



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

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





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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

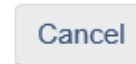
- To move to next question or previous section, use **Next** or **Previous** button.
- To return to Personal Information main page, click on **Index** button.



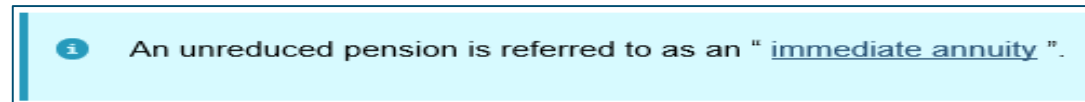
- To edit or delete previously entered data, use **Edit** or **Delete** button.



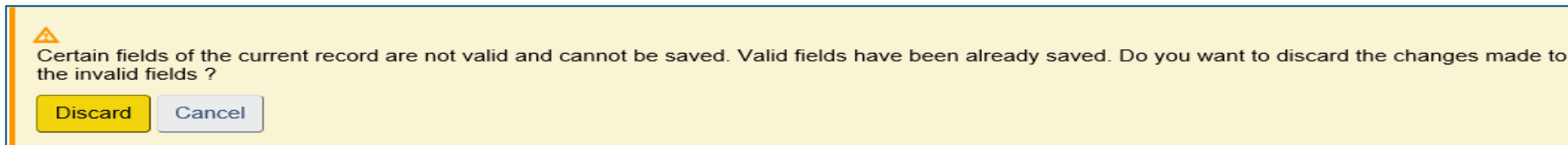
- To cancel or to view sub-questions at any time, use **Cancel** button.



- 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 bottom 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**.

The screenshot shows the ETMS Employee Workspace interface. At the top, there is a dropdown menu with 'Employee-ZCL' selected and a 'Go' button. To the right, there are navigation links: 'My Workspace', 'My Profile', 'Support Centre', and 'Logout'. Below this is a light blue informational banner with an information icon and the text: '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.' A 'Hide Instructions' link is on the right. The main heading is 'Employee Workspace'. Below it are four tabs: 'Personal Information', 'Performance Agreement', 'Talent Management', and 'Learning and Development Plan'. The 'Personal Information' tab is active. Below the tabs is a section titled 'Please Complete Or Update' with two items: '1 Employment Equity – Self-Declaration Information (Voluntary)' and '2 Languages - First Official Language / Second Language Evaluation (SLE)'. The second item is highlighted in light blue.

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

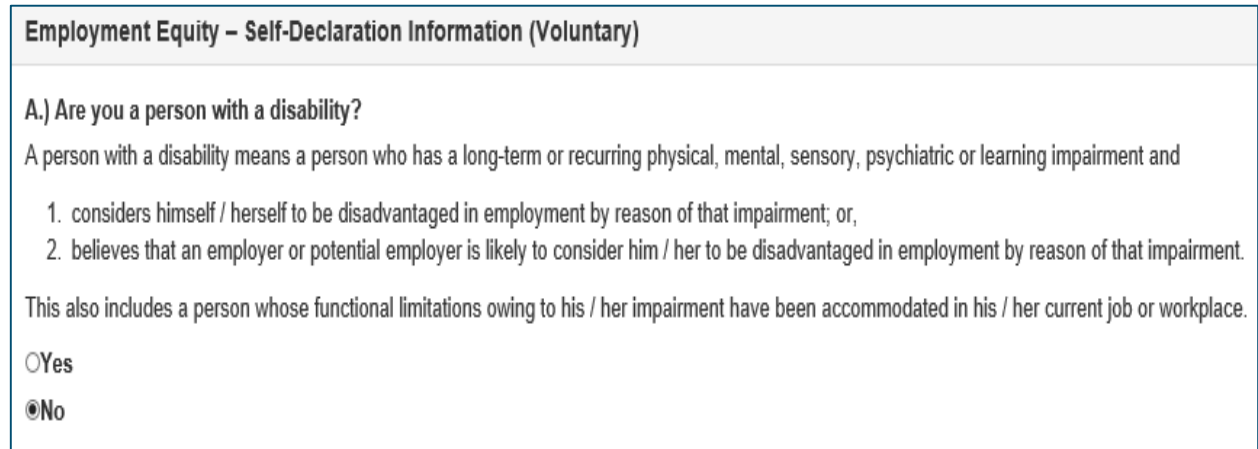
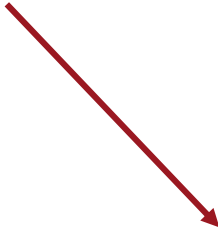
1. Steps to Fill in “Employment Equity (Voluntary)”

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



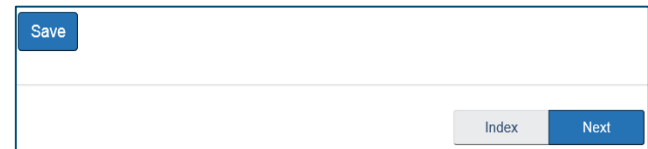
The screenshot shows the 'Employee Workspace' navigation area. It contains four tabs: 'Personal Information', 'Performance Agreement', 'Talent Management', and 'Learning and Development Plan'. Below these tabs is a section titled 'Please Complete Or Update' which lists '1 Employment Equity - Self-Declaration Information (Voluntary)'. This item is circled in red.

