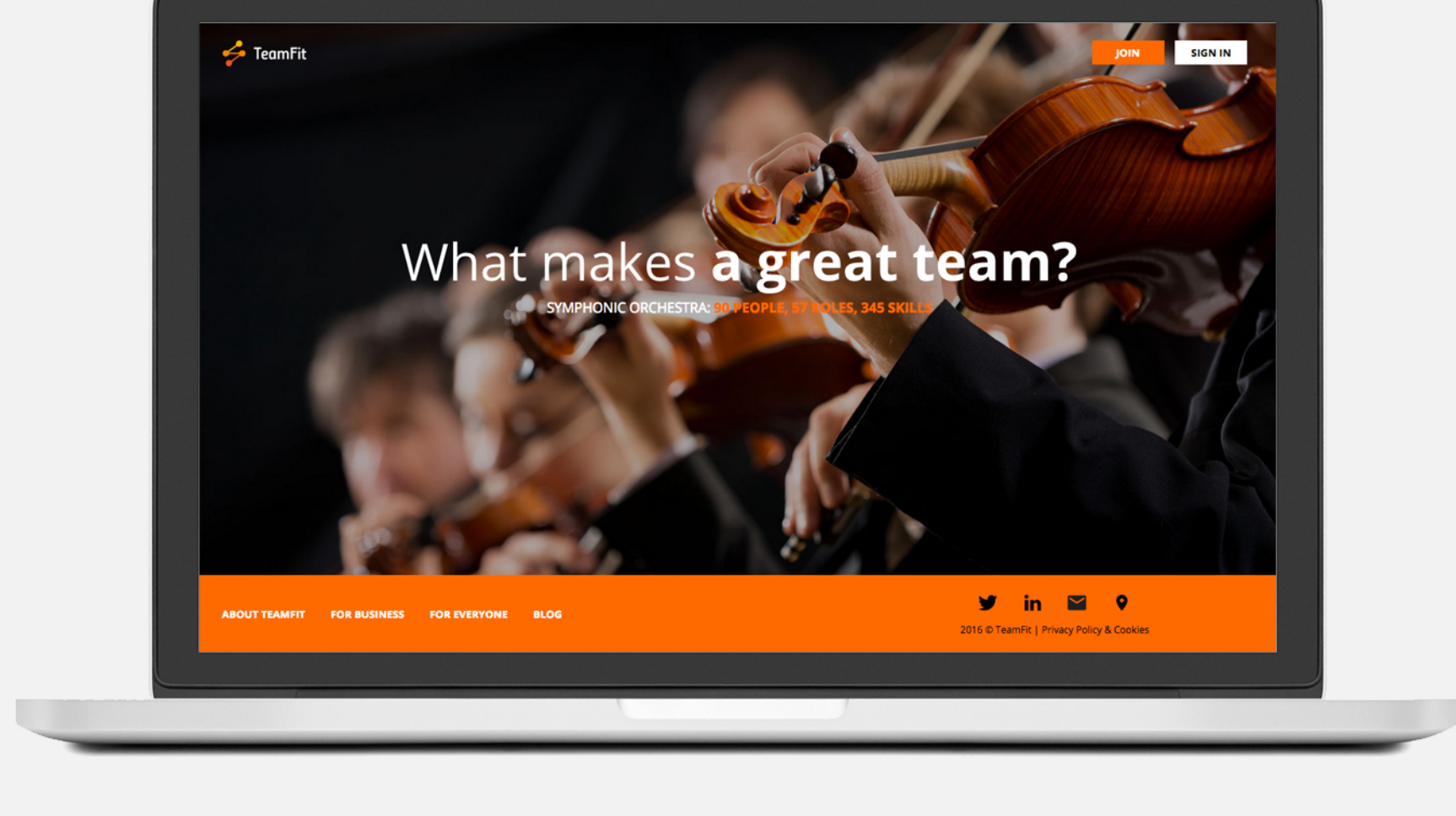


# Discover the skills you need to achieve your goals

A NEW WAY OF THINKING ABOUT SKILLS



## WHAT IS TEAMFIT

TeamFit provides critical insights about people and their skills. Tailored for the individual, team and organization, TeamFit is designed for a world where people work on multiple teams across their careers. We support both internal and hybrid teams that combine people from inside and outside a company.

## PROJECTS AND TEAMS

Your skill record will replace your résumé. Using TeamFit to discover and claim both your and your teammate's skills, you will create a rich record for your accomplishments. By doing this, you demonstrate your expertise to position yourself for projects that are suited to your interests.

