46
Content Sections Templates	47
Content Sections Properties	49
Creating Instances of a Model Profile	52
11 Profile Search	55
Profile Search	55

Set-up for Profile Keyword Search	58
12 Uploading Talent Profile Data	61
Uploading Talent Profile Data	61
13 Other Considerations	65
Use Alerts Composer for Worklist and Email Notifications	65
What Happens When You Update or Delete Profile Items	65
Why Aren't My Audits Working Properly?	66
Update Talent Profiles	67
Considerations for Adding or Removing Competencies in Talent Profile Competency Sections	67
About the FSM Export Import Feature	68
About Best Fit	68
About Deep Links	68
How Can I Display Section Descriptions in the Skills and Qualifications page?	69
Clean Up and Re-Activate Profile Section DFF and Profile Item Attribute Category Data	69
14 LinkedIn Profile Import	71
Activating the LinkedIn Profile Import	71
Using the LinkedIn Profile Import Feature	73
How the Sections are Mapped	78
How the Fields are Mapped	80
Approvals	81
About Importing Secondary Language Profile Data	82
Enabling Alerts for Expiring or Expired Licenses and Certifications	82
15 Frequently Asked Questions	83
Can I See Source and Dates for Changes to Language Content Sections?	83
What's a rating category?	83
How can I delete an attribute from the person profile?	83
Can I edit the skills and qualification data of a person's profile?	83
How can I add content to my profile?	84

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Use help icons  to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 Introduction to Oracle Cloud HCM Profile Management

Oracle Cloud HCM Profile Management

Enhancements made in Profile Management include changes to the user experience and to talent profile administration.

This document describes the Enhanced Talent Profiles. It will give you guidance on configuring your talent profiles and using the new responsive UIs.

For information about any issues related to your setup configuration and how they can be resolved using application diagnostics available in Fusion, see the MOS article [Oracle Fusion Profile Management: 23B Profile Setup Diagnostics \(Doc ID 2938508.1\)](#).

Overview of Enhanced Talent Profile Scheduled Processes

Scheduled processes are available for specific business needs in Enhanced Talent Profile.

Use **Tools > Scheduled Processes** to schedule processes.

Process Name	Description
Propagate Dynamic Skills to Workers	Propagates core skills and role skills to workers
Synchronize Talent Data for AI Recommendations	Uploads talent data to cloud storage for use in ML models to generate AI recommendations
Manage Best Fit Batch Process	Performs the best-fit analysis of profiles and persists the results
Purge Skill Endorsement Requests Job	Purge endorsement requests
Delete Skill Endorsements and Recalculate Skill Confirmations	Deletes endorsements that are no longer valid and recalculates skill confirmations if applicable
Update Profile Search Keywords	Updates the profiles search keyword table
Optimize Profile Search Keywords Index	This process optimizes the index on the profiles search keyword table to avoid index getting fragmented
Synchronize Profile Search Keywords Index	Performs the synchronization of profiles search keyword indexes

2 Profile Management

Profile Management Explained

Profile Management provides a framework for developing and managing talent profiles that meet your industry or organizational requirements. Profiles summarize the qualifications and skills of a person or a workforce structure such as a job or position.

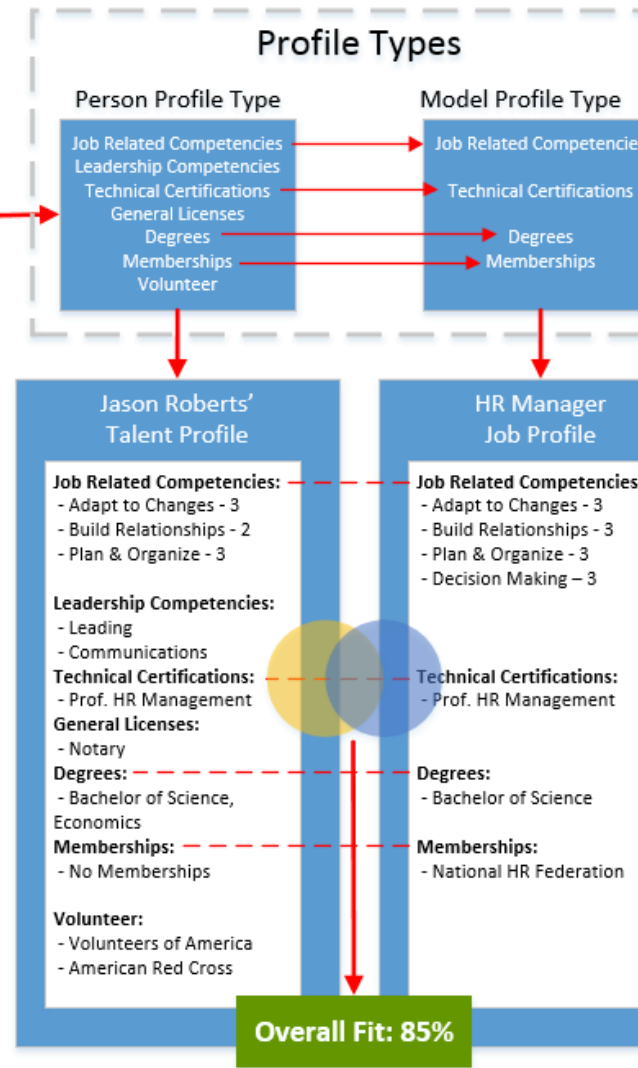
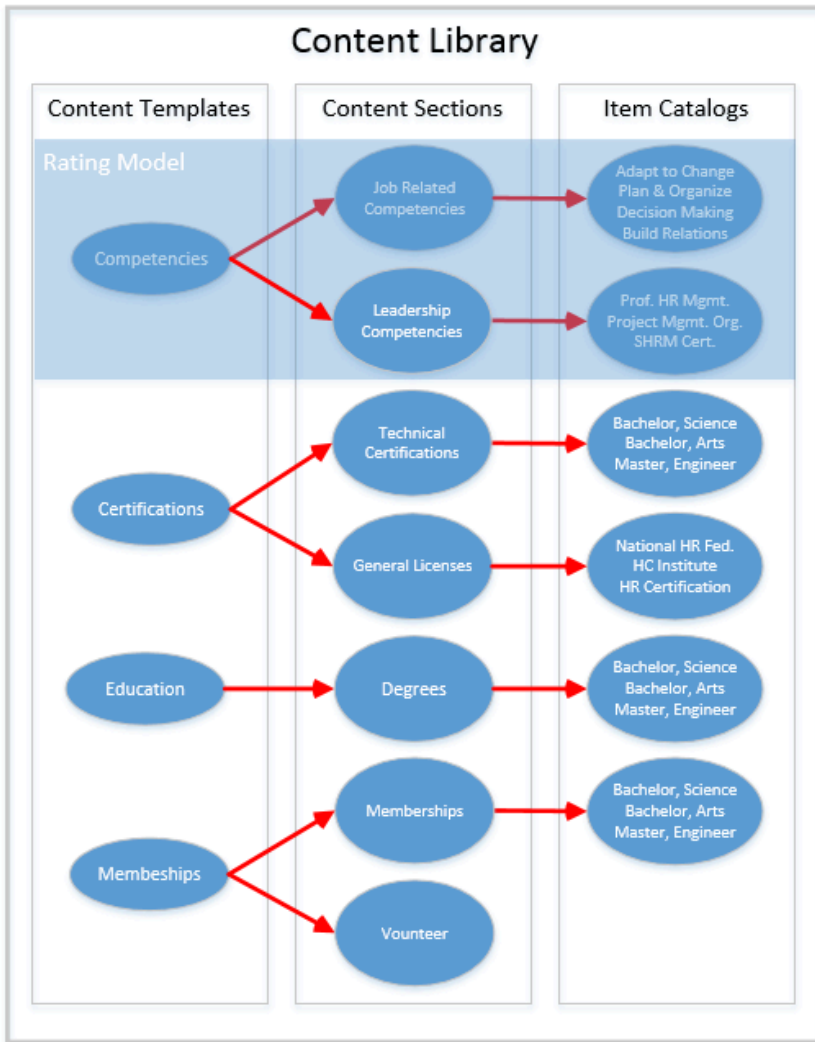
Profiles are valuable for tracking employees' skills, competencies, and accomplishments, and for various talent management activities, such as career planning, identifying training needs, performance management, and in the recruitment process for identifying job requirements and suitable applicants.

Profile Management's presentation of the person profile and talent ratings provide a more engaging and responsive interface design. The user experience enables features that can be presented on both mobile and web pages. The interfaces are simpler, intuitive, and consistent across Oracle Cloud Oracle Cloud Human Capital Management (HCM).

Profile Management Components: How They Work Together

You can configure Oracle Cloud HCM Profile Management to meet your business requirements using these components: the content library, profiles and profile types, content subscribers, and rating models.

This figure illustrates how the components of Profile Management fit together.



3 Rating Models

Rating Models

Use rating models to rate employees on their performance and level of proficiency in the skills and qualities that are set up on the person profile. You can also use rating models to specify target proficiency levels for items on a model profile, so that the model profile can be compared to employees' profiles. Use the Profile Rating Models task in the Profiles work area to create a rating model.

To rate employees on their performance and proficiency, attach rating models to the content sections included in the person profile. Then you can rate employees on the items within the type. For example, you can rate employees on the Communication profile item within the Competencies content section.

For model profiles, you can specify target proficiency levels for items on the profile, to compare model profiles with employee profiles. Using the ratings:

- Managers can compare a model profile to employees' profiles and determine the best person suited to fill a position.
- Employees can compare their profile to model profiles to identify:
 - Suitable positions within the organization.
 - Skill gaps and fill the gaps before applying for other positions.

Rating models that measure employees' potential and the impact and risk of loss are also available.

Rating models can include some or all of the following components, depending on the use for the model:

- Rating Levels
- Review Points
- Rating Categories
- Distributions

Rating Levels

Rating levels identify the qualitative values, such as 1, 2, 3, or 4, that you use to rate an employee.

For rating models that are used by Performance Management, you must:

- Define numeric ratings, particularly for rating models in performance documents that use calculated ratings.
- Define rating levels using whole numbers, with the highest number indicating the best rating. Rating levels determine high and low ratings in the analytics.

You must define numeric ratings in the rating model associated with Skills Center content section.

Review Points

Define review points for rating models in performance documents that use the average, sum, or band calculation method.

The review points and point ranges that you define for the rating model are used to calculate ratings.

Rating Categories

Using rating categories, you can group rating levels together for analysis tools used in the talent review process, such as the box chart that is used in the talent review process.

You can group rating levels into categories such as low, medium, and high, and those categories then become the labels for the analytic. You should not change rating categories after setting them up, as the changes could affect the analytics.

Distributions

Compensation Management and Performance Management both use rating model distributions to determine the targeted minimum and maximum percentage of employees that should be given each rating level.

Compensation Management uses the distribution values that you set up directly on rating models. However, you can set up distributions using the Target Ratings Distribution task for rating models that are used in Performance Management.

How to Create a Rating Model

1. In the Profiles work area, find the **Profile Rating Models** task.
2. On the **Profile Rating Models** page, click **Create**.
3. On the **Create Rating Model** page, complete the following fields, as shown in the table. Use the default values except where indicated.

Field	Value
Code	Citizenship
Rating Name	Corporate
Description	Rating model for corporate citizenship

4. On the rating levels tab, complete the following fields, as shown in this table.

1.

Rating Level	Name	Short Description
1	Demonstrates limited or unused influence.	Limited
2	Demonstrates clear evidence of influence.	Clear Evidence
3	Provides a successful image of the company as socially responsible in limited environments.	Successful Image
4	Actively called upon to use influence as a corporate representative in selective environments.	Influential in Selected Environments
5	Demonstrates high level of influence and can operate effectively in all environments.	High Level of Influence

5. Click **Save and Close**

How to Delete Rating Model Rating Levels

The Rating Model is a user setup and is maintained by an HR Specialist. Profiles is a core product, and the Rating Model is part of the Content Library that can be consumed by other applications.

There is currently no way in the application to provide validations to catch where the Rating Levels is used, so the Delete button is hidden out of the box.

Procedure

1. Enable a sandbox and make sure that Page Composer is available.
2. In Page Composer, use the Expression Editor to enable the Delete button.
3. After enabling the Delete button and deleting the item, we recommend that you disable the Delete button again.

Related Topics

- [Modify Page Content Using Page Composer](#)

How to Specify Behaviors for Competencies

You can refine job requirements by specifying behaviors for competencies included in job profiles.

Set up competency-behavior associations in job profiles sections. These associations and only these associations can be added to the Skills and Qualifications page for employees and employees can be rated against those behaviors.

1. Create catalogs of behaviors. You will associate one behaviors catalog with each competency section that you want to enable with behaviors. The values in each catalog will be used to associate with individual competencies in the

section that the catalog is associated with. You can associate different values with different competencies. From **My Client Groups > Profiles > Item Catalogs**, select the **Behaviors** template.

The screenshot shows the 'Item Catalogs' page. At the top, there is a blue header with a back arrow and the text 'Item Catalogs'. Below the header, there is a 'Search' section with a dropdown menu for 'Template' set to 'Behaviors' and an empty text input field for 'Item Catalog Name'. Below the search section, there is a 'Search Results' section with '+ Add' and 'X Delete' buttons. A table displays the search results with columns for 'Item Catalog Name', 'ContentValueSetCode', 'Number of Items', and 'Description'. The table contains two rows: 'Behaviors' with 'CVS_100100097872752' and '1' items, and 'Sai Test' with 'CVS_300100182566928' and '3' items.

Item Catalog Name	ContentValueSetCode	Number of Items	Description
Behaviors	CVS_100100097872752	1	Behaviors
Sai Test	CVS_300100182566928	3	Sai Test

2. Enable behaviors for competencies sections in the Person Profile Type. This will automatically enable behaviors for model profiles configured with these competencies sections (through Job Profile Type inheritance). From My Client Groups > Profiles > Profile Types > Edit Person Profile Type.
 - a. Select the Competencies section.
 - b. Select the Behaviors check box to enable behaviors for this competencies section.
 - c. Select a specific item catalog representing the catalog of behaviors to be used later for individual competencies in this competencies section.
 - d. Specify the Relationship type between the behaviors and the competencies. This type will be used to determine how to roll up Proficiency Ratings from behaviors to competencies.