2. Check **all that apply**.



The screenshot shows the 'Employment Equity - Self-Declaration Information (Voluntary)' form. The question is 'A.) Are you a person with a disability?'. Below the question is a definition: 'A person with a disability means a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and' followed by two numbered points: '1. considers himself / herself to be disadvantaged in employment by reason of that impairment; or,' and '2. believes that an employer or potential employer is likely to consider him / her to be disadvantaged in employment by reason of that impairment.' Below this is the text: 'This also includes a person whose functional limitations owing to his / her impairment have been accommodated in his / her current job or workplace.' At the bottom are two radio button options: 'Yes' and 'No'. The 'No' option is selected.

3. Click on **Save**.



The screenshot shows the bottom of the form with three buttons: 'Save', 'Index', and 'Next'. The 'Save' button is highlighted with a red arrow from step 3.

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.**

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

First Official Language Verified By Delegate

Second Language Evaluation Results

Test	Result	Expiry Date (YYYY-MM-DD)	Verified By Delegate
Reading Comprehension	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="checkbox"/>
Written Expression	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="checkbox"/>
Oral Proficiency	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="checkbox"/>

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

Actions	Level (select proficiency)	Language	Additional Information
Add Item			

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.

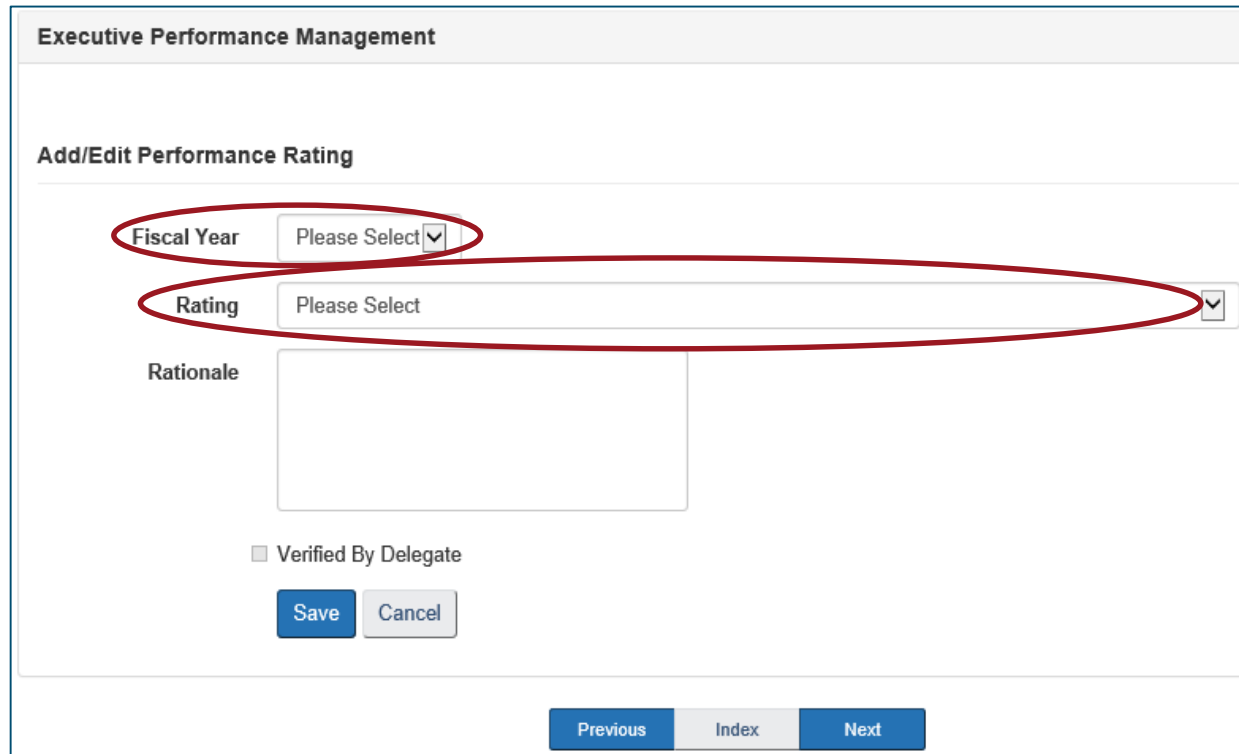
4. Steps to Fill in “Executive Performance Management”

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




The screenshot shows the 'Executive Performance Management' header. Below it is a large grey rectangular area containing a blue button labeled 'Add Item', which is circled in red. At the bottom of the interface, there are five column headers: 'Actions', 'Fiscal Year', 'Rating', 'Rationale', and 'Verified By Delegate'.

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




The screenshot shows the 'Add/Edit Performance Rating' form. It features two dropdown menus: 'Fiscal Year' and 'Rating', both with 'Please Select' as the current selection and a downward arrow icon. These two dropdowns are circled in red. Below them is a text area for 'Rationale'. At the bottom left, there is a checkbox labeled 'Verified By Delegate' which is currently unchecked. Below the checkbox are two buttons: 'Save' and 'Cancel'. At the bottom right of the form, there are three navigation buttons: 'Previous', 'Index', and '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).