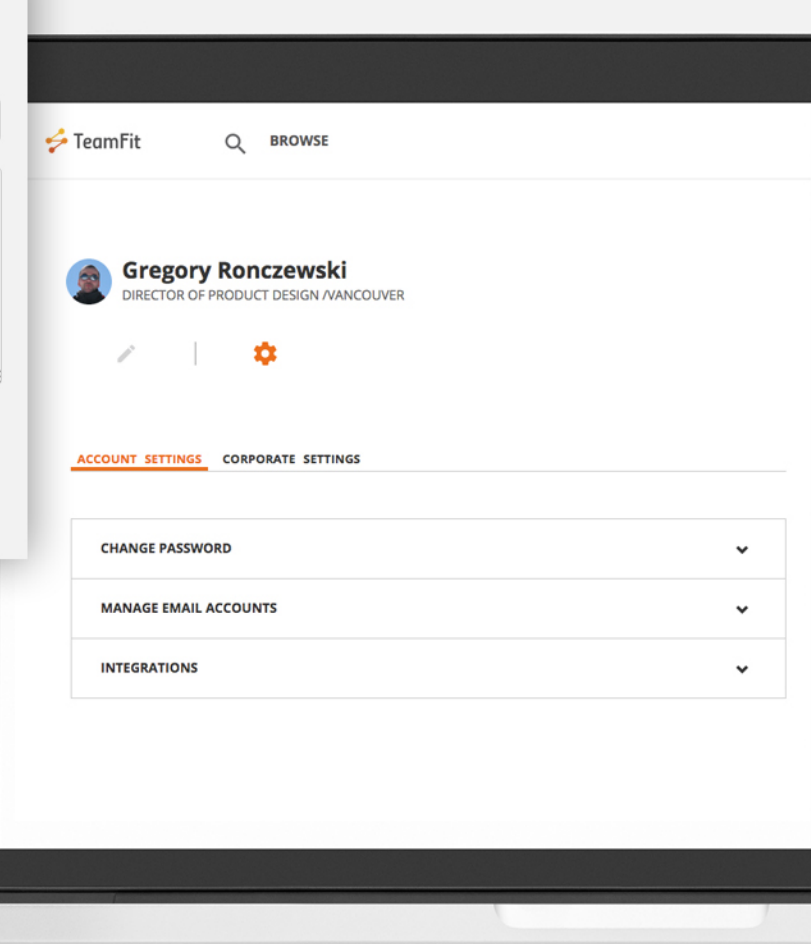
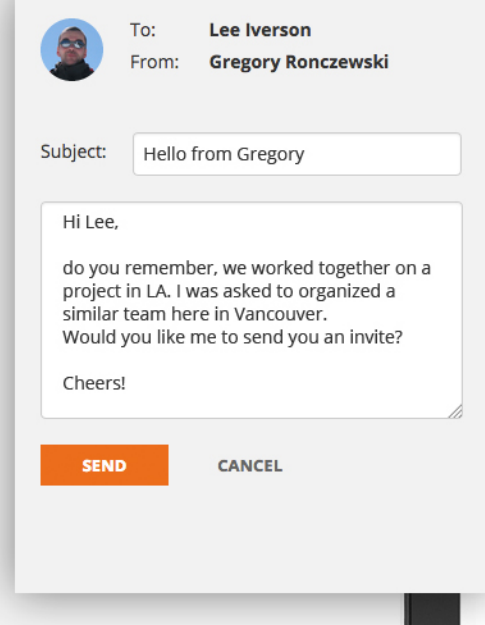
## SKILL MAP

Your unique Skill Map helps you to understand where your strengths are and what skills you are naturally suited for. Take control over your skills and your career. Find the skills you need to advance.

