

Good morning, Exempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

Skills - Add Awards

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

Good morning, Exempt Staff!

1/10  
Click 'Me'

Me Procurement Tools Others

QUICK ACTIONS










- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS













Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info
-  Change Photo
-  Employment Info

APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance
 Personal Information	 Learning	 Benefits
		

2/10 ×  
Click 'Career and Performance'



## Exempt Staff

3/10

Click 'Skills and Qualifications'



### Skills and Qualifications

Build your talent profile by adding skills and qualifications.



### Goals

Set and manage performance goals.



### Performance

View performance documents and complete related tasks.

Education



License or Certificate



Awards



Presentations



Trainings



Conference Attendance



4/10 ×  
Click the 'Expand' icon

Education



License or Certificate



Awards

5/10  
Click 'Add'

+ Add



There's nothing here so far.

Presentations



Trainings



## Awards


6/10 ×  
Enter 'Name'

Save

Cancel





**\*Name**




**Date Awarded**

**Organization**

**Description**

Font ▾ 2 ▾ **B** *I* U    

## Awards


Save

Cancel

\*Name





7/10  
Enter 'Date Awarded'




Date Awarded

Organization

Description

Font  **B** *I* U    




## Awards

Save

Cancel

\*Name





Date Awarded




 

8/10  
Enter 'Organization'

Organization

Description

Font  **B** *I* U    

## Awards

[Save](#) [Cancel](#)

\*Name

XXX

Date Awarded





10/21/2020 




Organization

XXX

9/10 ×  
Enter 'Description'  
If you want to skip, click 'Next'

Description

Tahoma 2 **B** *I* U    


fff

1

## Awards





\*Name




Date Awarded


 

Organization

Description

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Save

Cancel

10/10

Click 'Save' to add award or 'Cancel' to discard.

## Awards

Save

Cancel

\*Name

Date Awarded

Organization

Description

Tahoma 2 B I U

↩ ↪ A

Rich text editor area with a green circular refresh icon at the bottom right.

Congratulations! You have successfully completed the walkthrough to add an Award.

If you want to view the walkthrough again, click **'Self-Help'** and **'Add Awards'**.