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

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.
1. In the **Year Acquired** field, enter the year degree was obtained.
2. Select the **Terminal Degree for Discipline** checkbox if applicable.
3. If this is the person’s highest degree, select the **Highest Degree** checkbox.
4. 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.