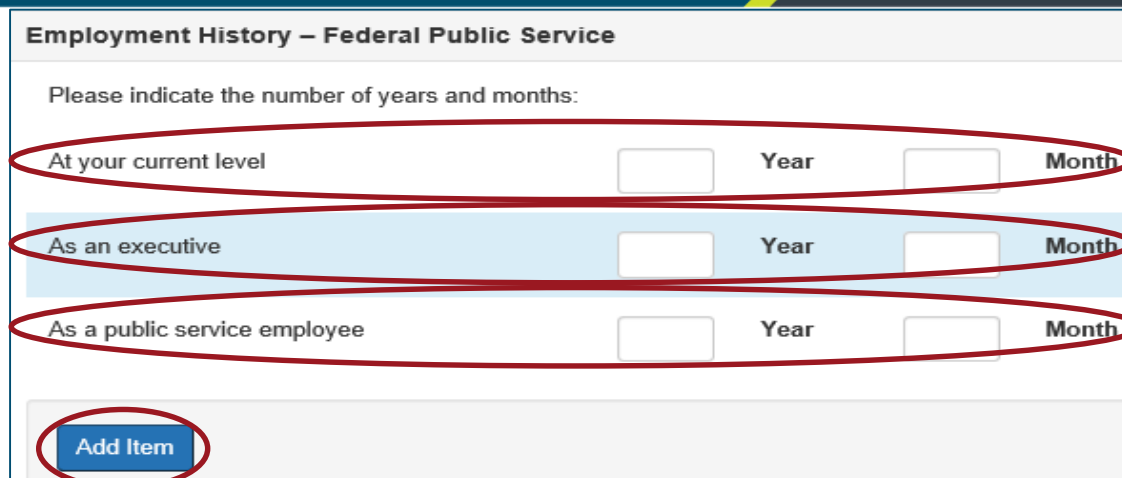
5. Steps to Fill in “Employment History - Federal Public Service”

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 – [refer to slide 23](#).

2. Click on **Add Item**.

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

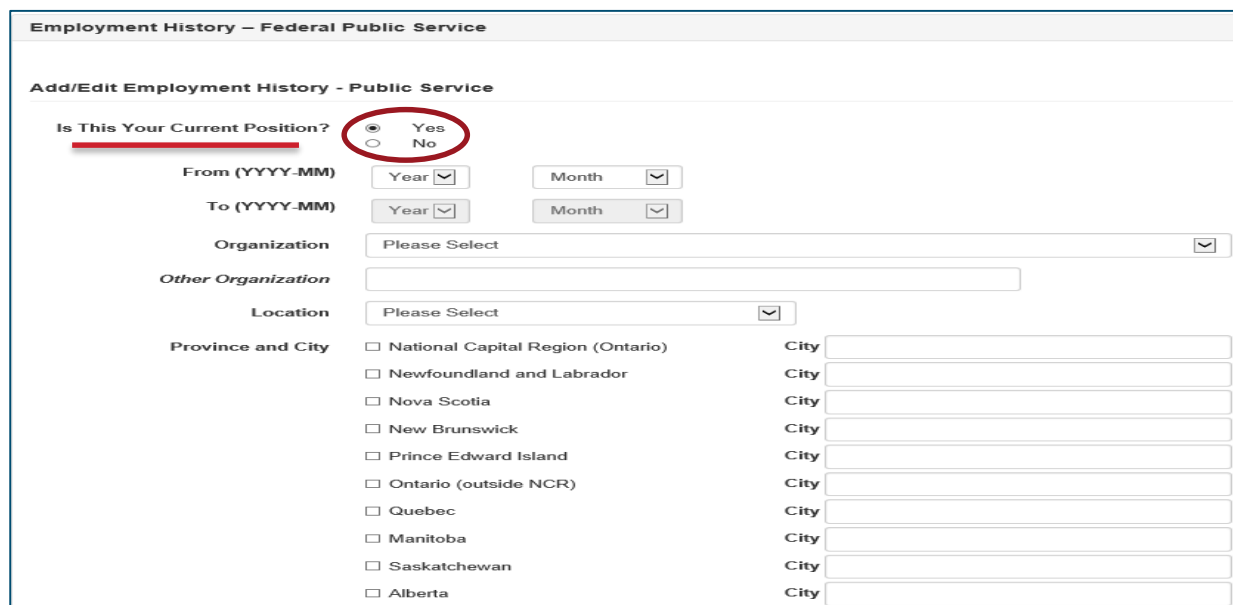


Employment History – Federal Public Service

Please indicate the number of years and months:

At your current level	<input type="text"/>	Year	<input type="text"/>	Month
As an executive	<input type="text"/>	Year	<input type="text"/>	Month
As a public service employee	<input type="text"/>	Year	<input type="text"/>	Month