Edit Content Section: Competencies

*Section Name

Template

Section Description

Active
 Approval Required
 Default Section
 Behaviors

Behaviors

Relationship

Proficiency Calculation Rule

Content Section Properties

Label	Field Type	Display	*Value Set Name
Competency	Item Value Set	Summary	Competencies
Proficiency Rating	List of Values	Summary	Proficiency Rating Model
Performance Rating	List of Values	Summary	Performance Rating Model

Enabling Behaviors for Competencies Sections in Person Profile Type

3. Associate specific behaviors with individual competencies in model profiles.
 - a. From **My Client Groups > Profiles > Model Profiles >** select the Profile Type: **Job**.
 - b. Select a job profile to edit.
 - c. Navigate to a competencies section, and add competencies as required for the given job profile.

Competencies

+ Add X Delete

*Competency	Minimum Proficiency Level	Maximum Proficiency Level	Weight	Minimum Weight
▶ Advocate Ideas 2 Behaviors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶ Adapt Productively 1 Behaviors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶ ADA development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Configuring Specific Competencies for a job Model Profile

4. Select a competency to edit, add behaviours from the behavior catalog (that you associated earlier with the competencies section) as required for the given competency.

Edit Competency

Competency
Advocate Ideas

Minimum Proficiency Level

Maximum Proficiency Level

Minimum Weight

Weight

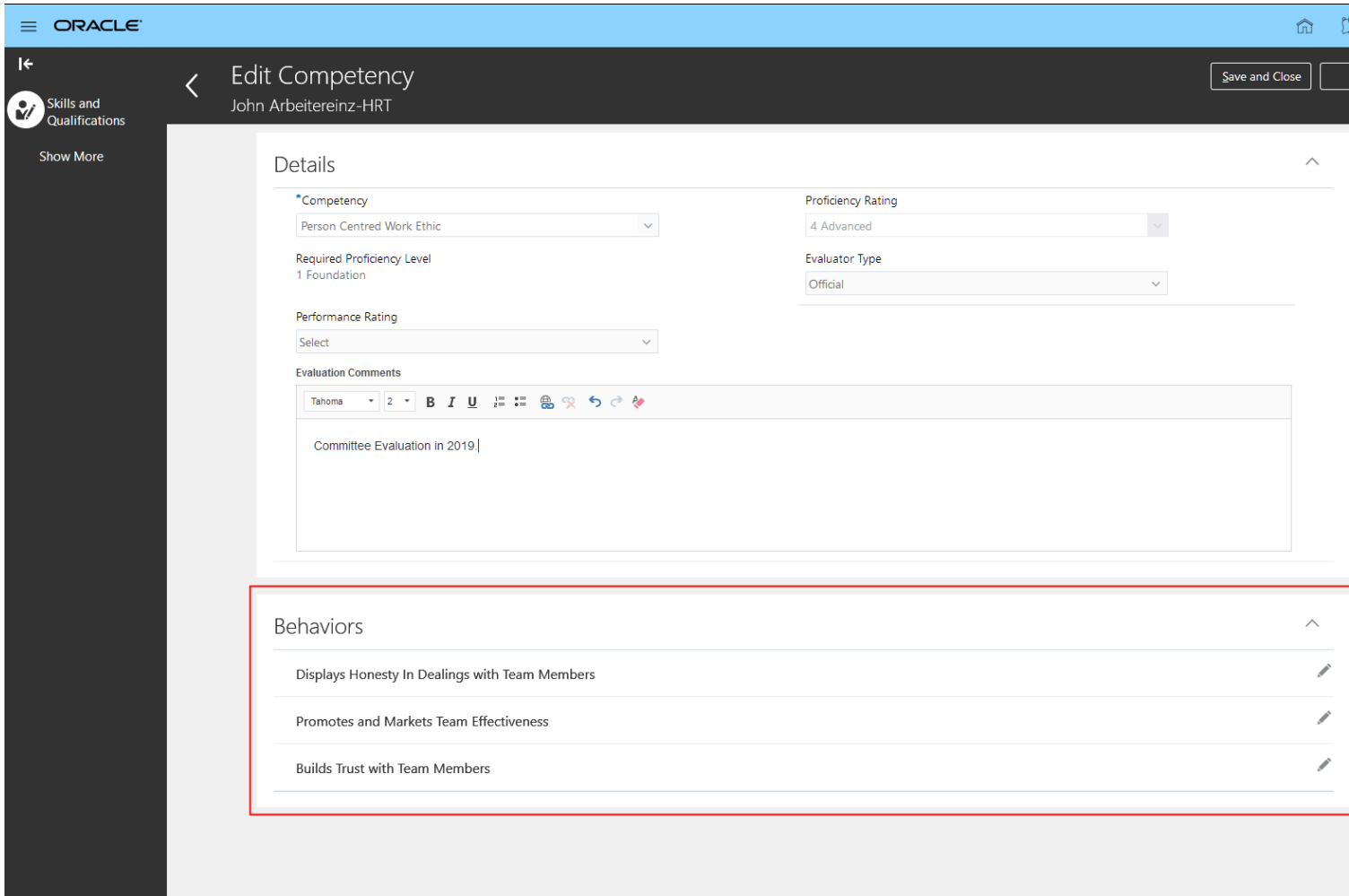
Behaviors

View ▾ + Add ✕ Delete

*Name	Minimum Proficiency	Maximum Proficiency Rating Level
Sai Test1		
Sai Test2		

Configuring Specific Behaviors for Individual Competencies

After you set this up, the Behaviors section is shown in the Skills and Qualifications page below:



5. Edit Competency in Skills and Qualifications.

4 Evaluator Type Setup

Improvements to Evaluator Type Setup for Competency Content Sections

We've improved the user experience when setting up and using evaluator types for competency content sections for talent profiles. A competency always carries an evaluation type, regardless of whether the Admin has chosen to hide it or show it in the content section. That means that different evaluator type settings can be created for different competency content sections.

Additionally, we made it more intuitive for end users to enter competency ratings against different evaluator types on the **Skills and Qualifications** page. Admins can hide or show the evaluator type field on the **Skills and Qualifications** page. When the Evaluator Type is hidden, the default evaluator type for the roles defined in the Person Profile Type Content Section will be used when an employee or manager create a competency. For HR, it will default to the **Official** evaluator type.

If the Content Section evaluator type setup is hidden, then the defaults or any settings created by the Admin user prior to 21A will apply. The defaults are based on the role or the application that contributes a competency rating:

- Employee: SELF
- Manager: SUPERVISOR
- HR Admin: OFFICIAL
- Goal Management: GOAL
- Career Development: GOAL
- Performance Management: SUPERVISOR
- Learning: LEARNING

The evaluator type settings are based on system defaults or in the case of employee and manager, it will be based on the default defined by the Admin in content section setup.

On the **Skills and Qualifications** page, a new selection option in the **View By** drop down enables users to see **All** evaluator types or select only one (like **Official**) that they have access to and want to see.

Navigation	View by filter defaults to
Me > Career and Performance > Skills and Qualifications page	Self
My Team > My Team > search for a person > Skills and Qualifications page	Supervisor
My Client Groups > Profiles > search for a person > Skills and Qualifications page	Official

During the set up for Evaluator Type List of Values, Admin users can choose the same setting for the Employee Default and the Manager Default radio buttons. For example, both can be chosen as Official for the Evaluator Type. A new warning message appears that says employees and managers will be able to modify the same competency.

An evaluator type must be configured for each section that uses the competency template. Admin users can display or hide the evaluator type, but once the evaluator type is set and a competency section is created for it, the evaluator type can no longer be changed by the user.

If the Admin user decides to show evaluator types:

- If there are profile items created for a competency section, Admin users cannot change evaluator type settings. These settings will be read-only so they can view them.
- Permissioned end users can filter by evaluator type to view ratings from different evaluators.
- When adding or updating a competency rating, end users can see, and in some cases, enter an evaluator type value of their own, based on what's allowed in the settings created by the Admin for the content section.

When records are added to the **Skills and Qualifications** page by other applications like Goal Management, Performance Management, or Learning, there is no option to edit those records.

Note that if there is existing profile item data for the section, Admins can only see the List of Values in read-only mode:

Evaluator Type List of Values						
+ Add ✕ Delete						
Evaluator Type	Code	Employee View	Manager View	Employee Default	Manager Default	
Official	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Subordinate	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Customer	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Executive Com...	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Goal	G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
Learning	L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	

Existing values are read-only

5 Talent Profiles

Talent Profiles

Profile types are either person or model profile types and define the data to be captured by instances of the relevant type.

Profile test Types

The Person Profile Type maintains the definition of the person talent profile necessary for tracking employee's skills, qualities, and qualifications. The Model Profile Types maintain the definition of the workforce structures necessary for tracking targeted and required skills, qualities, and qualifications.

Configuring Profile Types

Use the Profile Types task in the Profiles work area to configure a profile type and add content sections based on the predefined templates to the Person and/or Model Profile Types.

Manage Profile Types

Name	Profile Type	Description
Person	PERSON	Person Profile Type Summary
Job	JOB	Job Profile Type Summary
Position	POSITION	Position Profile Type Summary
Organization	ORGANIZATION	Organization Profile Type Summary
Prerequisite	PREREQUISITE	Learn Prerequisite Profile Type Summary

Profile Types Task

6 Person Profile

Person Profile

Use the Person Profile Type to create profiles of your workers or non-workers. Person Profile Types contain the skills, qualities, and qualifications that you want to track for your workers.

Use this navigation: **My Client Groups > Profiles > Profile Types >** select the **Person** link to see the **Edit Profile Type: Person** page.

The **Edit Profile Type: Person** page is divided into 3 areas: Profile Definition, Content Sections, and Profile Talent Ratings.

Edit Profile Type: Person

Profile Type PERSON

* Name Person

Description Person Profile Type Summary

Status Active

Autocreate Person Profiles

Content Sections

+ Add Content Section X Delete

Order	Section Name	Description
^ v	Accomplishments	Accomplishments
^ v	Licenses and Certifications	Licenses and Certifications
^ v	Competencies	Competencies
^ v	Degrees	Degrees
^ v	Education Levels	School Education
^ v	Honors and Awards	Honors and Awards
^ v	Languages	Languages
^ v	Memberships	Memberships
^ v	Career Preferences	Career Preferences
^ v	Work Requirements	Work Requirements
^ v	Previous Employment	Previous Employment
^ v	Highest Education Level	Highest Education Level
^ v	Skill	Skill
^ v	LTLANGUAGE	LTLANGUAGE
^ v	Custom Work Pref	Custom Work Pref

Profile Talent Ratings

Section Name	Description
Performance Rating	Performance Rating
Talent Score	Talent Score
Career Potential	Career Potential
Advancement Readiness	Advancement Readiness
Risk of Loss	Risk of Loss
N Box Cell Assignment	N Box Cell Assignment

Edit Profile Type: Person to add new content sections based on predefined templates

Profile Definition

The Profile Definition page contains the name and description of the profile, together with the active status. In addition, in the case of person profiles, it provides the capability to autocreate profiles.

The application provides the functionality to automatically create person profiles for person records. You can enable or disable this functionality using the **Autocreate Person Profiles** check box in the Person Profile. By default, this check box is already selected. The **Autocreate Person Profiles** check box is available on the Edit Profile Type page of the person profile type. Use the Profile Types task in the Profiles work area to edit the person profile type.

When the **Autocreate Person Profiles** check box is selected:

- The application automatically creates the person profile for that person when someone accesses the Skills and Qualifications page for a person.
- The person profile added for a pending worker is activated on the effective hire date for an employee or the effective placement date for a contingent worker.

If you choose to clear the **Autocreate Person Profiles** check box for the person profile type and no profile exists for a person, the application displays an error message to create or upload profile when you access that person's Skills and Qualifications page. However, when uploading talent profile data from external sources, you must clear the **Autocreate Person Profiles** check box to avoid duplication of person profiles.

Here is how profiles are automatically created in the application:

1. Selecting the Autocreate Person Profiles check box in the Profile Type UI will create profiles automatically only when the user navigates to either the Skills and Qualifications or Talent Rating UIs.
2. Hiring a person through the UI needs to have the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option configured. Create a person profile automatically for a new hire by creating the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option. By default, the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option is not available in the application. You must create and enable this profile option at the site, product, and user profile levels. Once the profile option is created and enabled for all profile levels, the application creates a person profile for each new hire.
3. When loading person data via HDL, customers must also load Profile data to create a person profile. If the above-mentioned profile option is configured and set, customers can try adding the SET ENABLE_INCREMENTAL_LOAD_EVENTS Y in the dat file to simulate UI behavior where the profile records are auto-created, but please note that this may cause performance issues during HDL load as this triggers an event process that will validate and create a profile for each record inserted; thus not a recommended approach.

Content Sections

Content sections are sections in a profile, person or model, containing profile items. The properties for the content sections are configured under the profile type. You define properties for each content section. However, the accessibility of a content section for person profiles is dependent on the role and security privileges assigned to you.

In the **Edit Profile Type** page, you can create multiple content sections using the predefined templates. For example, you can create a content section named Management Competencies with the Competencies template and another content section named Engineering Competencies with the Competencies template. These two content sections will display as two distinct profile sections in the profile (for example, a Person Profile will have a Management

Competencies section and an Engineering Competencies section in their profile). Content sections can be deleted from the Profile only if they haven't been used in a Profile.

When adding content sections to a Person Profile, you must select a predefined template and select the attributes you want to display or use from the predefined template in the newly created content section. You can reuse the predefined templates and create additional content sections for the Profile. The reusability of the content templates allows for multiple content sections of the same type of content to be separately defined. For example, the Work History template can be used to create a section that captures previous employment and another section that captures military experience. This capability provides for richer talent profile definitions.

The delivered Content Templates include:

Accomplishment ²	Language ¹²
Career Preferences	Membership ¹²
Certification ¹²	Skill ²
Competency ¹² Special Project	Special Project ¹²
Education ¹²	Work History
Honor ¹²	Work Preferences/Requirements ²

¹Template supports the construction of structured and unstructured content

²Template supports Model Profile configuration

Note the following:

1. The Career Statement content section is predefined and therefore, is not included in the Person Profile Type for configuration. The Career Statement content section will appear on the **Skills and Qualifications** page as the default leading content section for that page. After the Career Statement, the first two sections of the **Skills and Qualifications** page are expanded by default, and the rest of the sections are collapsed--simply click to expand a section. Just because the sections are collapsed doesn't mean that they don't have data.
2. Talent Ratings content sections (performance rating, career potential, risk of loss, impact of loss, talent score, Nbox assignment, and advancement readiness) are also predefined as part of the Person Profile Type definition however, their configuration can be modified to meet your requirements. The Talent Ratings content sections will appear on the **Talent Ratings** page. Content section security secures user access to the various delivered talent ratings. The aggregate security privilege, View Talent Ratings, is required to gain access to the new Talent Ratings UI.
3. Career Preferences and Work Preferences content sections are configured in the Person Profile Type definition but each one is displayed as a section on the **Career Development** page.
4. The Skill Level attribute available in the Skill template is specific to Skills Center and it doesn't get displayed in the content section on the Skills and Qualification page.

