

**MONTGOMERY COLLEGE**  
**Office of Human Resources, Development, and Engagement**

**Taleo Talent Profile for**  
**Associate and Support Staff and Administrators**

**FAQ**

**The following Frequently Asked Questions (FAQ) are intended to provide guidance on entering personal information related to experience, education, and certifications into the Taleo Talent Profile for use by associate and support staff and administrators.**

**Q. Is there a due date to submit my Talent Profile?**

A. Yes, Administrators and associate and support staff must complete their Talent Profile no later than September 30, 2013. In addition, we recommend that you update your Talent Profile as you acquire additional experience, education and/or professional certifications throughout the year.

**Q. Why should I use the Talent Profile?**

A. The Talent Profile serves as an opportunity for employees to provide current information about relative experience, education, and certifications, all of which will be taken into consideration during an equity review. Additionally, this profile will serve as an important tool as other modules of the Taleo talent management systems are launched, including succession planning and career development.

**Q. Is the Talent Profile a mandatory goal?**

A. Yes, completion, update and/or review of your Talent Profile is a mandatory Collegewide goal for the upcoming fiscal year goal plan.

**Q. Are there instructions for using the Talent Profile?**

A. Yes, you may access the Talent Profile [Guidebook](#) here or visit the HRDE website, which contains instructions on how to access the Talent Profile.

**Q. What if the “general” section of my Talent Profile is incorrect?**

A. If the “general” section of your Talent Profile is incorrect, please forward the correct information to the Talent Coordinator at: [jason.rivera@montgomerycollege.edu](mailto:jason.rivera@montgomerycollege.edu)

**Q. How detailed should I be when filling out the Talent Profile?**

A. At minimum, you should include your education, certification(s)/licensing, and a succinct summary of your tasks and achievements.

**Q. Can I cut and paste information into the Talent Profile from my resume?**

A. Yes, in fact it is helpful to have the information available in an MS Word document or text format so that you may cut and paste information into the Talent Profile.

**Q. What if Montgomery College does not appear in the drop down/up window?**

A. If Montgomery College or any other employer or educator does not appear in the drop down/up window, manually enter the information in the following field titled “other.”

**Q. What if the search icon does not display a drop down/up menu?**

A. The search icon will not display a drop down/up menu if there is text already entered into the field. To activate the search icon, you must first clear the field so that the area is blank.

- Q. How far back should my experience go?**  
A. Please use your own discretion. If your past experience is relevant to the work you are doing or aspire to do, or if it included managerial work, you should consider including it.
- Q. Exactly what is considered managerial work experience?**  
A. Typically, managerial work experience includes supervisory duties such as approval of timesheets, completing performance reviews, hiring, etc.
- Q. How do I indicate whether the position held was full-time or part-time?**  
A. Please indicate if the position held was full-time or part-time at the beginning of the task and accomplishment section for each job.
- Q. How should I compute part-time work?**  
A. If you worked part-time for one year, then it counts as full-time for half a year. If you worked part-time for two years, then it counts as working full-time for one year, and so on.
- Q. What if I do not know the exact dates of my work experience?**  
A. If you do not know the exact dates or your work experience, try to get as close to the year and month as possible.
- Q. What if I do not know my past supervisor's contact information?**  
A. If you do not have the contact information for a past supervisor, it will not adversely affect the use of the program.
- Q. What if my past supervisor has retired or is deceased, should I leave it blank or note it?**  
A. If your past supervisor has retired or is deceased, you may either note it or leave it blank.
- Q. Do we have to include our Grade Point Average (GPA)?**  
A. The GPA is not necessary for the purpose of the equity review; however, it may be taken into consideration as part of succession or career planning.
- Q. What if I attended a trade school?**  
A. If you received certification for graduating from a trade school, you should list it under certifications.
- Q. What if I do not see my professional certification in the drop down/up menu?**  
A. If you do not see your professional certification in the menu, enter the information in the following field tilted "other."
- Q. If I have not completed a specific certification, can I list it in the Talent Profile?**  
A. No, unlike the education section where you can indicate an expected graduation date, the certificate must first be acquired before you can list it in the Talent Profile. You may want to capture the certificate pursuit as part of your goals during the performance review process.
- Q. Are credit bearing certificate programs considered professional certification?**  
A. All credit bearing certificate programs do not necessarily result in a professional certification. However, if you believe your program granted you a professional certification or license, you may include it in the certification section of the Talent

Profile.

- Q. Should I include my social security number if it is included in my certificate or licensing materials?**
- A. No, please do not include your social security number even if it is identified as your certificate or license number. You may simply leave the field blank.
- Q. Where should I include my professional development experience, including the workshops and training I've received through the Center for Professional and Organizational Development (CPOD)?**
- A. Only professional training and certification will be taken into consideration as part of the equity review process. For now you may include your special training in the education section of the Talent Profile. Your professional development experience will be captured as part of MC Learns module, which is a later phase of the Taleo Talent Management System.
- Q. If I have been trained in conflict management can I list it in the certification section?**
- A. If you have received a professional certificate from a recognized institute, then you may list it in the certification section of the Talent Profile.
- Q. Should I include recognitions and awards I've received in the certification section?**
- A. No, the certification section is for professional certification. You may mention recognitions in the tasks and achievements section but recognitions and awards will likely be captured as part of your performance review.
- Q. Should temporary employees complete the talent profile?**
- A. Temporary employees with benefits may complete the talent profile; however, temporary employees without benefits are compensated in very different ways and do not receive regular performance reviews; therefore temporary employees without benefits should not complete the talent profile.
- Q. How will you validate that the information on the Talent Profile is accurate?**
- A. The information you provide on the Talent Profile should be verifiable. If it is discovered that an employee intentionally provided false information, he or she may be subject to disciplinary action.
- Q. Who should I contact if I need to verify personal information on file?**
- A. The HRDE Records staff can assist you.
- Q. Does it matter if my degree or professional certificate is on file in my personnel file?**
- A. If you have received a degree or professional certification since your employment at Montgomery College, you should forward a copy of the documentation to the HRDE Records staff.
- Q. Will individual Talent Profiles be made public?**
- A. No, individual Talent Profiles are linked to employee performance evaluations and therefore will not be made public.
- Q. Is there a way to attach a document to the Talent Profile?**
- A. No, the Talent Profile is not designed to accept attachments.

**Q. Can I access the Talent Profile from my iPad?**

A. No, you must have access to “Flash” in order to complete the Talent Profile.

**Q. How often should I update my Talent Profile?**

A. You should update your Talent Profile on a regular basis to ensure that it reflects your cumulative experience, education, and certifications.

**Q. What does Job Preference mean?**

A. The section titled “Job Preference” is a misnomer and may be renamed in the future if the College is able to customize the heading. This section is asking for your years of managerial experience and your overall accumulated years of experience.

**Q. What happens if an employee does not have the skills to complete the Talent Profile?**

A. The employee should reach out to HRDE so that we can provide them with the resources he or she needs.