Talent Connect: Reference Guide

Talent Connect: Getting Started

Use this Reference Guide to log in to Talent Connect.

- **Begin at employee.crown**
- **Choose Access Talent Connect**
- **Username:** Your username is 8 digits. Capitalized first initial of your preferred first name + 0 + 6-digit employee ID. Ex: A0012345

Password: For initial login use Cr3wn + asterisk(*) + 6-digit employee ID. Ex: Cr3wn*012345. You will be prompted to change your password after the initial login.

Getting Started: Click along with the numbers # to explore Talent Connect.

1. **Home Page** is displayed upon logging in. The Crown Talent Connect Modules can be found in the drop-down menu on the top left side of the screen. The Home Page contains a To Do List, News & Resources, access to your profile information, and team information for supervisors. Click on the tiles for more information.

2. The **Learning** Module is used by employees to view all available online and instructor led courses, enroll or request approval to enroll in training courses and view training status and history all in one place. Supervisors can view training status and training history and assign training or approve training requests for their direct reports.

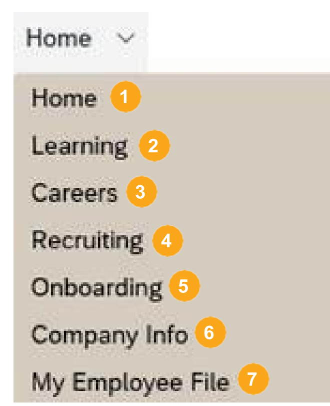
3. The **Careers** Module is used by employees to search for and apply to positions. My Candidate Profile is used to create and manage employee profiles and job applications.

4. The **Recruiting** Module provides a central location to create and store job requisitions and manage recruiting processes.

5. The **Onboarding** Module is used by Human Resources and Supervisors to engage with new employees prior to beginning employment with Crown.

6. The **Company Info** Module provides a basic employee directory. You can also go to the search box at the top right to find basic information.

7. The **My Employee File** Module shows your Personal information. Supervisors will have the option of selecting **Employee Files** to view Personal information.



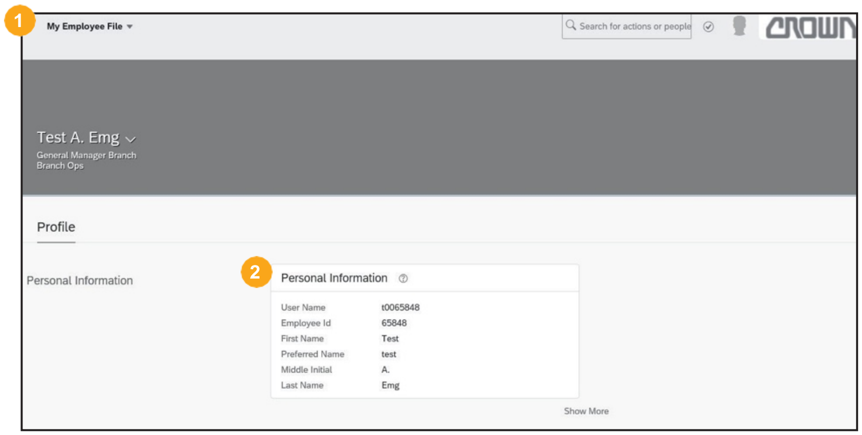
Talent Connect: Employee Files - Employee Profile

Use this Reference Guide to view/update your Profile.

Navigate to My Employee Profile

1. Select My Employee File from the drop-down menu on the top left side of the screen. Your Employee File is information viewable to you, your manager, and Human Resources.

2. Your Personal Information is the information Crown has on file for you. Corrections to your personal information should be sent to Human Resources on a Change of Address Form available on the intranet.



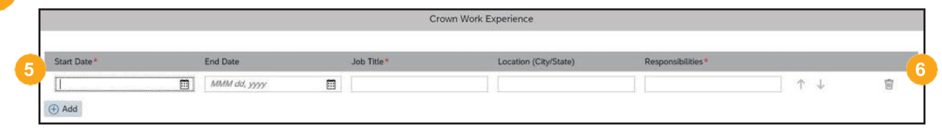
3. Each Profile Element is a separate section with a title. The Profile Elements should be updated and maintained by you. If you have interest in career opportunities within Crown, this profile will be used for your application and available for HR to search.

4. In each element, click the Edit button to see the information. If you would like to Add information to the element, click the plus sign.

