

CHRIS User Guide for the Skills Inventory (Employee View)

Module Overview

Purpose

The Skills Inventory is a critical step in CHCO's transformation. In order to build upon the skills of their employees, CHCO must first know the skills that are possessed by the employees of the organization. The results of the Skills Inventory will assist in addressing current workload challenges; in maximizing the combined strengths of our workforce; in developing solutions to HR problems and issues; in streamlining our business processes and operations; and in exceeding our customers' expectations in the professional delivery of quality products and services.

User Guide Contents

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#1 – Log into CHRIS, and select “GSA CHCO Employee Skills Inventory”.

GSA E-Business Suite

Logout Preferences Help

Oracle Applications Home Page

Navigator

- GSA CHCO Employee Skills Inventory
- GSA Federal Personnelist (GS03)
- GSA Federal Personnelist GS226AX6ES106000
- GSA Federal Personnelist Mgmt Interns (GS01)
- GSA Nationwide HR Professional Self-Service
- GSA Performance Plan
- GSA Personal Self-Service
- GSA Region 6 Security Tracking
- GSA Region 6 Security Tracking (Query)

Please select a responsibility.

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Logout Preferences Help

#2 – Before you begin rating your skills, read the instructions at the top of the screen. These instructions will appear on every screen, and will guide you through the process from beginning to end.

Oracle Applications Home Page >

Skills Inventory: Employee Rating

[Cancel](#) [Printable Page](#)

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

-  **Step 1:** To begin rating, click on "Update Rating".
Step 2: To rate your skills, click on the drop-down menu, under the column heading "Employee Rating". You will see a total of 4 levels, as your choices. To see a description of these 4 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.
Step 3: Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting your Skills Inventory. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

Current Skills **Awaiting Approval**

 **TIP** Skills awaiting approval are not available for rating

[Update Rating](#) Previous 1-25 Next 25

[Select All](#) | [Select None](#)

Select	Details	Skill Name	Description	Employee Rating
<input checked="" type="checkbox"/>	Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	

#3 – Follow the instructions by clicking “Update Rating”.

 **GSA CHCO Employee Skills Inventory**
Home Logout Preferences Help

Oracle Applications Home Page >
Skills Inventory: Employee Rating

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
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Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

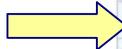
Current Skills
Awaiting Approval

TIP Skills awaiting approval are not available for rating

Previous 1-25 Next 25

Select All | Select None

Select	Details	Skill Name ▲	Description	Employee Rating
<input checked="" type="checkbox"/>	Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	



#4 – You will see that the skill ratings are now editable. Before you begin, make yourself familiar with the rating level descriptions by clicking “+Show”, under the column heading “Details”. After reviewing these descriptions, click “-Hide” if you would like to hide them.

GSA CHCO Employee Skills Inventory
Home Logout Preferences Help

Skills Inventory: Update Rating

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
Step 2: To rate your skills, click on the drop-down menu, under the column heading "Employee Rating". You will see a total of 4 levels, as your choices. To see a description of these 4 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.
Step 3: Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting your Skills Inventory. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

* Indicates required field

	Details	Skill Name	Description	Employee Rating
	<input type="checkbox"/> Hide	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	<div style="border: 1px solid black; padding: 2px;"> 0-Skill not possessed 1-Basic Level 2-Intermediate Level 3-Expert Level </div>
Description Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports Behavioral Indicator				
Skill Level Information				
Step Value	Name	Behavioral Indicator		
0	Skill not possessed	I do not possess this skill.		
1	Basic Level	Demonstrated ability to complete routine work assignments under close supervision and guidance and resolve problems of average difficulty using technical skills and judgment pertaining to fundamental principles, concepts, techniques, standards and guides.		
2	Intermediate Level	Demonstrated ability to independently complete work assignments and resolve problems of above average difficulty using technical skills and judgment pertaining to the fundamental principles, concepts, techniques, standards and guides.		
3	Expert Level	Demonstrated ability to independently complete unique work assignments and resolve problems of above average difficulty and provide advisory services requiring a high level of technical skills, broad program knowledge, and interpretation of conflicting guidelines. Others frequently seek out the employee for his/her advice in this skill area.		
<input type="checkbox"/> Show	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests		<div style="border: 1px solid black; padding: 2px;"> 0-Skill not possessed 1-Basic Level 2-Intermediate Level 3-Expert Level </div>

#5 – Begin rating your skills. Once you have finished rating the 25 skills on the screen, click on “Next 25”, to continue.

