

# Sample Email Templates

Below are some of the templates you can use to create your own emails

## **How to Build Skills Inventory for Managers**

Hello Managers,

We are kicking off our company's skills audit with SkillsDB. The process is pretty simple, starting with building our skills inventory from a repository provided by our SkillsDB, and we will then set up a list of our employees, who will then add skills and score themselves on each skill they add to their profile.

As a manager, you will help us build the skills inventory by adding skills from the skills library, which contains thousands of core skills. You can also input specific skills that are not in the skills library (note: you only need to add the skills for your direct employees).

Here's a short video of how to add skills: <https://youtu.be/5wH0YXK-hs4>

As for your credentials, each of you will have your own manager level credentials sent through a separate email.

We hope to have your full participation in order to get this project going. If you have any questions, please don't hesitate to contact me.

Sincerely,

## **Why a Skills Audit for Employees**

Hello Employees,

We are kicking off a company-wide project in the next couple of days with SkillsDB. This project will help us grow further by identifying all skills across the entire company.

We can't do this without you and so we are asking for your help to make this project a success.

As an employee, you will login to SkillsDB [LINK TO YOUR COMPANY'S INSTANCE], then add your skills. You will then score each skill added to your profile.

Once achieved, we can then identify the much-needed learning and training for all of us in order to address any skills gaps.

Here's a short video on how to score each skill: <https://youtu.be/X8I-vDZVrs>

Everyone will receive unique login credentials via separate email.

We really hope for full participation in order to make this project a huge success!

If you have questions, please don't hesitate to reach out to your direct report/manager.

## Fill Out Profile for Employees

Hello Employee,

Per our previous communications, it is time for you to fill out your skills assessment.

Login to SkillsDB, then go to **My Skills > Add/Edit Skills** > any highlighted skill still needs to be scored

To score yourself against a skill, select the score drop-down box and choose your score. Then either just move to the next row or select save. The only required field is the score.

These instructions quick guide will show you how to navigate SkillsDB.

If you have any questions regarding the completion of the assessment, please use the support icon on the lower right-hand portion of your interface. Here you can chat with or leave a support ticket for SkillsDB.

## Reviewing Employee Skills for Managers

Dear Manager & People Leaders,

It is now time for you to access SkillsDB - our hub for employee success. This message will guide you on how to score a team member's rated competencies. When completing each assessment, you can either confirm the team member's skill level or create a score gap, which becomes the basis for individual skill development plan. Using the skills manager screen is easy! Here are some quick instructions once you've logged in:

To use the skills manager tool in the manager dashboard, go to **My People > Reporting > Manager Dashboards**, then **Skills > Choose a team member > GoTo under the "Manage"**

If a team member is highlighted in red, that means they have made a change to their skill profile since the last time you made a change.

The next page will show you the team member's skills summary. Go to **Skills > "Fill in Manager Scores"** (optional, which will bring over the team member's scores so you can manage by exception. Make sure to score each team member's entry. Then, **Manager Score** and change the value if you do not agree with the employee's self-score. **Save changes.**

Please be sure to watch this quick video that will show you the ins and outs of using the skills profile screen.

If you have any questions regarding assessing employees, please use the support icon on the lower right-hand portion of the SkillsDB interface. Here, you can chat with or leave a support ticket for SkillsDB.