

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 Training

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

Good morning, Exempt Staff!

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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
-  Document Delivery Preferences

APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance
 Personal Information	 Learning	 Benefits
 Current Jobs	 Web Clock	 Roles and Delegations

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Click 'Career and Performance'



Exempt Staff

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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.

License or Certificate



Awards



Presentations



Trainings



4/9 ×
Click '**Expand**' icon in Trainings tab.

Conference Attendance



Publications



Committees



Awards



Presentations



Trainings

5/9
Click 'Add'

+ Add



There's nothing here so far.

Conference Attendance



Publications



Committees



Trainings

Save Cancel

6/9 ×

*** Accomplishment**

Date Accomplished

Description

Font 2 **B** *I* U

Trainings


Save

Cancel





*Accomplishment




7/9
Enter 'Date Accomplished'

Date Accomplished

Description

Font 2 **B** *I* U    

Trainings

Save

Cancel





*Accomplishment




Date Accomplis

m/d/yyyy 

8/9 ×
Enter 'Description'
If you want skip, click 'Next'

Description

Font ▾ 2 ▾ **B** *I* U |    





Trainings




*Accomplishment

Date Accomplished

Description

Font **B** *I* U    

Save

Cancel

9/9 ×
Click 'Save' to add Training or 'Cancel' to discard

Trainings

Save

Cancel

*Accomplishment

Date Added

Description

Font

Congratulations! You have successfully completed the walkthrough to add **Training**.

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