

## Talent Management Dashboard

### PURPOSE

The purpose of this job aid is to assist **managers** in **setting up, viewing** and **interpreting** data using the **Talent Management Dashboard**.

If you have any questions during the process, please contact [Employee Relations](#).

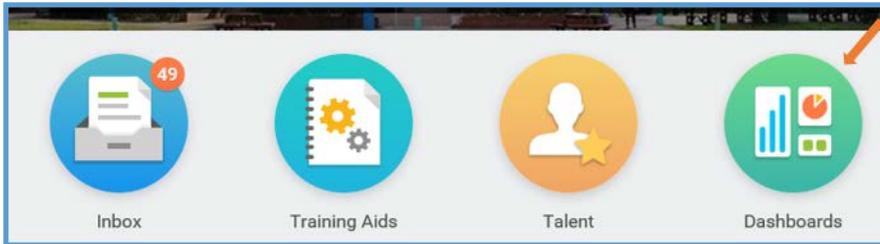
### TASKS IN THIS JOB AID

[View the Talent Management Dashboard](#)

[Set Up, View and Interpret the Talent Management Dashboard](#)

## View the Talent Management Dashboard

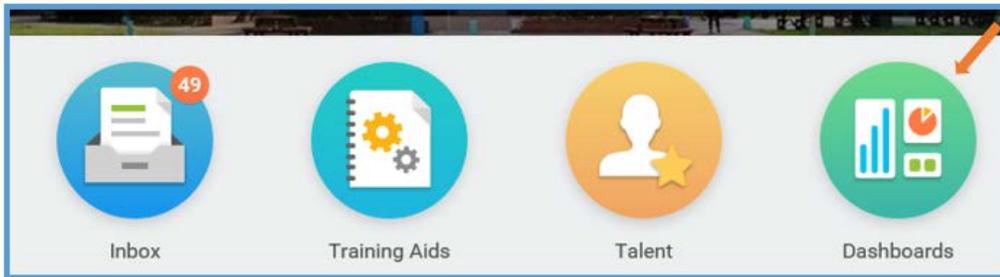
Step 1 To **View the Talent Management Dashboard**, managers should locate the **“Dashboard”** worklet displayed on their **Home Page**.



**NOTE:** If there is no **“Dashboard”** worklet on your **Home Page** > follow the **“Configure Worklets”** Workday Job Aid located at:

<https://broward.adobeconnect.com/p9n2ldxwvu9/> to add the **“Dashboard”** Worklet to your **Home Page**.

Step 2 Click on the **“Dashboard”** worklet.



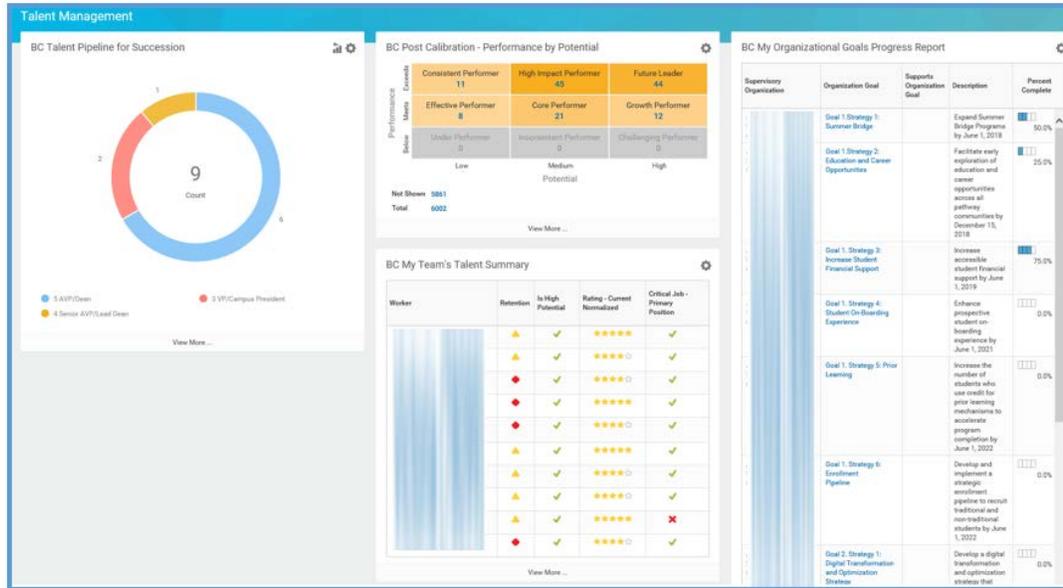
Step 3 Scroll down the **Dashboard List** and click on the **“Talent Management”** action tab.



