

Skills landscape report setup guide

Viva Insights X People Skills

This report is intended to guide customers who want to run the Skills landscape report in Viva Insights to analyze their organization's skills.

People Skills must be set up in your tenant before the Skills Landscape report can be run. To set up People Skills or to understand more about People Skills, please review the [People Skills adoption site](#) and [People Skills setup documentation](#).

Table of Contents

Public preview summary.....	2
About the Skills Landscape report	2
Emphasis on confidentiality and security of employee data	2
Prerequisites	3
Involved roles.....	3
Feedback.....	3
Data flow from People Skills to Viva Insights.....	4
Set up People Skills and provide consent to share data with Insights	5
Set up and view the Power BI report template in advanced insights.....	5
Sharing the report with my team.....	7
Sharing feedback with Microsoft	8
FAQ.....	8

Public preview summary

Skills Landscape Report is currently available in public preview.

Note: If you have used and set up the Skills landscape report during the private preview, the data has been removed based on the private preview contract. Please follow the instruction "[Set up and view the Power BI report template in Advanced Insights](#)" to set up a new report.

About the Skills Landscape report

Skills landscape report is powered by the integration of People Skills data into Viva Insights. This report provides HR professionals and business leaders with a comprehensive understanding of the skills landscape in the organization. Insights in the Skills landscape report can be used to facilitate decisions in areas such as skills planning, talent management and development, resource allocation, and internal mobility.

With this report, you can:

- Discover top skills in your organization
- Browse commonly used skills and areas of skills specialization
- See how skills may be distributed across groups
- Explore skills hierarchy

Before we get started, there are a few things you should know:

- People Skills must be setup in your tenant before you can run the report
- People need to have eligible licenses for **Viva Insights** and **People Skills** to be included in this report.
- The skills data imports from People Skills to Viva Insights through APIs. Your Microsoft 365 admin or knowledge admin needs to provide consent in the Microsoft admin center (MAC) portal to confirm the connection.
- Only people with Viva Insights analyst role can run and set up this report. Your Insights admin needs to assign the analyst role to enable their access.
- The report includes up to three months of the skills insights.

Emphasis on confidentiality and security of employee data

These key measures and protocols are in place to ensure that data sharing adheres to the highest standards of privacy and compliance:

- **Minimum group size threshold:** Prioritizes employee privacy by using minimum group size threshold in the report. Minimum group size threshold can be customized and has a minimum value of 10 people. Only groups that exceed the threshold show in the report visuals.
- **Consent and compliance:** Initiates data sharing after consent from the Microsoft 365 admin, aligning with organizational data policies and organizational standards.

Prerequisites

Before you can bring in your data from People Skills and start running your analyses in Power BI, you'll need to:

- Have eligible licenses for Viva Insights and People Skills.
- For best results in the report, please include **no less than 50** measured employees for the public preview. Measured employees are those in your organization who have eligible licenses.
- Make sure your organization has [set up People Skills](#).
- Make sure your organization has turned on the data sharing option with Viva Insights in Microsoft Admin Center People Skills settings.

Involved roles

Here are the roles involved in setting up and using this feature:

- Insights administrator
- Microsoft 365 global admin or Knowledge admin
- Insights Analyst

Feedback

Please direct any feedback or questions via the in-product feedback icon or to your Microsoft account team. We will monitor the feedback and follow up as necessary.

Data flow from People Skills to Viva Insights



1. Microsoft 365 admin or Knowledge admin authorizes sharing People Skills data with Viva Insights.
2. Viva Insights imports the following datasets from People Skills:
 - a. Individual employee-level skills data, such as skill name, confirmed skills, and inferred skills.
 - b. Skills hierarchy data which includes a skill's relative layer in the hierarchy based on its parent-child relationships.
 - c. Related skills data which includes a skill's top related skills.
3. Viva Insights joins the People Skills data with the organizational data. Organizational data is based on the HR file uploaded to Viva Insights.

About privacy: The data sets are combined using the email addresses of the users, but the email addresses are never shown in Viva Insights through dashboards or query results. Note that other information provided in the organizational data set is exposed in advanced insights. Take care to ensure that the organizational data set doesn't include personal data (for example, employee IDs) which could be used to identify individuals after joining with the People Skills data. For more details, refer to [Prepare organizational data](#). For information about privacy, refer to [Advanced insights privacy](#) | [Microsoft Learn](#).

- Analysts run the Power BI report template query in the advanced insights app and download the template in Power BI.

