

My Experience (DEPRECATED)



This feature may not be in use for your system.

Participants can add their own training events that can then be approved by a manager. Participants can track their practical experience and personal development plans such as project management experience, flight logs, offline certifications, or other qualifying activities.

The experience log can be configured to track experience within a web form, by uploading supporting documents (i.e. PDF or word), or a combination of both. Authorized managers are provided with tools for reviewing and endorsing employee experiences as qualifying activities. Managers may also promote employees to up to four levels of pre-defined experience progression.

Add Experience and Submit for Approval

1. Select **My Experience** from your main navigation area to open the experience log.

2. Enter your hours for the current level. This can be done all at once, or a little at a time. You can also change the level at the bottom of the form.
3. Submit your hours for approval after you have met the requirements.
4. Your manager will review your submission and you may get an email to say if the level was approved or not approved.
5. Proceed to the next level, if applicable.

Level 1

Hours Required: 264
Hours Reported: 264
Status: *Approved*
[Feedback](#)

Level 2

Hours Required: 264
Hours Reported: 269
Status: *Pending Approval*
[Feedback](#)

Level 3

Hours Required: 264
Hours Reported: 0
Status: *Not Submitted*

Level 4

Hours Required: 264
Hours Reported: 0
Status: *Not Submitted*

informetico

Your Approving Manager: Eric Jackson
Your Experience Towards: Project Manager

Hours of Experience for Level 1

Current Status: *Approved March 11, 2013*

Phase:		Definition	Planning	Execution	Delivery
Function / Role	Project Management	12	14	48	4
	Cost Management	4	8	10	4
	Time Management	4	6	8	4
	Quality Management	5	12	48	4
	Contract Administration	4	16	5	2
	Safety Management	3	20	15	4
Total Hours: 264			Minimum Hours Required to Complete Level 1: 264		

Supporting Documentation

Create Date	Project Name	Project Location	Project Type	Attachment	
March 11, 2013	AAA Wind Farm, Inc	Thunder Bay, ON	New Client	 March 11, 2013	Options ▼

Go To: **Level 1** ▼

 [Print Certificate](#)

[Submit For Approval](#)



My Experience May Look Different

The configuration of the experience log is customized for your system's specific requirements, so while it will not look like exactly like the examples in this manual, the functionality is the same.