



Taleo Enterprise

Taleo Performance
Taleo Learn & Development Plan Guide

Feature Pack 12A (Sales Demo)
March 12, 2012

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Preface

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Technical Configuration and Software Performance

For the latest information, refer to the *Taleo Enterprise Technical Configuration and Software Performance Guide* document for the applicable release.

Taleo Learn & Development Plan Guide Revision History

The Revision History lists updates that were made to this guide.

Date	Modification	Revised Topics
December 23, 2011	Initial version.	
March 12, 2012	Removed references to Learning Plan, added table with Learn user type permissions, added <i>Completing Learn Items</i>	Learn Items in Development Plans



Learn Items in Development Plans

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Development Plans and Taleo Learn Activities

Taleo Learn and Taleo Development have been unified to provide users a singular view of their total learning and development activities. This combines the strengths of both products to provide a total learning and development solution for users.



This feature was only available for sales demonstration purposes in Taleo Performance 12A.5. It has now been made generally available in 12B.

The integration of Taleo Development and Taleo Learn provides multiple methods for populating a given employee's development plan:

- Taleo Learn administrators can assign learning activities to employees based on criteria such as, their job, department, or location
- employees can search the Learn item catalog and self-register for development activities, enabling employees to be actively engaged in their professional development process
- employees can create custom activities, such as on-the-job learning, mentorships, and other company initiatives on an ad-hoc basis

Taleo Learn supports multiple types of learning items, approvals and enrollment for those learning items. This increases the options available for the type of development activities that can be added to someone's development plan.

Learn items can be added as independent development activities and added to a custom context. Items that require enrollment or approval can be added and their processing will be handled within the Taleo LearnCenter.

When a Learn item is added to an employee's development plan, its details are saved as a development activity in Taleo Performance. This enables the details of the Learn item to be included in reports and when printing. When a Learn item is updated in the LearnCenter, this update will be relayed to Taleo Performance, so that the data in the development plan accurately reflects the current state of the Learn item.

After adding Learn items to a development plan, any actions or updates that affect the progress or details of a Learn item occur within the LearnCenter. This includes actions such as, approvals and enrollment, and updating completion status and scores. Within the development plan you can comment on the Learn item, link it to a context, and view its history.

Once a Learn item is completed it can then be archived. You cannot share, rate, or enter additional comments for Taleo Learn activities when archiving them. Rating and sharing is done within Taleo Learn.

For details on Taleo Learn, see their [Online Help](#).

Benefits

- Provides direct access from Taleo Performance to the wide range of structured learning items available in Taleo Learn's LearnCenter, without having to navigate away from Taleo Performance.

Configuration

Step 1: Make request to Taleo Customer Support to have Taleo Learn enabled for your zone. When using Taleo Learn you must ensure that Taleo Learn catalog is enabled and the Taleo Performance Development Activity Library is disabled.

Step 2: Complete the steps in Taleo Services's [Learn Integration Operations Guide](#). Note: access to Taleo intranet required for link.

Step 3: Configure Taleo Performance settings as indicated below:

Configuration > [Taleo Performance] Settings	
Name	Description
Enable Development Search	Yes enables the Search for an activity... and Assign Activities option for user's with the required Development Plans user type permissions. This must be enabled to search for development activities, regardless of content provider or development activity library. When set to <i>No</i> you cannot search for a development activity and the remaining three settings do not affect the system. The default value is <i>Yes</i> .
Search Content Provider	Indicates whether the Taleo Performance development activity library or Taleo Learn is used to provide activities for development plans. If <i>Taleo Learn</i> is selected, additional configuration is required. The default value is <i>Development Activity Library</i> .
Taleo Learn Search URL	This provides the address for the library of development activities that users search through when the Search Content Provider setting is Taleo Learn. If the content provider is not Taleo Learn this setting is not used. This is a static URL that will need to be updated manually if there are any changes in the production environment.
Taleo Learn Item Detail URL	This is required for the Taleo Learn UI widget that is displayed in Taleo Performance. This is a static URL that will need to be updated manually if there are any changes in the production environment.

User Type Permissions		
Name	Description	Location
Access Learn as a default user	This provides standard user access to Learn. This enables users to see LearnCenter pages and learning content. All sub permissions (in Learn) except View Course Offline are automatically selected. The user can also use the Com Center.	Learning > Learn
Access Learn as a supervisor	This provides Learn supervisor access which typically provides manage access in Learn to users, user communications, completion certificates, assignments, enrollments, development plans, goals, and reports.	Learning > Learn
Access Learn as an administrator	This provides Learn administrator access, typically enabling users to manage LearnCenter configuration options and set up courses.	Learning > Learn
Access Learn as user 1, user 2, user 3	These are custom user types, which must be aligned with custom user accounts in Taleo Learn by Taleo Customer Support.	Learning > Learn

The following fields are imported from Taleo Learn and used in the Development Plan module:

Taleo Learn Fields		
Code	Name	Description
Currency	Cost	Language
DevelopmentCourseScoringType	Start Date	End Date
Institution (Provider)	Location (Facility)	DevelopmentCourseDurationType
Duration	Objective	Prerequisites
Equivalent Titles	URL	ExternalID

Impacts

This feature is optional. At migration, the feature is disabled by default.