## View the Talent Management Dashboard

Step 4

A **Talent Management** dashboard will appear.



**Note:**

When **managers** first access the **"Talent Management"** dashboard, some dashboards may not be populated with current supervisory data.

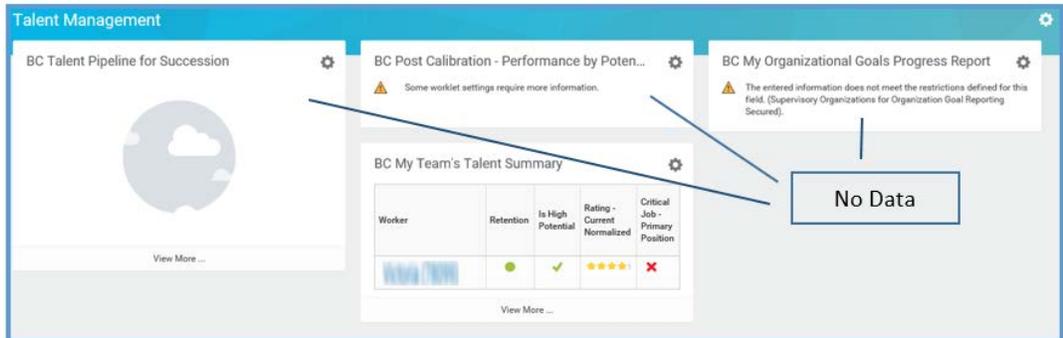
The current active **Talent Management** dashboards are:

View 1 - **BC Talent Pipeline for Succession**

View 2 - **BC Post Calibration – Performance by Potential**

View 3 - **BC My Organizational Goals Progress Report**

View 4 - **BC My Team's Talent Summary**



To populate the dashboards with data, follow the below steps.

## Set Up, View and Interpret the Talent Management Dashboard

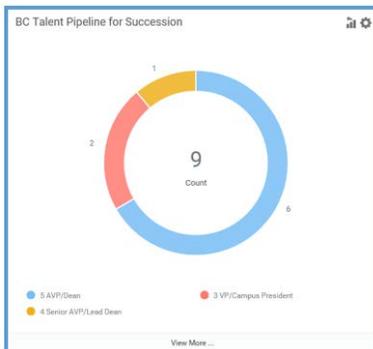
View 1

The **BC Talent Pipeline for Succession** dashboard will populate with data after successfully creating an approved succession plan. If authorized to create an approved succession plan, click on the link <https://broward.adobeconnect.com/p7o1qp25eg3e/> and follow the steps.

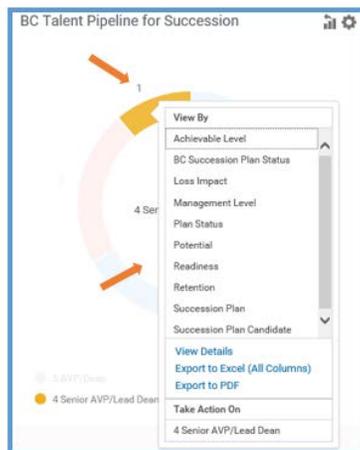
View with **no data**:



Once succession plans are approved, the **BC Talent Pipeline for Succession** dashboard will populate with data and present a "pie" chart with **succession plan** data resembling the below dashboard dependent on a supervisory organization.

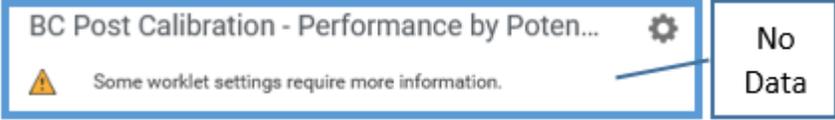


To view **BC Talent Pipeline for Succession** data, click on a **color** or a **Job Classification Level** and select a "View By" function.



