Personal Information Section

User Guide for Filling in or Editing the Personal Information Section in Talent Management Module of the Executive Talent Management System (ETMS)

Prepared by the Executive Talent Management team

October 2018

Table of Contents for Filling in or Editing Questions

Overview

Your Personal Information section in ETMS represents Curriculum Vitae type information as noted below which helps the readers get a better sense of who you are:

1. **Employment Equity - Self-Declaration Information (Voluntary)**
2. **Language - Languages - First Official Language/Second Language Evaluation (SLE)**
3. **Language - Functional Knowledge**
4. **Executive Performance Management**
5. **Employment History - Federal Public Service**
6. **Employment History - Non-Federal Public Service**
7. **Employment History - Volunteer Work**
8. **Retirement**
9. **Education**
10. **Professional Certification or Accreditations**
11. **National or International Recognition**
12. **Leadership Development**
13. **Add or View Supporting Documentation**

Things to keep in mind

- **Always keep your Personal Information up to date throughout the year.** ✅

  - Note that this information is linked to your talent management questionnaire as well as to the titles in relation to your commitments in your Performance Agreement.

- **All sections and questions should be fully complete,** when applicable. ✅

- **Specify when the option of "Other" is selected** and include the necessary information. ⚠️

- **Avoid the use of abbreviations, acronyms, or "See above".** 🚫

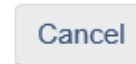# General Notes for Navigating between Sub-questions

- To move to next question or previous section, use **Next** or **Previous** button.

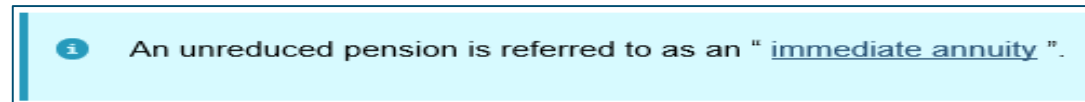- To return to Personal Information main page, click on **Index** button.

- To edit or delete previously entered data, use **Edit** or **Delete** button.
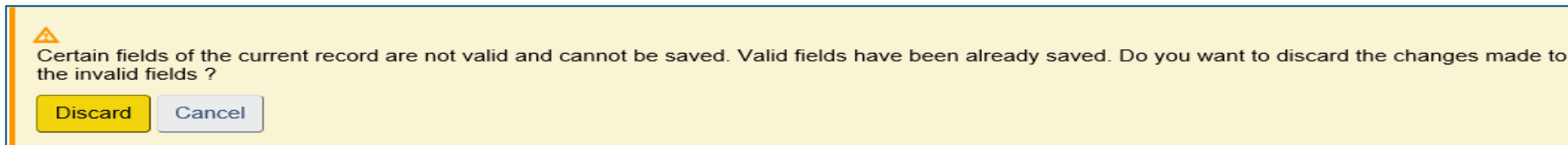
- To cancel or to view sub-questions at any time, use **Cancel** button.

- To see definition of questions, refer to the blue box at the top of question page.

- To avoid getting the **Error Message** below, all the mandatory fields must be complete to enable you to use Save, Previous, Index or Next buttons.

- To save, click on **Save** button at the button of each page.

Recommended to save often!

How to Fill in your Personal Information Section

1. Log in to your ETMS account.

2. Ensure that the **Employee** role is displayed, then click on the **Go** button.

3. Click on **My Workspace**.

| Employee-ZCL | ▼ | Go | | My Workspace | My Profile | Support Centre | Logout |

ⓘ You may have multiple roles in the Executive Talent Management System, employee and manager. Select the appropriate role at the top left side and click on **Go**.   Hide Instructions

4. Select the **Personal Information** tab.

Employee Workspace

| Personal Information | Performance Agreement | Talent Management | Learning and Development Plan |

Please Complete Or Update

1 Employment Equity – Self-Declaration Information (Voluntary)

2 Languages - First Official Language / Second Language Evaluation (SLE)

1. Steps to Fill in "Employment Equity (Voluntary)"

1. Click on **Employment Equity** hyperlink.
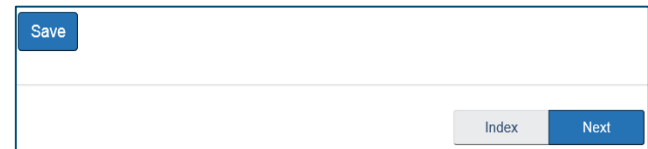
Employee Workspace

| Personal Information | Performance Agreement | Talent Management | Learning and Development Plan |

Please Complete Or Update

1 Employment Equity – Self-Declaration Information (Voluntary)

2. Check **all that apply**.

Employment Equity – Self-Declaration Information (Voluntary)

A.) Are you a person with a disability?

