



PETRONAS

USER MANUAL

PSR00502

Talent Engine Enhancement

For GTCM

Date: August 6, 2020

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2 Single Sign On

Step 1: Enter URL to TE2 (<https://te2.petronas.com>) . Once directed to SSO login page as below, click on “Petroleum Nasional Berhad”



PETRONAS

Welcome to PETRONAS Global Network

PETRONAS IDENTITY & ADMINISTRATION

For users of the domain 'petronas.com.my', please select "Petroleum Nasional Berhad"

For users of other domains, please select your own organisation

Sign in with one of these accounts

- Active Directory
- Petroleum Nasional Berhad**
- PETRONAS ICT B2B Dev
- PETRONAS ICT B2B Stage
- PETROWEB

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Step 2: Transitive the next page, user click on “Petroleum Nasional Berhad”.



PETRONAS

Welcome to PETRONAS Global Network

For users of the domain 'petronas.com.my', please select "Petroleum Nasional Berhad"

For users of other domains, please select your own organisation

Sign in with one of these accounts

- Petroleum Nasional Berhad**
- PETRONAS Lubricants International S
- PETRONAS Lubricants Marketing Ma
- Azure AD B2B (External Users)
- Malaysia Marine And Heavy Enginee
- MISC Berhad
- AET Tankers
- Kimanis Power Sdn Bhd
- PETRONAS Energy Trading Ltd
- Putrajaya Holdings Sdn. Bhd.

Step 3: User will input username and password to login.

Sign in

https://sts.petronas.com

Username

Password

Sign in

Cancel

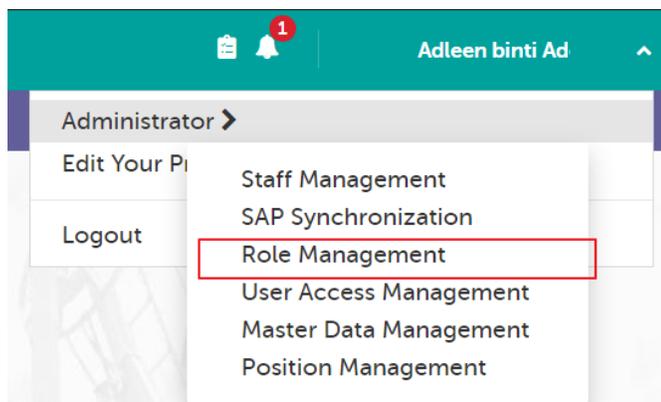
Step 4. After user logged in, system will direct user to My Profile page.

3 Talent Engine Enhancement Modules

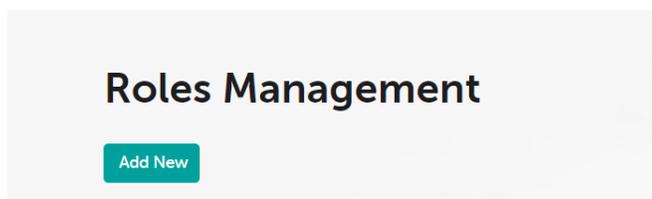
3.1 Admin

3.1.1 SKG Assignment via Role Management

Step 1: Click "Username" on the top right side of the screen and navigate to "Role Management" from "Administrator" sub menu.



Step 2: Click "Add New" on top of Role Management list to assign SKG to new role OR



Click "✎" button under Action column to assign SKG to existing role.

No ^	Role Name	Dataset	Module	Action
75	Admin	ALL	Staff Information, Aspiration, Radar, Limitation, Experien... View more	

Step 3: Select SKG to be assign to role under “Dataset” section and choose module accessible by role under “Module” section.

Step 4: Click “Save” to proceed.

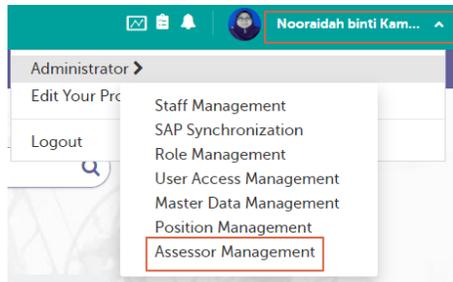
3.1.2 Display Dashboard Link

Step 1: Click on “Username” from the top right corner of the screen and navigate to “Role Management”

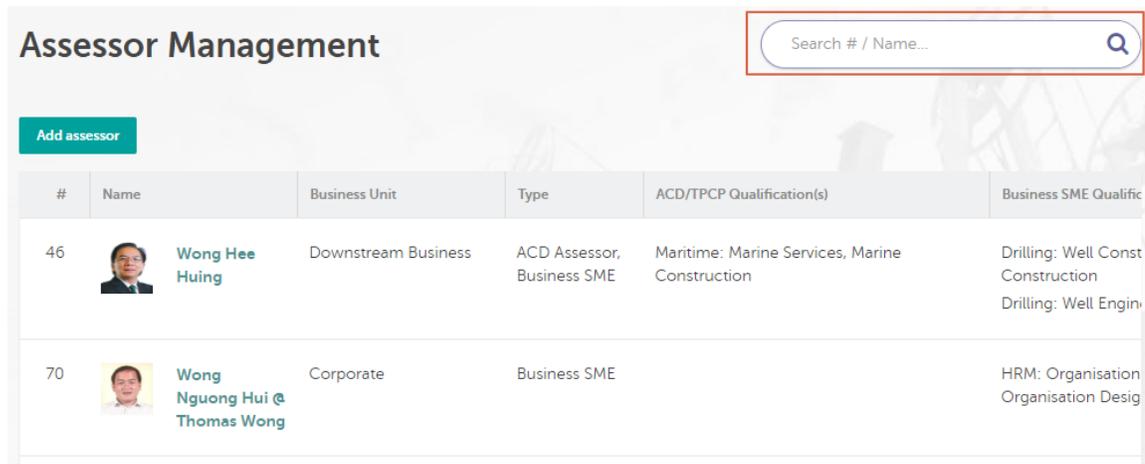
3.1.4 Assessor Management

3.1.4.1 Search Assessor

Step 1: Click "Username" on the top right side of the screen and navigate to "Assessor Management" from "Administrator" sub menu.

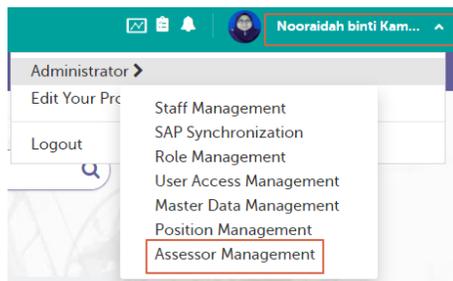


Step 2: In Assessor Management page enter staff number of assessor or assessor name in search field and click "Q". System will filter list based on entered value.



3.1.4.2 Add Assessor

Step 1: Click "Username" on the top right side of the screen and navigate to "Assessor Management" from "Administrator" sub menu.



Step 2: Click "Add New" button on top of Assessor listing.

Assessor Management

Search # / Name... Q

Add assessor

#	Name	Business Unit	Type	ACD/TPCP Qualification(s)	Business SME Qualific
46	 Wong Hee Huing	Downstream Business	ACD Assessor, Business SME	Maritime: Marine Services, Marine Construction	Drilling: Well Const Construction Drilling: Well Engin
70	 Wong Nguong Hui & Thomas Wong	Corporate	Business SME		HRM: Organisation Organisation Desig

Step 3: In Add Assessor Screen, enter details of assessor to be added and click “Search”. Once record is displayed in list, click “Select” button.

Add Assessor
✕

Search Criteria

Staff No.

Email

Name

SEARCH
RESET

Staff No	Full Name	Email	Action
1028848	Nooraidah binti Kamarudin	NOORAIDAH.KAMARUDIN@PETRONAS.COM.MY	SELECT

1

Step 4: Fill in Assessor related details in Add Assessor Screen. Once all details have been filled up click “Save” button. New Assessor record will be added to Qualified Assessor list.

Note:

- i. After selecting Assessor Type TPCP Assessor, ACD Assessor or both, “ACD/TPCP Qualifications” section will be displayed where user are required to fill in ACD/TPCP Qualification of assessor.
- ii. After selecting Assessor Type Business SME, “Business SME Qualifications” section will be displayed where user are required to fill in Business SME Qualification of assessor.
- iii. Qualification added under ACD/TPCP Qualifications section cannot be assign under Business SME Qualification and vice versa. The qualification should not be duplicated within same section or across section.
- iv. If Assessor is no longer Active, user to uncheck “Status Active” checkbox. Inactive Assessor is no longer searchable under Qualified Assessor Section for Superior’s Assessor Selection screen.

Add Assessor
✕

Assessor Details

Staff No. *	1028848	Type *	<input checked="" type="checkbox"/> ACD Assessor <input checked="" type="checkbox"/> TPCP Assessor <input checked="" type="checkbox"/> Business SME
Staff Name *	Nooraidah binti Kamarudin	Business Unit	-- Please Select --
Email *	NOORAIDAH.KAMARUDIN@PETRO NAS.COM.MY	Company	-- Please Select --
Status Active	<input checked="" type="checkbox"/>		

ACD/TPCP Qualifications

Skill Group	Discipline	Sub Discipline	
-- Please Select --	-- Please Select --	-- Please Select --	ADD QUALIFICATION

Skill Group	Discipline	Sub Discipline	Action

Business SME Qualifications

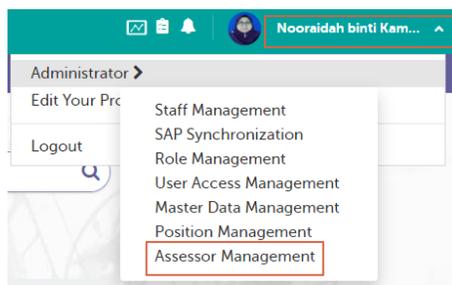
Skill Group	Discipline	Sub Discipline	
-- Please Select --	-- Please Select --	-- Please Select --	ADD QUALIFICATION

Skill Group	Discipline	Sub Discipline	Action

Save
Cancel

3.1.4.3 Edit Assessor

Step 1: Click "Username" on the top right side of the screen and navigate to "Assessor Management" from "Administrator" sub menu.



Step 2: In Assessor Management page enter staff number of assessor or assessor name in search field and click "Q". System will filter list based on entered value.

Assessor Management

🔍

Add assessor

#	Name	Business Unit	Type	ACD/TPCP Qualification(s)	Business SME Qualific
46	 Wong Hee Huing	Downstream Business	ACD Assessor, Business SME	Maritime: Marine Services, Marine Construction	Drilling: Well Const Construction Drilling: Well Engin
70	 Wong Nguong Hui & Thomas Wong	Corporate	Business SME		HRM: Organisation Organisation Desig

Step 3: Move to the right end side of the table listing and click Edit “” under Action column.

Assessor Management

🔍

Add assessor

Business Unit	Type	ACD/TPCP Qualification(s)	Business SME Qualification(s)	Action
	ACD Assessor	Process Tech/Operation: 16.2 Production Planning, Downstream Process Tech/Operation: 16.2 Production Planning, Downstream		

Step 4: In Edit Assessor screen, make amendment required and click “Save” button.

Edit Assessor
✕

Assessor Details

Staff No. *	377	Type *	<input checked="" type="checkbox"/> ACD Assessor <input type="checkbox"/> TPCP Assessor <input type="checkbox"/> Business SME
Staff Name *	Rosnah binti Nee	Business Unit	-- Please Select --
Email *	ROSNAHN@PETRONAS.COM.MY	Company	-- Please Select --
Status Active	<input checked="" type="checkbox"/>		

ACD/TPCP Qualifications

Skill Group	Discipline	Sub Discipline	
-- Please Select --	-- Please Select --	-- Please Select --	ADD QUALIFICATION

Skill Group	Discipline	Sub Discipline	Action
Process Tech/Operation	16.2 Production Planning	Downstream	Remove
Process Tech/Operation	16.2 Production Planning	Downstream	Remove

Save
Cancel

3.1.5 Talent's Personal Competency Profile (PCP)

3.1.5.1 View Talent's Personal Competency Profile (PCP)

View Talent's historical result and mapped TPCP result if available.

Step 1: Go to Talent's Profile page.

Step 2: Once in Profile page, Navigate to "PCP" section



Step 3: List of Talent's PCP will be displayed in listing of the Personal Competency Profile (PCP) section.

Personal Competency Profile (PCP)

[Competency Report](#)

Personal Competency	Proficiency Score	TPCP Result	Superior Comment	Talent Comment
Electrical Safety and Regulations <small>13-00-00-00-V4-B1 (Inactive)</small> Energy Commission and/or ... Read more	<div style="width: 25%;"></div>	● 3 <small>13-00-00-00-V4-B1</small>		
Electrical Safety and Regulations* <small>13-01-01-00-V7-B1</small> Energy Commission and/or ... Read more	<div style="width: 50%;"></div>			
Ex Equipment* <small>13-01-01-00-V7-B2</small> • Hazardous Area ... Read more	<div style="width: 30%;"></div>			

3.1.6 Talent Competency Report

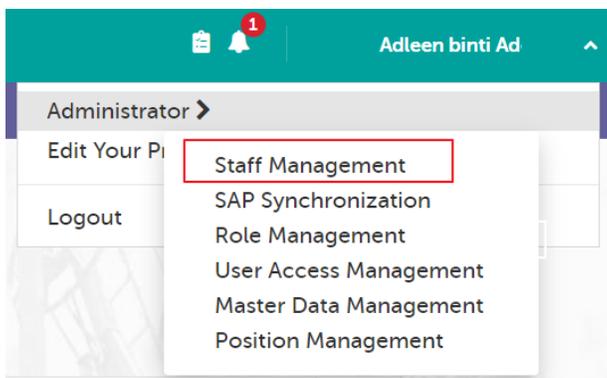
3.1.6.1 [Download Competency Report Uploaded by Talent](#)

Refer Section [3.2.3.1](#)

3.2 CM

3.2.1 Vacant Superior Update

Step 1: Click on "Username" from the top right corner of the screen and navigate to "Staff Management"



Step 2: Search for Talent by Staff Id or Staff Name then click "  " button under Action column.

Staff Management 1028

[Add New Staff](#)

#	Name	Gender	Top Talent	Age	Position	SG	JG	State of Birth	Position SKG	Acti...
102...	Chinda		Other Talent	49	Principal Engineer (Methanol/ASU)	G08	E4	Sabah	Process Tech/Operation	 

Step 3: Enter Superior detail under “Superior” field and select the required Superior.

Superior

107655-Aszman Osmera Chung

Searching...

Step 4: Click “Submit” button at the end of the page to save the changes.

3.2.2 Assessor Management

3.2.2.1 Search Assessor

Refer Section [3.1.4.1](#)

3.2.2.2 Add Assessor

Refer Section [3.1.4.2](#)

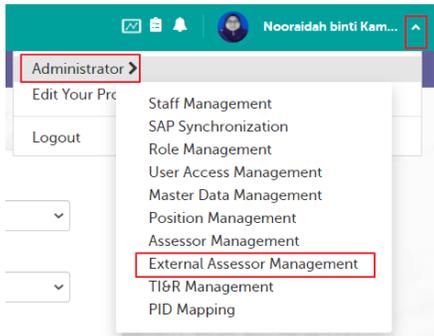
3.2.2.3 Edit Assessor

Refer section [3.1.4.3](#)

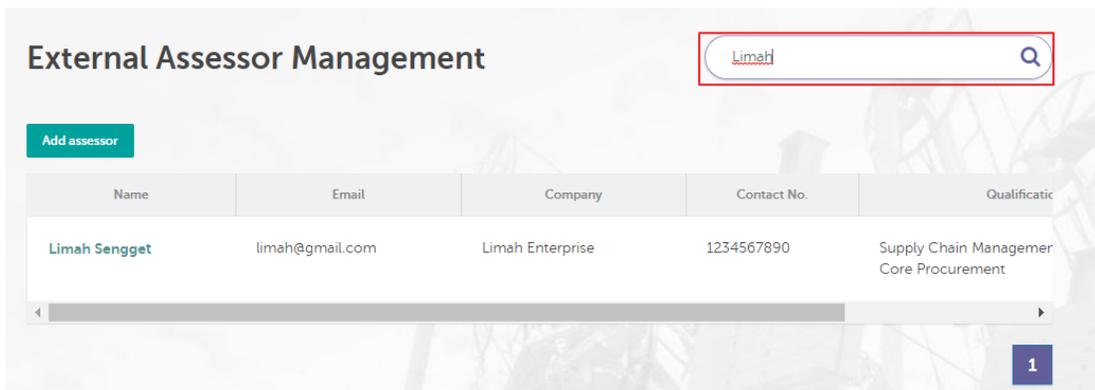
3.2.3 External Assessor Management

3.2.3.1 Search External Assessor

Step 1: Click "Username" on the top right side of the screen and navigate to "External Assessor Management" from "Administrator" sub menu.

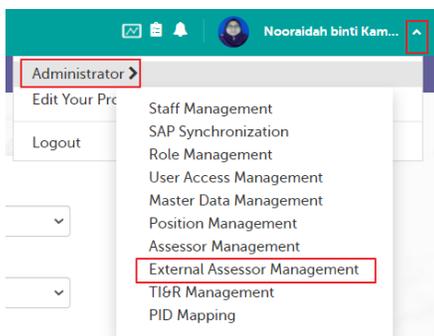


Step 2: In External Assessor Management page enter staff number of assessor or assessor name in search field and click “Q”. System will filter list based on entered value.



3.2.3.2 Add External Assessor

Step 1: Click "Username" on the top right side of the screen and navigate to "External Assessor Management" from "Administrator" sub menu.



Step 2: Click "Add New" button on top of External Assessor listing.

External Assessor Management

Q

Add assessor

Name	Email	Company	Contact No.	Qualification
Shin Chan	ShinChan@petronas.com	Shin Sdn Bhd	444444	Geoscience: E&P Technic Maritime: Port Operations
Noora	nooraidah.kamarudin@petronas.com	Hi Tech Ltd	0132333333	Geoscience: Exploration C Petroleum Geoscience

Step 3: Fill in External Assessor related details in Add External Assessor Screen. Once all details have been filled up click "Save" button. New External Assessor record will be added to External Assessor list.

Add External Assessor
✕

Assessor Details

Name *

Email *

NRIC No. / Passport No. *

Company

Contact No.

Status Active

Qualifications

Skill Group Discipline Sub Discipline

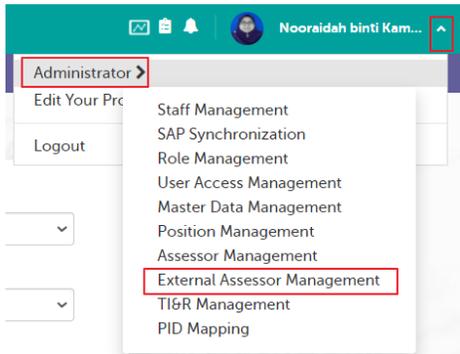
ADD QUALIFICATION

Skill Group	Discipline	Sub Discipline	Action

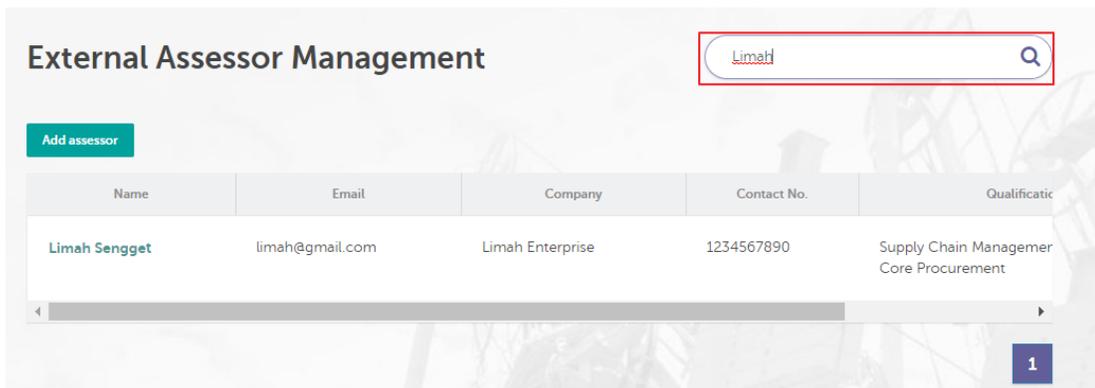
Save
Cancel

3.2.3.3 Edit External Assessor

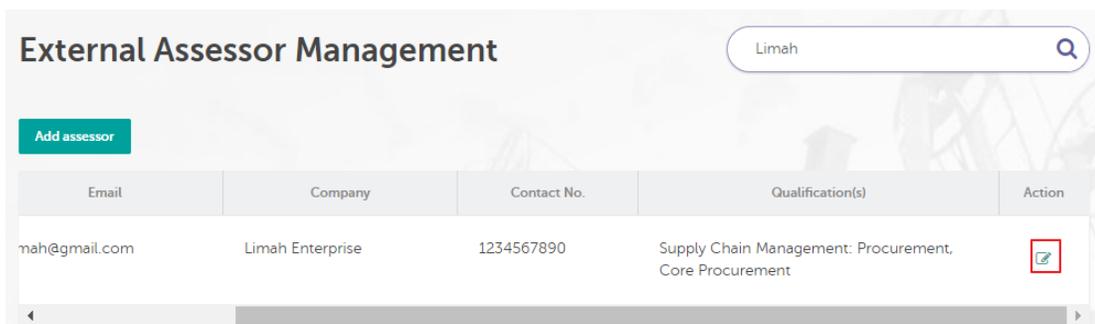
Step 1: Click "Username" on the top right side of the screen and navigate to "External Assessor Management" from "Administrator" sub menu.



Step 2: In External Assessor Management page enter staff number of assessor or assessor name in search field and click “Q”. System will filter list based on entered value.



Step 3: Move to the right end side of the table listing and click Edit “” under Action column.



Step 4: In Edit External Assessor screen, make amendment required and click “Save” button.

Note: If Assessor is no longer Active, user to uncheck “Status Active” checkbox. Inactive External Assessor is no longer searchable under External Assessor Section for Superior’s Assessor Selection screen.

Edit External Assessor
✕

Name *

Email *

NRIC No. / Passport No. *

Company

Contact No.

Status Active

Qualifications

Skill Group

Discipline

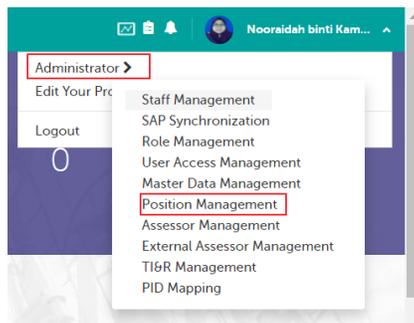
Sub Discipline

Skill Group	Discipline	Sub Discipline	Action
004 - Supply Chain Management	Procurement	Core Procurement	<input type="button" value="Remove"/>

3.2.4 Position JCP Management

3.2.4.1 View Position JCP

Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.

Position Management

[Add New](#)

Position Code	Position Name	JG	SKG	BU	Sector	Company	Division	Department	Se
100000000	Talent	E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Er

Step 3: Once Position record is displayed in listing, click on “” button under Action column.

JG	SKG	BU	Sector	Company	Division	Department	Section	Action
E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Engineering	

Step 4: In the Edit Position Management page, scroll down to the “JCP (Technical Competency)” section to view the list of JCP assigned to Position.

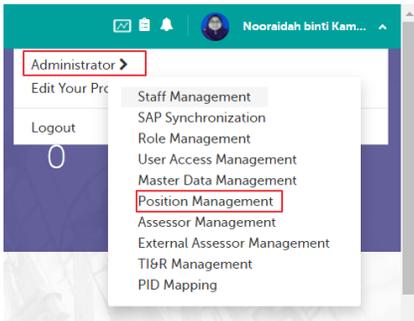
JCP (Technical Competency)

[+ Add New](#)

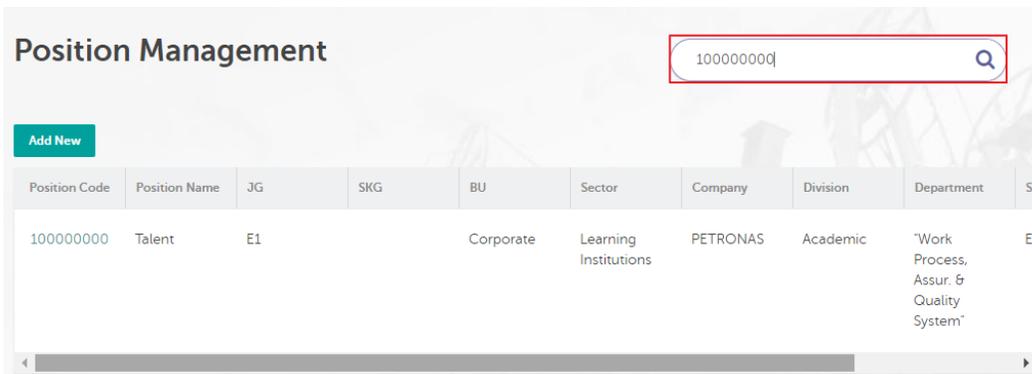
No	TI Number	SKG	Discipline	Sub Discipline	AOS	TI6R Version	TI6R Name	Category	Proficiency Level	Action
1	09-01-01-00-V3-B4	Geoscience	Exploration Geoscience	Petroleum Geoscience	-	V3	Petroleum System Analysis	Core Generic	3	
2	09-01-01-00-V3-B3	Geoscience	Exploration Geoscience	Petroleum Geoscience	-	V3	Geological Well Log Interpretation and Correlation	Core Generic	3	
3	09-01-01-00-V3-B2	Geoscience	Exploration Geoscience	Petroleum Geoscience	-	V3	Seismic Interpretation & Mapping *	Core Generic	3	
4	09-01-01-00-V3-TTI	Geoscience	Exploration Geoscience	Petroleum Geoscience	-	V3	Testing12345t	Core Specific	2	

3.2.4.2 Add New JCP to Position

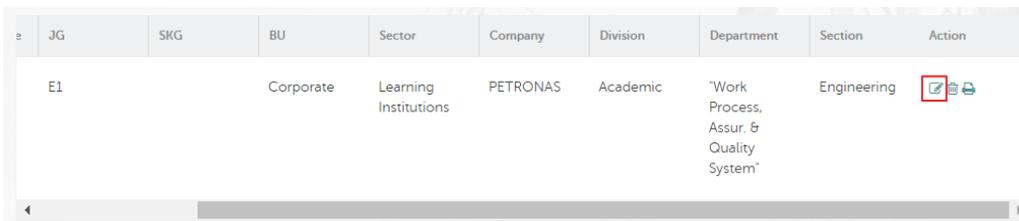
Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



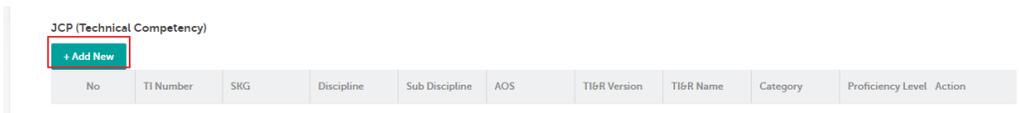
Step 2: In Position Management page, search for Position Id.



Step 3: Once Position record is displayed in listing, click on “” button under Action column.



Step 4: In the Edit Position Management page, scroll down to the “JCP (Technical Competency) section and click “Add New” button on top of the list.



Step 5: Fill in all JCP details to be assigned to Position and click “Save” once done.

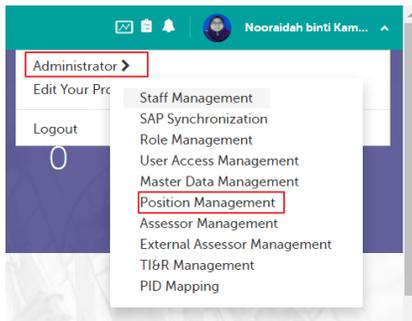
JCP (Technical Competency) ✕

SKG	<input type="text" value="--Please Select--"/>
Discipline	<input type="text" value="--Please Select--"/>
Sub Discipline	<input type="text" value="--Please Select--"/>
AOS	<input type="text" value="--Please Select--"/>
TI&R Version	<input type="text" value="--Please Select--"/>
TI&R Name	<input type="text" value="--Please Select--"/>
TI&R Number	<input type="text" value=""/>
Category	<input type="text" value="--Please Select--"/>
Proficiency Level	<input type="text" value="--Please Select--"/>

3.2.4.3 Edit JCP assigned to Position

Note: Only JCP that has no assessment progress by Talent are allowed to be edited. The Edit button will be disabled if the current status of JCP is either Draft, Pending Review or Approved.

Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.

Position Management

[Add New](#)

Position Code	Position Name	JG	SKG	BU	Sector	Company	Division	Department	Section
100000000	Talent	E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	

Step 3: Once Position record is displayed in listing, click on “” button under Action column.