Content sections can be configured as default sections, which determines if a content section is presented on a person's talent profile without being explicitly added. Section default settings can be changed by administrators for any section.

In addition, you can order content sections in the order you want them to be displayed in the Person Profile, set up Approvals for each content section, and define whether a content section is active. You can determine which attributes are displayed as part of summary or detail display or not display the attribute at all.

You can also define structured and unstructured content. For example, the delivered Special Projects template gives you the flexibility to configure content sections to capture content from a predefined list of projects or from manual entry of projects, enabling customers to capture details related to known internal projects or to capture details about unknown projects to which their employed talent is connected.

When you select to add a new content section or select a specific content section link in the **Edit Profile Type** page, you will be directed to the **Add/Edit Content Section** page.

Edit Content Section: Competencies

* Section Name

Talent Rating Template

DFF Context Code

Description

Active

Approval Required

Default Section

Content Section Properties

Label	Field Type	Display	* Value Set Name
Competency	Item Value Set	Summary	Competencies
Proficiency Rating	List of Values	Summary	Proficiency Rating Model
Performance Rating	List of Values	Summary	Performance Rating Model
Evaluator Type	List of Values	Summary	Evaluator Type
Reviewer Name	Text	Hide	
Year Acquired	Number	Hide	
Years of Experience	Decimal	Detail	
Year Last Used	Number	Detail	
Review Date	Date	Detail	
Reviewer	Text	Detail	
Personal Interest Level	Text	Detail	

Edit Content Section: Competencies

Note that content section access security (configured using the Profile Content Section Access task) secures user access to the various content sections including talent ratings as well as the relevant data for the person profile. To access the content for person profiles, you must give the required access for the content section to a role. You can specify the level of access as view, edit, or report for each role. For example, users in the line manager role can be given edit access to add and edit the Competencies content and view access to only read the Degrees content for their employees (for more information, see the Content Section Access section later in this document). You must have the IT Security Manager role or privileges to perform this task.

After saving your changes on the Profile Content Section Access page, you must regenerate:

- Data roles that inherit any of the job roles to which you mapped a content section
- Abstract roles to which you mapped a content section and to which security profiles are assigned

Regenerating roles updates their data security permissions. If you don't regenerate relevant roles, then users can't access content sections in person profiles.

Note: When you edit a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The table below helps you to understand the list of attributes relevant to Skills Center and other subscribers.

Field Name	Relevant to Skills Center	Possible Values
SKILLS	No	
SPECIALITY	No	HARD_SKILL, COMMUNICATION, and LEADERSHIP
SKILL_CATEGORY	Yes	
SKILL_RECOMMENDATION_TYPE	No	
SKILL_CURATION_STATUS	No	Y (For learn)
DATE_ACHIEVED	No	
YEARS_OF_EXPERIENCE	No	
PROJECT_NAME	No	
COMMENTS	No	
DESCRIPTION	No	
SKILL_LEVEL_ID	Yes	
SKILL_RATING_MODEL_ID	Yes	
SKILL_GROUP	Yes	ORA_DEVELOPED/ ORA_DEVELOPING
CONFIRMATION_STATUS	Yes	
CONFIRMATION_DATE	Yes	

Content Section Properties

Content section properties or content properties are attributes that are used to define data included in a profile. Use the Profile Types task in the Profiles work area to select and edit a content section associated with a profile and define its properties. You must have the HR specialist or implementor role or privileges to perform this task. You have to maintain the leading attributes for the content sections either in freeform or non-freeform.

Note: When you edit a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The configuration of the content sections for person profiles includes:

1. Section Name – name of the newly created or predefined content section name.
2. Description – description for the content section.
3. Active – whether the content section is active or not.
4. Approval Required – if checked, approval is required when adding, updating or deleting the content section from the profile.
5. Default Section – if checked, this content section will automatically display in the Skills and Qualifications page (using the “Talent Profile” subscriber code) for the Person Profile. The employee will not need to add this content section to their Skills and Qualifications.
6. Content Section Properties – represent the information that you want to capture for a section.
 - a. Label – the attribute label for the content section property displayed on the profile when the property is included within a content section.

You can update attribute labels presented in the UIs by using Page Composer and define the required content section (using Section_ID) as part of the conditions or EL expression. Each content section has a different SectionID therefore, make sure you change the SectionID when changing the label to multiple content sections.

If you would like to query the SectionID, you can use the following:

SectionID Query:

```
SELECT (SELECT PROFILE_TYPE_CODE FROM HRT_PROFILE_TYPES_B WHERE PROFILE_TYPE_ID =
SE.PROFILE_TYPE_ID) PROFILE_TYPE, SE.SECTION_CONTEXT,
SE.SECTION_ID,CO.CONTENT_TYPE_NAME AS TEMPLATE, SE.NAME
FROM FUSION.HRT_PROFILE_TYP_SECTIONS_VL SE, FUSION.HRT_CONTENT_TYPES_VL CO
WHERE CO.CONTENT_TYPE_ID = SE.CONTENT_TYPE_ID
AND SE.TEMPLATE_BASED_SECTION_FLAG = 'Y'
ORDER BY SE.PROFILE_TYPE_ID, SE.CONTENT_TYPE_ID
```

Sample EL Expression – use correction SectionID for each content section:

```
#{pageFlowScope.pSectionId == '<section_id>' ? 'CustomLabelName' :
```

```
row.bindings.EvalComments.label }
```

- b. Field Type – the type of attribute
 - i. Character Large Object (CLOB).
 - ii. Date.

- iii. Decimal.
 - iv. Item Value Set – the list of values for the profile items.
 - v. List of Values – an attribute can be configured either as a List of Values or a free form text. When the attribute is defined as an item list, the list of values source for that attribute is enabled. For example, you can create a list of values for Organization and when you add a profile item that contains Organization as an attribute, you will be able to select the Organization from the list of values.
 - vi. Lookup – assign a custom list of values (Common Lookup) for relevant attributes within a section; name of the lookup type or a predefined value set that provides values for the content section property.
 - vii. Number.
 - viii. Text – an attribute can be configured either as a List of Values or a free form text. When an attribute is defined as free form text, the list of values source for that attribute is disabled. For example, you can have a profile item that contains a free form text attribute for Organization.
- c. Value Set Name – the catalog items defined for the relevant item template. The Item Catalogs task supports the functional requirement for defining structured content representing specific skills and

credentials a person has and can be used to evaluate and determine if a person is qualified or fit for a role. Catalog items enable the definition of item lists for specific talent skills and credentials.

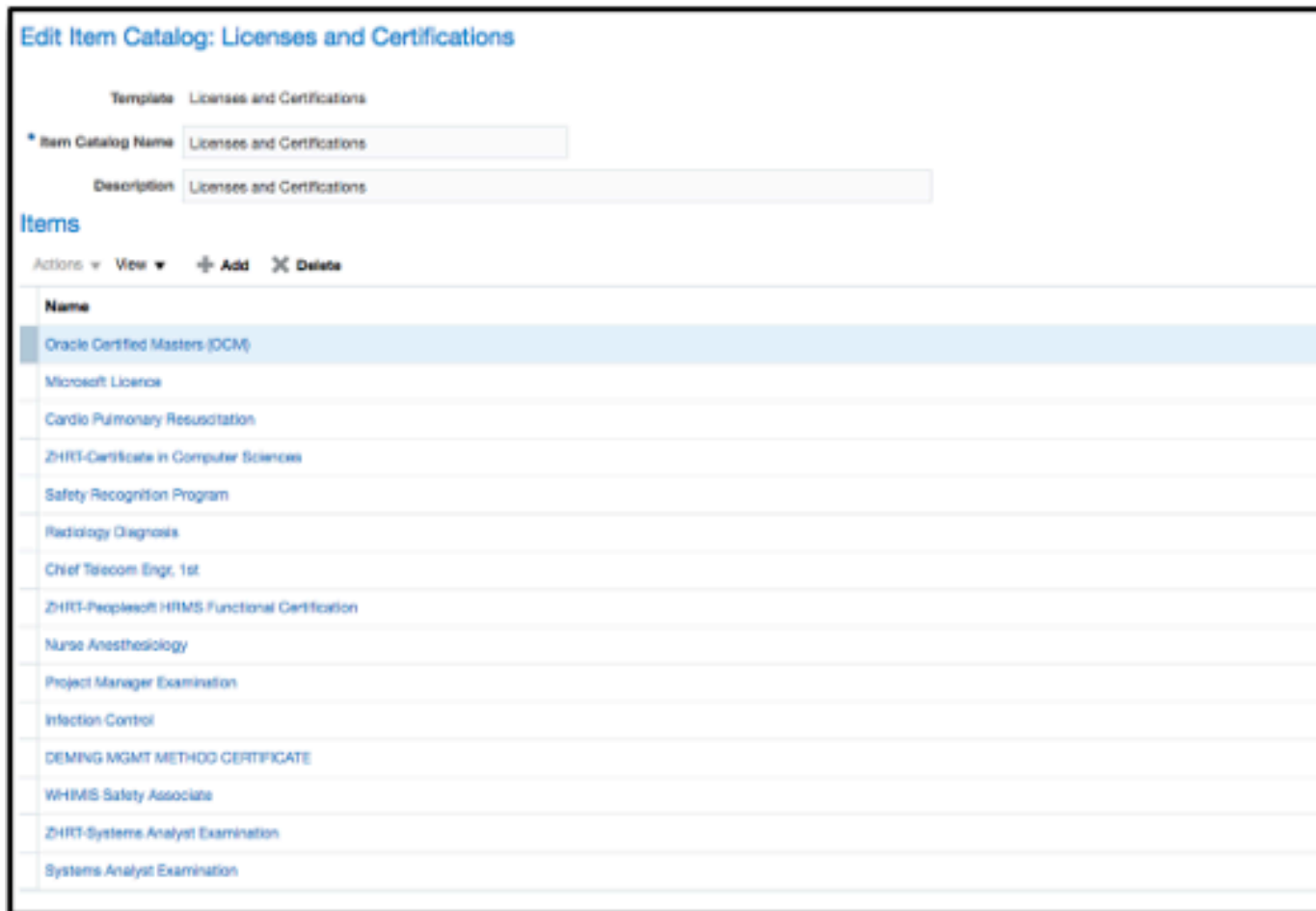


To create an Item Catalog, go to the Item Catalogs task in the Profiles work area and select one of the following predefined Item Catalog Templates:

- Behaviors
- Competencies
- Degrees
- Education Levels
- Establishment
- Honors and Awards
- Languages
- Licenses and Certifications
- Memberships
- Projects
- Tags

Then, create an Item Catalog Name and add the relevant items and their descriptions. The attributes presented in the Create Content Item page are based on the item catalog template. For example, let's say you want to create two Item Catalogs for Certifications – one called Driver's Licenses and the other called Financial Securities Licenses. You will create both catalog value sets in the Item Catalogs task and then add the items such as Truck Driver's license and Special Motorist license under the Driver's license Item Catalog and Series 6 and Series 7 under the Financial Securities Licenses Item Catalog. Therefore, you

will have a value set for Driver's Licenses and another value set for Financial Securities Licenses that you can select to add to the profile for Licenses and Certifications.



You can also upload the Item Catalogs and Items using HCM Data Loader. (For more information about how to use HCM Data Loader, see the HCM Data Loader documentation.) Before uploading HCM Data Loader files, the system administrator has to complete the following steps:

- i. Create the Item Catalog in the Item Catalogs task (for example, create Licenses and Certifications Item Catalog).
- ii. Associate the Item Catalog to the Content Section (for example, add Licenses and Certifications Catalog to the Licenses and Certifications Content Section as part of the Value Set Name).
- iii. Refresh the HCM Data Loader files (you can do this one time, but some patches will include updates to the files and the refresh will pull in the updated files):
 - a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to Full.

- b. Search for Talent Management (Product Area) and Content Item (Business Object), select every row, and select Refresh Object or Refresh All Objects.
- iv. Download the files you will use and review:
 - o The Content Item files must contain the Value Set ID and Value Set Name.
- v. When creating the Content Item files, make sure you add the Value Set Name (for example, Licenses and Certifications) created in Step 1 above.
- vi. Upload the files.

Once an Item Catalog is defined and added to the content section property, the Item Catalog name will be included in the list of values for Value Set Name.

One of the predefined Item Catalogs is Establishments, which can be used to define the schools or educational institutions and is one of the predefined attributes within the following content templates:

- Accomplishments
- Certifications
- Honors
- Memberships

In the case of the Competencies content section, one of the predefined Value Set Names is Evaluator Type for the content section property Evaluator Type. This content section property identifies the role of the person who rated or updated a particular competency for an employee.

Edit Content Section: Competencies

Description: PK Competencies testing...

Active

Approval Required

Default Section

Content Section Properties

Label	Field Type	* Value Set Name
Competency	Item Value Set	Competencies
Proficiency Rating	List of Values	Proficiency Rating Model
Performance Rating	List of Values	Performance Rating Model
Evaluator Type	List of Values	Evaluator Type
Reviewer Name	Text	
Year Acquired	Number	
Years of Experience	Decimal	
Year Last Used	Number	
Review Date	Date	
Reviewer	Text	

Evaluator Type List of Values

Evaluator Type	Code	Employee View	Manager View	Employee Default
Official	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Subordinate	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Customer	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Executive Com...	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Learning	L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Mentor	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Peer	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Supervisor	R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Resource Mana...	RM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Self	S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>

Evaluator Type Item Catalog

You can change the Evaluator Type List of Values by selecting the hyperlink for *Evaluator Type Value Set*. Each predefined Evaluator Type is assigned a code and you can add additional Evaluator Types. Also, you can select the default Employee View and Manager View. For example, in Figure 6, for the Evaluator Type of Official, the Employee View and Manager View are checked, therefore, the employee and the manager will be able to view all the ratings that are Official. In the case of Employee Default vs Manager Default, you can select which will be the Evaluator Type for the Employee (in this case Self), and for the Manager (in this case Supervisor).