A person with a disability means a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and

1. considers himself / herself to be disadvantaged in employment by reason of that impairment; or,
2. believes that an employer or potential employer is likely to consider him / her to be disadvantaged in employment by reason of that impairment.

This also includes a person whose functional limitations owing to his / her impairment have been accommodated in his / her current job or workplace.

○ Yes

◉ No

3. Click on **Save**. ⟶ Save

Index   Next

4. Click on **Next** .

2. Steps to Fill in "Languages - First Official Language / Second Language Evaluation"

1. Select the **First Official Language, Second Language Evaluation Results, and Expiry Dates**.

2. Click on **Save**.

3. Click on **Next**.

Important: Outdated or incorrect data could negatively impact a prospective candidate for TM purposes.

3. Steps to Fill in "Languages - Functional Knowledge"

1. To enter new information, click on **Add Item**.

Languages - Functional Knowledge

Add Item

Actions	Level (select proficiency)	Language	Additional Information

2. To update, click on **Edit**.

Actions	Level (select proficiency)	Language	Additional Information
Edit Delete	Intermediate	Spanish	

3. Select **Language** and **Level** before saving or clicking on next.

Add/Edit Language - Functional Knowledge

Language Please Select

Level (select proficiency) Please Select

Additional Information

Save Cancel

Previous Index Next

📌**Important:** Outdated or incorrect data could have an impact on a prospective candidate for TM purposes.
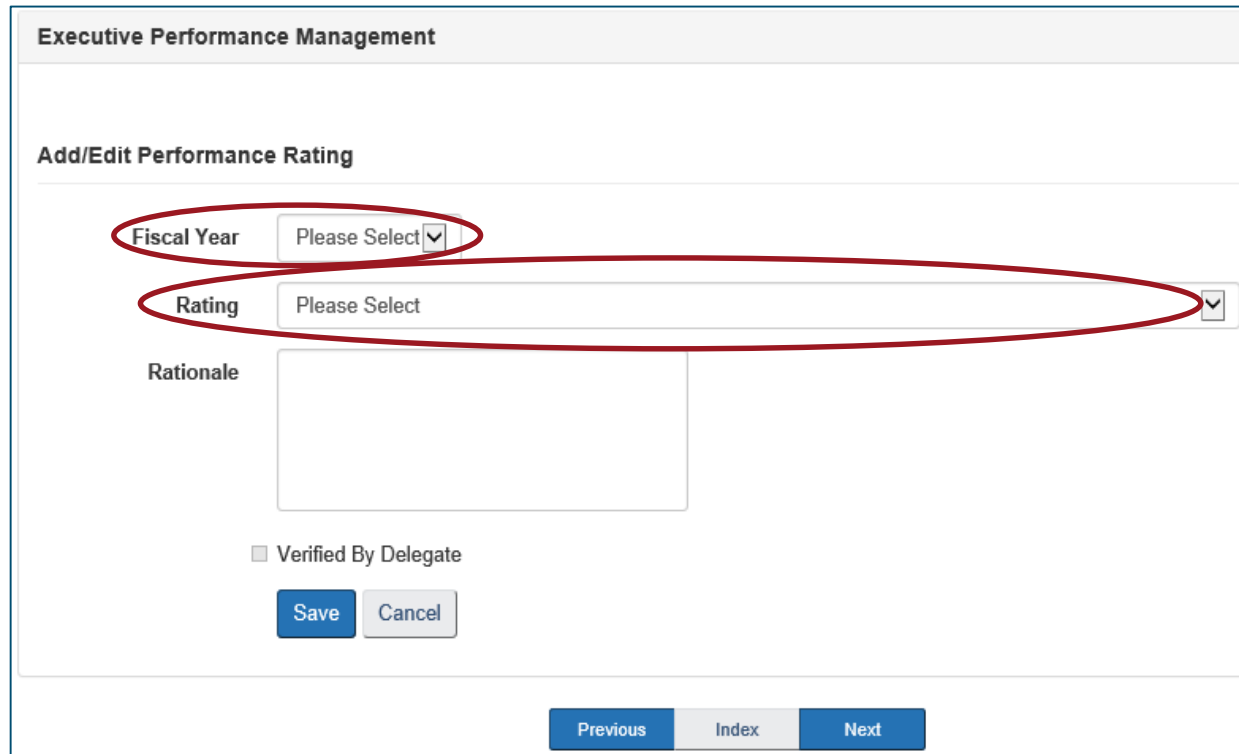
4. Steps to Fill in "Executive Performance Management"

1. Click on **Add Item** button.

Executive Performance Management

Add Item

Actions	Fiscal Year	Rating	Rationale	Verified By Delegate

2. Select **Fiscal Year** and **Rating** from the options available before saving or clicking on Next.

Executive Performance Management

Add/Edit Performance Rating

Fiscal Year: Please Select

Rating: Please Select

Rationale:

☐ Verified By Delegate

Save   Cancel

Previous   Index   Next

📌 **Important**: Make sure the data entered is accurate. You may also be prompted to contact your Delegate when editing a Verified Record (pre-populated from other modules of the ETMS).
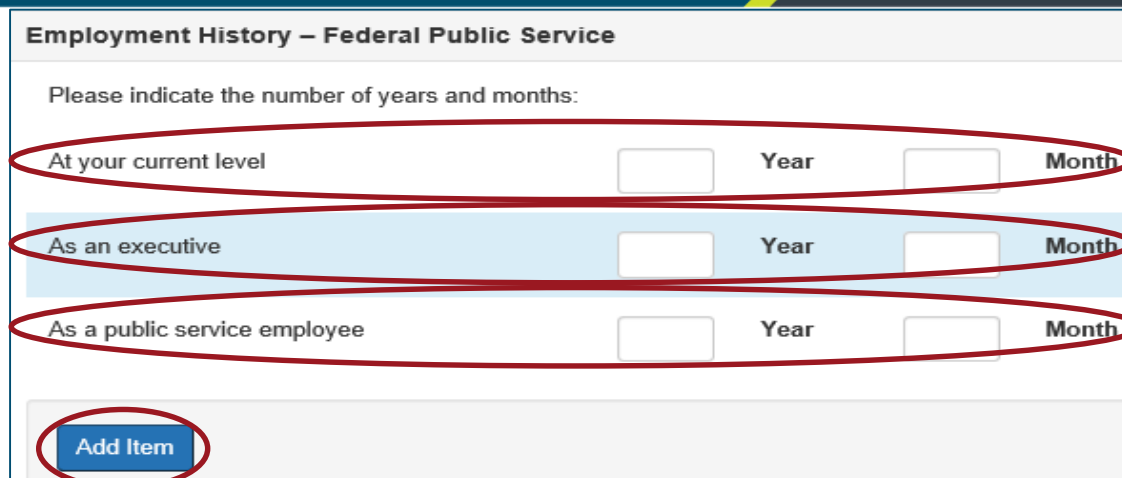
5. Steps to Fill in "Employment History - Federal Public Service"

1. Enter number of years and months at **Your current level**, **as an executive**, and **as a PS employee**.

   📌 Note this section needs to be updated when you move to a new position –

2. Click on **Add Item**.

3. Begin with selecting **Yes** in response to "**Is this Your Current Position?"** and complete the related questions.
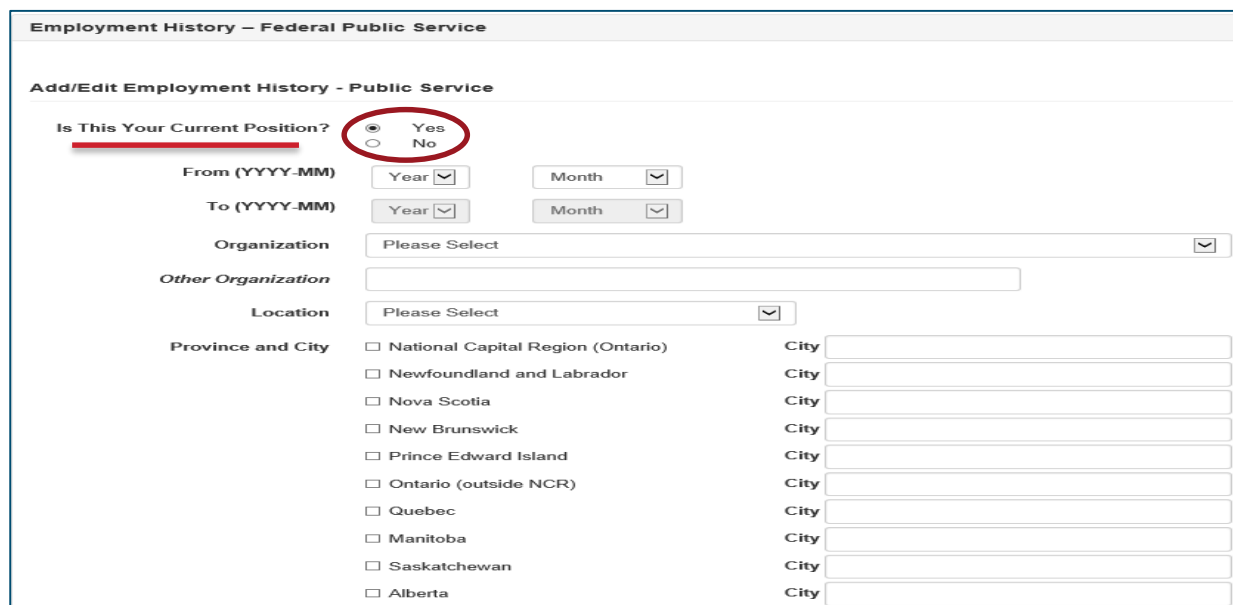

Important: Use current and full position title including sector and branch name (no acronyms), correct dates (including acting greater than four months).