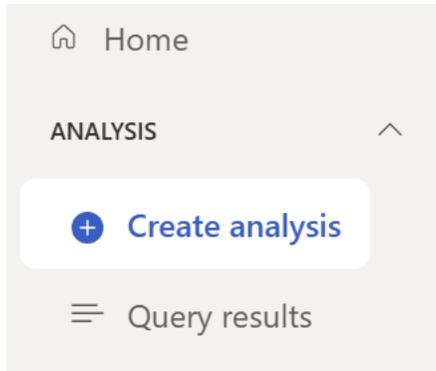
Set up People Skills and provide consent to share data with Insights

Follow instructions [here](#) to set up People Skills. You can choose whether to **share skill data with Viva Insights** as part of the setup.

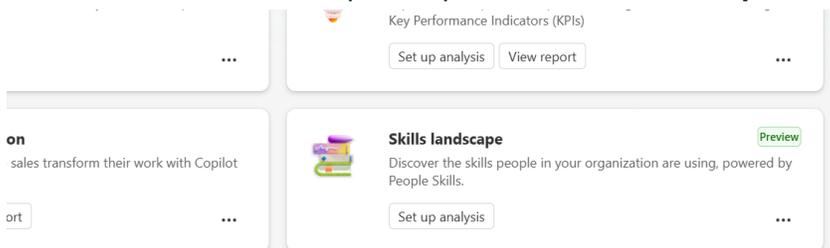
Set up and view the Power BI report template in advanced insights

Please follow the steps in this [online document](#) to set up the query and the report. You can also find below for details:

- Sign in to the advanced insights app: <https://analysis.insights.viva.office.com/>
- Go to **Create analysis**



- Locate the Skills landscape template and select **Set up analysis**



- Set up and run your query

- a. Enter a custom name for your query or leave the name at the default value. You can add a description if you prefer.

Query setup

Query name *

Description (optional)

- b. Select your preferred duration of skills data for the report. You can select up to three months of data.

Time period

Last 1 month

Last 1 month

Last 3 months

Thu, 05/01/2025

Sat, 05/31/2025

Auto-refresh ⓘ

- c. In **Select which employees you want to include in the query**, you can add filters to narrow down the employees in scope for your report. For more details about filter and metric options, refer to [Filters](#).

1 Select which employees you want to include in the query * ^

Filters are selected to identify group of employees to be included in the query. For example: Function type, Job level, Cost center, etc.

Create a filter below using conditions and condition groups: ⓘ

Total employees: 2980 Employees with People Skills data: 2869 ⓘ

- d. In **Select which employee attributes you want to include in the query**, attribute “Organization” and People Skills attributes are included as a default. You can add additional organizational attributes that have been uploaded to Viva Insights. Once the query runs, you can use these attributes to group and filter the reports.

2 Select which employee attributes you want to include in the query ^

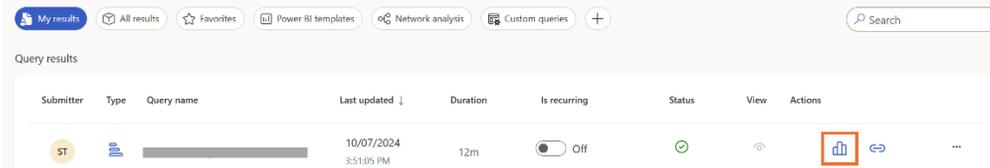
Employee attributes are data fields of employees that are to be used in the query.

Organization Skilld IsInferred IsConfirmed

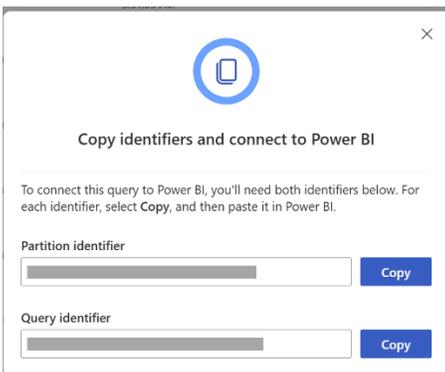
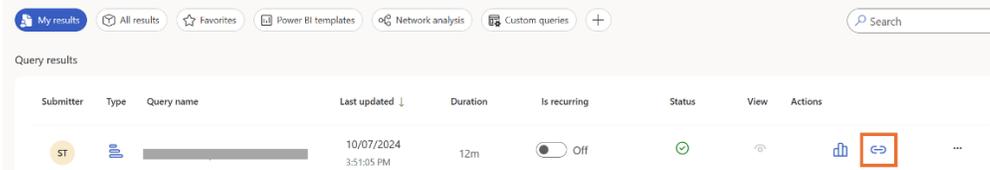
e. After you've filled out the query setup page, select Run to execute the query.