JG	SKG	BU	Sector	Company	Division	Department	Section	Action
E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Engineering	

Step 4: In the Edit Position Management page, scroll down to the “JCP (Technical Competency)” section and click on “” button under Action column to proceed with editing existing JCP.

JCP (Technical Competency)

[+ Add New](#)

No	TI Number	SKG	Discipline	Sub Discipline	AOS	TI&R Version	TI&R Name	Category	Proficiency Level	Action
1	09-05-01-00-V2-B1	Geoscience	E&P Technical Data	Geoscience	-	V2	Life of field data cycle and well life cycle*	Core Generic	3	

Step 5: In the Edit JCP screen, amend the required details then click “Edit” button to save changes.

JCP (Technical Competency) ✕

SKG:

Discipline:

Sub Discipline:

AOS:

TI&R Version:

TI&R Name:

TI&R Number:

Category:

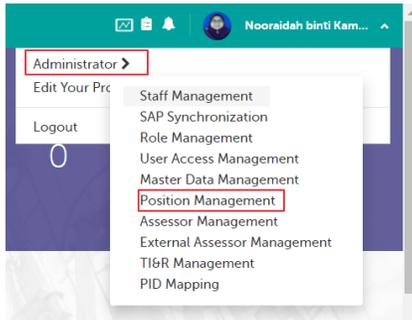
Proficiency Level:

[Edit](#) [Close](#)

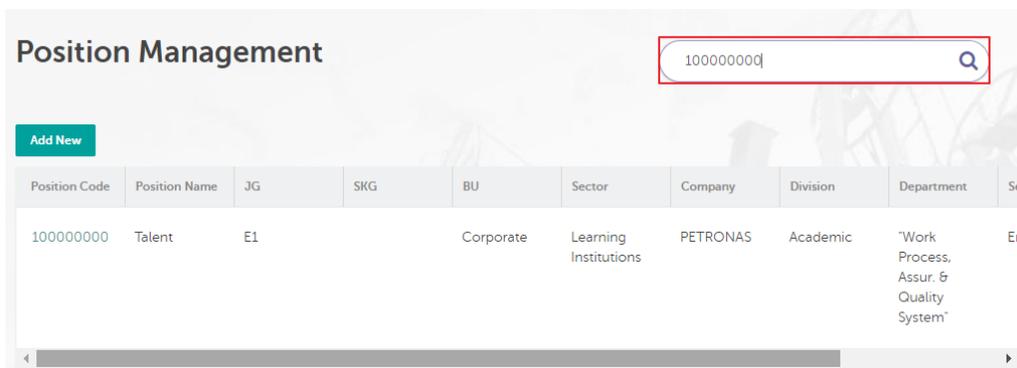
3.2.4.4 Delete JCP assigned to Position

Note: JCP that is Pending Review status are not allowed to be deleted thus the Delete button will be disabled if the JCP is currently pending for superior review. Existing score and comments from Deleted JCP of Talent will remain as Talent's PCP.

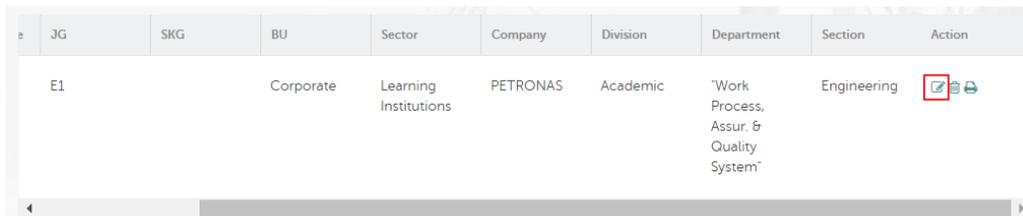
Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.



Step 3: Once Position record is displayed in listing, click on "✎" button under Action column.

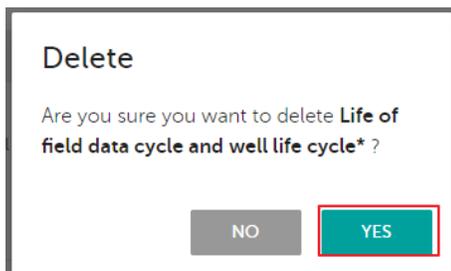


Step 4: In the Edit Position Management page, scroll down to the "JCP (Technical Competency) section and click "🗑️" under Action column to Delete JCP from Position.

JCP (Technical Competency)

No	TI Number	SKG	Discipline	Sub Discipline	AOS	TI&R Version	TI&R Name	Category	Proficiency Level	Action
1	09-05-01-00-V2-B1	Geoscience	E&P Technical Data	Geoscience	-	V2	Life of field data cycle and well life cycle*	Core Generic	3	 

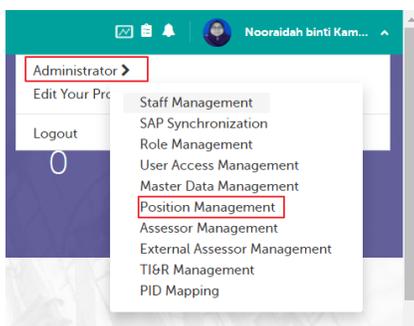
Step 5: When prompted for confirmation, click “Yes” button.



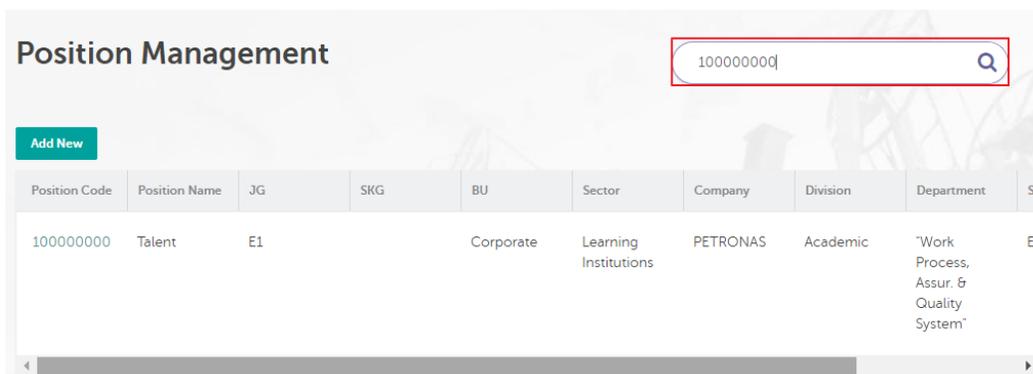
3.2.5 Position Key Accountabilities Management

3.2.5.1 View Position Key Accountability

Step 1: Click "Username" on the top right side of the screen and navigate to “Position Management” from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.



Step 3: Once Position record is displayed in listing, click on “” button under Action column.

JG	SKG	BU	Sector	Company	Division	Department	Section	Action
E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Engineering	

Step 4: In the Edit Position Management page, scroll down to the "Accountability" section to view the list of Accountability added to Position.

Man Spec

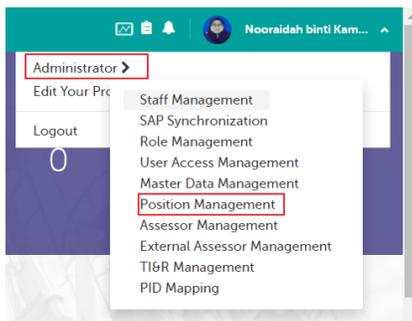
Accountability

[+ Add New](#)

No	Accountability Title	Text	Action
1	Accountability	Provides geo-technical input to Upstream business	

3.2.5.2 Add New Accountability to Position

Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.

Position Management

100000000

[Add New](#)

Position Code	Position Name	JG	SKG	BU	Sector	Company	Division	Department	Se
100000000	Talent	E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Er

Step 3: Once Position record is displayed in listing, click on "" button under Action column.

JG	SKG	BU	Sector	Company	Division	Department	Section	Action
E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Engineering	 

Step 4: In the Edit Position Management page, scroll down to the “Accountability” section and click “Add New” button on top of the list.

Accountability			
No	Accountability Title	Text	Action
<div style="border: 1px solid red; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">+ Add New</div>			

Step 5: Fill in all details and click “Save” once done.

Accountability X

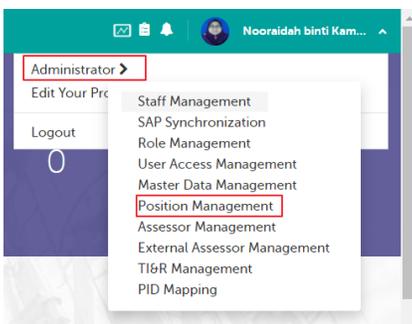
Accountability Title

Text

Save

3.2.5.3 Edit Accountability of Position

Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.

Position Management

Q

+ Add New

Position Code	Position Name	JG	SKG	BU	Sector	Company	Division	Department	Se
100000000	Talent	E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Er

Step 3: Once Position record is displayed in listing, click on “” button under Action column.

JG	SKG	BU	Sector	Company	Division	Department	Section	Action
E1		Corporate	Learning Institutions	PETRONAS	Academic	"Work Process, Assur. & Quality System"	Engineering	 

Step 4: In the Edit Position Management page, scroll down to the “Accountability” section and click on “” button under Action column to proceed with editing existing Accountability.

+ Add New

No	Accountability Title	Text	Action
1	Accountability	Provides geo-technical input to Upstream business	

Step 5: In the Edit Accountability screen, amend the required details then click “Edit” button to save changes.

Accountability ✕

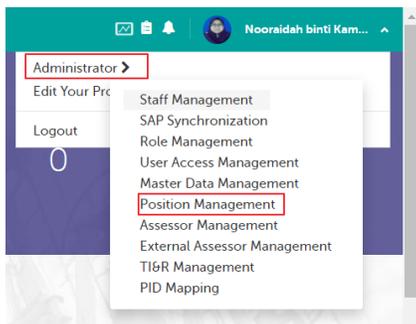
Accountability Title

Text

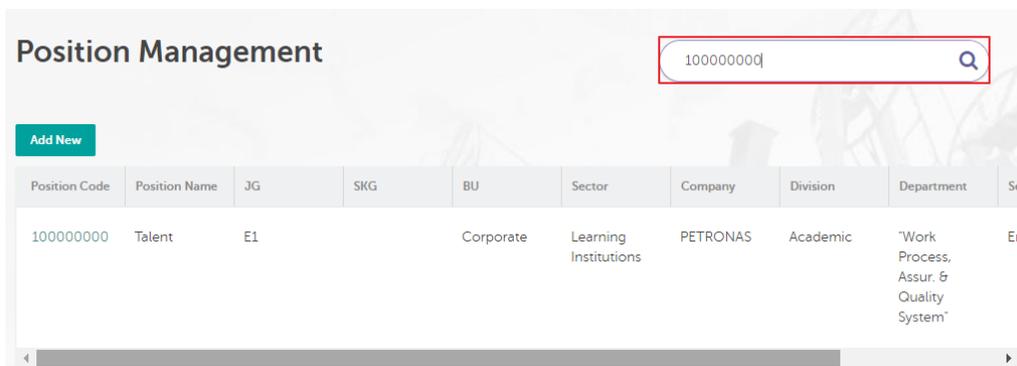
Edit
Close

3.2.5.4 Delete Accountability of Position

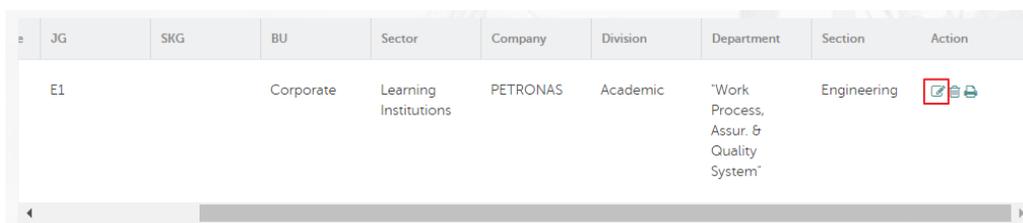
Step 1: Click "Username" on the top right side of the screen and navigate to "Position Management" from "Administrator" sub menu.



Step 2: In Position Management page, search for Position Id.



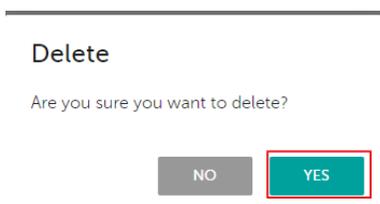
Step 3: Once Position record is displayed in listing, click on “” button under Action column.



Step 4: In the Edit Position Management page, scroll down to the “Accountability” section and click “” under Action column to Delete Accountability from Position.



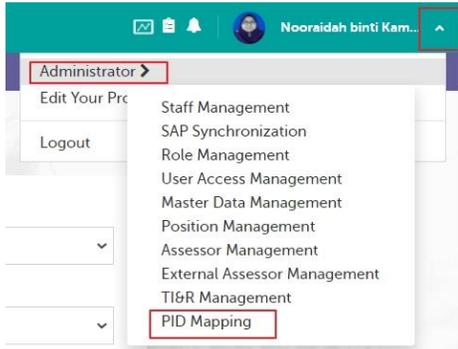
Step 5: When prompted for confirmation, click “Yes” button.



3.2.6 Change PID Mapping

Note: When Talent moves to another position which results in Position Id changed, all the JCP mapped to Talent's old Position will not be carried to the new Position as JCP belongs to Position instead of Staff. If the JCP for the new Position is the same as the old Position, Change PID Mapping function can be used to copy Talent's JCP from the old Position Id to the new Position Id.

Step 1: Click "Username" on the top right side of the screen and navigate to "PID Mapping" from "Administrator" sub menu.



Step 2: In the PID Mapping page, enter Staff Id



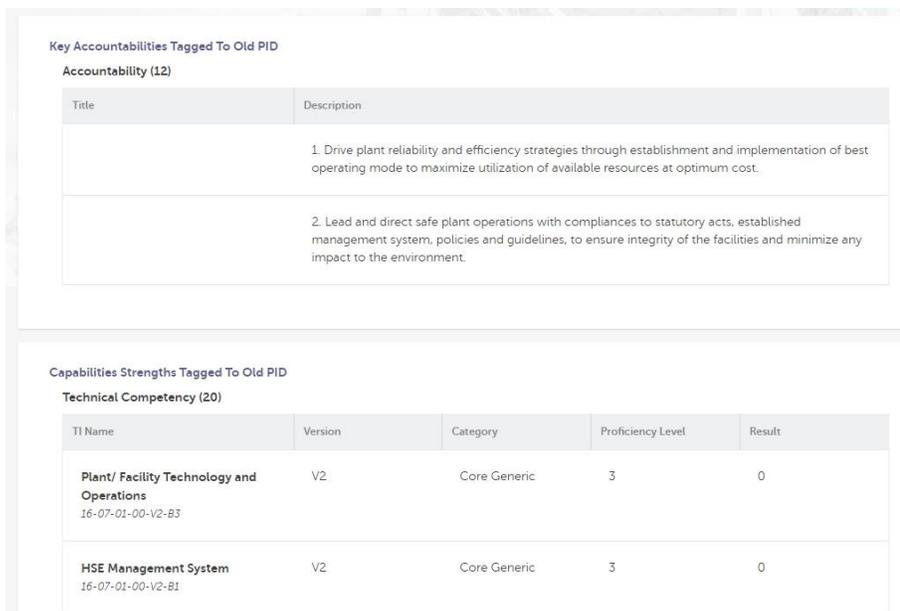
PID Mapping

Staff ID (*)
102918 - Mohd Sukri bin Shafie

New Position Id (*)
2154156 - Manager (Technical Services)

Old Position Id (*)
2154153 - Manager (Production)

Step 3: Verify the Accountability details as well as Talent's Technical Competencies/JCP, Leadership Competencies and Functional Competencies from the old Position Id displayed in the page.



Key Accountabilities Tagged To Old PID

Accountability (12)

Title	Description
	1. Drive plant reliability and efficiency strategies through establishment and implementation of best operating mode to maximize utilization of available resources at optimum cost.
	2. Lead and direct safe plant operations with compliances to statutory acts, established management system, policies and guidelines, to ensure integrity of the facilities and minimize any impact to the environment.

Capabilities Strengths Tagged To Old PID

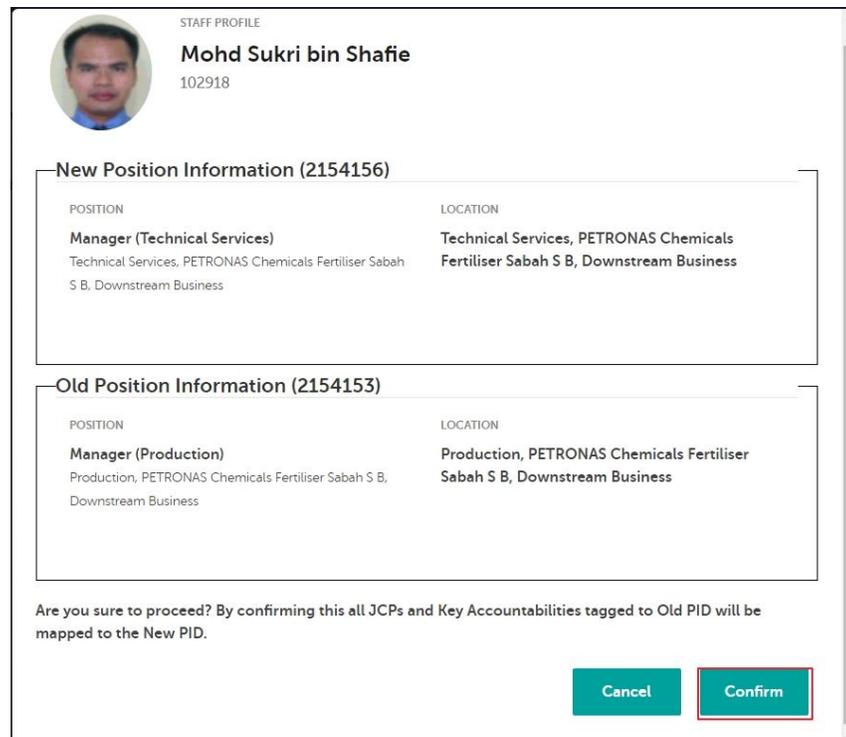
Technical Competency (20)

TI Name	Version	Category	Proficiency Level	Result
Plant/ Facility Technology and Operations 16-07-01-00-V2-B5	V2	Core Generic	3	0
HSE Management System 16-07-01-00-V2-B1	V2	Core Generic	3	0

Step 4: Click “Map PID” button once you have verified the details to be copied to new position.



Step 5: In the confirmation screen, click “Confirm” to proceed.



STAFF PROFILE
Mohd Sukri bin Shafie
 102918

New Position Information (2154156)

POSITION	LOCATION
Manager (Technical Services) Technical Services, PETRONAS Chemicals Fertiliser Sabah S B, Downstream Business	Technical Services, PETRONAS Chemicals Fertiliser Sabah S B, Downstream Business

Old Position Information (2154153)

POSITION	LOCATION
Manager (Production) Production, PETRONAS Chemicals Fertiliser Sabah S B, Downstream Business	Production, PETRONAS Chemicals Fertiliser Sabah S B, Downstream Business

Are you sure to proceed? By confirming this all JCPs and Key Accountabilities tagged to Old PID will be mapped to the New PID.

3.2.7 Talent’s Competency Progress Report Calculation

Refer to [Section 3.7.5](#)

3.2.8 Talent’s Personal Competency Profile (PCP)

[3.2.8.1 View Talent’s Personal Competency Profile \(PCP\)](#)

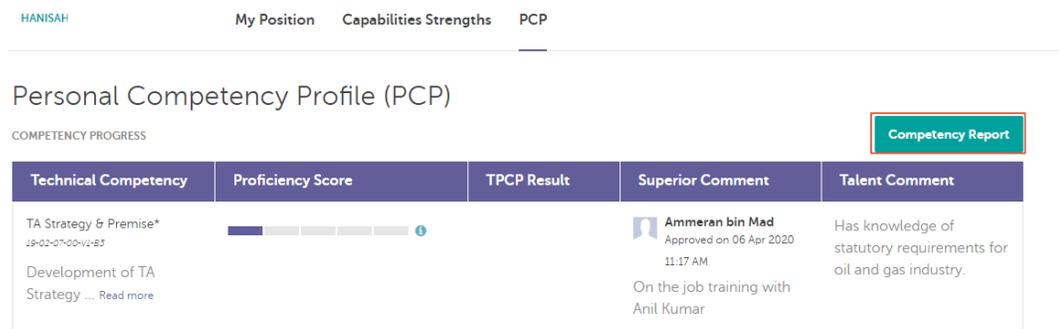
Refer section [3.1.5.1](#)

3.2.9 Talent Competency Report

[3.2.9.1 Download Competency Report Uploaded by Talent](#)

Step 1: Go to Talent’s Profile page and navigate to “PCP” section

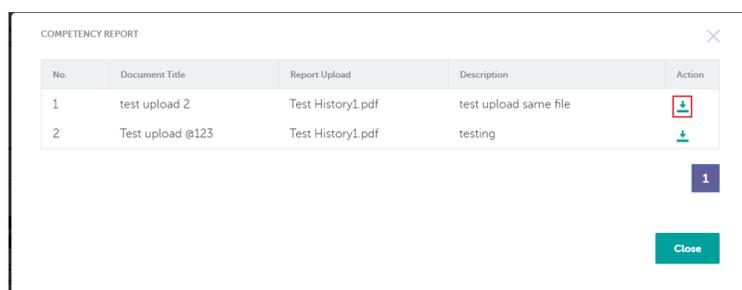
Step 2: Click “Competency Report” button on top of PCP list.



COMPETENCY PROGRESS

Technical Competency	Proficiency Score	TPCP Result	Superior Comment	Talent Comment
TA Strategy & Premise* 18-02-07-00-12-83 Development of TA Strategy ... Read more	<div style="width: 20%;"></div>		 Ammeran bin Mad Approved on 06 Apr 2020 11:17 AM On the job training with Anil Kumar	Has knowledge of statutory requirements for oil and gas industry.

Step 3: In the Competency Report screen, click “” button under Action column to download any of the uploaded report by Talent.



No.	Document Title	Report Upload	Description	Action
1	test upload 2	Test History1.pdf	test upload same file	
2	Test upload @123	Test History1.pdf	testing	

1

Close

Step 4: Downloaded document will be saved to your PC.

3.3 TSKG

3.3.1 Assessor Management

3.3.1.1 Search Assessor

Refer Section [3.1.4.1](#)

3.3.1.2 Add Assessor

Refer Section [3.1.4.2](#)

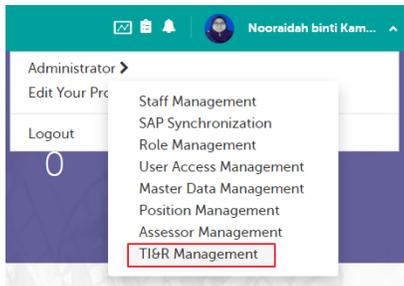
3.3.1.3 Edit Assessor

Refer section [3.1.4.3](#)

3.3.2 TI&R Management

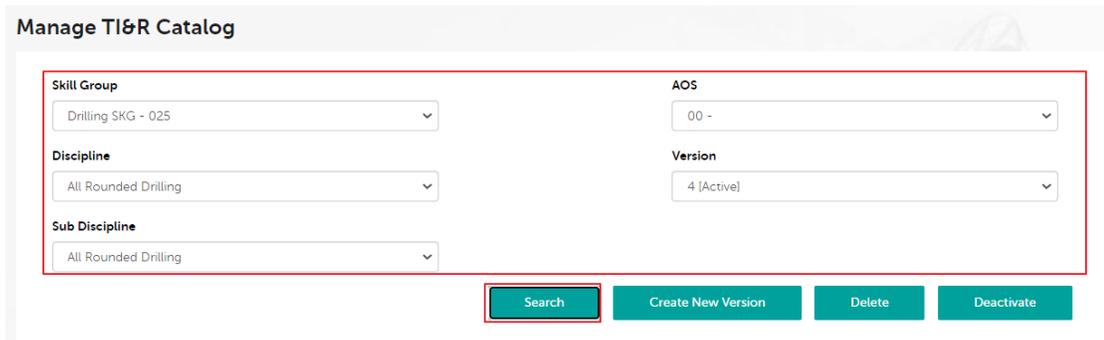
3.3.2.1 View TI&R Catalog

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click “Search” button.

Note: All search field is mandatory thus to all value must be selected in order to search for TI&R Catalog.



Step 3: TI&R Catalog will be displayed in page after Search based on criteria selected.

Manage TI&R Catalog

Skill Group
 Drilling SKG - 025

Discipline
 All Rounded Drilling

Sub Discipline
 All Rounded Drilling

AOS
 00 -

Version
 4 [Active]

Search Create New Version Delete Deactivate

Technology Inventory & Ruler

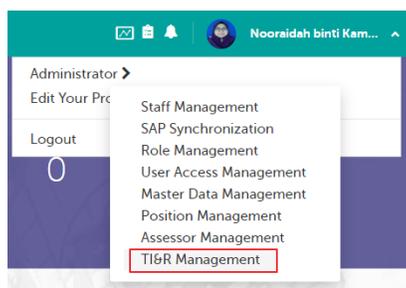
Add New

Technology Class	TI Name	CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mappi
B1	HSE Risk Management* 25-01-01-00-V4-B1	No																
B3	Well Delivery Process* 25-01-01-00-V4-B3	No																
B4	Well Design, Casing Design and Cementation* 25-01-01-00-V4-B4	No																
B5	Drillstring Design* 25-01-01-00-V4-B5	No																
B6	Christmas Tree & Wellhead*	No																

3.3.2.2 Create New Version

TSKG may create new Version of TI&R Catalog from TI&R Management when the current version is no longer effective.

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to create new version for the selected Sub Discipline or AOS as the "Create New Version" button will be disabled until user has search for TI&R Catalog.

Manage TI&R Catalog

Skill Group

AOS

Discipline

Version

Sub Discipline

Step 3: Click "Create New Version" button. Click "Yes" when prompted for confirmation.

Confirmation

Are you sure you want to create new version?

Step 4: New Version of TI&R Catalog will be created under selected Sub Discipline or AOS where the Version number will be [Last Version No.]+1. The previous version of TI&R Catalog will auto-deactivate upon the creation.

Note: System will copy the TI list and descriptor from the previous version to the new version. Only the mapping is not carried and need to be done manually by TSKG for each version created.

Manage TI&R Catalog

Skill Group

AOS

Discipline

Version

Sub Discipline

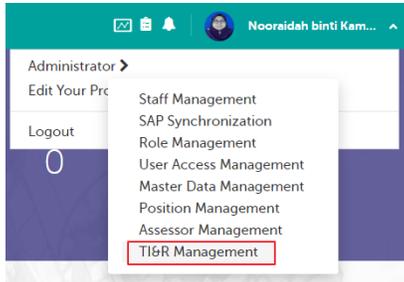
Technology Inventory & Ruler

Technology Class	TI Name	CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mappi
B1	HSE Risk Management* 25-01-01-00-V5-B1	No																
B3	Well Delivery Process* 25-01-01-00-V5-B3	No																
B4	Well Design, Casing Design and Cementation* 25-01-01-00-V5-B4	No																
B5	Drillstring Design* 25-01-01-00-V5-B5	No																

3.3.2.3 Delete TI&R Version

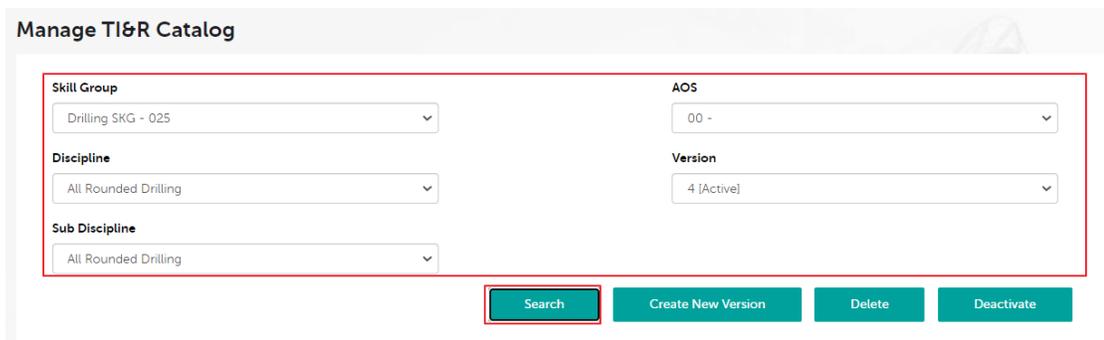
TSKG may delete TI&R Version that is newly created and not yet subscribed by any Talent.