Add Item



Employment History – Federal Public Service

Add/Edit Employment History - Public Service

Is This Your Current Position? Yes No

From (YYYY-MM) Year Month

To (YYYY-MM) Year Month


Organization

Other Organization

Location

Province and City


<input type="checkbox"/> National Capital Region (Ontario)	City <input type="text"/>
<input type="checkbox"/> Newfoundland and Labrador	City <input type="text"/>
<input type="checkbox"/> Nova Scotia	City <input type="text"/>
<input type="checkbox"/> New Brunswick	City <input type="text"/>
<input type="checkbox"/> Prince Edward Island	City <input type="text"/>
<input type="checkbox"/> Ontario (outside NCR)	City <input type="text"/>
<input type="checkbox"/> Quebec	City <input type="text"/>
<input type="checkbox"/> Manitoba	City <input type="text"/>
<input type="checkbox"/> Saskatchewan	City <input type="text"/>
<input type="checkbox"/> Alberta	City <input type="text"/>

 **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?
<input type="checkbox"/> Change Management	
<input type="checkbox"/> Communications	
<input type="checkbox"/> Corporate : HR	<input type="checkbox"/> Head of HR
<input type="checkbox"/> Corporate : Finance	<input type="checkbox"/> Chief Financial Officer (CFO) <input type="checkbox"/> Deputy Chief Financial Officer (DCFO) <input type="checkbox"/> Financial Management Executive (FME)
<input type="checkbox"/> Corporate : IM / IT	<input type="checkbox"/> Chief Information Officer (CIO) <input type="checkbox"/> Chief Technology Officer (CTO) <input type="checkbox"/> Deputy Chief Information Officer (DCIO) <input type="checkbox"/> Information Management Senior Officer <input type="checkbox"/> Other IM or IT related senior position
<input type="checkbox"/> Corporate : Procurement	
<input type="checkbox"/> Corporate : Real Property	
<input type="checkbox"/> Corporate : Audit	<input type="checkbox"/> Chief Audit Executive (CAE) <input type="checkbox"/> Internal Audit Executive (IAQ)
<input type="checkbox"/> Corporate : Planning	
<input type="checkbox"/> Corporate : Evaluation	<input type="checkbox"/> Head of Evaluation
<input type="checkbox"/> Corporate : All	
<input type="checkbox"/> Intergovernmental	
<input type="checkbox"/> International	
<input type="checkbox"/> 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	<input type="text" value="2"/>	Year	<input type="text" value="4"/>	Month
As an executive	<input type="text" value="5"/>	Year	<input type="text" value="5"/>	Month
As a public service employee	<input type="text" value="6"/>	Year	<input type="text" value="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

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.

Employment History – Federal Public Service


Please indicate the number of years and months:

At your current level	<input type="text" value="2"/>	Year	<input type="text" value="4"/>	Month
As an executive	<input type="text" value="5"/>	Year	<input type="text" value="5"/>	Month
As a public service employee	<input type="text" value="6"/>	Year	<input type="text" value="6"/>	Month

[Add Item](#)

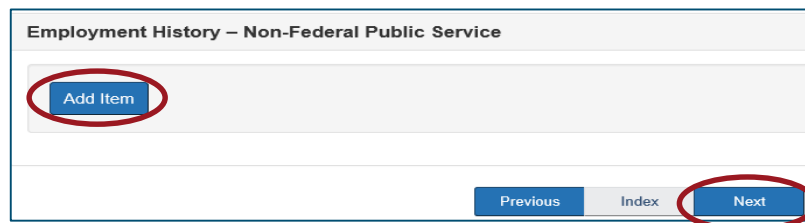
Edit	Delete	From / To: 2016-06 / Present Current Position: Yes Organization: TBD Group and Level: EX-01 Position Number: 12345 Position Title: Directrice, Ressources Humaines Manager's name: Zed, Jordan Verified: Yes	Year / Months: 2 years and 4 months Position Status: Substantive Position Location: Headquarters (in NCR) Primary Responsibilities: Corporate : HR Program Delivery / Operations
Edit	Delete	From / To: 2015-05 / 2016-06 Current Position: No Organization: CES Group and Level: EX-01 Position Number: 54321 Position Title: Directrice, Ressources Humaines Manager's name: AANDC, EXTALENT Verified: Yes	Year / Months: 1 years and 1 months Position Status: Substantive Position Location: Headquarters (in NCR)

[Previous](#) [Index](#) [Next](#)

