Step-by-Step Instructions
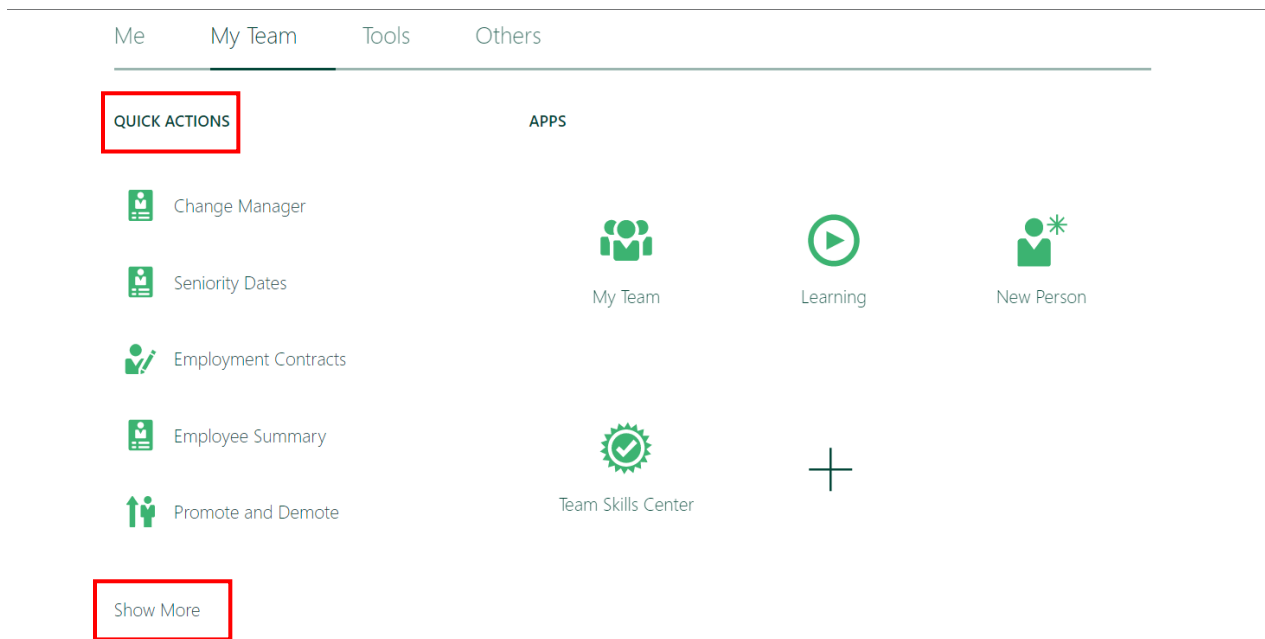
Zachry Business Use Case