5. Steps to Fill in "Employment History - Federal Public Service" (Cont'd)

4. For **current position**, select your **Primary Responsibilities** (maximum of 3).

5. From the **Are / Were You?** Column, select the corresponding job title for your current position, before clicking on Save.

📌 To identify yourself as a member of any Functional Communities (including identifying the respective primary responsibilities), consult the Quick Guides in Support Centre tab in ETMS.

Please indicate your primary responsibilities (maximum of 3)

Primary Responsibilities	Are / Were You?
☐ Change Management	
☐ Communications	
☐ Corporate : HR	☐ Head of HR
☐ Corporate : Finance	☐ Chief Financial Officer (CFO) ☐ Deputy Chief Financial Officer (DCFO) ☐ Financial Management Executive (FME)
☐ Corporate : IM / IT	☐ Chief Information Officer (CIO) ☐ Chief Technology Officer (CTO) ☐ Deputy Chief Information Officer (DCIO) ☐ Information Management Senior Officer ☐ Other IM or IT related senior position
☐ Corporate : Procurement	
☐ Corporate : Real Property	
☐ Corporate : Audit	☐ Chief Audit Executive (CAE) ☐ Internal Audit Executive (IAQ)
☐ Corporate : Planning	
☐ Corporate : Evaluation	☐ Head of Evaluation
☐ Corporate : All	
☐ Intergovernmental	
☐ International	
☐ Legal	

📌 **Important**: Select functions that are distinct to your position (do not include activities common to all EX positions; for example, staffing is something all EXs do but not all are head of HR).

5. Steps to Fill in "Employment History - Federal Public Service" (Cont'd)

6. A new page opens enabling you to click on **Add Item** to enter information for **your current and previous FPS positions,** if applicable (use **Edit** or **Delete** button to update previously entered information, if needed).

Employment History – Federal Public Service

Please indicate the number of years and months:

At your current level	2 Year	4 Month	
As an executive	5 Year	5 Month	
As a public service employee	6 Year	6 Month	

Add Item
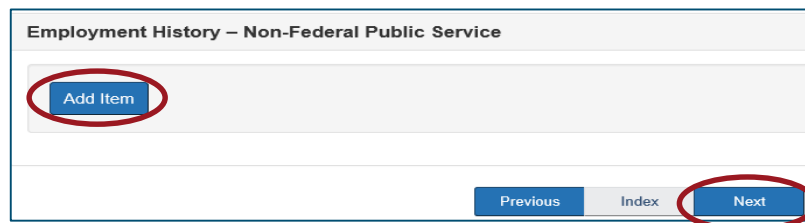
Edit   Delete

From / To: 2016-06 / Present
Current Position: Yes
Organization: TBD
Group and Level: EX-01
Position Number: 12345
Position Title: Directrice, Ressources Humaines
Manager's name: Zed, Jordan
Verified: Yes

Year / Months: 2 years and 4 months
Position Status: Substantive Position
Location: Headquarters (in NCR)

Primary Responsibilities: Corporate : HR Program Delivery / Operations

7. On the new page, this time make sure you select **No** in response to **"Is This Your Current Position?"** and complete the related questions.

Employment History – Federal Public Service

Add/Edit Employment History - Public Service

Is This Your Current Position?   ○ Yes   ● No

13

5. Steps to Fill in "Employment History - Federal Public Service" (Cont'd)

8. The result resembles the one shown in the image to the right (depending on your Employment History). Click on **Next** to continue.

Important: Use full organization's name, position title and also indicate classification and level including acting greater than four months where appropriate.

6. Steps to Fill in "Employment History - Non-Federal Public Service"

1. Click on **Add Item** to enter **Employment History – Non-Federal Public Service**, (or click on **Next** to skip this step and move to next sub-section).

Employment History – Non-Federal Public Service

Add Item

Previous   Index   Next

2. If you clicked on Add Item, you need to respond to the related questions similar to steps previously noted for Employment History - Federal Public Service (but, reflecting previous employment history).
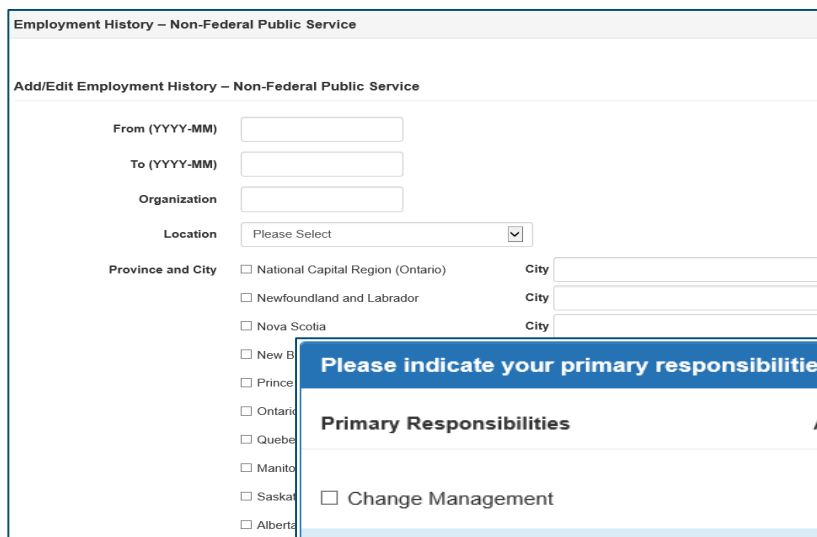
Employment History – Non-Federal Public Service