5. Fields with a red asterisk (*) are required to be completed before you can save the information. Click Save or Cancel before moving on to the next section. Multiple lines within an element can be added by selecting Add.

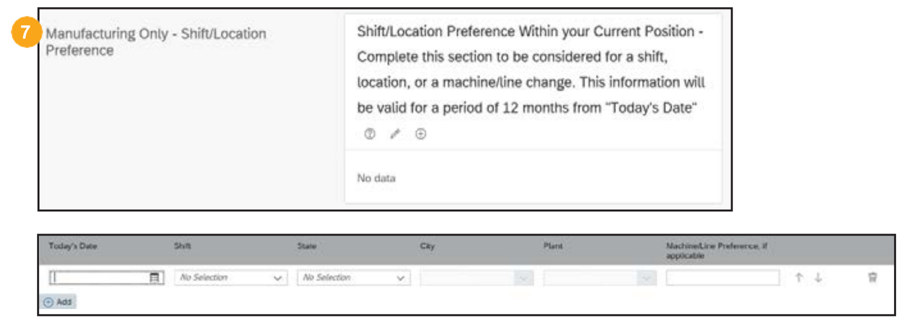
Add

6. If you would like to delete the information, click on the Trash Can



Manufacturing Only – Shift/Location Preference

7. Manufacturing employees may express a shift or location preference within their current position by completing the Manufacturing Only – Shift/Location Preference section.



Keep Your Profile Current

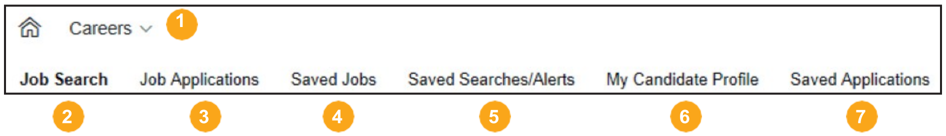
Visiting Talent Connect regularly to maintain your Profile information is a great way to manage your career.

Setting Job Alerts in the Careers Module will also assist you in managing your career. An alert is sent to you by email for any criteria that you set. Click on Careers and click Saved Searches/Alerts on the menu bar. Click Create New Job Alert and save your Alert.

Talent Connect: Careers - Job Search and Application

Use this Reference Guide to search, view, manage, and apply for internal Career Opportunities at Crown.

As a Crown employee, you can use resources on the Careers module to apply for open positions and manage your job applications online.



1. **Getting Started.** Select Careers from the drop-down menu on the top left side of the screen.

2. **Job Search.** Click Job Search tab to search for positions within the company.

3. **Job Applications.** Click Job Applications tab to view the status of jobs you have applied to.

4. **Saved Jobs.** Click the Saved Jobs tab to review job postings you have found and saved. You may apply to these jobs at any time or forward a job posting to another individual.

5. **Saved Searches/Alerts.** Click the Saved Searches/Alerts tab to create and manage your searches and alerts.

6. **My Candidate Profile.** When you apply for a position your Employee Profile will create your My Candidate Profile automatically. The information is synchronized between the two profiles. Add your most up to date contact details and current resume to My Candidate Profile.

7. **Saved Application.** Click the Saved Applications tab to review your saved applications that have not been submitted. Applications may be opened to complete the application by selecting Apply from the Action menu or removed by selecting Delete.

Important Note

Once your application is complete, an email notification will be sent to your immediate supervisor for awareness of your interest in the position that you applied for.

How To: Job Search and Apply

Use tools on the Job Search tab to search for and apply to positions.

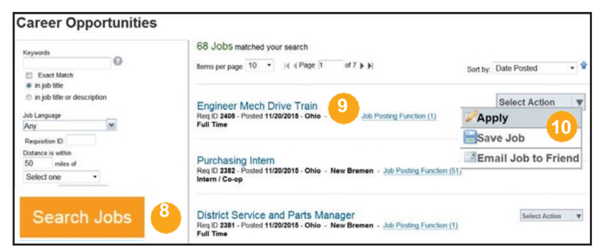
8. Search for positions by entering keywords, job language, location, etc. Click Search Jobs

9. Click a Job Title link in the search results to view the details.

10. Use the Select Action drop-down menu to:
    - Apply to the position of interest.
    - Save Job to access the job posting at a later time via the Saved Jobs tab.
    - Email Job to Friend to forward the opportunity.