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



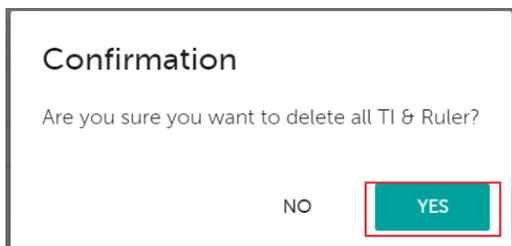
Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to delete selected TI&R Version as the "Delete" button will be disabled until user has search for TI&R Catalog.



Step 3: Click "Delete" button. Click "Yes" when prompted for confirmation.

Note: If any of TI listed in TI&R Version selected has been assigned to Talent, system will prompt error during deletion.

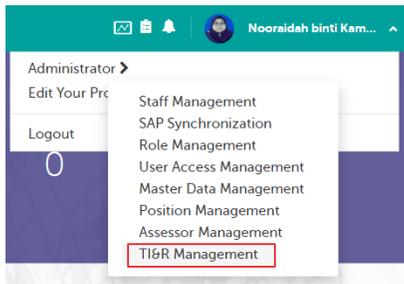


Step 4: System will prompt on deletion successful. Selected TI&R Version will be deleted and can no longer be seen under Version selection in Search Criteria section.

3.3.2.4 Activate and Deactivate TI&R Version

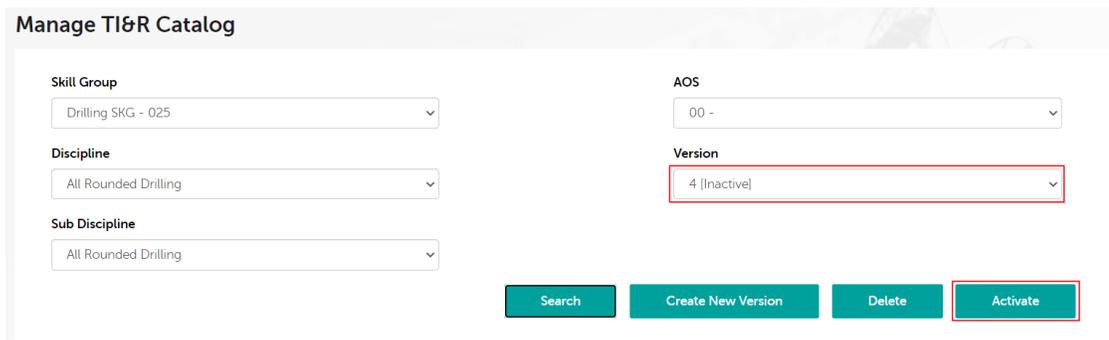
3.3.2.4.1 Activate Version

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to Activate the Version. Version selected must be Inactive in order to Activate the Version.



The screenshot shows the 'Manage TI&R Catalog' interface. It includes several dropdown menus for search criteria: Skill Group (Drilling SKG - 025), Discipline (All Rounded Drilling), Sub Discipline (All Rounded Drilling), AOS (00 -), and Version (4 [Inactive]). The 'Version' dropdown is highlighted with a red box. At the bottom, there are four buttons: Search, Create New Version, Delete, and Activate. The 'Activate' button is also highlighted with a red box.

Step 3: Click "Activate" button. Click "Yes" when prompted for confirmation

Note: Active Version of TI&R Catalog can be assigned to Talent's JCP and can be added by Talent as their add-on competency.

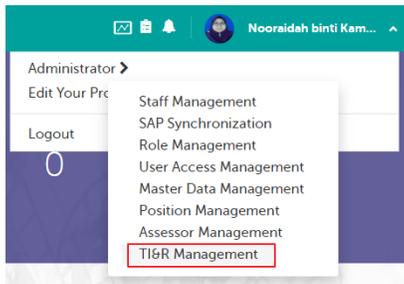


The screenshot shows a 'Confirmation' dialog box with the text: 'This version is already Inactive. Are you sure you want to activate the version?'. At the bottom, there are two buttons: 'NO' and 'YES'. The 'YES' button is highlighted with a red box.

Step 4: Version selected will be activated. When click on Version selection in Search Criteria section, the Version will be labelled as [Active].

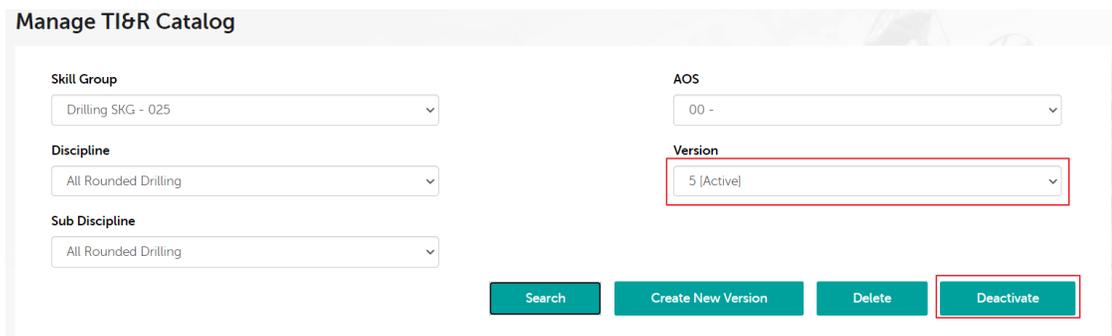
3.3.2.4.2 Deactivate Version

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



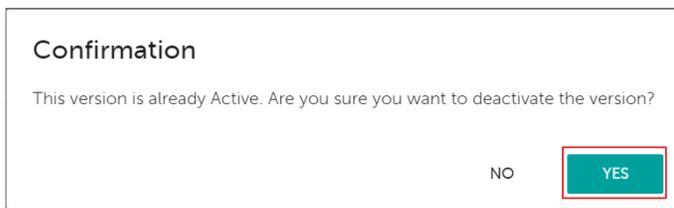
Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to Deactivate the Version. Version selected must be Active in order to Deactivate the Version.



Step 3: Click "Deactivate" button. Click "Yes" when prompted for confirmation

Note: Inactive Version of TI&R Catalog can't be assigned to Talent's JCP and can't be added by Talent as their add-on competency.

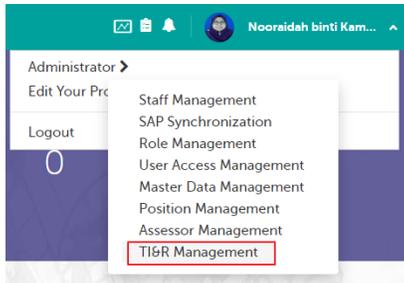


Step 4: Version selected will be deactivated. When click on Version selection in Search Criteria section, the Version will be labelled as [Inactive].

3.3.2.5 TI List Management

3.3.2.5.1 Add New TI

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to add new TI under selected TI&R Version.

Manage TI&R Catalog

Skill Group
Drilling SKG - 025

Discipline
All Rounded Drilling

Sub Discipline
All Rounded Drilling

AOS
00 -

Version
4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: Click "Add New" button on top of TI&R listing.

Technology Inventory & Ruler

Add New

Technology Class	TI Name	CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mappi
B1	HSE Risk Management* 25-01-01-00-V5-B1	No																

Step 4: In the Add New TI&R screen, fill in all required fields. Once done, click "Save".

Note: Refer Section [3.3.2.6](#) on TI&R Mapping rules and scenario. Please note that mapping can only be done once as system will auto replace the mapped TI with new TI thus if the mapping is not yet confirm you may leave it blank first during add/edit.

Add New TI&R
✕

Target E3(E)	2	Target E3(25)	2	Target E3(26)	2
Target E4(E)	3	Target E4(27)	3	Target E4(28)	3
Target E5(E)	3	Target E5(29)	4		

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli	All Rot	All Rot	00 -	4	B1 - HSE Risk	Add
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	Delete

Carry Forward Type: -- Please Select --

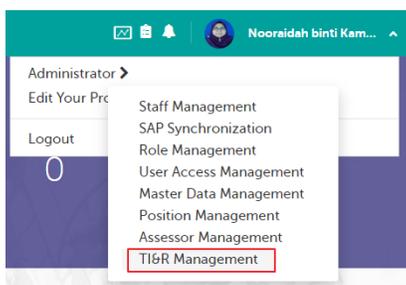
Forward Specific TI: -- Please Select --

Save
Cancel

Step 5: New TI will be added to TI&R list.

3.3.2.5.2 Edit TI

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to edit TI under the selected TI&R Version.

Manage TI&R Catalog

Skill Group
Drilling SKG - 025

Discipline
All Rounded Drilling

Sub Discipline
All Rounded Drilling

AOS
00 -

Version
4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: Click “” button under Action column of TI&R listing.

Manage TI&R Catalog

Skill Group
Drilling SKG - 025

Discipline
All Rounded Drilling

Sub Discipline
All Rounded Drilling

AOS
00 -

Version
5 [Active]

Search
Create New Version
Delete
Deactivate

Technology Inventory & Ruler

Add New

TI Name	CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mapping	Action
sk Management* 21-00-V5-B1	No																	✎ 

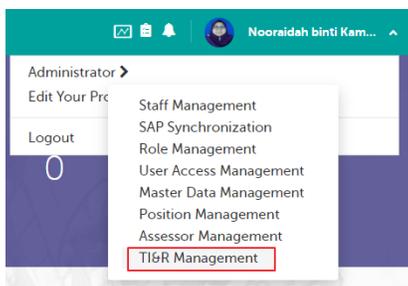
Step 4: In the Edit TI&R screen, amend the required details. Once done, click “Save”.

Note: Refer Section [3.3.2.6](#) on TI&R Mapping rules and scenario. Please note that mapping can only be done once as system will auto replace the mapped TI with new TI thus if the mapping is not yet confirm you may leave it blank first during add/edit.

Step 5: Updated done on selected TI will be saved.

3.3.2.5.3 Delete TI

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to Delete TI under the selected TI&R Version.

Manage TI&R Catalog

Skill Group
 Drilling SKG - 025

Discipline
 All Rounded Drilling

Sub Discipline
 All Rounded Drilling

AOS
 00 -

Version
 4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: Click “” under Action column to delete selected TI.

Note: Please delete with caution. If Talent subscribed to Deleted TI, the competency will be moved to PCP section of Talent’s Profile and Talent can no longer be assessed on TI.

Manage TI&R Catalog

Skill Group
 Drilling SKG - 025

Discipline
 All Rounded Drilling

Sub Discipline
 All Rounded Drilling

AOS
 00 -

Version
 5 [Active]

Search
Create New Version
Delete
Deactivate

Technology Inventory & Ruler

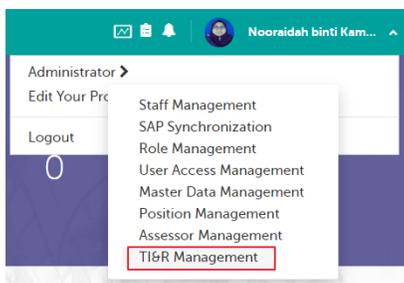
Add New

TI Name	CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mapping	Action
sk Management* TI-00-V5-B1	No																	

Step 4: Deleted TI will be removed from TI&R Catalog list.

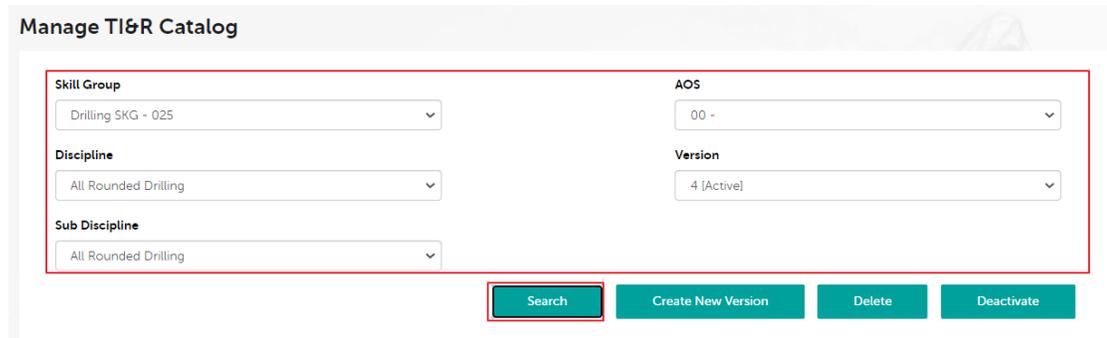
3.3.2.5.4 Add TI via Excel Template

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.

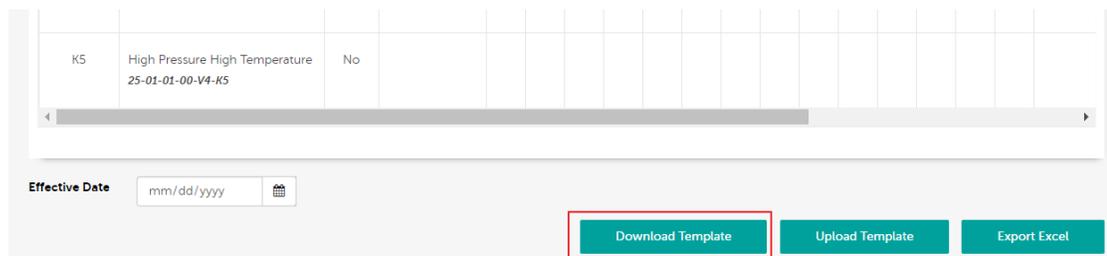


Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click “Search” button.

Note: TSKG need to Search the existing TI&R Catalog first before able to download the Excel Template for TI upload of selected TI&R.



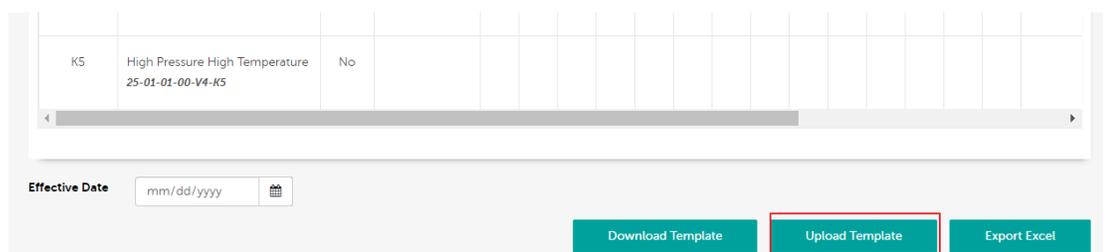
Step 3: Scroll down to the bottom of TI&R listing and click “Download Template” to download the Update TI template.



Step 4: Open downloaded template and fill in the TI details on all column. Once done save the template.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	**NOTE: When copy and paste value into this template, please make sure to choose "Paste Value" from the paste option tooltip																
2	Technology Class	TI Name	CI#	OTI/SH	Target E1(E)	Target E2(E)	Target E3(E)	Target E4(E)	Target E5(E)	Target E6(E)	Target E7(E)	Target E8(E)	Target E9(E)	Target E10(E)	Target E11(E)	Target E12(E)	Target E13(E)
3	Dr	Pressure Drilling	No	ST	5	5	5	5	5	5	5	5	5	5	5	5	5
4																	
5																	

Step 5: Repeat Step 1 and 2 above, then scroll down to the bottom of TI&R listing and click “Upload Template”.



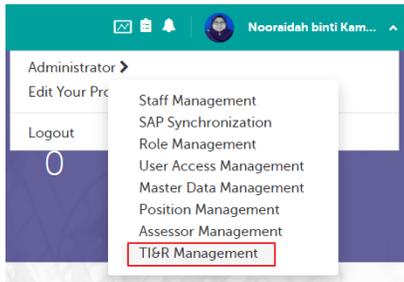
Step 6: Choose the updated template from PC and click “Open”. Once template is uploaded, the updated TIs in template will be added to TI&R listing.

3.3.2.5.5 Discontinue TI

TSKG may Discontinue Inactive TI that is no longer relevant and continued on the new version of TI&R. Upon discontinuation, TI will be moved to the PCP section for Talent that subscribed to it.

Note: Discontinuation of TI cannot be reverted thus please proceed with caution.

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Note: TSKG need to Search the existing TI&R Catalog first before able to proceed with discontinuation of TI. Only Inactive TI can be discontinued.

Manage TI&R Catalog

Skill Group
009 - Geoscience

Discipline
Reservoir Geoscience

Sub Discipline
Reservoir Geology

AOS
00 -

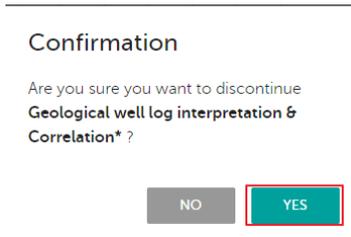
Version
2 [Inactive]

Search
Create New Version
Delete
Activate

Step 3: Find the discontinued TI in listing then click "🔴" button under Action column to discontinue the TI.

Technology Inventory & Ruler																		
Add New																		
TI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mapping	Discontinued	Action	Descriptor
																No	📄 🗑️ 🔴 Edit View	

Step 4: Click "Yes" when prompted for confirmation.



Step 5: Once confirmed Ti will be discontinued. Column Discontinued will display “Yes” once confirmed.

Technology Inventory & Ruler																		
Add New																		
STU/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mapping	Discontinued	Action	Descriptor
																Yes		Edit View

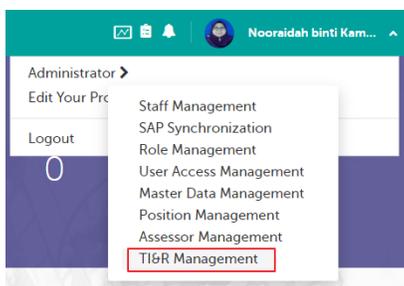
3.3.2.6 TI Mapping

3.3.2.6.1 One-to-one Mapping

One-to-one mapping is done when one new TI need to be mapped to another one TI of other Version so that system can carry the Proficiency Level and Approved Score of mapped TI to the new TI.

3.3.2.6.1.1 Carry forward Equal

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click “Search” button.

Manage TI&R Catalog

Skill Group
 Drilling SKG - 025

Discipline
 All Rounded Drilling

Sub Discipline
 All Rounded Drilling

AOS
 00 -

Version
 4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: Click “Add New TI”/ “” button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click “Add” button.

Edit TI&R

Target E2(E) Target E2(23) Target E2(24)

Target E3(E) Target E3(25) Target E3(26)

Target E4(E) Target E4(27) Target E4(28)

Target E5(E) Target E5(29)

TI&R Mapping

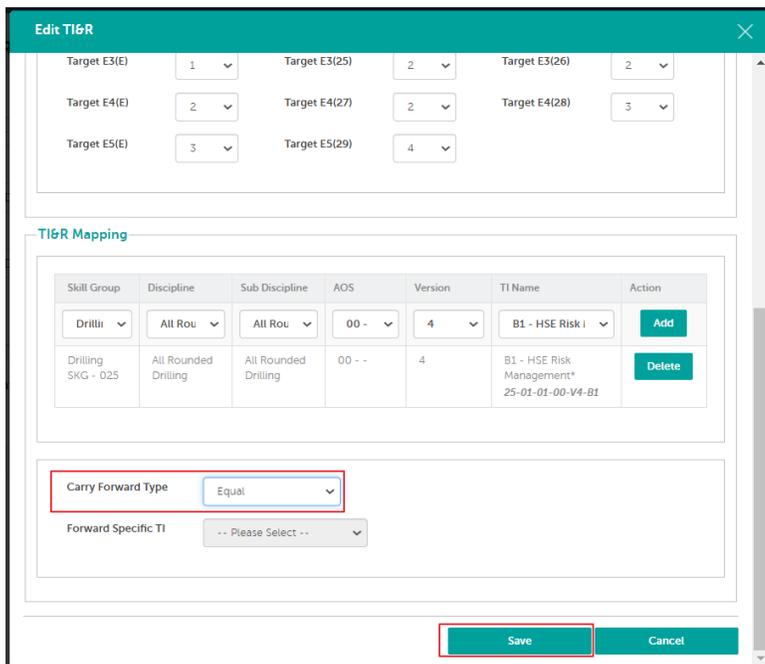
Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli	All Rour	All Rour	00 -	4	B1 - HSE Risk i	Add

Carry Forward Type

Forward Specific TI

Save
Cancel

Step 4: Selected TI will be added to the mapping list. Select Carry Forward Type “Equal” then click “Save” to proceed with mapping.



Note: For one-to-one mapping, the mapping is done between one new TI with one older TI. By selecting Carry Forward Type Equal, system will carry forward the Proficiency Level and Approved Score from the mapped TI to the new TI.

Given that B1 V5 is mapped to B1 V4 and the following Talent subscribe to B1 V4 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B1 V4		3	2
Talent B		B1 V4		4

After B1 V5 is mapped to B1 V4, below scenario will be reflected in Talent's Profile.

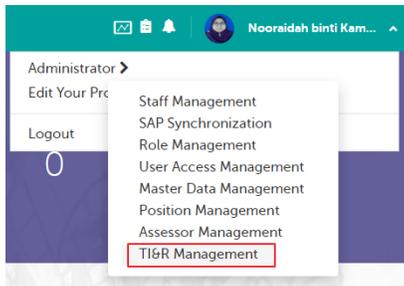
Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B1 V5		3	2
		B1 V4		2
Talent B		B1 V5		4
		B1 V4		4

* Proficiency Level is not displayed in PCP section.

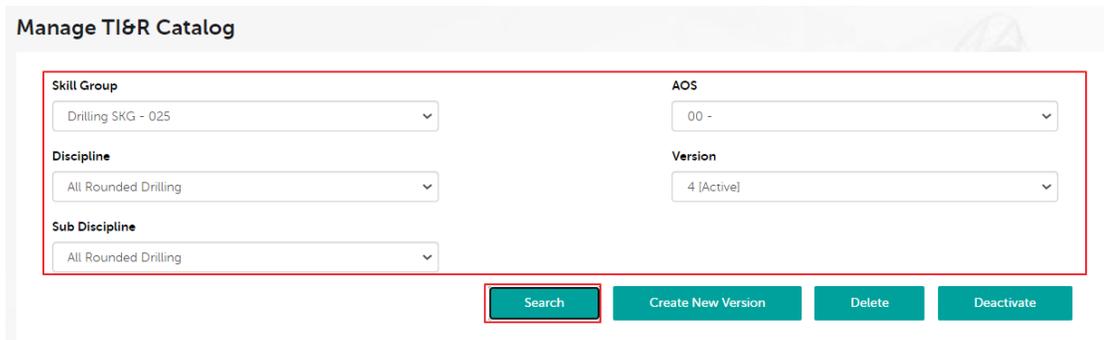
* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.1.2 Carry Forward None

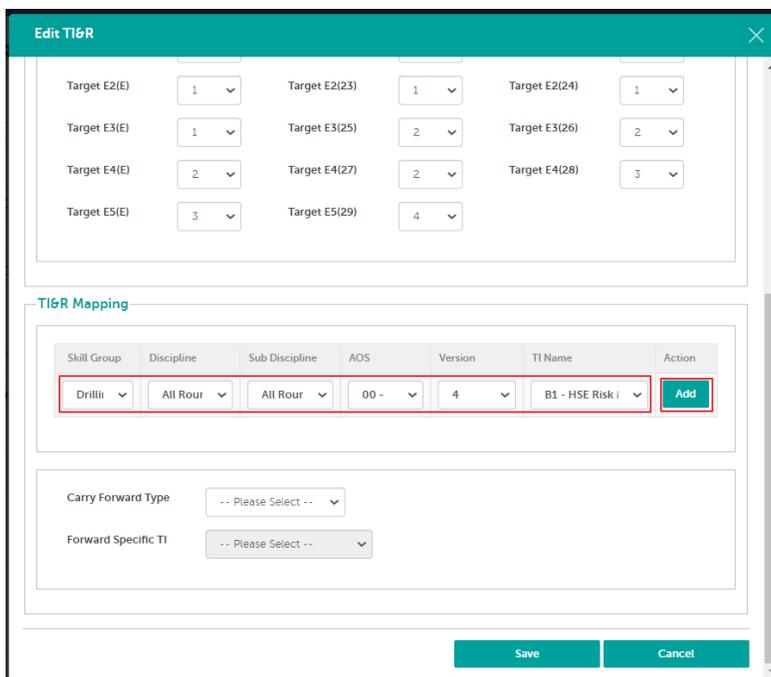
Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



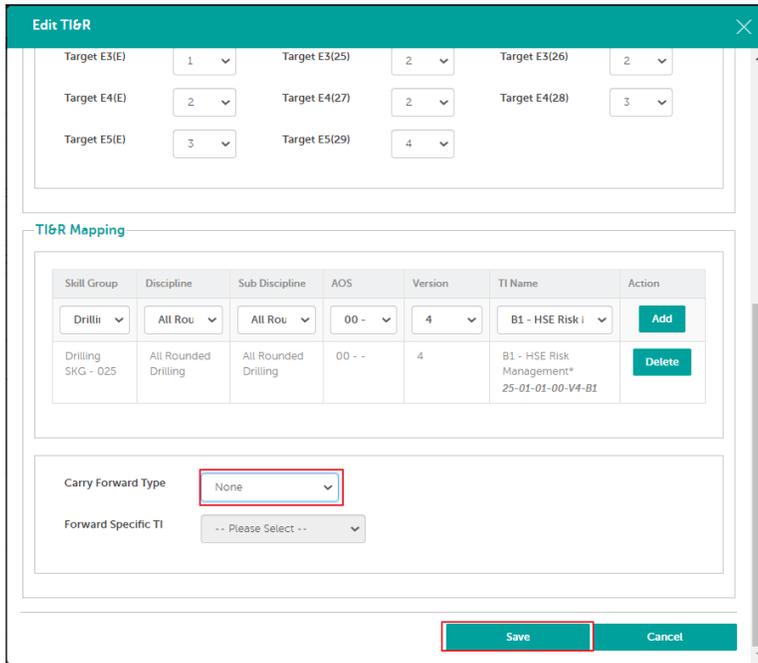
Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click “Search” button.



Step 3: Click “Add New TI”/ “” button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click “Add” button.



Step 4: Selected TI will be added to the mapping list. Select Carry Forward Type “None” then click “Save” to proceed with mapping.



Note: For one-to-one mapping, the mapping is done between one new TI with one older TI. By selecting Carry Forward Type None, system will only carry forward the Proficiency Level. Approved Score of Talent would not be carried from the mapped TI to the new TI.

Given that B1 V5 is mapped to B1 V4 and the following Talent subscribe to B1 V4 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B1 V4		3	2
Talent B		B1 V4		4

After B1 V5 is mapped to B1 V4, below scenario will be reflected in Talent’s Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B1 V5		3	
		B1 V4		2
Talent B		B1 V4		4

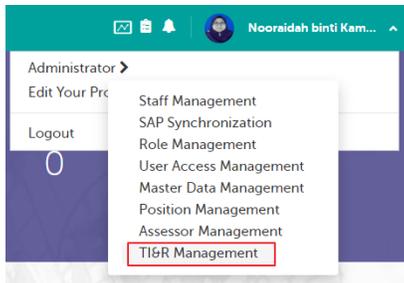
- * Proficiency Level is not displayed in PCP section.
- * PCP Section will only display competency with score thus in example above since score is not carried forward B1 V5 will have no score thus it is not displayed in Talent B PCP list.
- * Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.2 Split Mapping

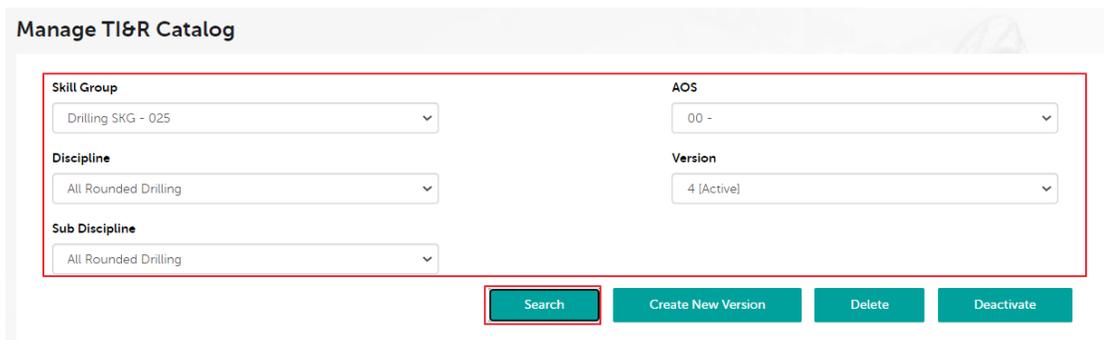
Split mapping is done when multiple new TI need to be mapped to one TI of other Version so that system can carry the Proficiency Level and Approved Score of mapped TI to the multiple new TI.

3.3.2.6.2.1 Carry forward Equal

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



Step 3: Click "Add New TI" / "✎" button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click "Add" button.

