

# CV – send to employees for filling in



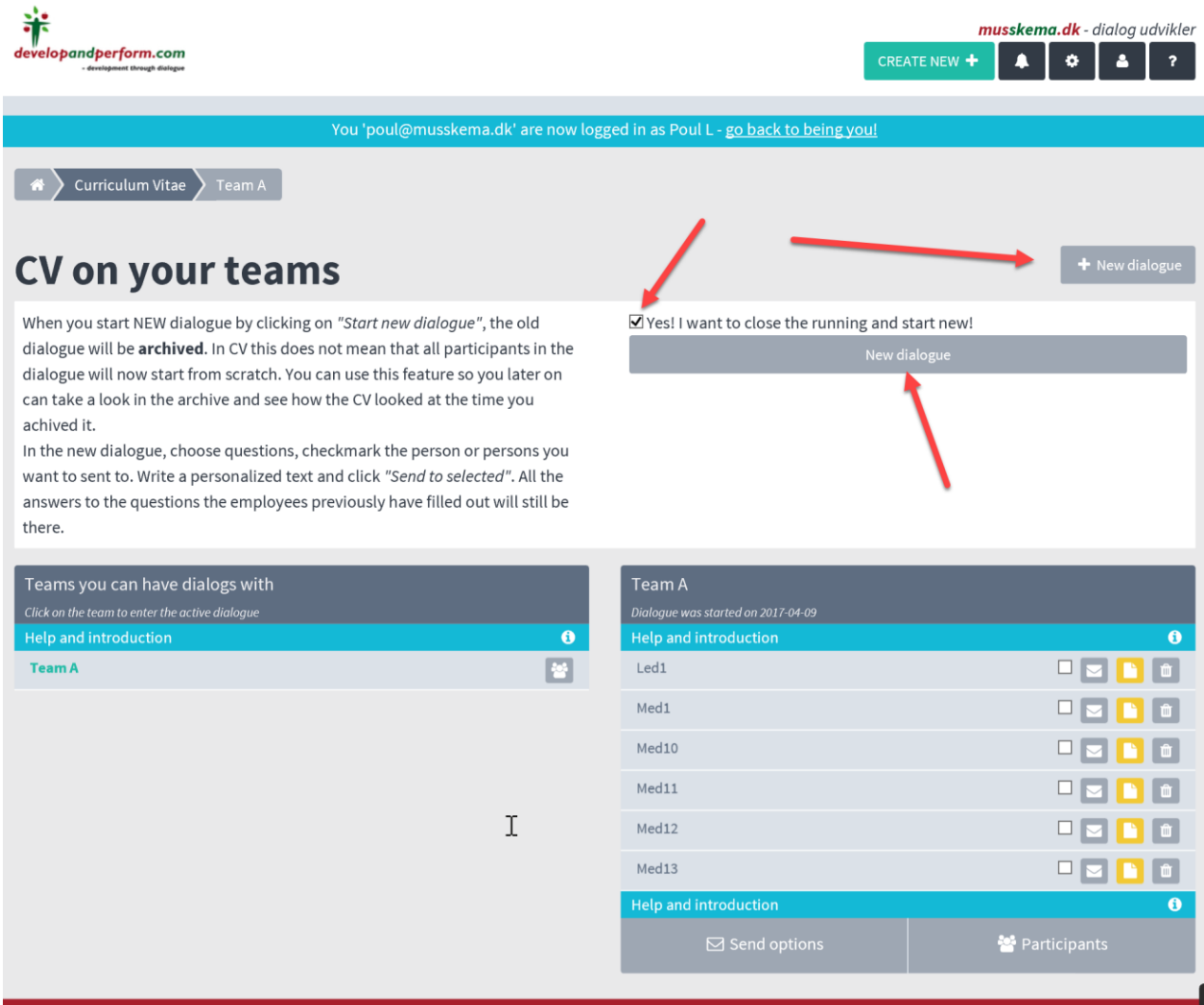
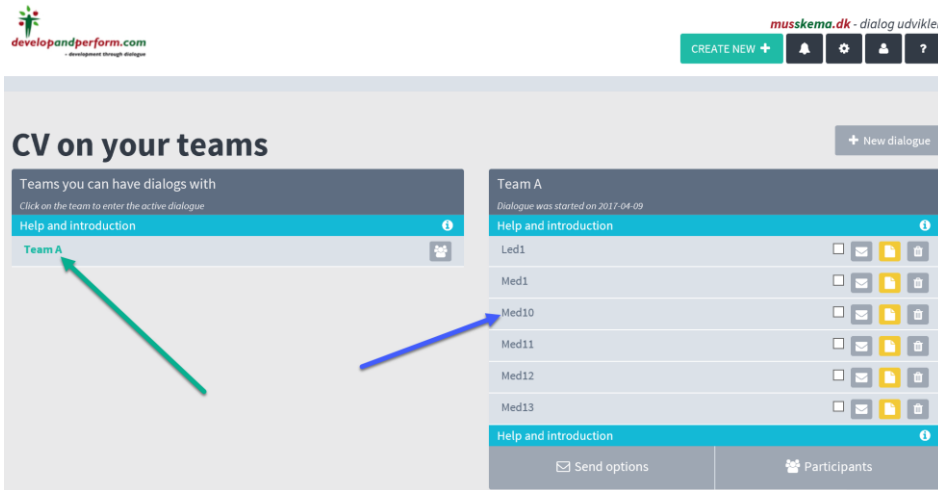
When you have configured your CV template (or multiple CV templates for several teams etc.), it is all about sending them out to your employees for filling in and for possibly having a dialogue with the employees, after they have filled in their CVs.