Verify Profile Information and "Apply"

- Click the links to attach your resume and cover letter.
- Click the Add link to add information to your profile (Crown Work Experience, Education, etc.)
- Add your most up to date contact details. Click "Next".
- Complete the Internal Application. Fields marked with a red asterisk (*) are required.
- Include any Additional Information or qualifications for the position you are applying for.
- Type your Signature and Click Apply.



Talent Connect: Recruiting - Create/Approve Job Requisition

Use this Reference Guide to create and approve a replacement or additional position, called a "Job Requisition".

The Job Requisitions page is where most of the Recruiting activities take place. Requisitions are created, approved, and managed through the candidate review and hiring process. The requisition helps managers and HR determine the data necessary for the requisition and who is involved in the hiring process.

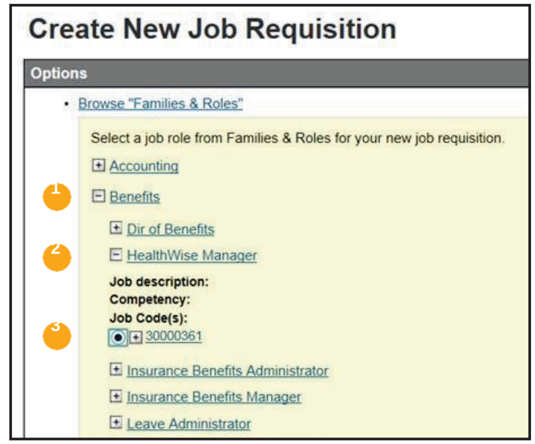
Getting Started: Select Recruiting from the drop-down menu on the top left side of the screen. Click the <u>Create New</u> link to create a job requisition. Most users are directed to Browse "Families & Roles". If not, select Browse "Families & Roles".

Requisition and Candidate Visibility

An employee who is part of the requisition approval chain, or listed as part of the "Hiring Manager Team", will have visibility to the requisition and candidates who apply. If additional managers need added to the "Hiring Manager Team" after the requisition is approved, please contact your HR Rep.

Families & Roles is used as a starting point for a new job requisition.

1. First plus sign is the drop down for the "Family"
2. "Roles" are listed, which are equivalent to Crown active job titles
3. Eight digit number is the Crown360 Job Code. Choose radial button. Scroll to the bottom and click **Use Selected**



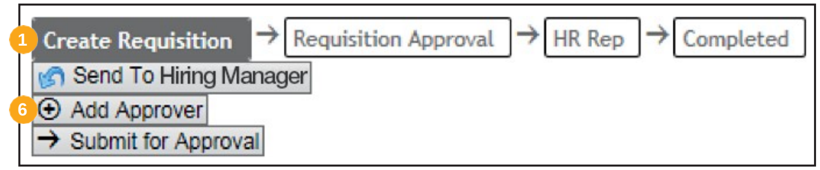
Job Requisition Information

4. "Internal Job Title" automatically populates from Families & Roles
5. Approval Due Date defaults to 10 days.
6. Hiring Manager assigned to the requisition. This is the manager or supervisor of the position being filled.

7. HR Rep/Recruiter assigned to the requisition. This is the Hiring Manager's HR Representative or HR Manager who is responsible for posting the position and/or sourcing candidates.

Talent Connect: Recruiting - Create/Approve Job Requisition

The Job Requisition Form is used to enter the requirements for a position. On the top right, the Job Requisition Information icon can be used to view the requisition's audit history, participants, and process steps.



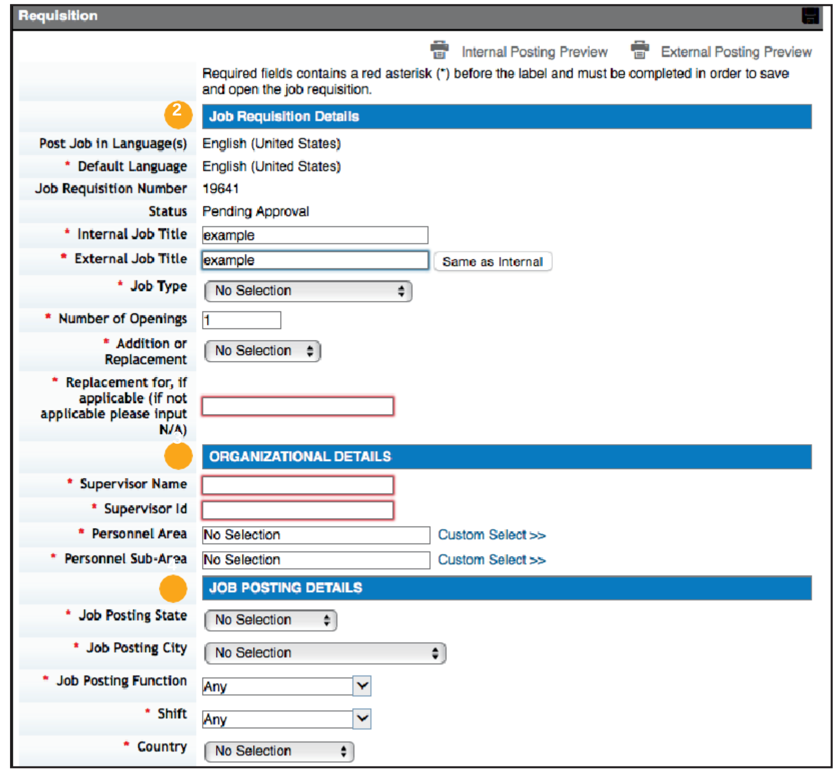
1 Job Requisition Approval Process. Job requisitions automatically progress through the approval chain and may involve the Hiring Manager, the Hiring Manager's manager, and HR. The route map displays the approval process before becoming available for posting and sourcing candidates. The current step of the approval is in dark gray.

2 **Job Requisition Details.** Fields updated by creator of the requisition. Red asterisk (*) are required fields.

3 **Organizational Details.** Fields to be used for Crown360.

4 **Job Posting Details.** Fields to be used in the candidate search. This is critical for candidates to find the position.

5 **Job Requisition Contacts.** Additional Hiring Managers requiring visibility to candidates can be added to "Hiring Manager Team" box.



Make any updates to the Job Requisition Contacts. Add Additional Comments at the bottom if necessary.

6 After the Requisition is complete, select an Approval step:

- Select Submit for Approval to send the job requisition to the manager for approval. The final approver selects this option to send the requisition to the HR Rep to finalize the requisition.
- Add Approver to add an approver to the process. This should be selected by the Hiring Manager's manager if an additional approver should be added.

Send to "Hiring Manager". This option shows when you choose a Hiring Manager other than yourself. This is the first step in the approval process and you should select this option if you are not the Hiring Manager.

Approving a Requisition

All approvers get an automated system email to inform them that a job requisition is pending approval. The Home Page "To Do" tile will list the pending activities. Open the requisition from the "To Do" link or click on the Recruiting module on the top left hand drop-down.

- **Review and add comments on the job requisition as needed**
- **Return job requisition to hiring manager for additional input or route requisition by either "Add Approver" or " Submit for Approval". "Submit for Approval" will send the requisition to the HR Rep to finalize.**