Add/Edit Employment History – Non-Federal Public Service

From (YYYY-MM)	
To (YYYY-MM)	
Organization	
Location	Please Select
Province and City	☐ National Capital Region (Ontario) City
	☐ Newfoundland and Labrador City
	☐ Nova Scotia City
	☐ New B...
	☐ Prince...
	☐ Ontari...
	☐ Quebe...
	☐ Manito...
	☐ Saskat...
	☐ Alberta...

Please indicate your primary responsibilities (maximum of 3)

Primary Responsibilities	Are / Were You?
☐ Change Management	
☐ Communications	
☐ Corporate : HR	☐ Head of HR
☐ Corporate : Finance	☐ Chief Financial Officer (CFO)
	☐ Deputy Chief Financial Officer (DCFO)
	☐ Financial Management Executive (FME)
☐ Corporate : IM / IT	☐ Chief Information Officer (CIO)
	☐ Chief Technology Officer (CTO)
	☐ Deputy Chief Information Officer (DCIO)
	☐ Information Management Senior Officer
	☐ Other IM or IT related senior position

15

7. Steps to Fill in "Employment History - Volunteer Work Experience"

1. Click on **Add Item** to enter **Volunteer Work Experience** (or click on **Next** to skip this step and move to next sub-section).
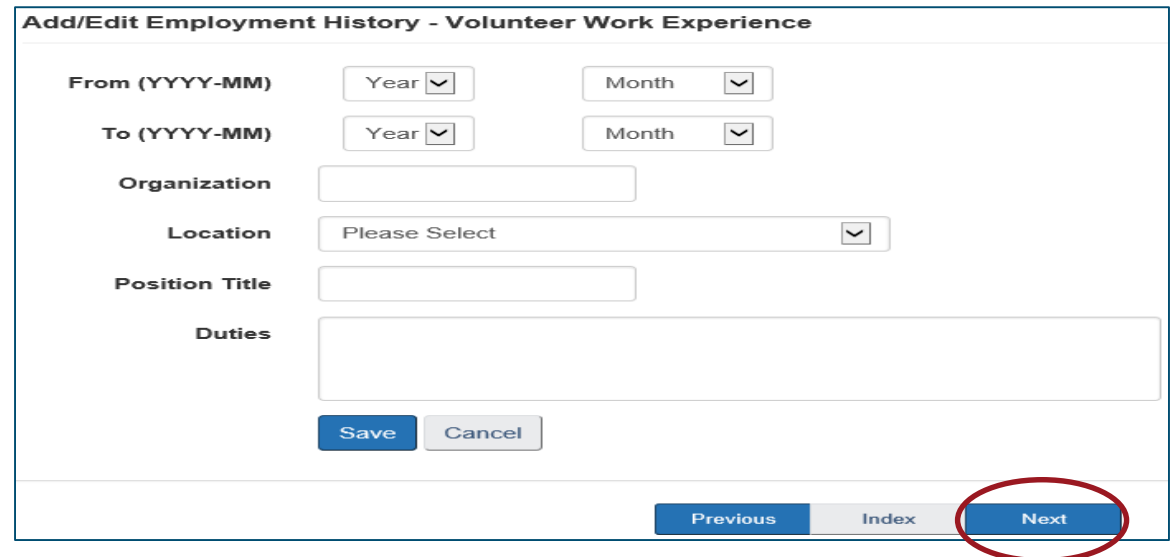
Employment History - Volunteer Work Experience

Add Item

Previous   Index   Next

2. If you clicked on Add Item, you need to respond to the related questions before clicking on **Next**.

Add/Edit Employment History - Volunteer Work Experience

From (YYYY-MM)   Year ▼   Month ▼
To (YYYY-MM)   Year ▼   Month ▼
Organization   [   ]
Location   Please Select ▼
Position Title   [   ]
Duties   [   ]

Save   Cancel

Previous   Index   Next

📌 **Important**: Use full organization's name, and position title where appropriate.

