



Deloitte Tax LLP | June 13, 2019

For internal use only



Enhancing the deployment process Complete your **Skills Profile** today

Multistate Tax practitioners,

Over the last few years, MTS has used the Experience and Interests Survey to capture practitioners' skillset information. There is now a cross-business skills repository tool that Tax is transitioning to called [Skills Profile](#) that is now accessible through [Talent on Demand \(ToD\)](#).

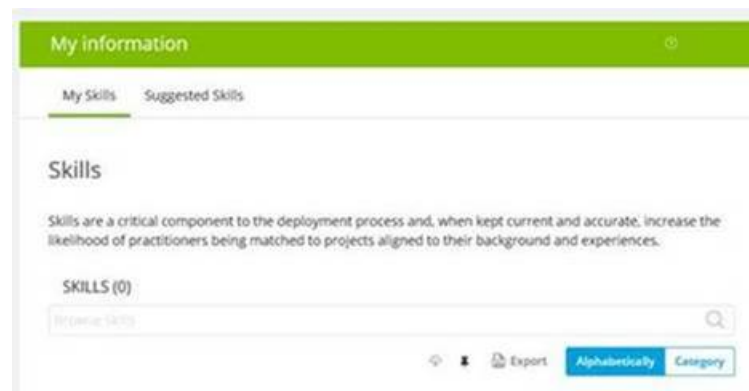
Any business and technology skills entered into the [Skills Profile](#), along with your resume uploaded to the [Deloitte People Network \(DPN\)](#), will now be visible through the enhanced [MySource](#) Skills and Resume Search function. This information is used by Resource Requestors and Resource Managers when making staffing decisions.

Your peers took less than 10 minutes to fill out their Skills Profile – complete yours now!

Next steps

- **Complete your [Skills Profile](#) by June 28.** This is a Tax-wide requirement. You are required to update and confirm your skills every six months, or when you gain a new skill, whichever comes first! Please review the following tips for completing your Skills Profile:
 - **Resources.** Review the [Skills Profile resource page](#) and [helpful hints](#).
 - **Suggested Skills.** The “Suggested Skills” tab provides you with a list of recommended business and technology skills based on your Business Area and/or Business Line.

Please note that you also have the ability to search and add any additional skills that are more specific to your Practice Area and/or skills that you may have acquired from previous roles in your career through the “Browse Skills” search field on the “My Skills” tab. Please review the attached Skills Directory for examples of MTS business and technology skills you can consider adding to your [Skills Profile](#).



- **DPN.** Revisit your [profile](#) and resume on DPN every six months to ensure they are aligned to the skills entered on your [Skills Profile](#).
- **Proficiency.** Consider the following guidance in determining your level of proficiency in each skill.

Proficiency	Definition and Guidance
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Training Only	Training Only should be selected if your level of experience is limited to that gained in a classroom, through a learning course (virtual, eLearning, or in-person), or as a trainee on-the-job. You have basic knowledge or understanding of techniques/concepts. You are expected to need help when performing this skill.
Foundation	Foundation should be selected if you can successfully complete tasks in this skill as requested. You understand and can discuss terminology, concepts, principles, and issues related to this skill. Your experience is limited (in either length or breadth) or has not been used recently. You may require help from time to time.
Intermediate	Intermediate should be selected if you can perform this skill without assistance. You have applied this skill to situations consistently while needing minimal guidance to ensure successful performance. You understand and can discuss implications of changes to processes, policies, and procedures in this skill area. You are not a leader for this skill, but are able to act independently.
Advanced	Advanced should be selected if you can perform and provide improvement upon this skill without any supervision. You are known within your immediate

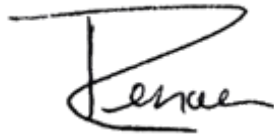
	network as "a person to ask" regarding this skill. Your experience is broader than the normal practitioner and you have recently used this skill. You are capable of coaching others.
Mastery	Mastery should be selected if you are known as a recognized authority in this area. You are known as the "go to" person for this skill. You can provide guidance and answer questions related to this skill. You are able explain the relevant elements during discussions/conferences and/or you create/publish new or complex material to foster understanding among internal and external colleagues.

- **Other Tips and Reminders:**

- [Skills Profile](#) can also be accessed through your [Talent on Demand](#) homepage. Navigate to My Information → Qualifications & Expertise → Skills.
- A VPN connection is required to access [Skills Profile](#) when working remotely.
- Certifications, Languages, and Industry designation should also be added via [Talent on Demand](#) and can be found under My Information → Qualifications & Expertise.

Questions?

Review the FAQs on the [Skills Profile resource page](#), contact [US Tax National Deployment](#), or reach out to your [Resource Manager](#) with any additional questions.

A handwritten signature in black ink, appearing to read 'Renae'.

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