Talent Connect: Learning - Home Page and Reports

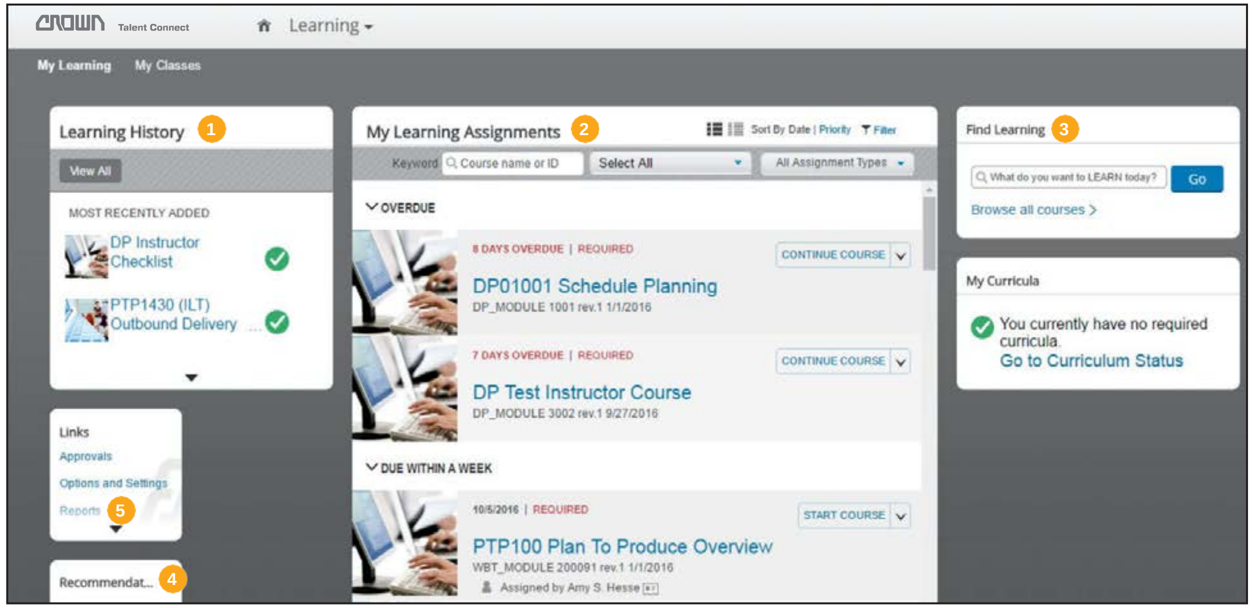
1. **Learning History** contains all of the users completed courses.
2. **My Learning Assignments** contains all the courses that user assigns to themselves or that is assigned to them.
3. **Find Learning** contains all courses that are available.
4. **Recommendations** contains all courses that are recommended to the Crown employee by another Crown employee.
5. **Reports**
   - From the **Home Dashboard** click the drop-down and choose *Learning*
   - Click the *Reports* link in the **Links** tile
   - Click the + *sign* to open the *Report Name* (e.g., Learn History)
   - Click the report type (CSV or Non-CSV)
   - Choose the appropriate *User* group (defaults to Self; Supervisors can change to see Direct Subordinates, All Subordinates, or All to view employees)
   - Enter desired report criteria
   - Click *Run Report*
   - Wait for report to generate

Non-CSV Report

This report type will pop-up in its own browser window. This report type is view only.

CSV Report

This report type displays a pop-up at the bottom of the screen asking to Open, Save, or Cancel. This report type opens in Excel and can be analyzed as needed.



Did You Know?

Tiles can be moved around on this page to the user's preference.

Learning History

Wondering if you've already taken the class you're reviewing? Check out the *Learning History* section of Talent Connect: Learning and you can see all of the training you've completed.

Talent Connect: Learning - Catalog Search

Ways To Search For Courses:

1. **Search**
The user can search for a course.

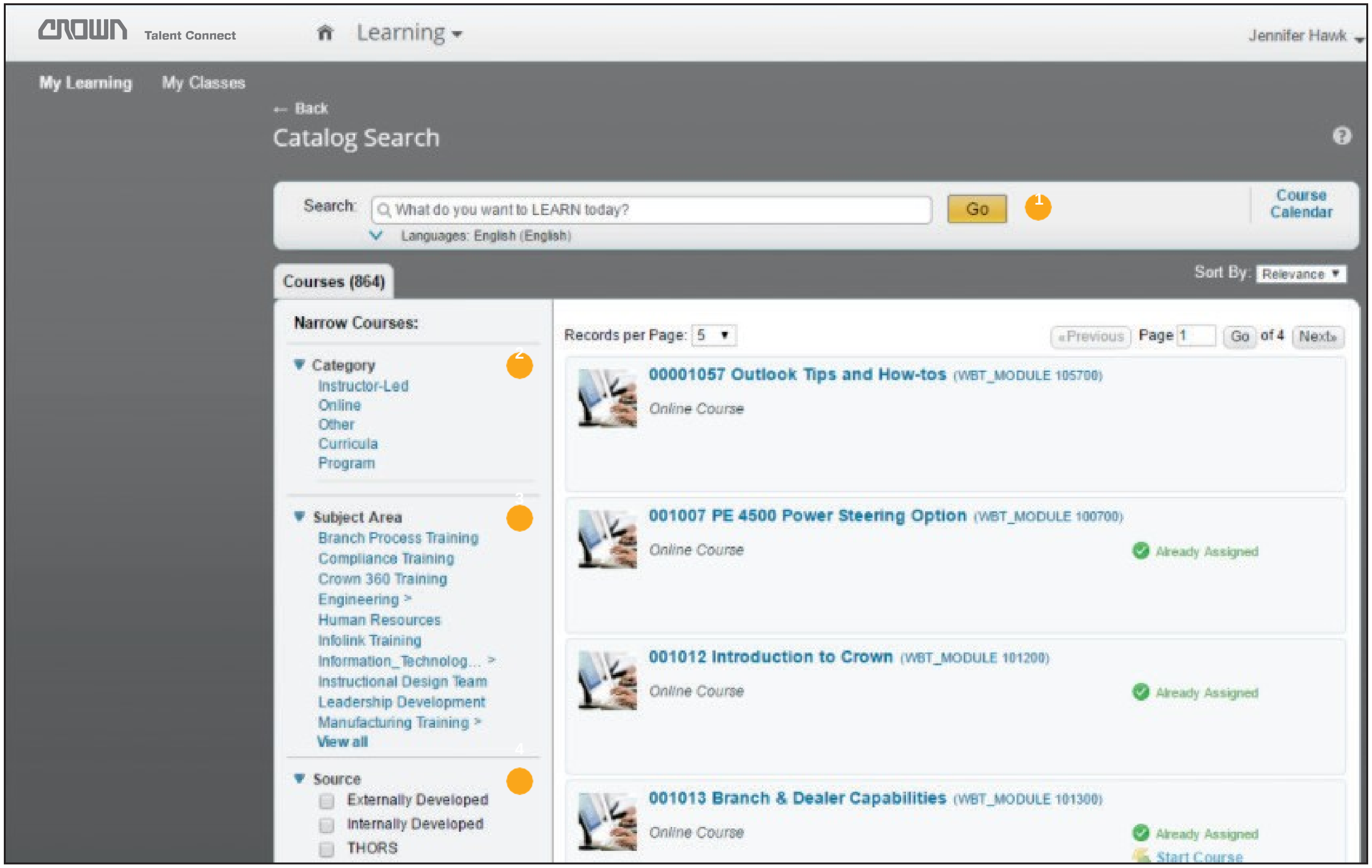
2. **Category**
The user can look up a course by the type of course (e.g., Instructor-Led, Online, Other, Curricula, and Program).