# 1 your profile

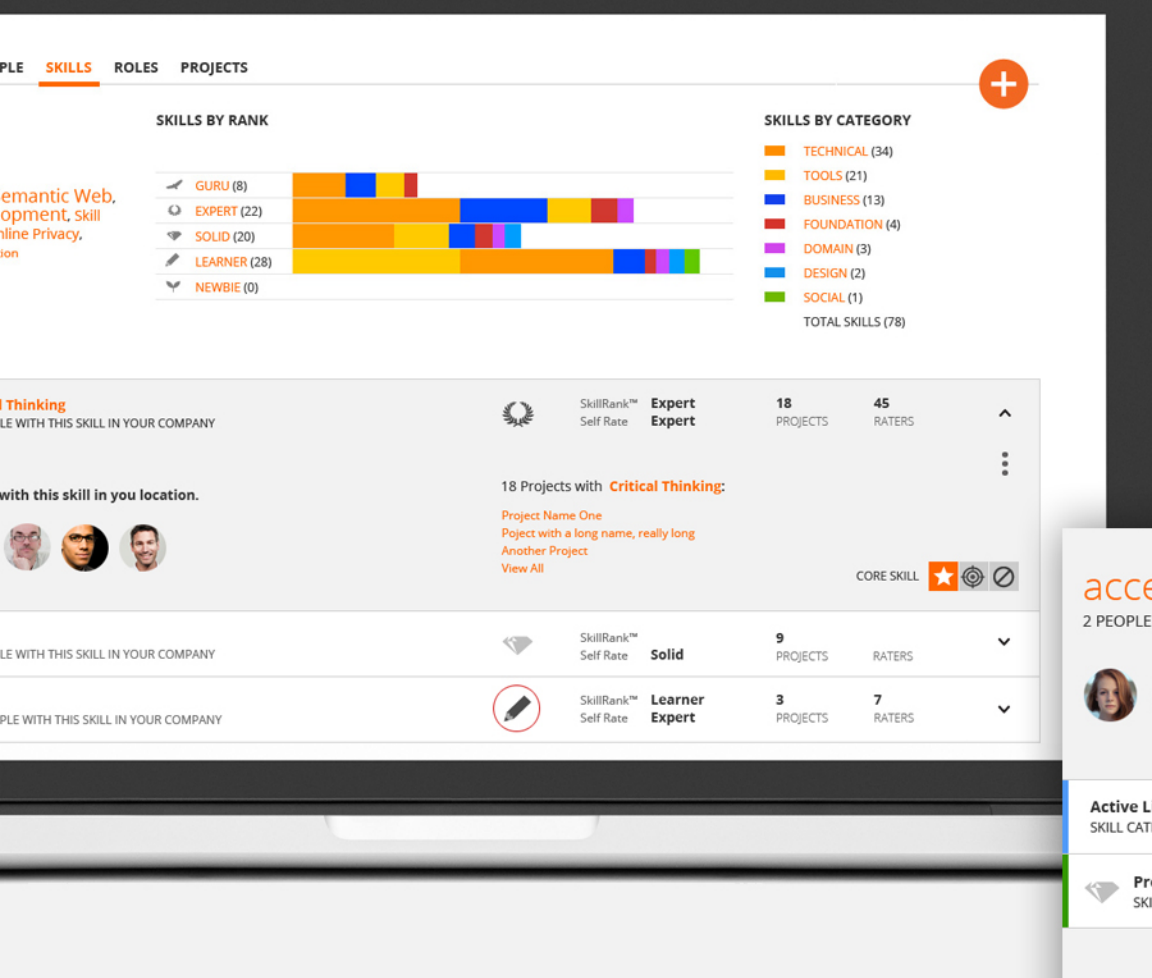
A LIVING RÉSUMÉ THAT GROWS WITH YOU

- ADD YOUR PHOTO**  
This improves your ability to connect
- SAVE IN NOTEPAD**  
Keep your own collection of TeamFit cards
- CONTACT**  
Find team members, mentors and friends
- OPEN SETTINGS**  
The central place to manage your account
- EDIT PROFILE**  
A summary about your role and location
- ADD NEW**  
Improve your profile by adding new entries
- MORE OPTIONS**  
There are so many ways you can use TeamFit



