

How Do I Add Language Skills to My Talent Profile?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Degrees & Certificates** tile.
3. On the **Talent Profile** page, click the **Language Skills** menu item.
4. If no language skills are currently listed, click the **Add** button. If there are existing language skills listed, click the **Add (+)** icon in the **Language Skills** section.
5. Enter the following information regarding the language skill:
 - a. **Effective Date**: Enter or select, using the **Calendar** icon, the effective date for this entry.
 - b. **Language**: Click the **Look Up** icon. Locate the language in the list and select it.
 - c. **Reading Proficiency**: Using the drop down, indicate your reading proficiency for this language.
 - d. **Speaking Proficiency**: Using the drop down, indicate your speaking proficiency for this language.
 - e. **Writing Proficiency**: Using the drop down, indicate your writing proficiency for this language.
 - f. **Native Language**: Indicate if this language is your native language.
 - g. **Able to Translate**: Indicate if you are able to translate this language.
 - h. **Able to Teach**: Indicate if you are able to teach this language to others.
6. Click the **Save** button.