We recommend that this become a standard routine to be performed at least once a year at the annual EDP interview, which you can conclude by having a look at how the CV of the employee has been affected over the year.

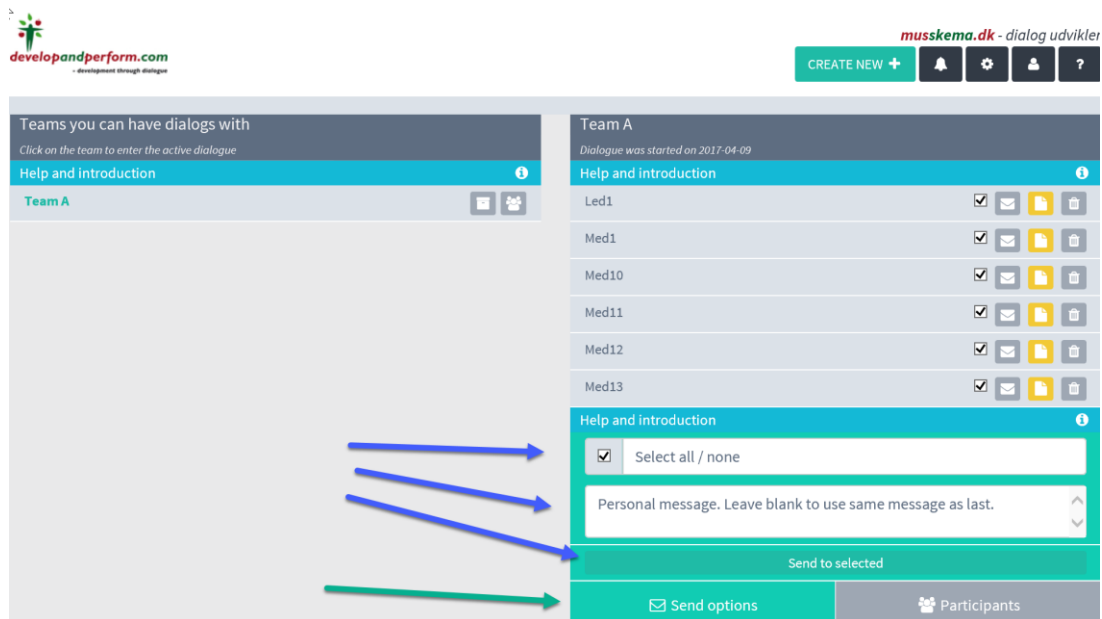
This short manual is about sending out and receiving a filled in CV.

When you, as a manager, are to send out CV, you should begin by clicking on the green arrow to see your team – is it correct that it consists of these 3 specific employees? If not, you have to correct the team and employee information first.

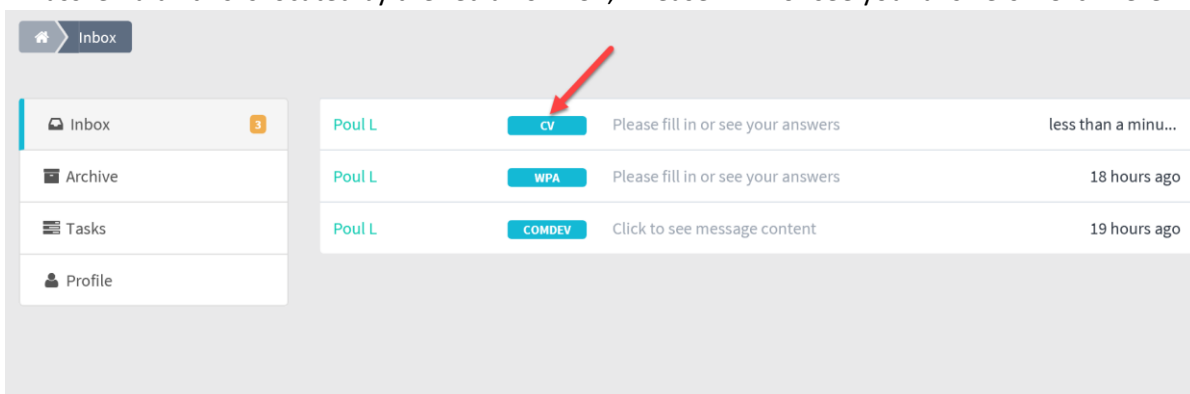
If it is correct, you send it out like this:



You click on "+ New Dialogue" by the red arrows (= new dialogue), then the Send options will open by the green arrow below, where from blue arrows you can click on all of your employees or on some of them individually, you can write a message to be included in the e-mail they will receive, and you can click on "Send to selected":



The employee will receive a reminder in his or her ordinary inbox. In the employee inbox when opening musskema.dk this is located by the red arrow: CV, "Please fill in or see your answers". Click here.



Once the employee has clicked on it, this will open – and by clicking "Go fill in answers" you can fill in and correct your CV:

