Prior Related Work Experience

PeopleSoft Entry Instructions

I. Menu Navigation

Log in to PeopleSoft and click Main Menu, found on the top navigation bar.

Main Menu ➡ **Self Service** ➡ **Personal Information** ➡ **Prior Work Experience**

II. Entry Form: Prior Work Experience

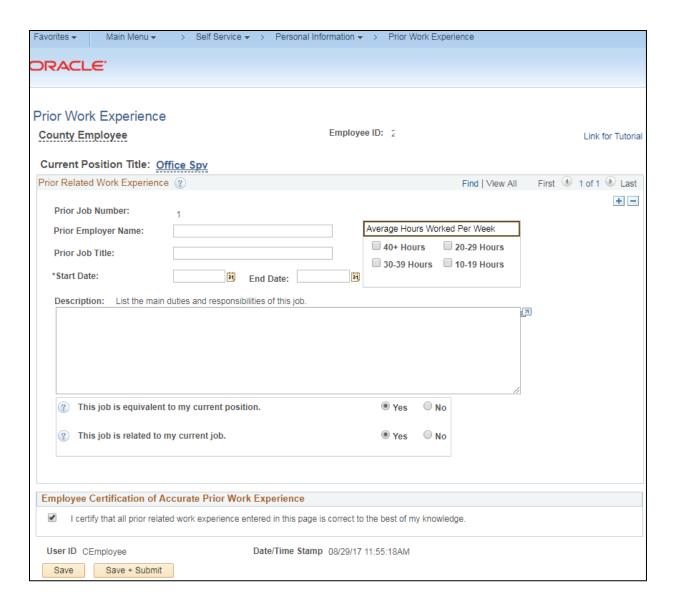#### A. Entering Prior Work Experience:

Enter prior related work experience by completing the following steps:

Step 1:

Enter appropriate information into each field utilizing the ***Prior Related Work Experience Field Description Table*** as your guide.

	Prior Related Work Experience Field Description Table	
Field	**Field Name**	**Field Description**
1.	*****Prior Employer Name:**	Enter the prior employer name where you worked in this job.
2.	*****Prior Job Title:**	Enter the prior work job title that is related to your current job at the County.
3.	*****Prior Work Start Date:**	Enter the start date (MM/DD/YYYY) you began working in this job. If you do not know the exact date, estimate to the closest first day of the month.
4.	*****Prior Work End Date:**	Enter the end date (MM/DD/YYYY) you stopped working in this job. If you do not know the exact date, estimate to the closest end day of the month.
5.	*****Average Hours Worked Per Week:**	Check the appropriate box for the average hours worked per week for this job.
6.	*****Prior Job Description:**	List the duties and responsibilities you performed while you were in this job. You can cut and paste directly from your resume or type a list of the duties.

This field is a required field that must include appropriate information before the form will save.

ORACLE®

Prior Work Experience

County Employee

Employee ID: 2

Link for Tutorial

Current Position Title: Office Spv

Prior Related Work Experience ⓘ   Find | View All   First ◀ 1 of 1 ▶ Last

      + −

Prior Job Number: 1

Prior Employer Name: [ ]

Prior Job Title: [ ]

*Start Date: [🗓]   **End Date:** [🗓]

Average Hours Worked Per Week

☐ 40+ Hours   ☐ 20-29 Hours
☐ 30-39 Hours   ☐ 10-19 Hours

Description: List the main duties and responsibilities of this job.

[   ]

ⓘ   This job is equivalent to my current position.   ⦿ Yes   ○ No

ⓘ   This job is related to my current job.   ⦿ Yes   ○ No

Employee Certification of Accurate Prior Work Experience

☑   I certify that all prior related work experience entered in this page is correct to the best of my knowledge.

User ID CEmployee   **Date/Time Stamp** 08/29/17 11:55:18AM

[Save]   [Save + Submit]

Step 2:

Check the second YES or NO box to confirm whether the job you entered is equivalent to your current county position. To be equivalent, this job required the same or equal levels of knowledge, skills and experience as your current job.

Step 3:

Check the YES or NO box to confirm whether the job you entered was related to your current county position. To be related, this job's responsibilities and duties were at least 50% the same as your current job. This related job qualified and prepared you for your current job.

Step 4:

Once you have finished entering all your previous jobs you must check the Employee Certification of Accurate Prior Work Experience. This will certify that all prior related work experience entered is correct to the best of your knowledge.

Step 5:

Click the SAVE & SUBMIT button at the bottom left corner of the screen when you are ready to submit your information to your supervisor. You should see a confirmation that your information has been saved and submitted to your supervisor. Once the deadline has passed, your supervisor will review and approve your prior related work experience information in PeopleSoft.

B. Adding Additional Prior Related Work Experience Sections:

To add a new section for a new prior employer or a new job title, click the + icon and a new section will open. Follow the steps in *Section A. Entering Prior Related Work Experience* to enter information into the new section.

Your prior related work experience must be entered, saved and submitted into PeopleSoft by Friday, September 15, 2017.