GSA CHCO Employee Skills Inventory
Home Logout Preferences Help

Skills Inventory: Update Rating

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
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Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

* Indicates required field

Details	Skill Name	Description	Employee Rating
+ Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level
+ Show	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	1-Basic Level
+ Show	HR Administrative Support:Conference arrangements	Skill in making arrangements for meetings and conferences	1-Basic Level
+ Show	HR Administrative Support:Contract administration	Skill in performing contract administration functions, monitoring contractor performance and ensuring compliance with the contract terms	1-Basic Level

Previous 1-25 of 204 Next 25

#6 – Continue following #5, until you have rated all of the skills, or have decided that you would like to save your ratings, and complete your Skills Inventory at a later time. At this point, click on “Apply”. If you are planning on saving your ratings, and submitting your Skills Inventory at a later time, please continue to #7. If you have rated all of your skills and are prepared to submit your Skills Inventory, please go to #14.

 **GSA CHCO Employee Skills Inventory**
Home Logout Preferences Help

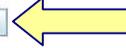
Skills Inventory: Update Rating

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
Step 2: To rate your skills, click on the drop-down menu, under the column heading "Employee Rating". You will see a total of 4 levels, as your choices. To see a description of these 4 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.
Step 3: Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting your Skills Inventory. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

* Indicates required field

Details	Skill Name	Description	Employee Rating
+ Show	HR Policy:Prepare written instructions and guidelines	Skill in preparing written instructions and guidelines for implementation of technical or procedural materials	2-Intermediate Level
+ Show	HR Policy:Research, analysis and application of laws	Skill in researching, interpreting, and applying HR laws, regulations, practices and procedures to issues and problems. (including United States Code, Code of Federal Regulations, Executive Orders)	2-Intermediate Level
+ Show	HR Position Mgmt. & Classification:Bargaining Unit Status Codes	Skill in determining a position's bargaining unit status in accordance with FLRA recognized unit descriptions	1-Basic Level

Cancel Apply 

#7 – To save your ratings, and submit your Skills Inventory at a later time, click on “Save for Later”.

GSA GSA CHCO Employee Skills Inventory Home Logout Preferences Help

Skills Inventory: Employee Rating

[Cancel](#) [Save For Later](#) [Review and Submit](#) [Printable Page](#)

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
Step 2: To rate your skills, click on the drop-down menu, under the column heading "Employee Rating". You will see a total of 4 levels, as your choices. To see a description of these 4 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.
Step 3: Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting your Skills Inventory. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

Work In Progress

⏪ Previous 1-25 of 125 Next 25 ⏩

Details	Skill Name	Description	Employee Rating	Correct

[🎯 Edit All](#)
• [Edit Responses](#)

#8 – You will see a confirmation screen, confirming that your ratings have been saved for later. Click “OK”, to return to the CHRIS home screen.



#9 – When you decide that you would like to continue with your Skills Inventory, log back into CHRIS, and select “GSA CHCO Employee Skills Inventory”.

GSA E-Business Suite

Logout Preferences Help

Oracle Applications Home Page

Navigator

[GSA CHCO Employee Skills Inventory](#)

[GSA Federal Personnelist COE \(GS01\)](#)

[GSA Federal Personnelist GS226AX6ES106000](#)

[GSA Federal Personnelist Mgmt Interns \(GS01\)](#)

[GSA Nationwide HR Professional Self-Service](#)

[GSA Performance Plan](#)

[GSA Personal Self-Service](#)

[GSA Region 6 Security Tracking](#)

[GSA Region 6 Security Tracking \(Query\)](#)

Please select a responsibility.

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Logout Preferences Help

#10 – Click “Continue” to continue rating your skills.

The screenshot shows the GSA CHCO Employee Skills Inventory interface. At the top left is the GSA logo and the title 'GSA CHCO Employee Skills Inventory'. On the top right are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the header is a breadcrumb trail: 'Oracle Applications Home Page > Skills Inventory: Employee Rating >'. The main content area displays a notification titled 'Skills Inventory: Saved For Later or Recovered Action'. The notification includes the following details:

Name	John Doe	Occupational Series	0201.Human Resources Management	Organization	CP
Position	Human Resources Specialist.GS14.6603834.007	Pay Plan & Grade / Level	GS-12		

Below the notification is a 'Details' section with the following information:

Subject	Skills Inventory is saved for later
Sent	23-Dec-2009
Name	John Doe
Status	Saved For Later

At the bottom left of the notification area is a 'Return' link. At the bottom right of the notification area are 'Back' and 'Continue' buttons. A yellow arrow points to the 'Continue' button. At the bottom of the page are links for 'Home', 'Logout', 'Preferences', and 'Help'.