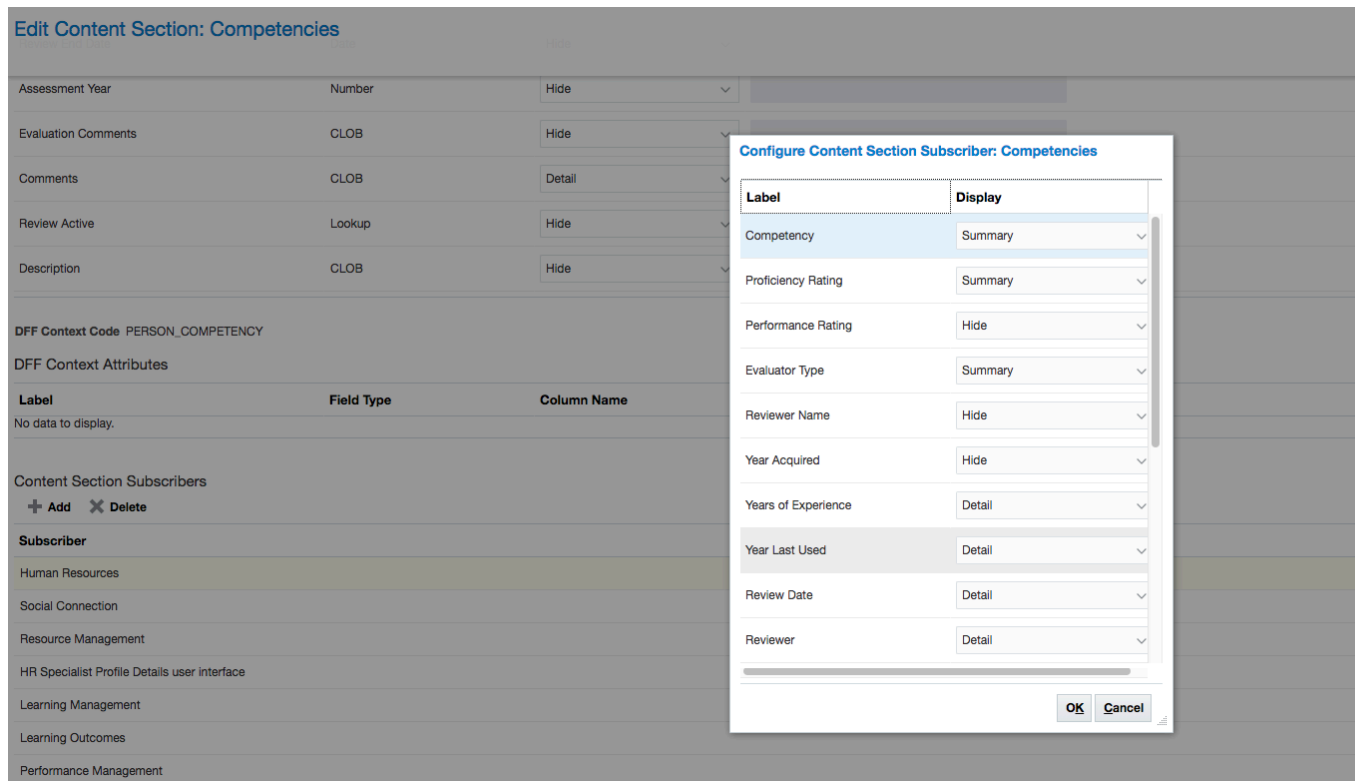
The default value for Evaluator Type will be based on the reviewer:

- If the reviewer is an employee, the Evaluator Type is Self.
 - If the reviewer is a Manager, the Evaluator Type is Supervisor.
 - If the reviewer is a Human Resource Specialist, the Evaluator Type is presented as a list of values.
- d. Display – the attribute is displayed in the content section as part of the Summary view or the Detail view or hidden. This content section property determines if the content section attribute is displayed on the profile and whether the attribute is displayed on the content section summary or detail area. The display options are:
- i. Summary
 - ii. Detail
 - iii. Hide

If you have defined content subscribers for the content section, the Display property in the content subscriber determines how the attribute will be displayed in the Oracle Cloud HCM application or work area where the subscribed content section is displayed. Keep in mind, the Display property in the content section properties MUST be set to Summary or Display in order for the attribute to be able to be configured in the Configure Content Section Subscriber page. If the Display property is set to Hide, the attribute will not be displayed in the Configure Content Section Subscriber page.

For example, in the figure below, you can see that Assessment Year is set as Hide in the Content Section for Competencies and therefore, you can't configure Assessment Year in the Human Resources Subscriber, Configure Content Section Subscriber: Competencies page – the attribute won't be listed as an available attribute to be configure. Also, you can see that Comments attribute is set to Detail in the Content Section for Competencies and therefore, it is included in the list of attributes available to be

configured in the Human Resources Subscriber, Configure Content Section Subscriber: Competencies page.



Configure Content Section Subscriber: Competencies

- e. Default Value – define the default value for a value set that will display in the content section for an attribute with the exception of the Item Catalog.
7. DFF Context Code – used to create flexfields for each content section by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

- o When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."

- o After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types ([Doc ID 2761755.1](#)).

If flexfields don't display in the Skills and Qualifications content section or when you go to Page Composer they show as hidden, follow these steps:

- a. Go to Manage Descriptive Flexfields FSM task.
 - b. Filter on HRT_PROFILE_ITEMS.
 - c. Edit it.
 - d. Set the display type to List of Values/ Text Box under Context Segment.
 - e. Save and Close.
 - f. Click on Deploy Flexfields.
 - g. Logout.
 - h. Clear browser cache.
 - i. Open a private window and login.
 - j. Access the Skills and Qualifications page and the flexfields should appear now.
8. Content Section Subscribers – you can add, delete, and configure subscribers that will use this specific content section. Content section subscribers support content presentation within Profile Management and other Oracle Cloud HCM consuming products. The enhanced administration provides the ability to define subscription specific configuration of a content section.

To use a content section within the Profile Management work areas or other Oracle Cloud HCM consuming product, you must add the associated predefined subscriber to the content section. Example: you created a content section based on the Competency Template called Managerial Competencies. To view the content section for Managerial Competencies in the Skills and Qualifications work area, you must add the Talent Profile content subscriber code to the Managerial Competencies content section.



Content Section Subscribers

The following table displays the predefined subscriber codes and the corresponding Oracle Cloud HCM applications or work areas where the subscribed content sections are displayed.

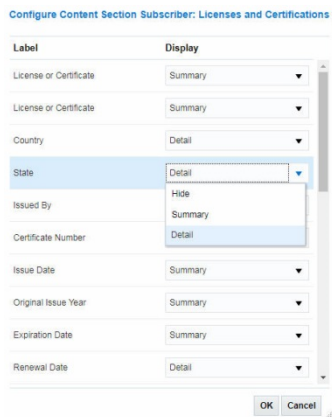
Subscriber Code	Oracle Cloud HCM Application or Work Areas
Career Development	Career Development
Learning Outcomes	Learning
Oracle Taleo Recruiting Cloud Service	Human Capital Management Cloud Taleo Recruiting integration flows
Recruiting	Recruiting

Subscriber Code	Oracle Cloud HCM Application or Work Areas
Resource Management	Resource Management
Talent Profile	Skills and Qualifications and Talent Ratings pages
Goals	Target Outcomes

Note:

- Customer-defined subscriber codes aren't supported.
- Skills Center is part of Oracle Dynamic Skills, a separately sold product. Choose Skills Center as a subscriber if you own Dynamic Skills.

In addition to adding/deleting subscribers, you can configure subscribers by selecting the Configure icon and selecting the attributes that you would like to be subscribed to for that specific content section. All attributes are enabled for subscription by default. If an attribute Display property in the Content Section Properties is set to Hide, the attribute will not be displayed in the Configure Content Section Subscriber page; you will need to change the Display property to Summary or Detail in order to display the attribute in the Configure Content Section Subscriber page.



Configure Content Section Subscribers for Licenses and Certifications

7 Profile Talent Rating

Profile Talent Ratings

The last area of the Edit Profile Type: Person page contains the Profile Talent Ratings. Talent ratings are ratings that are used to evaluate an employee, including performance, potential, proficiency, readiness, and impact. Ratings are used in multiple products within the Oracle Cloud HCM product family such as Profile Management, Performance Management, and Talent Review.

These predefined talent ratings can be defined as Active or not and can be configured to meet property presentation and subscription requirements. There are different configuration options depending on the specific rating.

Profile Talent Ratings

Section Name	Description
Career Potential	Career Potential
Advancement Readiness	Advancement Readiness
Risk of Loss	Risk of Loss
Performance Rating	Performance Rating
Talent Score	Talent Score
N Box Cell Assignment	N Box Cell Assignment

Edit Profile Type: Profile Talent Ratings

Enabling Talent Ratings and Skills and Qualifications for Managers

Use the Manage Administrator Profile Values task in the Setup and Maintenance work area to set the value of the profile options listed in this table:

Profile Option Code	Profile Option Name	Value
ORA_HCM_VBCS_PWA_ENABLED	Enable VBCS Progressive Web Application User Interface	Y
HRC_ELASTIC_SEARCH_ENABLED	HRC: Enable Elastic Search	Y

Talent Ratings Templates

The following table displays the predefined templates for talent ratings and their description. Depending on application settings and roles assigned, you can view, add, and update these talent ratings across multiple products within the Oracle Cloud HCM product family.

Talent Ratings	Descriptions
Advancement readiness	Evaluate a person's readiness for the next position in their career development.
Career Potential	Evaluate a person based on the execution of the person's work.
N box cell assignment	Evaluate a person's current contribution and potential contribution to the organization on a box chart matrix with N boxes. N represents the number of boxes in the grid.
Performance rating	Evaluate an item, section, or overall performance document.
Risk of loss	Evaluate the likelihood of a person leaving the company. Configure Impact of Loss rating by using the Risk of Loss rating and selecting the Impact Rating Model in the Person Profile Type, Edit Talent Rating page.
Talent score	Evaluate a person's overall value to the organization using a rating model your organization defines.

Creating Custom Talent Rating Templates

You can create up to 5 custom talent ratings in addition to the existing standard talent ratings on the **Edit Profile Type: Person** page.

Here are the steps:

Navigate to **My Client Groups > Profiles > Profile Type > Edit Profile Type: Person** page,

- In the **Profile Talent Ratings** section, click **Add Talent Rating** button. The **Add Talent Rating** page will be displayed.
- In the **Add Talent Rating** page,
 - Provide a unique **Section Name**.
 - Provide a **Section Description**.
 - Choose a **Rating Model** from the rating models in the dropdown.
 - Select the **Active** checkbox.
 - Configure the **Evaluator Type Definition** section for each of the **Evaluator Type** for **Employee View** or **Manager View**.
 - Click **Save and Close**.
- The newly created custom talent rating is now available in the **Profile Talent Ratings** section.

Note the following:

- After creating the custom talent rating, you must add the roles for each of the those for the employee or manager to access it. You can set up the roles using the **Profile Content Section Access** task in the **Profiles** work area by searching for the custom talent rating that you created.
- Apart from the standard talent ratings, you can add and view only up to 5 additional custom talent ratings on the **Profile Talent Ratings** section.

- You can't delete a custom talent rating. You may only set it as inactive.

Talent Ratings Properties

The configuration of the Talent Ratings includes (varies by Talent Rating):

1. Talent Rating Template Name – name of the talent rating
2. DFF Context Code – used to create flexfields for each talent rating by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

- When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."
- After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types ([Doc ID 2761755.1](#)).

If flexfields don't display in the Talent Ratings or when you go to Page Composer they show as hidden, follow the steps outlined here:

- Go to Manage Descriptive Flexfields FSM task
 - Filter on HRT_PROFILE_ITEMS
 - Edit it
 - Set the display type to List of Values/ Text Box under Context Segment
 - Save and Close
 - Click on Deploy Flexfields
 - Logout
 - Clear browser cache
 - Open a private window and login
 - Access the Talent Ratings page and the flexfields should appear now.
3. Description - description for the talent rating
 4. Rating Model – rating model used for the talent rating
 5. Active - whether the talent rating is active or not
 6. Evaluation Type Definition – values are predefined for each talent rating (except for Advancement Readiness that doesn't have Evaluation Type) but you can change the predefined configuration.
 - a. Evaluator Type – instance identifier for the rating
 - b. Code – code for the instance identifier
 - c. Employee View – if checked, the employee will be able to view this instance of the rating
 - d. Manager View – if checked, the manager will be able to view this instance of the rating

Edit Talent Rating: Performance Rating

Updating Talent Ratings

You can update talent ratings depending on application settings and roles assigned to you. The following table shows where talent ratings can be updated.

Talent Rating	Talent Ratings	Talent Review	Performance Management	Succession Management	Talent Pools
Advancement readiness	Yes	No	No	No	No
Career Potential	Yes	Yes	No	No	No
N box cell assignment	No	Yes	No	No	No
Performance Rating	Yes	Yes	Yes	No	No
Risk of loss	Yes	Yes	No	Yes	Yes
Talent score	Yes	Yes	No	No	No

When you update talent ratings:

- The performance rating from the employee's performance document overall section is then displayed on the employee's profile when configured to do so in the performance template.
- The talent review process uses talent ratings on the employee's profile to build talent review information. When a talent review meeting concludes, an employee's profile is automatically updated with the calibrated ratings. Therefore, the performance rating displayed in an employee's performance document might be different from the one displayed in the employee's profile.

Note:

- The ratings on the Performance Rating section are ordered by the date created and then by the last updated date.
- You can edit only ratings created in Talent Ratings. For example, you cannot edit a performance rating sourced from Performance Management.

8 Content Section Access

Content Section Access

To access the content for person profiles, you must give the required access for the content section to a role. You can specify the level of access as view, edit, or report for each role. For example, users in the line manager role can be given edit access to add and edit the Competencies content and view access to only read the Education content for their workers.

In addition, content section security secures user access to the various delivered talent ratings. The aggregate security privilege, View Talent Ratings, is required to gain access to the new Talent Ratings page.

Use the Profile Content Section Access task in the Profiles work area to secure access to content sections in person profiles. You must have the IT Security Manager role or privileges to perform this task. For a selected content section, you can:

- Identify the predefined or custom job roles and abstract roles that can access the content section in person profiles.
- Specify the level of access for each role. The levels are shown in this table.

Access Level	Description
View	Users can view content-section data.
Edit	Users can edit content-section data. This access includes View and Report access.
Report	Users can include content-section data in Oracle Business Intelligence Publisher reports.

When you map a content section to a role, a data security privilege is granted to the role automatically. For example, you could map the Leadership content section to the predefined Employee abstract role and set the access level to Edit. This table shows the resulting data security policy. The data security privilege shown in this data security policy would be generated and granted to the role.

Data Security Policy	Data Resource	Data Security Privilege	Condition
ORA_PER_EMPLOYEE_ABSTRACT Grant on Profile Content Type LEADERSHIP	Person Detail	Manage Leadership Content Type	HCM:PER:PER_ALL_PEOPLE Own Record

These rules apply to the data security policy:

- The policy name is in the form: `role code, Grant on Profile Content Type content type code`. The policy description is the same as the policy name.
- The data resource is Person Detail.

