

# Tutoring on the Beta Prototype Components (WP4)

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AUTH

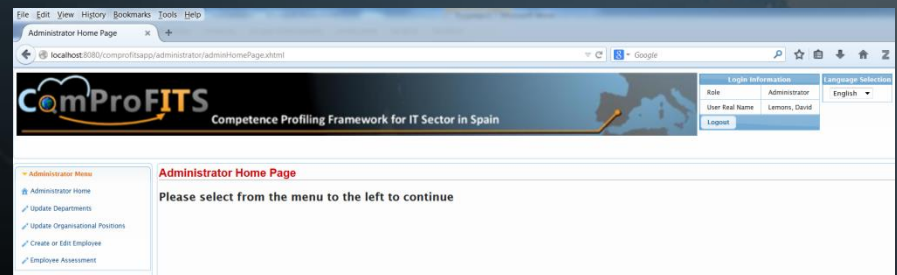
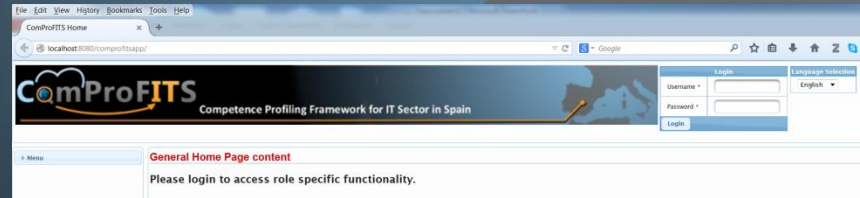
# Contents

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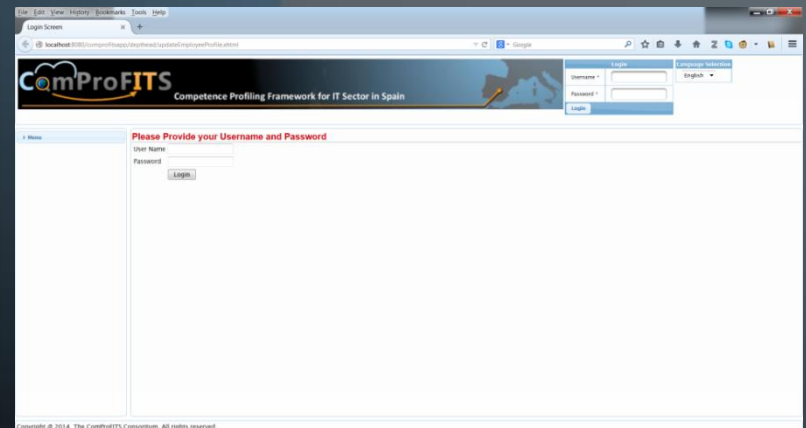
# Home Screen: Login (1st method)

- We provide a username and password and press the login button
- Each user has a role and according to this role he is redirected to this role's homepage.
  - E.g. The administrator will be redirected to the administrator's home page.
- Example: login as administrator



# Login (2<sup>nd</sup> method)

- By requesting a page that is accessible only from a specific role users are redirected to a login screen from which we can login.
- For example, the page for updating the profile of employees can be accessed by the Head of the Department:
  - <http://localhost:8080/comprofits/app/depthead/updateEmployeeProfile.xhtml>
- After successfully login in users can access the requested page.





# ADMINISTRATOR FUNCTIONALITY

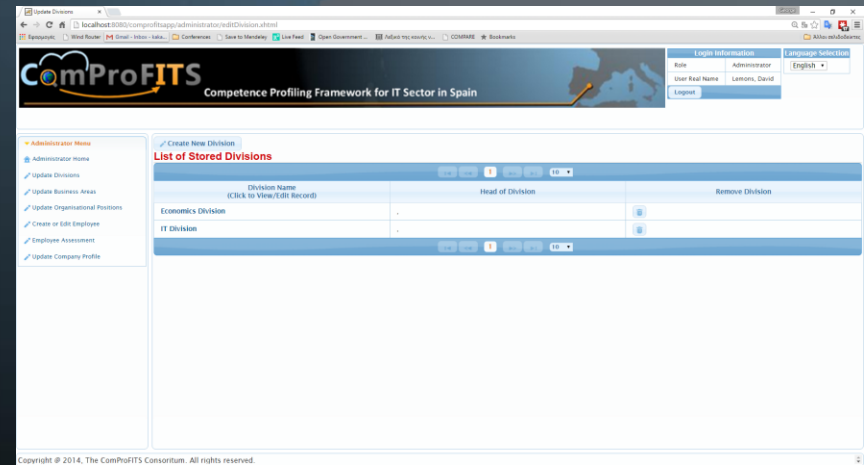
# Administrator functionality

- Administrators can:
  - Create, Update, Delete etc. Divisions
  - Create, Update, Delete etc. Business Areas
  - Create, Update, Delete etc. organizational positions
  - Create, Update, Delete etc. employee profiles but only partially. Full details, such as professional experience, studies, assessment review etc. are available to heads of business areas.
  - Participate in employee assessments
  - Update company profile



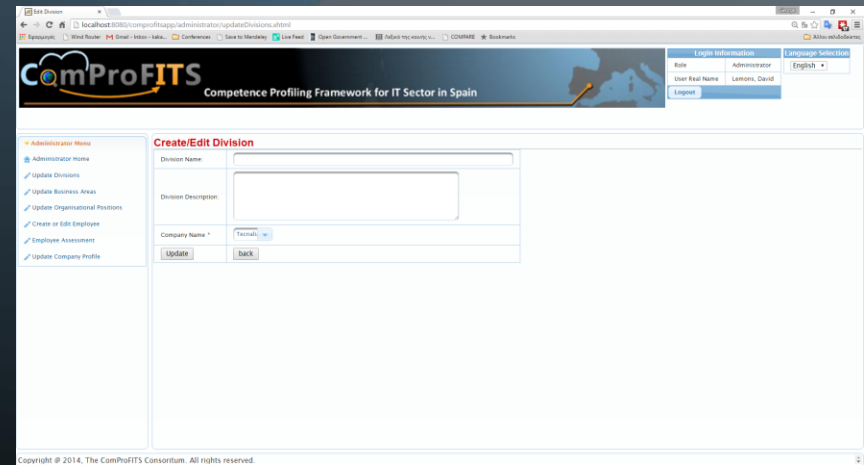
# Update Divisions

- When the administrator clicks on the 'Update Divisions' menu selection he is redirected to a page where he can review all the divisions stored so far. The table will be empty in the first time.
- From this page the administrator can:
  - Click on the “Create New Division” button to create a new Division
  - Click on the name of an existing division to review and modify its details
  - Delete a division by pressing the button in the “Remove Division” column. This last option requires confirmation.



# Division Creation

- By clicking on the “Create new Division” button a screen appears to which we enter the details of the Division.
  - Division name: the name of the division
  - Division description: We insert a textual description of the activities carried out by this division.
  - Company name: Selection of the name of the company.
  - By clicking on “update” we store the division details.
  - By clicking “back” we return to the previous screen without modifications.



The screenshot displays the 'Create/Edit Division' interface within the ComProFITS web application. The browser address bar shows the URL: `localhost:8080/comprofits/administrator/updateDivisions.xhtml`. The application header includes the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. A navigation menu on the left lists various administrative actions such as 'Administrator Menu', 'Update Divisions', and 'Update Business Areas'. The main content area features a form with the following fields: 'Division Name' (text input), 'Division Description' (text area), and 'Company Name' (dropdown menu). Below the form are 'Update' and 'Back' buttons. The footer of the page contains the copyright notice: 'Copyright © 2014, The ComProFITS Consortium. All rights reserved.'

# Update Business Area

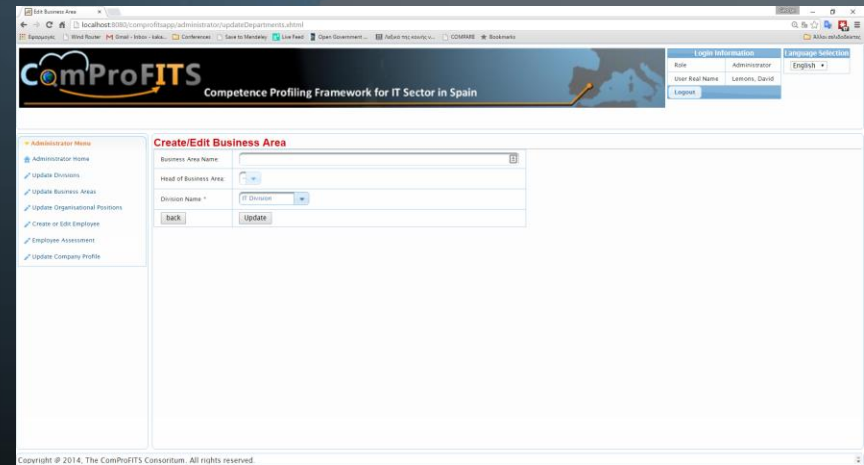
- When the administrator clicks on the 'Update Business Areas' menu selection he is redirected to a page where he can review all the business areas stored so far. The table will be empty in the first time.
- From this page the administrator can:
  - Click on the "Create New Business Area" button to create a new Business Area
  - Click on the name of an existing business area to review and modify its details
  - Delete a business area by pressing the button in the "Remove Business Area" column. This last option requires confirmation.

The screenshot displays the 'Update Business Areas' page in the ComProFITS system. The page header includes the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. A navigation menu on the left lists options like 'Create New Business Area', 'Update Business Areas', and 'Remove Business Area'. The main content area features a table titled 'List of Stored Business Areas' with the following data:

Business Area Name (Click to Edit Record)	Head of Business Area	Company Name	Remove Business Area
IT Business Area	Kakarontzas, George	Tecalia	[Remove]
Accounting Business Area	Julian, Simon	Tecalia	[Remove]
Sales Business Area	Best, Genome	Tecalia	[Remove]
Research and Development Business Area		Tecalia	[Remove]
HRM Business Area	Buffet, James	Tecalia	[Remove]
Business Administration	Lion, George	Tecalia	[Remove]
Promotions Business Area	Julian, Julian	Tecalia	[Remove]

# Business Area Creation

- By clicking on the “Create new Business Area” button a screen appears to which we enter the details of the business area.
  - Business area name: the name of the business area
  - Head of business area: select the business area employee who is the head of the business area. Initially this list is empty since the business area is new and there are no registered employees of it yet to select from. Updating can take place after business area’s employees are registered.
  - Division name: Selection of the name of the division to which the business area belongs to.
  - By clicking on “update” we store the business area details.
  - By clicking “back” we return to the previous screen without modifications.













# New business area position

- After clicking the “update” button the new business area is created and the page with the list of all business areas is displayed again.
- The page now contains the newly created area.

[Create New Business Area](#)

**List of Stored Business Areas**

Business Area Name (Click to Edit Record)	Head of Business Area	Company Name	Remove Business Area
IT Business Area	Kakarontzas, George	Tecnalia	
Accounting Business Area	Julian, Simin	Tecnalia	
Sales Business Area	Best, Gerome	Tecnalia	
Research and Development Business Area	.	Tecnalia	
HRM Business Area	Buffet, James	Tecnalia	
Business Administration	Lion, George	Tecnalia	
Promotions Business Area	Julius, Julian	Tecnalia	
Robotics Business Area	.	Tecnalia	

# Update Employees

- Employees can be created by the administrator (but not the full profile).
- Administrators click the “Create or Edit Employee” menu selection to update, create, delete, activate/deactivate etc. employees.
- When they do they are redirected to a page in which a list of the company employees appears.
- Employees can be deleted or deactivated/activated as usual by clicking on the respective icons in the last two columns (both require confirmation). They can be updated by clicking on their last name. New employees can be created by clicking on the “Create New Employee” button.

**List of Stored Employees**

[Create New Employee](#)

Search all fields:

Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)	Remove Employee
Julius	Julian	Promotions Business Area	+307777777	+306874555555	julian@julius.com	Employee		
Best	Gerome	Sales Business Area	+302410622414	+3067676767	gerome@best.com	Employee		
Remis	Robert	IT Business Area	+45767676776	+4576667767	robert@remis.com	Employee		
Hughes	Jane	IT Business Area	+4578787878	+45667767667	jane@xyz.com	Employee		
Buffet	Jamess	HRM Business Area	+306767888	+307878787878	james@buffet.com	HR Recruiter		
Lion	George	Business Administration		4444	george@net.com	Head of the Business Area		

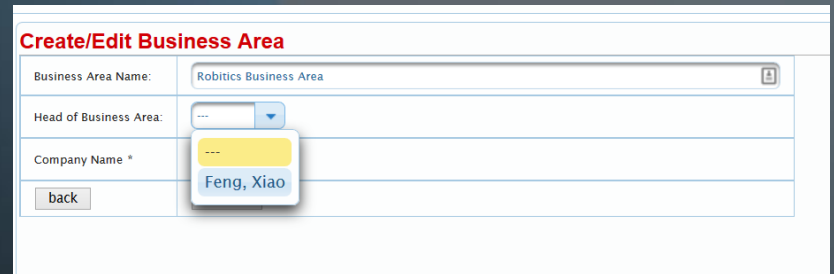
# Creation of a new Employee by the administrator

- By clicking the “Create New Employee” button administrator is redirected at a page where he can provide the details of a new employee including his picture (optional).
- This page provides some validations (e.g. same password twice).
- Employee’s business area and role is selected from a list.
- Date can be inserted using a calendar widget.
- In this and all other forms required fields are marked with an asterisk.

The screenshot shows a web browser window displaying the 'Update Employee Profile' page. The page header includes the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. On the right side, there is a 'Login Information' section with fields for 'Role' (Administrator) and 'Language Selection' (English). Below this, there are fields for 'User First Name' (Lorenzo, David) and a 'Logout' button. The main content area is a form with a sidebar on the left containing navigation links: 'Administration Menu', 'Update Business Areas', 'Update Organizational Positions', 'Create or Edit Employee', 'Employee Assessment', and 'Update Company Profile'. The form itself has a 'Profile' icon on the left and several input fields on the right. The fields are: Identity Card Number (878148343), Social Security Number (541654543), First Name (Polo), Last Name (Ferra), Gender (Male), Pseudonym (Antiqua), Address (Soneto 17), Postal Code (41167), City (Málaga), Country (Columbia), Date of Birth (10/03/1964), Phone Private (9459543), Phone Mobile (694161834), E-Mail (xal@prote.com), Photo (a browser button with a file path), Username (ferr), Password (\*\*\*\*), Confirm Password (\*\*\*\*), Marital Status (Married), Number of Children (2), Role (Head of Business Area), and Business Area Name (Business Area). A 'Back' button is at the bottom left and an 'Update' button is at the bottom right. The footer of the page reads 'Copyright © 2014. The ComProFITS Consortium. All rights reserved.'

# Update the business area

- Having inserted the head of the business area for a business area the administrator can return to the “Update Business Area” page and update it by selecting the employee as the head of the business area.

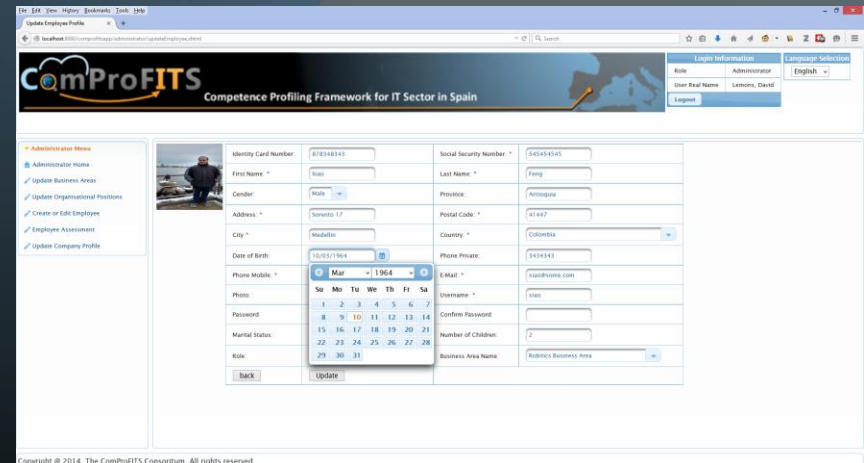


The screenshot shows a web form titled "Create/Edit Business Area". It contains the following fields and elements:


- Business Area Name:** A text input field containing "Robotics Business Area" with a small square icon on the right.
- Head of Business Area:** A dropdown menu with a blue arrow pointing down. The dropdown list is open, showing a yellow highlight on the first option "..." and a blue highlight on the second option "Feng, Xiao".
- Company Name \*:** A text input field containing "Feng, Xiao".
- back:** A button with the text "back".

# Update an employee

- By clicking the last name of the employee from the list of stored employees page the administrator will go to a page in which the employee's details are displayed.
- He can change from there any detail and update the employee in the database.



The screenshot shows a web browser window displaying the 'Update Employee Profile' page of the ComProFITS system. The page title is 'Update Employee Profile' and the URL is 'http://localhost:8100/comprofits/administracion/actualizarEmpleado.php'. The page features the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. A navigation menu on the left includes 'Administración', 'Actualizar Business Areas', 'Actualizar Organizational Positions', 'Crear o Edit Employees', 'Employee Assessment', and 'Actualizar Company Profile'. The main content area contains a form with the following fields:

Identity Card Number *	678148343	Social Security Number *	54543 4543
First Name *	Felix	Last Name *	Felix
Gender *	Male	Province *	Antioquia
Address *	Somonte 17	Postal Code *	61447
City *	Maldonado	Country *	Colombia
Date of Birth *	10/03/1964	Phone Private *	5434343
Phone Mobile *		E-Mail *	Felix@Compro.com
Photo *		Username *	felix
Password *		Confirm Password *	
Marital Status *		Number of Children *	0
Role *		Business Area Name *	Business Area

At the bottom of the form, there are 'Back' and 'Update' buttons. The footer of the page reads 'Copyright © 2014. The ComProfITS Consortium. All rights reserved.'



