

KNOWLEDGE BASE ARTICLE

Employee Details: Profile Completeness and How to Reach 100%



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matīse iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Overview	4
What is counted	4
How the percentage is calculated	5
How to reach 100%	5
Why you do not see the card	5

Overview

On your own [Employee Details](#) page you may see the **Profile completeness** card with a progress bar and a text such as *Your profile is 71 % complete*. The card shows how much of the information that colleagues usually look for you have already provided, and what is still missing. This article explains what is counted, how the percentage is calculated and how to close every gap.

Note

Only you see this card, and only on your own page. Colleagues never see how complete your profile is. When the profile reaches 100%, the card disappears.

What is counted

The profile is checked against seven criteria. Each of them has the same weight.

Criterion	The criterion is met when	How to fill the gap
Photo	Your profile has a photo.	Change your photo in Microsoft 365; the photo is not edited in this web part.
About Me	The About Me text is not empty.	See KB10283. Employee Details: Filling In About Me, Interests, Responsibilities, Past Projects and Schools .
At least 3 skills	The profile has three or more skills.	Add skills in the Skills card. See KB50030. How To Edit Your Skills, Languages and Social Accounts in Employee Details .
Languages	At least one language is specified.	Add a language in the Languages card.
Social	At least one social account is specified.	Add an account in the Social card.
Phone	Either the mobile phone or at least one business	The phone numbers are managed by your administrator; ask for a

Criterion	The criterion is met when	How to fill the gap
	phone is filled in.	change as described in KB10287. Employee Details: How to Request a Change of Your Job Title, Department or Contact Data.
Office location	The office location is filled in.	Also managed by your administrator; use a change request.

How the percentage is calculated

The percentage is the number of met criteria divided by seven and rounded to a whole number. Therefore the card can show only these values: 0, 14, 29, 43, 57, 71, 86 and 100 %. For example, a profile with a photo, an **About Me** text, four skills, one language and a mobile phone, but without a social account and an office location, meets five of seven criteria and shows 71 %.

Below the progress bar, the line **Add to your profile** lists the criteria that are not met yet, in the same words as in the table above.

How to reach 100%

- 1 Open your own page and read the list after **Add to your profile**.
- 2 Fill in what you can edit yourself: **About Me**, skills, languages and social accounts.
- 3 For the photo, update it in your Microsoft 365 profile.
- 4 For the phone numbers and the office location, send a change request, if your organization has set it up.
- 5 Reload the page. The card recalculates the percentage and disappears when all seven criteria are met.

Tip

Completeness is a guide, not a goal in itself. Fill in the profile with real information; a skill added only to get the percentage up does not help colleagues.

Why you do not see the card

- You are on a colleague's page. The card is shown only on your own page.
- All seven criteria are already met.

- An administrator switched off the option **Profile completeness (for the owner of the profile)** in the web part settings.