Edit TI&R

Target E2(E) 1 Target E2(23) 1 Target E2(24) 1
 Target E3(E) 1 Target E3(25) 2 Target E3(26) 2
 Target E4(E) 2 Target E4(27) 2 Target E4(28) 3
 Target E5(E) 3 Target E5(29) 4

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillit	All Rour	All Rour	00 -	4	B1 - HSE Risk I	Add

Carry Forward Type: -- Please Select --
 Forward Specific TI: -- Please Select --

Save Cancel

Step 4: Selected TI will be added to the mapping list. Select Carry Forward Type “Equal” then click “Save” to proceed with mapping.

Edit TI&R

Target E3(E) 1 Target E3(25) 2 Target E3(26) 2
 Target E4(E) 2 Target E4(27) 2 Target E4(28) 3
 Target E5(E) 3 Target E5(29) 4

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillit	All Rou	All Rou	00 -	4	B1 - HSE Risk I	Add
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	Delete

Carry Forward Type: Equal
 Forward Specific TI: -- Please Select --

Save Cancel

Step 5: Repeat Step 3 to 4 by mapping another new TI to the same TI selected under Mapping section as Step 4. Upon saving, system will display Mapping Type as Split under Mapping column of TI&R listing for both new TI.

Note: For split mapping, the mapping is done between multiple new TI with one TI of their Version.
 By selecting Carry Forward Type Equal, system will carry forward the Proficiency Level and Approved Score from the mapped TI to the multiple new TI.

Given that K1 V2 and K2 V2 is mapped to K1 V1 and the following Talent subscribe to K1 V1 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	K1 V1		2	1
Talent B		K1 V1		3

After K1 V2 and K2 V2 is mapped to K1 V1, below scenario will be reflected in Talent's Profile.

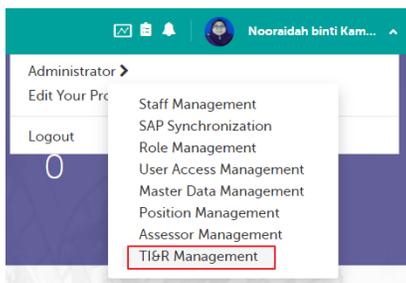
Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	K1 V2		2	1
	K2 V2		2	1
		K1 V1		1
Talent B		K1 V2		3
		K2 V2		3
		K1 V1		3

* Proficiency Level is not displayed in PCP section.

* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.2.2 Carry Forward None

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Manage TI&R Catalog

Skill Group
 Drilling SKG - 025

Discipline
 All Rounded Drilling

Sub Discipline
 All Rounded Drilling

AOS
 00 -

Version
 4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: Click “Add New TI”/ “” button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click “Add” button.

Edit TI&R

Target E2(E)	1	Target E2(23)	1	Target E2(24)	1
Target E3(E)	1	Target E3(25)	2	Target E3(26)	2
Target E4(E)	2	Target E4(27)	2	Target E4(28)	3
Target E5(E)	3	Target E5(29)	4		

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillin	All Rour	All Rour	00 -	4	B1 - HSE Risk i	Add

Carry Forward Type: -- Please Select --

Forward Specific TI: -- Please Select --

Save
Cancel

Step 4: Selected TI will be added to the mapping list. Select Carry Forward Type “None” then click “Save” to proceed with mapping.

Step 5: Repeat Step 3 to 4 by mapping another new TI to the same TI selected under Mapping section as Step 4. Upon saving, system will display Mapping Type as Split under Mapping column of TI&R listing for both new TI.

Note: For split mapping, the mapping is done between multiple new TI with one TI of their Version. By selecting Carry Forward Type None, system will only carry forward the Proficiency Level. Approved Score is not carried from the mapped TI to the multiple new TI.

Given that K1 V2 and K2 V2 is mapped to K1 V1 and the following Talent subscribe to K1 V1 as either their JCP or PCP:

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	K1 V1		2	1
Talent B		K1 V1		3

After K1 V2 and K2 V2 is mapped to K1 V1, below scenario will be reflected in Talent's Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	K1 V2		2	
	K2 V2		2	
		K1 V1		1
Talent B		K1 V1		3

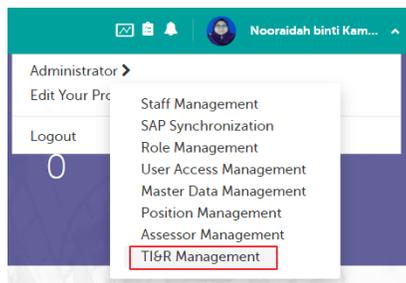
- * Proficiency Level is not displayed in PCP section.
- * PCP Section will only display competency with score thus in example above since score is not carried forward, K1 V2 and K2 V2 will have no score thus it is not displayed in Talent B PCP list.
- * Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.3 Merge Mapping

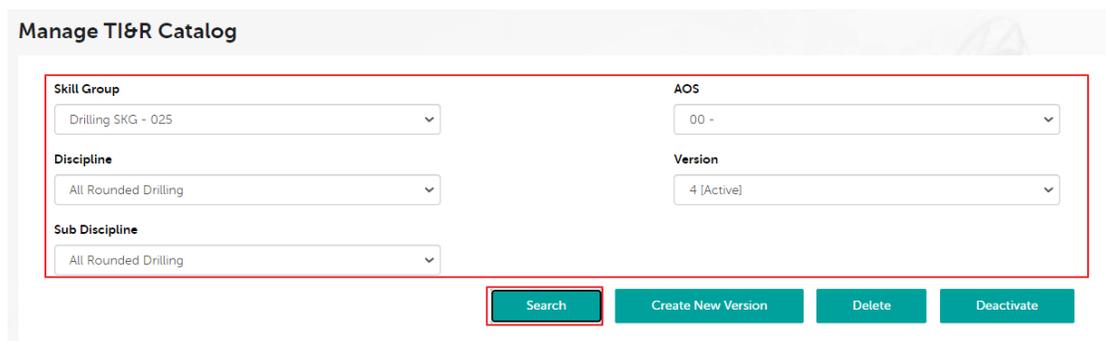
Merge mapping is done when one new TI need to be mapped to multiple TI of other Version so that system can carry the Proficiency Level and Approved Score of multiple mapped TI to the new TI based on carry forward type defined in mapping.

3.3.2.6.3.1 Carry forward Higher

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



The screenshot shows the 'Manage TI&R Catalog' form. The search criteria are: Skill Group (Drilling SKG - 025), Discipline (All Rounded Drilling), Sub Discipline (All Rounded Drilling), AOS (00 -), and Version (4 [Active]). The 'Search' button is highlighted with a red box.

Step 3: Click "Add New TI"/ "✎" button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click "Add" button.

Edit TI&R

Target E2(E)	1	Target E2(23)	1	Target E2(24)	1
Target E3(E)	1	Target E3(25)	2	Target E3(26)	2
Target E4(E)	2	Target E4(27)	2	Target E4(28)	3
Target E5(E)	3	Target E5(29)	4		

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillin	All Rou	All Rou	00 -	4	B1 - HSE Risk I	Add

Carry Forward Type: -- Please Select --

Forward Specific TI: -- Please Select --

Save Cancel

Step 4: Selected TI will be added to the mapping list. Select another TI Name and add it to the mapping list.

Note: More than two TI can be added for merge mapping. For this example, 2 TI from another version is mapped to one new TI.

Step 5: Select Carry Forward Type “Higher” then click “Save” to proceed with mapping.

Edit TI&R

Target E3(E)	1	Target E3(25)	2	Target E3(26)	2
Target E4(E)	2	Target E4(27)	2	Target E4(28)	3
Target E5(E)	3	Target E5(29)	4		

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillin	All Rou	All Rou	00 -	4	B2 - Drilling, V	Add
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	Delete
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 -	4	B2 - Drilling, Workover Rigs and Slickline* 25-01-01-00-V4-B2	Delete

Carry Forward Type: Higher

Forward Specific TI: -- Please Select --

Note: For merge mapping, the mapping is done between one new TI with multiple TI of other Version.

By selecting Carry Forward Type Higher, system will carry forward Highest Proficiency Level and Highest Approved Score among the mapped TI to the multiple new TI.

Given that B2 V4 is mapped to B2 V3 and B3 V3 and the following Talent subscribe to B2 V3 and B3 V3 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V3		2	1
	B3 V3		3	2
Talent B	B2 V3		3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D	B3 V3		3	2

After B2 V4 is mapped to B2 V3 and B3 V3, below scenario will be reflected in Talent's Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V4		3	2
		B2 V3	2	1
		B3 V3	3	2
Talent B	B2 V4		3	3
		B2 V3	3	3
		B3 V3	2	1
Talent C		B2 V4	4	3
		B2 V3	3	2
		B3 V3	4	3
Talent D	B2 V4		3	2
		B3 V3	3	2

* Proficiency Level is not displayed in PCP section.

* For carry forward type: Higher system will find the higher Proficiency Level and higher Approved score between the selected TI mapped to be carried to the new TI.

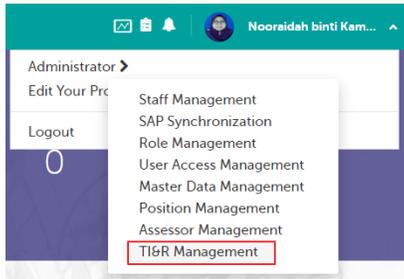
* For merge mapping scenario where one of the old TI mapped is Talent's JCP and another old TI mapped is Talent's PCP, once the new TI is mapped to the old TIs, the new TI will be Talent's JCP. This scenario can be seen in Talent B case above.

* If Talent only subscribe to one of the TI merged, system will carry directly the Proficiency Level and Approved score to the new TI. This can be seen in case Talent D above.

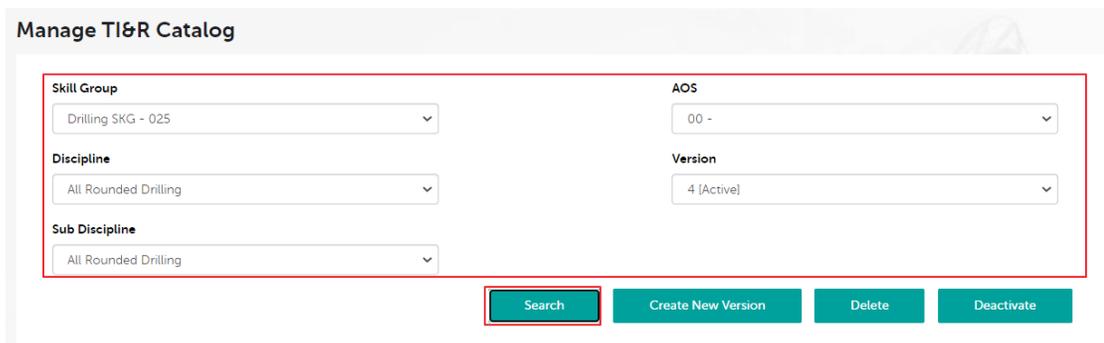
* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.3.2 Carry forward Lower

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



Step 3: Click "Add New TI" / "📄" button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click "Add" button.

Edit TI&R

Target E2(E) 1 Target E2(23) 1 Target E2(24) 1
 Target E3(E) 1 Target E3(25) 2 Target E3(26) 2
 Target E4(E) 2 Target E4(27) 2 Target E4(28) 3
 Target E5(E) 3 Target E5(29) 4

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli	All Rou	All Rou	00 -	4	B1 - HSE Risk I	Add

Carry Forward Type: -- Please Select --
 Forward Specific TI: -- Please Select --

Save Cancel

Step 4: Selected TI will be added to the mapping list. Select another TI Name and add it to the mapping list.

Note: More than two TI can be added for merge mapping. For this example, 2 TI from another version is mapped to one new TI.

Step 5: Select Carry Forward Type "Lower" then click "Save" to proceed with mapping.

Edit TI&R

Target E5(E) 3 Target E5(29) 4

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli	All Rou	All Rou	00 -	4	B2 - Drilling, V	Add
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	Delete
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 -	4	B2 - Drilling, Workover Rigs and Slickline* 25-01-01-00-V4-B2	Delete

Carry Forward Type: Lower
 Forward Specific TI: -- Please Select --

Save Cancel

Note: For merge mapping, the mapping is done between one new TI with multiple TI of other Version.

By selecting Carry Forward Type Lower, system will carry forward Lowest Proficiency Level and Lowest Approved Score among the mapped TI to the multiple new TI.

Given that B2 V4 is mapped to B2 V3 and B3 V3 and the following Talent subscribe to B2 V3 and B3 V3 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V3		2	1
	B3 V3		3	2
Talent B	B2 V3		3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D	B3 V3		3	2

After B2 V4 is mapped to B2 V3 and B3 V3, below scenario will be reflected in Talent's Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V4		2	1
		B2 V3	2	1
		B3 V3	3	2
Talent B	B2 V4		2	1
		B2 V3	3	3
		B3 V3	2	1
Talent C		B2 V4	3	2
		B2 V3	3	2
		B3 V3	4	3
Talent D	B2 V4		3	2
		B3 V3	3	2

* Proficiency Level is not displayed in PCP section.

* For carry forward type: Lower system will find the lowest Proficiency Level and lowest Approved score between the selected TI mapped to be carried to the new TI.

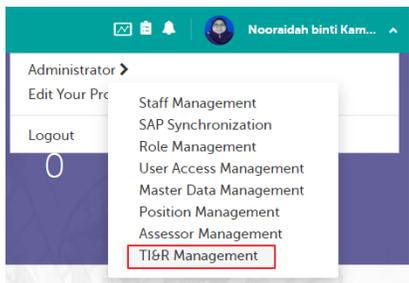
* For merge mapping scenario where one of the old TI mapped is Talent's JCP and another old TI mapped is Talent's PCP, once the new TI is mapped to the old TIs, the new TI will be Talent's JCP. This scenario can be seen in Talent B case above.

* If Talent only subscribe to one of the TI merged, system will carry directly the Proficiency Level and Approved score to the new TI. This can be seen in case Talent D above.

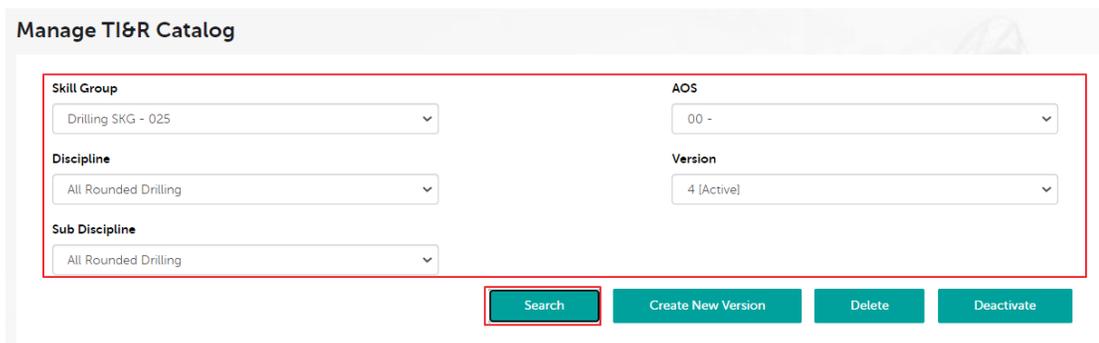
* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.3.3 Carry Forward Average

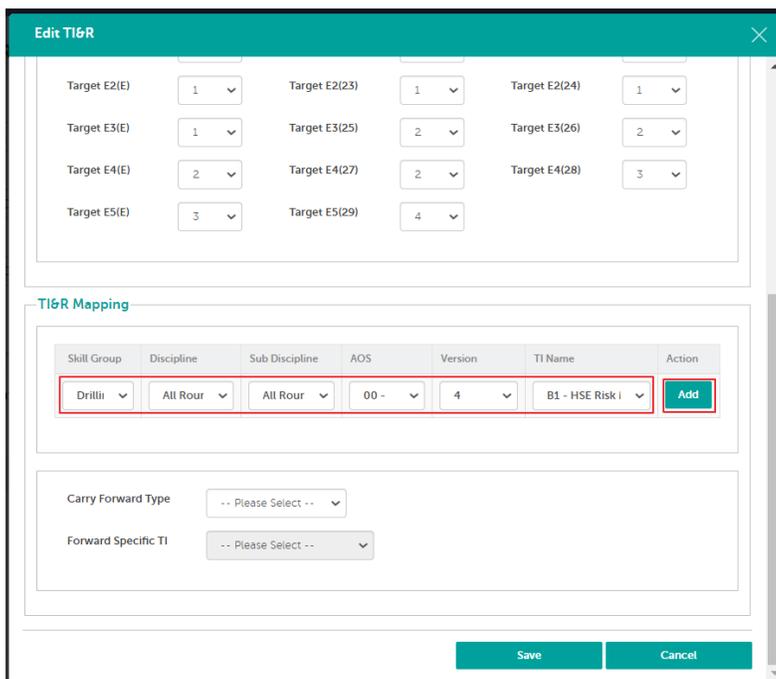
Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



Step 3: Click "Add New TI" / "📄" button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click "Add" button.



Step 4: Selected TI will be added to the mapping list. Select another TI Name and add it to the mapping list.

Note: More than two TI can be added for merge mapping. For this example, 2 TI from another version is mapped to one new TI.

Step 5: Select Carry Forward Type “Average” then click “Save” to proceed with mapping.

Note: For merge mapping, the mapping is done between one new TI with multiple TI of other Version. By selecting Carry Forward Type Average, system will carry forward Average Proficiency Level and Average Approved Score among the mapped TI to the multiple new TI.

Given that B2 V4 is mapped to B2 V3 and B3 V3 and the following Talent subscribe to B2 V3 and B3 V3 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V3		2	1
	B3 V3		3	2
Talent B	B2 V3		3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D	B3 V3		3	2

After B2 V4 is mapped to B2 V3 and B3 V3, below scenario will be reflected in Talent’s Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V4		2	1
		B2 V3	2	1
		B3 V3	3	2
Talent B	B2 V4		2	2
		B2 V3	3	3
		B3 V3	2	1
Talent C		B2 V4	3	2
		B2 V3	3	2
		B3 V3	4	3
Talent D	B2 V4		1	1
		B3 V3	3	2

* Proficiency Level is not displayed in PCP section.

* For carry forward type: Average system will find the average Proficiency Level and average Approved score between the selected TI mapped to be carried to the new TI. If after calculating the average, the proficiency level/approved score is in decimal, system will round down the score.

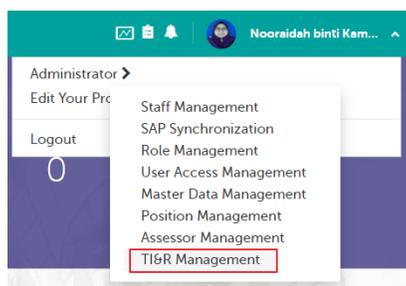
* If Talent only subscribe to one of the TI merged, system will still include the TI Talent did not subscribe in the average calculation where Proficiency Level and Approved Score will be counted as 0. This can be seen in case Talent D above.

* For merge mapping scenario where one of the old TI mapped is Talent's JCP and another old TI mapped is Talent's PCP, once the new TI is mapped to the old TIs, the new TI will be Talent's JCP. This scenario can be seen in Talent B case above.

* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.6.3.4 Carry Forward None

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Manage TI&R Catalog

Skill Group

AOS

Discipline

Version

Sub Discipline

Step 3: Click “Add New TI”/ “” button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click “Add” button.

Edit TI&R ✕

Target E2(E) <input type="text" value="1"/>	Target E2(23) <input type="text" value="1"/>	Target E2(24) <input type="text" value="1"/>
Target E3(E) <input type="text" value="1"/>	Target E3(25) <input type="text" value="2"/>	Target E3(26) <input type="text" value="2"/>
Target E4(E) <input type="text" value="2"/>	Target E4(27) <input type="text" value="2"/>	Target E4(28) <input type="text" value="3"/>
Target E5(E) <input type="text" value="3"/>	Target E5(29) <input type="text" value="4"/>	

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli	All Rour	All Rour	00 -	4	B1 - HSE Risk I	Add

Carry Forward Type

Forward Specific TI

Step 4: Selected TI will be added to the mapping list. Select another TI Name and add it to the mapping list.

Note: More than two TI can be added for merge mapping. For this example, 2 TI from another version is mapped to one new TI.

Step 5: Select Carry Forward Type “None” then click “Save” to proceed with mapping.

Edit TI&R
✕

Target E5(E) Target E5(29)

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
<input type="text" value="Drilling"/>	<input type="text" value="All Rou"/>	<input type="text" value="All Rou"/>	<input type="text" value="00 -"/>	<input type="text" value="4"/>	<input type="text" value="B2 - Drilling, V"/>	<input type="button" value="Add"/>
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	<input type="button" value="Delete"/>
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B2 - Drilling, Workover Rigs and Slickline* 25-01-01-00-V4-B2	<input type="button" value="Delete"/>

Carry Forward Type

Forward Specific TI

Note: For merge mapping, the mapping is done between one new TI with multiple TI of other Version. By selecting Carry Forward Type None, system will get the Average score for the new Proficiency Level while no Approved Score will be carried among the mapped TI to the multiple new TI.

Given that B2 V4 is mapped to B2 V3 and B3 V3 and the following Talent subscribe to B2 V3 and B3 V3 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V3		2	1
	B3 V3		3	2
Talent B	B2 V3		3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D	B3 V3		3	2

After B2 V4 is mapped to B2 V3 and B3 V3, below scenario will be reflected in Talent's Profile.

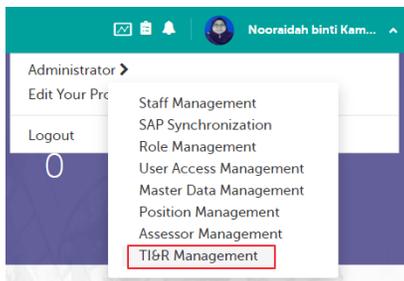
Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V4		2	
		B2 V3	2	1
		B3 V3	3	2

Talent B	B2 V4		2	
		B2 V3	3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D		B3 V3	3	2

- * Proficiency Level is not displayed in PCP section.
- * For carry forward type: None system will find the average Proficiency Level between the selected TI mapped to be carried to the new TI while no Approved Score will be carried.
- * For merge mapping scenario where one of the old TI mapped is Talent’s JCP and another old TI mapped is Talent’s PCP, once the new TI is mapped to the old TIs, the new TI will be Talent’s JCP. This scenario can be seen in Talent B case above.
- * If Talent only subscribe to one of the TI merged, system will still include the TI Talent did not subscribe in the average calculation of Proficiency Level. This can be seen in case Talent D above.
- * Mapping done will be reflected to ALL Talent that subscribed to the mapped TI.
- * PCP Section will only display competency with score.

3.3.2.6.3.5 Carry Specific TI

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Manage TI&R Catalog

Skill Group

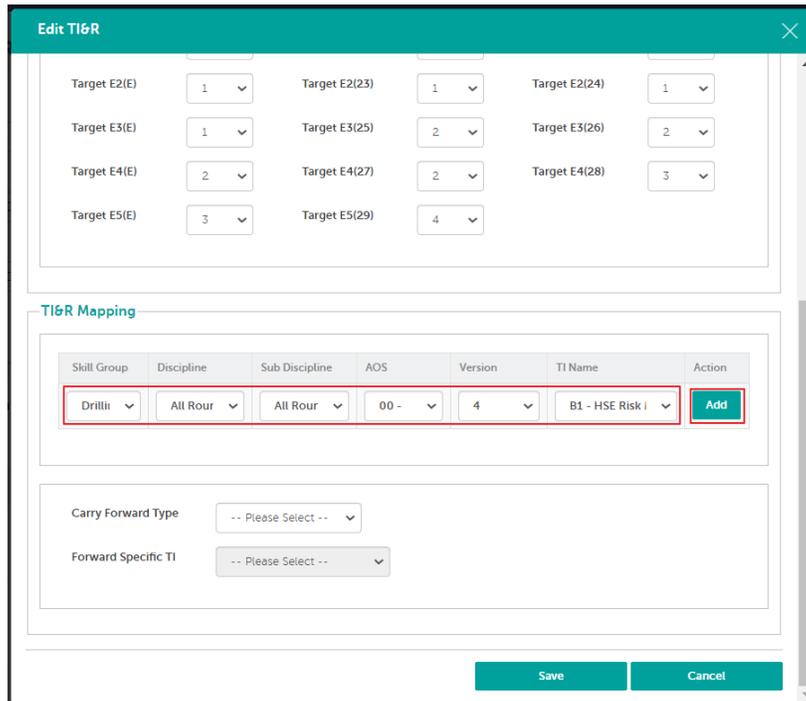
Discipline

Sub Discipline

AOS

Version

Step 3: Click “Add New TI”/ “” button under Action column of TI&R to add/edit TI. Under TI&R Mapping section of Add/Edit TI&R screen, select Skill Group, Discipline, Sub Discipline, AOS, Version and TI Name of TI&R that need to be mapped with the new TI then click “Add” button.



Target	Value	Target	Value	Target	Value
Target E2(E)	1	Target E2(23)	1	Target E2(24)	1
Target E3(E)	1	Target E3(25)	2	Target E3(26)	2
Target E4(E)	2	Target E4(27)	2	Target E4(28)	3
Target E5(E)	3	Target E5(29)	4		

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drillin	All Rour	All Rour	00 -	4	B1 - HSE Risk	Add

Carry Forward Type: -- Please Select --

Forward Specific TI: -- Please Select --

Save Cancel

Step 4: Selected TI will be added to the mapping list. Select another TI Name and add it to the mapping list.

Note: More than two TI can be added for merge mapping. For this example, 2 TI from another version is mapped to one new TI.

Step 5: Select Carry Forward Type “Forward Specific TI” then chose the TI to be carried under “Forward Specific TI” field. Click “Save” to proceed with mapping.

Edit TI&R
✕

Target E5(E) 3 Target E5(29) 4

TI&R Mapping

Skill Group	Discipline	Sub Discipline	AOS	Version	TI Name	Action
Drilli v	All Rou v	All Rou v	00 - v	4 v	B2 - Drilling, v v	Add
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B1 - HSE Risk Management* 25-01-01-00-V4-B1	Delete
Drilling SKG - 025	All Rounded Drilling	All Rounded Drilling	00 - -	4	B2 - Drilling, Workover Rigs and Slickline* 25-01-01-00-V4-B2	Delete

Carry Forward Type Forward Specific TI v

Forward Specific TI B1 - HSE Risk Managem v

Save
Cancel

Note: For merge mapping, the mapping is done between one new TI with multiple TI of other Version. By selecting Carry Forward Type : Forward Specific TI, system will carry forward Proficiency Level and Approved Score from TI selected to the new TI.

Given that B2 V4 is mapped to B2 V3 and B3 V3 and the TI selected for Forward Specific TI is B2 V3. The following Talent subscribe to B2 V3 and B3 V3 as either their JCP or PCP.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V3		2	1
	B3 V3		3	2
Talent B	B2 V3		3	3
		B3 V3	2	1
Talent C		B2 V3	3	2
		B3 V3	4	3
Talent D	B3 V3		3	2

After B2 V4 is mapped to B2 V3 and B3 V3, below scenario will be reflected in Talent's Profile.

Talent	JCP/ Technical Competency list	PCP list	Proficiency Level	Approved Score
Talent A	B2 V4		2	1
		B2 V3	2	1
		B3 V3	3	2

Talent B	B2 V4		3	3
		B2 V3	3	3
		B3 V3	2	1
Talent C		B2 V4	3	2
		B2 V3	3	2
		B3 V3	4	3
Talent D	B2 V4		3	
		B3 V3	3	2

* Proficiency Level is not displayed in PCP section.

* For carry forward type: Carry Specific TI system will get the Proficiency Level and Approved score from the selected TI to be carried to the new TI.

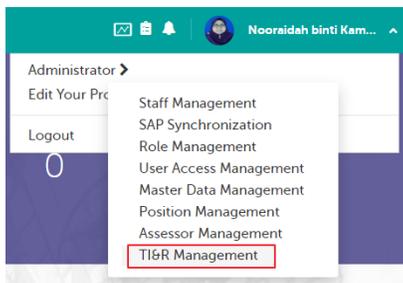
* For merge mapping scenario where one of the old TI mapped is Talent's JCP and another old TI mapped is Talent's PCP, once the new TI is mapped to the old TIs, the new TI will be Talent's JCP. This scenario can be seen in Talent B case above.

* Mapping done will be reflected to ALL Talent that subscribed to the mapped TI

3.3.2.7 TI&R Descriptor

3.3.2.7.1 View Main and Level Descriptor of TI

Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.

Manage TI&R Catalog

Skill Group
Drilling SKG - 025

Discipline
All Rounded Drilling

Sub Discipline
All Rounded Drilling

AOS
00 -

Version
4 [Active]

Search
Create New Version
Delete
Deactivate

Step 3: In the Technology Inventory & Ruler listing, click “View” button under Descriptor column.