# Searching and filtering the list of employees

- The administrator can view all company's employees.
- Since employees can be many this page provides searching and filtering based on first, last employee name, division as well as business area name.
- For example in the top picture we want all employees from the IT business area whose last name contains the character 'a'.
- In addition a search box at the top allows searching for a specific employee using any value.
- Both filtering and searching update the page dynamically as we type.

List of Stored Employees

Create New Employee

Search all fields:

Last Name (Click to View/Edit Record)	First Name	Division Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)	Remove Employee
Julian	Simin	IT Division	IT Business Area		89	simon@bean.uk	Head of the Business Area	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
Kakarontzas	George		Accounting Business Area		2417	gkakarontzi@telar.gr	Head of the Business Area	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

List of Stored Employees

Create New Employee

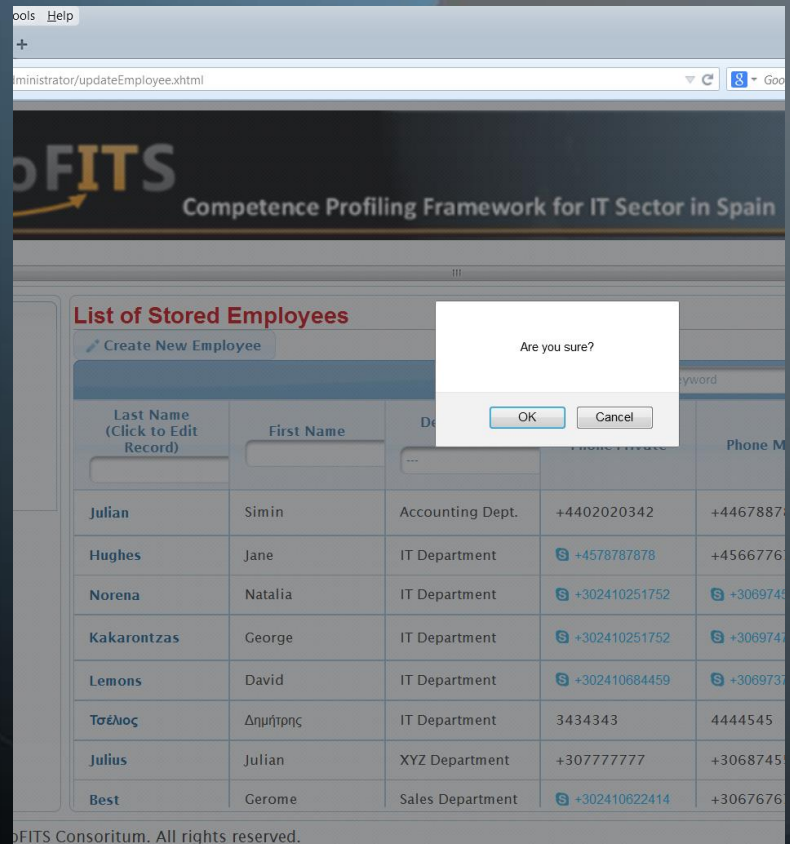
Search all fields:

Last Name (Click to View/Edit Record)	First Name	Division Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)	Remove Employee
Buffet	Jamess	IT Division	HRM Business Area	306767888	307878787878	james@buffet.com	HR Recruiter	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
Feng	Xiao	IT Division	IT Business Area	3434343	6943433434	xiao@some.com	HR Assistant	<input checked="" type="checkbox"/>	<input type="button" value="X"/>



# Removal of an employee

- Removing an employee is easy. All the administrator has to do is click on the 'bin' icon at the last column.
- A confirmation is required for the successful removal as can be seen from the figure.



The screenshot shows a web browser window displaying the 'List of Stored Employees' page in the ComProFITS administrator interface. A confirmation dialog box is overlaid on the page, asking 'Are you sure?' with 'OK' and 'Cancel' buttons. The table below lists the employees:

Last Name (Click to Edit Record)	First Name	Department	Phone M	Phone M
Julian	Simin	Accounting Dept.	+4402020342	+4467887
Hughes	Jane	IT Department	+4578787878	+4566776
Norena	Natalia	IT Department	+302410251752	+308974
Kakarontzas	George	IT Department	+302410251752	+308974
Lemons	David	IT Department	+302410684459	+308973
Τσέλιος	Δημήτρης	IT Department	3434343	4444545
Julius	Julian	XYZ Department	+3077777777	+3068745
Best	Gerome	Sales Department	+302410622414	+3067676

# Deactivating and activating back employees

- Deactivating/activating an employee is easy. All the administrator has to do is click on the 'check' icon at the next to last column to deactivate an employee. The button turns to an 'x' to indicate that the status of the employee is now deactivated. Clicking the 'x' activates the employee again and the button changes back to a check icon.
- A confirmation is required for the successful activation/deactivation of the employee.

**List of Stored Employees**

[Create New Employee](#)

Search all fields:

Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)
Buffet	Jamess	HRM Business Area	+306767888	+3078787878	james@buffet.com	HR Recruiter	
Feng	Xiao	Robotics Business Area	3434343	6943433434	xiao@some.com	Head of the Business Area	

# Organizational positions

- By clicking on the “Update Organizational Positions” button the administrator is redirected to a page where he can create, edit, or delete organizational positions.
- The approach is similar to the other pages. Initially a page with the already stored organizational positions appears from which the user can do the rest:
  - Clicking on the name of an existing position will take him to the update page for this position.
  - Clicking on the “Create New Organizational Position” will take us to the creation page.
  - Clicking on the bin icon as usual deletes the organizational position (requires confirmation).

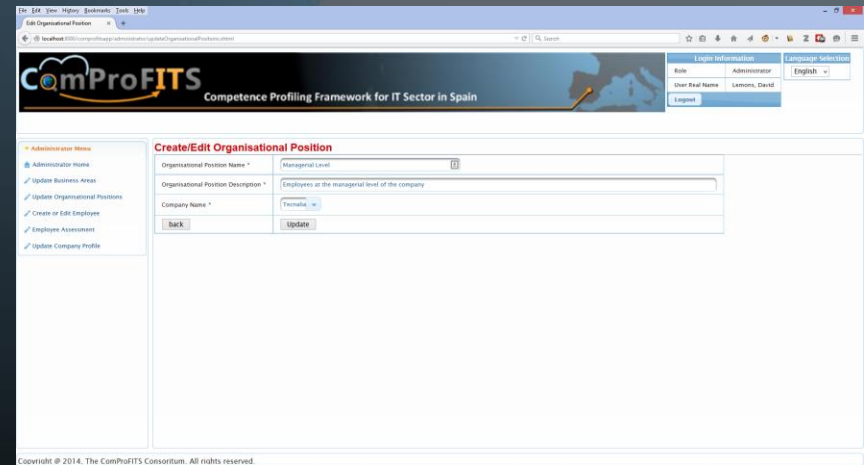


The screenshot shows the FITS (Competence Profiling Framework for IT Sector in Spain) web application. At the top, there is a header with the FITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. Below the header, there is a navigation bar with a button labeled 'Create New Organisational Position'. The main content area displays a table titled 'List of Stored Organisational Positions'. The table has four columns: 'Organisational Position Name (Click to Edit Record)', 'Organisational Position Description', 'Company Name', and 'Remove Organisa...'. A single row is visible in the table with the following data: 'Managerial Level', 'Employees at the managerial level of the company', 'Tecnalia', and a bin icon.

Organisational Position Name (Click to Edit Record)	Organisational Position Description	Company Name	Remove Organisa...
Managerial Level	Employees at the managerial level of the company	Tecnalia	

# New organizational position creation

- After clicking on the “Create New Organizational Position” button the administrator is redirected to the respective page where he can provide the details of the new organizational position as shown in the picture.
- Clicking “Update” stores the position in the database, whereas clicking “Back” cancels the creation.



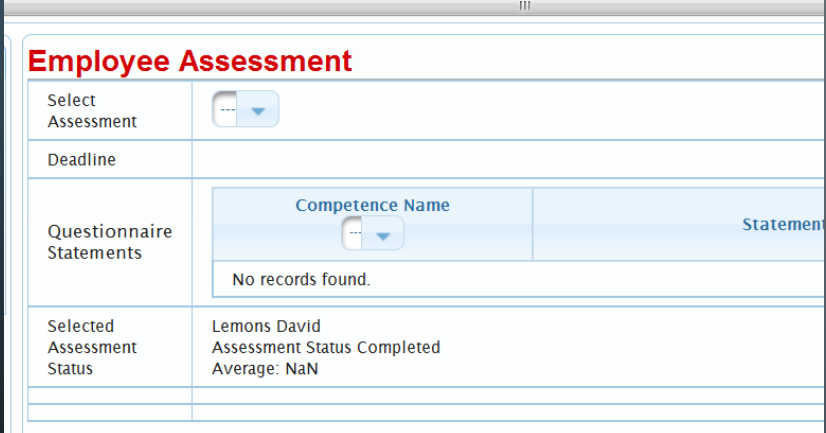
The screenshot displays a web browser window with the URL `localhost:8300/comprofits/administrator/update/OrganisationalPositionDetail`. The page header features the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". A navigation menu on the left includes "Administrator Menu" with options like "Update Business Areas" and "Create or Edit Employees". The main content area is titled "Create/Edit Organisational Position" and contains a form with the following fields:

- Organisational Position Name \* (text input)
- Organisational Position Description \* (text input)
- Company Name \* (dropdown menu showing "Technics")
- Managerial Level (dropdown menu showing "1")

Below the form are "Back" and "Update" buttons. A login information box in the top right corner shows the user is logged in as "Administrator" with the role "Administrator".

# Employee Assessment

- Administrators, as all other employees, can participate in employees' assessments either as employees under assessment themselves, or as participating in the assessment of other employees.
- Employee assessments are created by the Heads of the Departments, but are available for participation from all other roles.
- If no assessment requires the participation of the administrator then the "Select Assessment" list in this page will be empty (as seen in the picture). If an assessment requires his participation then it will appear in this list. We will return to the assessment functionality later in this tutorial.



The screenshot displays a web application interface titled "Employee Assessment". It features a table with the following structure:

Select Assessment	Deadline	Questionnaire Statements	Selected Assessment Status				
<input type="text" value="..."/>		<table border="1"><thead><tr><th>Competence Name</th><th>Statement</th></tr></thead><tbody><tr><td colspan="2">No records found.</td></tr></tbody></table>	Competence Name	Statement	No records found.		Lemons David Assessment Status Completed Average: NaN
Competence Name	Statement						
No records found.							



# Update company profile

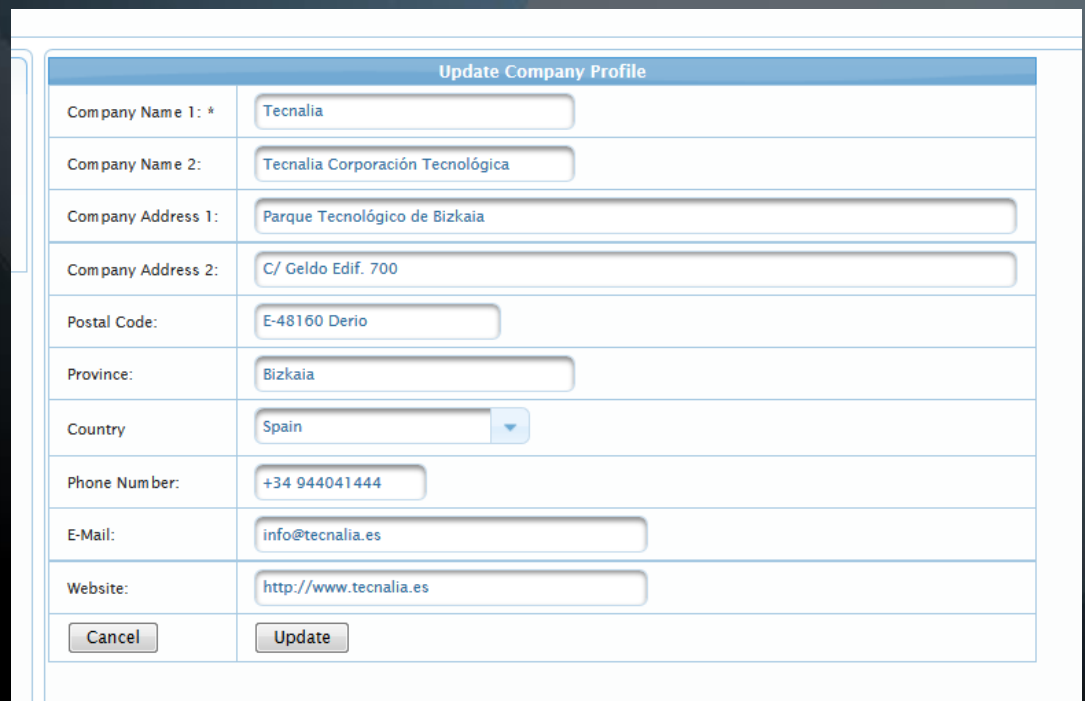
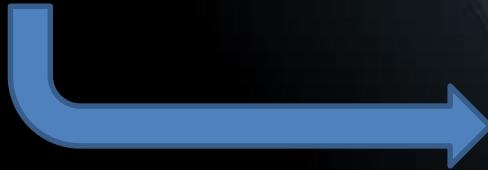
- By clicking on the “Update Company Profile” selection the administrator can set the details for the company operating the system as can be seen in the picture, after selecting an existing company or creating a new one.



Create New Company

Company Name  
(Click to Edit Record)

Tecnalia



Update Company Profile

Company Name 1: *	Tecnalia
Company Name 2:	Tecnalia Corporación Tecnológica
Company Address 1:	Parque Tecnológico de Bizkaia
Company Address 2:	C/ Geldo Edif. 700
Postal Code:	E-48160 Derio
Province:	Bizkaia
Country:	Spain
Phone Number:	+34 944041444
E-Mail:	info@tecnalia.es
Website:	http://www.tecnalia.es

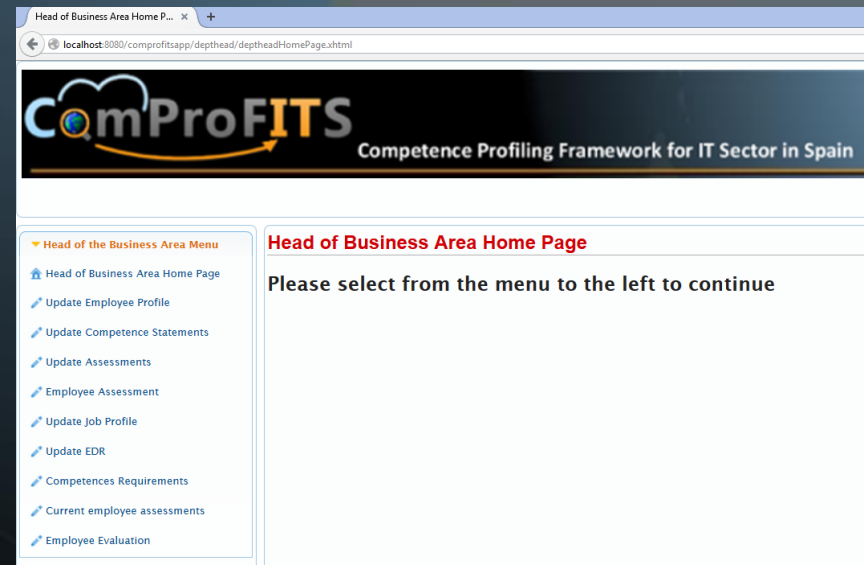
Cancel Update



# HEADS OF BUSINESS AREAS FUNCTIONALITY

# Head of Business Area functionality

- The head of a business area can do the following:
  - Create/Edit/Delete an employee's full profile including his/her studies, professional experience etc.
  - Update the company's competence statements used in assessments.
  - Create assessments for employees of his department.
  - Participate in an employee assessment with any role (as any other employee).
  - Create and update job profiles
  - Create and update Employee Development Reviews (EDRs)
  - Set competence requirements for jobs
  - Assign directly competence scores to employees
  - Perform employee evaluation using an innovative statistical approach developed by AUTH in the context of the ComProFITS project.



The screenshot shows a web browser window with the URL `localhost:8080/comprofitsapp/depthead/deptheadHomePage.html`. The page features the ComProFITS logo and the subtitle "Competence Profiling Framework for IT Sector in Spain". On the left, there is a "Head of the Business Area Menu" with the following items: Home of Business Area Home Page, Update Employee Profile, Update Competence Statements, Update Assessments, Employee Assessment, Update Job Profile, Update EDR, Competences Requirements, Current employee assessments, and Employee Evaluation. The main content area is titled "Head of Business Area Home Page" and contains the instruction "Please select from the menu to the left to continue".

# Update Employee Profile

- By clicking on the “Update Employee Profile” the head of the business area is redirected to a page containing a table with all the business area’s employees.
- As usual employees can be edited by clicking on their last name, deleted by clicking on the bin button at the last column (requires confirmation) and created by clicking on the “Create New Employee” button.
- The table displays 10 employees per page. If more then navigation to the pages (back and forth, first and last) is provided.

The screenshot displays the ComProFITS web application interface. The header includes the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". A navigation menu on the left lists various actions like "Head of the Business Area Home", "Update Employee Profile", and "Create New Employee". The main content area is titled "List of Stored Business Area Employees" and contains a table with the following data:

Name (Click to View/Edit Record)	Phone Private	Phone Mobile	E-Mail	Role	Division Name/Business Area Name	Available Actions	Remove Employee
Argemiro, Patricio	45555555	344343434	glamir@some.com	Employee	IT Division/IT Business Area	Current Job Title Past Job Titles Professional Experience Studies Employee Last Assessment	[Bin Icon]
Smith, Natalia	302410291752	306974573864	sales@natallsmith.com	Employee	IT Division/IT Business Area	Current Job Title Past Job Titles Professional Experience Studies Employee Last Assessment	[Bin Icon]
Smith, Jack		66667777777	jack@some.co	Employee	IT Division/IT Business Area	Current Job Title Past Job Titles Professional Experience Studies Employee Last Assessment	[Bin Icon]
Julian, Simon	440200342	4467867889	simon@bean.uk	Head of the Business Area	IT Division/IT Business Area	Current Job Title Past Job Titles Professional Experience Studies Employee Last	[Bin Icon]

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# Creating/Updating Business Area's Employees

- Only business area's employees can be created or updated here. As can be seen in the picture the business area cannot change either for updates of existing employees or creations of new employees.
- There are several validations such as:
  - Photograph file must be less than 1MB
  - Passwords are inserted twice and must match
  - Email must have the correct format (something@somewhere.dom)

The screenshot displays the 'Update Employee Profile' page in the ComProFITS system. The page header includes the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. A navigation menu on the left lists various actions like 'Head of the Business Area Home Page', 'Update Employee Profile', 'Update Competence Statements', etc. The main form area contains several input fields for personal and professional information. The 'Update' button is located at the bottom right of the form.