8. Steps to Fill in "Retirement"

1. Select a date to respond to "**When are you eligible to retire with an unreduced pension?"**, and then click on **Save** or **Next** to move to next sub-section.

📌 Note this date can be found on your Pension and Insurance Benefits Statement.

Retirement

When are you eligible to retire with an unreduced pension? (YYYY-MM-DD)

Contact Information
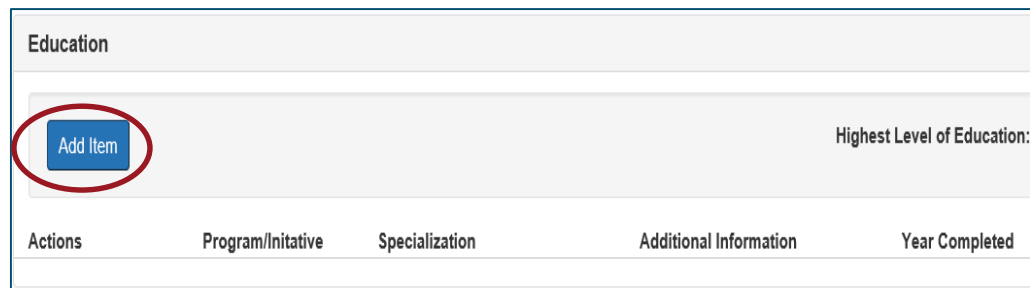
Personal Email

Home telephone

Mobile

Save

Previous | Index | Next

17

9. Steps to Fill in "Education"

1. Click on **Add Item** to enter **Education.**

2. Select **Program/Initiative, Specialization,** and **Year Completed** from the options available before clicking on **Next**.

Important: Indicate all degrees obtained, their specializations and dates of completion. Include "Additional Information" such as "Chemistry co-op", "program incomplete" where appropriate.

10. Steps to Fill in "Professional Certifications or Accreditations"

1. Click on **Add Item** to enter **Professional Certifications or Accreditations**.

2. Select **Specialization, Status, Year,** and **Month** from the options available before clicking on **Next**.
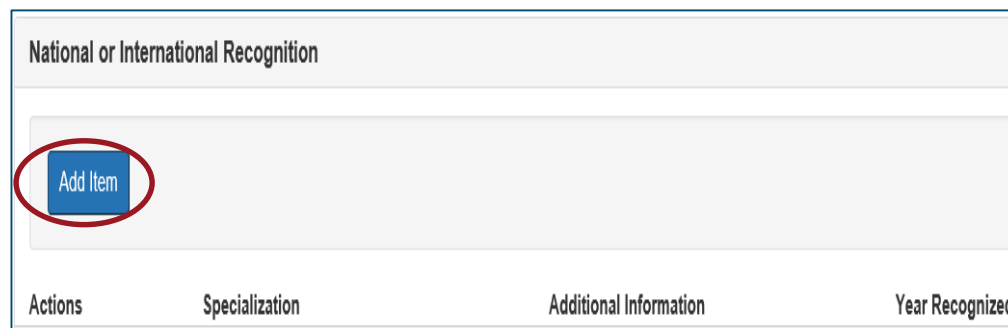
Important: If "Other" selected, specify program, certificate, year and provide identifying information.
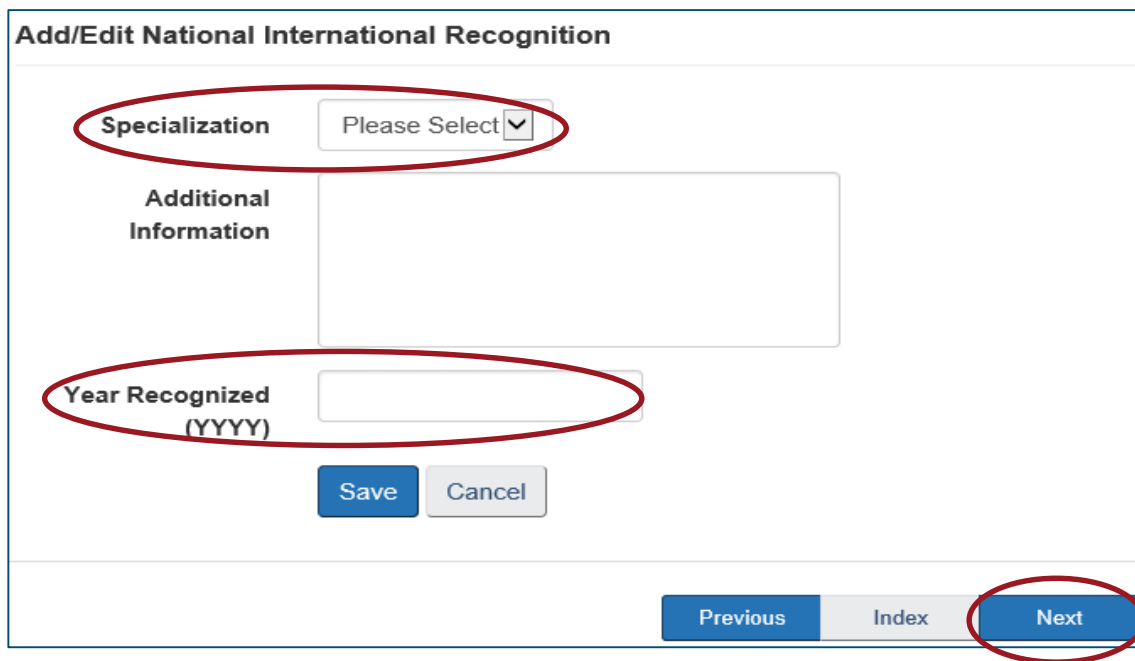
11. Steps to Fill in "National or International Recognition"