Technology Inventory & Ruler

Add New

CTI	GTI/STI	E1 (E)	E1 (21)	E1 (22)	E2 (E)	E2 (23)	E2 (24)	E3 (E)	E3 (25)	E3 (26)	E4 (E)	E4 (27)	E4 (28)	E5 (E)	E5 (29)	Mapping	Action	Descriptor
No																	✎ 🗑 Edit View	

Step 4: The View Descriptor screen is displayed where Main and Level Descriptor of TI can be viewed. To return back to TI&R listing, click “Close” button.

View Descriptor ✕

SKG 025 - Drilling

Discipline All Rounded Drilling

Sub Discipline All Rounded Drilling

AOS 00 -

Version 4

TI Name HSE Risk Management*

Descriptor

Main descriptor

Ability to identify, assess, report and monitor the ever changing risks faced by drilling and workover operations. Take specific measures to mitigate these risks to protect the employees, operations, assets and corporate image, and to comply with all statutory and legal requirements. Those skills and techniques necessary to identify potential and real conflicts with regulatory and organization

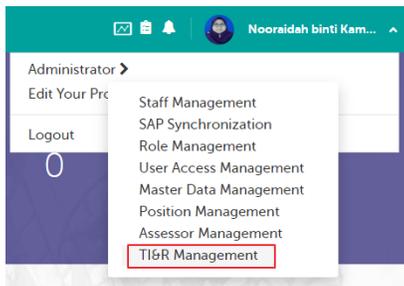
Level Descriptor

TI Level	Sequence	Level Descriptor
Awareness	1	Familiar with the principles and philosophy of risk management.
Awareness	2	Have a basic understanding of risk assessment tools and techniques for DR key risks area such as risk profiling, risk assessment in key business processes, project risk, HSE risk and etc.
Awareness	3	Is familiar with the various regulatory agencies and organization policies (HSEMS) and restrictions with respect to waste generation and disposal as well as other environmental and safety related issues.
Knowledge	1	Assist in risk identification, risk assessment, reporting and development of risk mitigations.
Knowledge	2	Provide input for risk reporting and updates on the mitigations.

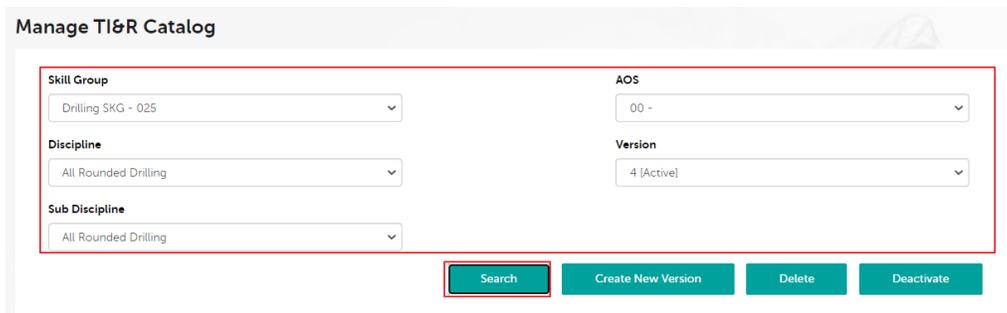
Close

3.3.2.7.2 Add Main and Level Descriptor for TI

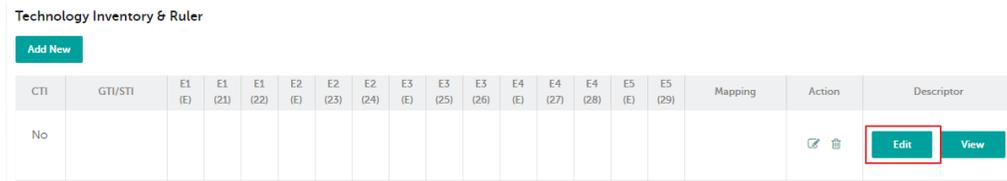
Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



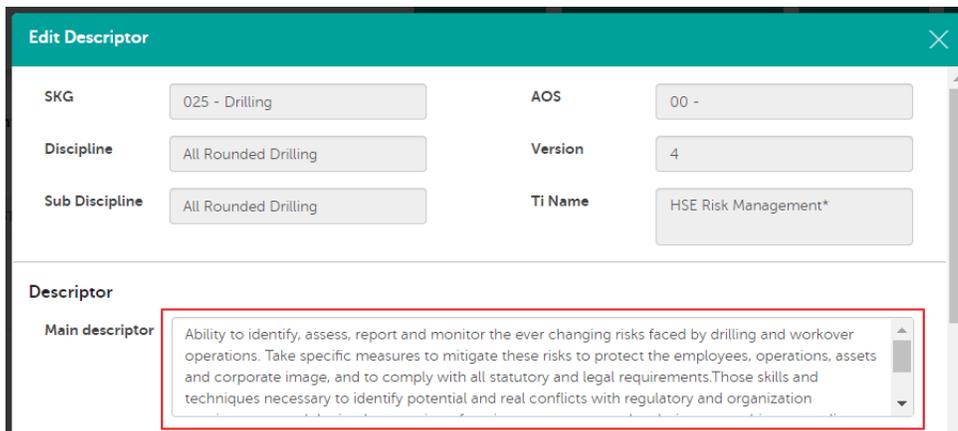
Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



Step 3: In the Technology Inventory & Ruler listing, click "Edit" button under Descriptor column to update Main or Level Descriptor of any TI listed.



Step 4: To update Main Descriptor, fill in the Main Descriptor field in the Edit Descriptor screen.



Step 5: New Level Descriptor can be added by selecting TI Level and filling up the Sequence and Level Descriptor details then click “Add” button.

Edit Descriptor
✕

SKG	<input type="text" value="025 - Drilling"/>	AOS	<input type="text" value="00 -"/>
Discipline	<input type="text" value="All Rounded Drilling"/>	Version	<input type="text" value="4"/>
Sub Discipline	<input type="text" value="All Rounded Drilling"/>	Ti Name	<input type="text" value="HSE Risk Management*"/>

Descriptor

Main descriptor

Level Descriptor

TI Level	Sequence	Level Descriptor	Action
▼	<input type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="ADD"/>
Awareness	1	Familiar with the principles and philosophy of risk management.	<input type="button" value="DELETE"/>
Awareness	2	Have a basic understanding of risk assessment tools and techniques for DR key risks area such as risk profiling, risk assessment in key business processes, project risk, HSE risk and etc.	<input type="button" value="DELETE"/>
Awareness	3	Is familiar with the various regulatory agencies and organization policies (HSEMS) and restrictions with respect	<input type="button" value="DELETE"/>

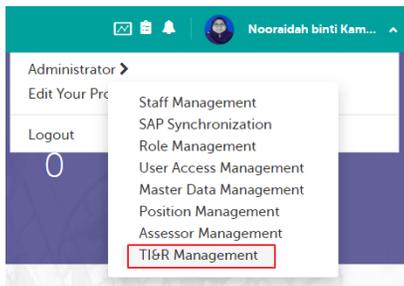
Step 6: Once Main and Level Descriptor is updated, click “Save” to proceed.

Level Descriptor

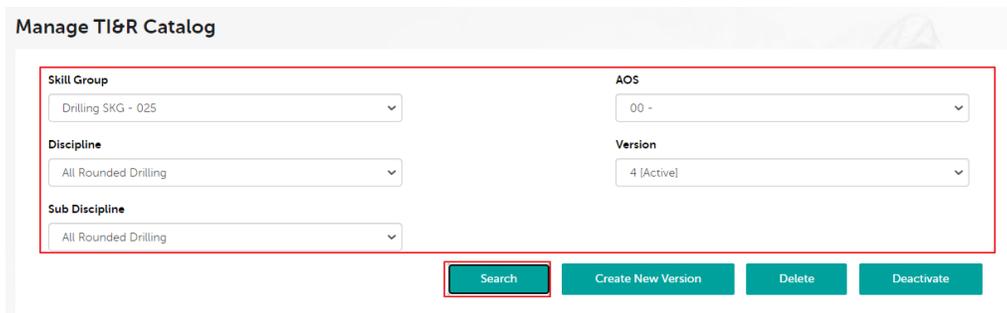
TI Level	Sequence	Level Descriptor	Action
▼	<input type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="ADD"/>
Awareness	1	Familiar with the principles and philosophy of risk management.	<input type="button" value="DELETE"/>
Awareness	2	Have a basic understanding of risk assessment tools and techniques for DR key risks area such as risk profiling, risk assessment in key business processes, project risk, HSE risk and etc.	<input type="button" value="DELETE"/>
Awareness	3	Is familiar with the various regulatory agencies and organization policies (HSEMS) and restrictions with respect	<input type="button" value="DELETE"/>

3.3.2.7.3 Delete Level Descriptor of TI

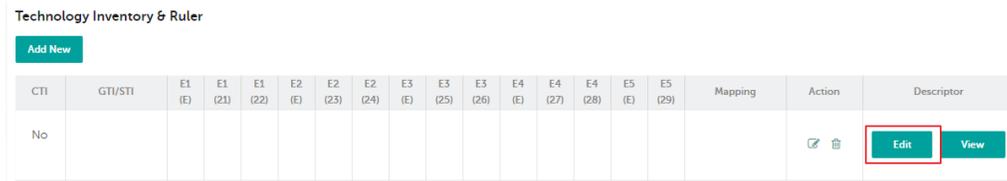
Step 1: Click "Username" on the top right side of the screen and navigate to "TI&R Management" from "Administrator" sub menu.



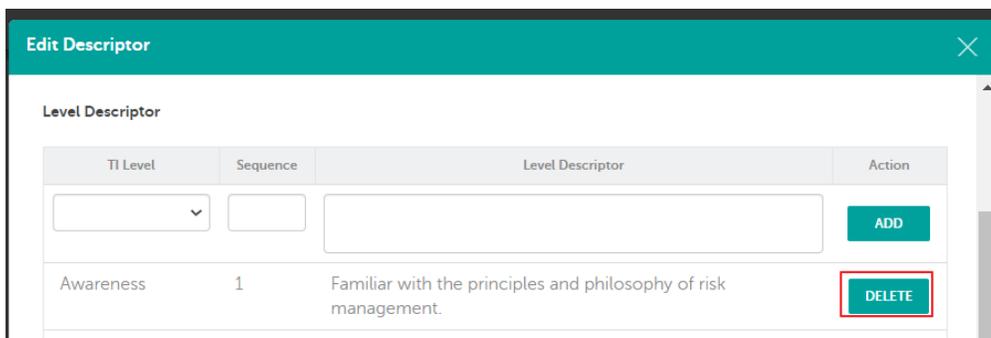
Step 2: In TI&R Management page, select Skill Group, Discipline, Sub Discipline, AOS and Version of TI&R Catalog to be viewed then click "Search" button.



Step 3: In the Technology Inventory & Ruler listing, click "Edit" button under Descriptor column to update Main or Level Descriptor of any TI listed.



Step 4: Under Level Descriptor section, click "Delete" button.



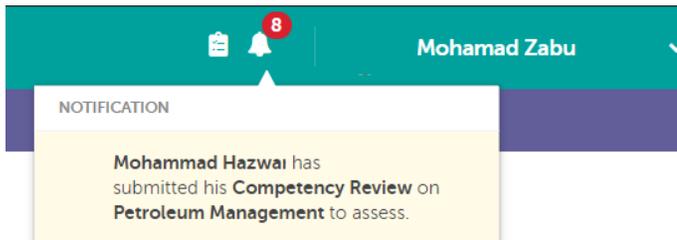
Step 5: Click "Save" once above action is done.

3.4 Superior

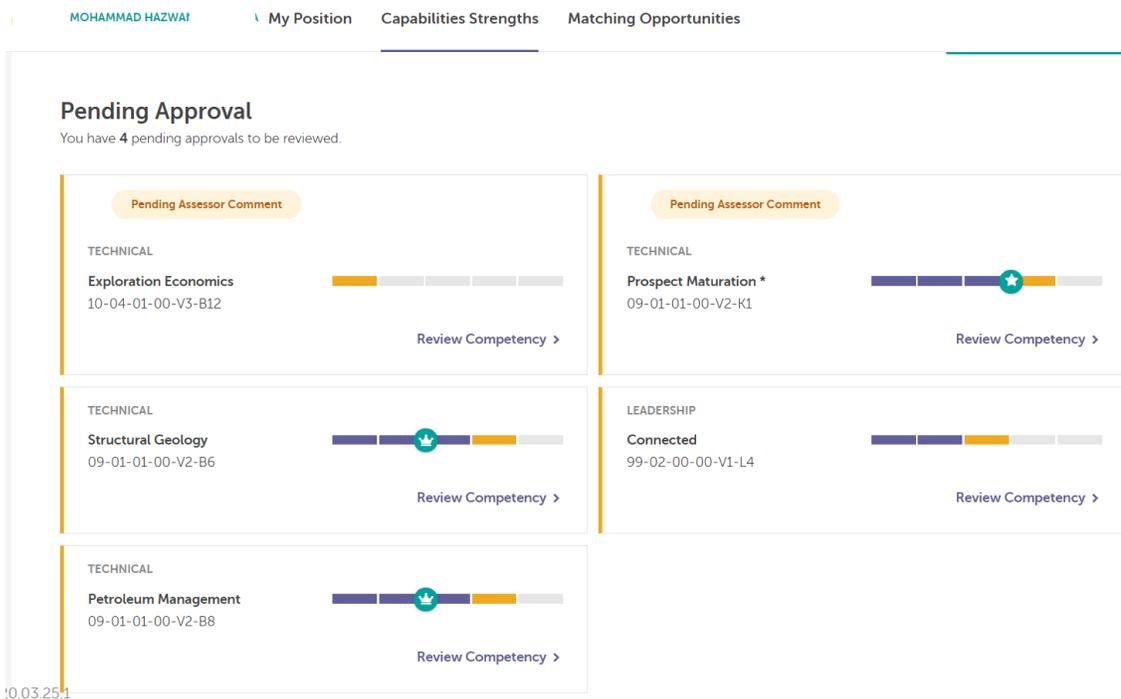
3.4.1 Superior Managed Assessment

3.4.1.1 Save Score and Comments during Review as Draft

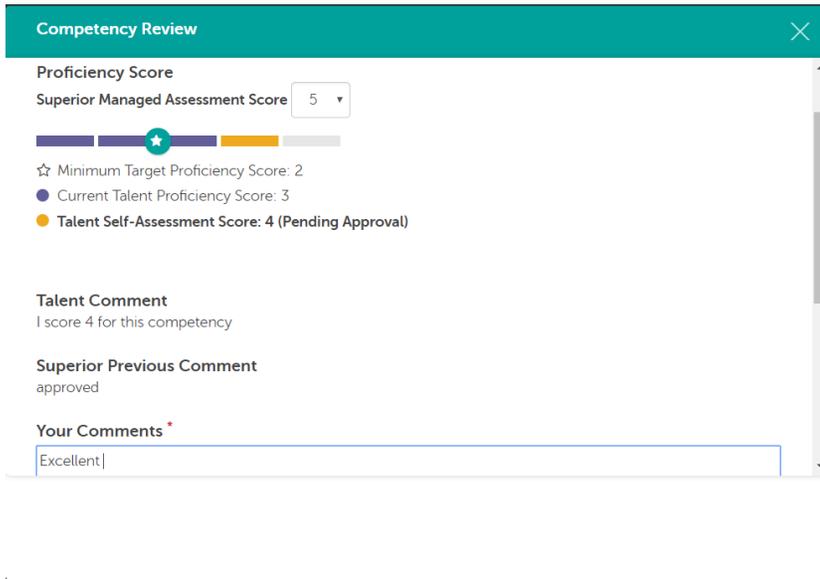
Step 1: Click on the “” icon on top menu then click on Talent “Competency Review” notification. Superior may also navigate to Talent’s Profile via “My Team” from top menu to proceed with competency Review.



Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.



Step 3: On the Competency Review pop up window, select a valid value from Superior Managed Assessment Score Dropdown and fill in comments under Update Your Comments field.



Competency Review [Close]

Proficiency Score
 Superior Managed Assessment Score: 5

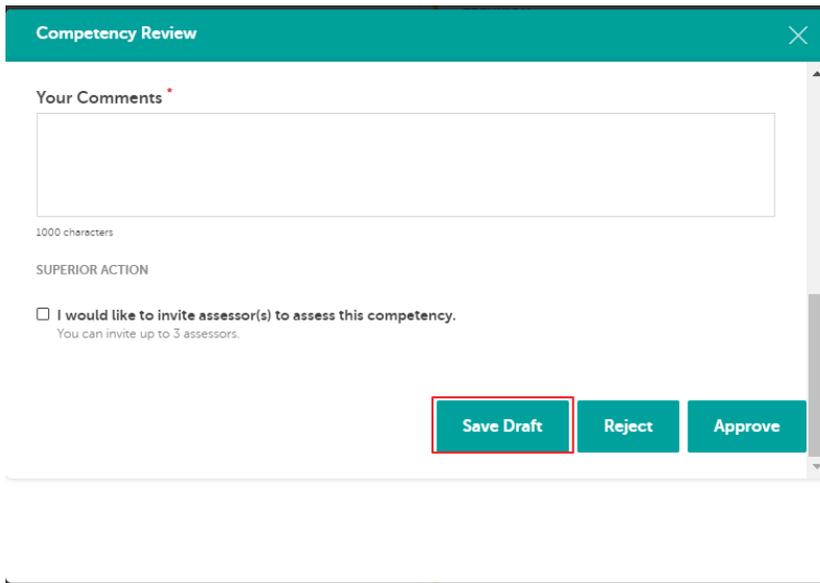
☆ Minimum Target Proficiency Score: 2
 ● Current Talent Proficiency Score: 3
 ● Talent Self-Assessment Score: 4 (Pending Approval)

Talent Comment
 I score 4 for this competency

Superior Previous Comment
 approved

Your Comments *
 [Excellent]

Step 4: Click on “Save Draft” button to save score and comments as draft.



Competency Review [Close]

Your Comments *
 [Empty text area]
 1000 characters

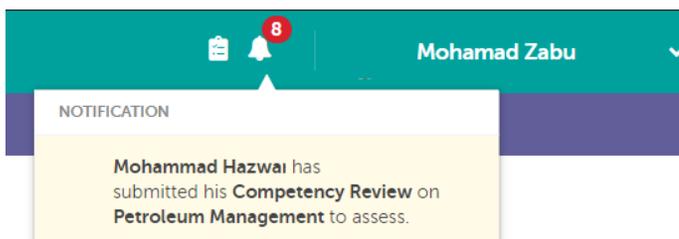
SUPERIOR ACTION

I would like to invite assessor(s) to assess this competency.
You can invite up to 3 assessors.

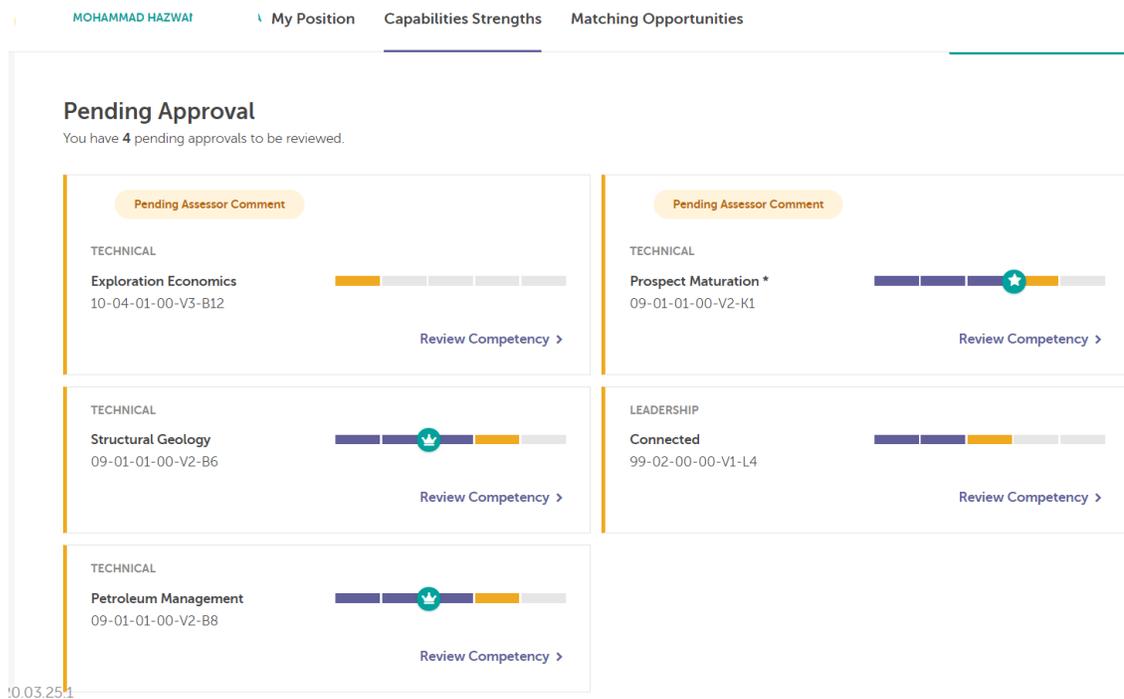
[Save Draft] [Reject] [Approve]

3.4.1.2 Approve / Reject submitted Self-Assessment by Talent

Step 1: Click on the “🔔” icon on top menu then click on Talent “Competency Review” notification.
 Superior may also navigate to Talent’s Profile via “My Team” from top menu to proceed with competency Review.



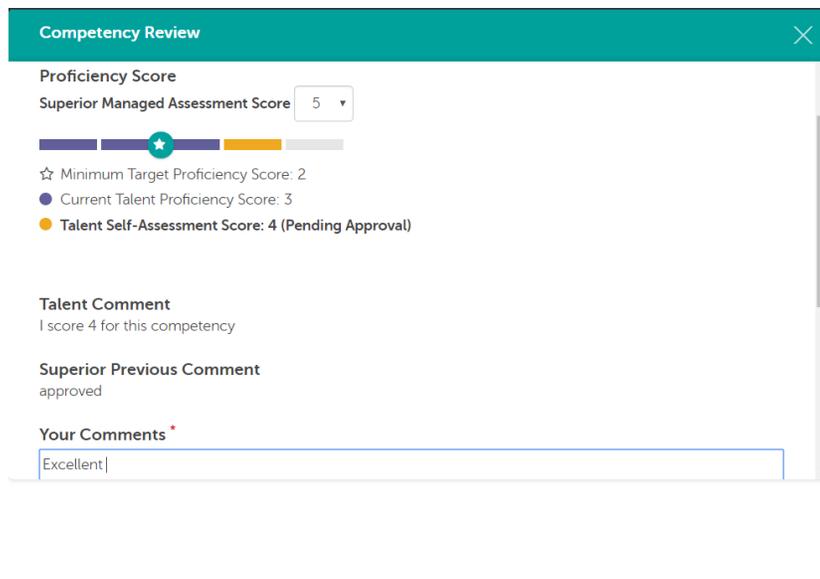
Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.



The screenshot shows the 'Capabilities Strengths' section for user MOHAMMAD HAZWAI. It displays a 'Pending Approval' notification with 4 pending approvals. Each approval card includes the competency name, ID, and a progress bar with a 'Review Competency' link.

Competency	ID	Current Status
Exploration Economics	10-04-01-00-V3-B12	Pending Approval
Prospect Maturation *	09-01-01-00-V2-K1	Approved
Structural Geology	09-01-01-00-V2-B6	Approved
Connected	99-02-00-00-V1-L4	Pending Approval
Petroleum Management	09-01-01-00-V2-B8	Approved

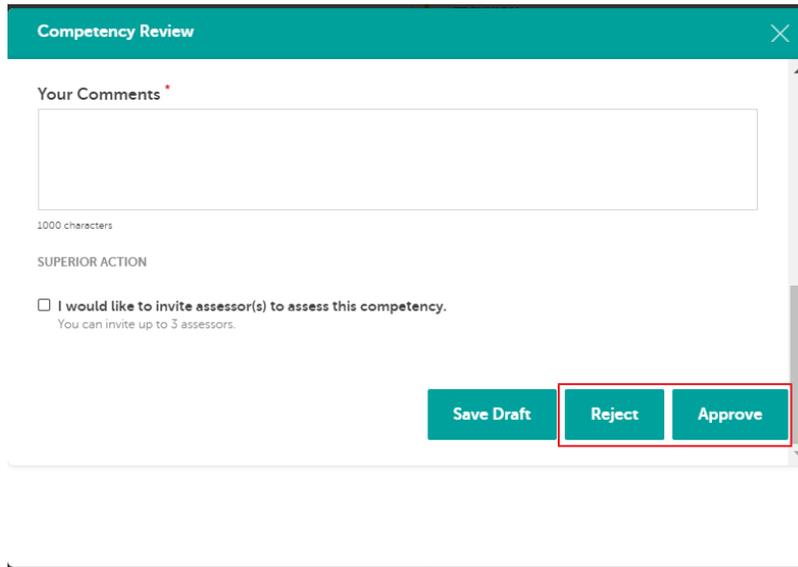
Step 3: On the Competency Review pop up window, select a valid value from Superior Managed Assessment Score Dropdown and fill in comments under Update Your Comments field.



The 'Competency Review' window shows the following details for the 'Prospect Maturation *' competency:

- Proficiency Score:** Superior Managed Assessment Score is set to 5.
- Score Legend:**
 - ☆ Minimum Target Proficiency Score: 2
 - Current Talent Proficiency Score: 3
 - Talent Self-Assessment Score: 4 (Pending Approval)
- Talent Comment:** I score 4 for this competency
- Superior Previous Comment:** approved
- Your Comments:** Excellent

Step 4: Click on “Approve” button to approve or “Reject” button to reject submitted self-assessment submitted by Talent. On the “Approval” window, click on the <close> button.



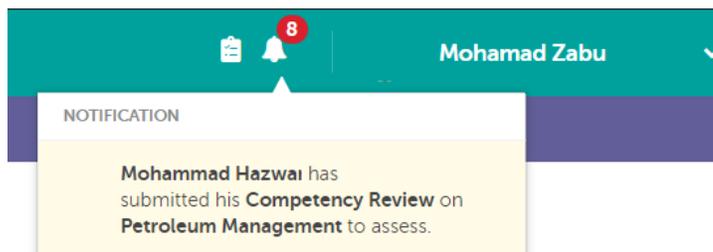
3.4.2 Talent’s Competency Progress Report Calculation

Refer to [Section 3.7.5](#)

3.4.3 Selection of Assessor by Superior

3.4.3.1 Selection of Qualified Assessor

Step 1: Click on the “” icon on top menu then click on Talent “Competency Review” notification.



Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.

Pending Approval

You have 4 pending approvals to be reviewed.

<p>Pending Assessor Comment</p> <p>TECHNICAL Exploration Economics 10-04-01-00-V3-B12</p> <p>Review Competency ></p>	<p>Pending Assessor Comment</p> <p>TECHNICAL Prospect Maturation * 09-01-01-00-V2-K1</p> <p>Review Competency ></p>
<p>TECHNICAL Structural Geology 09-01-01-00-V2-B6</p> <p>Review Competency ></p>	<p>LEADERSHIP Connected 99-02-00-00-V1-L4</p> <p>Review Competency ></p>
<p>TECHNICAL Petroleum Management 09-01-01-00-V2-B8</p> <p>Review Competency ></p>	

0:03.25.1

Step 3: On the Competency Review pop up window, select a valid value from Superior Managed Assessment Score Dropdown and fill in comments under Update Your Comments field.

Competency Review ✕

Proficiency Score
Superior Managed Assessment Score 5

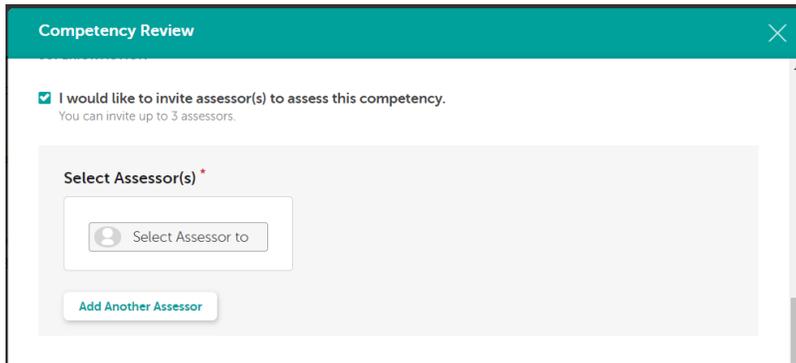
☆ Minimum Target Proficiency Score: 2
● Current Talent Proficiency Score: 3
● Talent Self-Assessment Score: 4 (Pending Approval)

Talent Comment
I score 4 for this competency

Superior Previous Comment
approved

Your Comments *

Step 4: Check on the "I would like to invite assessor(s) comment about this competency" checkbox then click "Select Assessor" button.