- The data security privileges are in the form: `Manage | Report | View | content type name Content Type`
- The condition, which controls access to specific instances of person records, identifies the relevant person security profile.



Regeneration of Data and Abstract Roles

After saving your changes on the Profile Content Section Access page, you must regenerate:

- Data roles that inherit any of the job roles to which you mapped a content section
- Abstract roles to which you mapped a content section and to which security profiles are assigned

Regenerating roles updates their data security permissions. If you don't regenerate relevant roles, then users can't access content sections in person profiles.

Note: If you plan to copy abstract or job roles to which security profiles are assigned, then revoke the security profiles before you perform the copy. This precaution ensures that any data security policies, including those generated when you map content sections to a role, aren't copied.

Restrictions

Content sections in person profiles are unsecured when person profiles are included in:

- Best-fit analyses
- Oracle Transactional Business Intelligence reports

No access is required for content sections added to model profiles as their contents aren't secured.

Public Access to View Content Section Data

In addition to the seeded roles, you will need a custom role to access (View and/or Edit) content section data for other employees in the Directory.

This custom role is a job role and should be added to the user. Enclosed are the steps that you must follow to create the Public View Custom role but keep in mind that you will also have to grant content section access to his role in order to View and/or Edit the content sections that you want the employee to view other employees Skills and Qualifications via the Directory.

How to Create the Custom Public Role

Use the following steps to create a Custom Public Role:

1. Go to the Security Console.
2. On the Roles page, select Create Role.
3. Enter the Role Name and Role Code (i.e. Custom Employee Public Profile Role).
4. Select HCM – Job Roles under Role Category.
5. Add any other information such as Description.
6. Make sure the Role Hierarchy is empty.
7. Select Next and under Users, you can add the users to the role.
8. Select Next and Save and Close.
9. After you created the Custom Public Role, make sure that you grant appropriate Content Section Access security to the new role via the Profile Content Section Access task.
10. Navigate to Manage Data Role and Security Profiles UI and assign “View all workers” person security profile (or an appropriate person security profile that identifies the correct “Other Workers” population) and select “Submit” to regenerate the role. Please note that the content section access works based on the person security profile only and not based on the public person security profile.

Person Profile Content Access for Roles: Examples

You must identify which job roles and abstract roles need access to content sections and the level of access each role needs. This topic provides examples of content-section access for some roles and identifies tasks that users with those roles can perform.

Scenario:

The First Software organization associates the following content sections with the person profile type. These content sections are available as searchable profile content.

- Competencies
- Degree
- Languages
- Licenses and Certifications

The organization has employee, line manager, and license manager roles. An appropriate person security profile is assigned to each role. According to the person security profile:

- Users with the employee role can search for employees according to their access privileges for person records in the directory and manage their own records.
- Users with the line manager role can manage the person records of their reports.
- Users with the license manager role can manage the person records of employees in their department.

The access level for each content section for a role can be defined as shown in the following table:

Content Section	Access Level for the Employee Role	Access Level for the Line Manager Role	Access Level for the License Manager Role
Competencies	Edit	Edit	None

Content Section	Access Level for the Employee Role	Access Level for the Line Manager Role	Access Level for the License Manager Role
Degree	Edit	Edit	None
Languages	Edit	Edit	None
Licenses and Certifications	View	Edit	Edit

Content Access for Employees

As the employee role has the edit access level for all content sections in the organization, all users associated with the role can do the following tasks:

- Search for all employees in the directory and view the publicly accessible content of a person profile
- Search for their own person profile using the searchable profile content
- View their own person profile content for which they have edit or view access. In the example, all employees can view their competencies, degree, languages, and licenses and certifications content on their profile
- Edit their own person profile content for which they have edit access. In the example, all employees can edit their competencies, degree, and languages content on their person profile
- View, add, and remove attachments for their person profile content

Content Access for Line Managers

As the line manager role has the edit access level for all content sections in the organization, all users associated with the role can do the following tasks:

- Search for direct reports within their own person security profile on the Team Talent page
- View secured content of person profiles of their direct reports within their own person security profile. In this example, all line managers can view competencies, degree, languages, and licenses and certifications content on their reports' person profile
- Edit secured content of person profiles of their direct reports within their own person security profile. In this example, all line managers can edit competencies, degree, languages, and licenses and certifications content on their reports' person profile
- View, add, and remove attachments for person profile content of their direct reports within their own person security profile

Content Access for License Managers

As the license manager role has the edit access level for only the Licenses and Certifications content section in the organization, all users associated with the role can do the following tasks:

- Search for employees within their own person security profile in the directory using the searchable profile content
- View Licenses and Certifications content for person profiles of employees within their own person security profile
- Edit Licenses and Certifications content of person profiles of employees within their own person security profile

Adding Content to an Employee's Profile: Procedure

Depending on the content section access settings for HR specialists and managers, they can edit content or add it to an employee's profile. To view, add, or edit content of an employee's profile, they must use the employee's Skills and Qualifications and/or the Talent Ratings page.

As an HR specialist, follow these steps to either edit the content or add it to the employee's profile:

1. Click **My Client Groups > Profiles > Talent Profile** to open the Search: Profiles page.
2. Enter the name of the employee in the **Search** and click the employee name in the Results section to open the **Skills and Qualifications** page of that employee.
3. **Tip:** Alternatively, in the Person Management work area, search for the employee name, choose the Talent Profile option in the Actions to open a person's Skills and Qualifications page.
4. In the **Skills and Qualifications** page you can use the **Actions** menu to add sections or click **Add** in existing sections to either edit the content, or add it to the employee's profile.

As a manager, follow these steps to either edit the content or add it to a report's profile:

1. Click **My Team**. In the **Overview** page, search for and click to open a report's person card. Click **Show More** to see the **Skills and Qualifications** page or the **Talent Ratings** page for the report.
2. On the **Skills and Qualifications** page, use the **Actions** menu to add sections, or click **Add** in existing sections to either edit the content, or add it to the employee's profile. On the **Talent Ratings** page, click **Add** to add to the employee's profile.

Adding Attachments to Content Section on the Employee's Profile: Procedure

You can now associate attachments to individual items in the Honors, Degrees, and Licenses and Certifications content sections of the Talent Profile. Attach a file by dragging and dropping it into the attachment region or add a link by simply typing or pasting it in.

Note: Content section attachments are only possible through the Skills and Qualification page.

9 Talent Profile Summary Report

Talent Profile Summary Report

The Talent Profile report provides talent-related information for an employee. This topic describes options that you can select when printing the report.

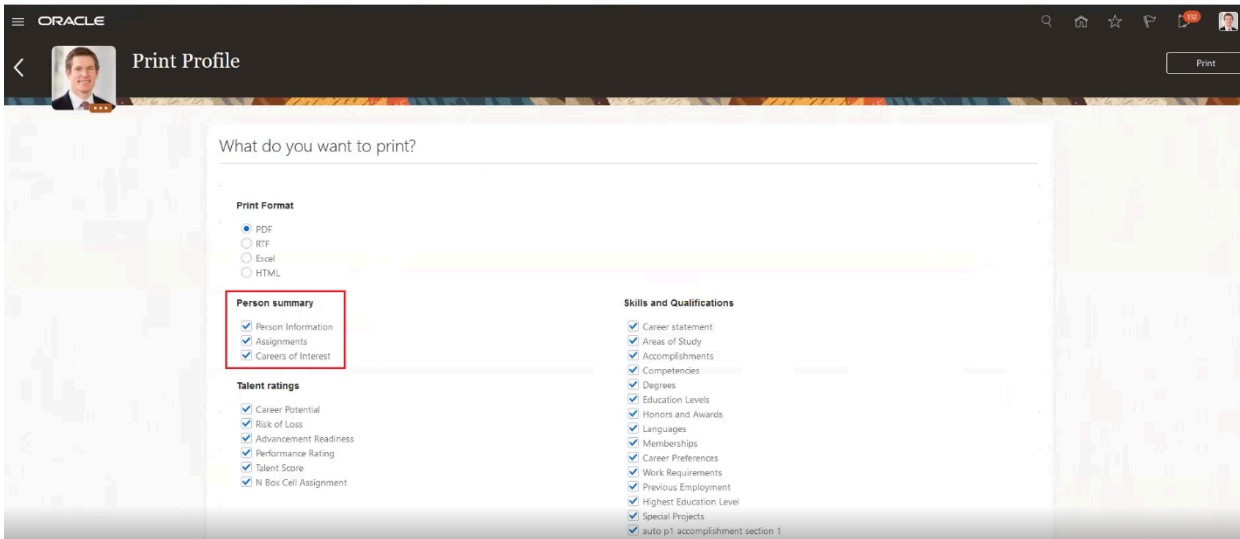
To print the report, select the Talent Profile task in the Person Management work area. On the **Skills and Qualifications** page, select **Actions - Print Profile**. Talent review meeting participants can also print the report for one or more employees from the Talent Review dashboard.

Report Sections

The Talent Profile report can contain a person summary and five configurable sections. This table describes the contents of each section.

Report Section	Contents
Experience	Current and previous assignments.
Talent Overview	Performance evaluation information for up three years. The section includes the evaluation period, overall rating, overall comments, and a bar graph comparing the performance ratings. You can also include talent ratings.
Education and Qualification	Competency ratings and evaluation types, degrees, licenses and certifications, honors and awards, and memberships.
Career Options and Interests	Career preference and advancement readiness information, including willingness to travel, relocate, consider part-time employment, or adopt flexible work schedules. You can also include preferred career moves and any jobs in an employee's interest list.
Goals	Development and performance goal information, such as goal names, completion dates, statuses, and descriptions. This section includes a graph of goal achievements for the employee.

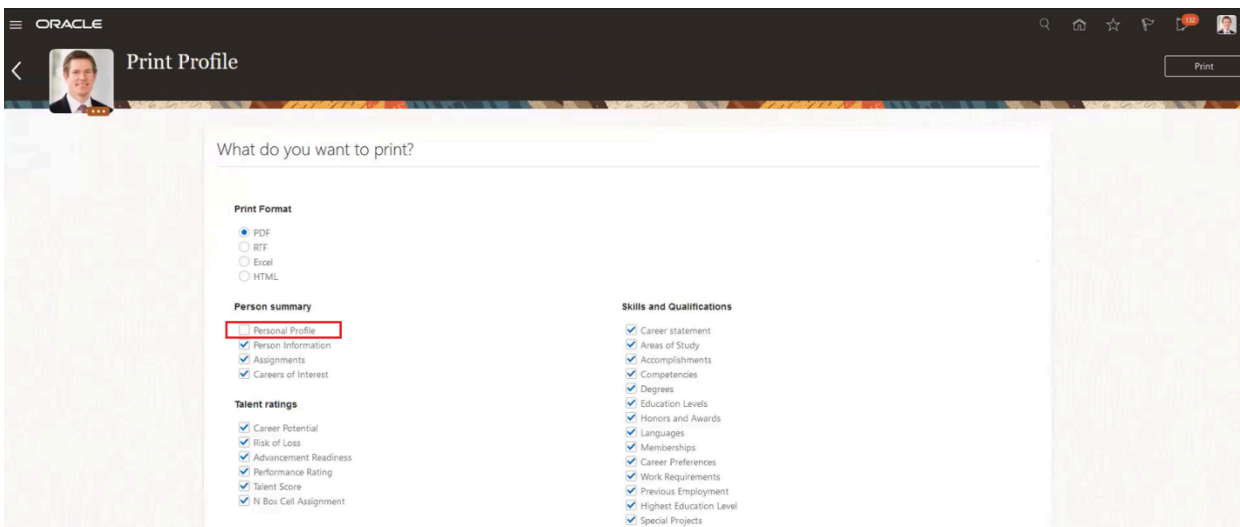
Note that the personal profile flag is hidden by default in the person summary section. You can print the talent profile report devoid of personal information such as date of birth, ethnicity, gender, nationality, and preferred name.



If you need to display the personal profile flag, follow these steps:

1. Enable a sandbox, and make sure that Page Composer is available.
2. In the Page Composer, click structure and select the Person Summary area to edit.
3. In the Component Properties window, select the Child Components tab.
4. Select the Personal Profile checkbox and click Apply, and then OK.

The Personal Profile checkbox, unchecked by default, is displayed in the Person summary section.



Related Topics

- [Modify Page Content Using Page Composer](#)

Print Formats

You can print the Talent Profile Summary as a PDF, RTF, Excel, or HTML.

10 Model Profile Types

Model Profile Types

The model profile type:

- You use for workforce structures such as jobs, positions, and organizations.
- Identifies the targeted and required skills and qualifications for a job, position, or organization.
- Identifies work requirements, such as work schedule and travel frequency.
- Identifies the prerequisites of a learning activity within Oracle Learning.

You will only be able to associate workforce structures with the corresponding profile types. Specifically:

- Jobs can only be associated with job profiles.
- Positions can only be associated with position profiles.
- Organizations can only be associated with organization profiles.

If you had previously created associations between workforce structures and disparate profile types, you will be able to view and delete them. You will no longer be able to create or edit disparate associations.

Delivered model profile types include:

- Job
- Position
- Organization
- Prerequisite

In the Profile Types task, you can manage a Job, Position, or Organization Model Profile. Once you select the Model Profile you would like to configure, the application takes you to the Edit Profile Type page which displays the general attributes for the Model Profile together with the Content Sections Properties.

Edit Profile Type: Job

Profile Type JOB

* Name

Description

Status

Include Job Description

Include Job Responsibilities

Include Job Qualifications

Include Criticality

Edit Profile Type for Model Profile flags

In addition to the Name and Description for the Model Profile, you have the option of configuring the following flags:

Flag	If checked includes in the Model Profiles
Description	Description for the job, position, or organization
Responsibilities	Responsibilities for the job, position, or organization
Qualifications	Qualifications for the job, position, or organization
Criticality	Criticality, Job Risk, Job Risk Comments, and Requires Succession Plan flag for the job, position, or organization

Model Profile Content Sections

The content sections available to be added to the Model Profile are the content sections defined in the Person Profile.

Therefore, the application has intuitive features that allow administrators to properly and without incident, define model profiles that have proper alignment to the person profile definition. The delivered model profiles types (Job, Position, or Organization) are functionally aligned with the Person Profile Type thereby preventing administrators from configuring

a model profile type that does not relate to the Person Profile Type. If a content section has been inactivated on the person profile, that section will not be available for selection in a model profile.

Content section access security does not apply to model profiles.

Content Sections Templates

The predefined templates that contain additional attributes specific to the Model Profile are:

- Accomplishments
- Certification¹
- Competency¹
- Education¹
- Honor¹
- Language¹
- Membership¹
- Skill
- Special Project¹
- Work Requirements

¹Template supports the construction of structured and unstructured content

The Minimum and Maximum Skill Level attribute is specific to Skills Center and is related to the skill level defined in person profile type.

