



**MANUAL BAGI MENGUJUDKAN
*“PERSON PROFILES”***

1. Pilih **"Workforce Development"**

Personalize [Content](#) [Layout](#) Saturday, September 3, 2016

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- Change My Password
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Personalize options such as locale, tab details, save warnings, etc.

Discussion Forums

No Discussions available

Sistem Perumahan

[Maklumat Kelas Rumah](#)

Welcome

Welcome to GEMS!

"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS News

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunakan secara percubaan pada **minggu ketiga bulan September 2014.** Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

GEMS Help Centre

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

Computer Based Training on Absence Request (Malay Guide):

- [Absence Request \(Malay Guide\)](#)

Quick Links

My E-mail	My Calendar
My Payslips	My Benefits
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Main Menu >

Workforce Development

Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning. [Edit "Workforce Development" Folder](#)

Profile Management

Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.

- Profiles
- Match Competencies to Roles
- Reports

Performance Management

Create and manage performance and development documents.

- [Historical Appraisals](#)
- [Performance Documents](#)
- [Reports](#)
- [View Document Creation Results](#)
- [Approve Documents](#)
- [Calculation Debug/Trace Result](#)

Career Planning

Contains pages for creating career plans, evaluating employees, planning successions.

- [Review Career Summaries](#)
- [Manage Person Profiles](#)
- [Prepare Evaluation/Career Plan](#)
- [Career Reports](#)

2. Klik "Profile Management"



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Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.




 **Profiles**

Create and manage non-person and person profiles, search and compare profiles, and generate profile reports.

-  [Non-person Profiles](#)
-  [Person Profiles](#)
-  [Interest List By Person](#)
- [7 More...](#)

 **Match Competencies to Roles**

Initiate the matching competencies/accomplishments process between employees and roles; Create teams and match team competencies to roles.

-  [Match Evaluation Types](#)
-  [Person to Role](#)
-  [Role to Person](#)
- [2 More...](#)




 **Manage NVQ GBR**

Manage NVQ Awards

-  [Enroll NVQ](#)
-  [Track NVQ](#)




 **NVQ Reports GBR**

Displays NVQ details on-line or via report

-  [NVQs by Employee](#)
-  [NVQs by Qualification](#)
-  [Initialize Plan](#)
- [5 More...](#)

 **Reports**

Generate profile reports.


-  [Competency Inventory](#)
-  [Internal Resume](#)
-  [License/Certificate Renewal](#)
- [2 More...](#)

3. Klik "Profiles"

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 **Profiles**

Create and manage non-person and person profiles, search and compare profiles, and generate profile reports.

**[Non-person Profiles](#)**

Create and maintain profiles for jobs, positions and other business entities.

**[Person Profiles](#)**

Create and maintain profiles for employees, contingent workers and persons of interest

**[Interest List By Person](#)**

View and maintain Interest Lists for persons

**[Interest List By Profile](#)**

View and maintain interest list for non-person profiles.

**[Approve Profiles](#)**

Review and approve non-person and person profiles

**[Search and Compare Profiles](#)**

Administrator Profile Search

**[Syndication Exceptions](#)**

Review Profile Syndication Exceptions.

**[Review Competency Training](#)**

Displays courses that will allow employees to acquire a specified competency

**[Compare Profiles](#)**

Compares a source profile to one or more target profiles.

**[Training Summary](#)**

Summary of professional training courses

4. Klik "Person Profiles"

[Edit "Profiles" Folder](#)

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Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

EmpID:

Profile Type:

Name:

Last Name:

Alternate Character Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. Klik "Add a New Value"

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Person Profiles

[Find an Existing Value](#)

[Add a New Value](#)

Profile ID:

Add

6. Klik "Add"

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Person Profile

EmpID: DAYANG NURJULIA BTE ABDUL RAHMAN

*Profile Type: Person

*Profile Status:

Status Date:

*Description:

Comments:

Profile Actions: G

Other [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)

[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Other Qualifications (Require Approval)

There are currently no Other Qualifications for this profile. Please add one if required.

[Add New Other Qualifications](#)

Other [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)

[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

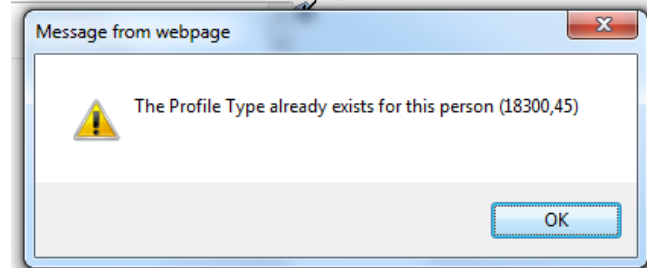
Profile Groups

[Add Profile to Group](#)

7. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmpID".

8. Masukkan "PERSON" di ruang "Profile Type"

8a.
***Peringatan:**
Jika "Person Profiles" sudah wujud, *error* seperti dibawah akan ter papar



9. Klik "Save"

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Person Profile

EmplID: 7000007 DAYANG NURJULIA BTE ABDUL RAHMAN

Profile Type: PERSON Person

*Profile Status: Active

Status Date: 09/01/2016

*Description: DAYANG NURJULIA BTE ABDUL RAH

Comments:

Profile Actions: .Select Action... G

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Other Qualifications (Require Approval)

There are currently no Other Qualifications for this profile. Please add one if required.

+ [Add New Other Qualifications](#)

Other Qualifications [Government Examination](#) [Driving License](#) [Honours & Awards](#) [Employee Experience](#)
[Language Skills](#) [Education](#) [Primary School Examination](#) [Secondary School Examination](#)

Profile Groups

+ [Add Profile to Group](#)

Save

Submit

Cancel



12. Klik **"Home"** bagi meneruskan pengemaskinian yang lain

10. Klik **"Save"**

11. Klik **"Cancel"** bagi mengujudkan **"Person Profiles"** yang seterusnya