Identity Card Number:	56376517	Social Security Number:	64064600
First Name:	Robert	Last Name:	Ramos
Gender:	Male	Profession:	NI
Address:	Marathon Blvd 10		
City:	NI	Country:	United States
Date of Birth:	15/09/1920	Phone Private:	4176767676
Phone Mobile:	4176667767	Email:	robert@ramos.com
Photo:	[Upload Photo]		
Password:	[Enter Password]		
Confirm Password:	[Enter Confirm Password]		
Marital Status:	Married	Number of Children:	7
Role:	Employee	Division Name/Business Area Name:	IT Division/IT Business Area

# Additional Employee Details

- There is an additional column in the “Update Employee Profile” page for heads of business areas in relation to administrators.
- This column, labeled “Available Actions”, provides links to the following:
  - Specify or update current job title of an employee
  - View or edit past job titles of an employee
  - Update professional experience of an employee
  - Update studies of an employee
  - View the last employee assessment (if available).

## Available Actions

[Current Job Title](#)  
[Past Job Titles](#)  
[Professional Experience](#)  
[Studies](#)  
[Employee Last Assessment](#)



# Current Job Title

- Clicking on the current job title allows the Head of Business Area to update the Job Title. The job is selected by the list of available jobs in the company. He can also specify the starting date (by default this is today).
- Notice that if the employee had a previous job then checking the “Save Previous Employment” check box will store the previous job title in the past job titles of the employee’s profile.
- If the employee is newly employed and did not have a previous position then the “Previous Employee Company Job Position” will be empty.

Update Employee Company Job Title	
Employee:	Remis, Robert
Start Date of Employment	<input type="text" value="12/09/2015"/>
Job Title: *	<input type="text" value="Analyst/Designer"/>

Previous Employee Company Job Title	
Employee:	Remis, Robert
Start Date of Employment	<input type="text" value="01/09/2012"/>
End Date of Employment	<input type="text" value="11/09/2015"/>
Job Title:	<input type="text" value="Java Developer"/>
Save Previous Employment?	<input checked="" type="checkbox"/>



# Past Job Positions

- Clicking on the “Past Job Titles” the head of the business area can view the past positions of an employee, edit them or delete them.
- Since past job titles have only a few fields, editing takes place on the same page by clicking the pencil icon at the edit column.
- Deleting a past job title as usual takes place by clicking on the bin icon in the last column.
- When editing a past job title we can accept or cancel the update by clicking on the check or cancel icons that appear at the place of the pencil (picture at the bottom).

Past Job Titles						
Start Date of Employment	End Date of Employment	Job Title	Employee	Business Area Name	Edit	Remove Past Employment
01/09/2012	11/09/2015	Java Developer	Remis, Robert	IT Business Area		

Past Job Titles						
Start Date of Employment	End Date of Employment	Job Title	Employee	Business Area Name	Edit	Remove Past Employment
<input type="text" value="01/09/2012"/>	<input type="text" value="11/09/2015"/>	<input type="text" value="Java Developer"/>	Remis, Robert	IT Business Area		

Calendar for September 2012:

Sep 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# Professional Experience

- By clicking on the “Professional Experience” link the head of the department can update an employee’s professional experience or view the (possibly many) professional experience records already stored for an employee as can be seen in the figure.

The screenshot displays the FITS (Competence Profiling Framework for IT Sector in Spain) web application. The header includes the FITS logo and a navigation menu. The user is logged in as 'Head of the Department: IT Department' with the name 'Kakarontzas, George'. The language is set to 'English'. The main content area shows a table titled 'List of Stored Professional Experience Records of Employee Norena, Natalia'. The table has columns for Job Title, Date Started, Date Finished, Company Name, Role, Immediate Manager, and Remove Professional Experience Record. The table is currently empty, displaying 'No records found.'.

Job Title (Click to Edit Record)	Date Started	Date Finished	Company Name	Role	Immediate Manager	Remove Professional Experience Record
No records found.						

# Professional Experience

- By selecting the “Professional Experience” link the head of the business area can visit the employee’s professional experience table.
- There he can:
  - View all the professional experience of the employee (before working for this company).
  - As usual he is also able to add new experience (by pressing the “Create New Professional Experience Record” button), delete a prof. experience rec. by clicking on the bin icon at the last column or edit a professional experience record by clicking on the Job Title field.

**List of Stored Professional Experience Records of Employee Kakarontzas, George**

[Create New Professional Experience Record](#)

Job Title (Click to Edit Record)	Started at	Date Finished	Company Name	Role	Immediate Manager	Remove Professional Experience Record
Developer	09/03/1999	02/03/2002	Softskills	Developing next gen applications for the financial sector	James Ido	

# Adding a Professional Experience Record

- There are several possible fields entered such as start date, end date, company, role etc.
- Some of these fields are required (with a star) but most are optional.
- Notice that since this professional experience records are not related to the current company (operating the system) most fields (except the dates) are inserted as free text: we do not have the structure of the company to provide reasonable selections.



Create/Edit Professional Experience Record for Employee:., Kakarontzas, George	
Started at: *	<input type="text" value="09/03/1999"/>
Date Finished: *	<input type="text" value="02/03/2002"/>
Company Name: *	<input type="text" value="Softskills"/>
Role: *	<input type="text" value="Developing next gen applications for the financial sector"/>
Job Title:	<input type="text" value="Developer"/>
Field of Work :	<input type="text" value="Analysis, design and development with Java"/>
Place of Employment :	<input type="text" value="London"/>
Immediate Manager :	<input type="text" value="James Ido"/>
Business Area :	<input type="text" value="Software Development"/>
Division:	<input type="text" value="Software research"/>
<input type="button" value="back"/>	<input type="button" value="Update"/>

# Reviewing and Updating Professional Experience Records

- By clicking update from the previous screen we return to the list of professional experience records which now includes the new one (top picture).
- We can click on the job title field of each professional experience record to update it.
- The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update (bottom picture)

**Create/Edit Professional Experience Record for Employee: Kakarontzas, Geo**

Date Started: *	01/09/2006
Date Finished: *	03/09/2009
Company Name: *	Sep 2009
Role: *	
Job Title:	
Field of Work :	
Place of Employment :	
Immediate Manager :	Antonis Babilis





# Studies

- Returning to the “Available Actions” column of the “Update Employee Profile” Menu, we can select “Studies” to add the university degrees, Master degrees, PhDs etc. of the employees.
- Again a page appears with the already registered studies for inspection.
  - As usual the user is also able to add new study records (by pressing the “Create New Study Record” button), delete study record by clicking on the bin icon at the last column or edit a study record by clicking on the Title field.

## List of Stored Study Records of Employee Remis, Robert

[Create New Study Record](#)

Title (Click to View/Edit Record)	TitleType	Institution	Started at	Acquired at	Remove Study Record
Applied Informatics	University Degree	Ahtens University of Economics and Business	01/10/1985	01/09/1990	
Object Oriented Software Technology	Master Degree	University of Brighton	01/09/1998	01/09/1999	

# Adding a Studies Record

- Fields entered are the title, the title type, the institution providing the title (e.g. London School of Economics), the date started and the date acquired.
- Possible values for the title type include the following:
  - University Degree
  - Master Degree
  - PhD
  - PostDoc
  - Professional Education
  - Continuing Training
  - Other

**Create/Edit Study Record: Remis, Robert**

Title:	<input type="text"/>
Type:	<input type="text" value="University Degree"/>
Institution:	<input type="text"/>
Started at:	<input type="text"/>
Acquired at:	<input type="text"/>
<input type="button" value="back"/>	

- University Degree
- Master Degree
- PhD
- PostDoc
- Professional Education
- Continuing Training
- Other

# Reviewing and Updating Study Records

- By clicking update from the previous screen we return to the list of study records which now includes the new one (top picture).
- We can click on the title field of each study record to update it.
- The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update (bottom picture)

**List of Stored Study Records of Employee Norena, Natalia**

[Create New Study Record](#)

Title (Click to Edit Record)	TitleType	Institution	Date Started	Date Acquired	Remove Study Record
<b>Computer Science</b>	University Degree	Athens University of Business & Economics	01/09/1988		
<b>Object-Oriented Software Technology</b>	Master Degree	University of Brighton	01/09/1988		

**Create/Edit Study Record: Norena, Natalia**

Title:

Title Type:

Institution:

Date Started:

Date Acquired:

Oct 1999

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

# Review Employee's Last Assessment

- Finally from the “Available Actions” column of the “Update Employee Profile” Menu, we can select “Employee Last Assessment” to review the result of the selected Employee’s last assessment if it exists.
- The result can be:
  - A last assessment exists for review (top picture)
  - The employee has not been assessed yet (bottom picture).
- Notice that once an assessment has been finalized no editing is allowed but only review.

**Employee Last Assessment: Remis, Robert**

Employee Last Assessment	<b>Final Score: = 3.4</b>
	< br/>Norena Natalia Competence The ability of leading the way Average: 5.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 5.0
	<b>Redford Robert</b> (Click to Email) Competence The ability of leading the way Average: 1.0 Competence Teambuilding Average: 1.0 Assessment Status Completed Average: 1.0
	<b>Kakarontzas George</b> (Click to Email) Competence The ability of leading the way Average: 3.0 Competence Teambuilding Average: 1.0 Assessment Status Completed Average: 2.0
	<b>Fonda Jane</b> (Click to Email) Competence The ability of leading the way Average: 3.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 4.0
	<b>Lemons David</b> (Click to Email) Competence The ability of leading the way Average: 5.0 Competence Teambuilding Average: 5.0 Assessment Status Completed Average: 5.0
	<input type="button" value="Back"/>

**Employee Last Assessment: Hughes, Jane**

Employee Last Assessment	No assessments yet for this employee
<input type="button" value="Back"/>	

# Updating of Competence Statements

- By selecting “Update Assessments” from the Head of Business Area menu the head of the business area can select a level 3 competence (we will discuss how competence pyramid is updated later).
- Then for this competence a table appears from where the head of the business area can do the following:
  - Add a new statement by clicking the “Add Statement for Competence: <competence name>”
  - Edit statements by clicking on the pencil icon in the “Edit” column.
  - Remove statements by clicking on the bin icon at the “Remove Statement” column.







### Update Competence Statements

Select Level 3 Competence from the list

The ability of leading the way

Add Statement for Competence: The ability of leading the way

Selected Competence Statements: The ability of leading the way

Statement Text	Competence Name	Edit	Remove Statement
Is she/he influential to other people from his/her working environment ?	The ability of leading the way		
Can she/he set strategic goals for the future of the department?	The ability of leading the way		
Is she/he knowledgeable in new technologies and developments in the area of IT?	The ability of leading the way		



# Editing Existing Competence Statements

- By clicking on the pencil icon in the Edit column the user can update the selected statement and change the values without leaving the screen.
- For example in the picture the user has selected L3 competence “The ability of leading the way” and can review edit or even delete the existing statements for this ability.

**Update Competence Statements**

Select Level 3 Competence from the list

The ability of leading the way

Add Statement for Competence: The ability of leading the way

Selected Competence Statements: The ability of leading the way

Statement Text	Competence Name	Edit	Remove Statement
Is she/he influential to other people from his/her working environment ?	The ability of leading the way	✓ ✕	🗑️
Can she/he set strategic goals for the future of the department?	The ability of leading the way	✍️	🗑️
Is she/he knowledgeable in new technologies and developments in the area of IT?	The ability of leading the way	✍️	🗑️

# Adding a new statement for a level 3 competence

- After selecting a level 3 competence when the user clicks on the “Add Statement for Competence: <selected Competence>” button a dialog box appears to enter a new statement as can be seen in the picture, where the user adds a new statement for the level 3 competence “The ability of creating involvement”.

The screenshot displays a web application interface titled "Update Competence Statements". The main area is titled "Select Level 3 Competence from the list" and shows a dropdown menu with "The ability of creating involvement" selected. Below this, there is a button labeled "Add Statement for Competence: The ability of creating involvement". A dialog box is open over this button, titled "Add Statement for Competence: The ability of creating involvement". The dialog box contains a text area for "Statement Text" and a "Competence Name" field with the value "The ability of creating involvement". At the bottom of the dialog box, there are "add" and "cancel" buttons. In the background, a table titled "Selected Competence Statements" is visible, with columns for "Statement Text" and "Competence Name". The table contains two rows of data: "Can she inspire others?" and "Can she add measurable, easy understandable others?".

# Updating employee assessments

- By clicking the “Update Assessments” menu choice the Head of Business Area can review completed and ongoing assessments, remove them, modify them, export completed assessments in PDF format (e.g. for printing and archiving) and create new assessments with the usual ways used throughout the application.
- In order to do the above the user first needs to select the Assessee Division and Business Area.

**List of Stored Assessments**

Assessee Division: IT Division

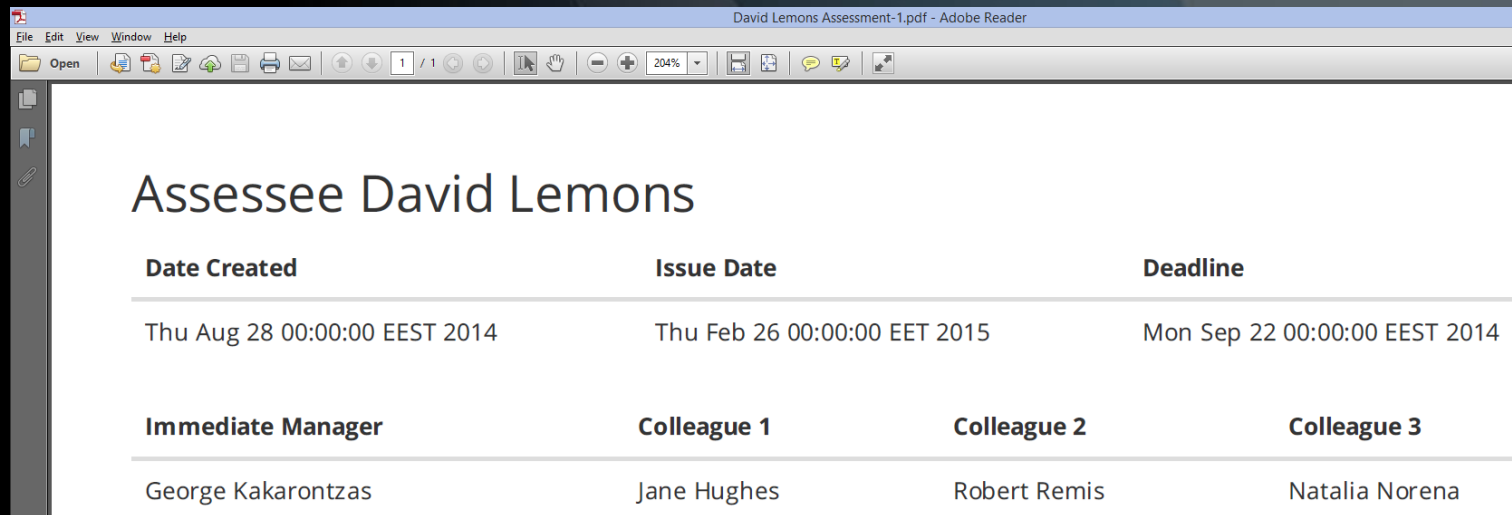
Assessee Department: IT Business Area

[Create New Assessment](#)

Assessee (Click to View/Edit Record)	Date Created	Issue Date	Deadline	Immediate Manager	Colleague 1	Colleague 2	Colleague 3	Completed?	Remove Assessment
Smith, Natalia	23/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Δημητρίου, Γιάννης	Remis, Robert	Hughes, Jane	YesExport to PDF	
Hughes, Jane	01/11/2014	26/02/2015	30/11/2014	Kakarontzas, George	Remis, Robert	Smith, Natalia	Δημητρίου, Γιάννης	No	

# Exporting a completed assessment to PDF

- By clicking “Export to PDF” to a completed assessment from the previous screen, the assessment is exported as PDF file.
- The head of the business area can select to save this file or open it with Acrobat Reader (if it is installed in his computer) e.g. for printing.



David Lemons Assessment-1.pdf - Adobe Reader

Assessee David Lemons

Date Created	Issue Date	Deadline
Thu Aug 28 00:00:00 EEST 2014	Thu Feb 26 00:00:00 EET 2015	Mon Sep 22 00:00:00 EEST 2014

Immediate Manager	Colleague 1	Colleague 2	Colleague 3
George Kakarontzas	Jane Hughes	Robert Remis	Natalia Norena

# Creating new Assessment

- By clicking on the “Create New Assessment” button a wizard starts which contains 4 steps and allows the creation of a new assessment by the head of the department.
- The 4 steps are the following:
  - Assessment team determination
  - Level 3 competences selection
  - Statements selection for the previously selected level 3 competences
  - Summary and confirmation

ComProFITS  
Competence Profiling Framework for IT Sector in Spain

Assessment Team | Level 3 Competences Selection | Statements Selection | Summary and Confirmation

Assessment Team	Head Of	Employee Role	Division Name	Business Area Name	Employee
Competence #1	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Competence #2	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Competence #3	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

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# Step 1: Assessment Team

- At the first step we set the “Issue Date” and the “Deadline”.
- Also we select the assessment team from employees. In order to select each employee we first select the Division and then the Business Area of the wanted Employee:
  - Assessee (the employee under assessment)
  - Immediate Manager (His immediate manager)
  - Colleague 1
  - Colleague 2
  - Colleague 3
- Once the assessment is created the employees of the assessment team will have access to complete the assessment (we will discuss this later).