#11 – On your screen, you will see that the ratings that you have already issued will float to the top, under “Work in Progress”. To edit these ratings, click on “Edit Responses”. Rather than wanting to edit these ratings, it is likely that you will want to continue rating your remaining skills. Continue to #12, for these instructions.

GSA GSA CHCO Employee Skills Inventory
Home Logout Preferences Help

CHRIS CHCO Employee Skills Inventory: Employee Rating

Cancel Save For Later Review and Submit Printable Page

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
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Step 3: Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting your Skills Inventory. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
Step 4: To submit your Skills Inventory, click on "Submit". It is important to know that once your Skills Inventory is submitted, you will no longer have the ability to edit your ratings. If you are not prepared to submit, you have the option to "Save for Later".

Work In Progress

Previous 1-25 of 125 Next 25

Details	Skill Name	Description	Employee Rating	Correct
+ Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	
+ Show	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	1-Basic Level	

Edit All
• [Edit Responses](#)

#12 – After scrolling down, you will see the skills that you have not yet rated. To begin rating these skills, click on “Update Rating”.

Show	HR Administrative Support:Warranted Contracting Officer	Skill in performing functions as a Warranted Contracting Officer	2-Intermediate Level	
Show	HR Benefits Administration:CSRS service computations	Skill in preparing retirement computations under CSRS	1-Basic Level	
Show	HR Benefits Administration:FERS service computations	Skill in preparing retirement computations under FERS	1-Basic Level	
Show	HR Benefits Administration:Knowledge of CSRS	Skill in applying a knowledge of the Civil Service Retirement System (CSRS)	1-Basic Level	
Show	HR Benefits Administration:Knowledge of Death Benefits	Skill in applying a knowledge of Federal death benefits	1-Basic Level	
Show	HR Benefits Administration:Knowledge of FERS	Skill in applying a knowledge of the Federal Employees' Retirement System (FERS)	1-Basic Level	

Previous 1-25 of 125 Next 25

Current Skills **Awaiting Approval**

TIP Skills awaiting approval are not available for rating

Update Rating

Previous 1-25 Next 25

Select All | Select None

Select	Details	Skill Name	Description	Employee Rating
<input checked="" type="checkbox"/>	Show	HR Processing:Processing third party agreement actions	Skill in processing third party agreement actions which involve corrective actions	
<input checked="" type="checkbox"/>	Show	HR Processing:Review new hire documentation	Skill in performing quality reviews to ensure that all forms and documents are complete and accurate for incoming personnel including health and life insurance (FEHBI/FEGLI), Thrift Savings Plan (TSP), Designations of Beneficiary, Entrance on Duty paperwork, payroll documents, court orders, etc.	
<input checked="" type="checkbox"/>	Show	HR Processing:Review of CHRIS Actions	Skill in verifying and conducting a total quality review of all actions processed in the HR system (CHRIS).	
<input checked="" type="checkbox"/>	Show	HR Processing:Review of SF-50	Skill in identifying missing data, erroneous data or other required items on the SF-50, "Notification of Personnel Actions"	

#13 – Issue your ratings, and click on “Next 25”, until you have rated all of the skills. Once this is completed, click on “Apply”.

 **GSA CHCO Employee Skills Inventory**
Home Logout Preferences Help

CHRIS CHCO Employee Skills Inventory: Update Rating

Cancel
Apply

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

Step 1: To begin rating, click on "Update Rating".
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* Indicates required field

	Details	Skill Name	Description	Employee Rating
	+ Show	HR Processing:Processing third party agreement actions	Skill in processing third party agreement actions which involve corrective actions	<div style="border: 1px solid gray; padding: 2px;"> 1-25 of 79 Next 25 </div> <div style="border: 1px solid gray; padding: 2px;"> 0-Skill not possessed 1-Basic Level 2-Intermediate Level 3-Expert Level </div>
	+ Show	HR Processing:Review new hire documentation	Skill in performing quality reviews to ensure that all forms and documents are complete and accurate for incoming personnel including health and life insurance (FEHBI/FEGLI), Thrift Savings Plan (TSP), Designations of Beneficiary, Entrance on Duty paperwork, payroll documents, court orders, etc.	
	+ Show	HR Processing:Review of CHRIS Actions	Skill in verifying and conducting a total quality review of all actions processed in the HR system (CHRIS).	
	+ Show	HR Processing:Review of SF-50	Skill in identifying missing data, erroneous data or other required items on the SF-50, "Notification of Personnel Actions"	

#14 – You are now ready to submit your ratings. Click on “Review and Submit”.

