**ServiceNow Employee Profile**

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**General Information:**

* **User ID:** SN123456
* **Name:** Jane Doe
* **Official Email:** jane.doe@company.com
* **Phone Number:** +1 555-0123
* **Position:** Senior Analyst
* **Department:** Business Analytics
* **Location:** Chicago Office
* **Manager:** John Smith (SN654321)

**Employment Details:**

* **Employment Type:** Full-Time
* **Hire Date:** 01/04/2018
* **End Date (if applicable):** N/A
* **Employee Status:** Active

**Security Roles:**

* **User Roles:** [Business Analyst, HR User]
* **Access Level:** Full access to Business Analytics tools, limited access to HR management systems

**Performance and Reviews:**

* **Last Performance Review:** 15/03/2023 - Exceeded Expectations in Project Delivery and Team Leadership
* **Upcoming Review Date:** 15/03/2024

**Training and Development:**

* **Completed Trainings:** Advanced Excel for Analysts, SQL Fundamentals, Leadership Training
* **Scheduled Trainings:** Python for Data Analysis

**IT Assets:**

* **Assigned Equipment:** Dell Latitude 5420, iPhone 12
* **Software Licenses:** Microsoft Office Suite, Tableau Desktop Professional, Salesforce

**Notes and Comments:**

* **Special Instructions:** All hardware requests must be processed through IT department using standard request form.
* **HR Comments:** Eligible for next leadership role consideration in Q4 2024.