**Create/Edit Assessment**

**Assessment Team** | Level 3 Competences Selection | Statements Sel

**Assessment Team**

Issue Date:	<input type="text" value="30/09/2015"/>	Deadline:	<input type="text" value="30/10/2015"/>
Employee Role	Division Name	Business Area Name	Employee
Assessee	<input type="text" value="IT Division"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="Feng Xiao xiao@some.com"/>
Immediate Manager	<input type="text" value="IT Division"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="Kakarontzas George gkaron@teilar.g"/>
Colleague #1	<input type="text" value="IT Division"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="Julian Simin simon@bean.uk"/>
Colleague #2	<input type="text" value="IT Division"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="Jones Gus gus@tecnalia.com"/>
Colleague #3	<input type="text" value="IT Division"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="Smith Natalia sales@nataliasilver.com"/>

# Step 2: Level 3 competences selection

- At the second step we have two areas “Available” competences and “Selected” competences.
- User can select competences and click the arrow pointing to the right to select them and the left arrow to deselect them as expected from this pickup list component.

**Create/Edit Assessment**

Business Area Name : IT Business Area

Assessment Team   **Level 3 Competences Selection**   Statements Sel

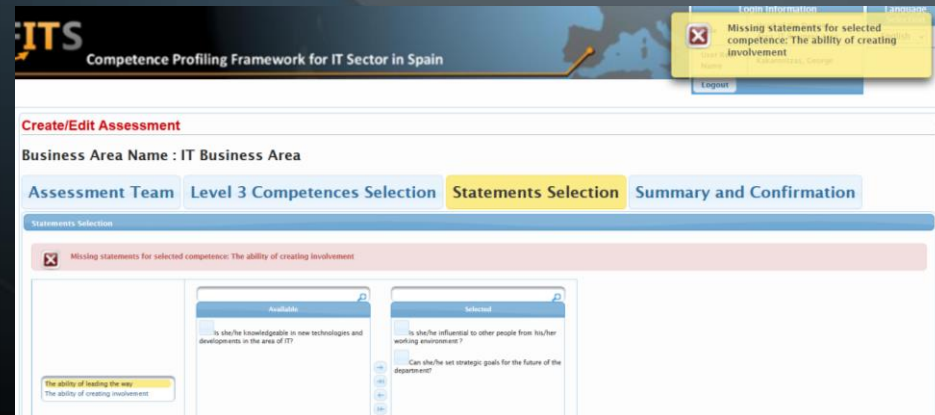
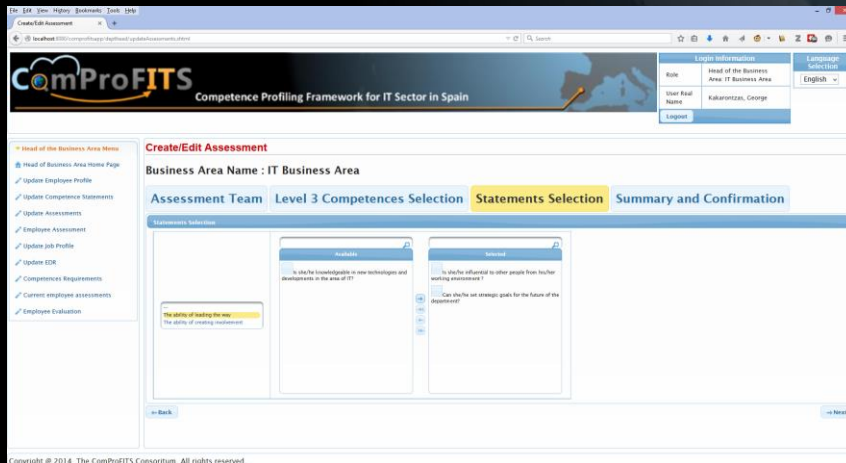
???level3\_competence\_selection???

Available	Selected
<input type="checkbox"/> Teambuilding	<input type="checkbox"/> The ability of leading the way
<input type="checkbox"/> Flexibility	<input type="checkbox"/> The ability of creating involvement
<input type="checkbox"/> Skills and abilities	

Add Level 3 Competence for Assessment

# Step 3: Statements selection

- After selecting the competences we can add statements for the selected competences.
- We have a list of the competences. When the user clicks on a competence the statements of the competence appear in a pickup list and can be selected and deselected.
- After selecting statements for each competence we click the next button to move to the next and final step. If the user does not select statements for a competence the wizard does not allow moving forward (picture to the right).



# Step 4: Summary and confirmation

- At the final step of the wizard the user sees a summary and clicks on the update button to finalize the assessment.
- If the user wants to correct something then he can return to previous steps of the wizard with the “← Back” button of the Wizard.
- If the user wants to cancel the assessment creation altogether he can click on the “Cancel” button.

The screenshot shows a web browser window with the URL `localhost:8080/comprofitsapp/stephead/update/assessments.html`. The page features the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". A navigation menu on the left lists various actions like "Update Employee Profile" and "Update Assessments". The main content area is titled "Create/Edit Assessment" and shows "Business Area Name : IT Business Area". Below this, there are four tabs: "Assessment Team", "Level 3 Competences Selection", "Statements Selection", and "Summary and Confirmation" (which is highlighted in yellow). The "Summary and Confirmation" tab displays a table with the following data:

Summary and Confirmation	
Date Created:	15/02/2015
Assessor:	Hughes, Jane, jane@vizz.com
Immediate Manager:	Kakarontzas, George, gkakarontz@telia.gr
Colleague 1:	Lemons, David, david@telia.gr
Colleague 2:	Norena, Natalia, sales@natalesher.com
Colleague 3:	Remis, Robert, robert@remis.com
Selected Competence:	The ability of leading the way
Selected Statement:	Is she/he influential to other people from his/her working environment?
Selected Statement:	Can she/he set strategic goals for the future of the department?
Selected Competence:	The ability of creating involvement
Selected Statement:	Can she inspire others?
Selected Statement:	Can she add measurable, easy understandable goals for the others?

At the bottom of the table, there are "Cancel" and "Update" buttons. A "← Back" button is located below the table. The footer of the page reads "Copyright © 2014. The ComProFITS Consortium. All rights reserved."

# Review/Update/Delete of assessments

- After creating the assessment the user returns at the assessments page where now the newly created assessment is visible.
- Clicking on the name of the assessee restarts the wizard to update an existing assessment. All the steps of the wizard will contain the previously stored values.

Head of the Business Area Menu

- Head of Business Area Home Page
- Update Employee Profile
- Update Competence Statements
- Update Assessments
- Employee Assessment
- Update Job Title
- Update EDR
- Competences Requirements
- Current employee assessments
- Employee Evaluation

Assessee Division: IT Division

Assessee Department: IT Business Area

Create New Assessment


Assessee (Click to View/Edit Record)	Date Created	Issue Date	Deadline	Immediate Manager	Colleague 1	Colleague 2	Colleague 3	Completed?	Remove Assessment
Smith, Natalia	23/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Δημητρίου, Γιάννης	Remis, Robert	Hughes, Jane	YesExport to PDF	
Hughes, Jane	01/11/2014	26/02/2015	30/11/2014	Kakarontzas, George	Remis, Robert	Smith, Natalia	Δημητρίου, Γιάννης	No	
Hughes, Jane	21/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Smith, Natalia	Smith, Jack	Remis, Robert	YesExport to PDF	
Remis, Robert	28/08/2014	26/02/2015	22/09/2014	Smith, Natalia	Kakarontzas, George	Hughes, Jane	Jones, Gus	YesExport to PDF	
Hughes, Jane	15/03/2015	31/03/2015	30/04/2015	Kakarontzas, George	Julius, Julian	Smith, Natalia	Remis, Robert	No	
Smith, Jack	29/04/2015	04/05/2015	29/05/2015	Kakarontzas, George	Julius, Julian	Remis, Robert	Hughes, Jane	No	
Jones, Bill	29/04/2015	01/04/2015	30/04/2015	Kakarontzas, George	Δημητρίου, Γιάννης	Remis, Robert	Hughes, Jane	No	
Remis, Robert	10/08/2015	10/08/2015	31/08/2015	Δημητρίου, Γιάννης	Smith, Natalia	Smith, Jack	Hughes, Jane	YesExport to PDF	
Feng, Xiao	12/09/2015	30/09/2015	30/10/2015	Kakarontzas, George	Julian, Simin	Jones, Gus	Smith, Natalia	No	

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# Completing the assessment

- Now that the assessment is created the employees of the assessment team now have access from their menu regardless their role: the choice of the menu is called “Employee Assessment”.
- Here we can see a simple employee that can select the now available assessment from the menu, examine the deadline and provide the assessment value for each statement.
- By selecting the competence name from the available list the user can see only the statements of a competence. By selecting “---” he can see all the statements.



ComProFITS  
Competence Profiling Framework for IT Sector in Spain

Login Information		Language Selection
Role	Employee: IT Business Area	English ▾
User Real Name	Norena, Natalia	
<a href="#">Logout</a>		

Employee Menu

- Employee Home Page
- Employee Assessment
- Update EDR

### Employee Assessment

Select Assessment: 15/03/2015 Hughes Jane ▾

Deadline: 30/04/2015

Competence Name	Statement	Assessment Value	Assess
---			
The ability of leading the way	Is she/he influential to other people from his/her working environment ?		<a href="#">✎</a>
The ability of leading the way	Can she/he set strategic goals for the future of the department?		<a href="#">✎</a>
The ability of creating involvement	Can she inspire others?		<a href="#">✎</a>
The ability of creating involvement	Can she add measurable, easy understandable goals for the others?		<a href="#">✎</a>

Selected Assessment Status: Norena Natalia  
Competence The ability of leading the way Average: Not Completed Yet  
Competence The ability of creating involvement Average: Not Completed Yet  
Assessment Status Not Completed Yet

# Providing values for each statement (1)

- When the user clicks on the “pencil” icon in the “Assessment Value” the user can select one of 5 options:
  - Strongly agree (mark = 5)
  - Agree (mark = 4)
  - Neither agree nor disagree (mark 3)
  - Disagree (mark = 2)
  - Strongly disagree (mark = 1)

**Employee Assessment**

Select Assessment: 21/09/2014 Hughes Jane

Deadline: 15/10/2014

Questionnaire Statements	Competence Name	Statement	Assessment Value			Assess
			Strongly Agree	Agree	Neither Agree Nor Disagree	
		Is she/he influential to other people from his/her working environment ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Can she/he set strategic goals for the future of the department?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
		Can she inspire others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
		Can she add measurable, easy understandable goals for the others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>

Selected Assessment Status: Norena Natalia  
 Competence The ability of leading the way Average: Not Completed Yet  
 Competence The ability of creating involvement Average: Not Completed Yet  
 Assessment Status Not Completed Yet

# Providing values for each statement (2)

- After making a selection for a value and clicking on the check button the value is stored in the database and an informing message appears.
- The marks appear at the Assessment Value column and the “Selected Assessment Status” is updated.

Employee Assessment				
Select Assessment	21/09/2014 Hughes Jane			
Deadline	15/10/2014			
Questionnaire Statements	Competence Name	Statement	Assessment Value	Assess
	...			
	The ability of leading the way	Is she/he influential to other people from his/her working environment ?	5	
	The ability of leading the way	Can she/he set strategic goals for the future of the department?	5	
	The ability of creating involvement	Can she inspire others?	3	
	The ability of creating involvement	Can she add measurable, easy understandable goals for the others?	4	
Selected Assessment Status	Norena Natalia Competence The ability of leading the way Average: 5.0 Competence The ability of creating involvement Average: 3.5 Assessment Status Completed Average: 4.25			

# Assessment completion by the immediate manager (1)

---

- The user from the assessment team who is the immediate manager cannot only complete the assessment like the other members of the assessment team but he can also view the assessments status for all the other members of the assessment team and if all the members of the assessment team have completed the assessment he can declare the assessment as completed.
- When the assessment is completed then it is no longer possible to be edited by the members of the assessment team.
- The result of the assessment is now available as the last assessment of the employee (discussed earlier).
- If an employee has not completed yet the assessment the immediate manager can click on their name to send them an email.

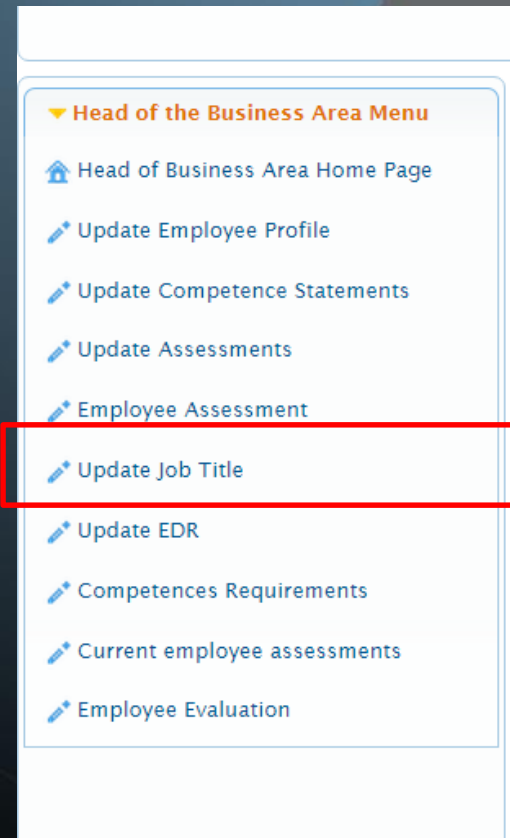
# Assessment completion by the immediate manager (2)

Employee Assessment									
Select Assessment	21/09/2014 Hughes Jane								
Deadline	15/10/2014								
Questionnaire Statements	<table border="1"> <thead> <tr> <th>Competence Name</th> <th>Statement</th> </tr> </thead> <tbody> <tr> <td>The ability of leading the way</td> <td></td> </tr> <tr> <td>The ability of leading the way</td> <td>Is she/he influential to other people from his/her working environment ?</td> </tr> <tr> <td>The ability of leading the way</td> <td>Can she/he set strategic goals for the future of the department?</td> </tr> </tbody> </table>	Competence Name	Statement	The ability of leading the way		The ability of leading the way	Is she/he influential to other people from his/her working environment ?	The ability of leading the way	Can she/he set strategic goals for the future of the department?
	Competence Name	Statement							
	The ability of leading the way								
The ability of leading the way	Is she/he influential to other people from his/her working environment ?								
The ability of leading the way	Can she/he set strategic goals for the future of the department?								
Selected Assessment Status	<p>Kakarontzas George Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet</p>								
	<p><b>Hughes Jane</b> (Click to Email) Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet</p>								
	<p><b>Norena Natalia</b> (Click to Email) Competence The ability of leading the way Average: 5.0 Competence The ability of creating involvement Average: 3.5 Assessment Status Completed Average: 4.25</p>								
	<p><b>Lemons David</b> (Click to Email) Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet</p>								
	<p><b>Remis Robert</b> (Click to Email) Competence The ability of leading the way Average: Not Completed Yet Competence The ability of creating involvement Average: Not Completed Yet Assessment Status Not Completed Yet</p>								
Running Total Average Score	4.25								
Complete Assessment	<a href="#">Complete Assessment</a>								



# Job Title User Menu

- Update Job Title
- Functionalities include:
  - Create new Job title
  - View / Edit a Job title
  - Print a Job title
  - Provide required competences for a job title
  - Delete a Job title





# Create Job Title

- Head of business are can create a new job title by clicking on the button “Create new job title” from the page of reviewing all existing job titles. This page provides search and filtering options as well making it easy to find an existing job title.
- Setting up all required fields for job title referring to the RA.
- Defining the required competences for the job based on ComProFITS reference competence pyramid.

**List of stored Job Titles**

Create new Job Title

Search all fields:

Job Title (Click to View/Edit Record)	Job Description	Business Area	Place of Employment	Reporting To	Available Actions
<input type="text" value="Java Developer"/>	<input type="text" value="Creates Java Software"/>				 
<input type="text" value="Analyst/Designer"/>	<input type="text" value="Performs analysis and design of applications"/>				 
<input type="text" value="Programmer"/>	<input type="text" value="Develops software"/>			<input type="text" value="George Kakarontzas"/>	 
<input type="text" value="Head of Department"/>	<input type="text" value="Leads the department"/>	<input type="text" value="IT Business Area"/>	<input type="text" value="TEI of Larissa"/>	<input type="text" value="Julian Julius"/>	 
<input type="text" value="Researcher"/>	<input type="text" value="Does basic research"/>	<input type="text" value="Research and Development Business Area"/>	<input type="text" value="AUTH"/>	<input type="text" value="Γιάννης Δημητρίου"/>	 

# Create Job Title (Screenshot)

The screenshot shows a web browser window with the URL `localhost:8080/comprofitsapp/depthead/updateJobProfile.xhtml`. The page features a header with the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". A navigation menu on the left lists various actions like "Update Employee Profile" and "Update Job Title". The main content area is titled "Create Job Title" and contains a form with fields for "Job Title", "Organizational Position", "Business Area", "Place of Employment", "Reporting To", "Job Description", and "Job Title Status". Below the form is a table for "Professional Competences" with columns for "Competence Name", "Weight", and "Importance". The footer includes the copyright notice "Copyright © 2014, The ComProFITS Consortium. All rights reserved." and logos for ComProFITS and the European Union's Lifelong Learning Programme.