# 2 add skills

YOUR MOST IMPORTANT ASSETS



## FIND AND CLAIM SKILLS

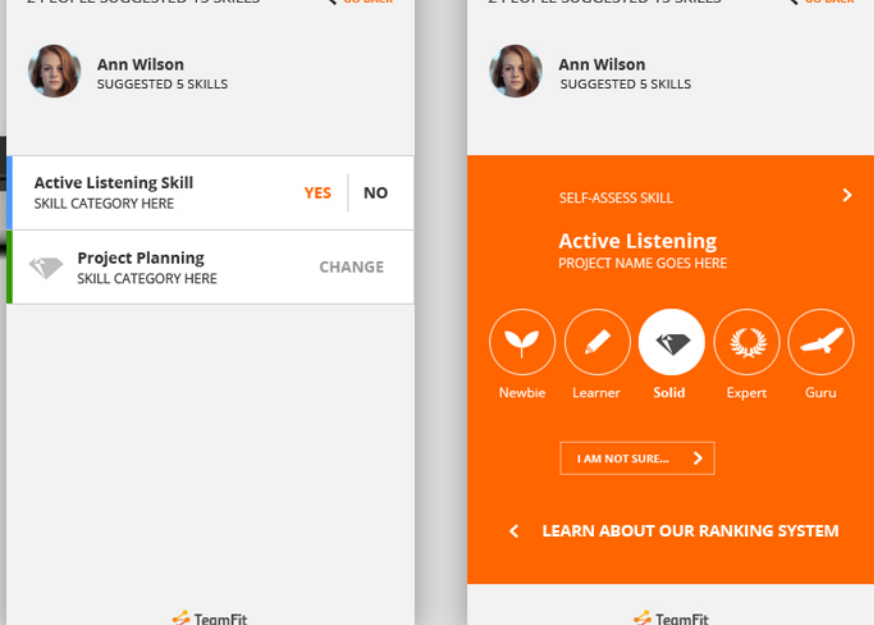
Claim any skill available in the system, add a totally new skill and give a self-assessment on your skill.

## ACCEPT SUGGESTED SKILL

TeamFit and your team members will suggest skills to you. This is a great way to enhance your Skill Map.

## SUGGEST SKILLS TO PEOPLE

Return the favour or pay it forward by suggesting skills to your team mates. Give them feedback and help them build their profile by confirming their skills.



## POSITION YOUR SKILLS

Position your **CORE SKILLS** at the top of your profile. Easily emphasize the skills you want to show. **TARGET SKILLS** are those that you are working on. **DOWNGRADE** the skills you do not want to show.

## NOTIFICATION CENTRE

Look for actions posted under Notifications. Accepting invitations, confirming skills or joining projects will support your profile.

# 3 add evidence

PEOPLE, ROLES, HIGHLIGHTS AND PROJECTS

## ADD ROLES TO YOUR PROFILE

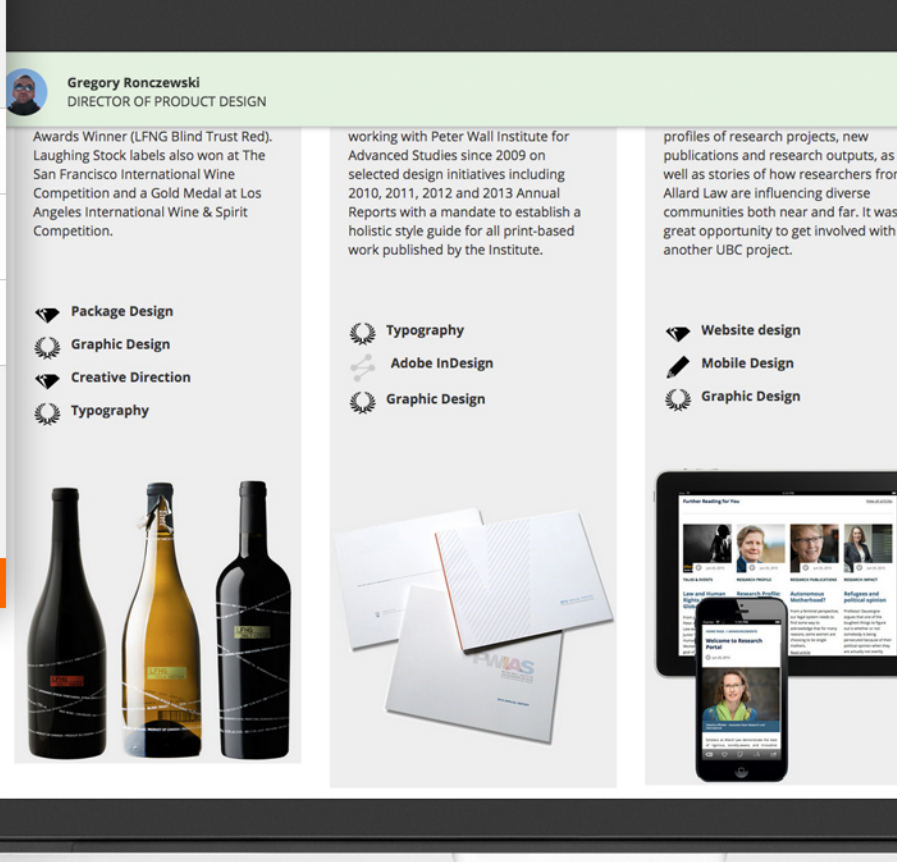
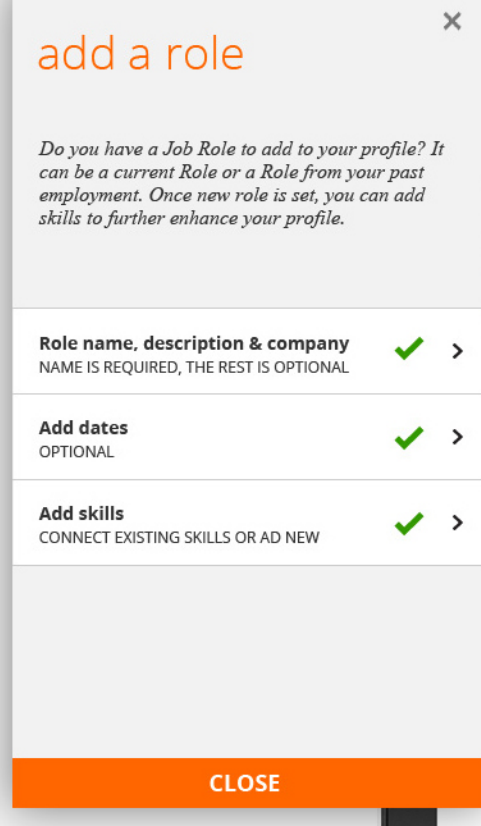
Just add a new role, connect skills and dates associated with the position you have had.

