

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

Student Employee Skills - Add Publication

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

Good morning, Exempt Staff!

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

2/9 ×
Click 'Career and Performance'

BlueSky Help



Exempt Staff

3/9

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.

Presentations

Trainings



Conference Attendance



Publications



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

Committees



Leadership Roles



Memberships



Conference Attendance



Publications

+ Add



There's nothing here so far.

5/9
Click 'Add'

Committees



Leadership Roles



Memberships



Projects




Trainings





***Accomplishment**




6/9 Enter 'Accomplishment' x

Date Accomplished

Description

Font **B** *I* U    

Trainings

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

*Accomplishment

7/9
Enter 'Date Accomplished'

Date Accomplished

Description

Font 2 **B** *I* U [List Icons] [Globe Icon] [Link Icon]

[Undo Icon] [Redo Icon] [Text Color Icon]

Trainings

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

*Accomplishment

Date Accomplish

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

Description

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Trainings




*Accomplishment

Date Accomplished

Description

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Save

Cancel

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

Trainings

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

*Accomplishment

Date Added

m/d/yyyy

Description

Font



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

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