

How Do I Add Something to the Talent Profile for One of My Employees?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Talent: Degrees and Certifications** tile.
4. On the **Current Team Profile** page, click the **Select** button associated with the team member to update.

Add New Honors or Awards Information

5. On the **Current USG Personal Profile** page, click the **+ Add New Honors and Awards** link in the **Honors and Awards** section.
6. On the **Honors and Awards** page, click the **Choose a date (Calendar)** icon associated with the **Effective Date** field and select the appropriate date to indicate the date the honor or award was conferred.
7. Click the **Look Up** icon associated with the **Honor or Award** field.
8. Enter a phrase in the **Description** field and press the **Search** button.
9. Select the appropriate value in the search results listing.
10. Populate the **Grantor** field.
11. Click the **OK** button.
12. Submit supporting information.
 - a. Honors and awards entries may require validation and approval by the institution's HR team.
 - b. Contact your HR representative to determine the requirements and procedure for submitting the documentation to support honors and awards entries and/or updates.



Add New Language Skills Information

13. On the **Current USG Personal Profile** page, click the **+ Add New Language Skills** link in the **Language Skills** section.
14. On the **Language Skills** page, click the **Choose a date (Calendar)** icon associated with the **Effective Date** field and select the appropriate date.
15. Click the **Look Up** icon associated with the **Language** field.
16. Enter a phrase in the **Description** field and press the **Search** button.
17. Select the appropriate value in the search results listing.
18. Click the **Drop Down** icon associated with the **Reading Proficiency** field and select an appropriate value from the listing.
19. Click the **Drop Down** icon associated with the **Speaking Proficiency** field and select an appropriate value from the listing.
20. Click the **Drop Down** icon associated with the **Writing Proficiency** field and select an appropriate value from the listing.
21. If any of the following apply, select the appropriate checkbox(es):
 - a. **Native Language**
 - b. **Able to Translate**
 - c. **Able to Teach**
22. Click the **OK** button.
23. Submit supporting information.
 - a. Language skill entries may require validation and approval by the institution's HR team.
 - b. Contact your HR representative to determine the requirements and procedure for submitting the documentation to support language skill entries and/or updates.



Add New License and Certification Information

24. On the **Current USG Personal Profile** page, click the + **Add New Licenses and Certifications** link in the **Licenses and Certifications** section.
25. On the **Add New Licenses and Certifications** page, click the **Choose a date (Calendar)** icon associated with the **Effective Date** field and select the license issue date.
26. Click the **Look Up** icon associated with the **License** field.
27. Enter a phrase in the **Description** field and press the **Search** button.
28. Select the appropriate value in the search results listing.
29. If the license or certification was not issued within the United States, click the **Look Up** icon associated with the **Country** field and select an appropriate value.
30. For licenses and certifications issued within the United States, click the **Look Up** icon associated with the **State** field and select the appropriate value.
31. If applicable, click the checkbox associated with the **Renewal Required** field and set the status to **Yes**.
32. If applicable, click the checkbox associated with the **Renewal in Progress** field.
33. If applicable, click the checkbox associated with the **Suspended Indicator** field.
34. Populate the **License/Certification Number** field.
35. Populate the **Issued By** field.
36. Click the **OK** button.
37. Submit supporting information.
 - a. License and certification entries may require validation and approval by the institution's HR team.



- b. Contact your HR representative to determine the requirements and procedure for submitting the documentation to support license or certification entries and/or updates.

Add New Degree Information

38. On the **Current USG Personal Profile** page, click the + **Add New Degrees** link in the **Degrees** section.
39. On the **Add New Degrees** page, click the **Choose a date (Calendar)** icon associated with the **Date Earned** field and select the graduation date.
40. Click the **Look Up** icon associated with the **Education** field.
41. Enter a phrase in the **Description** field and press the **Search** button.
42. Select the appropriate value in the search results listing.
43. Accept the default **Status** setting of **Active**; no update is required.
44. Click the **Look Up** icon associated with the **Country** field and select an appropriate value.
45. Click the **Look Up** icon associated with the **State** field and select an appropriate value.
46. Click the **Look Up** icon associated with the **School Code** field and select an appropriate value.
47. Click the **Look Up** icon associated with the **School Description** and select an appropriate value.
48. Click the **Look Up** icon associated with the **Major** field and select an appropriate value.
49. Click the **Look Up** icon associated with the **Second Major** field and select an appropriate value.
50. Click the **Look Up** icon associated with the **Minor** field and select an appropriate value.
51. Populate the **GPA** field.
52. Click the checkbox associated with the **Graduated** field, where appropriate.



53. Skip the **Evidence Received** field; no entry is required by the employee.
54. Skip the **Terminal Degree for Discipline** field; no entry is required by the employee.
55. Click the checkbox associated with the **Highest Level** field, where appropriate, to indicate this degree is the “most advanced” degree received, to date.
56. Click the **OK** button.
57. Submit supporting information.
 - a. Degree entries must be validated and approved by the institution’s HR team.
 - b. Contact your HR representative to determine the proper procedure for submitting the required documentation to support the Degree entry and/or updates.

Complete the Task/Sign Out of Application

58. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



59. Click the **Sign Out** option in the listing.