Browser tabs: Create Job Title, George

Browser address bar: localhost:8080/comprofitsapp/depthead/updateJobProfile.xhtml

Browser tabs: Εφαρμογές, Wind Router, Gmail - Inbox - kaka..., Conferences, Save to Mendeley, Live Feed, Open Government ..., Λεξικό της κοινής v..., COMPARE, Bookmarks

Browser status bar: Άλλοι σελιδοδείκτες

## ComProFITS

Competence Profiling Framework for IT Sector in Spain

Login Information		Language Selection
Role	Head of the Business Area: IT Business Area	English
User Real Name	Kakarontzas, George	
Logout		

### Head of the Business Area Menu

- Head of Business Area Home Page
- Update Employee Profile
- Update Competence Statements
- Update Assessments
- Employee Assessment
- Update Job Title
- Update EDR
- Competences Requirements
- Current employee assessments
- Employee Evaluation


### Create Job Title

Job Title *	<input type="text"/>
Organizational Position	...
Business Area	...
Place of Employment	...
Reporting To	...
Job Description:	<input type="text"/>
Job Title Status	...


Competence Name	Weight	Importance
Professional Competences	0	...

back Update Help

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Competence Profiling Framework for IT Sector in Spain



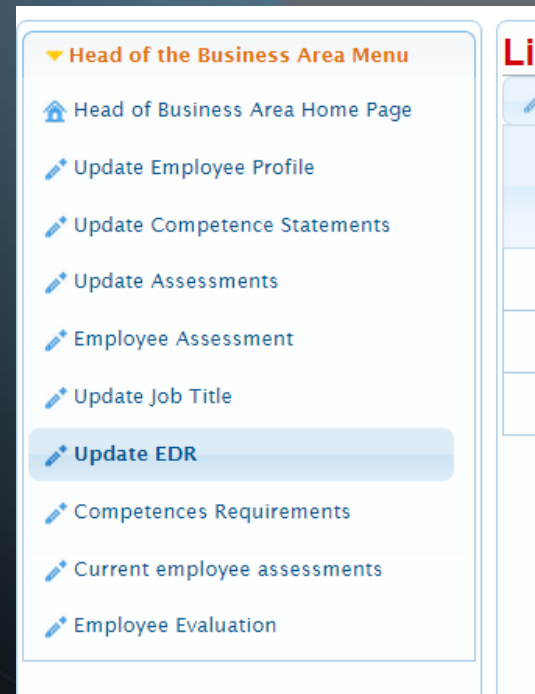
# Delete a Job Title

---

- User will be asked after pressing the “delete” button if he is sure to delete the job or not.
- The job will be permanently deleted from the database.


# EDR User Menu

- Update EDR
- Functionalities include:
  - Create new EDR
  - View / Edit existing EDRs
  - Delete EDRs
  - Export EDRs as PDF





# EDR Overview (Screenshot)




**ComProFITS**  
Competence Profiling Framework for IT Sector in Spain

Login Information		Language Selection
Role	Head of the Business Area: Research	English ▼
User Real Name	Recruiter, Mary	
<a href="#">Logout</a>		

▼ Head of the Business Area Menu


- Head of Business Area Home Page
- Update Employee Profile
- Update Competence Statements
- Update Assessments
- Employee Assessment
- Update Job Profile
- Update EDR
- Competences Requirements
- Current employee assessments
- Employee Evaluation

 Your changes have been saved.

### List of stored EDR's

[Create New EDR](#)

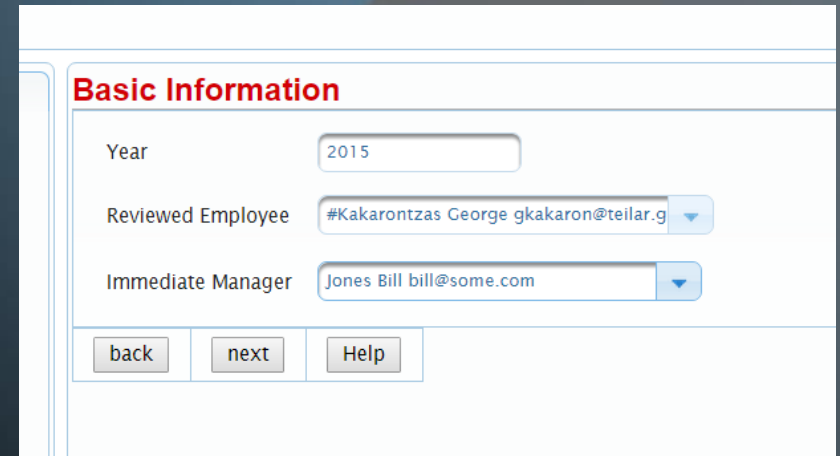
Search all fields:

Reviewed Employee (Click to Edit Record)	Status	Year	Available Actions	Delete EDR
<input type="text" value="#1 Kostas ckopanos@qv-web.eu"/>	<input type="text" value="1"/>	<input type="text" value="2015"/>	<a href="#">Export to PDF</a>	

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# Create new EDR: Basic Information

- Year in which an employee should reach defined goals.
- An employee who is being interviewed.
- Immediate manager



**Basic Information**

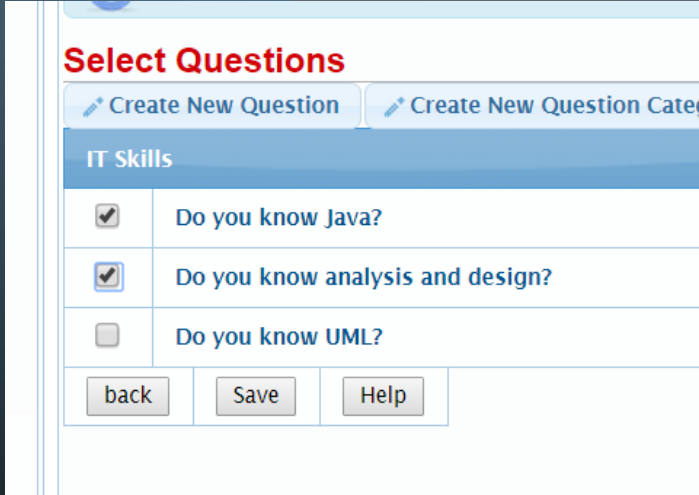
Year

Reviewed Employee

Immediate Manager

# Create new EDR: Section of Questions

- Create a new Category of Questions and then
- Create new questions for the category
- Select questions for this EDR



**Select Questions**

[Create New Question](#) [Create New Question Category](#)

IT Skills

<input checked="" type="checkbox"/>	Do you know Java?
<input checked="" type="checkbox"/>	Do you know analysis and design?
<input type="checkbox"/>	Do you know UML?

[back](#) [Save](#) [Help](#)

# Defining EDR Questions

---

- 24 questions (descriptive question-answers) are being defined.
- We used the questions defined in the RA for the content.
- The completed function of an EDR will be delivered in the Beta version.

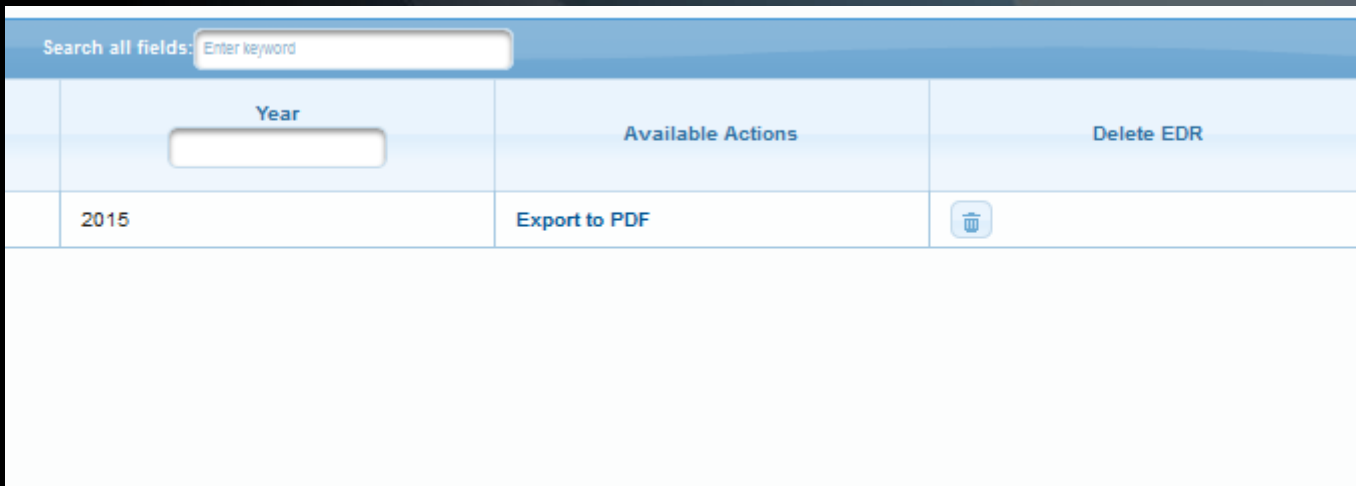
# Final step in creating an EDR (Screenshot)

Competence Name	Next Year Goal Value	Comments
▼ Communication	good	The employee is very friendly and communicates very much with the othe team members.
▼ Verbal	good	
Clear Speaking	good	
Loud speaking	good	




# Final step in creating an EDR

- User can save an EDR.
- Saved EDRs can be exported as PDF from the overview screen.



Search all fields:

Year	Available Actions	Delete EDR
2015	Export to PDF	

# Exported PDF (Screenshot)

Kostas 1-Edr-2015.pdf - Adobe Reader

Datei Bearbeiten Anzei Fenster Hilfe

Öffnen 1 / 4 49,8% Werkzeuge Ausfüllen und Unterschreiben Kommentar

### Employee Development Review for: Kostas 1

Edr information:

- Year: 2015
- Immediate Manager : jobs 4
- Status: 1

Verdict:

A very good employee.

Edr plans and goals for the coming year:

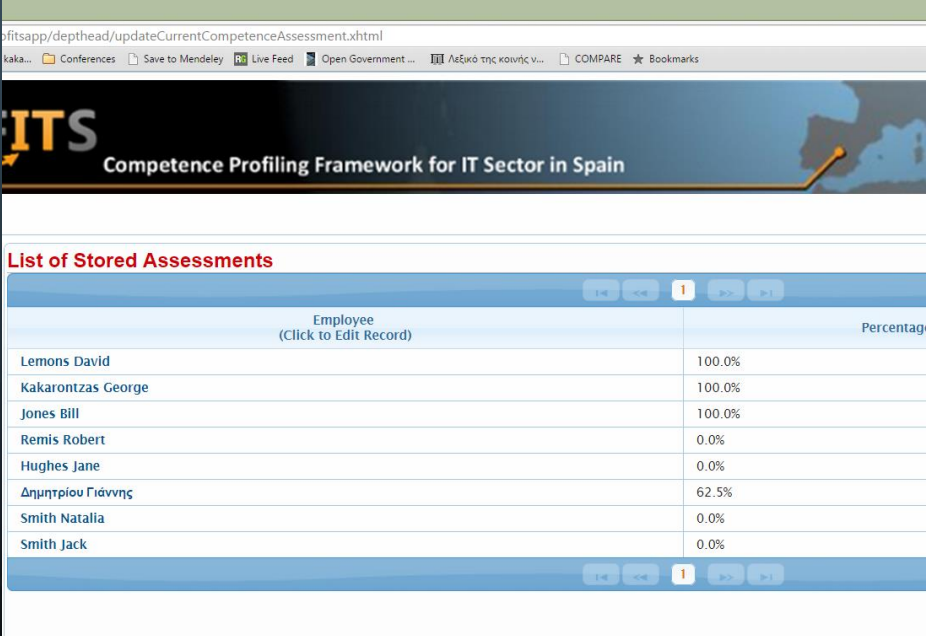
Competences	Goals for the next year	Comments
Great links	3	
Looks	2	
Beauty	3	They say, beauty is a matter of lighting. We should better turn off the lights.
MS excel	5	
MS Word	5	
Basic applications	5	
JAVA	4	
C++	5	
Programming	5	
Computer Knowledge	5	The employee has expert knowledge in the required programming languages.
Good writing	3	
Clear writing	4	
Written	3	
Loud speaking	4	
Clear Speaking	4	
Verbal	4	
Communication	4	The employee is very friendly and communicates very much with the other team members.

Questionnaire Statements:

1. Have goals and other agreements from the latest EDR been reached and carried through?  
Yes.
2. Are both parties content with the period's effort and results?  
Yes.
3. Was the feedback that was given during the latest EDR usable for both parties?  
Yes.
4. Any remarks?  
No.

# Assign employee competence assessments directly

- The head of the business area can also directly assign assessments for an employee.
- This can be done by selecting “Current employee assessments” from the menu. A list appears with all the business area’s employees along with the percentage of assessment completion.
  - If all the 3<sup>rd</sup> level competences have been assigned a competence assessment value then the percentage is 100%. Otherwise is smaller.
- Clicking on an employee’s name will take us to another screen where we can assign competence values for all the 3<sup>rd</sup> level competences for the selected employee.

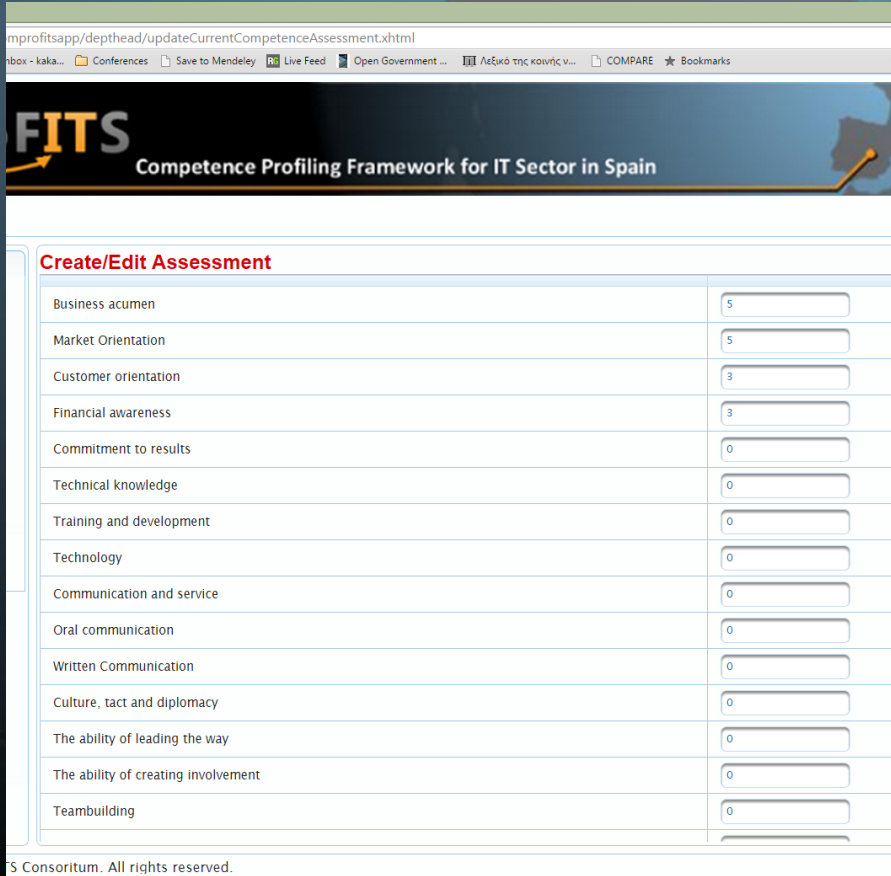


The screenshot shows a web browser window displaying the 'List of Stored Assessments' page. The page title is 'ComProFITS Competence Profiling Framework for IT Sector in Spain'. The table lists employees and their assessment completion percentages.

Employee (Click to Edit Record)	Percentage
Lemons David	100.0%
Kakarontzas George	100.0%
Jones Bill	100.0%
Remis Robert	0.0%
Hughes Jane	0.0%
Δημητρίου Γιάννης	62.5%
Smith Natalia	0.0%
Smith Jack	0.0%

# Provide assessment values

- By clicking on an employee's name the user can see all the 3<sup>rd</sup> level competences of the competence pyramid and provide a value between 0-5.
- A value of zero (0) signifies that a competence value does not exist for this competence and the selected employee in the database, whereas 1 signifies that the employee completely lacks this competence and 5 that completely has this competence.
- If the user enters a value of zero to an existing competence then this competence value for this employee will be removed from the database (e.g. if there is an assigned value but the user would like to rethink this value and in the meantime doesn't know the correct value).

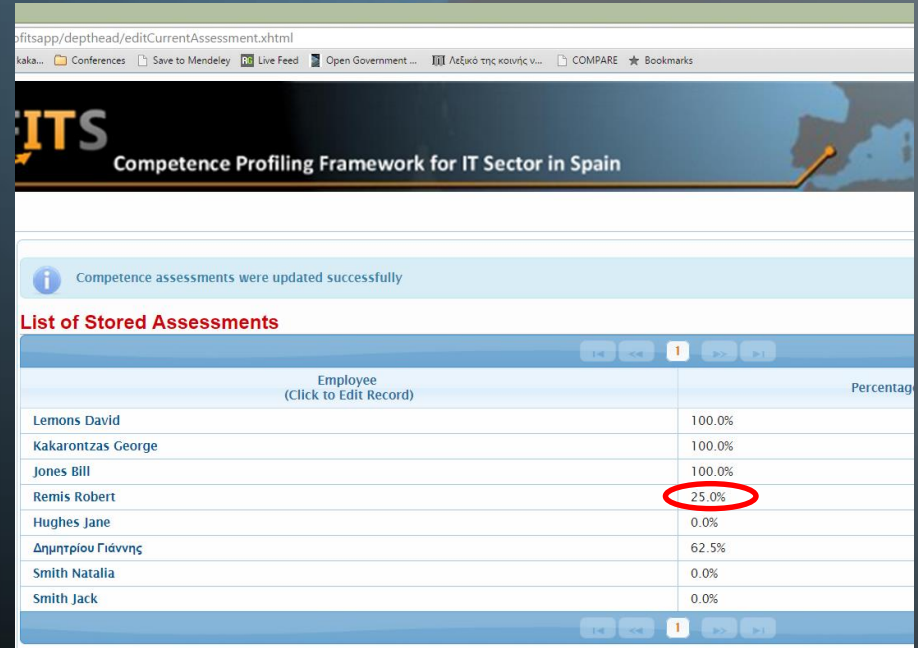


The screenshot shows a web browser window displaying the FITS (Competence Profiling Framework for IT Sector in Spain) application. The page title is "Create/Edit Assessment". The form contains a table with the following data:

Competence	Value
Business acumen	5
Market Orientation	5
Customer orientation	3
Financial awareness	3
Commitment to results	0
Technical knowledge	0
Training and development	0
Technology	0
Communication and service	0
Oral communication	0
Written Communication	0
Culture, tact and diplomacy	0
The ability of leading the way	0
The ability of creating involvement	0
Teambuilding	0

# Store provided assessments

- When the user clicks “Update” from the “Create/Edit Assessment” screen all provided assessments will be examined and if the values have changed new values will be stored in the database, if values were provided in place of zeros new competence assessments will be created in the database, and if zeros were provided in place of previously different values then these competence assessments will be removed from the database.
- After the update the system returns to the “List of Stored Assessments” screen where the percentage of competence assessment completion has been updated to reflect the percentage of the affected employee.



