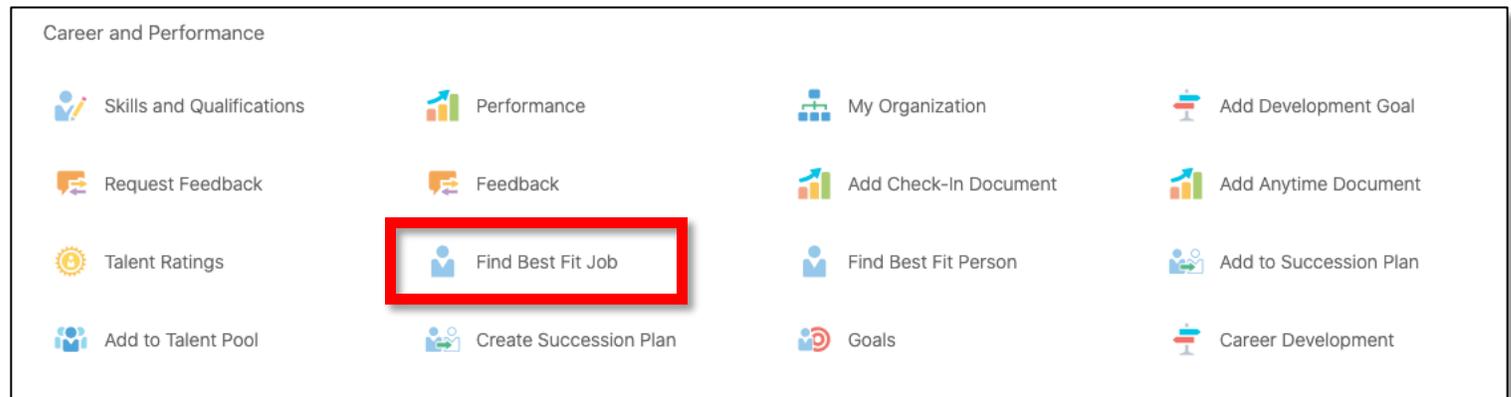


1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

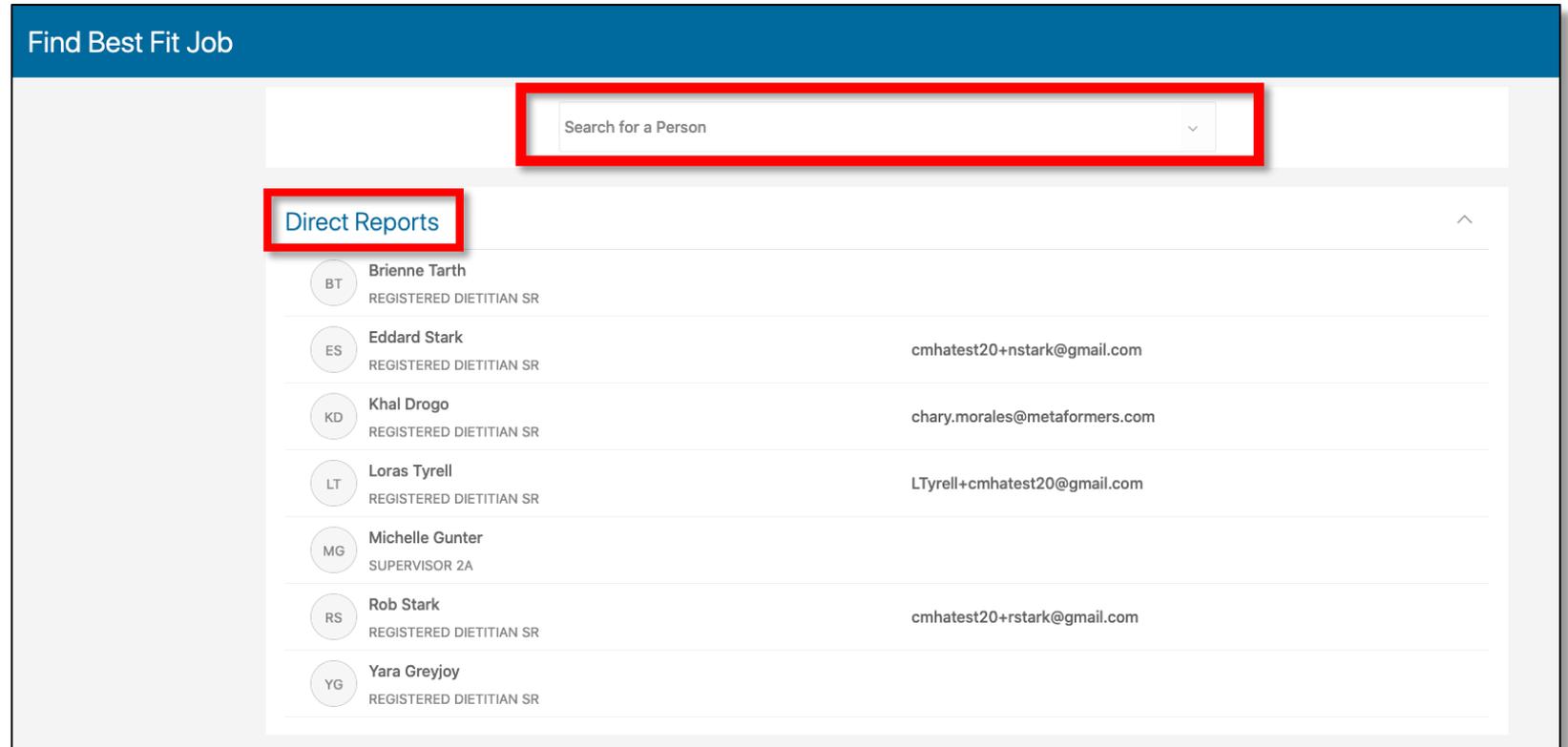
The screenshot displays the Connect MSS dashboard interface. At the top left is the Connect logo. Below it, a greeting reads "Good evening, Arya Stark!". A navigation bar contains several menu items: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", "Service", and "Knowledge". The "My Team" item is highlighted with a red box. Below the navigation bar, there are two columns of icons: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column includes: Change Manager, Seniority Dates, Transfer, Employment Contracts, Employee Summary, Promote, Employment Info, and Add Assignment. The "APPS" column includes: My Team, Onboarding, Hiring, Performance Overview, Career Overview, Performance, Talent Review, Learning, Users and Roles, New Person, Workforce Compensation, Workforce Modeling, Workforce Predictions, and Personal Brand. A red arrow points from the "My Team" menu item down to a "Show More" button, which is also highlighted with a red box.