 **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).

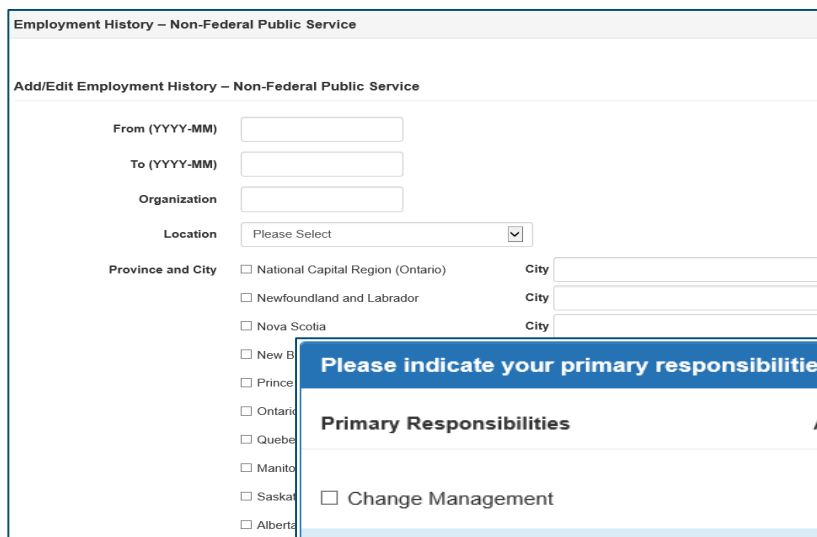


Employment History – Non-Federal Public Service

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

Province and City

National Capital Region (Ontario) City

Newfoundland and Labrador City

Nova Scotia City

New Brunswick City

Prince Edward Island City

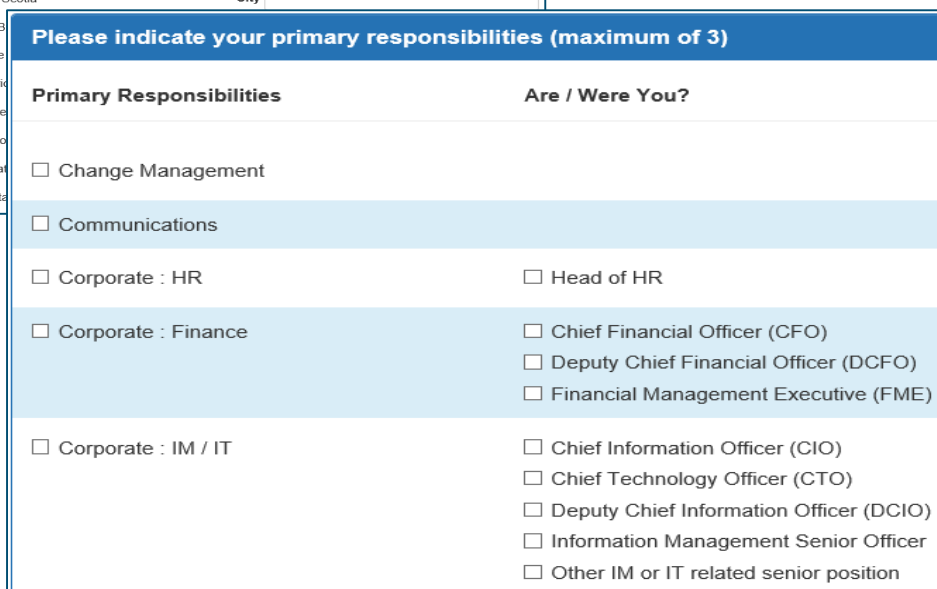
Ontario City

Quebec City

Manitoba City

Saskatchewan City

Alberta City

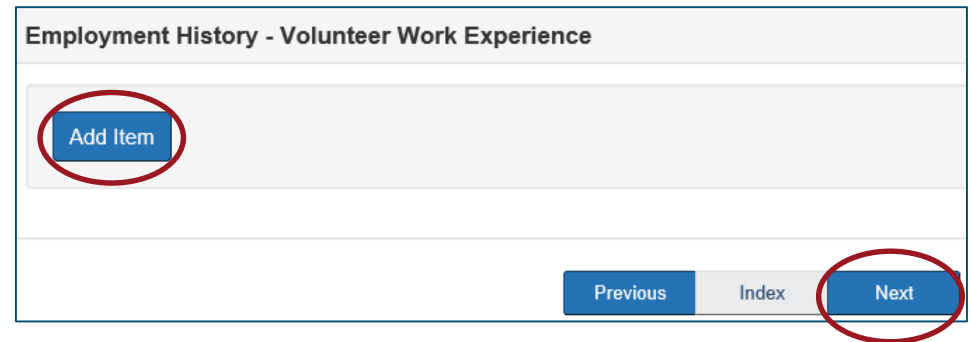


Please indicate your primary responsibilities (maximum of 3)

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

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 subsection).