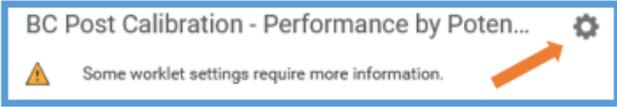
**Set Up, View and Interpret the Talent Management Dashboard**

View 2 | The **BC Post Calibration – Performance by Potential** dashboard will populate with data after successfully completing a **Talent Management Nbox Calibration Task**.



If an organization has completed a **Talent Management Nbox Calibration Task** and **no data exists** follow the below steps.

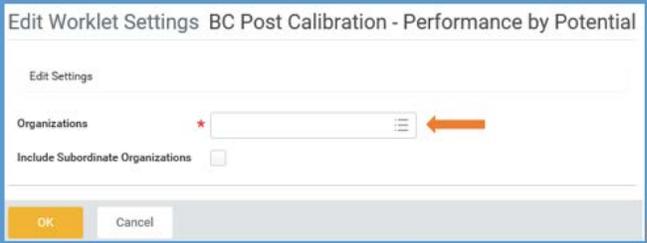
View 2a | Click on the **“wheel”** symbol in the right-hand corner of the **BC Post Calibration – Performance by Potential** dashboard.



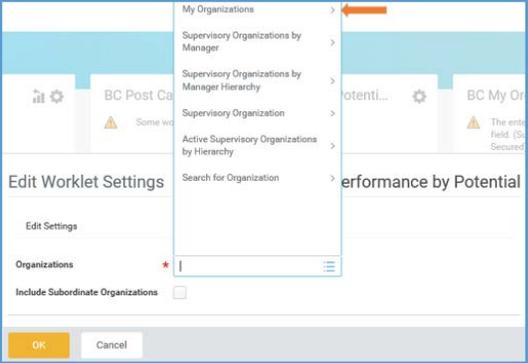
View 2b | Click on **“Edit Settings”**.



View 2c | View an **Organization** by clicking on the drop-down tab:



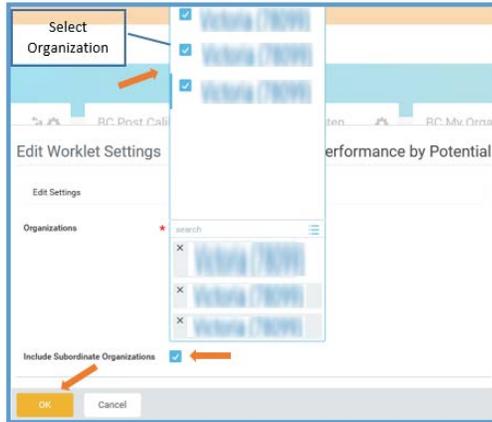
View 2d | Click on **“My Organizations”**.




## Set Up, View and Interpret the Talent Management Dashboard

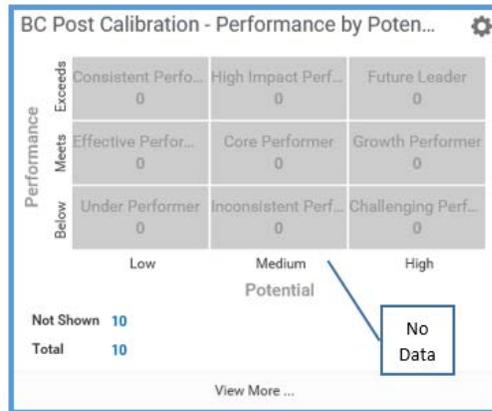
View 2e

Select one or more **Organizations** and select **“Include Subordinate Organizations”** and click **OK**.



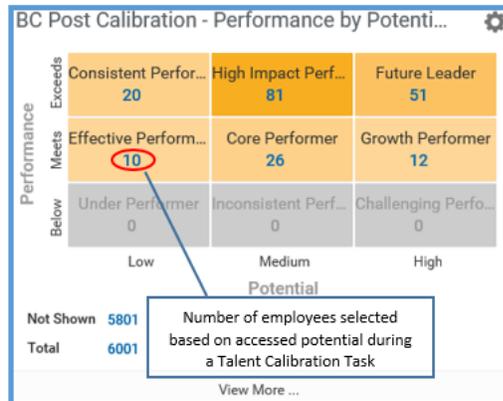
**NOTE #1:**

If an organization has **not completed** a **Talent Management Nbox Calibration Task** then no data will populate.