Managers can use Manager Self-Service to verify and check their direct reports have Job Specific Certifications, Equipment Assessments, and Policy Acknowledgements on file.
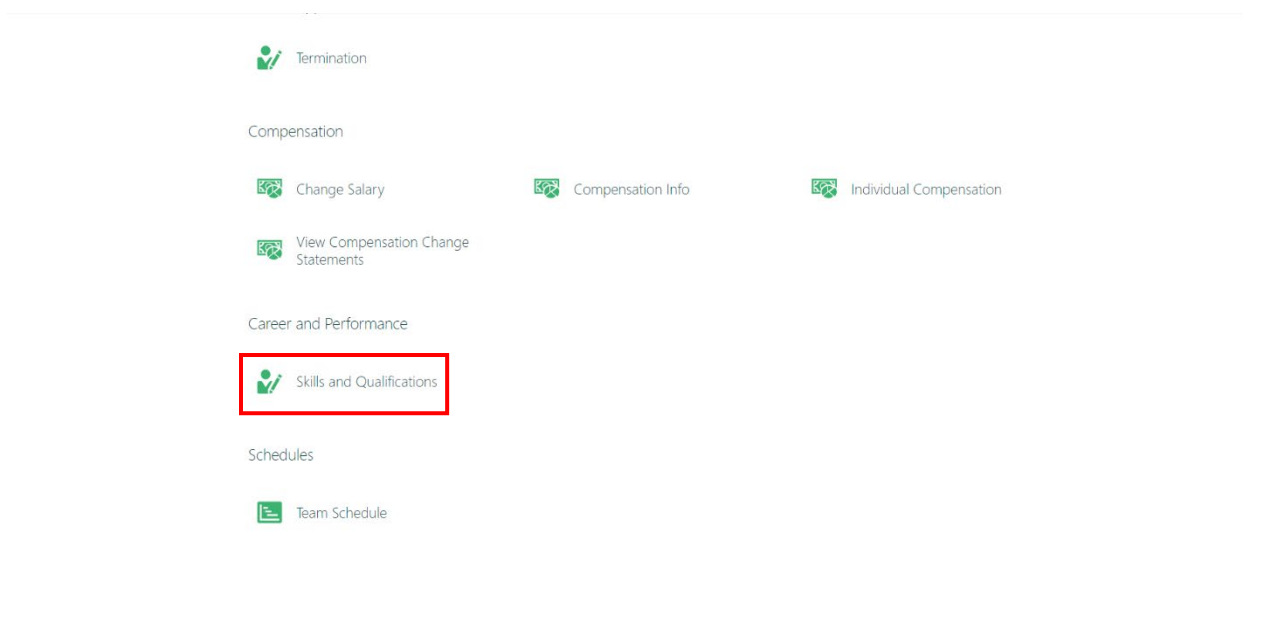
View All Record of Learnings for Direct Reports
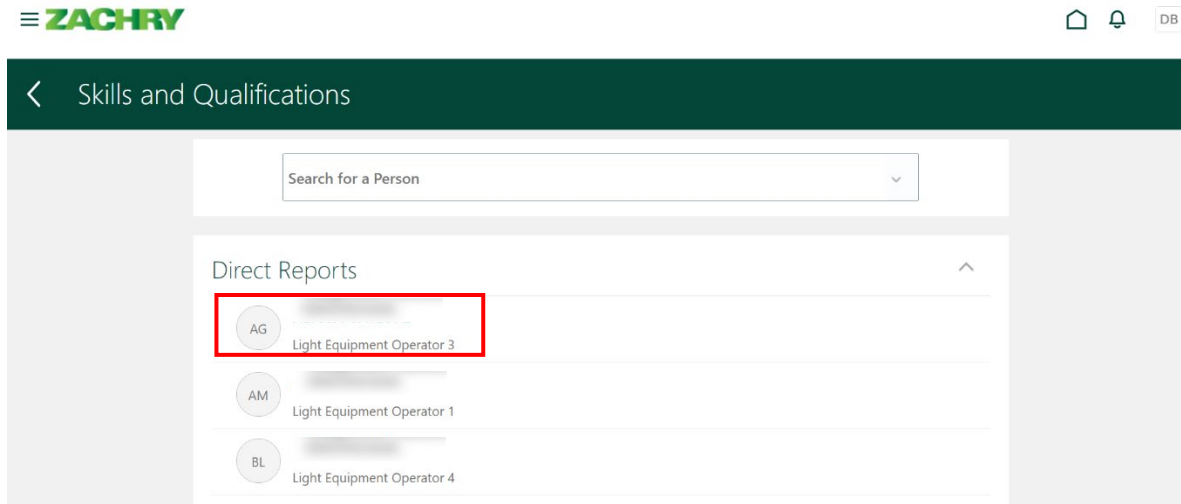
Performed by: Manager

1. From the **Homepage**, navigate to the **My Team,** under the *Quick Actions* section click on **Show More.**

2. Under the **Career and Performance** section, click **Skills and Qualifications.**

3. The Skills and Qualifications page appears. Click on the **Direct Report** for whom you need to view the certification and equipment assessment data.

≡ ZACHRY

Skills and Qualifications

Search for a Person

Direct Reports

AG — Light Equipment Operator 3

AM — Light Equipment Operator 1

BL — Light Equipment Operator 4

4. Below is an example of the Skills and Qualifications work area for a Direct Report.

Skills and Qualifications

AM

Actions ▾

Certification

CERTIFIED WELDING INSPECTOR CWI

Issue Date
3/31/22

Source
Talent Profile

Expiration Date
3/31/24

Last Updated Date
5/18/23

Equipment Assessment

ARTICULATED DUMP TRUCK

Source
Talent Profile

Last Updated Date
5/18/23