 **GSA CHCO Employee Skills Inventory**
Home Logout Preferences Help

CHRIS CHCO Employee Skills Inventory: Employee Rating

Cancel Save For Later **Review and Submit** Printable Page

Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

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Work In Progress

Previous 1-25 of 204 Next 25

Details	Skill Name	Description	Employee Rating	Correct
+ Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	
+ Show	HR Administrative Support:Advance	Skill in applying a knowledge of agency policies and procedures to	1-Basic Level	

 **Edit All**
• [Edit Responses](#)

#15 – Click on “Submit”, to submit your ratings. Once your ratings have been submitted, they are no longer editable.

 **GSA CHCO Employee Skills Inventory**
Home Logout Preferences Help

CHRIS CHCO Employee Skills Inventory: Review

Cancel Back Printable Page Save For Later Submit


Name **John Doe** Occupational Series **0201.Human Resources Management** Organization **CP**
 Position **Human Resources Specialist.GS14.6603834.007** Pay Plan & Grade / Level **GS-12**

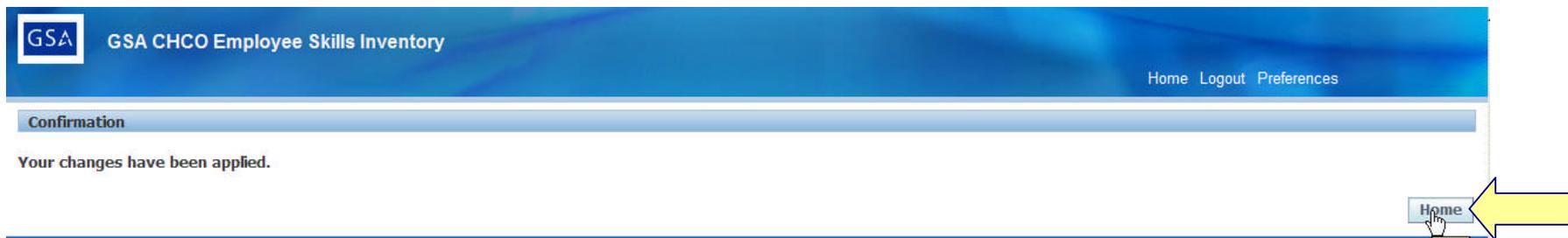
Step 1: To begin rating, click on "Update Rating".
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Review Ratings

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Details	Skill Name	Description	Employee Rating
+ Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level 
+ Show	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	1-Basic Level 
+ Show	HR Administrative Support:Conference arrangements	Skill in making arrangements for meetings and conferences	1-Basic Level 

#16 – You have submitted your ratings, and will receive a confirmation screen. To return to your CHRIS home screen, click on “OK”. You have completed your Skills Inventory.



On a daily basis, from January 5, 2010 through January 14, 2010, CHCO employees who have not submitted a Skills Inventory will receive the alert, below. This alert's purpose is to act as a reminder for the employee to submit their Skills Inventory by the due date, as well as offer instructions on how to begin.

CHRIS Alert Mailer <chris.mailer@gsa.gov>

1/06/2010 12:01 AM

Please respond to
chris.mailer@gsa.gov

To John.Doe@gsa.gov

cc

Subject Reminder: Your "Skills Inventory" has not been submitted

Your "Skills Inventory" is due by COB, January 14, 2010. To begin your "Skills Inventory", please proceed to the CHRIS Homepage at <http://www.gsa.gov/CHRIS>, then click on "Logon to CHRIS". Once you are logged into CHRIS, from the Navigator menu, select "GSA CHCO Employee Skills Inventory". If you experience any password issues, at the login screen, please return back to the CHRIS Homepage, and refer to the "New User Registration/Reset Password" and "Employee Express (EEX)" links for instructions on resetting your CHRIS Password.

Full Name : Doe, John

Employee Number : 20589

Office Symbol : CP

"Personal Data - Privacy Act of 1974"