

TWO MINUTE EMPLOYEE GUIDE TO GPS

Use Profile to create your own up-to-date employee profile (online resume) and give supervisors an at-a-glance reference about you.

Profile holds your work history and City information. To locate your Profile, select My Employee File from the drop-down navigation menu.

Read Your Profile

Think of Profile as an online resume. You will see sections about your work history, educational background, special skills, and professional interests.

Edit Your Profile

Not all sections are editable. To make changes to an editable section, click **Edit** in the section you want to edit and update the details. Click **+** to add another line of detail.

Keep Your Profile Current

It is up to you to keep your Profile current. You can edit most of the sections yourself but some sections are in read-only format because the information is already provided by the system. Your Profile information is a valuable resource for management to identify you for existing and future growth opportunities.

To update your Profile sections:

1. Select a category to work with.
2. Click **Edit** to open a new detail area then click the **+**.
3. Fill in the fields with the relevant information.
4. Click **Save** to save your work.

- **Note:** Even if you update your GPS profile, you will still be required to provide hard copies of any pertinent updates to Human Resources (i.e. degree transcripts/certificates).

Employee Files Help & Tutorials

Zachary Zubov Profile Your profile is 58% complete. Finish Now Take Action

Personal Information

Personal Information

First Name	Zachary
Middle Initial	
Last Name	Zubov
Title	HR Generalist
Email	hrgps@surpriseaz.gov
Department	Human Resources
Location	
Hire Date	
Supervisor	Xenon Xandruszki

Work Experience Within City Edit

From Date	Title	Department
07/07/2003	HR Generalist	Human Resources

Previous Employment Edit

From Date	End Date	Company Name	Type of Business	Title
01/10/2000	07/04/2003	City of Silver Saddle	Government	HR Specialist

Formal Education Edit

From Date	End Date	School	Major	Degree
01/12/1998	01/09/2003	Arizona State University	Human Resources	Bachelors

Courses/Workshops/Seminars Edit

Course Name	Institution Name	Type	Length	Date Completed

Certifications/Licenses Edit

Certification/License	Description	Institution	Effective Date	Expiration Date

Language Skills Edit

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency

Career Goals 3 Edit

Level	Function	Timeframe	Comments

Professional Memberships Edit

Organization	Position/Role	From Date	End Date

Spotlight:

Additional Resources Available on My Employee Files

History

History lists all the relevant completed actions for the employee.

2015

FY15 Annual Evaluation for Zachary Zubov

Notes

Notes provide reminders of activities and events throughout the year.

Recent Notes

January 2016

From You 01/15/2016
Visible to: Zachary Zubov, Xenon Xandruszki

Stephanie
Zachary provided an excellent New Employee Orientation for new hires for a smooth transition into the organization.

From You 01/15/2016
Visible to: you only

Executive recruitment
Successfully completed the executive recruitment for Public Works Director. Recruitment Action determined advertising sources and established deadlines, developed brochure, conducted salary/benefit survey, and organized simultaneous panel (2) interview schedule.