3. **Subject Area**
The user can look up a course by what they want to study (e.g., Crown360 Training).

4. **Source**
The user can search by a Crown developed course or an outside created course.

Search Catalog By Keyword

- **From the Home Dashboard click the drop-down and choose *Learning*.**
- **Click *Browse all courses* in Find Learning.**
- **Enter the course title, course number, or keyword in the *What do you want to LEARN today?* Search.**
- **Click *Go*.**



Category	Definition
Instructor-Led Training (ILT)	Classroom training course. Once an ILT is assigned to a user, the user must register for a scheduled offering of the course.
Online	A course that can be done online at the user's pace. Example of this is a Web-based course (WBT) or ***DP (Demonstrated Performance) Module*** which is a course that requires the user to demonstrate skills that have been taught in the course.
Other	Consists of DP (Demonstrated Performance) Skill Checks. Users will have to request observation from their authorized skill checker and will enroll in these skill checks at that time.
Curricula & Program	A group of courses to be completed by user. Curricula is typically used when the training must be completed on a recurring basis.

Talent Connect: Learning - My Learning

Add Item To Learning Plan

- From the Home Dashboard click the drop-down and choose *Learning*
- In the Find Learning Tile click *Browse all courses*
- Search for the course by Course Title, number, or keyword
- Find the Course in the list of Courses
- Click *Assign to Me* on the right side of the course

Some courses my require Supervisor approval. Status will show "Pending Approval" in *My Learning Assignments* until the course has been approved.

Launch Online Course From Learning Plan

- From the Home Dashboard click the drop-down and choose *Learning*
- In the My Learning Assignment Tile find the Online Course
- Click *Start Course*

Remove Item From Learning Plan

- From the Home Dashboard click the drop-down and choose *Learning*
- In the My Learning Assignment Tile find the Online Course
- Click the down arrow to the right of *Start Course* and select *Remove*
- Select *Yes*