**NOTE #2:**

If an organization **has completed** a **Talent Management Nbox Calibration Task** then data will populate.



## Set Up, View and Interpret the Talent Management Dashboard

**NOTE #3:** To view employees in a calibrated field, click on the number and a list will appear. Managers can **print**, **download** a roster in excel or **filter** the data.

**BC Post Calibration - Performance by Potenti...**

Performance	Exceeds	Consistent Perform... 20	High Impact Perf... 81	Future Leader 51
	Meets	Effective Perform... 10	Core Performer 26	Growth Performer 12
	Below	Under Performer 0	Inconsistent Perf... 0	Challenging Perf... 0
		Low	Medium	High
Potential				
Not Shown		5801		
Total		6001		

View More ...

To view employees in a calibrated field, click on the number and a list will appear

Photo	Worker	Organization	Time in Position	Succession Plans
	Victoria (778299)	Workforce (778299)	4.6	
	Victoria (778299)	Workforce (778299)	2.72	
	Victoria (778299)	Workforce (778299)	1.05	

View 3 The **BC My Organizational Goals Progress Report** dashboard is used by managers to manage **Organizational Goals** in support of strategic and developmental goals. To learn how to **Manage Organizational Goals** use the Workday Job Aid by clicking on the following link: <https://broward.adobeconnect.com/p8rivh4tgtc/>.

**BC My Organizational Goals Progress Report**

Supervisory Organization	Organization Goal	Supports Organization Goal	Description	Percent Complete
				50.0%
				0.0%
				0.0%
				100.0%
				100.0%

View More ...

**Set Up, View and Interpret the Talent Management Dashboard**

View 3a

When viewing the **BC My Organizational Goals Progress Report** managers should make sure the current **“Goal Period”** is selected.  
**NOTE: Each year a new “Goal Period” is added for the current Fiscal Year from July to June.**

To view a current **“Goal Period”** click on the **“Wheel”** symbol.



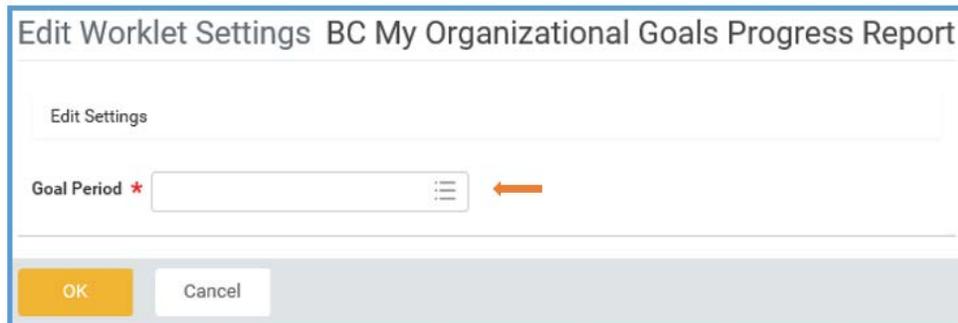
View 3b

Select **“Edit Settings”**.



View 3c

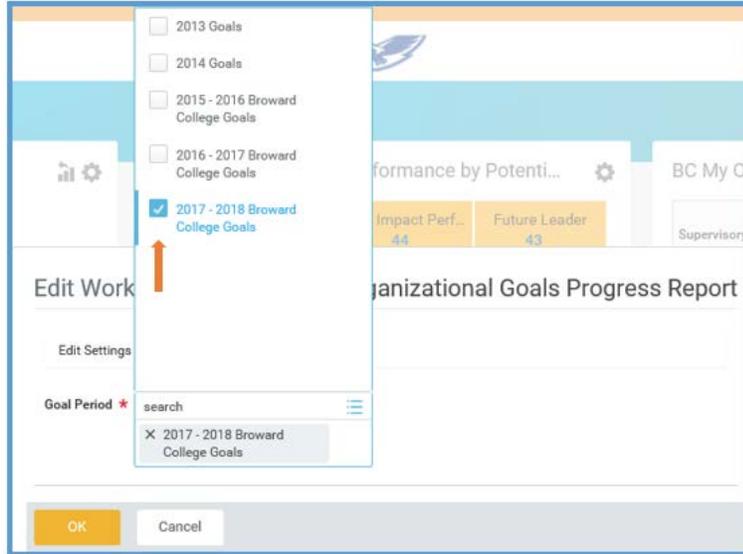
Click on the **“drop down”** tab.