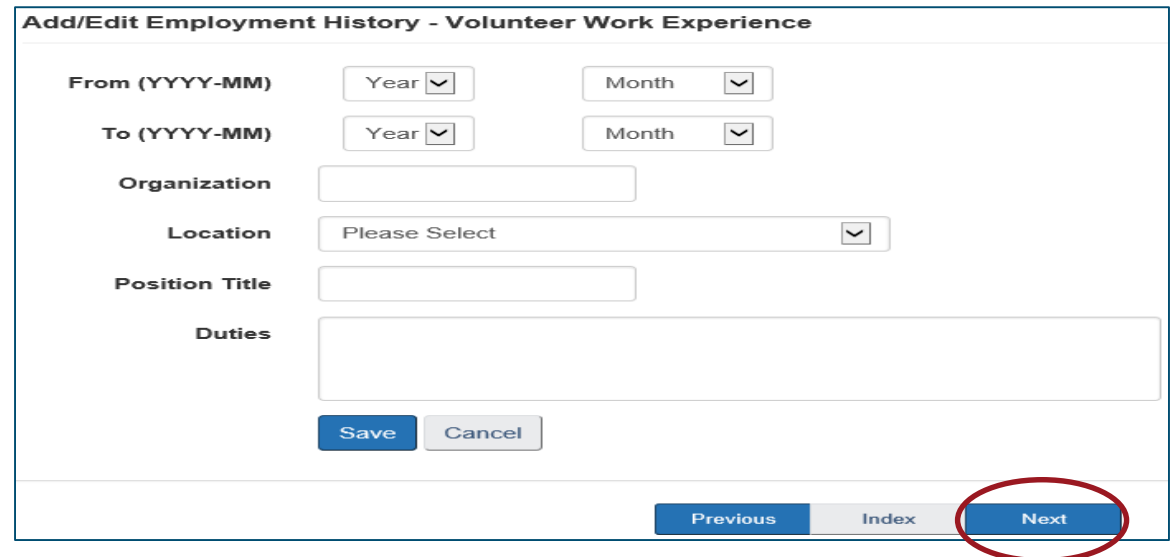


Employment History - Volunteer Work Experience

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

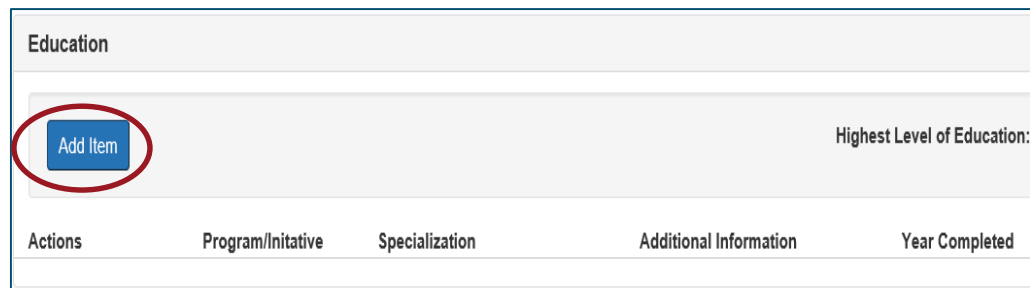
Personal Email

Home telephone

Mobile

9. Steps to Fill in “Education”

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

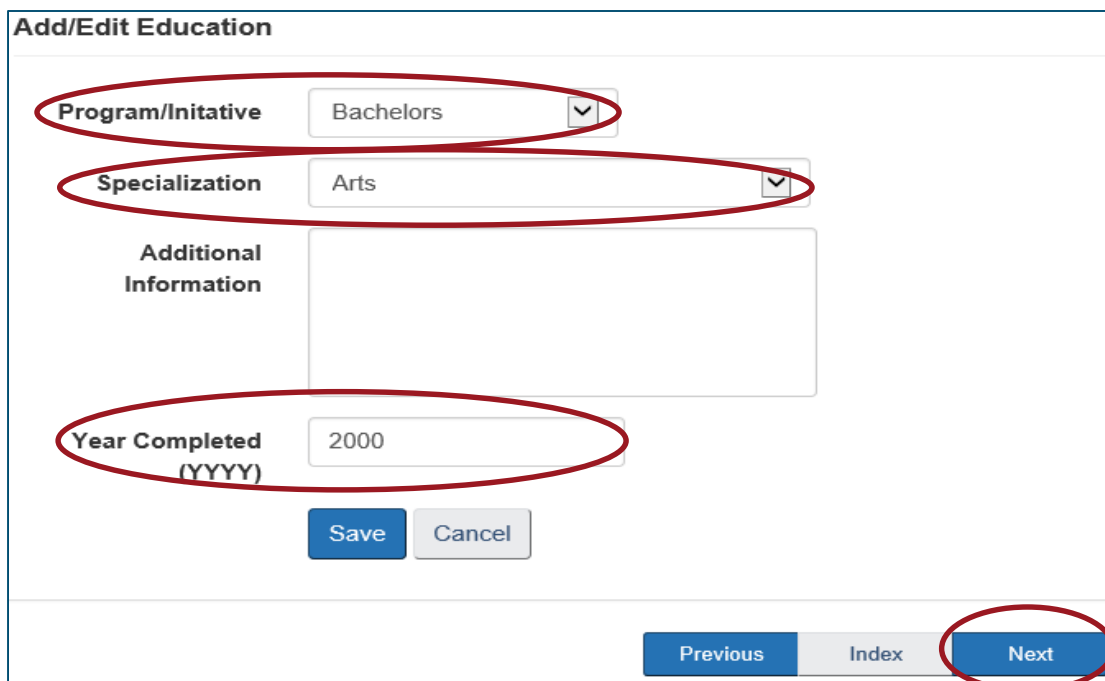


Education

Add Item Highest Level of Education:

Actions	Program/Initiative	Specialization	Additional Information	Year Completed
---------	--------------------	----------------	------------------------	----------------

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



Add/Edit Education

Program/Initiative Bachelors

Specialization Arts

Additional Information

Year Completed (YYYY) 2000

Save Cancel

Previous Index **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**.

