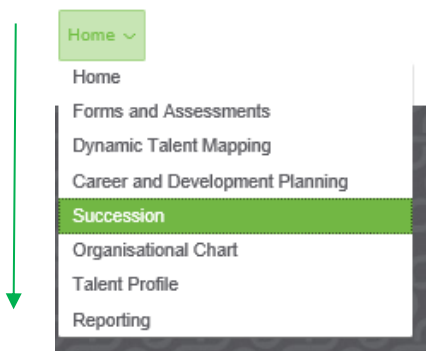


QUICK GUIDE: TALENT SEARCH

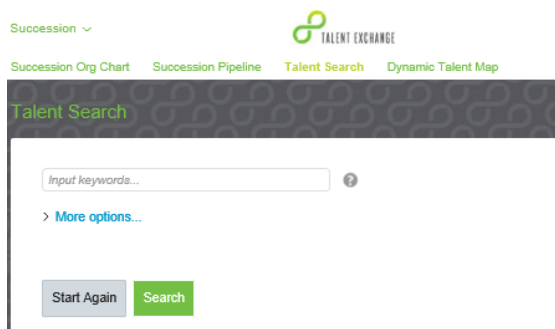
Privileged users (Career Board Support) have access to run a talent search within Talent Exchange. A privileged user can use Talent Search to search within any area of a user's Talent Profile including their Leadership Insights results.

How to find 'Talent Search' in Talent Exchange:

1. Within Talent exchange- Top Left

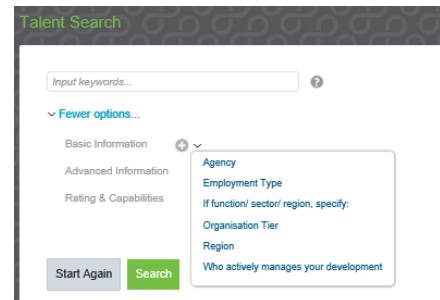


2. The 'Talent Search' Tab

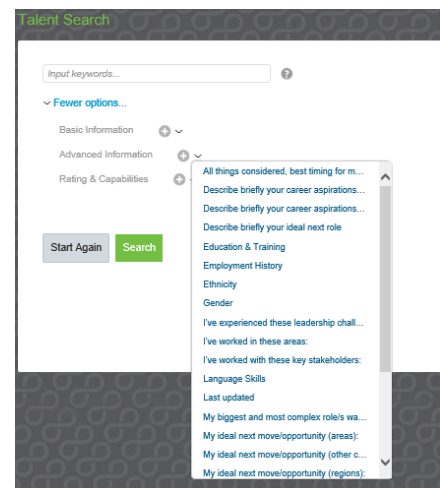


Search Capabilities:

Basic Information



Advanced Information- All of the questions in the Talent Profile



Examples of a Talent Search:

Find all within your agency who are in the Public Service Leaders Group.

- Basic Information- Agency- Select your agency
- Basic Information- Select 'Senior leader/career board cohort'
- Search

Find all from your agency who have completed Leadership Insights:

- Basic Information- Agency- Select your agency
- Ratings & Capabilities- Capabilities- Select any Potential Capabilities or Readiness Capabilities then select from – Level 1 to Level 10 as all those who have completed Leadership Insights will have been rated on that scale
- Search

Ratings & Capabilities- from Leadership Insights

