

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

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

APPS

Skills	Skills	Skills	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Skills - Add Career Statement

Adding a career statement is a good way to let perspective employers know your achievements and vision. In just a few steps, we'll show you how to add this.

Show More

BlueSky Help

1/6 Click 'Me'

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APPS

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

Boarding	Checklist Tasks	Pay	Time and Absences	
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
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2/6 Click 'Career and Performance'

Show More

BlueSky Help

< Career and Performance



Nonexempt Staff

3/6 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.



Skills and Qualifications

Nonexempt Staff

Actions

Career Statement



There's nothing here so far.

4/6
Click here to Add or Edit your Career Statement.

+ Add

Work Preferences

Minimum Pay

Work History

Language

Education

License or Certificate



Skills and Qualifications

Nonexempt Staff

5/6 x
Your career statement is a way of showing perspective employers your overall goals and ambitions in a concisely phrased statement.
Input text here

Save Cancel

Career Statement

Font 2 **B** *I* U

Work Preferences

Minimum Pay

Work History

Language

Education



Skills and Qualifications

Nonexempt Staff

6/6

Click, 'Save' when you are happy with your changes. You can always come back and make edits later.

If you would like to discard your changes, click 'Cancel'

Career Statement

Tahoma 2 **B** *I* U

Work Preferences

Minimum Pay

Work History

Language

Education



Skills and Qualifications

Nonexempt Staff

Career Statement

Save Cancel

Tahoma 2 B I U [List Bullets] [Image] [Link] [Undo] [Redo] [Delete]

Congratulations! You have added a Career Statement.

If you would like to view this walkthrough again, click 'Self Help' and search 'Add Career Statement'

Work Preferences

Minimum Pay

Work History

Language

Education

BlueSky Help