Professional Certifications Or Accreditations

Actions	Specialization	Additional Information	Status	Year
Add Item				

2. Select **Specialization, Status, Year, and Month** from the options available before clicking on **Next**.

Add/Edit Professional Certifications Or Accreditations

Specialization Human Resources Professional Association – Certified Human Resources Leader

Additional Information

Status Obtained (year of completion)

Year (YYYY) 2003 **Month (MM)** 05

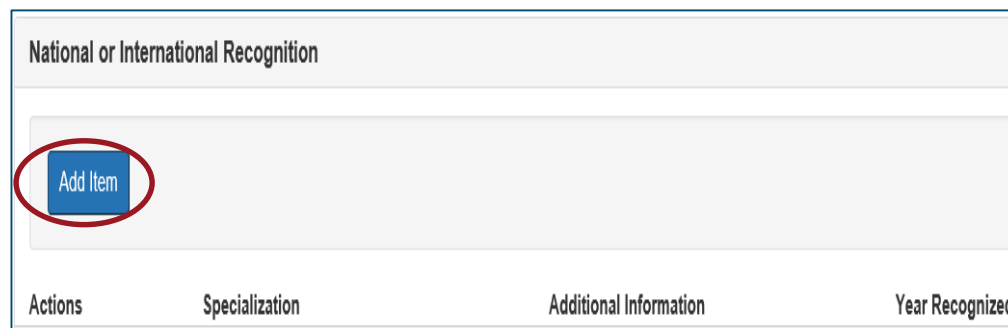
[Save](#) [Cancel](#)

[Previous](#) [Index](#) [Next](#)

 **Important:** If “Other” selected, specify program, certificate, year and provide identifying information.

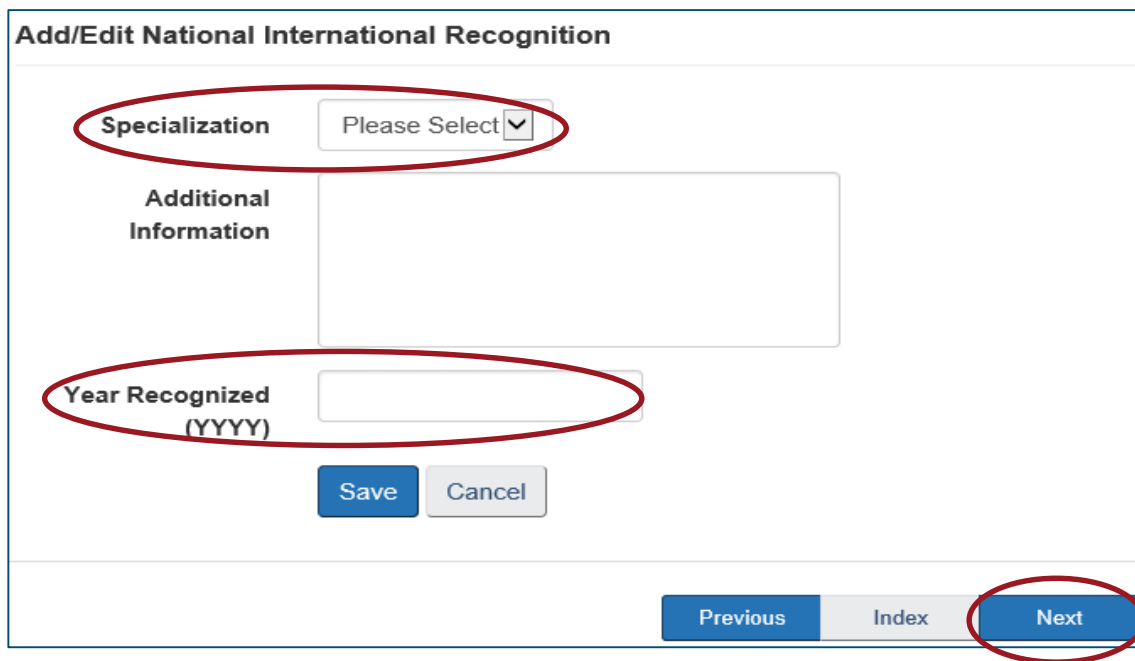
11. Steps to Fill in “National or International Recognition”

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



The screenshot shows the top portion of a web form titled "National or International Recognition". Below the title is a large, empty rectangular area. A blue button labeled "Add Item" is positioned on the left side of this area and is circled in red. Below the main area is a table header with four columns: "Actions", "Specialization", "Additional Information", and "Year Recognized".

2. Select **Specialization**, **Year Recognized** from the options available before clicking on **Next**.

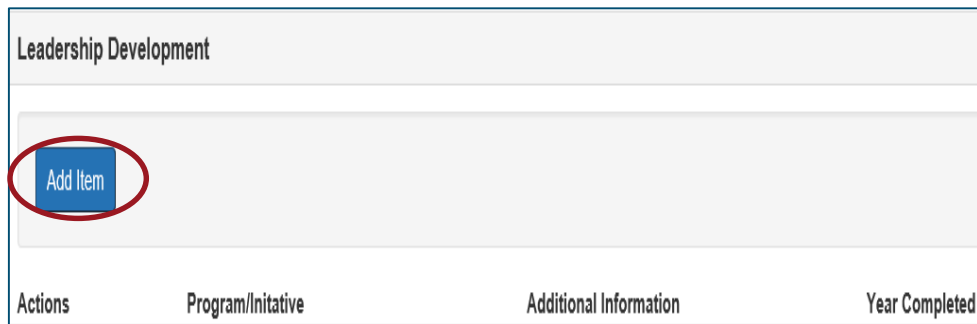


The screenshot shows the "Add/Edit National International Recognition" form. It features three main input areas: a "Specialization" dropdown menu with "Please Select" and a downward arrow, circled in red; a large text area for "Additional Information"; and a "Year Recognized (YYYY)" text input field, also circled in red. Below these fields are "Save" and "Cancel" buttons. At the bottom right of the form, there are three navigation buttons: "Previous", "Index", and "Next", with the "Next" button circled in red.