## CREATE HIGHLIGHTS

Can you name the highlights of your career? Highlights can be roles, projects, accomplishments or even the people you have enjoyed working with. It could also be a certification or an article you wrote.

## CREATE PROJECTS

Build a new team and create a new project.

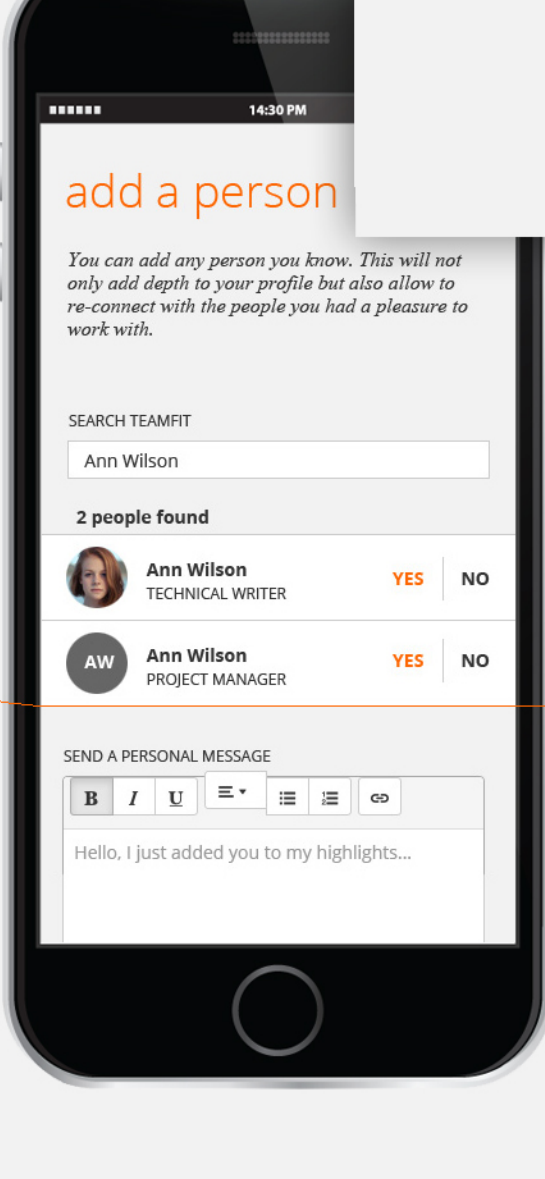
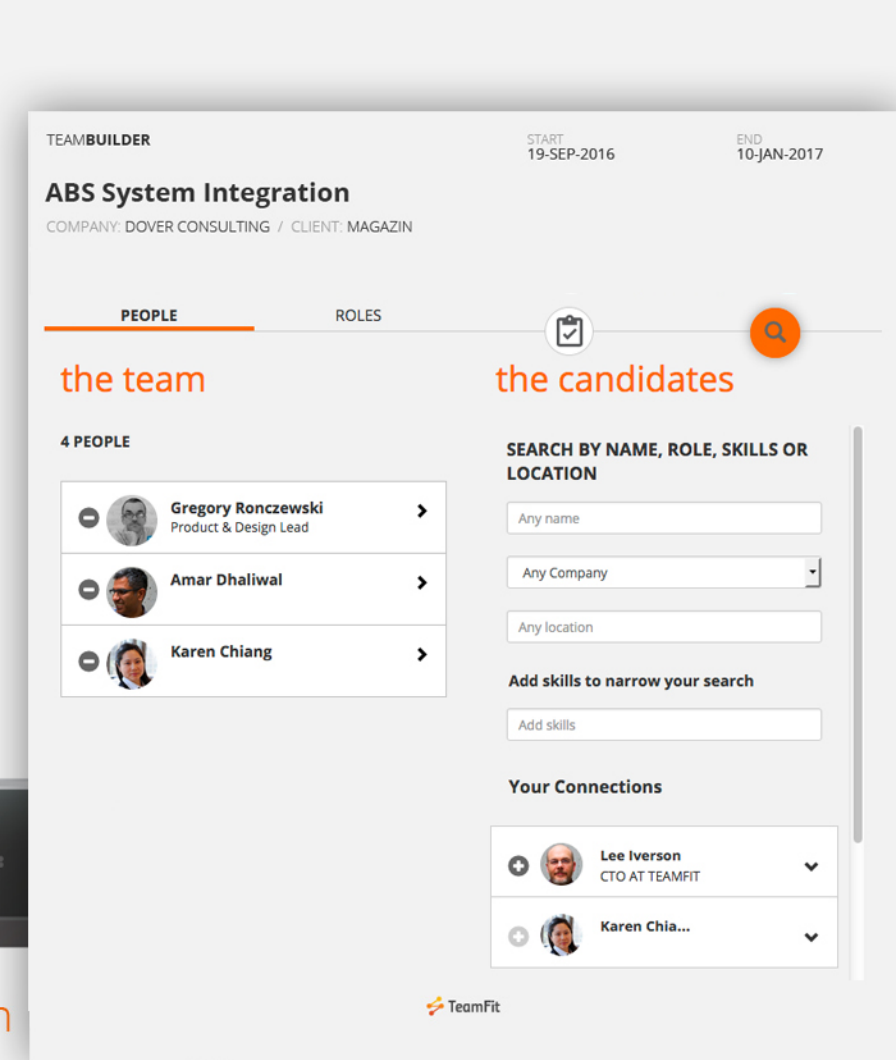
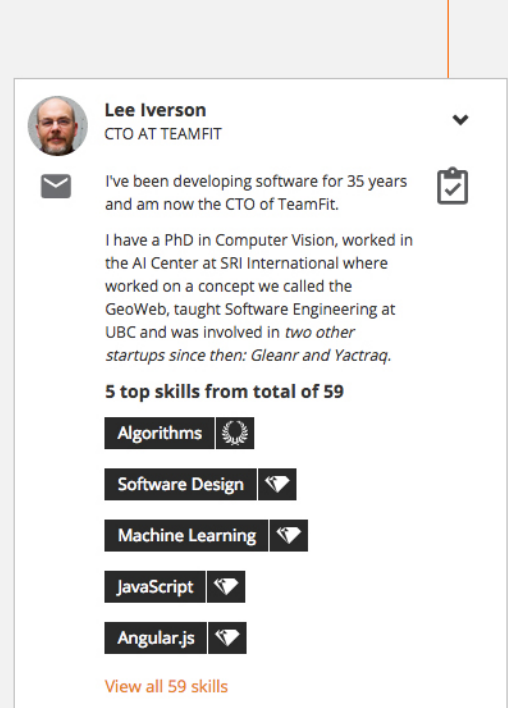


# 4 build your team

UNDERSTAND THE SKILLS TO OPTIMIZE YOUR TEAM

## SEARCH FOR CANDIDATES

Search inside your company or outside. Search in different locations. Change skill requirements for even better match.



# simply better teams

*“Talent Management looks at you from the outside while Skills Management is looking at you from the inside out. TeamFit is what connects the two.”*

Chuck Hamilton Head of Product Development Riipen & CDM

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