KNOWLEDGE BASE ARTICLE

Employee Details: Profile Completeness and How to Reach 100%

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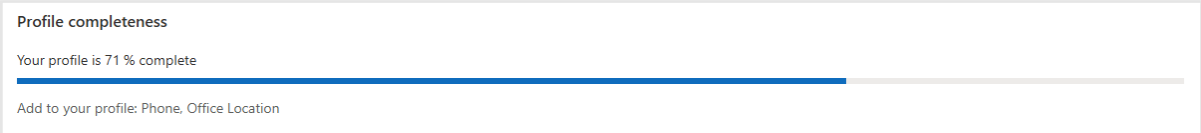
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Overview

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.



The Profile completeness card

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	Add an account in the **Social Media**

Criterion	The criterion is met when	How to fill the gap
	is specified.	card.
Phone	Either the mobile phone or at least one business phone is filled in.	The phone numbers are managed by your administrator; ask for a 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, multiplied by 100 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.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.