 **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.

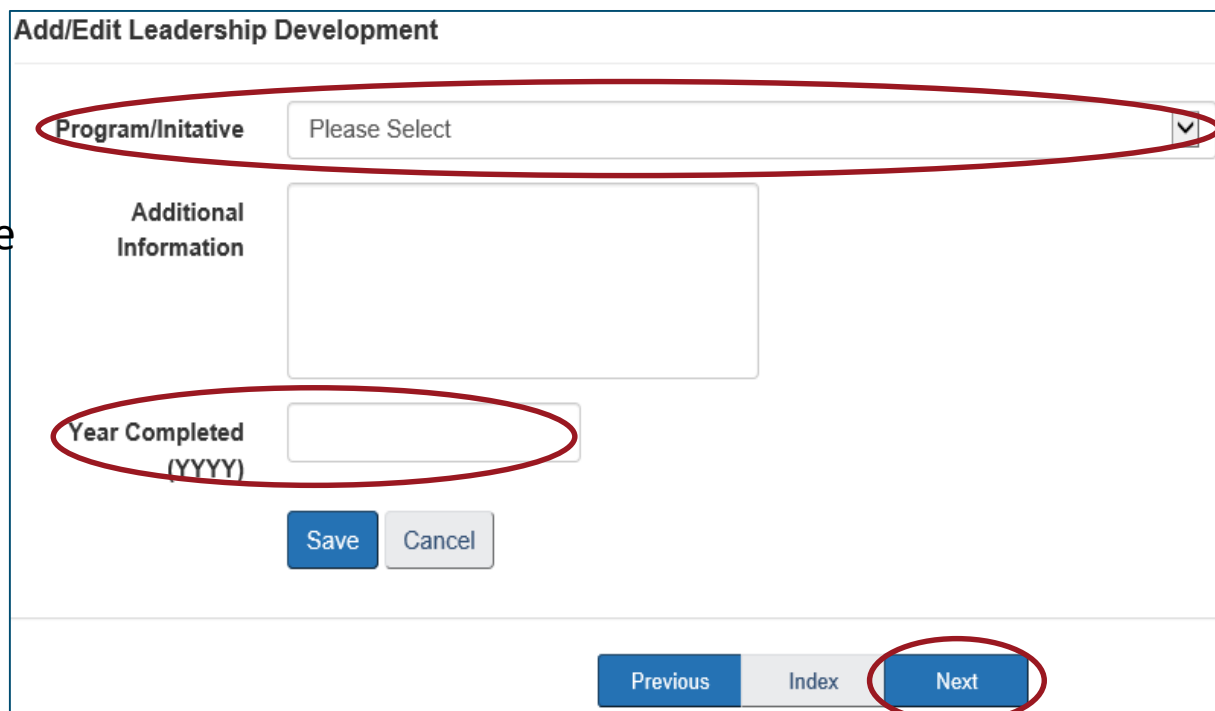


Leadership Development

Add Item

Actions	Program/Initiative	Additional Information	Year Completed
---------	--------------------	------------------------	----------------

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



Add/Edit Leadership Development

Program/Initiative 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.

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

Category ▼

Description

Language ▼

Notes and Supporting Documentation

Add/Edit Link

Link (URL)

Category ▼

Description

Language ▼

Date (YYYY-MM-DD)

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



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**.

The screenshot shows the ETMS Employee Workspace interface. At the top, there is a dropdown menu with 'Employee-ZCL' selected and a 'Go' button. To the right, there are navigation links: 'My Workspace', 'My Profile', 'Support Centre', and 'Logout'. Below this is a light blue banner with an information icon and text: '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.' A link 'Hide Instructions' is on the right. The main heading is 'Employee Workspace'. Below it are four tabs: 'Personal Information', 'Performance Agreement', 'Talent Management', and 'Learning and Development Plan'. The 'Personal Information' tab is active. Below the tabs is a section titled 'Please Complete Or Update' with two items: '1 Employment Equity – Self-Declaration Information (Voluntary)' and '2 Languages - First Official Language / Second Language Evaluation (SLE)'. The second item is highlighted in light blue.


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

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

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

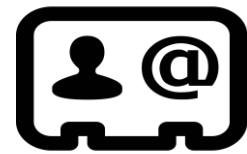
The screenshot displays the 'Employee Workspace' interface. At the top, there are four tabs: 'Personal Information', 'Performance Agreement', 'Talent Management', and 'Learning and Development Plan'. The 'Personal Information' tab is selected. Below the tabs, a red bracket highlights a list of 13 sub-questions under the heading 'Please Complete Or Update'. The sub-questions are:

- 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)	<u>7</u>
2. Languages - First Official Language/Second Language Evaluation (SLE)	<u>8</u>
3. Languages - Functional Knowledge	<u>9</u>
4. Executive Performance Management	<u>10</u>
5. Employment History - Federal Public Service	<u>11-14</u>
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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.