Enroll In A Schedule Offering

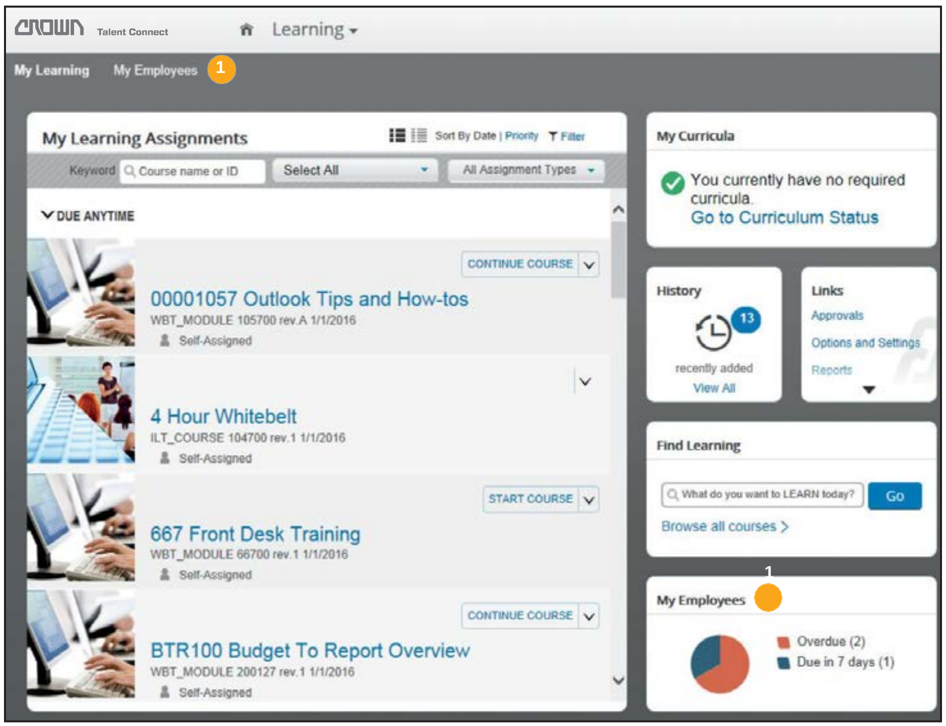
- From the Home Dashboard click the drop-down and choose *Learning*
- In the My Learning Assignment Tile find the Instructor-Led Course that's been assigned
- Click *Register Now*
- Click *Register Now* under the Available Scheduled Offering. If *Register Now* is unavailable click *Waitlist*
- Enter any comments and additional information
- Click *Confirm*

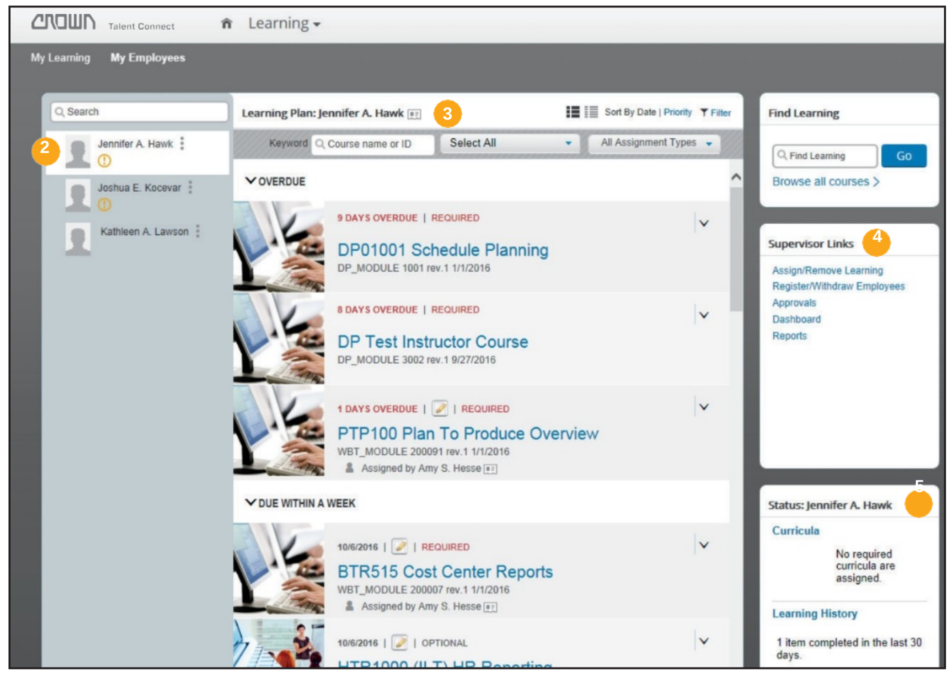
Withdraw From A Scheduled Offering

- From the Home Dashboard click the drop-down and choose *Learning*
- In the My Learning Assignment Tile find the Instructor-Led Course
- Click the down arrow next to *Enrolled* or *On Waitlist*
- Choose *Withdraw*
- Choose *Yes* in the Pop-up
- Choose *No* in the Pop-up
- Select the *Cancellation Reason* from the drop-down
- Click *Submit*

Talent Connect: Learning - My Employees

1. **My Employees** contains information for supervisors about their employees. When either area is selected, the screen to the right below is presented.
2. **List of Employees** contains the employees for the supervisor.
3. **Learning Plan** displays each employee's specific learning plan.
4. **Supervisor Links** contains quick links for the supervisors to assign/remove learning, register/withdraw employees, approve registrations, view the employee dashboard, and run reports.
5. **Status** displays the status of the employee they have viewed in the Learning Plan.





