

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

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Talent: Degrees and Certifications** tile.
3. Click the **Select** button for the employee for which you want to add profile information.
4. To add new **Degrees**:
 - a. Click the **Add New Degrees** link.
 - b. **Date Acquired**: Enter or use the **Calendar** icon when degree was obtained.
 - c. **Degree**: Use the **Look Up** icon to select the **Degree**.
 - d. **Major Code**: Use the **Look Up** icon to select the **Major**.
 - e. **Status**: Leave the Status as **Active**.
 - f. **Country**: Use the **Look Up** icon to select the **Country** where degree was obtained.
 - g. **State**: Use the **Look Up** icon to select the State where degree was obtained.
 - h. **School Code**: Use the **Look Up** icon to select the school where degree was obtained. Click the **Cancel** button if the school is not listed.
 - i. **School Description**: If you selected the **School Code** in the previous step, this field is automatically completed for you. If you did not find the School Code, enter the **name** of the school in this field.
 - j. If needed, use the **Look Up** icons to enter a **Second Major** and **Minor**.
 - k. Check the **Graduated** checkbox if the person graduated.



- l. In the **Year Acquired** field, enter the year degree was obtained.
 - m. Select the **Terminal Degree for Discipline** checkbox if applicable.
 - n. If this is the person's highest degree, select the **Highest Degree** checkbox.
 - o. Click **OK**.
5. To add new **Licenses** or **Certifications**:
 - a. Click the **Add New Licenses and Certifications** link.
 - b. Enter the **Effective Date** of the entry.
 - c. Use the **Lock Up** icon to select the **License**.
 - d. Use the **Look Up** icon to select the **Country**.
 - e. Use the **Look Up** icon to select the **State**.
 - f. **Renewal Required**: Select this checkbox if applicable.
 - g. **Renewal in Progress**: Select this checkbox if applicable.
 - h. **Suspended Indicator**: Select this checkbox if applicable.
 - i. Enter or use the **Calendar** icon to select the **Expiration Date**, if there is one.
 - j. In the **License/Certification Number** field, enter the license/certification number.
 - k. In the **Issued By** field, enter who issued the license/certification.
 - l. Click **OK**.
6. To add new **Language Skills**:
 - a. Click the **Add New Language Skills** link.
 - b. Enter the **Effective Date** of the entry.
 - c. Use the **Look Up** icon to select the language.
 - d. **Reading Proficiency**: Use the drop down to select the appropriate value.
 - e. **Speaking Proficiency**: use the drop down to select the appropriate value.



- f. **Writing Proficiency:** Use the drop down to select the appropriate value.
 - g. **Native Language:** Select this checkbox if applicable.
 - h. **Able to Translate:** Select this checkbox if applicable.
 - i. **Able to Teach:** Select this checkbox if applicable.
 - j. Click **OK**.
7. To add new **Honors and Awards:**
 - a. Click the **Add New Honors and Awards** link.
 - b. Enter the **Effective Date** of the entry.
 - c. Use the **Look Up** icon to select the honor/award.
 - d. In the **Grantor** field, enter who bestowed the honor or award.
 - e. Click **OK**.
8. Click the **Save** button.