5. Select **Query results** in the left-hand navigation menu to view your query status. When you see a “Success” status, select the Power BI icon to download the file and open it in Power BI desktop.



6. Select the **link** icon to get the partition and query identifiers. Enter the query identifiers in Power BI to open and populate the report with your query results.



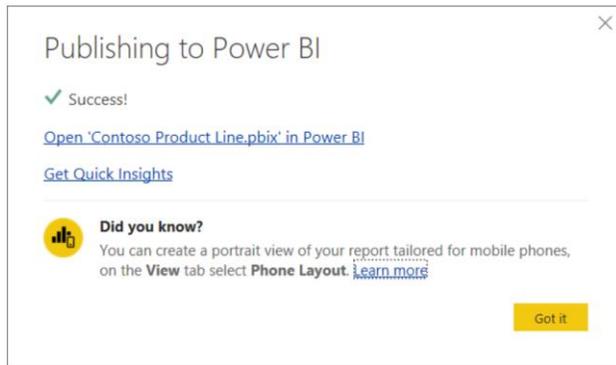
7. If prompted by Power BI, sign in using your organizational account. You need to sign in to Power BI with the same account you use to access Viva Insights. If available, select Organizational account from the left. You might have to sign in more than once. Power BI then loads and prepares the data.

Sharing the report with my team

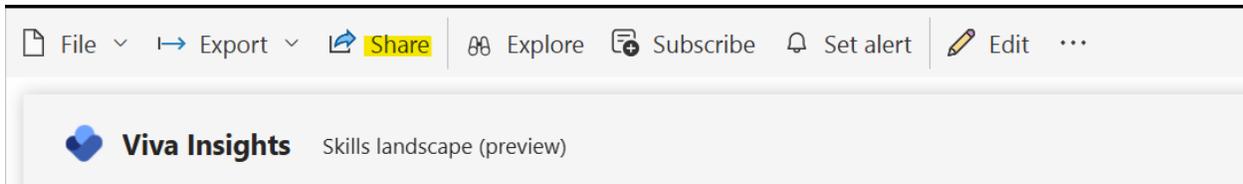
Once the report is set up in Power BI, you can publish the report to a designated Power BI workspace.

Learn more on how to set it up here: [Publish from Power BI Desktop - Power BI | Microsoft Learn](#)

Open the report once it's published.



In the published report, you can generate a sharable link or send the report to the selected users through **Share**.



Sharing feedback with Microsoft

We would love to hear from you on what you liked about this report and areas for improvement. There are a few different ways to share feedback with us:

- Email – Send your thoughts, questions, and feedback to your Microsoft account team
- In product feedback

FAQ

1. Power BI showed error message when I was trying to load the data, what can I do to resolve the issue?

One common possibility could be the credential setup in Power BI. To resolve this, try signing in with your organizational account. If that doesn't work, clear the permissions in Power BI and then re-sign in with your organizational account. Here are the steps to clear permissions and sign in:

- 1) In the **Home** ribbon, open the **Transform data** menu and select **Data source settings**.

- 2) Select **Global permissions**, select <https://api.orginsights.viva.office.com>, and then select **Clear permissions**.
- 3) Select **Delete**.
- 4) Close the Data source settings window.
- 5) In the **Home** ribbon, select **Refresh**.
- 6) When prompted by Power BI, sign in using your organizational account.

Refer to this page for details: [Power BI tips, FAQ, and troubleshooting | Microsoft Learn](#)

2. **We are seeing fewer people than expected in this report, what might be the reasons for this?**

There can be multiple reasons:

- Some individuals may not have the required licenses. Please consult your Microsoft 365 admin on the license deployment in your organization.
- Some individuals may not have their organizational data uploaded or successfully uploaded to Viva Insights. To check the measured population coverage in Viva Insights Advanced Insights, access the **Data quality** page in Advanced Insights. Review the Data fields you plan to use in the report and validate the number of employees with this field. If the employee count is lower than expected, work with your Insights admin to update the organizational file. Refer to this page for details: [Organizational data overview | Microsoft Learn](#)
- Some employees might decide not to share their skills with the organization in their skills settings. Their skills will no longer show up in this report.

3. **The total count of people is correct as shown in the report, but some organizations don't appear in the breakdown view. Why is that?**

- This report has a minimum group size threshold, which is set to 10 people by default. Any group that does not meet this minimum size will not be displayed in the report breakdown view.