Staff Profiles 2.07: Is your profile up-to-date?

The upgrade to Staff Profiles marks a real turning point for this Corporate Application. Introduced at HQ on June 24, version 2.07 offers some great new features, but most importantly it allows users to update most of the information in their personal profile. As a user of this corporate application, you will also have the ability to display or hide any confidential information. When the application becomes available to all missions (it is currently used in six pilot missions), you may find it an invaluable reference during the posting season. All of the new features are documented on-line in the application – simply choose the What's New command from the Help menu.

Extended Editing Capabilities

First things first: the main new feature is the extended editing capability. You can now personally edit many more items in your staff profile than before. All of the following can be modified, corrected or typed-in from your workstation:

- position (title, organization, phone numbers)
- career history
- foreign and official language proficiency
- office address
- dependants
- next of kin
- your home address

The profile information is conveniently grouped under tabs, which appear like file folders on screen. Once in your profile, select a tab to view information. Some tabs use an Edit button to access the information; others have white text boxes in which information may be typed directly on the tab.

Only a few pieces of information cannot be edited, for example, your date and place of birth on the Personal tab, and the Classification, Status, Stream and Rotation on the Position tab. If you wish to make changes to these areas, please advise your Assignment Officer who will arrange to make the necessary edits in the Infonnel system.

New Tabs

Next of Kin — allows you to specify whom to contact in case of emergency.

Advances — you can quickly see any outstanding balances on advances made to you for this or the last fiscal year. This information is supplied through the FINEX financial system. The detail button is used to scrutinize the administrative details of an advance.

Photo — your photo is now supplied by the ID cards database to display your latest ID Card photograph as part of your profile.

Staff Profiles Information Kiosk at HQ

To introduce the Staff Profiles version 2.07, the Application Development group (SXID) set-up an information kiosk in the lobby of Lester B. Pearson on June 26 and 27. Well over 100 people stopped in during the two days to update their profile and ask questions about the application.

Two rosewood pen and case sets were drawn, and the winners were: Roger Mandeville of UTI and Cristina Barrenger of MINA.

Situated at Place Vanier since November 1994, the group at SXID welcomed the opportunity to meet their clients at the Lester B. Pearson Building. Rita Jain, Deputy Director, said that "...this was a great opportunity to get on-the-spot reactions and feedback from users. People seemed quite happy that they had the ability to update their own profile."

Given the enthusiasm generated during this event, more information sessions and kiosks will probably be held. The staff at SXID wish to thank all the people who took the time to visit the kiosk. Your feedback is important. If you have other comments or suggestons about Staff Profiles or other Corporate Applications, please send them by e-mail to CorpApps Support.