Edit Profile Type: Job

Profile Type JOB

Name Job

Description Job Profile Type Summary

Status Active

Include Job Description

Include Job Responsibilities

Include Job Qualifications

Include Criticality

Content Sections

+ Add Content Section X Delete

Order	Section Name	Description
^ v	Licenses and Certifications	Licenses and Certifications
^ v	Competencies	Competencies
^ v	Degrees	Degrees
^ v	Honors and Awards	Honors and Awards
^ v	Languages	Languages
^ v	Memberships	Memberships
^ v	Work Requirements	Work Requirements

Edit Profile Type to add new content sections based on predefined templates

Once the content section is added, you can determine which content section properties are displayed or not displayed. In addition, you can put content sections in the order in which you want them to be displayed in the Model Profile and define whether a content section is active.

When you select add a new content section or select a specific content section link in the Edit Profile Type page, you will be directed to the Add/Edit Content Section page.

Content Sections Properties

Since the content sections in the Model Profile are based on the Person Profile, the content section properties are mostly based on the values in the Person Profile, except for a few listed below:

1. Section Name – name of the newly created or predefined content section name
2. Section Source – name of the Person Profile content section
3. Description – description for the content section
4. Active – whether the content section is active or not
5. Content Section Properties – represent the information that you want to capture for a section
 - a. Label – the attribute label for the content section property displayed on the profile when the property is included within a content section.

You can update attribute labels presented in the UIs by using Page Composer and define the required content section (using Section_ID) as part of the conditions or EL expression. Each content section has a different SectionID therefore, please make sure you change the SectionID when changing the label to multiple content sections. If you would like to query the SectionID, you can use the following:

SectionID Query:

```
SELECT (SELECT PROFILE_TYPE_CODE FROM HRT_PROFILE_TYPES_B WHERE
PROFILE_TYPE_ID = SE.PROFILE_TYPE_ID) PROFILE_TYPE, SE.SECTION_CONTEXT,
SE.SECTION_ID,CO.CONTENT_TYPE_NAME AS TEMPLATE,SE.NAME
FROM FUSION.HRT_PROFILE_TYP_SECTIONS_VL SE, FUSION.HRT_CONTENT_TYPES_VL CO
WHERE CO.CONTENT_TYPE_ID = SE.CONTENT_TYPE_ID
AND SE.TEMPLATE_BASED_SECTION_FLAG = 'Y'
ORDER BY SE.PROFILE_TYPE_ID, SE.CONTENT_TYPE_ID
```

Sample EL Expression – use correction SectionID for each content section:

```
#{pageFlowScope.pSectionId == '<section_id>' ? 'Client/Customer' :
row.bindings.EvalComments.label }
```

- b. Field Type – the type of attribute.
 - i. Character Large Object (CLOB)
 - ii. Date
 - iii. Decimal
 - iv. Item Value Set – the item value set used in the Person Profile for the specific content section
 - v. List of Values – the list of values used in the Person Profile for the specific content section
 - vi. Lookup – the lookup or a predefined value set used in the Person Profile for the specific content section
 - vii. Number
 - viii. Text
- c. Display – the property is displayed or not displayed within the content section
- d. Value Set Name - the item value set used in the Person Profile for the specific content section

Edit Content Section: Competencies

* Section Name

Section Source

DFF Context Code

Description

Active

Content Section Properties

Label	Field Type	Display	* Value Set Name
Competency	Item Value Set	Show	Competencies
Minimum Proficiency Level	List of Values	Show	Proficiency Rating Model
Maximum Proficiency Level	List of Values	Hide	Proficiency Rating Model
Weight	Text	Show	
Minimum Weight	Text	Show	
Required	Lookup		Yes or No
Importance	Lookup	Hide	Importance Priority

Edit Content Section for Model Profile content sections

6. DFF Context Code – used to create flexfields for each content section by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and

importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

- When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."
- After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types ([Doc ID 2761755.1](#)).

Note: When editing a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The table below helps you to understand the list of attributes relevant to Skills Center and other subscribers.

Field Name	Relevant to Skills Center	Possible Values
SKILLS	No	
SPECIALITY	No	HARD_SKILL, COMMUNICATION, and LEADERSHIP
SKILL_CATEGORY	Yes	
SKILL_RECOMMENDATION_TYPE	No	
SKILL_CURATION_STATUS	No	Y (For learn)
MIN_YEARS_EXPERIENCE	No	
REQUIRED_FLAG	No	
IMPORTANCE	No	
MIN_SKILL_LEVEL_ID	Yes	
MAX_SKILL_LEVEL_ID	Yes	
MIN_SKILL_RATING_MODEL_ID	Yes	
MAX_SKILL_RATING_MODEL_ID	Yes	

Creating Instances of a Model Profile

Model profile types are templates for workforce structures such as jobs and positions. Instances of a model profile identify:

- Targeted and required skills and qualifications for a job or position or organization
- Work requirements, such as work schedule and travel frequency

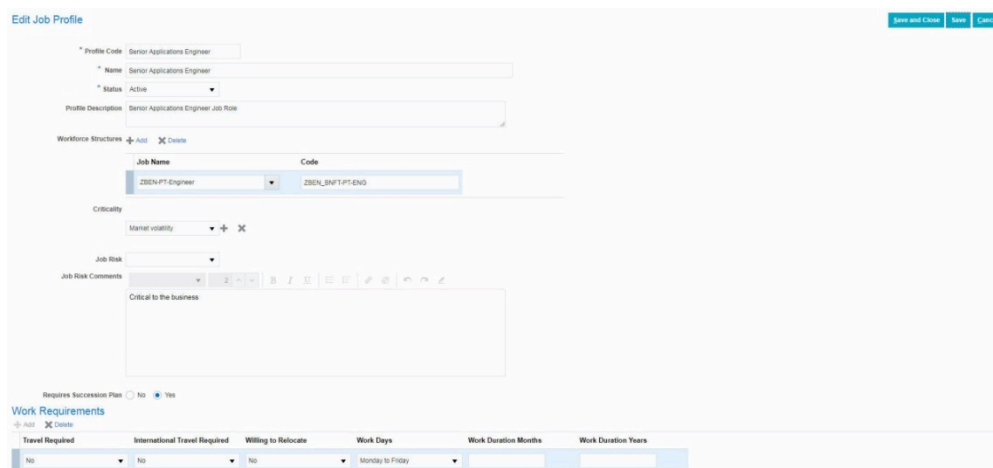
HR specialists or implementers can create model profiles from the application, or implementers can upload model profiles using tools such as HCM Data Loader.

Use the Model Profiles task to create an instance of a Model Profile.



Model Profiles

The Create/Edit Job/Position/Organization Profile page provides you with the ability to create or edit a model profile. For each type of model profile (job or position or organization), you can select the corresponding workforce structure. For example, for an instance of a job model profile, you can only add job workforce structures; for a position model profile, you can only add position workforce structures. This interface will also display all the attributes required for the selected features identified in the Profile Type (i.e. Description, Criticality, Requirements, etc.) as well as the configured content sections. Note that while you can associate a single workforce structure with multiple instances of a model profile, you can only activate one instance of a model profile at any given time.



Create/Edit Job/Position/Organization Profile

11 Profile Search

Profile Search

You can search for employee, job, position, and organization profiles based on certain criteria.

For example, a Human Resource (HR) Specialist in London that wants to fill an Applications Developer position internally, can search for profiles of all employees who are based in London and have experience with Java and PL/SQL.

You can use the keyword search to search for the person profiles that contain the following:

Core HR attributes:

- Department
- Work Location
- Job Family
- Job Function
- Job Name
- Organization Name
- Person First Name
- Person Full name
- Person Last Name
- Person List Name
- Person Id
- Person Number

Profile Management attributes:

- Attachment Name
- Profile Code
- Profile Id
- Rating Model Name
- Rating Level Name
- Rating Level Short Description
- Talent Scores:
 - Impact of Loss (Rating Level Short Description)
 - Performance Rating (Rating Level Short Description)
 - Potential Level (Rating Level Short Description)
 - Proficiency (Rating Level Short Description)
 - Readiness Level
 - Reading ((Rating Level Short Description)

- Risk of Loss (Rating Level Short Description)
- Speaking (Rating Level Short Description)
- Talent Score (Rating Level Short Description)
- Writing (Rating Level Short Description)
- Accomplishments
 - Accomplishment
 - Organization
- Areas of Study
 - Area of Study
 - Grade
- Career Preferences
 - Next Career Move
 - Preferred Job Function
 - Preferred Job Family
 - Preferred Region
- Career Statement
 - Career Statement
- Certifications
 - License/Certificate Name
- Competencies
 - Competency
 - Proficiency Rating
 - Performance Rating
 - Evaluator Type
- Education
 - Degree
 - Major* see below
 - School
- Education Levels
 - School Education
- Highest Education Level
 - Highest Education Level
- Honors and Awards
 - Honor/Award
 - Organization
- Languages
 - Language

- Writing
- Speaking
- Reading
- Memberships
 - Affiliation/Professional Body Name
- N Box Rating
 - Box Sequence
- Performance Rating
 - Performance Rating
- Potential Rating
 - Potential Rating
- Projects
 - Project Name
 - Project Role
- Readiness Rating
 - Job Profile
 - Readiness Level
- Risk Rating
 - Risk of Loss
 - Impact of Loss
- Skills
 - Skill
- Talent Score
 - Talent Score
- Technical Post Details
 - Content Item ID
 - Technical Level
- Work History
 - Job Title
 - Employer Name
- Work Preferences
 - Frequency
 - Travel Domestically
 - Travel Internationally
 - Willing to Relocate

This is based on the seeded column attributes within the content section. If you modify or use additional attribute columns, the keyword search will not be updated. For example, in Certifications the Profile keyword search looks for the seeded Certification Name that is mapped to the attribute column ITEM_TEXT240_3. If you use another attribute

column to capture the Certificate Name (i.e. ITEM_TEXT240_2), and you search for Certificate Name PMP, the Profile keyword search will not return any values. The Certificate Name must be stored in ITEM_TEXT240_3 for the keyword search to return the PMP value.

Another example is that the Profile keyword search only finds Majors that are set up as text field types. If you have Major set up as an LOV in the Education template, the keyword search cannot find it. The application always captures the data that is stored in the Degree Profile Item Major (ITEM_TEXT240_1) attribute. The value in this field is the one that can be searched on.

Set-up for Profile Keyword Search

After profiles are created or modified, the Update Profile Search Keywords process should be run to sync-up the Profile Keyword index with the new profile data.

This will ensure that the new or modified profile record will show up in the Profile Search.

Run the processes in this order:

1. Update Profile Search keywords:

This process will update the Profile Search Keywords information with profile data. The process can be run in two modes:

- Full Mode - deletes all data from the profile keywords table and creates new data from the profile tables.
- Incremental mode - creates profile data that does not exist in profile keywords. This mode will only create the new profile data that does not exist in Profile Keywords, for example, new hire profile information. It does not update the Profile Keyword information for existing profiles or users. This means that when users modify their profile information (update/delete/insert data into profile items), the profile search keywords will not be updated with the new info.

2. Synchronize Profile Search Keywords Index:

Keywords are indexed values that's copied from profile records and organized in the keywords table for faster retrieval. The Profile Search Keywords table and the Index table need to be synced-up for the profile search to return the available data that's in the Profile Search Keywords table.

3. Optimize Profile Search Keywords Index:

The synchronization of Profile Search Keywords to the Index table creates indexes for all data. Duplicate indexes could exist for the same keywords. This process cleans up the duplicate indexes that point to the same keywords data.

Profiles are searched using keywords. If you have created or updated a talent profile, then make sure to run the processes related to profile search index as mentioned above. If profile search does not display the results even after running the related processes mentioned above, verify the following information:

1. Verify the security profile to ensure that searching employees satisfy the security rule.
2. Ensure that you can search for this person from **Person Management > Search**.
3. Ensure that the person you are searching for has a profile by navigating to Skills and Qualifications page through Person Management.

Note: If the **Auto-Create Person Profile** check box is checked in **My client Groups > Profiles > Profile Types > Person**, then the person profile is created automatically when the user is opening the Skills and Qualification page for the first time. Otherwise, the profile must be created using HDL.

Related Topics

- [Profile Search](#)
- [Uploading Talent Profile Data](#)

12 Uploading Talent Profile Data

Uploading Talent Profile Data

To simplify the data entry, you can use HCM Data Loader to load Item Catalogs and Additional Model Profile Information into the Enhanced Talent Profiles architecture.

If you need to extract data from the original Profile Management architecture, note that the data continues to exist in the data model during and post upgrade.

For Person Profiles, see this file [Enhanced Talent Profiles Section Template.pdf](#) on My Oracle Support: Upgrading Oracle Cloud Profile Management (([Doc ID 2421964.1](#))). It describes the structure of each template that can be used to help create the TalentProfile.dat file to load Person Profile information via HCM Data Loader (HDL).

Loading Additional Model Profile Information:

1. Navigate to the Profile Type task and select a model profile type (for example, Job, Position, or Organization).
2. Select to include the required additional information in the relevant model profile type. For Job Profile Type the options include Job Description, Job Responsibility, and Job Qualifications.
3. Save the Model Profile Type.
4. Refresh the HCM Data Loader files:
 - a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > HCM Data Loader - > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to "Full".
 - b. Search for Talent Management (Product Area) and Talent Model Profile Extra Information Translation (Business Object), select the row in results, and select Refresh All Objects.
5. Download the files you will use and review:
 - a. The Content Item files should contain the Value Set ID and Value Set Name
 - b. The Profile files should contain the Section ID and Section Name
6. When creating the load files, make sure to add the Section Name for each content section that contains the profile item data.
7. Upload the file.

Edit Profile Type: Job

Profile Type JOB

* Name Job

Description Job Profile Type Summary

Status Active

Include Job Description

Include Job Responsibilities

Include Job Qualifications

Include Criticality

Additional Model Profile Information Setting in Model Profile Type

Loading Item Value Sets: Before uploading HCM Data Loader files for Item Value Sets, the system administrator must complete the following steps:

1. Create the Item Catalog in the Item Catalog task (for example, create Degrees Item Catalog)
2. Associate the Item Catalog to the Content Section (for example, add Degrees Catalog to the Degrees Content Section)
3. Refresh the HCM Data Loader files:
 - a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to Full.
 - b. Search for Talent Management (Product Area) and Content Item (Business Object), select every row, and select Refresh Object or Refresh All Objects.
4. Download the files you will use and review:
 - a. The Content Item files should contain the Value Set ID and Value Set Name
 - b. The Profile files should contain the Section ID and Section Name

5. When creating the Content Item files, make sure you add the Value Set Name (for example, Degrees) created in Step 1 above).
6. If also loading Profile files, make sure you add the Section Name for each content section that contains profile item data.
7. Upload the files

Note: Attachments for the Person and Model Profile can be added using the HCM Data Loader, Talent Profile file.

