

# Prior Related Work Experience

## Manager Evaluation Instructions

The deadline for you to review and approve your employee(s) prior work experience is Friday, December 15, 2017. Please follow the steps below to evaluate and approve each of your employee's work history.

### Step 1:

Login to PeopleSoft and click Main Menu, found on the top navigation bar. Then follow the steps below to find the "Prior Work Experience Eval" page.



**Step 2:** On this page you will see a list of employees you directly supervise and are responsible for reviewing and approving their prior work experience. Click on each employee's name one at a time to open their individual work experience pages.

### Example:

Prior Work Exp Evaluation

### Prior Work Experience Evaluation

**Information** ?

Below are a list of the employees who report directly to you. Click on the employees' names to review their prior work experience. The org chart icon means that employee has direct reports. Click the icon to view.

Click here for written instructions. [Instructions](#)

Employee ID: 209673 Dan Smith

Direct Reports			
Status	Employee ID	Name	
Not Started	209672	Jones Mary	
Not Started	209674	Lisa Martin	



**Note:** This status column will indicate the status of your review for each of your employees. It will either show "Not Started", "In Progress" or "Complete".



**Note:** Icon identifies who this employee directly supervises. They will be responsible for reviewing and approving the prior work experience for their own employees.

**Step 3:** Click on every job title, in both sections, to review the employee's work experience.

**Example:**

### Prior Work Experience Evaluation

John Doe Employee ID: 123456

**Instructions**

Click on each job title to see the job detail. Determine whether each job is related or equivalent to the employee's current position then click the Yes/No button in the Manager Evaluation box.

Find your employee's job description: [Job Descriptions](#)

County Work Experience			
Start Date	End Date	Job Title	Department
03/03/2014		Purchasing Coordinator	PUBLIC WORKS
11/13/2011	03/02/2014	Purchasing Coordinator	PARKS & RECREATION

External/Non-County Work Experience			
Start Date	End Date	Job Title	Employer
04/04/2007	10/10/2011	Receptionist/Accountant	ShelterKids
08/12/2004	03/30/2007	Receptionist	Salt Lake City

**Step 4:** In the Manager Evaluation section, you are required to answer "Yes" or "No" to both of the following questions for each job title.

**1. This job is related to the employee's current position.**

To be related, this job's responsibilities and duties were at least 50% the same as the employee's current job. This related job qualified and prepared the employee for their current position.

**2. This job is equivalent to the employee's current position.**

To be equivalent, this job required the same or equal levels of knowledge, skills and experience as the employee's current job. This previous jobs is equal to an employee's current position.

**Manager Evaluation**

This job is related to the employee's current position  Yes  No

This job is equivalent to employee's current position  Yes  No

Notes

**Reason Code**

Inadequate Level of Knowledge

Inadequate Level of Experience

Duties not 50% same as curr

Includes multiple prior jobs

Start/End dates incorrect

Hours worked appear incorrect

Other

**Step 5:**

- **If both of your answers in Step 5 are “Yes”:** proceed to Step 7.
- **If you answered “No” for either question :** Select a reason from the Reason Code box to provide an explanation of why one or more of your answer is “No.”

**Manager Evaluation**

? This job is related to the employee's current position  Yes  No

? This job is equivalent to employee's current position  Yes  No

Notes

**Reason Code** ?

- Inadequate Level of Knowledge
- Inadequate Level of Experience
- Duties not 50% same as curr
- Includes multiple prior jobs
- Start/End dates incorrect
- Hours worked appear incorrect
- Other

**Step 6:** Click “Save” at the bottom of the page to finish your evaluation of this job and return to the employees' job details page.

**Note:** Click “Cancel” to return to the previous page. Any changes you made will not be saved.

**Step 7:** The “Reviewed” box is automatically checked after you complete each job evaluation.

Start Date	End Date	Job Title	Department	Reviewed
03/03/2014		Purchasing Coordinator	PUBLIC WORKS	<input checked="" type="checkbox"/>
11/13/2011	03/02/2014	Purchasing Coordinator	PARKS & RECREATION	<input checked="" type="checkbox"/>

**Step 8:** Once all of an employee's jobs have been reviewed and saved, complete the Manager Certification box.

**Manager Evaluation - Certification of Accurate Review and Approval of Prior Work Experience**

I certify that my review and approval of the employee's work experience is correct to the best of my knowledge.

User ID

**Step 9:** Repeat steps 1 through 8 for each of your employee's prior related work experience.

The deadline to review and approve each of your employee's prior related work experience is Friday, December 15, 2017.