Competence assessments were updated successfully

**List of Stored Assessments**

Employee (Click to Edit Record)	Percentage
Lemons David	100.0%
Kakarontzas George	100.0%
Jones Bill	100.0%
Remis Robert	25.0%
Hughes Jane	0.0%
Δημητρίου Γιάννης	62.5%
Smith Natalia	0.0%
Smith Jack	0.0%



# Employee evaluation

---


- The head of department can also perform the employee evaluation.
- The evaluation is based on the statistical method developed by AUTH and is independent from the 360 degrees assessment (i.e. it constitutes an alternative method of employee evaluation).
- It calls the externally installed R statistical environment (<http://www.r-project.org/>)

# Required steps in order to evaluate an employee using the COMPROFITS R integration

---

1. The competences pyramid must be added because both job's creation and employee competence assessment depends on the pyramid: HR recruiter role → Update competence pyramid
2. A job with filled in required weights per competence must be created: Head of Business Area role → Update job profile → Create new job profile
3. The current competence assessment of the employee to be evaluated (adding 1-5 values for all level 3 competence) must be created 100%. Head of Business Area role → Current employee assessments → Click an employee's name and fill in the competence values for all 3<sup>rd</sup> level competences of the pyramid.

# Required step #1: competences pyramid must be added



ComProFITS  
Competence Profiling Framework for IT Sector in Spain

Login Information		Language Selection
Role	HR Recruiter	English
User Real Name	3, Steve	
Logout		

HR Recruiter Menu

- HR Recruiter Home
- Update Competence Pyramid
- Employee Assessment
- Job Applications

### List of Stored Competences

Create New Competence

Competence Name (Click to Edit Record)	Parent Competence	Competence Level	Remove Competence
Communication		1	
Verbal	Communication	2	
Clear Speaking	Verbal	3	
Loud speaking	Verbal	3	
Written	Communication	2	
Clear writing	Written	3	
Good writing	Written	3	
Computer Knowledge		1	
Programming	Computer Knowledge	2	
C++	Programming	3	

# Required step 2: a job with filled in required weights per competence must be created

Login Information	
Role	Head of the Business Area: Research
User Real Name	4, Jobs
Logout	

Language Selection
English

- Head of the Business Area Menu
  - Head of Business Area Home Page
  - Update Employee Profile
  - Update Competence Statements
  - Update Assessments
  - Employee Assessment
  - Update Job Profile
  - Update EDR
  - Competences Requirements
  - Current employee assessments
  - Employee Evaluation

## Edit Job Profile

Job Title *	<input type="text" value="Developer"/>
Organizational Position	<input type="text" value="IT department"/>
Reporting To	<input type="text" value="#Kopanos Jogn okopanos@redmob.gr"/>
Job Description:	<input type="text" value="A good developer"/>
Job Profile Status	<input type="text" value="--"/>

Competence Name	Weight	Importance
▼ Communication	<input type="text" value="30"/>	<input type="text" value="--"/>
▶ Verbal	<input type="text" value="20"/>	<input type="text" value="--"/>
▼ Written	<input type="text" value="80"/>	<input type="text" value="--"/>
Clear writing	<input type="text" value="30"/>	<input type="text" value="--"/>
Good writing	<input type="text" value="60"/>	<input type="text" value="--"/>
▼ Computer Knowledge	<input type="text" value="70"/>	<input type="text" value="--"/>
▶ Programming	<input type="text" value="90"/>	<input type="text" value="--"/>
▶ Basic applications	<input type="text" value="10"/>	<input type="text" value="--"/>
▶ Beauty	<input type="text" value="0"/>	<input type="text" value="--"/>

**Required step 3: current assessment of employee to be evaluated (adding 1-5 values for each level 3 competence) must be created 100%.**

The screenshot displays the ComProFITS web application interface. The browser address bar shows the URL: localhost:8080/comprofitsapp/depthead/updateCurrentCompetenceAssessment.xhtml. The page header includes the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". A navigation menu on the left lists various options under "Head of the Business Area Menu". The main content area is titled "Create/Edit Assessment" and contains a table with 15 rows, each representing a competence. Each row has a text label and a numeric input field. The values entered in the input fields are: Business acumen (5), Market Orientation (5), Customer orientation (3), Financial awareness (3), Commitment to results (0), Technical knowledge (0), Training and development (0), Technology (0), Communication and service (0), Oral communication (0), Written Communication (0), Culture, tact and diplomacy (0), The ability of leading the way (0), The ability of creating involvement (0), and Teambuilding (0). A "Logout" button is visible in the top right corner.

Competence	Value
Business acumen	5
Market Orientation	5
Customer orientation	3
Financial awareness	3
Commitment to results	0
Technical knowledge	0
Training and development	0
Technology	0
Communication and service	0
Oral communication	0
Written Communication	0
Culture, tact and diplomacy	0
The ability of leading the way	0
The ability of creating involvement	0
Teambuilding	0

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# Performing the evaluation

- Employee evaluation will produce a pdf file with images / diagrams of the statistical analysis performed, by selecting the employee and the job he/she should be evaluated for
- Head of Business Area role → Employee evaluation
- Notice that only business area employees who have been assessed 100% will be available from the dropdown list.



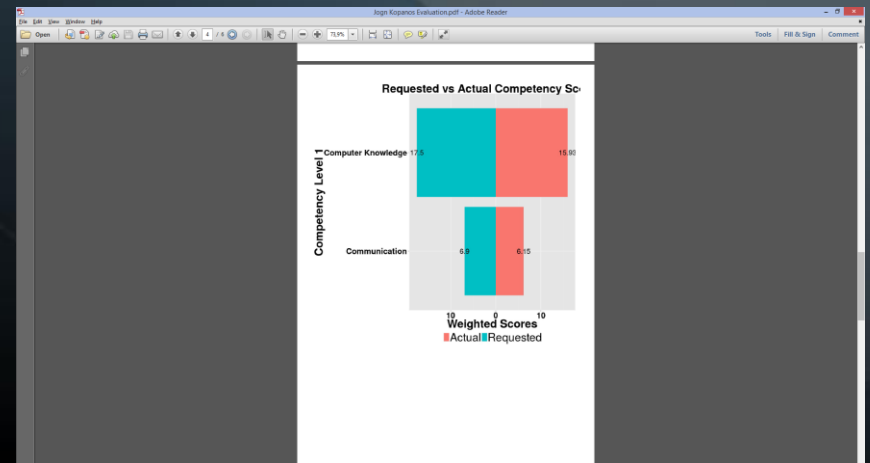
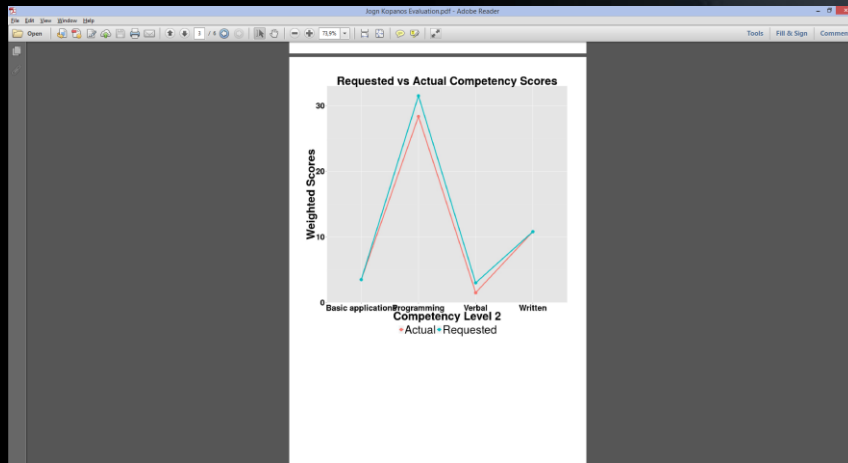
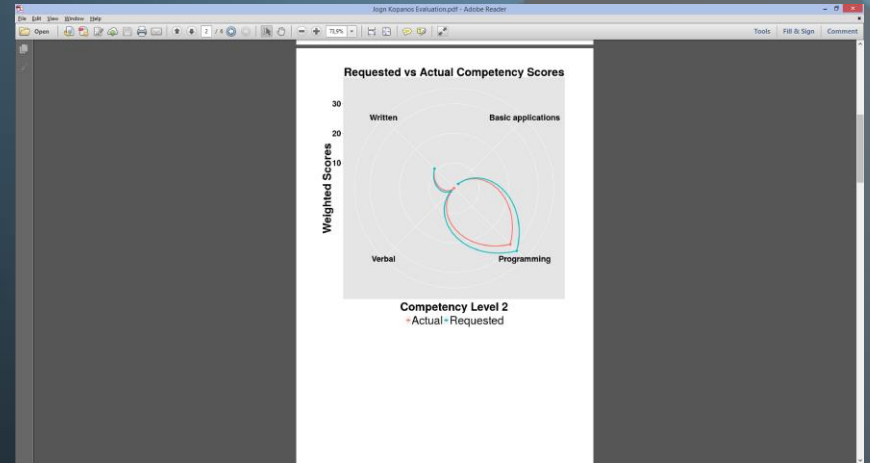
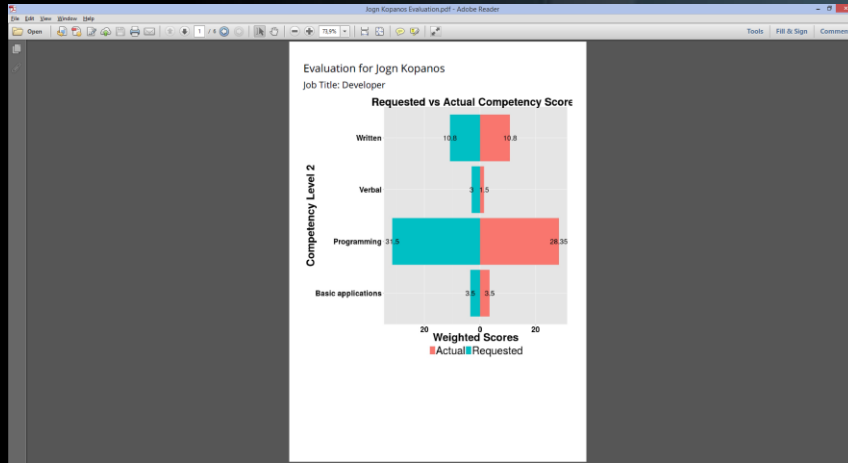
The screenshot displays the ComProFITS web application interface. The browser address bar shows the URL: localhost:8080/comprofitsapp/depthead/employeeEvaluations.xhtml. The application header features the ComProFITS logo and the text "Competence Profiling Framework".

The main content area is divided into two sections:

- Head of the Business Area Menu:** A list of navigation options including:
  - Head of Business Area Home Page
  - Update Employee Profile
  - Update Competence Statements
  - Update Assessments
  - Employee Assessment
  - Update Job Profile
  - Update EDR
  - Competences Requirements
  - Current employee assessments
  - Employee Evaluation
- Employee Evaluation:** A form with the following fields:
  - Job Title: Programmer (dropdown menu)
  - Employee: Julian Julius (dropdown menu)
  - Evaluate (button)



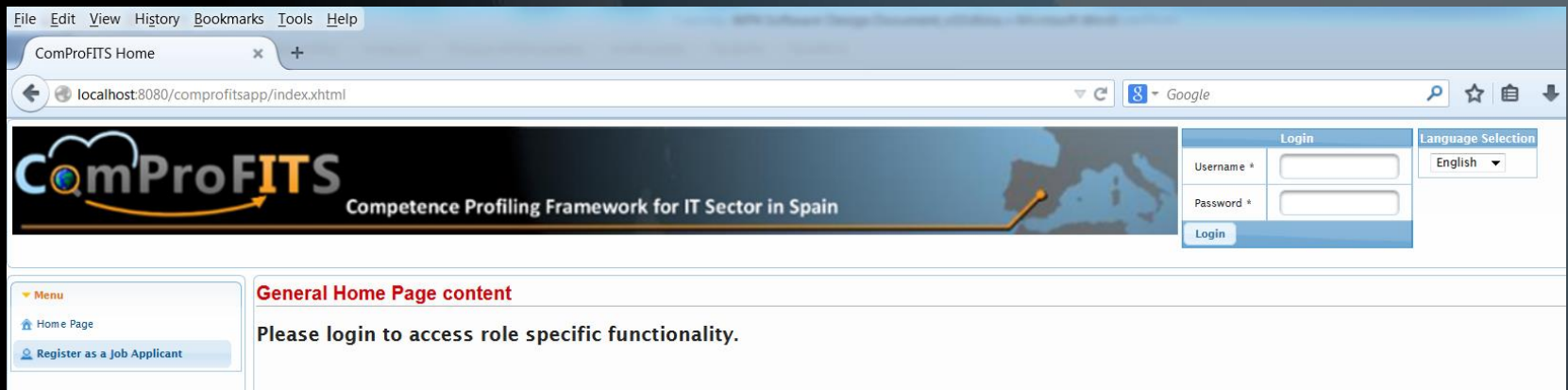
# Employee evaluation result is an exported PDF with various graphs



# JOB APPLICANTS

# Job Applicant Registration

- From the home page interested applicants can register with the company.
- Then they can use their account to apply for available jobs.




The screenshot shows a web browser window displaying the ComProFITS website. The browser's address bar shows the URL `localhost:8080/comprofitsapp/index.xhtml`. The website header features the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". To the right of the logo is a login form with fields for "Username \*" and "Password \*", a "Login" button, and a "Language Selection" dropdown menu set to "English". Below the header, there is a "Menu" section with links for "Home Page" and "Register as a Job Applicant". The main content area displays the text "General Home Page content" and "Please login to access role specific functionality."

# Register as a job applicant

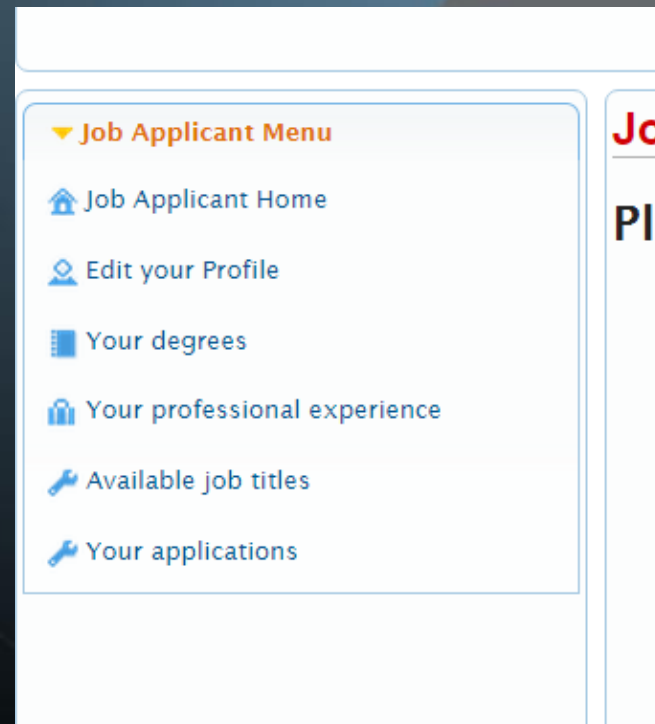
- By selecting the “Register as a job applicant” menu choice, directly from the home page, the new applicant can provide his details as can be seen in the picture.
- After clicking on the update button, the account is created and the new applicant can login.

**Job Applicant Registration**

	First Name * <input type="text" value="George"/>	Last Name: * <input type="text" value="Katsouras"/>
	Gender: <input type="text" value="Male"/>	Address: * <input type="text" value="Fillipou 8"/>
	Postal Code: * <input type="text" value="41114"/>	City * <input type="text" value="Larissa"/>
	Country: * <input type="text" value="Greece"/>	Province: <input type="text" value="Thessalia"/>
	Phone Private: <input type="text" value="+302410251752"/>	Phone Mobile: * <input type="text" value="+306974722417"/>
	E-Mail: * <input type="text" value="george@xyz.com"/>	Date of Birth: * <input type="text" value="01/09/1967"/>
	Photo: <input type="button" value="+Photo"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>	Username: * <input type="text" value="gkats"/>
	Password <input type="password" value="....."/>	Confirm Password <input type="password" value="....."/>
	Marital Status: <input type="text" value="Married"/>	Number of Children: <input type="text" value="2"/>
	<input type="button" value="Update"/> <input type="button" value="Back"/>	

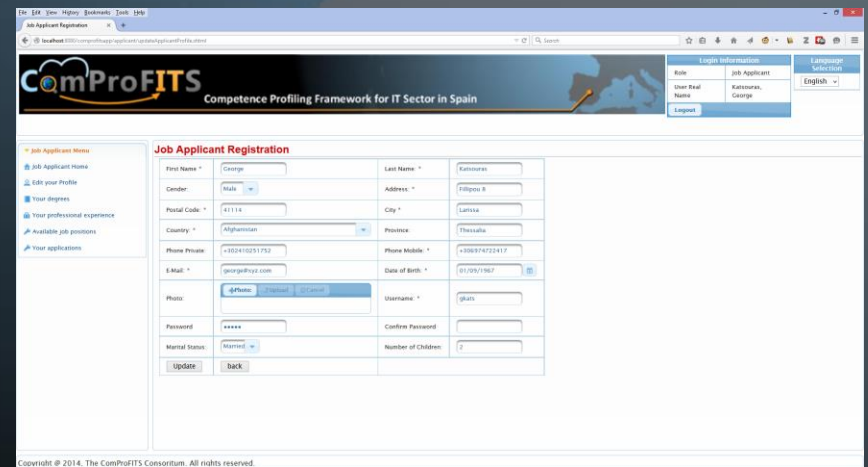
# Login in

- After login in the new applicant can access the menu for job applicants.
- This menu includes the following choices:
  - Edit your profile
  - Your degrees
  - Your professional experience
  - Available job positions
  - Your applications



# Edit your profile

- With this selection job applicants can modify their personal information. This information is basically the same info that they provide upon registration (name, address, etc.)



