

Overview

By clicking the **Org Chart** icon on the **Control Panel (left-side of the screen)** within *TalentED*, as illustrated below, you will be able to drill up and down to view the reporting structure that you belong to, as well as access the key functions of the platform to self-manage your career and supervisors can better engage and collaborate on the growth and development of their direct reports. An employee vs. a supervisor may have a slightly different page view. **Clicking on the ellipses on the employee card** displays a listing records and touch points for collaboration and engagement.

More information and resources can be found via the [HELP](#) function within *TalentED* or the [Table of Resources/Guides](#) document.

The screenshot shows the TalentED interface with several callouts:

- Sort options by: metric, first name, or last name**: Points to the 'Sort' dropdown menu.
- Options for viewing your organization**: Points to the view toggle icons (grid, list, card).
- Organizational hierarchy from you up through to the president of NKU**: Points to the breadcrumb navigation path: 'Up 2 (through to president) / Up 1 / Your Name Here'.
- Click Org Chart to access direct reports**: Points to the 'Org Chart' icon in the left sidebar.
- If you are a supervisor, displayed is the # of direct reports, and below is the listing of direct reports**: Points to the '12' icon below the supervisor's profile card.
- If you are a supervisor, you can click the ellipses to view a menu of collaborative points**: Points to the three-dot menu on the 'Your Direct 4' card, which opens a menu with options like '1:1 Journal', 'Competency Profile', 'Continuous Feedback', 'Development Plan', 'Performance Assessments', 'Recommended Learning', 'Timeline', and 'Training Transcript'.

The main interface displays a supervisor's profile card with the following metrics:

JOB FIT	MEDIAN TENURE	SPAN OF CONTROL	BENCH STRENGTH
0%	1.7 Years	2	100%

Below the supervisor card are four direct report cards, each with a three-dot menu icon.