1. Click on **Add Item** to enter **National or International Recognition**.

National or International Recognition

Add Item

| Actions | Specialization | Additional Information | Year Recognized |

2. Select **Specialization, Year Recognized** from the options available before clicking on **Next**.
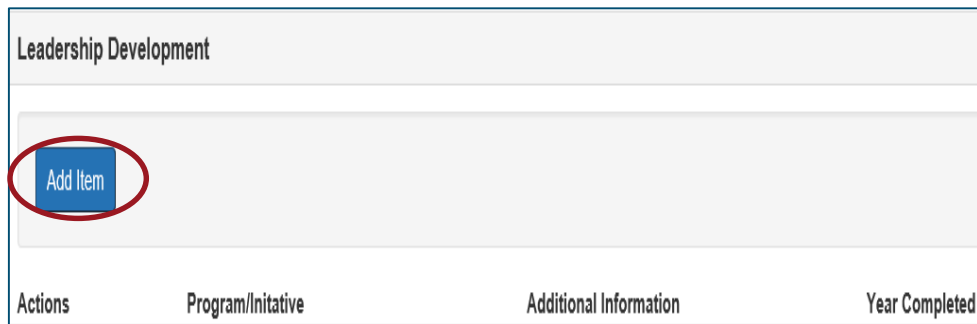
Add/Edit National International Recognition

Specialization   Please Select ▼

Additional Information

Year Recognized (YYYY)

Save   Cancel

Previous   Index   Next

📌 **Important**: Include awards, citations, or commendations for outstanding achievements and provide supporting information.

12. Steps to Fill in "Leadership Development"

1. Click on **Add Item** to enter **Leadership Development**.
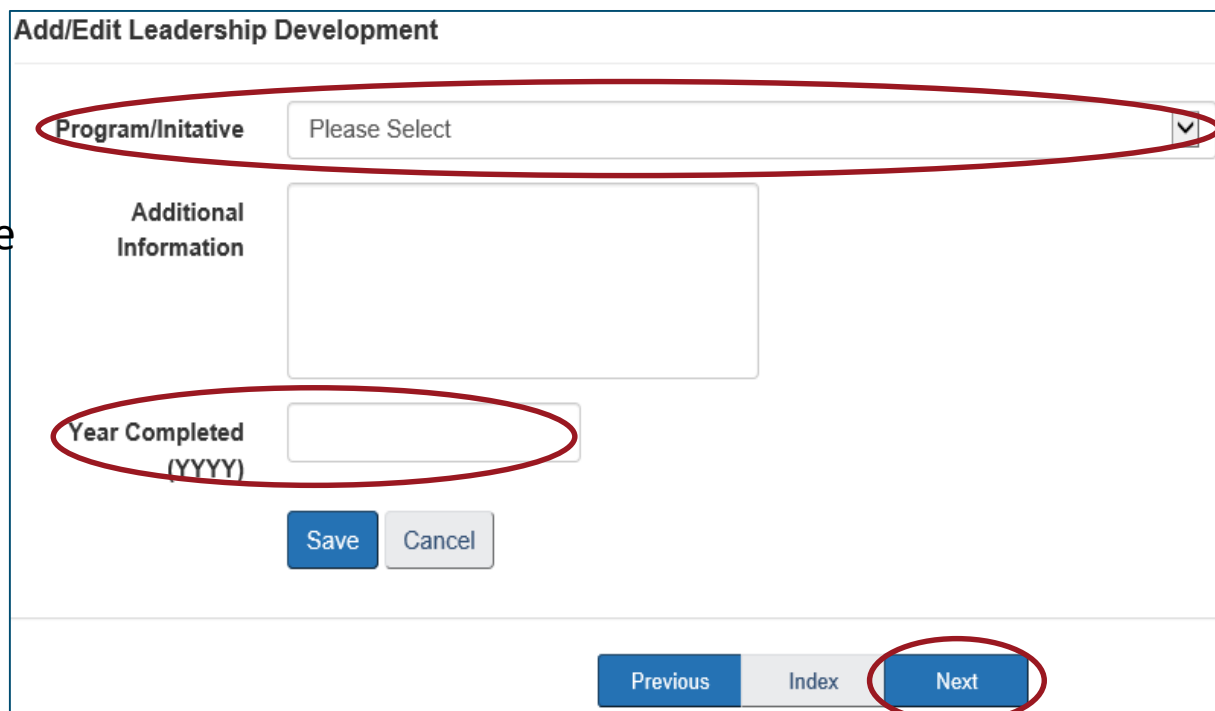
Leadership Development

