

Appointment Procedures and Duties of Subdivision Designees responsible for Supervising and Advising Staff on matters of Updating their Staff Profiles on the corporate portal (website) of the National Research University Higher School of Economics

1. Heads of each subdivision shall appoint subdivision designees responsible for supervising and advising staff on matters related to updating their personal profiles on the HSE corporate portal (website), and notify the User Support of the Online Media Unit via email: portal@hse.ru. If the subdivision designee is on vacation, business trip or sick leave, or absent from the workplace for over two working days, the head of the subdivision shall appoint a substitute and notify the User Support of the Online Media Unit via email: portal@hse.ru.
2. Subdivision designees shall
 - advise subdivision staff on matters related to updating their personal profiles;
 - populate and update staff profiles, as agreed with the head and other employees of the subdivision;
 - check if the layout and content of staff profiles conforms with the *Standard for Formatting and Populating Staff Profiles on the Corporate Portal (website) of the National Research University Higher School of Economics* (hereafter, the Standard) and notifies the head of the subdivision of any missing sections;
 - liaise with the Online Media Unit on behalf of the head and other employees of the subdivision on matters related to changing HSE databases (if any errors in a personal profile are revealed) and on inquiries from the employees that subdivision designees cannot address on their own.
3. The Online Media Unit shall provide subdivision designees with at least 2 academic hours of training in handling staff profiles and their connection to HSE databases. If the Standard is changed, the head of the Online Media Unit shall decide whether additional training is needed and what its scope should be.

