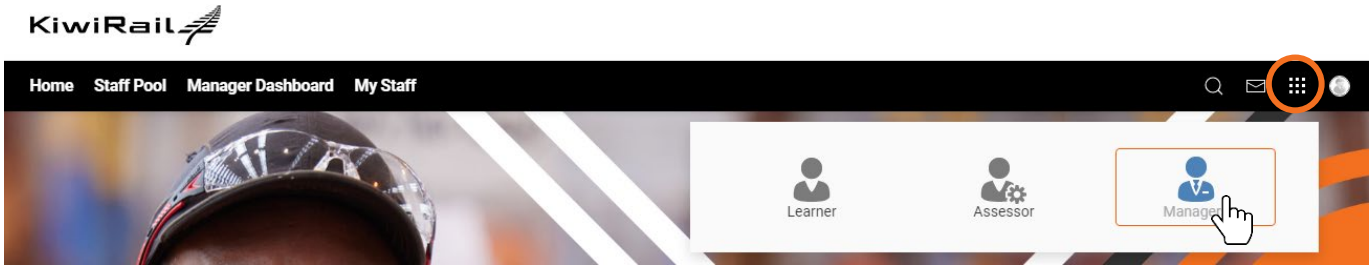
Manager | Accessing Job Profiles and Competencies

KLE USER GUIDE

My Staff will give you access to all your team members and contractors across the business.

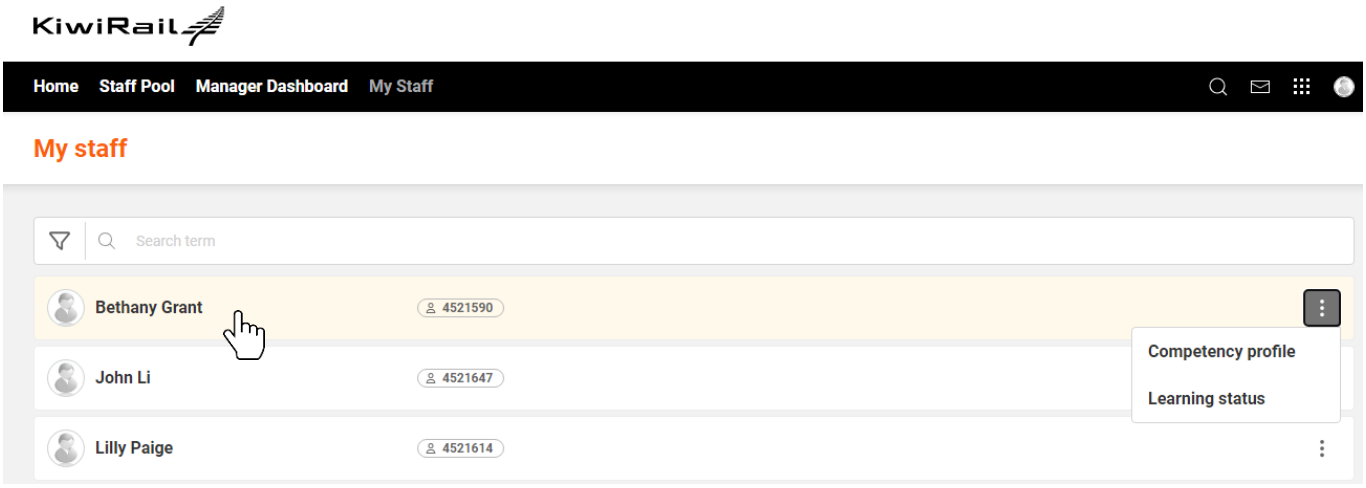
1 Login to KLE using your email (e.g. firstname.lastname@kiwirail.co.nz) followed by your password. Use the **Categories Switch** ⠿ located at the top right of the page and then choose **Managers**.