The screenshot shows a web browser window displaying the 'Job Applicant Registration' form on the ComProFITS website. The website header includes the ComProFITS logo and the text 'Competence Profiling Framework for IT Sector in Spain'. A navigation menu on the right includes 'Login Information', 'Language Selection', and 'Logout'. The registration form contains the following fields:

First Name *	George	Last Name *	Katsouras
Gender	Male	Address *	Tilipou 8
Postal Code *	81114	City *	Larissa
Country *	Greece	Province	Thessalia
Phone Private	+35410251752	Phone Mobile *	+30697472417
E-Mail *	george@csz.com	Date of Birth *	01/09/1967
Photo		Username *	gkatz
Password	*****	Confirm Password	
Marital Status	Married	Number of Children	2

At the bottom of the form, there are 'Update' and 'back' buttons. A copyright notice at the bottom of the page reads: 'Copyright © 2014. The ComProFITS Consortium. All rights reserved.'



# Your degrees

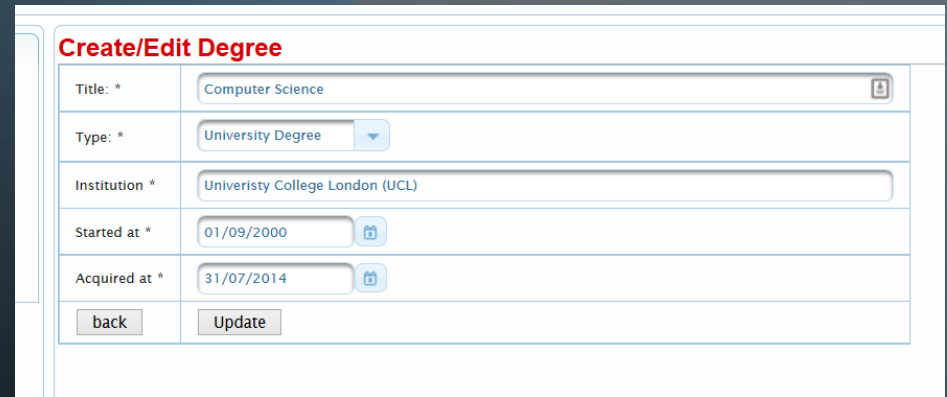
- By selecting “Your degrees” from the job applicant menu, applicants can review their education degrees, add a degree, modify an existing degree or delete an existing degree.

The screenshot displays a web interface titled "Your degrees". At the top left, there is a button labeled "Add a degree". Below this is a table with the following columns: "Title (Click to Edit Record)", "Type", "Started at", "Acquired at", and "Remove degree". The table contains one row with the following data: "Computer Science", "University Degree", "01/09/2000", "31/07/2014", and a trash icon. Navigation controls (back, forward, search, etc.) are visible above and below the table.

Title (Click to Edit Record)	Type	Started at	Acquired at	Remove degree
Computer Science	University Degree	01/09/2000	31/07/2014	

# Add a degree

- By clicking on the “Add a degree” button, applicants can add education degrees. This brings them on a form where they provide the degree details as can be seen in the picture. By clicking the “Update” button the degree can be stored in the database.

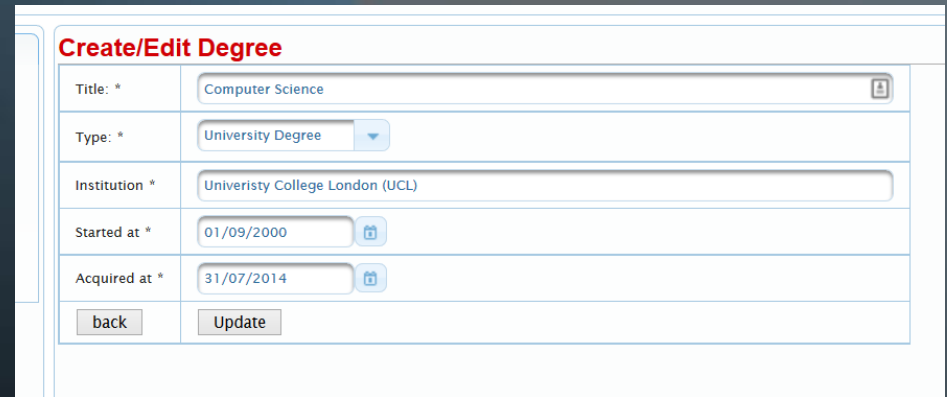


The screenshot shows a web form titled "Create/Edit Degree". The form contains the following fields and controls:





Title: *	<input type="text" value="Computer Science"/>
Type: *	<input type="text" value="University Degree"/>
Institution *	<input type="text" value="Univeristy College London (UCL)"/>
Started at *	<input type="text" value="01/09/2000"/>
Acquired at *	<input type="text" value="31/07/2014"/>
<input type="button" value="back"/> <input type="button" value="Update"/>	

# Edit an existing degree

- After creation the degree can be seen from the “Your degrees” page. As usual, if the applicants click on an existing degree title they can edit the degree, which brings them back in the “Create/Edit Degree” page where they can change the details of the degree.

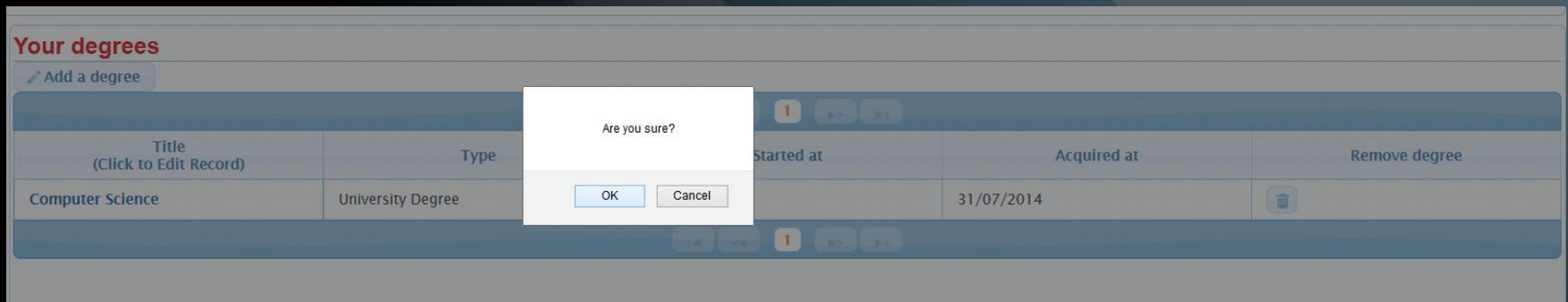


The screenshot shows a web form titled "Create/Edit Degree". It contains the following fields and controls:


Title: *	<input type="text" value="Computer Science"/>	
Type: *	<input type="text" value="University Degree"/>	
Institution *	<input type="text" value="Univeristy College London (UCL)"/>	
Started at *	<input type="text" value="01/09/2000"/>	
Acquired at *	<input type="text" value="31/07/2014"/>	
<input type="button" value="back"/>		<input type="button" value="Update"/>

# Deleting a degree

- To delete a degree the applicants can click on the bin icon at the last column of the “Your degrees” page. Confirmation is required as can be seen in the picture.



The screenshot shows a web interface titled "Your degrees". At the top left, there is a button labeled "Add a degree". Below this is a table with the following columns: "Title (Click to Edit Record)", "Type", "Started at", "Acquired at", and "Remove degree". The table contains one row with the following data: "Computer Science", "University Degree", and "31/07/2014". A confirmation dialog box is overlaid on the table, asking "Are you sure?" with "OK" and "Cancel" buttons. A bin icon is visible in the "Remove degree" column of the table row.

Title (Click to Edit Record)	Type	Started at	Acquired at	Remove degree
Computer Science	University Degree		31/07/2014	

# Your professional experience

- By selecting “Your professional experience” from the job applicant menu, applicants can review their professional experience records, add a professional experience record, modify or delete an existing professional experience record.

**Your professional experience**

[Add professional experience](#)

Title (Click to Edit Record)	Role	Company Name	Started at	Date Finished	Remove experience
Programmer/Analyst	.NET Developer	LeasingSoft	01/03/1996	01/03/2003	

# Add professional experience

- By clicking on the “Add professional experience” button, applicants can add professional experience records.
- This brings them on a form where they provide the professional experience record details as can be seen in the picture. By clicking the “Update” button the professional experience record can be stored in the database.



The screenshot shows a web form for adding professional experience. The form is titled "Create/Edit Professional Experience Record for Employee" and contains the following fields and values:

Create/Edit Professional Experience Record for Employee	
Started at: *	01/03/1996
Date Finished: *	01/03/2003
Company Name: *	LeasingSoft
Role: *	.NET Developer
Job Title: *	Programmer/Analyst
Field of Work :	Information Technology
Place of Employment :	Athens offices
Immediate Manager :	Giannis Fotiou
Business Area :	Information Technology
Division:	Software Development Division
<input type="button" value="back"/>	<input type="button" value="Update"/>



# Edit an existing professional experience record

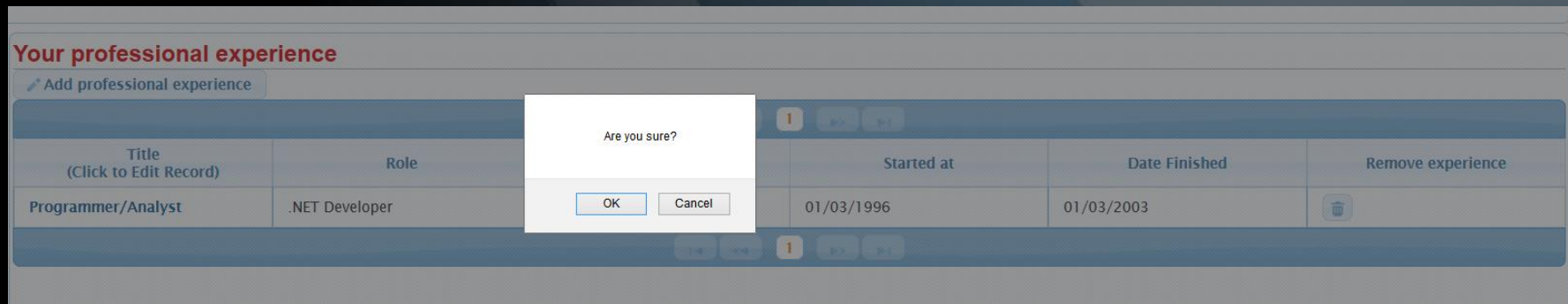
- After creation the professional experience record can be seen from the “Your professional experience” page. As usual, if the applicants click on an existing professional experience record title they can edit the professional experience record.
- This brings them back in the “Create/Edit Professional Experience Record” page where they can change the details of the professional experience record.

**Create/Edit Professional Experience Record for Employee**


Started at: *	<input type="text" value="01/03/1996"/>
Date Finished: *	<input type="text" value="01/03/2003"/>
Company Name: *	<input type="text" value="LeasingSoft"/>
Role: *	<input type="text" value=".NET Developer"/>
Job Title: *	<input type="text" value="Programmer/Analyst"/>
Field of Work :	<input type="text" value="Information Technology"/>
Place of Employment :	<input type="text" value="Athens offices"/>
Immediate Manager :	<input type="text" value="Giannis Fotiou"/>
Business Area :	<input type="text" value="Information Technology"/>
Division:	<input type="text" value="Software Development Division"/>
<input type="button" value="back"/>	<input type="button" value="Update"/>

# Deleting a professional experience record

- To delete a professional experience record the applicants can click on the bin icon at the last column of the “Your professional experience” page. Confirmation is required as can be seen in the picture.

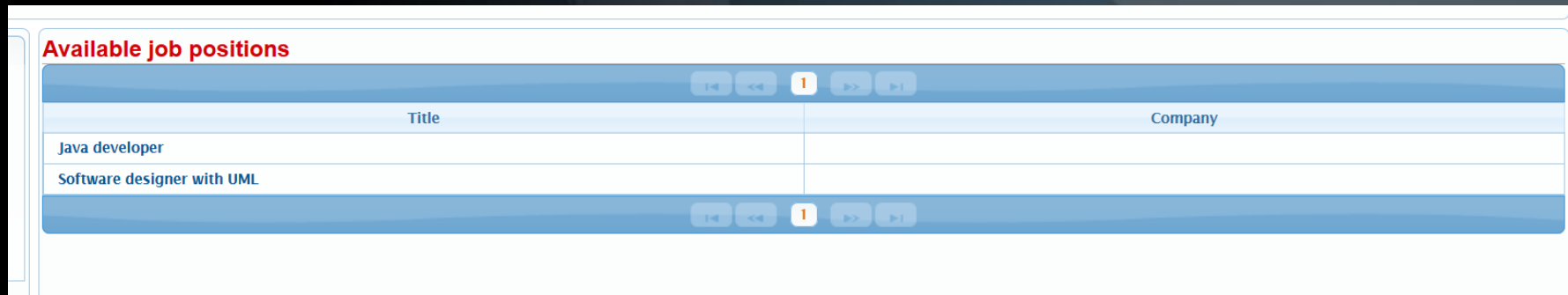


The screenshot shows a web interface titled "Your professional experience". At the top left, there is a link "Add professional experience". Below this is a table with the following columns: "Title (Click to Edit Record)", "Role", "Started at", "Date Finished", and "Remove experience". A single record is displayed with the following data: Title: Programmer/Analyst, Role: .NET Developer, Started at: 01/03/1996, Date Finished: 01/03/2003, and a bin icon in the "Remove experience" column. A modal dialog box is open in the center of the screen with the text "Are you sure?" and two buttons: "OK" and "Cancel".

Title (Click to Edit Record)	Role	Started at	Date Finished	Remove experience
Programmer/Analyst	.NET Developer	01/03/1996	01/03/2003	

# Available job positions

- Job positions that have been advertised can be seen from the “Available job positions” table.
- By clicking on a job position title, the job applicant can apply for a job.



**Available job positions**

Title	Company
Java developer	
Software designer with UML	

# Apply for a job

- By clicking on the available job title the applicant can examine the details of an available position and apply for this position by clicking the “Apply for this job” button.
- When the applicant clicks on the apply for this job button, then a message appears informing him that his application was successful and the button “Apply for this job” is now removed from the screen.

**Software designer with UML**

Company	
Fields of Responsibility	Analyze requirements and provide elegant design solutions
Job Description	Analyst/Designer
<input type="button" value="back"/>	<input type="button" value="Apply for this job"/>

**FITS**  
Competence Profiling Framework for IT Sector in Spain

You have successfully applied for this job

**Software designer with UML**



You have successfully applied for this job

Company	
Fields of Responsibility	Analyze requirements and provide elegant design solutions
Job Description	Analyst/Designer
<input type="button" value="back"/>	

# Your applications

- By clicking on the “Your applications” link the applicant can review the jobs he has applied for and he can also remove an application by clicking on the “Remove Application” bin icon at the last column (requires confirmation).

**Your applications**

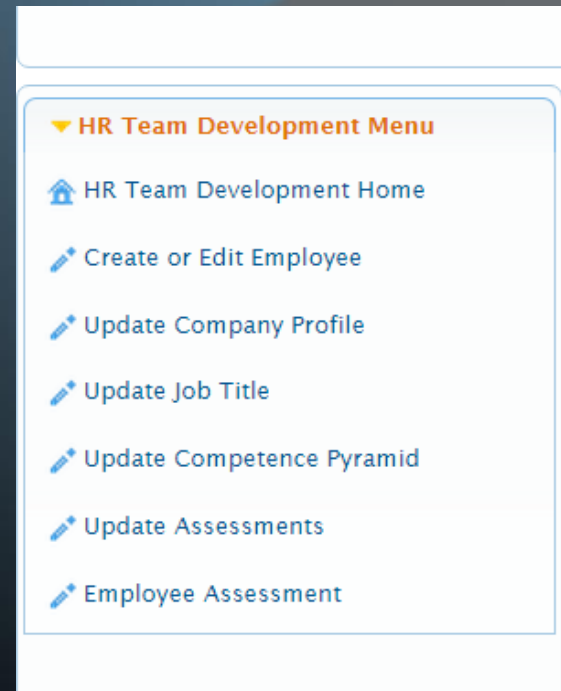
Title	Company	Date Created	Remove application
Software designer with UML		15/03/2015	
Java developer		28/11/2014	

# HR TEAM DEVELOPMENT FUNCTIONALITY



# HR Team Development functionality

- The functionality of the HR Team Development role contains the following:
  - Create/Edit/Activate/Remove employees
  - Update Company Profile
  - Update Job Titles
  - Update Competence Pyramid
  - Create/Edit etc. employee assessments (360 degree assessments)
  - Participation of the employee assessment like all other employees.
- All functions have been discussed for other roles and they are the same. The only extra functionality not discussed before is updating the competence pyramid.










# Update Competence Pyramid

- By clicking on the menu selection “Update Competence Pyramid” the user can review the existing competences, edit them by clicking on their name, and delete them by clicking on the bin icon at the last column.
- The user can create a new competence by clicking on the “Create New Competence” button.
- Competences appear in a table 10 at the time and navigation is provided to other pages of the table.