Competency Review

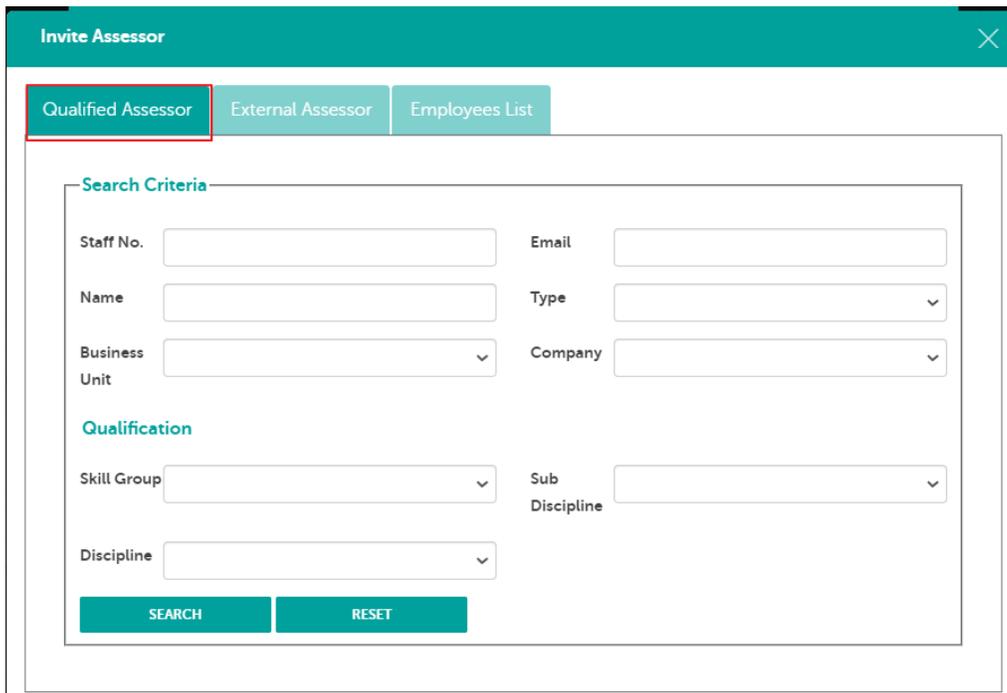
I would like to invite assessor(s) to assess this competency.
You can invite up to 3 assessors.

Select Assessor(s) *

Select Assessor to

Add Another Assessor

Step 5: In the Invite Assessor window click on “Qualified Assessor” Tab. In the Qualified Assessor Tab, Superior may filter by Assessor Staff No., Email, Name, Type, Business Unit, Company and Qualification (Skill Group, Discipline and Sub Discipline).



Invite Assessor

Qualified Assessor External Assessor Employees List

Search Criteria

Staff No. Email

Name Type

Business Unit Company

Qualification

Skill Group Sub Discipline

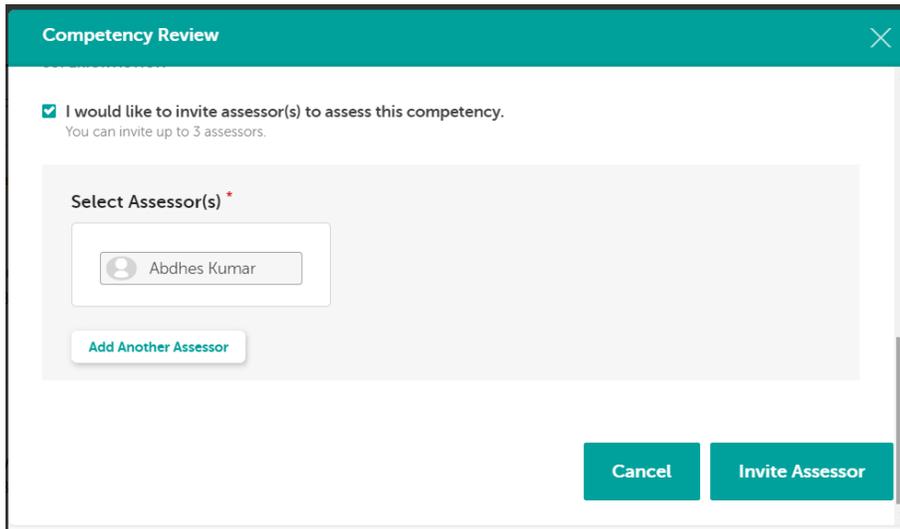
Discipline

SEARCH RESET

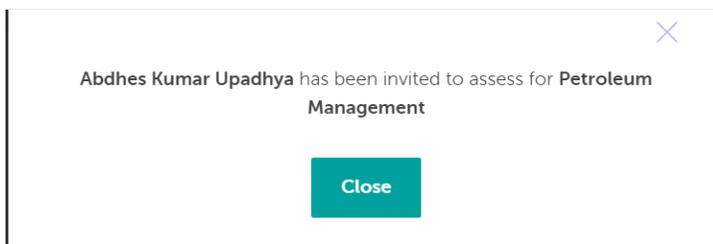
Step 6: Click on “Select” button under action column

Staff No	Full Name	Email	Action
140462	Abdhes Kumar Upadhyay	ABDHES.KUMAR@PETRONAS.COM.MY	SELECT

Step 7: Click on “Invite Assessor” button. When prompted for confirmation, click on the <close> button.



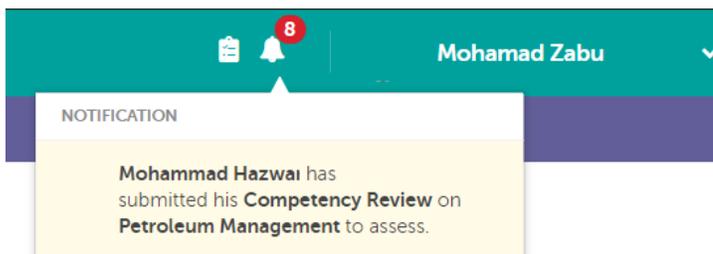
Step 8: Click “Close” button on the Review Competency window.



3.4.3.2 Selection of External Assessor

3.4.3.2.1 Invite External Assessor

Step 1: Click on the “” icon on top menu then click on Talent “Competency Review” notification.



Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.

Pending Approval

You have 4 pending approvals to be reviewed.

<p>Pending Assessor Comment</p> <p>TECHNICAL</p> <p>Exploration Economics 10-04-01-00-V3-B12</p> <p>Review Competency ></p>	<p>Pending Assessor Comment</p> <p>TECHNICAL</p> <p>Prospect Maturation * 09-01-01-00-V2-K1</p> <p>Review Competency ></p>
<p>TECHNICAL</p> <p>Structural Geology 09-01-01-00-V2-B6</p> <p>Review Competency ></p>	<p>LEADERSHIP</p> <p>Connected 99-02-00-00-V1-L4</p> <p>Review Competency ></p>
<p>TECHNICAL</p> <p>Petroleum Management 09-01-01-00-V2-B8</p> <p>Review Competency ></p>	

0:03.25.1

Step 3: On the Competency Review pop up window, select a valid value from Superior Managed Assessment Score Dropdown and fill in comments under Update Your Comments field.

Competency Review ✕

Proficiency Score
Superior Managed Assessment Score

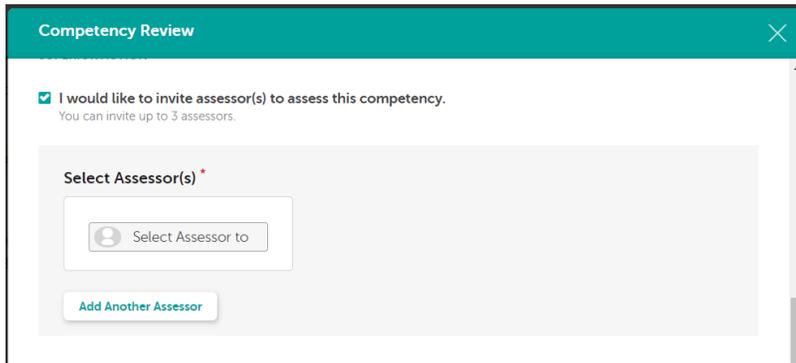
☆ Minimum Target Proficiency Score: 2
● Current Talent Proficiency Score: 3
● Talent Self-Assessment Score: 4 (Pending Approval)

Talent Comment
I score 4 for this competency

Superior Previous Comment
approved

Your Comments *

Step 4: Check on the "I would like to invite assessor(s) comment about this competency" checkbox then click "Select Assessor" button.



Competency Review

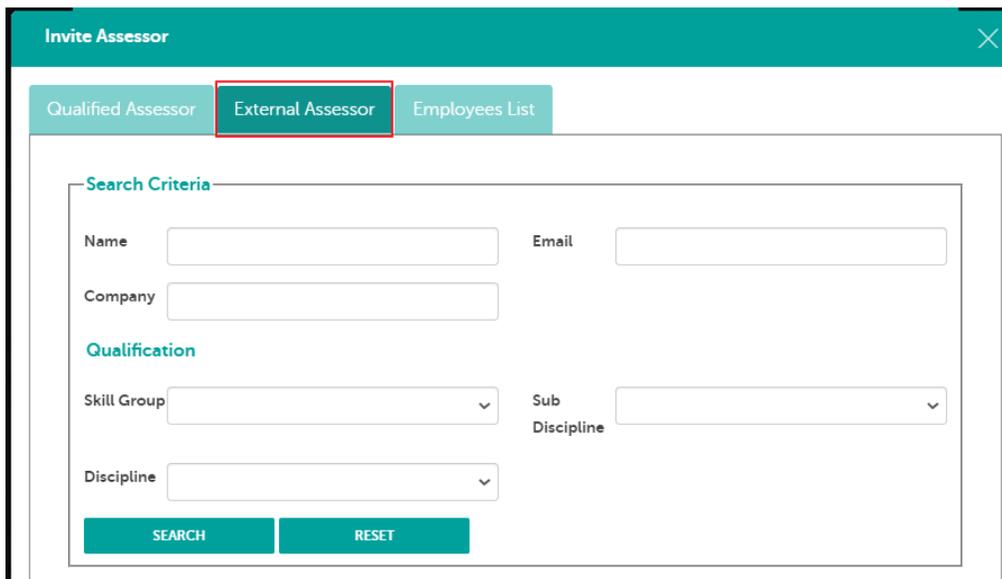
I would like to invite assessor(s) to assess this competency.
You can invite up to 3 assessors.

Select Assessor(s) *

Select Assessor to

Add Another Assessor

Step 5: In the Invite Assessor window click on “External Assessor” Tab. In the External Assessor Tab, Superior may filter by External Assessor Name, Email, Company and Qualification (Skill Group, Discipline and Sub Discipline).



Invite Assessor

Qualified Assessor **External Assessor** Employees List

Search Criteria

Name Email

Company

Qualification

Skill Group Sub Discipline

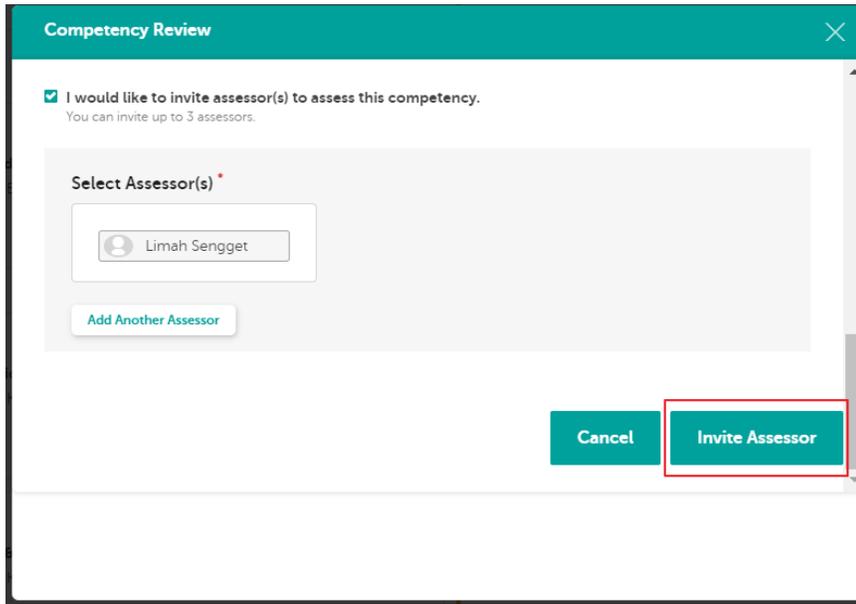
Discipline

SEARCH RESET

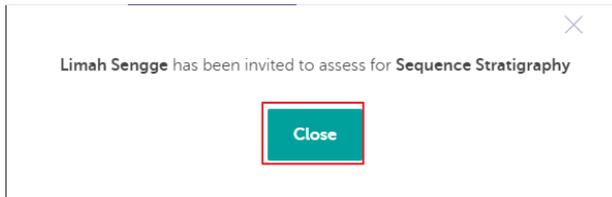
Step 6: Click on “Select” button under action column

Full Name	Email	Company	Type	Action
Limah Sengget	limah@gmail.com	Limah Enterprise	ExternalAssessor	SELECT

Step 7: Click on “Invite Assessor” button. When prompted for confirmation, click on the <close> button.



Step 8: Click “Close” button on the Review Competency window.



3.4.3.2.2 Reset External Assessor Pin ID

For cases where External Assessor requested for extension on Pin Id, Superior to follow below steps to reset the Pin ID.

Step 1: Go to Talent’s Profile via My Team.

Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.

Pending Approval

You have 4 pending approvals to be reviewed.

<p>Pending Assessor Comment</p> <p>TECHNICAL Exploration Economics 10-04-01-00-V3-B12</p> <p>Review Competency ></p>	<p>Pending Assessor Comment</p> <p>TECHNICAL Prospect Maturation * 09-01-01-00-V2-K1</p> <p>Review Competency ></p>
<p>TECHNICAL Structural Geology 09-01-01-00-V2-B6</p> <p>Review Competency ></p>	<p>LEADERSHIP Connected 99-02-00-00-V1-L4</p> <p>Review Competency ></p>
<p>TECHNICAL Petroleum Management 09-01-01-00-V2-B8</p> <p>Review Competency ></p>	

0.03.25.1

Step 3: On the Competency Review pop up window, scroll down to Assessor Comment section. Click “Remind to comment” button to sent new Pin Id to External Assessor.

Competency Review
✕

1000 characters

Assessor(s) Comment Pending Assessor(s) Comment (1)

Limah Sengget

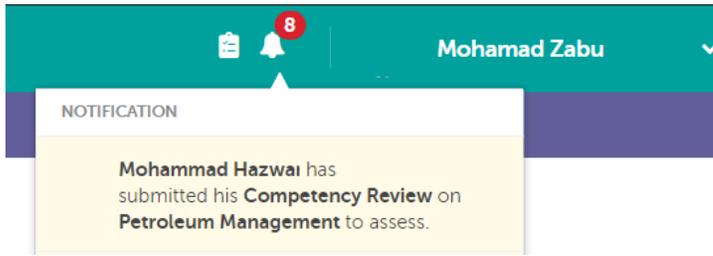
Remind to comment

Waiting Assessor Review...

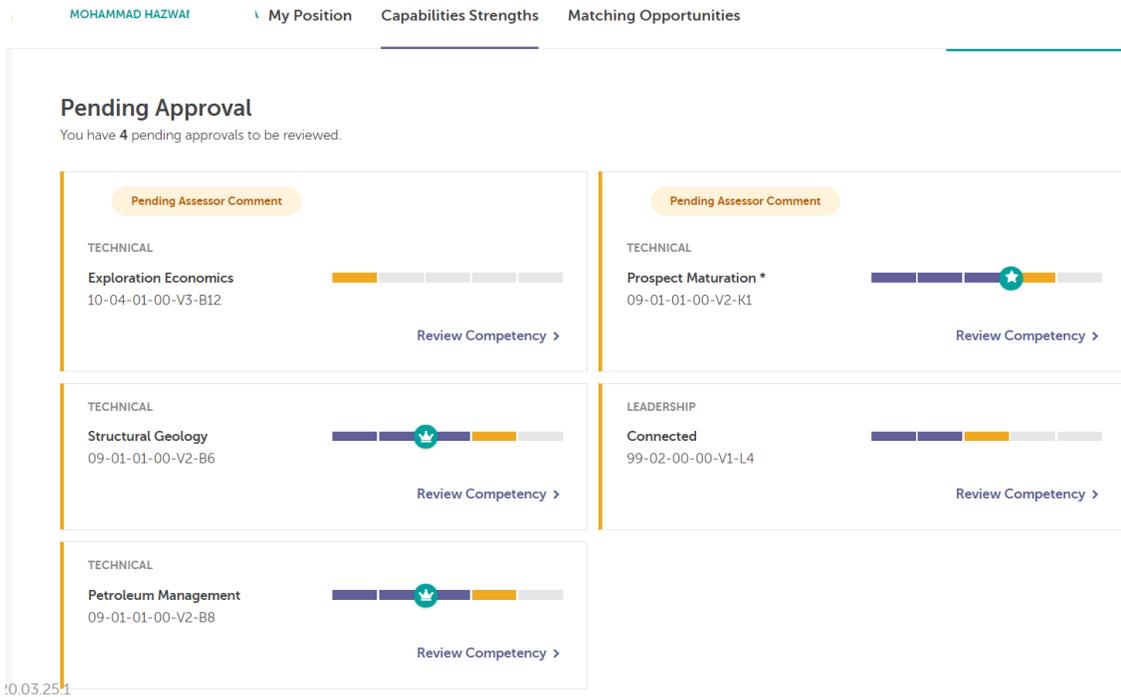
I would like to make assessor comments available for the talent.

3.4.3.3 Selection of Assessor from Employee List

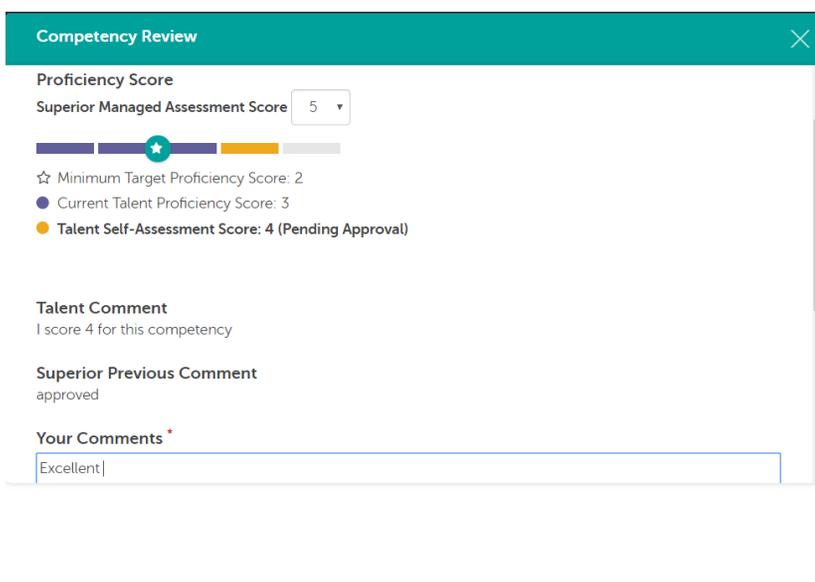
Step 1: Click on the “ ” icon on top menu then click on Talent “Competency Review” notification.



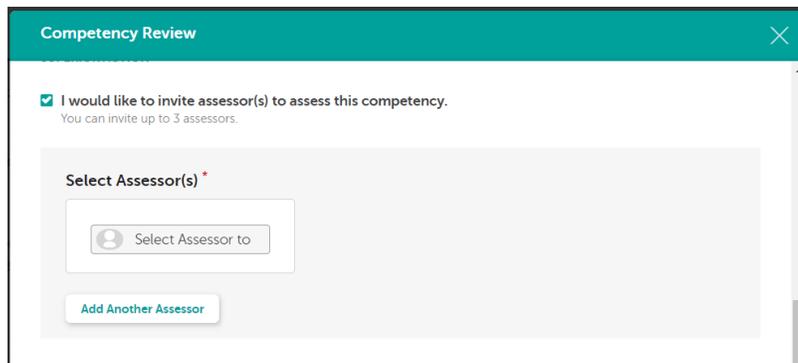
Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.



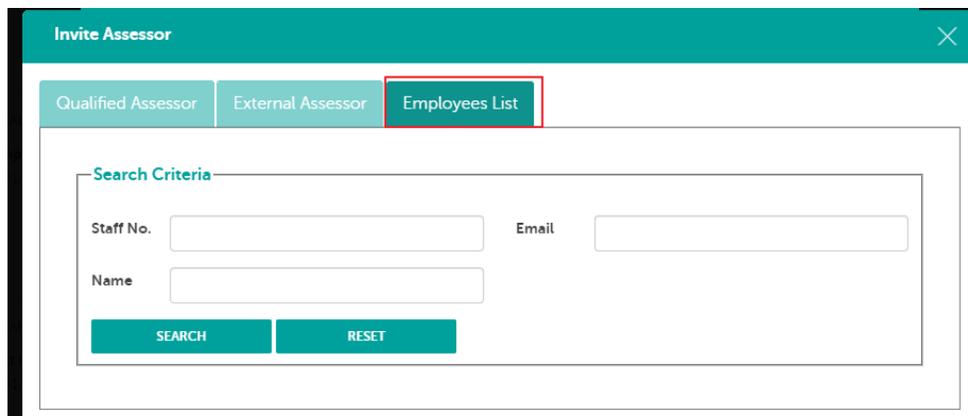
Step 3: On the Competency Review pop up window, select a valid value from Superior Managed Assessment Score Dropdown and fill in comments under Update Your Comments field.



Step 4: Check on the “ I would like to invite assessor(s) comment about this competency” checkbox then click “Select Assessor” button.



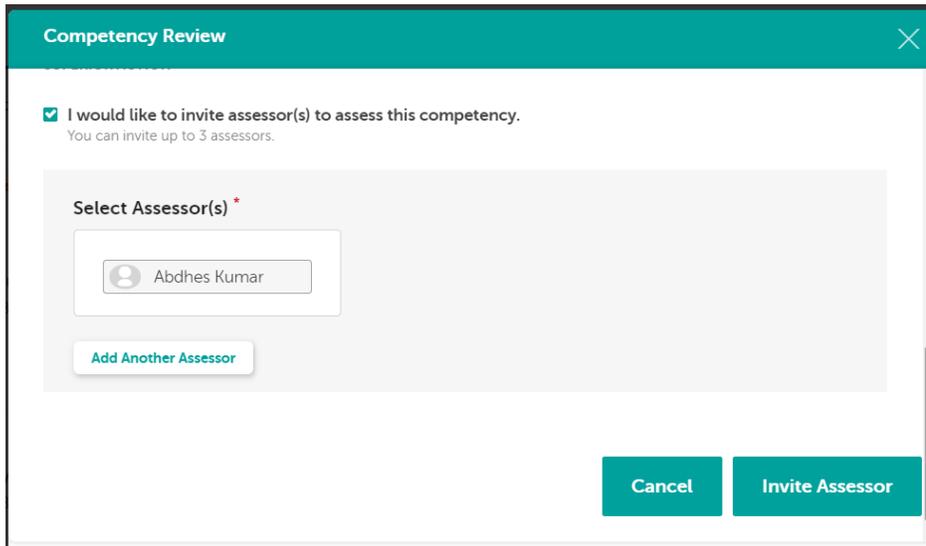
Step 5: In the Invite Assessor window click on “Employees List” Tab. In the Employees List Tab Enter Valid Staff No. /Name/ Email and click on Search button.



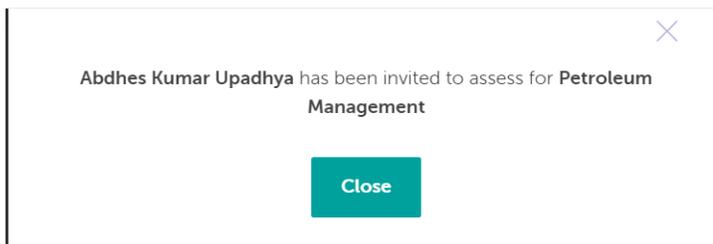
Step 6: Click on “Select” button under action column

Staff No	Full Name	Email	Action
140462	Abdhes Kumar Upadhyay	ABDHES.KUMAR@PETRONAS.COM.MY	SELECT

Step 7: Click on “Invite Assessor” button. When prompted for confirmation, click on the <close> button.



Step 8: Click “Close” button on the Review Competency window.



3.4.4 Remove Nominated Assessor from SMA

Superior may remove nominated Assessor from competency review if Assessor still have not submitted feedback on SMA.

Step 1: Go to Talent’s Profile page.

Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Find the competency that is “Pending Assessor Comment” and click “Review Competency >” button.

Capabilities Strengths

Pending Approval 7

Set an Appointment

Pending Approval

You have 7 pending approvals to be reviewed.

<p>TECHNICAL</p> <p>Power Quality 13-01-01-00-V7-K7</p> <p>Review Competency ></p>	<p>TECHNICAL</p> <p>Custom TIER 1 13-02-02-00-V10-B9</p> <p>Review Competency ></p>
<p>Pending Assessor Comment</p> <p>FUNCTIONAL</p> <p>Work Process Management / 99-01-00-00-V1-F5</p> <p>Review Competency ></p>	<p>FUNCTIONAL</p> <p>Negotiation and Deal Maki 99-01-00-00-V1-F7</p> <p>Review Competency ></p>
<p>LEADERSHIP</p> <p>Authentic 99-02-00-00-V1-L6</p> <p>Review Competency ></p>	<p>Pending Assessor Comment</p> <p>TECHNICAL</p> <p>Operation Geology* 09-01-05-00-V2-B1</p> <p>Review Competency ></p>

Step 3: In Superior Competency Review screen, scroll to the Assessor(s) Comment section and tick the checkbox at the end of Assesor name then click "Remove Assessor" button.

Superior may select multiple assessor to be removed at once by navigating to next assessor nominated using "◀" and "▶" button.

Note: Superior may only remove Assessor that has not submitted feedback. Assessor who have submitted their feedback cannot be removed from Competency Review.

Competency Review ✕

1000 characters

Assessor(s) Comment Pending Assessor(s) Comment (1)

Abdhes Kumar Upadhyay
Principal (Petroleum Geosciences)

🔔 Remind to comment

Waiting Assessor Review...

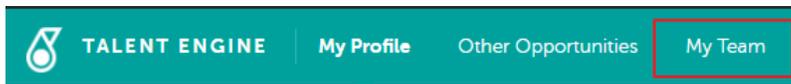
I would like to make assessor comments available for the talent.

Cancel
Remove Assessor

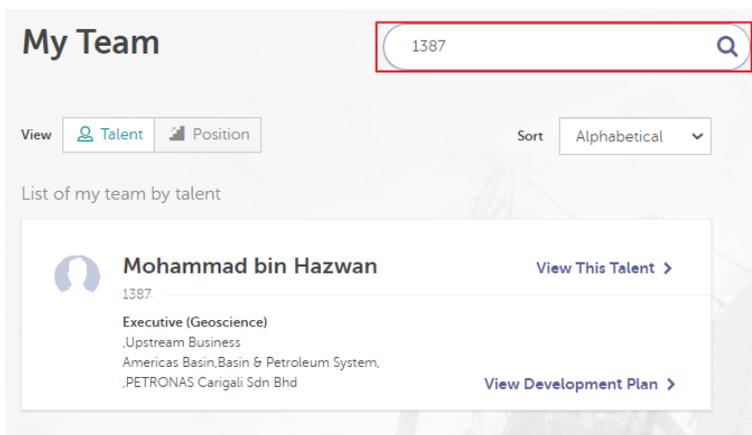
3.4.5 Talent's Development Plan

3.4.5.1 View Talent's Development Plan

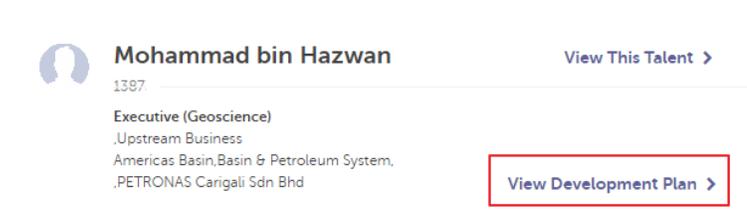
Step 1: Click "My Team" from the top menu.



Step 2: Search for subordinate by Staff Name or Staff No.



Step 3: Once Talent's record displayed in listing, click on "View Development Plan >" button.



Step 4: Superior will be directed to Talent's Development Plan page where Talent's current Development Plan progress can be viewed.

Development Plan

Upskill yourself to achieve the targeted score for your current position.