Working with Taleo Learn Items

Taleo Learn items can consist of Instructor Lead Training (ILT) sessions, Virtual Instructor Lead Training (VILT) sessions, online e-learning courses, course enrollments and more.

When working with these items in Taleo Performance, you can search for and view them, add them to your development plan, later review item changes or progress, and archive them.

Adding Learn Items

When your system is using Taleo Learn as the Development Activity Library, you can select Learn items as your development activities.

When searching for Learn items to add, you can filter by category and keyword. Keywords search Learn item names and descriptions. Categories can be thought of as folders in which you keep related items. Categories help manage various Taleo Learn items, such as enrollments, ILT sessions, classes, assignments, assessment-related items, skills, and job profiles.

You can add Learn items from development plans, goal plans, performance reviews, career plans, and the talent profile.


To add Taleo Learn Items

Prerequisite

A development plan must exist.

[Quick Links] My Development Plan


Steps

1. Click  and select **Search for an activity**.

By default, the Development Activity Search list displays all the Learn items in the library.

2. Enter search criteria and select a category and click **Search**.

The categories available are dependent on your implementation.

3. Hover over an item and click  and select **View details** for the item you want to add.
4. Review the item and click **Add to plan**.
5. In the Link Development Activity window select the context for the activity.

Option	Description
Competency	Lists the competencies you have in your talent profile.
Employee Goal	Lists all of your goals that are not started or in progress.
Job Role	Lists the job roles for each scenario in your career plan.

Option	Description
Review Item	Lists all the review items that are included with your performance reviews.
Custom Context	These values are created by users and enables you to group together development activities in a manner that is meaningful to your organization.

You can link multiple items, but each must be selected and added one at a time.

6. Click **OK**.

Result

The item is added to your development plan as an activity.

Completing Learn Items

You can use the **Launch this Activity** link from within a development activity, to access the Learn item and work on completing it.

Once launched, the activity is displayed in a new window. What you can do from that window is dependent on the type of Learn item it is. For instance, if it is a web-based course you can complete it directly within that window, whereas if it is a director-led classroom course you may only be able to update your progress. Regardless of the type, as you complete the Learn item your progress is updated accordingly in Taleo Performance.

To launch an activity

Prerequisite

A development plan must exist.

[Quick Links] My Development Plan

Steps

1. Select the development activity name.
2. Click **Launch this activity**.

A new browser window opens to display the activity.

3. Work on the activity as needed and close the window.

Progress is updated, indicating how much of the activity has been completed. How these are completed is dependent on their type.

4. Click **Add** in the **Comments** section if additional information needs to be added.

This comment is added to the Learn item in Taleo Performance and is not associated with the item in Taleo Learn.

5. Click .

Result

When all the components of the activity have been completed, it will have a **Status** of **Complete**.

Viewing Learn Items

You can view Learn items to preview them before adding them to your development plan, or to review changes made to an item that is already part of your development plan.

When a field is not used by a Learn item, **N/A** is displayed. If there is an empty field that means it may be used, but currently has no value.

When looking at Employees' Reviews, only reviews that were entered for the Learn item in Taleo LearnCenter are available.

To View Learn items

Prerequisite

A development plan must exist.

[Quick Links] My Development Plan

[Quick Links] My Development Plan > Development Activity Search Results

Steps

1. Hover over an item and click  and select **View details**.


The most current information on the item is displayed.

2. Click **Preview this event** to open a new window from where you can view additional details on the components that make up the activity.

This may not be available for all items. You can preview an e-Learning course without it counting against the completion of that course.

3. Use **Sort By** in the **Employees' Reviews** section to filter reviews from LearnCenter users for the item.

Next Step

Click  to return to the development activities or if you are viewing the item while searching, click

Add to plan.

Archiving Learn Items

Development activities based on Learn items can be archived, but there are some differences from a standard activity.

Archiving a Learn item helps limit the list of development activities in Taleo Performance to current activities. It does not impact the item in the Taleo LearnCenter. You cannot share, rate, or enter additional comments for Taleo Learn activities when archiving them, unlike a custom activity.

If there are any updates or changes to a Learn item that has been archived, it is unarchived and returned to the **Activities** list. This can include changes such as, when a recurring item reaches its recurrence date, a change in the description, or anything else that alters the item's content.