To Assign Training to Your Direct Reports

1. From the Welcome page of Talent Management (My Sam>Employees tab>Human Resources>Talent Management), click on My Team.

2. This will display a list of your direct reports.
3. If there are too many to view at once, you can perform a search for an employee’s name by clicking on the spyglass image at the bottom of the scroll bar:

Click on the user’s name (blue hyperlinked above) to access his training record.
Sammy Bearkat
Mascot

Steve F. Austin I

Steve F. Austin II

Steve F. Austin III

Sam Houston
Professor, 9 mo.

Equal Employment Opportunity Training: Final Test
Completed 3/31/2013

Equal Employment Opportunity Training: Unit 1
Completed 3/31/2013

Equal Employment Opportunity Training: Unit 2
Completed 3/31/2013

Equal Employment Opportunity Training: Unit 3
Completed 3/31/2013

Recognizing and Reporting Child Abuse Curriculum
Completed 10/1/2013

Non Disclosure Agreement
Completed 10/31/2013

Security Awareness Training - Basic
Completed 10/31/2013
4. To assign training to one or more direct reports, click on the arrow to open up the option for assigning training. Click on “Assign Training.” (Please note: Not all training available in Talent Management will be available to you for viewing, depending on your status in the system. For example, courses intended for registration only for Staff employees will not be available for viewing to Faculty employees; courses available for viewing for full-time regular employees might not be available for viewing to Graduate Assistants or Student Workers, etc. If there is a course you as the manager would like to assign to a direct report but you cannot view it, please contact the System Administrator, TJ Bittick, x4-2328, for assistance.)
5. Be sure to click on the types of training you are looking for in the check boxes. If you know the name of the training you want to assign, enter it in the search box. If not, leave blank, and the system will return all training objects in Talent Management that are available for you to view. Click Search to search for the training.

6. You may view a description and other details about the course by clicking on the title of the training.
7. The description will pop up.

8. Scroll down for a list of direct reports to assign the training to, and a history of who has previously been assigned the training. Click on the box next to the name in order to select the direct report for training.
8. You may enter a Due Date for the training and a comment as well.

8. Click on Submit at the bottom of the page to assign the training to your direct report. The employee will receive an e-mail notifying them that they have been assigned the training. You will also receive an e-mail notification indicating that you have assigned the training to your employee(s).