3. Scroll down the page until you see the **Career and Performance** section and select the **Find Best Fit Job** task.

A screenshot of the 'Career and Performance' section in the MSS system. The section is titled 'Career and Performance' and contains a grid of 16 tasks. The 'Find Best Fit Job' task is highlighted with a red rectangular box. The tasks are arranged in four rows and four columns.

Career and Performance			
 Skills and Qualifications	 Performance	 My Organization	 Add Development Goal
 Request Feedback	 Feedback	 Add Check-In Document	 Add Anytime Document
 Talent Ratings	 Find Best Fit Job	 Find Best Fit Person	 Add to Succession Plan
 Add to Talent Pool	 Create Succession Plan	 Goals	 Career Development

4. On the **Find Best Fit Job** page, you will see a **search box** and a list of **Direct Reports**. Select the desired employee from the list of **Direct Reports** or conduct a search if needed.



Find Best Fit Job

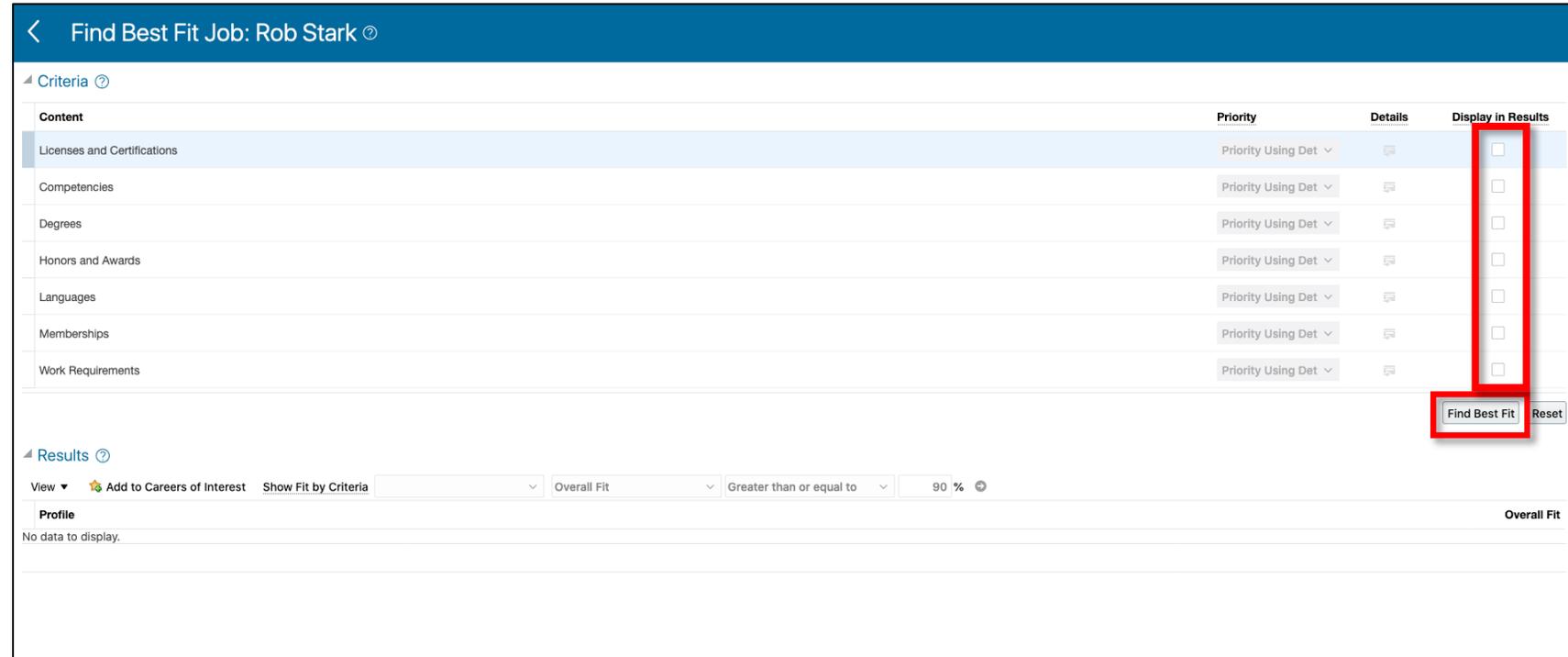
Search for a Person

Direct Reports

BT	Brienne Tarth	REGISTERED DIETITIAN SR	
ES	Eddard Stark	REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo	REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell	REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
MG	Michelle Gunter	SUPERVISOR 2A	
RS	Rob Stark	REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy	REGISTERED DIETITIAN SR	

5. To find a best fit job for the selected employee, use the **Display in Results** section checkboxes to select the **Criteria**.

6. Once the **Criteria** has been selected, use the **Find Best Fit** button to execute the search.



The screenshot shows the 'Find Best Fit Job: Rob Stark' interface. It features a table of criteria with columns for 'Content', 'Priority', 'Details', and 'Display in Results'. The 'Display in Results' column contains checkboxes for each criterion. A red box highlights these checkboxes. Below the table, there is a 'Find Best Fit' button and a 'Reset' button. The 'Results' section below shows filters for 'View', 'Add to Careers of Interest', 'Show Fit by Criteria', 'Overall Fit', and 'Greater than or equal to', along with a '90 %' indicator. The 'Profile' section below shows 'No data to display.'

Content	Priority	Details	Display in Results
Licenses and Certifications	Priority Using Det	ⓘ	<input type="checkbox"/>
Competencies	Priority Using Det	ⓘ	<input type="checkbox"/>
Degrees	Priority Using Det	ⓘ	<input type="checkbox"/>
Honors and Awards	Priority Using Det	ⓘ	<input type="checkbox"/>
Languages	Priority Using Det	ⓘ	<input type="checkbox"/>
Memberships	Priority Using Det	ⓘ	<input type="checkbox"/>
Work Requirements	Priority Using Det	ⓘ	<input type="checkbox"/>

