

Skills Screen in Advanced HR 2.0

View a comprehensive list of all skills the employee has achieved. Clicking on an individual skill on the Skills summary screen (**HR Admin – Employee Maintenance – Skills**) provides basic details of the specific skill.

Skills

+ NEW [refresh] [download] filter grid...

Actions	Name	Employee ID	Skill Code	Skill Description
[edit] [delete]	Mitchell, Rob	3	01	Word processing
[edit] [delete]	Kowalski, Felix	8	01	Word processing
[edit] [delete]	Couture, Thomas	1	02	Customer Communication
[edit] [delete]	Perry, Jackson	5	FL	Speaks a Foreign Language
[edit] [delete]	Kowalski, Felix	8	SP	Speaks Spanish
[edit] [delete]	Wilson, Hank	11	SP	Speaks Spanish

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

Click on a Skills row in the grid to see more details about that skill.

Skill: 02

Employee
Company* Brown's Auto Supply (BAR) (WEB1200)
Employee* Couture, Thomas (1)

Skill Info
Skill Type*+ 02 - Customer Communication

Notes
Great with Customers

Proficiency Percentage Proficiency % %
Years of Experience Experience in Years

Documents
Browse or Drag/Drop documents
Temporarily Uploaded Documents

Drag & drop files here ...

BROWSE ...

To add a skill for an employee, click on the **+ New** button on the Skills dashboard screen and complete the information.

Admins create Skill Types on the **HR Admin – Company Setup – Skills** screen.