## Set Up, View and Interpret the Talent Management Dashboard

View 3d

Click on a **"Goal Period"** and click **"OK"**.



View 3e

The **BC My Organizational Goals Progress Report** will now reflect the current **Organizational Goals** for the **current fiscal year**.

The screenshot shows a table titled 'BC My Organizational Goals Progress Report'. The table has five columns: 'Supervisory Organization', 'Organization Goal', 'Supports Organization Goal', 'Description', and 'Percent Complete'. The 'Percent Complete' column contains progress bars and numerical values. An orange arrow points to the 'Percent Complete' column header. The table is partially obscured by a blue overlay, and a 'View More ...' link is visible at the bottom.

Supervisory Organization	Organization Goal	Supports Organization Goal	Description	Percent Complete
				50.0%
				0.0%
				0.0%
				100.0%
				100.0%

## Set Up, View and Interpret the Talent Management Dashboard

View 4

The **BC My Team's Talent Summary** dashboard is used by managers to review assessed potential. To assess an employee's potential, click on the following link: <https://broward.adobeconnect.com/p2flnr2cgpw/>.

Worker	Retention	Is High Potential	Rating - Current Normalized	Critical Job - Primary Position
[Blurred]	▲	✓	★★★★★	✓
[Blurred]	▲	✓	★★★★★	✓
[Blurred]	◆	✓	★★★★★	✓
[Blurred]	◆	✓	★★★★★	✓
[Blurred]	◆	✓	★★★★★	✓

View More ... ←

To review **additional fields**, **download data to excel**, **filter** or **hide fields**, click on the **“View More”** tab.

An expanded **“view”** will appear.

Worker	Photo	Job Profile	Location	#1 Retention	#2 Is High Potential	#3 Is Top Performer	#4 Rating - Current Normalized	#5 Achievable Level	#6 Difficulty to Fill - Primary Position	#7 Critical Job - Primary Position
Cayre, Michael D (29645)		Executive Director, Workforce Education & Economic Development	Wills Holcombe Center	◆	✓	✓	★★★★★	Up 1-2 Levels	◆	✓
DeSantis, Maritana P. (31626)		Campus President & VP, Student Services	Central Campus	◆	✓	✓	★★★★★	Up 1-2 Levels	◆	✓
Dornack, John M (33900)		Vice President, Operations	Cypress Creek Administrative Center	▲	✓	✓	★★★★★	Up 1-2 Levels	◆	✓
Edell, Denise K (3117)		Executive Director, Human Resources & Equity	Cypress Creek Administrative Center	▲	✓	✓	★★★★★	Up 1-0 Levels	◆	✓
Garcia, Roberto (37314)		Campus President	South Campus	▲	✓	✓	★★★★★	Up 1-2 Levels	◆	✓
Illaw, Kandice (37912)		District Director, Institutional Planning and Effectiveness	Cypress Creek Administrative Center	▲	✓	✓	★★★★★	Up 1-2 Levels		✗
North, James (20580)		Chief Financial Officer	Cypress Creek Administrative Center	◆	✓	✓	★★★★★	Up 1-2 Levels	◆	✓
O'Brien, Jean Veronica (70508)		Senior Executive Assistant	Cypress Creek Administrative Center	▲	✓	✓	★★★★★	Up 2-3 Levels		✗
Pelley, Sandra (39630)		Executive Assistant	Cypress Creek Administrative Center		✓					✗
Phonix, Ania R (1891)		Campus President and VP, Academic Affairs	North Campus	▲	✓	✓	★★★★★	Up 1-2 Levels	◆	✓

**NOTE:**

There are **seven (7)** talent summary columns. **1) Retention, 2) Is High Potential, 3) Is Top Performer, 4) Rating – Current Normalized, 5) Achievable Level, 6) Difficulty to Fill – Primary Position, and 7) Critical Job – Primary Position**

**Available data** is represented by **color, symbols, and words**. See **View 4a** below for an explanation of the represented data.

