

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

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

Skills - License or Certificate

BlueSky Help

Show More

1/12 Click 'Me'

Good Morning, Nonexempt Staff!

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Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
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Show More

BlueSky Help

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

2/12 Click 'Career and Performance'

BlueSky Help

Show More

< Career and Performance



Nonexempt Staff

3/12
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.



There's nothing here so far.

Work Preferences ^

Minimum Pay ✎

Work History ▾

Language ▾

Education ▾

License or Certificate ▾

Awards ▾

Presentations ▾

4/12

Click **Expand Icon** under Licenses and Certificates section.



Skills and Qualifications

Nonexempt Staff

Actions ▾

Summary

Work History ▾

Language ▾

Education ▾

License or Certificate + Add ^



There's nothing here so far.

Awards ▾

Presentations ▾

Trainings ▾

5/12 ×
Click 'Add'

BlueSky Help



Work History

Language

Education

License or Certificate

6/12

Begin by typing name of license or certificate

License or Certificate

Country

State

Issue Date

Expiration Date

Save

Cancel

Awards

Presentations



There's nothing here so far.

Work Preferences

Minimum Pay

Work History

Language

Education

Lic

7/12
Click on desired License or Certificate

Name	Description

Country

State

Issue Date

Expiration Date

Save Cancel



There's nothing here so far.

Work Preferences

Minimum Pay

Work History

Language

Education

9/12
Once name of country auto-populates, click it in the list to select it.

License or Certificate

	AF	Afghanistan
	AX	Aland Islands
	AL	Albania
	DZ	Algeria
	AS	American Samoa

State

Issue Date

Expiration Date



Work Preferences

Minimum Pay

Work History

Language

Education

License or Certificate

License or Certificate

2nd Grade Tube Construction and Construction Managem

Country

Aland Islands

State

Select

Issue Date

m/d/yyyy

Expiration Date

m/d/yyyy

10/12

If country is United States, select state by clicking on selection from this dropdown list. If any other country, leave blank and click 'Next' below

Awards



Work Preferences

Minimum Pay

Work History

Language

Education

License or Certificate

License or Certificate

2nd Grade Tube Construction and Construction Managem

Country

Aland Islands

State

Select

Issue Date

m/d/yyyy

Expiration Date

m/d/yyyy

11/12

Select Issue and Expiration dates by either using the **Calendar Icon** or by typing below. Click 'Next' when done.

Save Cancel

Awards



Work Preferences

Minimum Pay

Work History

Language

Education

License or Certificate

License or Certificate

2nd Grade Tube Construction and Construction Managem

Country

Aland Islands

State

Select

Issue Date

m/d/yyyy

Expiration Date

m/d/yyyy

12/12
Once you are happy with your selection, click 'Save'. If for any reason you want to discard your changes, click 'Cancel'

Save Cancel

Awards



Work Preferences

Minimum Pay

Work History

Language

Education

License or Certificate

License or Certificate

2nd Grade Tube Construction and Construction Managem

Country

Aland Islands

State

Select

Issue Date

m/d/yyyy

Expiration Date

m/d/yyyy

Save Cancel

Congratulations! You have added a License or Certificate.

If you would like to add another, simply click **'Add'** under the License or Certificate section and repeat the same steps.

If you would like to view this walkthrough again, simply click **'Self Help'** and search License or Certificate.

BlueSky Help