Add Item

Actions	Program/Initative	Additional Information	Year Completed

2. Select **Program/Initiative** and **Year Completed** from the options available before clicking on **Next**.

Add/Edit Leadership Development

Program/Initative   Please Select

Additional Information

Year Completed (YYYY)

Save   Cancel

Previous   Index   Next

Important: Select or list all attendance (and the completion status) including in public sector, academic or private sector programs.

13. Steps to Fill in "Add or View Supporting Documentation"

1. Click on **Add New Attachment** or **Add New Link** to complete the **Supporting Documentation** sub-questions.

Notes and Supporting Documentation

Add New Attachment

Add New Link

Add Attachment

Acceptable File Extensions: bmp csv doc docx gif htm html jpeg jpg pdf png pps ppsx ppt pptx rtf text txt wpd xls xlsx

File Name	[_____] Browse...
Category	Please Select ▼
Description	[ ]
Language	Please Select ▼

Save   Cancel

Add/Edit Link

Link (URL)	http:// [ ]
Category	Please Select ▼
Description	[ ]
Language	Please Select ▼
Date (YYYY-MM-DD)	[ ]

Save   Cancel

2. Click on **Index** to return to **Personal Information** section.

Previous   Index

How to Edit your Personal Information Section

This section will help you **update/change** your already existing Personal Information in ETMS.

How to Edit your Personal Information Section

1. Log in to your ETMS account.

2. Ensure that the **Employee** role is displayed, then click on the **Go** button.

3. Click on **My Workspace**.

| Employee-ZCL | ▾ | Go | | My Workspace | My Profile | Support Centre | Logout |

ⓘ You may have multiple roles in the Executive Talent Management System, employee and manager. Select the appropriate role at the top left side and click on **Go**.   Hide Instructions

4. Select the **Personal Information** tab.

Employee Workspace

| Personal Information | Performance Agreement | Talent Management | Learning and Development Plan |

Please Complete Or Update

1 Employment Equity – Self-Declaration Information (Voluntary)

2 Languages - First Official Language / Second Language Evaluation (SLE)

How to Edit your Personal Information section (Cont'd)

5. Click on the **hyperlink of** any **sub-question** where editing or updating is required.

Employee Workspace

| Personal Information | Performance Agreement | Talent Management | Learning and Development Plan |

Please Complete Or Update

1	Employment Equity – Self-Declaration Information (Voluntary)
2	Languages - First Official Language / Second Language Evaluation (SLE)
3	Languages - Functional Knowledge
4	Executive Performance Management
5	Employment History – Federal Public Service
6	Employment History – Non-Federal Public Service
7	Employment History - Volunteer Work
8	Retirement
9	Education
10	Professional Certifications or Accreditations
11	National or International Recognition
12	Leadership Development
13	Add or View Supporting Documentation

Important: Among other updates, particular attention must be paid to "Employment History" to reflect your most recent job movements.

How to Edit your Personal Information section (Cont'd)

To Edit	Go to Slide Number
1. Employment Equity - Self-Declaration Information (Voluntary)	7
2. Languages - First Official Language/Second Language Evaluation (SLE)	8
3. Languages - Functional Knowledge	9
4. Executive Performance Management	10
5. Employment History - Federal Public Service	11-14
6. Employment History - Non-Federal Public Service	15
7. Employment History - Volunteer Work Experience	16
8. Retirement	17
9. Education	18
10. Professional Certifications Or Accreditations	19
11. National or International Recognition	20
12. Leadership Development	21
13. Add or View Supporting Documentation	22

Who to contact
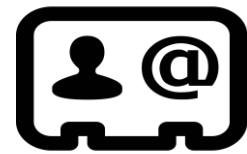
For further assistance on the Executive Talent Management System (ETMS) or process, we recommend you first communicate with your organization's ETMS Delegate.

For technical support, your ETMS Delegate may communicate with the ETMS Help Desk at OCHRO-EX.BDPRH-EX@tbs-sct.gc.ca.

For additional information on the Executive Talent Management process, please contact the Executive Talent Management team at ZZADMEPTM@tbs-sct.gc.ca.

Your feedback is our most valuable asset. Please tell us what you think of this guide at ZZADMEPTM@tbs-sct.gc.ca.