## Set Up, View and Interpret the Talent Management Dashboard

View 4a

**Glossary:** To view a reason, **hover your mouse icon** over the symbol and an explanation will appear.

**1) Retention** – The risk of an employee leaving the College.

- Green Circle  – This worker has **low retention risk** - An employee who would prefer to remain in the Organization even if a comparable opportunity arises. **Not likely to leave in the next five (5) years.**
- Yellow Triangle  – This worker has a **medium retention risk** – possible action needed - An employee who demonstrates the desire not to stay with the organization if a comparable opportunity may arise. **Not likely to leave in the next two (2) years.**
- Red Diamond  - This worker has a **high retention risk** – immediate action needed - An employee who has demonstrated their desire to leave the organization to advance their careers. **Likely to leave within the next (2) years.**

**2) High Potential** – An employee who is assessed as having “High Potential”.

- A Green Check Mark  designates an employee who has been assessed as having “High Potential”.

**3) Is Top Performer** – An employee who received an overall rating of a nine (9) or a ten (10) on their latest Performance Review.

- A Green Check Mark  designates a “Top Performer”.

**4) Rating – Current Normalized** – The latest Overall Performance Review Rating.

- Represented by Yellow Stars  .
- Each Yellow Star represents 2 points of the 10-point overall performance review rating.
- i.e. – An employee who received an **eight (8)** on their overall performance review rating would be represented by four (4) Yellow Stars – two (2) points per star **times** four (4) stars **equals** eight (8) points.



## Set Up, View and Interpret the Talent Management Dashboard

View 4a

**5) Achievable Level** – An employee’s ability to advance in job classifications related to their **current position** or **qualifications**.

- **Up 1 – 2 Levels** – Employee has shown the ability to move up 1 -2 organizational levels within the College.
- **Up 2 – 3 Levels** – Employee has shown the ability to move up 2 -3 organizational levels within the College.
- **Up 3+ Levels** – Employee has shown the ability to move up 3 or more organizational levels within the College.

**6) Difficulty to Fill – Primary Position** – A position identified as potentially having limited internal and external candidates possessing the necessary competencies, skills, knowledge and abilities (SKA’s) required to **“Fill”** the Primary Position.

- A Red Diamond ◆ designates a **“Difficulty to Fill – Primary Position”**.

**7) Critical Job – Primary Position** – A position identified as being **“critical”** to the operation of the College.

- Green Check Mark ✔ designates a **“Critical Job – Primary Position”** flagged as **critical** to the organization.
- A Red ✘ designates a worker’s job that **has not been** flagged as **critical** to the organization.

Manager’s may request a review of the **“Critical Job – Primary Position”** criteria by contacting [Employee Relations](#).

Worker	Photo	Job Profile	Location	Retention	In High Potential	In Top Performer	Rating - Current Normalized	Achievable Level	Difficulty to Fill - Primary Position	Critical Job - Primary Position
Coppe, Michael S (26642)		Executive Director, Workforce Education & Economic Development	Wells Helmsboro Center	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 1-2 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
DeLuca, Marilena P. (21729)		Campus President & VP, Student Services	Central Campus	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★☆	Up 1-2 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
Danmark, John M (21993)		Vice President, Operations	Cypress Creek Administrative Center	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 1-2 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
Edell, Denise K (2172)		Executive Director, Human Resources & Equity	Cypress Creek Administrative Center	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★☆	Up 1-0 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
Garza, Yolanda (21714)		Campus President	South Campus	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★☆	Up 1-2 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
Gilman, Kandace (21912)		Director, Director, Institutional Planning and Effectiveness	Cypress Creek Administrative Center	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 1-2 Levels		<span style="color: red;">✘</span>
Huff, Jayson (20980)		Chief Financial Officer	Cypress Creek Administrative Center	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★☆	Up 1-0 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>
O'Brien, Jean Victoria (26338)		Senior Executive Assistant	Cypress Creek Administrative Center	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 2-0 Levels		<span style="color: red;">✘</span>
Pelley, Sandra (26622)		Executive Assistant	Cypress Creek Administrative Center	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 1-0 Levels		<span style="color: red;">✘</span>
Phelan, Ann R (1811)		Campus President and VP, Academic Affairs	North Campus	<span style="color: yellow;">▲</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	★★★★★	Up 1-0 Levels	<span style="color: red;">◆</span>	<span style="color: green;">✔</span>