

ServiceNow Employee Profile

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.