

Human Capital Management: Step-by-Step Guide

Reviewing a Training Summary

To look up an employee's full record of completed training:

1. From the university portal home page, select the **HCM** tile.
2. Navigate to: **NavBar > Navigator > Administer Training > Result Tracking > Review Training Summary**. The Review Training Summary page appears:


Review Training Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Enter the **Empl ID** or **Name** of the employee and click **Search**. The employee's completed training records are displayed.

You can use the form's navigational tools to view and download the summary:

The screenshot shows a web interface for reviewing training. At the top, it says 'Review Training Summary' and 'Person ID 256217'. A yellow callout box highlights the text 'The course code for the Search Committee Training is: U00066'. Below this, there are navigation buttons: 'Personalize', 'Find', 'View All', and a 'Download to Excel' button. A red circle highlights the 'Find' button, and another red circle highlights the 'Download to Excel' button. A third red circle highlights the pagination controls '1-25 of 48' and 'Last'. A callout box on the left says 'View Session and Status together' with an arrow pointing to a button. Another callout box says 'Find a course or View All records' with an arrow pointing to the 'Find' button. A callout box on the right says 'Navigate through multiple records' with an arrow pointing to the pagination controls. At the bottom right, a callout box says 'Scroll through records' with an arrow pointing to the scrollbar. At the bottom left, there are buttons for 'Return to Search' and 'Notify'.

Course	Title	Session Number	Completion Date
U00190	CU: Skills & Standards WEB	0001	
U00185	HCM	0001	
U10072	CDS	0001	03/26/2019
U00171	Advance Committees Form-WEB	0001	09/19/2019
A00218	CU: Intro Advmt. Intelligence	0001	08/13/2019
A00213	HCM: Contract Pay Webinar	0001	05/03/2017
A00211	HCM: Funding Entry Webinar	0001	04/06/2017
U00145	HCM Fundamentals - WEB	0001	01/19/2017
A00172	CU: HCM Overview	0001	07/15/2015
U00134	Active Shooter Awareness-WEB	0001	12/08/2015
U00128	Veteran Educators Training-WEB	0001	07/18/2014
A00165	CU: Blue Ocean Philanthropy	0001	06/30/2014
U00115	Perf Mgmt Classified UCB-WEB	0001	05/07/2014
U00110	Advancement Gift AgreementsWEB	0001	11/22/2013
U00109	Advance Web-Nav and ReportsWEB	0001	07/18/2019