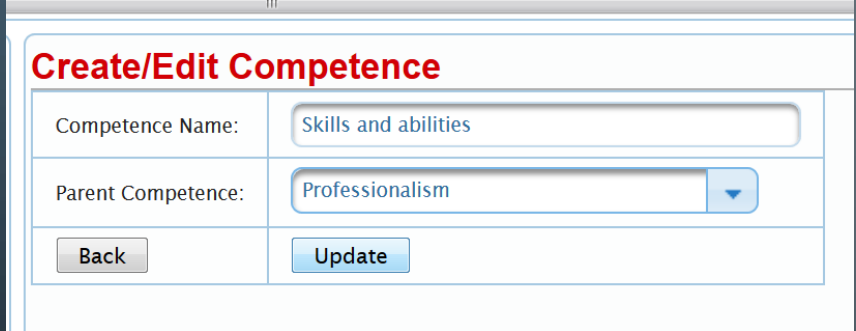
**List of Stored Competences**

Create New Competence

Competence Name (Click to Edit Record)	Parent Competence	Competence Level	Remove Competence
<b>Innovative Competences</b>		1	
Creativity and holistic thinking	Innovative Competences	2	
Entrepreneurship	Innovative Competences	2	
Proactivity	Innovative Competences	2	
Readiness for changes	Innovative Competences	2	
<b>Professional Competences</b>		1	
Managerial Competences	Professional Competences	2	
The ability of leading the way	Managerial Competences	3	
The ability of creating involvement	Managerial Competences	3	
Teambuilding	Managerial Competences	3	

# Create a new competence

- When the user clicks the button to create a new competence he provides a name for the new competence and selects the parent competence from the previously entered competences.
- The selection of the parent competence also implicitly specifies the level of the created company:
  - If it has no parent then it is a level 1 competence
  - If the selected parent competence is a level 1 competence then the newly created competence is a level 2 competence
  - and so on.



Create/Edit Competence	
Competence Name:	<input type="text" value="Skills and abilities"/>
Parent Competence:	<input type="text" value="Professionalism"/>
<input type="button" value="Back"/>	<input type="button" value="Update"/>

# Level of the new competence

- As explained, the level of the competence is derived by the level of the parent competence and is not provided to avoid mistakes.
- This level can be seen by the list of the competences to which we return after we click on the “Update” button.

## List of Stored Competences

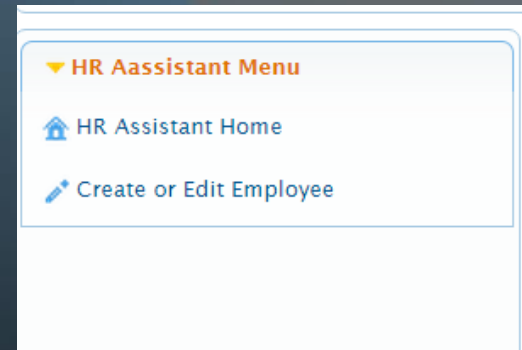
[Create New Competence](#)

Competence Name (Click to Edit Record)	Parent Competence	Competence Level	
Readiness for changes	Innovative Competences	2	
Teamwork	Social Competences	2	
Professionalism	Social Competences	2	
Interpersonal skills	Social Competences	2	
Motivation for learning	Social Competences	2	
The ability of leading the way	Managerial Competences	3	
The ability of creating involvement	Managerial Competences	3	
Teambuilding	Managerial Competences	3	
Flexibility	Managerial Competences	3	
Skills and abilities	Professionalism	3	

# HR ASSISTANT FUNCTIONALITY

# HR Assistant functionality

- The functionality of the HR Assistant role contains the following:
  - Create/Edit/Activate/Remove employees
- This function have been discussed for other roles and it is the same so we will not discuss it further here.

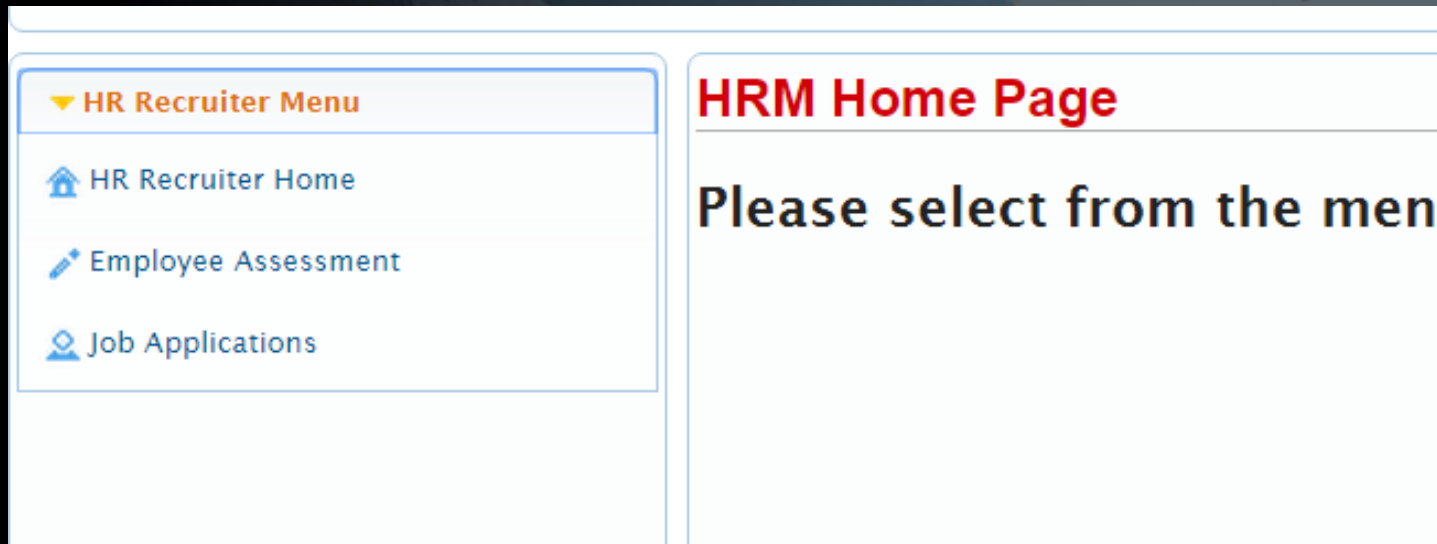




# HR RECRUITER FUNCTIONALITY

# HR recruiter functionality

- The functionality of the HR Recruiter role contains the following:
  - Participation of the employee assessment like all other employees (this was discussed before).
  - Review of the job applications submitted for an advertised job



The screenshot displays the HRM Home Page interface. On the left, there is a sidebar menu titled "HR Recruiter Menu" with three items: "HR Recruiter Home", "Employee Assessment", and "Job Applications". The main content area on the right is titled "HRM Home Page" and contains the text "Please select from the men".

# Job Applications

- By clicking on the Job Applications menu choice the HR Recruiter can see all the applications that have been submitted and filter these applications based on the job title.

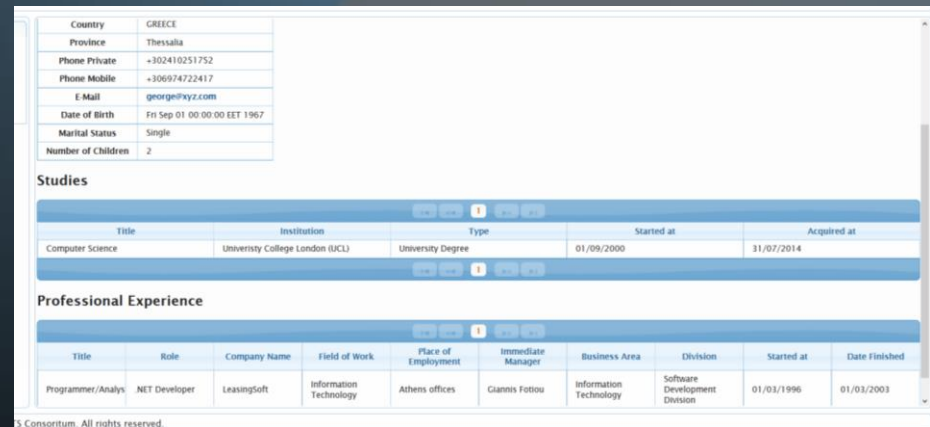


**Job Applications**

Title	Company	Job Applicant	Date Created	Remove application
Java developer		George Katsouras	28/11/2014	 

# Examining an applicant

- By clicking at the last column at the info button (next to the bin button), the HR Recruiter can examine the details of an applicant applied for a job position including his personal details, his study records and his professional experience records.



The screenshot displays a web-based HR system interface. It features three main sections: Personal Information, Studies, and Professional Experience. Each section contains a table of data and a set of navigation buttons (back, forward, search, etc.).

**Personal Information:**

Country	GREECE
Province	Thessalia
Phone Private	+302410251752
Phone Mobile	+306974722417
E-Mail	george@xyz.com
Date of Birth	Fri Sep 01 00:00:00 EET 1967
Marital Status	Single
Number of Children	2

**Studies:**

Title	Institution	Type	Started at	Acquired at
Computer Science	University College London (UCL)	University Degree	01/09/2000	31/07/2014

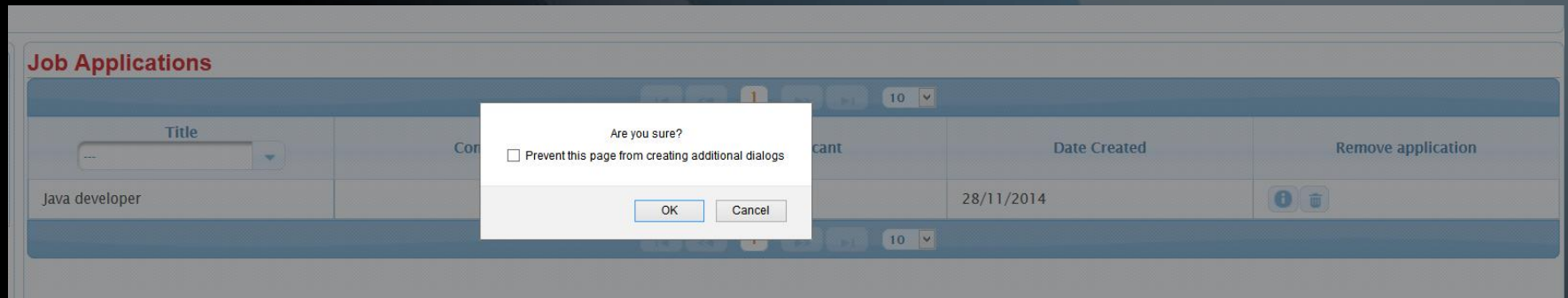
**Professional Experience:**

Title	Role	Company Name	Field of Work	Place of Employment	Immediate Manager	Business Area	Division	Started at	Date Finished
Programmer/Analys	NET Developer	LeasingSoft	Information Technology	Athens offices	Giannis Fotiou	Information Technology	Software Development Division	01/01/1996	01/01/2003



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# Removing an application

- From the “Job Applications” page the HR Recruiter can remove a job application by clicking on the bin icon at the last column (requires confirmation).



The screenshot displays the 'Job Applications' interface. A table lists job applications with columns for 'Title', 'Candidate', 'Date Created', and 'Remove application'. A confirmation dialog box is overlaid on the table, asking 'Are you sure?' and providing options to 'Prevent this page from creating additional dialogs', 'OK', and 'Cancel'. The table row visible shows a 'Java developer' position created on '28/11/2014'.

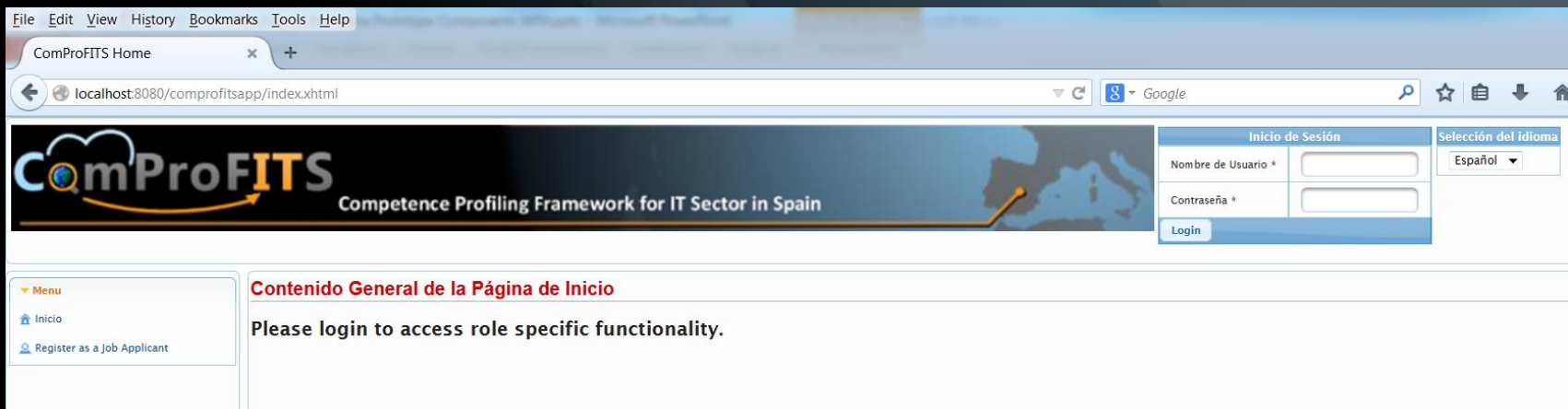
Title	Candidate	Date Created	Remove application
Java developer		28/11/2014	 

# INTERNATIONALIZATION



# Changing the language

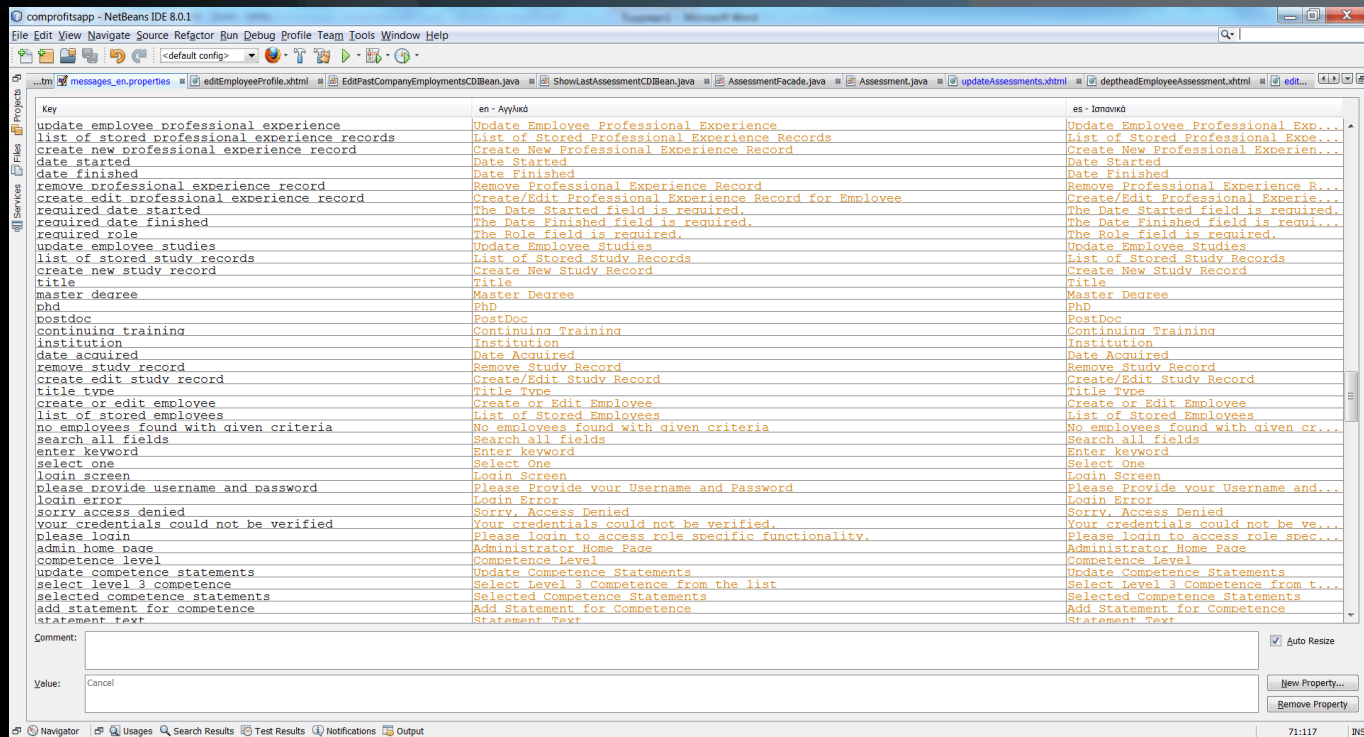
- When the user selects Spanish from the language selection menu all messages will appear in Spanish once the messages have been translated.
- We have consistently used this technique throughout the application and keep on using it so that it is possible to translate the file in a different language.



The screenshot shows a web browser window displaying the ComProFITS application. The browser's address bar shows the URL `localhost:8080/comprofitsapp/index.xhtml`. The application header features the ComProFITS logo and the text "Competence Profiling Framework for IT Sector in Spain". On the right side of the header, there is a login form titled "Inicio de Sesión" with fields for "Nombre de Usuario" and "Contraseña", and a "Login" button. Next to the login form is a language selection menu titled "Selección del idioma" with a dropdown menu currently set to "Español". Below the header, there is a "Menu" section on the left with links for "Inicio" and "Register as a Job Applicant". The main content area displays the heading "Contenido General de la Página de Inicio" and the message "Please login to access role specific functionality.".

# The messages file

- For the time being both English and Spanish messages are the same. Translation is pending.



# Conclusions

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- The ComProFITS application prototype is nearly over and it covers all the requirements set forth by the application stakeholders in Tecnalia.
- Some minor issues remain that will be completed in the next coming weeks.