[Review Development Plan](#)

POSITION
Executive (Geoscience)

SECTION **DEPARTMENT** **BUSINESS UNIT**
Americas Basin Upstream Business

INCUMBENT **DEVELOPMENT PLAN STATUS**
 **Mohammad bin Hazwan**
 0 Not Started 0 In Progress 0 Completed

COMPETENCY PROGRESS

Competency	Progress
Technical	6% (1/18)
Functional	0% (0/3)
Leadership	25% (1/4)

Technical (1) Functional (0) Leadership (1)

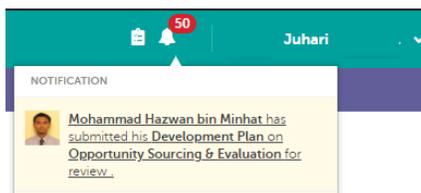
Current Development Plan (1)

11. Geopressure Analysis

Development Type	My Development Plan	Status
Self Learning	<ul style="list-style-type: none"> I am familiar with pore pressure analysis and hydrocarbon column assessment based on Fracture and hydrostatic gradient assessment. I also have experienced pore pressure analysis based on Seismic Velocity for Ginseng and Gaharu well proposal preparation. To close this gap, I would do self-learning and revise those works that I have done previously for this gap closure. 	

3.4.5.2 Approve Development Plan

Step 1: Click on the “” icon on top menu then click on “Development Plan” notification.



Step 2: In Review Development Plan page, select development to be approved by checking on the checkbox next to competency name then click “Approve” button.

Review Development Plan Pending Review

You have pending review for Mohammad Hazwan bin Minhat's Development Plan.

POSITION
Executive (Geoscience)

SECTION **DEPARTMENT** **BUSINESS UNIT**
Americas Basin Americas Basin Upstream Business

INCUMBENT
 Mohammad Hazwan bin Minhat
139723

DEVELOPMENT PLANT STATUS
4 Not Started 1 In Progress 0 Completed

Technical (2)

Opportunity Sourcing & Evaluation

Development Type	My Development Plan	Status
Self Learning	• Testing123 Edited new plan	In Progress

Fluid Program Implementation and Maintenance

Development Type	My Development Plan	Status
External Training Courses	• External course	

Reject Approve

Step 3: When prompted on approval successful, click “Close”. Approved competency will no longer displayed in Superior’s Review Development Plan page.

You have approved Mohammad Hazwan bin Minhat's development plan

Close

3.4.5.3 Reject Development Plan

Step 1: Click on the “ ” icon on top menu then click on “Development Plan” notification.

NOTIFICATION

Mohammad Hazwan bin Minhat has submitted his [Development Plan on Opportunity Sourcing & Evaluation](#) for review.

Step 2: In Review Development Plan page, select development to be rejected by checking on the checkbox next to competency name then click “Reject” button.

Review Development Plan Pending Review

You have pending review for Mohammad Hazwan bin Minhat's Development Plan.

POSITION
Executive (Geoscience)

SECTION **DEPARTMENT** **BUSINESS UNIT**
Americas Basin Upstream Business

INCUMBENT **DEVELOPMENT PLANT STATUS**

Mohammad Hazwan bin Minhat **5** Not Started **1** In Progress **0** Completed

Technical (1)

Opportunity Sourcing & Evaluation

Development Type	My Development Plan	Status
Self Learning	• Testing123. Edited new plan	In Progress

Reject Approve

Step 3: Superior will be required to enter justification or comments on rejection. Once done click "Submit".

Reject Development Plan ✕

You are about to reject Mohammad Hazwan bin Minhat's development plan. Please add comments or justification to support your decision.

Comments

Provide more evidence

Submit Cancel

Step 4: Click "Close" when prompted on rejection successful. Rejected competency will no longer displayed in Superior's Review Development Plan page.

!

You have rejected Mohammad Hazwan bin Minhat's development plan.

Close

- 3.4.6 Talent's Personal Competency Profile (PCP)
- 3.4.6.1 [View Talent's Personal Competency Profile \(PCP\)](#)

Refer section [3.1.5.1](#)

3.4.7 Talent Competency Report

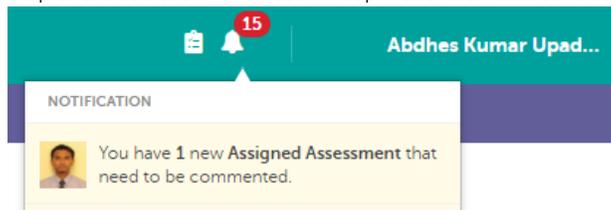
3.4.7.1 *Download Competency Report Uploaded by Talent*

Refer Section [3.2.3.1](#)

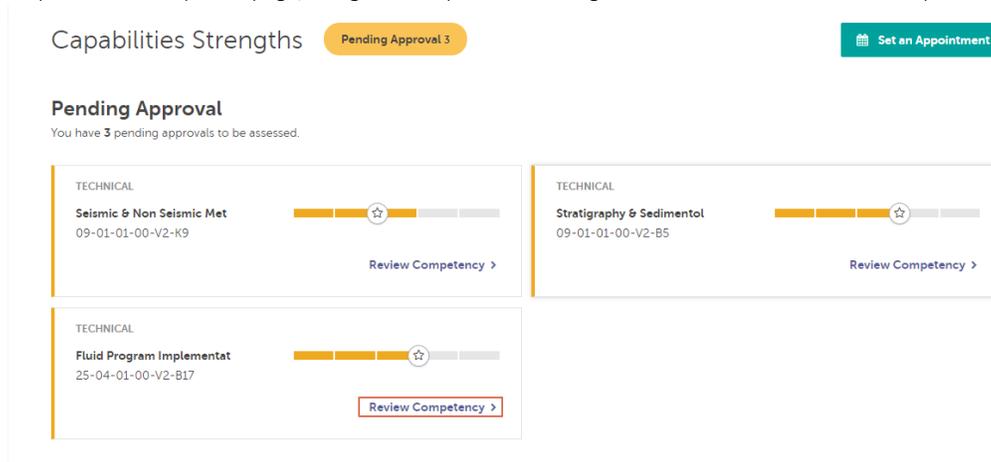
3.5 Assessor

3.5.1 Assessor Competency Review

Step 1: Click on the “” icon on top menu then click on “Assigned Assessment” notification.



Step 2: In Talent’s profile page, navigate to Capabilities Strengths section. Click on “Review Competency” link.



Step 3: On the Competency Review pop up window, select a valid value from Assessor Proposed Score Dropdown and fill in comments under My Comments field. Once done click Submit Review button. Superior will be notified on the feedback and will be able to view the proposed score and comment provided.

Competency Review ✕

Technical
Fluid Program Implementation and Maintenance

Proficiency Score

Assessor Proposed Score 3 ▾

☆

☆ Minimum Target Proficiency Score: 3
 ● Current Talent Proficiency Score: 0
 ● Updated Proficiency Score: 3 (Pending Approval)

Download Attachment :
■ **Doc111.pdf**
pdf 0.16796875 MB

Talent Comments
score 2

Superior Comment
Require input from assessor.

Superior Previous Comment

My Comment *

1000 characters

Cancel
Submit Review

3.6 External Assessor

3.6.1 Submit Review on Invited Assessment

Step 1: Click on the link provided in email invitation to access the Assessment page.

Dear Noora,

You have been assigned as assessor by Ahmad bin Din from PETRONAS Carigali Sdn Bhd for below assessment.

As assessor, your input is required for the candidate with the competency scope as follows.

Name of Candidate	Competency Scope	Self Assessment score by Candidate
Jorge Berto	Petroleum System Analysis	5

Please key in the following Pin ID: b64c548615701900436353 to proceed with the review [here](#)

The provided Pin ID is valid for 3 days after your first log in to the system. If the pin expired, please contact Ahmad bin Din at a.din@petronas.com to request for a new pin.

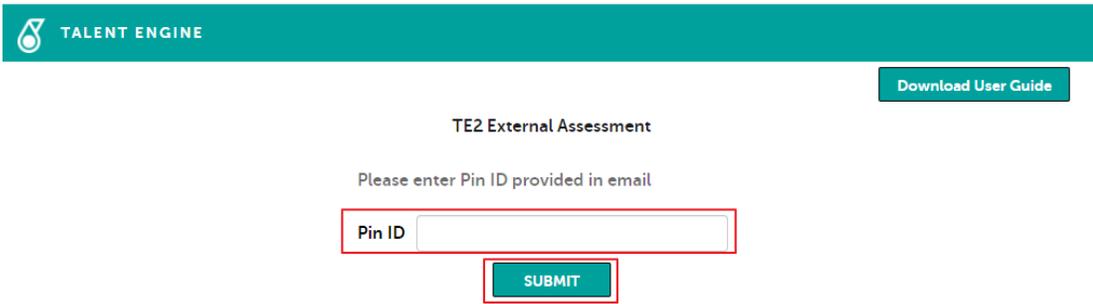
For any further clarifications, you may liaise with the above-mentioned personnel.

Thank you.

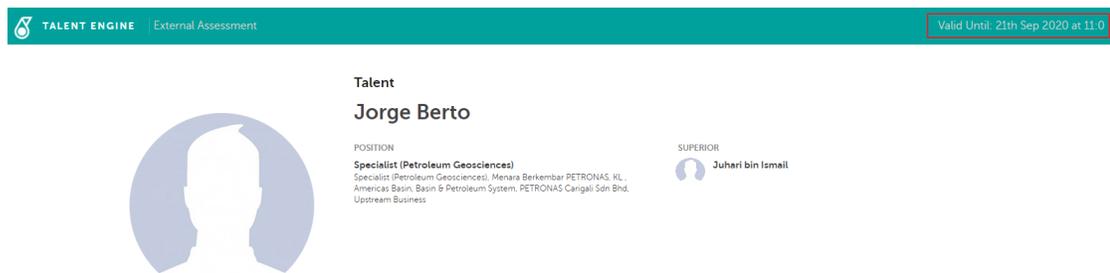
On behalf of Talent Engine 2 (te2)

Note: This is a system generated email. Please do not reply to this email

Step 2: Once directed to the authentication page, key in the Pin ID as per provided in invitation email. Click “Submit” to proceed.



Step 3: Once directed to Assessment page, Assessor may check the access validity for assessment on the top right corner of page. Assessor's access is valid for 3 days starting from the first login period.



Step 4: To proceed with assessment review, select a valid value from Assessor Proposed Score Dropdown and fill in comments under My Comments field. Once done, click "Submit Review".

***Note:** Once review has been submitted, the score and comments cannot be changed and the review page are no longer accessible.



Talent
Jorge Berto

POSITION
Specialist (Petroleum Geosciences)
Specialist (Petroleum Geosciences), Menara Berkembar PETRONAS, KL, Americas Basin, Basin & Petroleum System, PETRONAS Carigali Sdn Bhd, Upstream Business

SUPERIOR
Juhari bin Ismail

Competency Review

Technical
Petroleum System Analysis

Proficiency Score
Assessor Proposed Score

Minimum Target Proficiency Score: 4
 Current Talent Proficiency Score: 0
 Updated Proficiency Score: 5 (Pending Approval)

Talent Comments
Extensive experience in regional to prospect scale petroleum systems analysis. I am experience user of 1D basin modelling and 3D pseudo models (Zetaware Basin Modeling Genesis and Trinity). I generate my own independent PSM analysis in the majority of my NV opportunities or regional evaluations, always incorporating geological sense and major tectonic elements in the evaluated areas, in a shorter period of time to generate high-level petroleum systems understanding and identify potential issues.

Superior Comment
NIL

Superior Previous Comment
NIL

My Comment*

5000 characters

Step 5: Review successfully submitted.



Thank You For Your Contribution

3.6.2 Request for Extension on Expired Pin ID

Upon entering the Pin ID, if system prompt below error due to expired Pin ID, please follow provided steps below to request for new Pin ID.

TE2 External Assessment

Please enter Pin ID provided in email

Pin ID

Pin ID is no longer valid. Please contact Superior to request for new Pin ID

Step 1: Open the invitation email which contains the expired Pin ID. Find Superior’s email that is provided in the email.

Dear Noora,

You have been assigned as assessor by Ahmad bin Din from PETRONAS Carigali Sdn Bhd for below assessment.

As assessor, your input is required for the candidate with the competency scope as follows.

Name of Candidate	Competency Scope	Self Assessment score by Candidate
Jorge Berto	Petroleum System Analysis	5

Please key in the following Pin ID: b64c548615701900436353 to proceed with the review [here](#)

The provided Pin ID is valid for 3 days after your first log in to the system. If the pin expired, please contact Ahmad bin Din at a.din@petronas.com to request for a new pin.

For any further clarifications, you may liaise with the above-mentioned personnel.

Thank you.

On behalf of Talent Engine 2 (te2)

Note: This is a system generated email. Please do not reply to this email

Step 2: Send email to the Superior to request for new Pin ID.

Step 3: Once Superior has reset the Pin ID, new email invitation will be sent by system. You may resume the Assessment Review using the new Pin Id.

3.7 Talent

3.7.1 Self-Assessment Submission by Talent

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section

MOHAMMAD HAZWAI My Position Capabilities Strengths Matching Opportunities My Journey

Capabilities Strengths Approved (5) Rejected (1) Dismiss approval status >

COMPETENCY PROGRESS

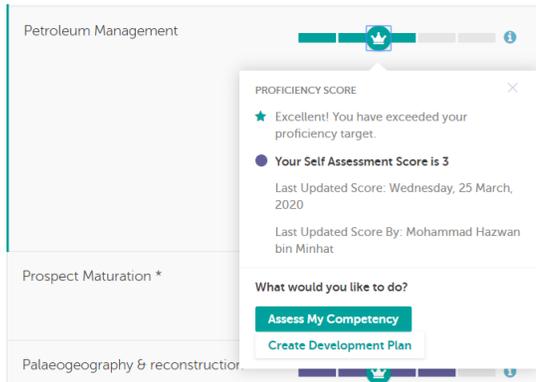
95% 19/20 100% 3/3 100% 4/4

Technical Functional Leadership

Add Competency

Technical Competency	Proficiency Score	Superior Comment	Talent Comment
Seismic & Non Seismic Methods		<p>Mohamad Zawawi</p> <p>Approved on 25/3/2020 9:54:22 PM</p> <p>reject</p> <p>Kumar (Assessor)</p> <p>Reviewed on 25/3/2020 6:45:24 PM</p> <p>assessor review ok</p> <p>View Superior Previous Comment</p>	<p>talent rate = 4</p> <p>View Talent Previous Comment</p>

Step 2: On the Proficiency Score bar click on “★” or “👑” button then click on “Assess My Competency” button to add competency to cart. When prompted for confirmation, click “Yes” to proceed..



Step 3: Click on Competency Review Cart.



Step 4: In the Self Competency Review page, select the self-assessment score from the dropdown under Update My Achievement column and fill in Comment under My Comment column. Click on “Submit” button to sent self-assessment score for approval by Superior.

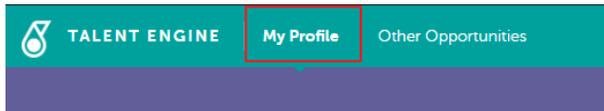
Note: Submitted Self-Assessment score must be higher than Current Approved Score.

Technical Competency	Update My Achievement	My Comment
Basin & Play Analysis * <small>09H0140200011218U</small>	Minimum Target Proficiency required is 2 Current Approved Score is 2 <input type="text" value="3"/>	Please provide your Comments * <input type="text"/> <small>1000 characters</small> Upload Attachment <input type="button" value="Select file..."/>

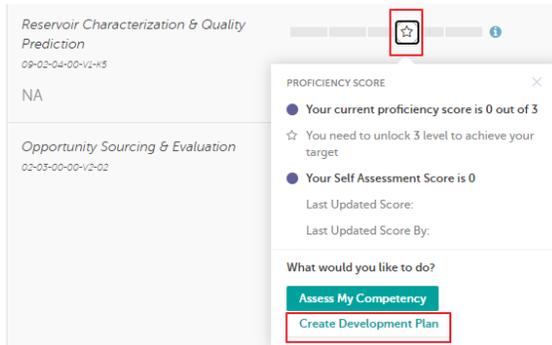
3.7.2 Development Plan

3.7.2.1 Create New Development Plan

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section



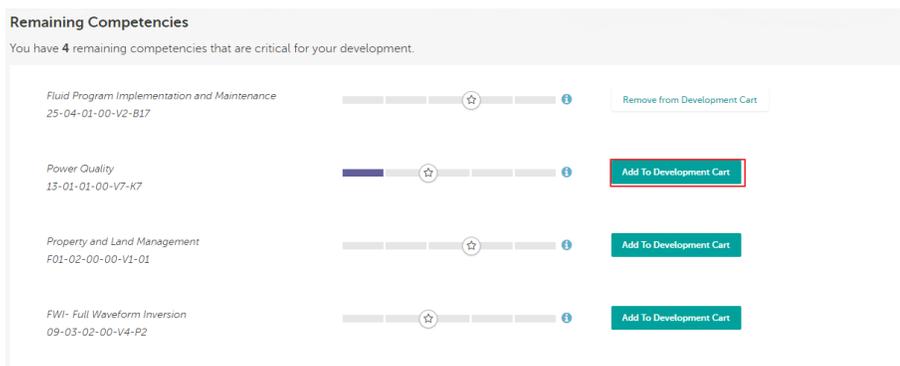
Step 2: Click “star” or “crown” icon on required competency then click “Create Development Plan” button to add competency to development plan page.



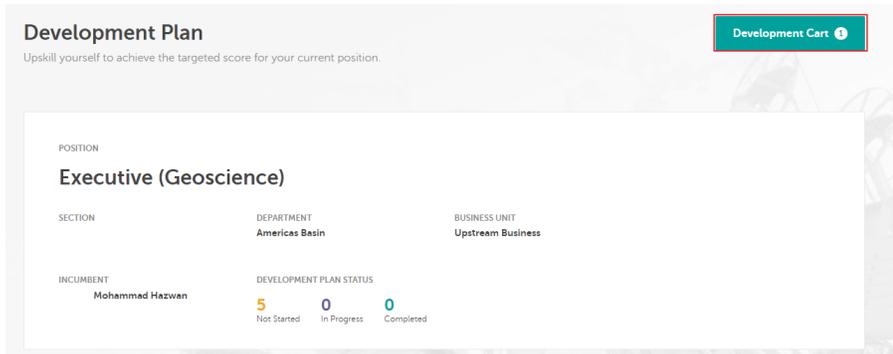
Step 3: For new development plan user will be directed to Development page directly. If the development has been created previously, user will need to click on Development Plan icon “” on top menu and click “Create Development Plan” button to navigate to Development Plan page.



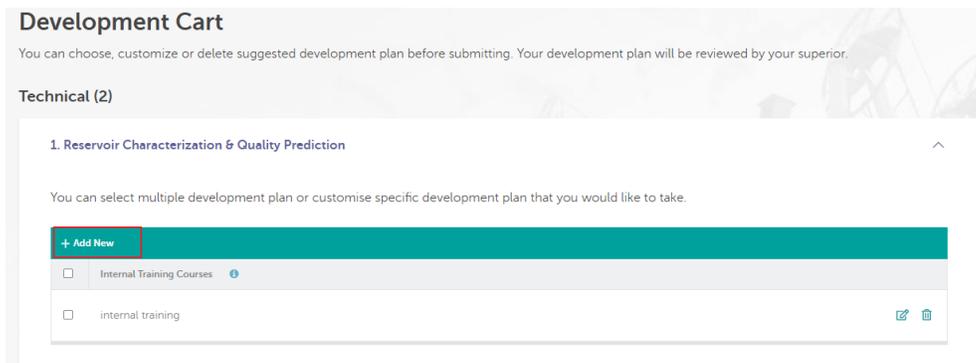
Step 5: In Development Plan page, scroll down to Remaining Competencies section. Click “Add to Development Cart” button on required competency. Multiple competencies can be added to cart.



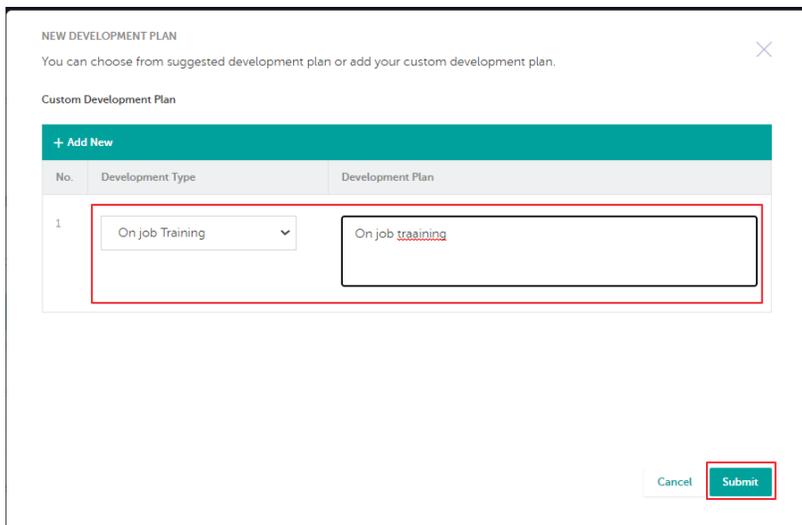
Step 5: Once all required competencies added to cart, scroll up in Development Plan page and click on “Development Cart” button.



Step 6: Once directed to cart page, click on “+Add New” to add development plan for selected competency.



Step 7: Select “Development Type” and fill in “Development Plan” in New Development Plan screen. Click “Submit” once done. Added development plan will be listed under competency list.



Step 8: To add more development plan to the same competency, repeat Step 7 above. Once all development plan is added, select the competency plan to be submitted by checking the checkbox next to development plan then click “Submit for Approval” button.

Development Cart

You can choose, customize or delete suggested development plan before submitting. Your development plan will be reviewed by your superior.

Technical (2)

1. Reservoir Characterization & Quality Prediction

You can select multiple development plan or customise specific development plan that you would like to take.

+ Add New

<input type="checkbox"/>	Internal Training Courses	
<input type="checkbox"/>	internal training	
<input type="checkbox"/>	On job Training	
<input type="checkbox"/>	On job training	

2. Fluid Program Implementation and Maintenance

You can select multiple development plan or customise specific development plan that you would like to take.

+ Add New

Cancel **Submit for Approval**

Step 9: Once directed to Development Plan page, Pending Review development plan can be viewed under “Current Development Plan” section. The left side of the development plan will be highlighted in orange colour to indicate development plan is still pending superior to review.

Current Development Plan (3) Pending Review (1)

4. Opportunity Sourcing & Evaluation

5. Contractor Management

11. Reservoir Characterization & Quality Prediction

You have 2 development plan for **Reservoir Characterization & Quality Prediction** this year.

Development Type	My Development Plan	Status
Internal Training Courses	<ul style="list-style-type: none"> internal training 	
On job Training	<ul style="list-style-type: none"> On job training 	

3.7.2.2 Update Development Plan Progress

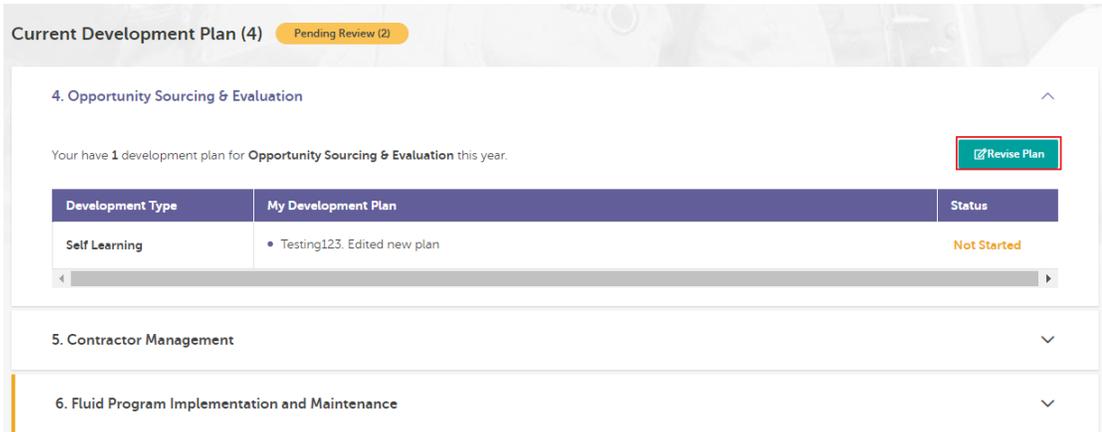
Once development plan is approved by Superior, Talent may submit updates on development plan progress to Superior by following below steps.

Step 1: Click on Development Plan icon on top menu and click “Create Development Plan” button to navigate to Development Plan page.

TALENT ENGINE | **My Profile** | Other Opportunities 5

Step 2: In Development Plan page, go to Current Development Plan section then click on competency name to expand section. The current status of development plan can be seen under Status column. Click on “Revise Plan” button to update progress.

Note: Progress update can be submitted for approved development plan only. If development plan is rejected or pending for review, user are not able to submit the progress update.



Current Development Plan (4) Pending Review (2)

4. Opportunity Sourcing & Evaluation

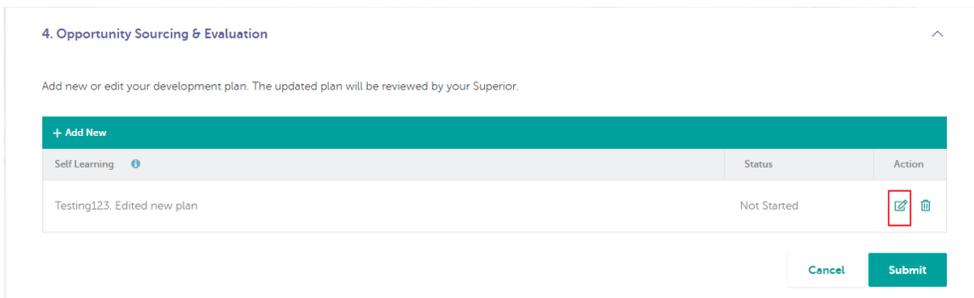
Your have 1 development plan for **Opportunity Sourcing & Evaluation** this year. Revise Plan

Development Type	My Development Plan	Status
Self Learning	• Testing123. Edited new plan	Not Started

5. Contractor Management

6. Fluid Program Implementation and Maintenance

Step 3: Click “” button under Action column.



4. Opportunity Sourcing & Evaluation

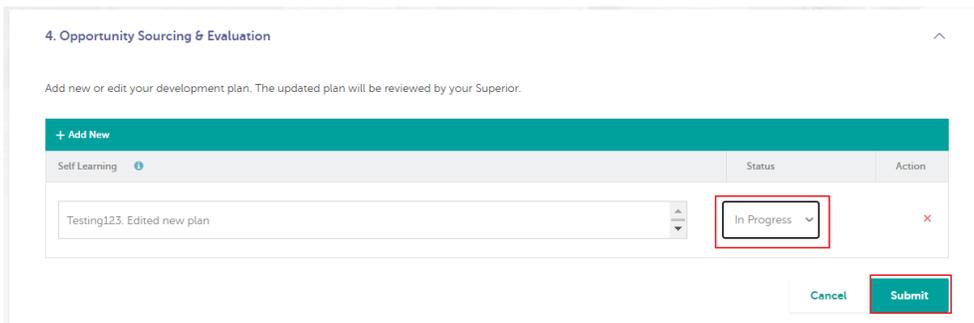
Add new or edit your development plan. The updated plan will be reviewed by your Superior.

+ Add New

Self Learning	Status	Action
Testing123. Edited new plan	Not Started	 

Cancel Submit

Step 4: Update the Status as required then click “Submit” to proceed.



4. Opportunity Sourcing & Evaluation

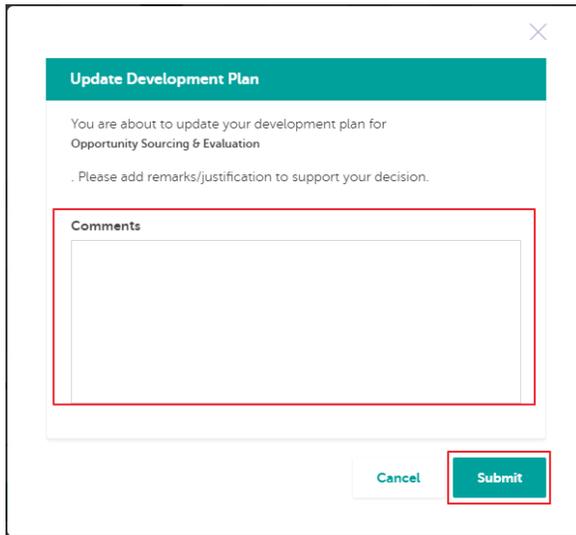
Add new or edit your development plan. The updated plan will be reviewed by your Superior.

