



# **Guide on How to Enter Employment History**

CREATED BY THE OFFICE OF FACULTY AFFAIRS  
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1. Log into my.utrgv.edu
2. Click on the FPT icon in your application section



3. Click on Employment History

### ▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data



Employment History

Awards and Honors

Consulting

Degrees

Graduate/Post-Graduate Training

External Connections and Partnerships

4. Click on Add New

### < Employment History



DUPLICATE

COMPARE

ADD NEW



Filters: None



ORGANIZATION



TITLE/RANK/POSITION

## 5. Fill out the appropriate information

**Edit Employment History**

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Experience Type

Organization

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions (30 Words or Fewer)  
**B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↲**

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

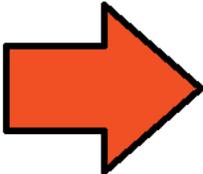
Month  Day  Year

End Date

## 6. Select your Experience Type

Choose **Academic – Post-Secondary** for any non-administrative position at UTRGV or any other university/college.

Choose **Academic – Administrative Assignments** for any administrative position such as department chair, director, associate dean etc... at UTRGV or any other university/college



Experience Type

- Academic - Administrative Assignments
- Academic - P-12
- Academic - Post-Secondary

7. Enter the Organization Name
8. Enter your Title
9. Enter the date range. Leave end date blank for your current position.

*If you have any questions about this guide, please contact the Office of Faculty Affairs at [FPT@utrgv.edu](mailto:FPT@utrgv.edu)*