2 Select **My Staff** from the top menu and then select **My Staff** from the dropdown list.

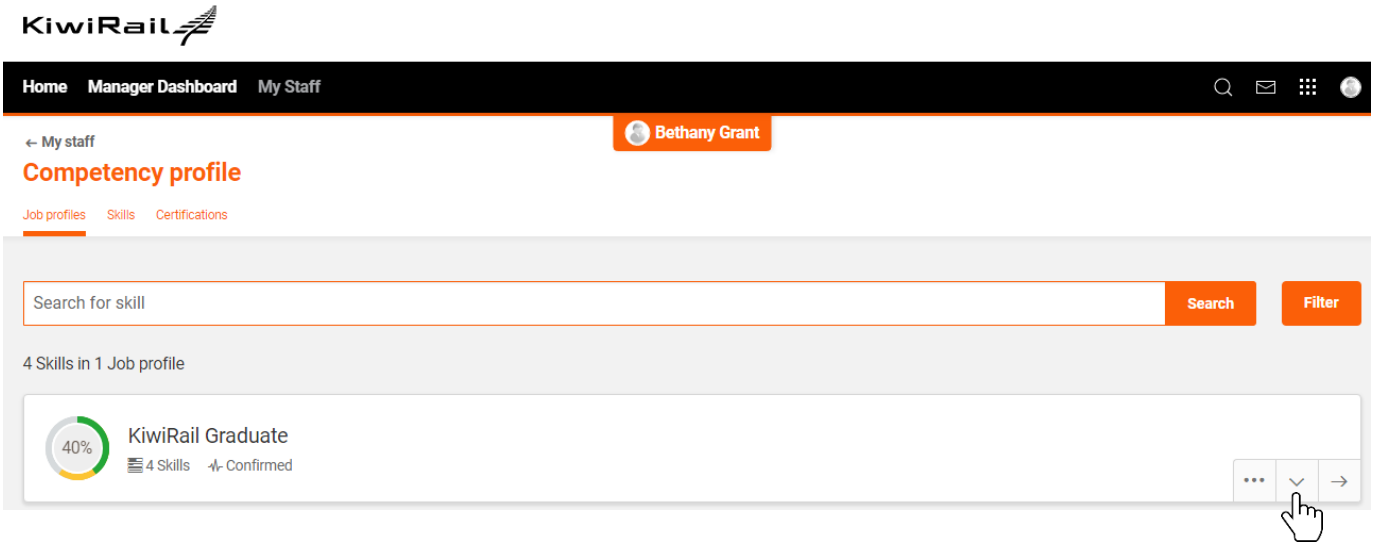


3 To view an individual's Competency profile, select their name. Alternatively, you can use the **More actions** ⋮ menu on the right-hand side for more options.



4 You are also able to assign further Job profiles or search for content to improve Skills.

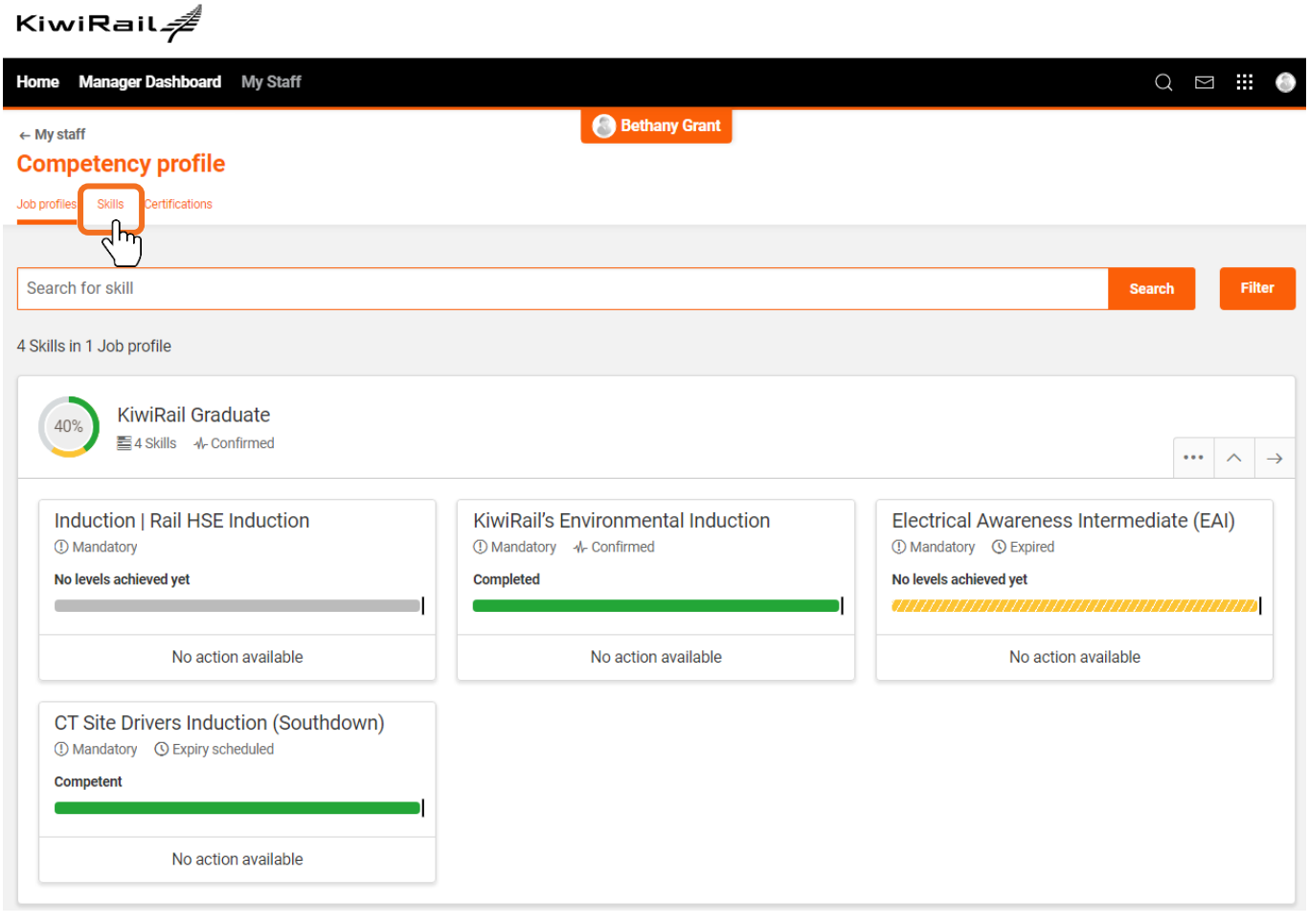
Click the ﹀ button to view all the Skills associated with that Job profile.



5 Job profiles display a pre-determined list of skills which are deemed a requirement for an individual in that role to hold. Job profiles easily display potential gaps in their training requirements.

- Green = Completed / Achieved
- Yellow = Further action can be taken (through an associated course or revalidation)
- Grey = Action required / Competency is not held or has expired

Click on **Skills** to view the individuals further Skills which are not related to a Job profile.



6 Select a Skill to view further details associated to that record along with the expiry date and previous skill history.

Courses previously completed along with current courses the individual is enrolled onto and ready to complete are listed under **Contributing Elements**.