All the Profile Management business objects supported for HCM Data Loader include:

- Content Item
- Content Item Translation
- Content Item Rating Description Translation
- Content Item Relationship
- Talent Profile
- Talent Profile Translation
- Talent Model Profile Extra Information Translation

Related Topics

- [Overview of Integrating with Oracle HCM Cloud](#)

13 Other Considerations

Use Alerts Composer for Worklist and Email Notifications

Enhanced Talent Profiles uses Alerts Composer to send FYI worklist and email notifications, replacing Events Notifications. You can enable these notifications:

Before you start

- HR profile change notification to worker
- HR profile change notification to manager
- Manager changes profile
- Feedback notification to manager and worker

For the list of notifications in Profile Management, see [DOC ID 2234224.1](#)

Here are the steps:

Here's what to do

1. In the **Setup and Maintenance** work area, go to the **Talent Notifications > Profile Management** tab and check the **Enable** check box for each notification.
2. Save and Close.
3. Go to **Tools > Alerts Composer**.
4. Search for **HRT**.
5. To customize any of the alerts, click **Action > Edit**.

Note: The Learning and Recruiting applications use the Events framework for notifications related to the profile content sections they are subscribed to.

Related Topics

- [Alerts Composer](#)

What Happens When You Update or Delete Profile Items

In Enhanced Talent Profiles, if you update a profile item, no history record is created and deleting profile items permanently removes them from the database.

(In classic Talent Profiles, the history gets tracked and no hard delete happens.) End-dating is still used for maintaining Person Profile Talent Ratings and any sections created using the Competency template.

Permanent deletion applies to these re-usable templates:

- Accomplishments
- Career Preferences
- Certifications
- Education
- Honor
- Languages
- Memberships
- Special Projects
- Skills
- Work History
- Work Preferences

Why Aren't My Audits Working Properly?

In Enhanced Talent Profiles, the audit tables are template based.

You may need to review your audit rules and modify if needed. There are new business objects, as shown below:

Configure Business Object Attributes

Product: Profile Management

Objects
Select the product to be audited.

Actions: View

Audit Name	Description	Attribute
<input checked="" type="checkbox"/> Audit Top Node		
<input checked="" type="checkbox"/> Talent Content Library	Audit Detail for Talent Content Library	
<input checked="" type="checkbox"/> Rating Models	Audit Detail for Talent Rating Models	
<input checked="" type="checkbox"/> Rating Levels	Audit Detail for Talent Rating Levels	
<input checked="" type="checkbox"/> Content Items	Audit Detail for Content Items	
<input checked="" type="checkbox"/> Talent Profiles	Audit Detail for Talent Profiles	
<input type="checkbox"/> Profile Keywords	Audit Detail for Keywords	
<input type="checkbox"/> Person Profile Items	Audit Detail for Person Profile Items	
<input type="checkbox"/> Model Profile Items	Audit Detail for Model Profile Items	
<input checked="" type="checkbox"/> Person Language Profile Items	Audit Detail for Person Language Profile Items	Language User Entered
<input type="checkbox"/> Person Accomplishment Profile Items	Audit Detail for Person Accomplishment Profile Items	
<input type="checkbox"/> Person Advancement Readiness Profile Items	Audit Detail for Person Advancement Readiness Prof	

Person Language Profile Items
Select the business object to be audited before

Actions: +

These are the shadow tables that are supported for Enhanced Talent Profiles:

HRT_ACCOMPLISHMENT_ITEMS_V_

HRT_ADV_READINESS_ITEMS_V_

HRT_AREA_OF_STUDY_ITEMS_V_

HRT_CAREER_POTENTIAL_ITEMS_V_

HRT_CERTIFICATION_ITEMS_V_

HRT_COMPETENCY_ITEMS_V_
HRT_EDUCATION_ITEMS_V_
HRT_HONOR_ITEMS_V_
HRT_LANGUAGE_ITEMS_V_
HRT_MEMBERSHIP_ITEMS_V_
HRT_PERF_RATING_ITEMS_V_
HRT_SKILLS_ITEMS_V_
HRT_TALENT_RATING_ITEMS_V_

The audit data will be inserted into its respective section in the shadow table, not the HRT_PROFILE_ITEMS_ table.

Note: The exception to this is Profile Content Items which are added via Oracle Learning (as part of Learning Outcomes on a course). If a Profile Item is added to a Person's profile by Oracle Learning/Learning outcome, then the old style shadow table HRT_PROFILE_ITEMS_ is updated.

For more information about configuring your audit policies, see *Implementing Applications, Common Reference Objects, Audit Policies*.

Update Talent Profiles

When the performance document is complete, the application updates the worker's profile to include the changes made in the performance document, if the performance document is configured to do so.

Here's what's included in the updated content:

- Overall rating
- Competencies and their proficiency levels provided by the manager
- Competencies and goal section ratings

The ratings provided by the worker aren't included. After the performance document is complete, it becomes a static document, and any changes to the job competencies aren't reflected in the performance document.

Considerations for Adding or Removing Competencies in Talent Profile Competency Sections

Here are some things to consider when adding or removing competencies in talent profile competency sections.

- Competencies added by managers or employees to the performance document are added to the employee's talent profile with the evaluator type configured in the performance template.
- Talent profile approvals aren't triggered when adding or removing a competency directly in a performance document person profile competency section. If you use approvals in talent profiles and don't want these to be

bypassed in the performance document, you can use personalization to hide the add and remove buttons in the performance document.

- Any changes made to competencies in a person profile competency section in a performance document will update any other in-progress performance documents with person profile competency sections where the set goals or evaluation tasks aren't complete. For example, if a new competency is added in a midyear performance document, that competency is displayed in the employee's talent profile and added to the end of year performance document, if created.
- Only competencies added directly in performance documents can be deleted. Competencies in an employee's talent profile that have come from another source, can't be removed in performance documents, and must be removed from the original source.
- Competencies deleted by employees won't be removed from other in-progress performance documents if they've already been evaluated by the manager.

About the FSM Export Import Feature

You can only export and then import from one Enhanced Talent Profiles instance to another.

You cannot export from a classic instance and then import it into an Enhanced Talent Profiles instance.

About Best Fit

Classic Best Fit is available for Enhanced Talent Profiles. Recall that Classic Best Fit works against seeded content sections only.

Owing to the new template architecture in Enhanced Talent Profiles, Classic Best Fit works most accurately when there is only ONE active content section defined for any template. If there are multiple content sections defined for a template, all data in all content sections are used as a unit for matching for that template which may produce unpredictable results.

Note: Best Fit supports finding a fit for position profiles, that is, where a position profile is the source profile. However, Best Fit does not support finding position profile matches, that is, where position profile is the target of the Best Fit operation.

Related Topics

- [Best Fit Analysis and best-fit score calculation](#)

About Deep Links

You can find out what tasks are supported by searching in the **Tools > Deep Links** page. Search for "Talent" in the Deep Links page to see the tasks.

Related Topics

- [Deep Links](#)

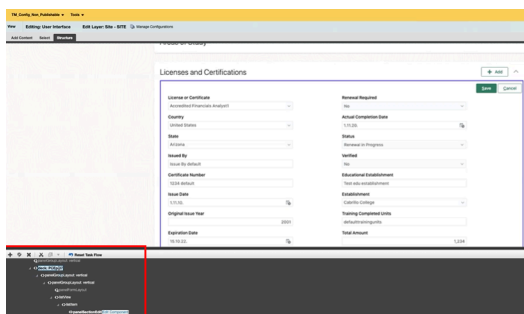
How Can I Display Section Descriptions in the Skills and Qualifications page?

The section description defined in the person profile content sections can now be displayed to users when they edit or add profile items on the Skills and Qualifications page.

This allows you to control what users see in the person's profile.

Steps to display a section description:

1. Edit the profile type and select the person profile.
2. Edit the section and add a section description.
3. Enable a sandbox, and ensure that Page Composer is available.
4. Choose **Edit Pages**.
5. Navigate to the **Skills and Qualifications** page.
6. Edit or Add a profile item in the section for which you want to display the section description.
7. Select the line below the section header to select the entire section's panelCollection.
8. Select the hidden panelFormLayout component and choose **Show Component**, as shown below:



Clean Up and Re-Activate Profile Section DFF and Profile Item Attribute Category Data

Descriptive flexfield context is automatically created and enabled when a new content section is created from UI or through REST service. When the Skills and Qualifications page or Talent Ratings page is loaded, the DFF contexts of all sections are fetched even if they are not configured for a business need, thereby impacting the performance. Similarly,

when a profile item is created or updated from UI, REST, or HDL, the DFF context of the relevant section is fetched even if it is not configured for business use.

The performance issue has been observed only for Redwood UI. However, the solution described below is relevant for Redwood and Responsive UI.

To improve the performance of the application when loading Skills and Qualifications page or Talent Ratings page, the DFF contexts are created with disabled status when a new content section is created from UI or through REST service.

These DFF contexts need to be enabled and deployed before they can be used and the Sync Profile Data ESS Job needs to be run to sync-up the existing profile items data.

Perform the steps mentioned below for each scenario:

- - When a new content section is created
Manually enable the Talent Profile Item DFF context and deploy.
 - When DFF context is configured for an existing active content section
Manually enable the Talent Profile Item DFF context and deploy and run the Sync Profile Data ESS job.
 - When a content section is disabled
Run the Sync Profile Data ESS job.
 - When a content section is reactivated
Manually enable the Talent Profile Item DFF context and deploy and run the Sync Profile Data ESS job.

For more details on descriptive flexfield, see MOS Document - [2975795.1](#). In order to ensure better performance of Redwood pages, it is recommended to run the Sync Profile Data ESS job if you have migrated from responsive pages.

14 LinkedIn Profile Import

Activating the LinkedIn Profile Import

Take advantage of our new partnership with LinkedIn, which allows your employees to import their LinkedIn profile information into their talent profile. This enhanced functionality provides you with greater access to your employees' updated skills, preferences, and credentials. It's an easy way for your employees to keep their talent profile updated.

Before you can use this feature, you must activate it. Follow these steps.

Required:

1. The LinkedIn Recruiter System Connect (RSC) must be activated in order to implement the LinkedIn Profile Import.
 - a. Customers must have a LinkedIn Recruiter account (Recruiter Seat) associated with a paid LinkedIn Recruiter Contract (license) in order to enable the RSC and then activate the LinkedIn Profile Import.
 - b. Customers should contact their LinkedIn representative or their Customer Success Manager if they want a demo of RSC, if they have questions about how RSC works, if they have questions around security concerns, and so on.
 - c. For more information about LinkedIn Recruiter licenses, Contracts, and how secure the RSC integration is, ask your system integrator or implementation partner to contact LinkedIn.
2. For activation steps for Oracle Recruiting Cloud (ORC), see this article on My Oracle Support: [Oracle Fusion Recruiting Cloud: LinkedIn Recruiter System Connect Integration \(Doc ID 2638039.1\)](#).

Activation Steps for the LinkedIn Profile Import (LPI)

1. File a Service Request with support to obtain the internal key and activate the LinkedIn Profile Import configuration section in the Fusion Application. Follow support instructions to enable the LinkedIn Profile Import configuration. Note – the LinkedIn RSC integration must already be activated with OTAC (aka Taleo).
2. In the **Oracle Talent Acquisition Cloud (OTAC)** production zone, navigate to: **Configuration > Recruiting > Administration > Recruiting Services > LinkedIn Recruiter System Connect (RSC)**. The LinkedIn RSC should already be in Active status.
3. Take note of the values populated in the Settings table for Client ID, and Client Secret.

Settings | [Hide](#)

Name	Value
Client ID	81hv27t8nqme0
Client Secret	hB41MyZguYF5f09k
Application ID	7639055
Zones	https://oraclehr01.taleo06.oraclecorp.com
TPI - Redirect URL	—
TPI - Application Name	TEE:salachi01
Organization	12596172
Contracts	255898633

4. In the Properties section, click **Edit** to get the partner service into edit mode.

5. Populate a value in the field Talent Profile Import - Redirect URL (e.g. <https://<fusion-pod>/hcmUI/PDF/LinkedInAccess>), and click the **Update** button. The value will be passed to LinkedIn, and added to the Settings table.
6. Populate a value in the field Talent Profile Import - Application Name, and click the **Update** button. The value will be passed to LinkedIn, and added to the Settings table.

* Talent Profile Import - Redirect URL

* Talent Profile Import - Application Name

7. Click **Save** to exit edit mode.
8. In the **HCM Home Page**, go to the **Setup and Maintenance** work area, go to the following:
9. Offering: Recruiting and Candidate Experience
10. Functional Area: Recruiting and Candidate Experience Management
11. Task: Recruiting Category Provisioning and Configuration
12. On the **Partner Integration Provisioning** page, go to the **Profile Import Partners** page and the **LinkedIn** section.
13. Make sure that the **Create LinkedIn Customer Application** check box is cleared and enter the **Client ID** and **Client Secret** from Step 3.

LinkedIn

Create LinkedIn Customer Application

Client ID Client Secret

14. Go to the **LinkedIn Talent Profile Import** section, click **View LinkedIn Terms and Conditions** and review the LinkedIn Profile Import terms and conditions.

15. Select the **Active** check box to activate the LinkedIn Profile Import.

LinkedIn Talent Profile Import	View LinkedIn Terms and Conditions.	Active <input type="checkbox"/>
--------------------------------	---	--

16. Click **Save**.

After activating the LinkedIn Profile Import feature, you can find instructions for using it next.

Using the LinkedIn Profile Import Feature

Employees can now easily import their LinkedIn information into their talent profile. The biggest benefit to your enterprise is in capturing richer data about your employees. Employees across the board tend to provide more updated details about their skills, credentials, and qualifications in their LinkedIn profile than in their employer-based talent profile. You will now have access to this rich data.

Your enterprise HR strategies, including internal mobility and employee retention programs, will benefit from richer and more complete talent profiles. Ultimately, this integration allows your enterprise to grow its talent pool and enhance your employees' experience in developing their career internally.

For your end users or employees, the LinkedIn Profile Import feature is an easy way to maintain an internal talent profile.

