

## Staff Profile

**Please note:** Personal information in this profile has been voluntarily offered by your colleague for the single purpose of being shared within the Company. CUSTOMIZER: Insert Company name takes personal privacy very seriously, as such, distributing or sharing information from this profile outside the Company may result in disciplinary action.

<b>Preferred First Name</b>		<b>Photo (optional)</b>  Insert a favorite picture of yourself
<b>Last Name</b>		
<b>Title</b>		
<b>Department</b>		
<b>Start Date (optional)</b>		

### My Responsibilities and Skills

#### My 5 main job responsibilities are:

1. Insert responsibility
2. Insert responsibility
3. Insert responsibility
4. Insert responsibility
5. Insert responsibility

#### My top skills are:

- ◆ Example: Business Process Engineering
- ◆ Insert advanced skill
- ◆ Insert advanced skill

#### I have advanced skills in the following desktop applications:

- ◆ Example: I am an advanced user of Microsoft Word 2013.
- ◆ Insert advanced skill
- ◆ Insert advanced skill

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This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.