+ Add New

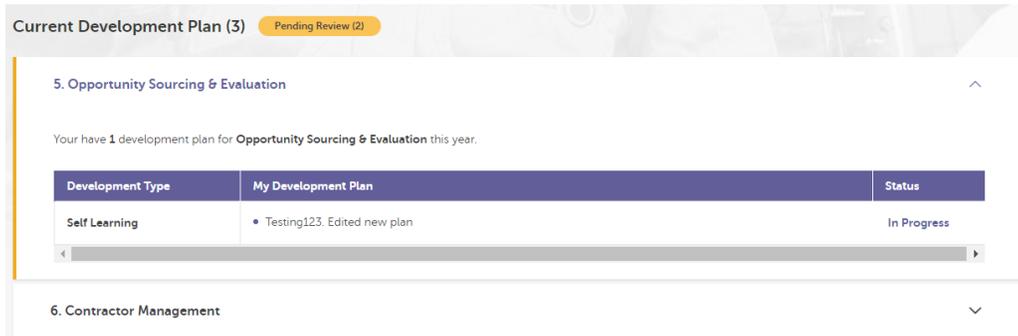
Self Learning	Status	Action
Testing123. Edited new plan	In Progress	

Cancel Submit

Step 5: Enter justification or remarks on update then click “Submit”.



Step 6: Once submitted, Development Plan will be pending for Superior review. The review status can be checked under Current Development Plan section where the left side of development plan is highlighted in orange colour.



Development Type	My Development Plan	Status
Self Learning	Testing123. Edited new plan	In Progress

3.7.3 Add & Remove Personal Competency

3.7.3.1 Technical Competency

3.7.3.1.1 Add-on Technical Competency

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section

MOHAMMAD HAZWAI My Position Capabilities Strengths Matching Opportunities My Journey

Capabilities Strengths

Approved (5) Rejected (1) Dismiss approval status >

COMPETENCY PROGRESS

95%
19/20

Technical

100%
3/3

Functional

100%
4/4

Leadership

[Add Competency](#)

Technical Competency	Proficiency Score	Superior Comment	Talent Comment
Seismic & Non Seismic Methods		<p>Mohamad Zawawi</p> <p>Approved on 25/3/2020 9:54:22 PM</p> <p>reject</p> <p>Kumar (Assessor)</p> <p>Reviewed on 25/3/2020 6:45:24 PM</p> <p>assessor review ok</p> <p>View Superior Previous Comment</p>	<p>talent rate = 4</p> <p>View Talent Previous Comment</p>

Step 2: Click on “Add Competency” button on top of Technical Competency list.

Note: If the Technical Competency list is not available, please contact your respective Capability Manager (CM) for JCP mapping. The Technical Competency list with Add Competency button will appear once mapping is done.

You have 0 of pending your immediate superior's approval.

[Add Competency](#)

Technical Competency	Proficiency Score	Superior Comment	Talent Comment
<p>Failure Investigations & Preventions</p> <p>15-02-02-00-V7-83</p> <p>This technology defines the ...</p> <p>Read more</p>			
<p>Electromagnetic Compatibility (EMC), Lightning Protection System and Earthing</p> <p>15-02-02-00-V9-87</p> <p>a) Electromagnetic ... Read more</p>			

Step 3: In the Add New Technical Competency screen, select SKG, Discipline, Sub Discipline, Category and Proficiency level of competency to be added and click Save once all selection are made.

ADD NEW TECHNICAL COMPETENCY ✕

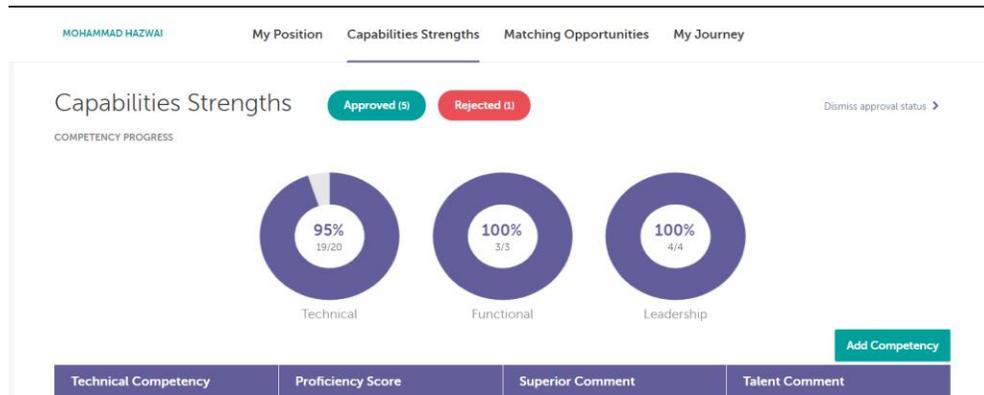
No.	SKG	Discipline	Sub discipline	Category	Proficiency
1	Electr	Distribution	Distribution	Ex Equipme	2

Cancel Save

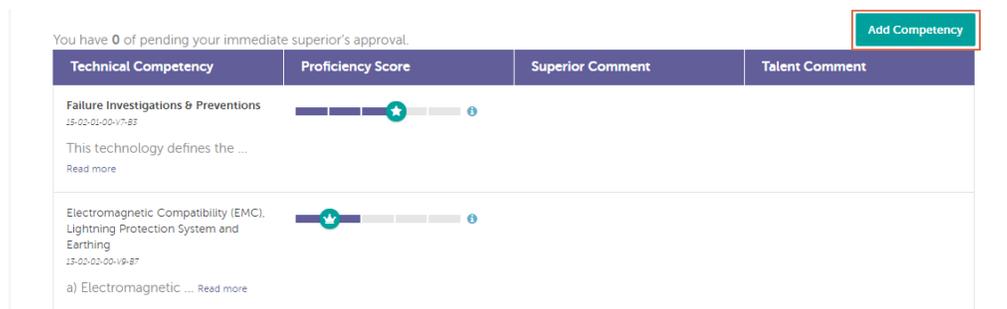
Step 4: The Add On competency will appear in Technical Competency list. The font of the competency name will be *Italic* to differentiate the add on competency with Talent’s JCP.

3.7.3.1.2 Remove Add-on Technical Competency

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section



Step 2: Click on “Add Competency” button on top of Technical Competency list.



Step 3: In the Add New Technical Competency screen, click on “” button to remove any add on competency.

No.	Category	Proficiency	Modified Date	
1	Opportunity Sourcing & Evaluation	3	June 04, 2020	
2	Contractor Management	3	June 06, 2020	
3	Fluid Program Implementation and Maintenance	3	June 06, 2020	
4	Power Quality	2	June 09, 2020	
5	Property and Land Management	3	June 10, 2020	

Step 4: System will prompt confirmation message on deletion. Upon deletion, score for the competency will be reset which mean the current approved score will be removed as well. To proceed with deletion, click “Yes” button.

Delete Competency

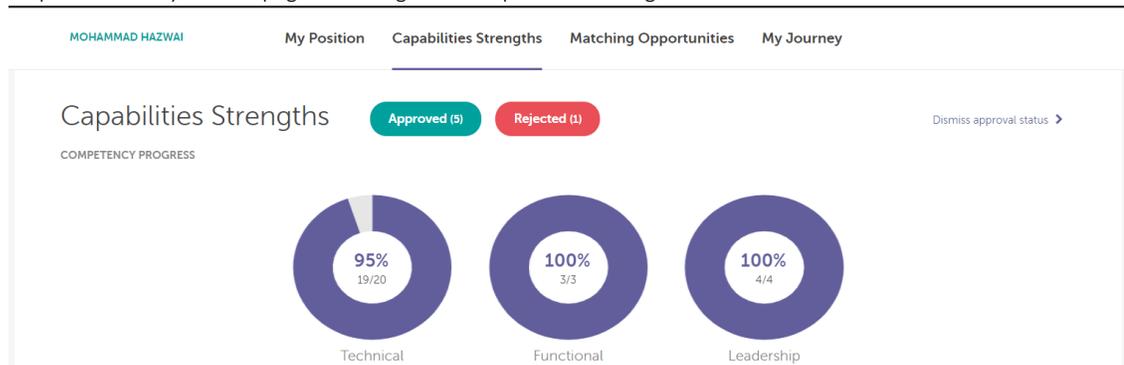
Your current approved score will be reset upon removal. Are you sure to remove the Technical Competency?

Step 5: Deleted competency will be removed from Add on Competency screen as well as Talent Profile. To go back to Profile page, click “X” button on top right corner of Add on Competency screen.

3.7.3.2 Functional Competency

3.7.3.2.1 Add-on Functional Competency

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section



Step 2: Click on “Add Competency” button on top of Functional Competency list.

Functional Competency	Proficiency Score	Superior Comment	Talent Comment
Analytics & Digital Savviness <small>99-01-00-00-01-02-F2</small> Uses information, data and ... Read more		 Juhari bin Ismail <small>Approved on 12 Jun 2020 11:14 AM</small> Have demonstrated sufficient knowledge and capability in sourcing, polarize and deduce meaningful ... Read more	I am a regular user of Excel with basic ability to derived plots and logs and any basic feature in ... Read more
Planning & Executing <small>99-01-00-00-01-02-F4</small> Plans work activities and ... Read more		 Juhari bin Ismail <small>Approved on 12 Jun 2020 11:14 AM</small> Agreed with talent self assessment	I have 1-year experience of planning and executing while on attachment to Cost Reduction Alliance ... Read more
Work Process Management / OEMS <small>99-01-00-00-01-02-F5</small> Uses, applies and ... Read more		 Juhari bin Ismail <small>Approved on 12 Jun 2020 11:14 AM</small> Agreed on talent self assessment. currently undertaking additional role in department for upskill	Adhered to PEMS document for basin analysis and prospect evaluation. I understand the work process ... Read more

Step 3: In the Add New Functional Competency screen, select the functional competency to be added and click Save.

ADD NEW FUNCTIONAL COMPETENCY

No.	Functional Competency
1	-- Select --

Cancel Save

Step 4: The Add On competency will appear in Functional Competency list.

3.7.3.2.2 Remove Add-on Functional Competency

Step 1: Go to “My Profile” page and navigate to “Capabilities Strengths” section



Step 2: Click on “Add Competency” button on top of Functional Competency list.

[Add Competency](#)

Functional Competency	Proficiency Score	Superior Comment	Talent Comment
Analytics & Digital Savviness <small>99-01-00-00-V2-F2</small> Uses information, data and ... Read more		Juhari bin Ismail Approved on 12 Jun 2020 11:14 AM Have demonstrated sufficient knowledge and capability in sourcing, polarize and deduce meaningful ... Read more	I am a regular user of Excel with basic ability to derived plots and logs and any basic feature in ... Read more

Step 3: In the Add New Functional Competency screen, click “” button to remove any add-on functional competency.

ADD NEW FUNCTIONAL COMPETENCY ✕

No.	Category	Proficiency	Modified Date	
1	Consulting	2	June 24, 2020	
2	Negotiation and Deal Making	2	June 29, 2020	

No.	Functional Competency
1	-- Select --

Cancel Save

Step 4: System will prompt confirmation message on deletion. Upon deletion, score for the competency will be reset which mean the current approved score will be removed as well. To proceed with deletion, click “Yes” button.

Delete Competency

Your current approved score will be reset upon removal. Are you sure to remove the Functional Competency?

NO YES

Step 5: Deleted competency will be removed from Add on Competency screen as well as Talent Profile. To go back to Profile page, click “X” button on top right corner of Add on Competency screen.

3.7.4 Differentiating Colour in Proficiency Score Bar

3.7.4.1 Pending Approval

The count for Pending Approval Competency can be seen next to Capability Strengths section title. In the Proficiency Score progress bar, the score that is pending for Superior to review will be in Orange colour. Based on example provided below, it can be seen that Talent has submitted self-assessment score of 3 and the submitted score is still pending for Superior Approval.



3.7.4.2 Approved

The count for newly Approved Competency by Superior can be seen next to Capability Strengths section title. In the Proficiency Score progress bar, the score that is newly approved by Superior will be displayed in Green colour. Based on example provided below, it can be seen that Talent has previously achieved score of 1 since the first bar is in Purple colour and the newly approved score is 3 since the second and third bar is in Green colour.



Once Talent click on “Dismiss approval status >” button, the Green bar will turned to Purple colour. The Purple colour bar indicates the current approved score of Talent for the competency.

Dismiss approval status button:

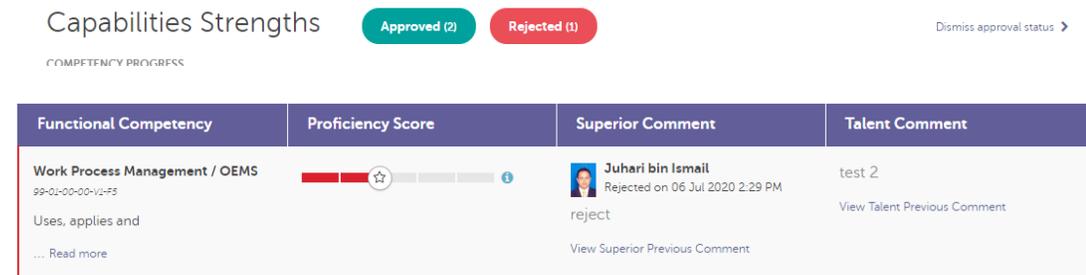


Proficiency Score Bar after dismiss approval status:



3.7.4.3 Rejected

The count for newly Rejected Competency by Superior can be seen next to Capability Strengths section title. In the Proficiency Score progress bar, the score that is newly rejected by Superior will be displayed in Red colour. Based on example provided below, it can be seen that Talent submitted score of 2 has been rejected by Superior.



Once Talent click on “Dismiss approval status >” button, the Red bar is no longer displayed in proficiency score bar and Talent can see the previous score achieved (if available) before self-assessment submission on the proficiency score bar.

Dismiss approval status button:
 Capabilities Strengths

Approved (2) Rejected (1)

Dismiss approval status >

Proficiency Score Bar after dismiss approval status:

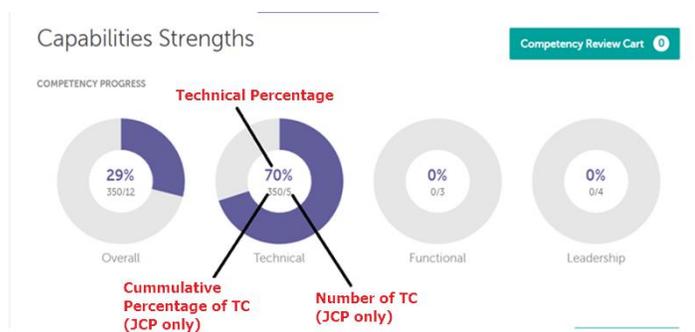


3.7.5 Competency Progress Report Calculation

3.7.5.1 Technical Percentage

The Technical Percentage under Competency Progress Report in Talent Profile are calculated from the Cummulative Percentage of all Technical Competencies over the Total Number of Technical Competencies (Approved JCP only).

Below shows sample calculation for the Technical Percentage/ TC Bench Strength.



Given that below are the list of Talent’s Technical Competencies:

Technical Competency	Proficiency Score	Superior Comment	Ta
Petroleum System Analysis 09-01-01-00-V2-B4 JCP (1)	Approved score :3 Target Proficiency Score : 3		
Palaeogeography & reconstruction 09-01-06-00-V2-K4 JCP (2)	Approved score :2 Target Proficiency Score : 2	(PICTURE 2)	
Sequence Stratigraphy 09-01-01-00-V2-K5 JCP (3)	Approved score :2 Target Proficiency Score : 2		
Geopressure Analysis 09-01-01-00-V2-K8 JCP (4)	Approved score :1 Target Proficiency Score : 2		
Geomatics - Geodesy, Survey & Positioning and Geohazard 09-03-02-00-V3-K10 JCP (5)	Approved score :0 Target Proficiency Score : 3		
Applied Geodesy* 09-04-02-00-V1-K2 Add-on competency by Talent			

Out of 6 technical competencies listed, only 5 are Approved JCP while the other one is Add-on competency.

For Technical Percentage calculation, only Approved JCP will be counted.

First, each Technical competency (Approved JCP) percentage need to be calculated.

$$\text{Percentage for Competency} = \text{Approved Score} / \text{Target Proficiency Score} * 100\%$$

***Note:** The percentage of each competency will be capped to 100%. For competency where Talent current score exceeded the target proficiency level and achieved more that 100%, system will capped the percentage to 100%.

Refer Approved Score and Target Proficiency Score from **Picture 2** shared above.

$$\text{Percentage for Competency (JCP 1)} = 3 / 3 * 100 = 100\%$$

$$\text{Percentage for Competency (JCP 2)} = 2 / 2 * 100 = 100\%$$

$$\text{Percentage for Competency (JCP 3)} = 2 / 2 * 100 = 100\%$$

$$\text{Percentage for Competency (JCP 4)} = 1 / 2 * 100 = 50\%$$

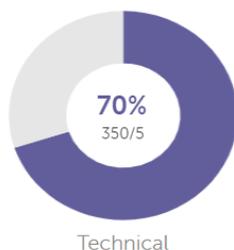
$$\text{Percentage for Competency (JCP 5)} = 0 / 2 * 100 = 0\%$$

$$\begin{aligned} \text{Cummulative Percentage of all TC (Approved JCP)} &= \text{Sum Percentage for all TC Competency} \\ &= \text{JCP 1 \%} + \text{JCP 2 \%} + \text{JCP 3 \%} + \text{JCP 4 \%} + \text{JCP 5 \%} \\ &= 100 + 100 + 100 + 50 + 0 \\ &= 350 \end{aligned}$$

$$\text{Total Number of TC (Approved JCP only)} = 5$$

$$\begin{aligned} \text{Technical Percentage} &= \text{Cummulative Percentage of all TC (Approved JCP)} / \text{Total Number of TC (Approved JCP only)} \\ &= 350 / 5 \\ &= \underline{70\%} \end{aligned}$$

Result from Report:



3.7.5.2 Functional Percentage

The Functional Percentage under Competency Progress Report in Talent Profile are calculated from the Cummulative Percentage of all Functional Competencies over the Total Number of Functional Competencies.

Below shows sample calculation for the Functional Percentage/ FC Bench Strength.

Given that below are the list of Talent's Functional Competencies:

Functional Competency	Proficiency Score	Superior Comment	Tal
Analytics & Digital Savviness <small>99-01-00-00-V1-F2</small> Uses information, data and technology to ... Read more FC (1)	 Approved Score: 0 Target Proficiency Score: 4	(PICTURE 3)	
Planning & Executing <small>99-01-00-00-V1-F4</small> Plans work activities and takes account of ... Read more FC (2)	 Approved Score: 0 Target Proficiency Score: 4		
Work Process Management / OEMS <small>99-01-00-00-V1-F5</small> Uses, applies and maintains ... Read more FC (3)	 Approved Score: 0 Target Proficiency Score: 4		

Talent has 3 Functional competencies.

First, each Functional competency percentage need to be calculated.

Percentage for Competency = Approved Score / Target Proficiency Score *100%

***Note:** The percentage of each competency will be capped to 100%. For competency where Talent current score exceeded the target proficiency level and achieved more that 100%, system will capped the percentage to 100%.

Refer Approved Score and Target Proficiency Score from **Picture 3** shared above.

Percentage for Competency (FC 1) = $0 / 4 * 100 = 0\%$

Percentage for Competency (FC 2) = $0 / 4 * 100 = 0\%$

Percentage for Competency (FC 3) = $0 / 4 * 100 = 0\%$

Cummulative Percentage of all FC = Sum Percentage for all FC Competency
 = FC 1 + FC 2 + FC 3
 = 0 + 0 + 0
 = **0**

Total Number of FC = 3

Functional Percentage = Cummulative Percentage of all FC / Total Number of FC
 = $0 / 3$
 = **0%**

Result from Report:



3.7.5.3 Leadership Percentage

The Leadership Percentage under Competency Progress Report in Talent Profile are calculated from the Cumulative Percentage of all Leadership Competencies over the Total Number of Leadership Competencies.

Below shows sample calculation for the Leadership Percentage/ LC Bench Strength.

Given that below are the list of Talent's Leadership Competencies:

Leadership Competency	Proficiency Score	Superior Comment	Tal
Clear Thinking <small>99-02-00-00-V2-L3</small> Focuses on and integrates the key information and makes the right decisions. LC 1	 Approved Score: 0 Target Proficiency Level : 3	(PICTURE 4)	
Connected <small>99-02-00-00-V2-L4</small> Engages with, and gains the support of the right people. LC 2	 Approved Score: 0 Target Proficiency Level : 3		
Value Focused <small>99-02-00-00-V2-L5</small> Seizes opportunities to grow the business. LC 3	 Approved Score: 0 Target Proficiency Level : 4		
Authentic <small>99-02-00-00-V2-L6</small> Lives the values of PETRONAS and HSE Culture. LC 4	 Approved Score: 0 Target Proficiency Level : 4		

Talent has 4 Leadership competencies.

First, each Leadership competency percentage need to be calculated.

Percentage for Competency = Approved Score / Target Proficiency Score *100%

***Note:** The percentage of each competency will be capped to 100%. For competency where Talent current score exceeded the target proficiency level and achieved more than 100%, system will capped the percentage to 100%.

Refer Approved Score and Target Proficiency Score from **Picture 4** shared above.

Percentage for Competency (LC 1) = $0 / 3 * 100 = 0\%$

Percentage for Competency (LC 2) = $0 / 3 * 100 = 0\%$

Percentage for Competency (LC 3) = $0 / 4 * 100 = 0\%$

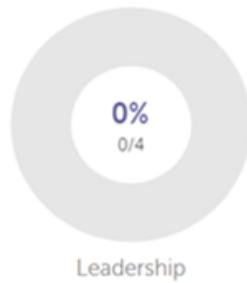
Percentage for Competency (LC 4) = $0 / 4 * 100 = 0\%$

Cummulative Percentage of all LC = Sum Percentage for all LC Competency
 = LC 1 + LC 2 + LC 3 + LC 4
 = 0 + 0 + 0 + 0
 = 0

Total Number of LC = 4

Leadership Percentage = Cummulative Percentage of all LC / Total Number of LC
 = $0 / 4$
 = 0%

Result from Report:



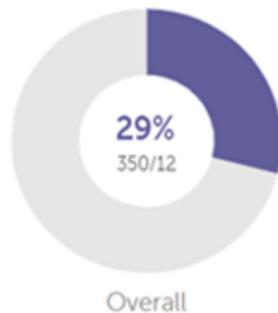
3.7.5.4 Overall Percentage

The Overall Percentage under Competency Progress Report in Talent Profile are calculated from the Cumulative Percentage of all Technical Competencies, Functional Competencies and Leadership Competencies over the Total Number of Technical Competencies (JCP only), Functional Competencies and Leadership Competencies.

Referring to Technical Percentage calculated from [3.7.5.1](#), Functional Percentage from [3.7.5.2](#) and Leadership Percentage from [3.7.5.3](#), the Overall Percentage are calculated as follows:

$$\begin{aligned}
 \text{Leadership Percentage} &= \text{Cummulative Percentage of TC + FC + LC} / \text{Total Number of TC + FC + LC} \\
 &= (350\% + 0\% + 0\%) / (5 + 3 + 4) \\
 &= 350 / 12 \\
 &= \underline{29\%}
 \end{aligned}$$

Result from Report:

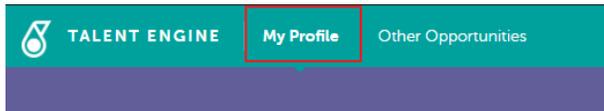


3.7.6 Personal Competency Profile (PCP)

3.7.6.1 View Personal Competency Profile (PCP) list

The Personal Competency Profile (PCP) section display Talent’s historical result (previous position JCP that is not under current Technical Competency List) **and mapped TPCP result if available.**

Step 1: Go to “My Profile” page from top menu.



Step 2: Once in Profile page, Navigate to “PCP” section



Step 3: List of Talent’s PCP will be displayed in listing of the Personal Competency Profile (PCP) section.

Personal Competency Profile (PCP)

COMPETENCY PROGRESS Competency Report

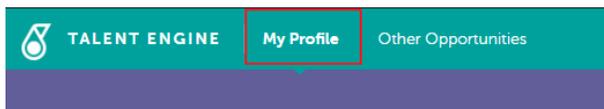
Personal Competency	Proficiency Score	TPCP Result	Superior Comment	Talent Comment
Electrical Safety and Regulations <small>13-00-00-00-V4-B1 [Inactive]</small> Energy Commission and/or ... Read more	<div style="width: 25%; background-color: #004a87; height: 10px;"></div>	3 <small>13-00-00-00-V4-B1</small>		
Electrical Safety and Regulations* <small>13-01-01-00-V7-B2</small> Energy Commission and/or ... Read more	<div style="width: 50%; background-color: #004a87; height: 10px;"></div>			
Ex Equipment* <small>13-01-01-00-V7-B2</small> • Hazardous Area ... Read more	<div style="width: 30%; background-color: #004a87; height: 10px;"></div>			

3.7.7 Competency Report

3.7.7.1 Upload Competency Report

Talent may upload competency or result report of any assessment they have done outside TE2 via the Competency Report Function.

Step 1: Go to “My Profile” page and navigate to “PCP” section



Step 2: Click “Competency Report” button on top of PCP list.

COMPETENCY REPORT

Document Title	Report Upload	Description	Action
<input type="text"/>	Upload Attachment <input type="button" value="Select file..."/> <small>Max: 4MB, Type: PDF</small>	<input type="text"/>	<input type="button" value="Save"/>
1000 characters			

No.	Document Title	Report Upload	Description	Action
1	Result TPCP 2019	TPCP_Nomi.pdf.pdf	TPCP Result from year 2019	<input type="button" value="Download"/> <input type="button" value="Delete"/>

1

3.7.7.2 Download Uploaded Competency Report

Step 1: Go to “My Profile” page and navigate to “PCP” section



Step 2: Click “Competency Report” button on top of PCP list.

HANISAH My Position Capabilities Strengths **PCP**

Personal Competency Profile (PCP)

COMPETENCY PROGRESS

Technical Competency	Proficiency Score	TPCP Result	Superior Comment	Talent Comment
TA Strategy & Premise* <small>19-02-07-00-11:53</small> Development of TA Strategy ... Read more	<div style="width: 50%;"></div>		Ammeran bin Mad <small>Approved on 06 Apr 2020 11:17 AM</small> On the job training with Anil Kumar	Has knowledge of statutory requirements for oil and gas industry.

Step 3: In the Competency Report screen, click “” button under Action column to download any of the uploaded report.

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1

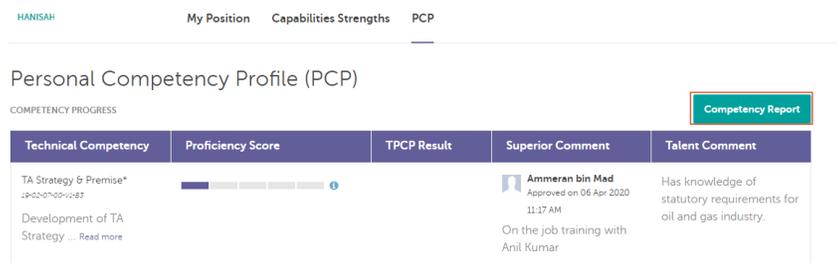
Step 4: Downloaded document will be saved to your PC.

3.7.7.3 Delete Uploaded Competency Report

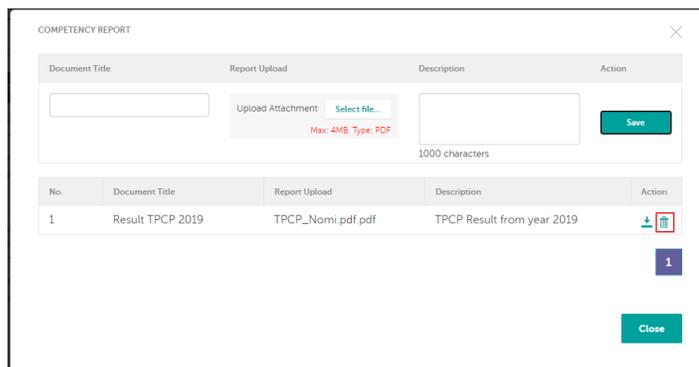
Step 1: Go to “My Profile” page and navigate to “PCP” section



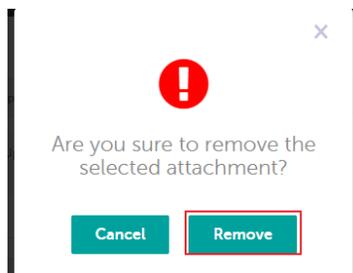
Step 2: Click “Competency Report” button on top of PCP list.



Step 3: In the Competency Report screen, click “🗑️” button under Action column to delete any of the uploaded report.



Step 4: System will prompt confirmation on removal. To proceed click “Remove” button.



Step 5: Deleted document will be removed from Competency Report listing.

COMPETENCY REPORT ✕

Document Title	Report Upload	Description	Action
<input type="text"/>	Upload Attachment Select file... <small>Max: 4MB, Type: PDF</small>	<input type="text"/> <small>1000 characters</small>	Save

No.	Document Title	Report Upload	Description	Action
No records found.				

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