Find Best Fit Reset

Results

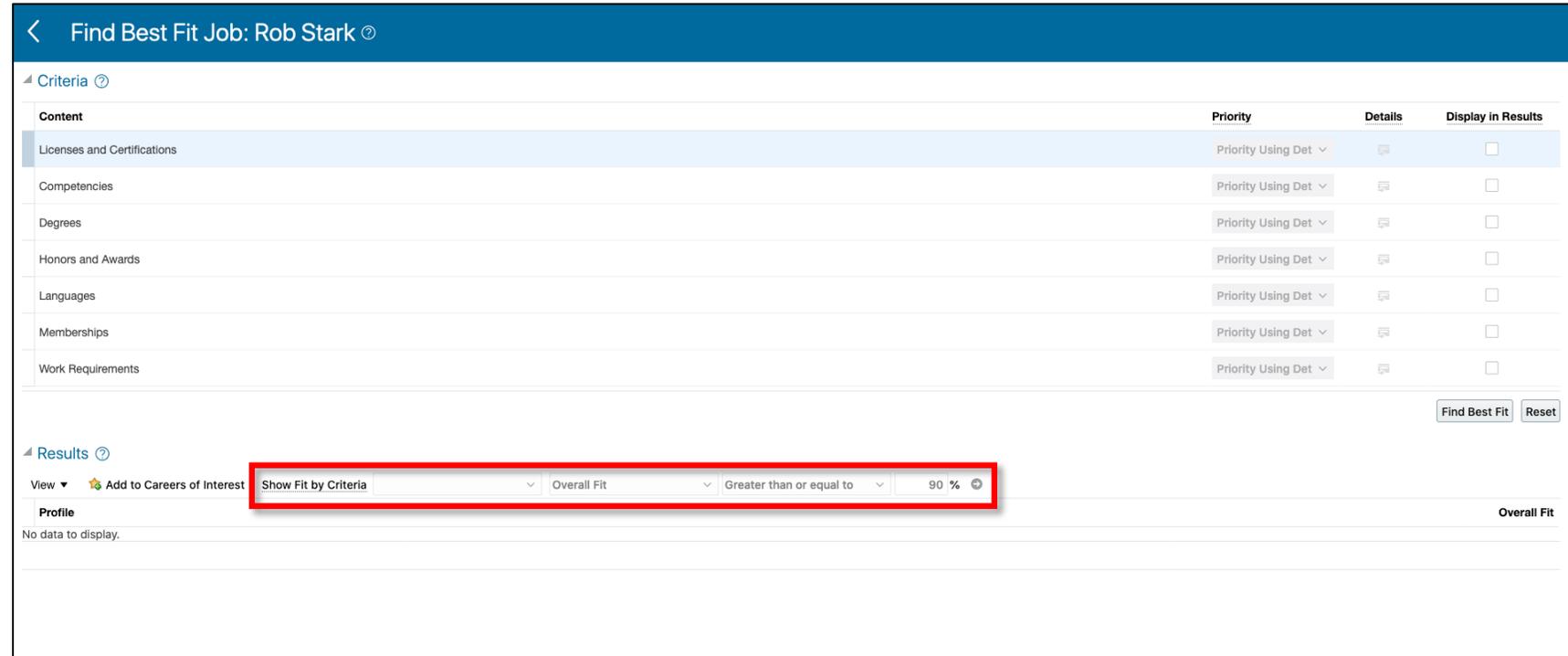
View Add to Careers of Interest Show Fit by Criteria Overall Fit Greater than or equal to 90 %

Profile

No data to display.

7. There are also **filters** that can be applied to the **Results**. These are intended to allow the user to get results tailored to any optimal **Overall Fit**. To execute the filters in the search, use the **arrow icon** at the right end of the filters shown in the red area.

End of Procedure



The screenshot shows the 'Find Best Fit Job: Rob Stark' interface. It features a 'Criteria' section with a table of filters and a 'Results' section with a filter bar. A red box highlights the filter bar in the 'Results' section, which includes a dropdown menu set to 'Show Fit by Criteria', a dropdown menu set to 'Overall Fit', a dropdown menu set to 'Greater than or equal to', and a percentage filter set to '90 %'.

Content	Priority	Details	Display in Results
Licenses and Certifications	Priority Using Det	📄	<input type="checkbox"/>
Competencies	Priority Using Det	📄	<input type="checkbox"/>
Degrees	Priority Using Det	📄	<input type="checkbox"/>
Honors and Awards	Priority Using Det	📄	<input type="checkbox"/>
Languages	Priority Using Det	📄	<input type="checkbox"/>
Memberships	Priority Using Det	📄	<input type="checkbox"/>
Work Requirements	Priority Using Det	📄	<input type="checkbox"/>

Results Filter Bar:

- View ▾
- ★ Add to Careers of Interest
- Show Fit by Criteria ▾
- Overall Fit ▾
- Greater than or equal to ▾
- 90 % ⌵

Profile Overall Fit

No data to display.