From the **Skills and Qualifications** page, choose **Import LinkedIn Profile**:

The screenshot displays the 'Skills and Qualifications' page for employee ANC_ZBEN_US_EMPLOYEE26. The page is divided into three main sections:

- Career Statement:** A text area containing the following text: "An enthusiastic professional individual who is seeking a new challenging career after many years of being in Development Management. I am a hard working individual who strives to achieve the best in all areas, and I am always eager to learn new skills and advance my career. I am keen to build upon my knowledge and continue to learn within this sector. As a self-motivated individual, I am keen to follow my dream within this new industry of becoming Director of Development." There is an 'Edit' button to the right.
- Work Requirements:** A table with two columns of requirements and their current status. An 'Edit' button is located to the right of the table.

Travel Domestically Yes, 25%	Willing to Relocate No
Travel Internationally Yes, 25%	Willing to Consider Yes Temporary Assignment
- Accomplishments:** A section with an empty list and an '+ Add' button. Below the list is a message: "There's nothing here so far." with a box icon.

Then you will see a page that asks you to enter your credentials.



Welcome Back

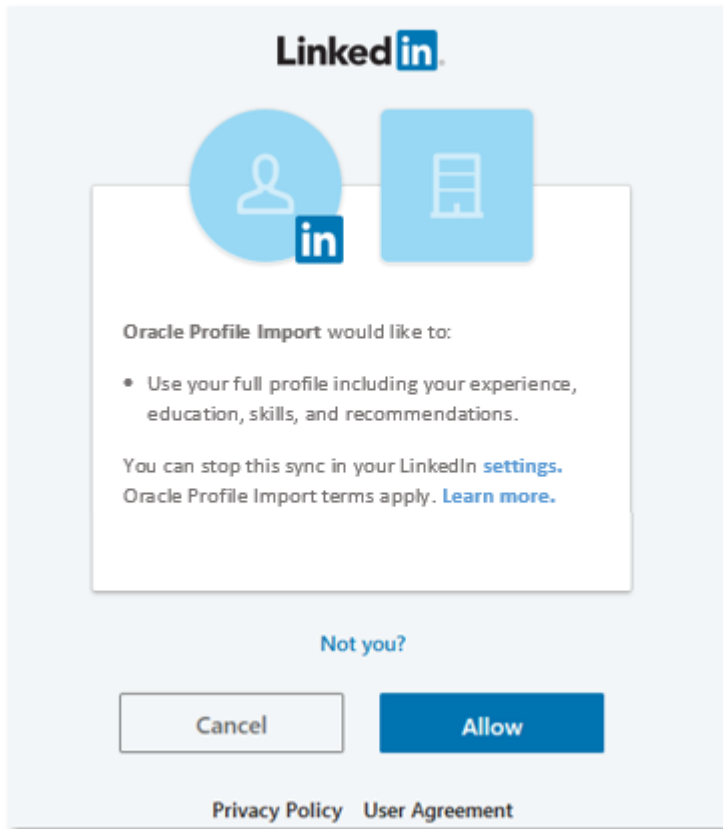
Don't miss your next opportunity. Sign in to stay updated on your professional world.

Email or Phone	
Password	Show
Cancel	Sign in

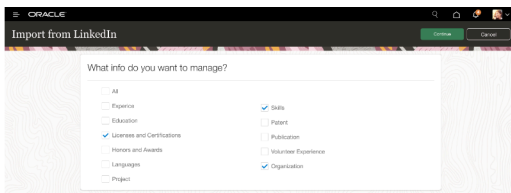
[Forgot password?](#)

New to LinkedIn? [Join now](#)

Review the access information:



Employees can choose the specific LinkedIn content and they can only see and import the content that maps to content sections they have access to:



Employees can see clearly what content they are importing for each of the content templates, and they can correct errors as they go. When they choose the content section they want to import to, the relevant content section attributes are displayed so they know exactly what the content is being mapped to on their talent profile.

Licenses and Certifications

You need to correct the highlighted fields

Professional Engineer (P.E.)

Issue Date: 8/31/20 Expiration Date: 8/30/22

Where do you want to place this Certification?
Technology Certificates

Expiration Date: 8/30/2023

Number: 675ERS Attribute: [dropdown]

Issue Date: 8/31/2020 Attribute: [dropdown]

OK Cancel

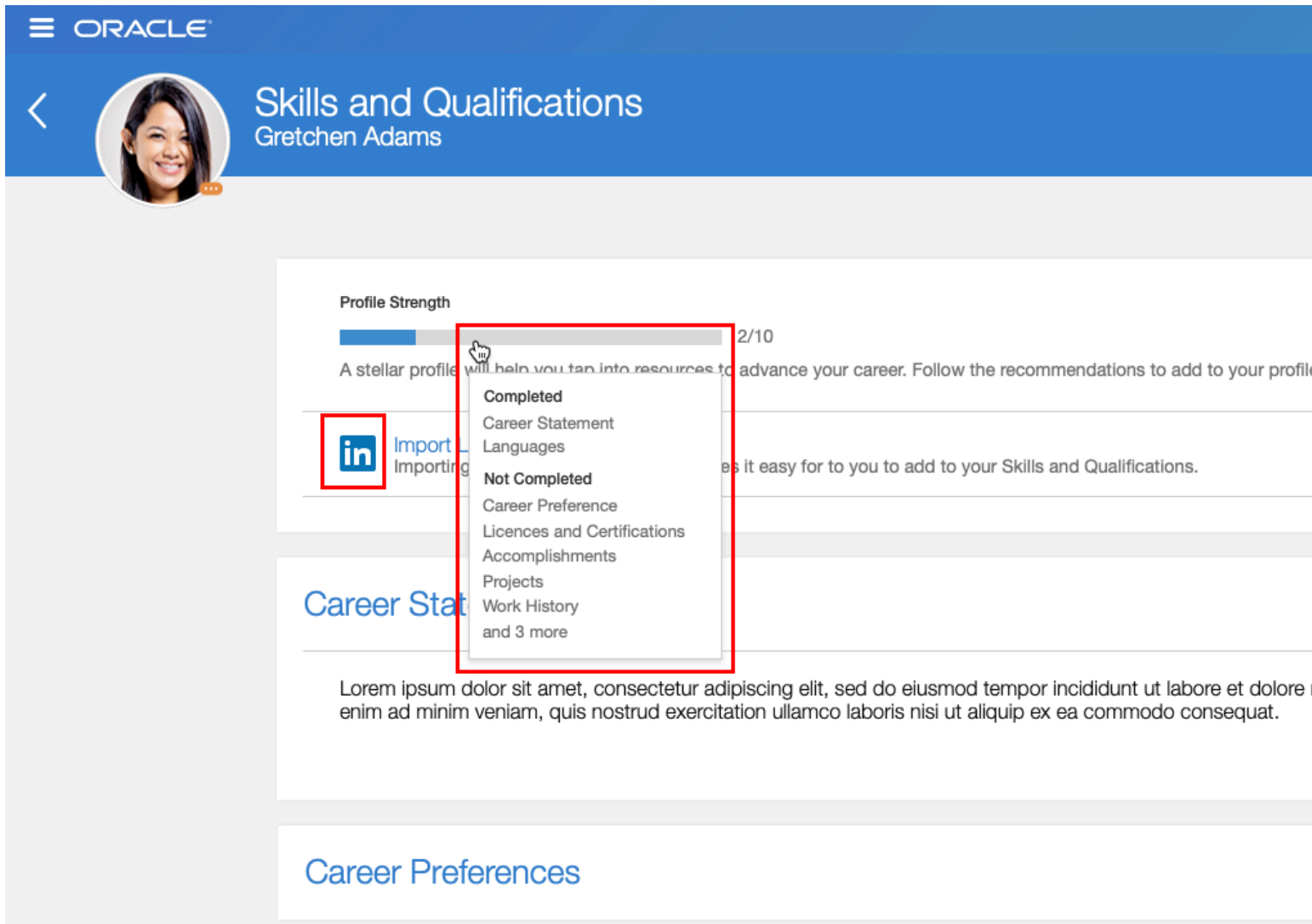
Show existing certificates

Note the following about the LinkedIn Import:

- The Current Job Indicator is not supported. Employees must manually set this in their content section.
- Descriptive flexfields (DFFs) are not supported.
- If you are attempting an import into a value-set restricted content section, you must ensure the values exist in the value set. Alternatively, if your requirement is to capture general information that may not exist in your value sets, then you need to define a free form content section for LinkedIn import.

After reviewing and correcting the imported profile data, workers can keep it up to date. On the **Skills and Qualifications** page, workers can now see the strength of their talent profile based on the content in it, so that they can make their profile more impactful and help advance their career.

A new gauge shows the strength of their talent profile—hover over it to see a list that shows Completed and Not Completed sections. If the LinkedIn Profile Import is enabled, there is an easy to use button that lets workers import their LinkedIn profile data and get a jump start on their talent profile.



How the Sections are Mapped

The LinkedIn Profile Import is made possible through the integration of the delivered content templates in the Enhanced Talent Profiles and the LinkedIn profile talent sections. The table below shows how the LinkedIn profile sections are mapped to the Talent Profile templates. Notice that the Accomplishment and Membership templates have multiple usages for defining relevant LinkedIn sections. Additionally, multiple sections can be created using a single Talent Profile template and those sections can all be enabled for LinkedIn import.

Here is how the sections are mapped:

LinkedIn Section	Talent Profile Template
Experience	Work history
Education	Education
Licenses and Certifications	Certifications
Honors and Awards	Honors
Languages	Languages
Project	Projects
Skills	Skills
Patent	Accomplishments
Publication	Accomplishments
Volunteer Experience	Memberships
Organization	Memberships

Note:

- Sections created using the Competency template cannot be enabled for LinkedIn import.
- Hidden templates are not supported for the LinkedIn import.

In the **My Client Groups -> Profiles-> Profile Type -> Person** page, the table will display if the section is LinkedIn Import enabled:

Edit Profile Type: Person

Save Save and Close Cancel

Profile Type PERSON

*Name Person

Description Person Profile Type Summary

Status Active

Autocreate Person Profiles

Content Sections

+ Add Content Section

Order	Section Name	Section Description	Talent Rating Template	Approval Required	Active	LinkedIn Enabled
^ v	Degrees	Degrees	Education	Yes	Yes	No
^ v	Areas of Study	Areas of Study	Areas of Study	No	Yes	No
^ v	Licenses and Certifications	Licenses and Certifications	Certification	Yes	Yes	No
^ v	Competencies	Competencies	Competency	Yes	Yes	No
^ v	Education Levels	School Education	Education Level	No	Yes	No
^ v	Honors and Awards	Honors and Awards	Honor	No	Yes	Yes
^ v	Licenses and Certifications	Recruiting Set	Certification	Yes	Yes	No
^ v	Degrees	Degrees_Recruiting	Education	Yes	Yes	No
^ v	Languages	Languages	Language	Yes	Yes	No
^ v	Memberships	Memberships	Membership	No	Yes	Yes
^ v	Career Preferences	Career Preferences	Career Preferences	No	Yes	No
^ v	Work Requirements	Work Requirements	Work Preferences	No	Yes	No

How the Fields are Mapped

For information about how the fields in each section are mapped, see this file Talent Profile Attribute Mapping to LinkedIn Attributes.xlsx on the same MOS article where this file was posted: [Upgrading Oracle Fusion Profile Management \(Doc ID 2421964.1\)](#).

Approvals

Note that when approvals are enabled on a content section that is also LinkedIn import enabled, the approvals flow will be ignored when the user is importing the LinkedIn items.

Once the items are added to the section that has been approvals enabled, the item will need to adhere to the approvals rule requirements. Any updates or deletion of an item in that section will need to go through approvals.

ORACLE
🔍 🏠 🌐

Edit Content Section: Honors and Awards

Save
Save and Close

***Section Name**

Talent Rating Template

Section Description

Active
 Approval Required
 Default Section
 LinkedIn Enabled

Content Section Properties

Label	Field Type	Display	*Value Set Name
Honor or Award	Item Value Set	Summary ▼	Honors and Awards
Date Awarded	Date	Summary ▼	
Organization	Text	Summary ▼	
Issue Year	Number	Summary ▼	
Completion Date	Date	Summary ▼	
Expiration Date	Date	Summary ▼	
Description	CLOB	Summary ▼	
Type of Award	Lookup	Summary ▼	Award Type_1

About Importing Secondary Language Profile Data

LinkedIn allows users to create profiles in multiple languages. All the LinkedIn profiles created in other languages (after creating the first profile) are called secondary LinkedIn profiles.

If the Fusion session language matches with one of the LinkedIn secondary languages, then users can only import Education and Work History content sections.

If the Fusion session language does not match with one of the LinkedIn secondary languages, then users will be able to cancel out of the import.

Enabling Alerts for Expiring or Expired Licenses and Certifications

You can use Alerts Composer to notify workers and managers on expired and expiring licenses and certifications.

For details on how to set up alerts, see [Enable Alerts for Expiring and Expired Licenses and Certifications](#)

15 Frequently Asked Questions

Can I See Source and Dates for Changes to Language Content Sections?

Yes, you can track history and source for changes to profile items in the Languages content section on a talent profile. When changes are made to languages in the talent profile, you will now see the date-tracked history of the changes as well as the source of those changes as Prerequisite, Learning Outcome, Development Goal Target Outcome, Goal Target Outcomes, or Talent Profile. Note that the language source tracking is different from the Competency end date tracking functionality.

What's a rating category?

A label for a grouping of rating levels. Rating categories are used in talent management processes such as performance management and talent reviews to group ratings for analysis tools (performance and potential box chart, for example.)

How can I delete an attribute from the person profile?

You must have the HR specialist role to delete an attribute from the person profile.

Note: You can hide predefined attributes, but you can't delete them.

To delete an attribute that isn't a predefined attribute from the person profile:

1. Click **Profile Types** in the Profiles work area.
2. Search for the Person profile type and select the row for the profile type in the Search Results section.
3. Click **Edit** in the Search Results section to open the Edit Profile Type page.
4. On the Content Sections tab, select the content section that includes the attribute you want to delete.
5. In the Content Sections region, click the selected content section link to open the Content Section page.
6. In the Content Properties section, select the row for the attribute and click **Delete**.

Can I edit the skills and qualification data of a person's profile?

Yes. Depending on the content section access settings for your role, you can view and edit any of the predefined or custom content of an employee's profile.

How can I add content to my profile?

Select **About Me > Skills and Qualifications** on the Home page. Click Edit on the Skills and Qualifications page to edit or add the content to your profile. Depending on the content section access settings for your role, you can view and edit any of the predefined or custom content on your profile. You can also use LinkedIn. For more information, see [Activating and Using the LinkedIn Profile Import feature](#).

Related Topics

- [Activating the LinkedIn Profile Import](#)