Talent Connect: Learning - Supervisor Links: Approvals, Dashboard and Reports

Approve An Employee Training

Certain courses will require supervisor approval. Email notification will be received by the Supervisor or the Approval dashboard can be reviewed for open approvals.

- From the Home Dashboard click the drop-down and choose *Learning*
- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Approvals*
- Click *Approve*, *Deny*, or *Skip* for each employee
- Click *Next*
- Enter *Approval* or *Denial Reason*, if desired
- Click *Next*
- Click *Confirm*

View Supervisor Dashboard

Contains the list of all direct employees' learning that is tied to a scheduled date.

- From the Home Dashboard click the drop-down and choose *Learning*
- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Dashboard*
- The *Due Date* will default to *Overdue*.
- Optional: Click the arrow next to *Overdue* and choose *Next 30 Days* or *Next 60 Days*.
- A list of learning that has been scheduled by the employees will show

Reports

The list of reports for all direct employees.

- From the Home Dashboard click the drop-down and choose *Learning*
- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Reports*
- Click the + *sign* to open the *Report Name* (e.g., Learn History)
- Click the report type (CSV or Non-CSV)
- Choose *User* group (defaults to Self change to see Direct Subordinates, All Subordinates, or All to view employees)
- Enter desired report criteria
- Click *Run Report*
- Wait for report to generate

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Talent Connect: Learning - Supervisor Links: Assign/Remove Courses

Assign Learning To An Employee

- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Assign/Remove Learning*
- Click the Icon next to *Assign Learning*
- Click the + *sign* next to *Items, Programs, and Curricula*
- Find the course(s) and click *Select*
- Once all courses have been selected click the X in the upper right corner of the *Select Desired Courses from Catalog box*
- Select *Assignment Type* and choose Required or Optional. (If no Assignment Type is selected and it is left blank it will default to Optional. A required learning may also have a required date for completion of the training)
- Click the + *sign* next to *Employees*
- Click the checkbox next to all employees that need added
- Click *Continue*
- Click *Assign Learning*
- Click *Close*

Remove Learning From An Employee

- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Assign/Remove Learning*
- Click the Icon next to *Remove Learning*
- Click the + *sign* next to *Items, Programs, and Curricula*
- Find the course and click *Select*
- Once the course has been selected click the X in the upper right corner of the *Select Desired Courses from Catalog box*
- Click the + *sign* next to *Employees*
- Click the checkbox next to all employees that need to be removed
- Click *Continue*
- In the *Confirm the Details Box* click *Remove Learning*
- Click *Close*

Talent Connect: Learning - Supervisor Links: Register/Withdraw Employees

Register An Employee For A Scheduled Learning

- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Register/Withdrawal Employees*
- Click the Icon next to *Register Employees*
- Click the + *sign* next to *Scheduled Offering*
- Search for desired course
- Click *View Course Dates*
- Click *Select* for the desired offering of the course
- Click the + *sign* next to *Employees*
- Click the checkbox next to all employees that need to be registered
- Click *Add*
- In the *Review Registration Information box* click *Add Learning*
- Click *Close*

Withdraw An Employee For A Scheduled Learning

- Click the *My Employee* Tab or My Employee Tile
- Under Supervisor Links Tile click *Register/Withdrawal Employees*
- Click the Icon next to *Withdraw Employees*
- Click the + *sign* next to *Scheduled Offering*
- Search for desired course
- Click *View Course Dates*
- Click *Select* for the desired offering of the course
- Click the + *sign* next to *Employees*
- Click the checkbox next to all employees that need to be withdrawn
- Click *Remove*
- In the *Confirm the Details Box* click *Remove Learning*
- Select a Cancellation Reason from the drop-down
- Click the *Withdraw* check box
- Click *Continue*
- In *Confirm Withdrawal Details* click *Withdraw Employees***
- Click *Close*

**Note: If a course needs withdrawn from the employee's Learning, click the *Remove associated item from the Learning Plan* check box.