

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – JOB KNOWLEDGE/EXPERIENCE

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off -campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

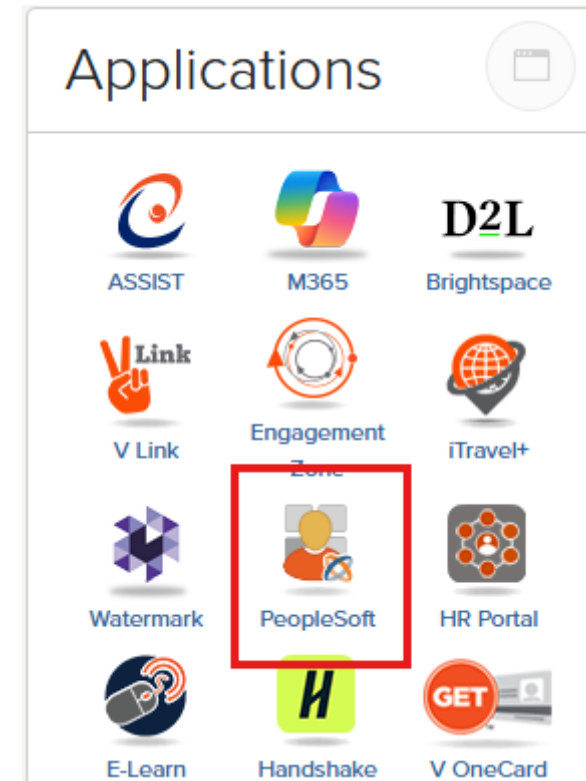
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

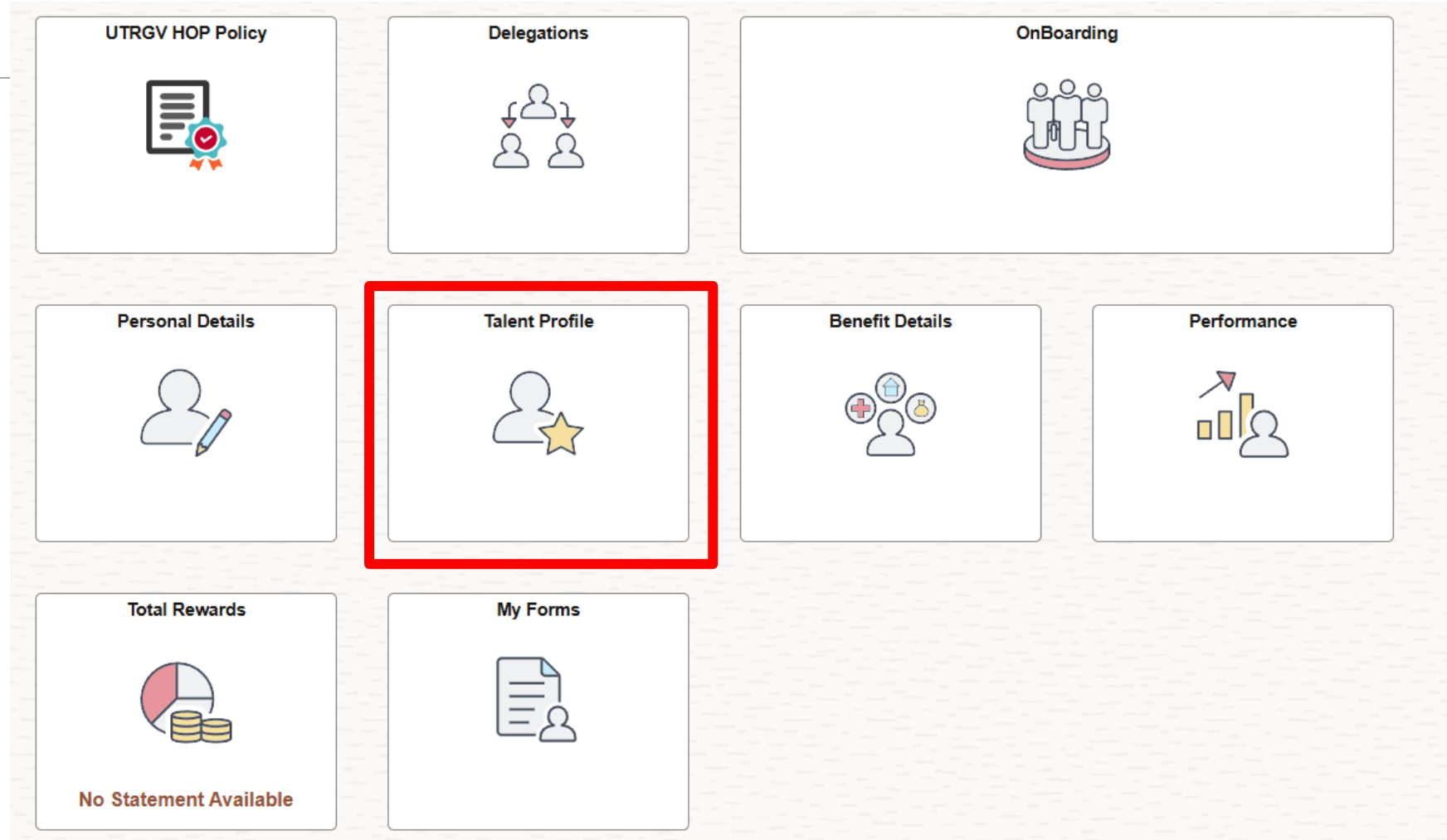
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Talent Profile** Tile



Navigate to Accomplishments

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange header bar with navigation icons (back, clock, heart) on the left, a search bar labeled 'Search in Menu' in the center, and home, menu, and user icons on the right. Below the header is a grey bar with the title 'Talent Profile' and a user profile picture placeholder. The main content area is divided into two columns. The left column is a navigation menu with items: 'General', 'Education', 'Accomplishments' (highlighted with a red box), 'Job Knowledge/Experience' (highlighted with an orange box), 'Supervisory Experience', 'Language Skills', 'Licenses & Certifications', 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. Each item has a green circle with a '0' next to it. The right column is titled 'Job Knowledge/Experience' and contains the text 'No data exists.' and an 'Add' button. A red arrow points from the 'Add' button to a yellow callout box. The callout box contains the text: 'To view and update accomplishments, select **Accomplishments**'.

← | ⌚ | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 👤

Talent Profile

👤 [Profile Picture]

- General ▾
- Education ▾
- Accomplishments ▾**
- Job Knowledge/Experience 0**
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 0
- Special Projects 0
- Competencies 0
- Technical/Computer Details 0

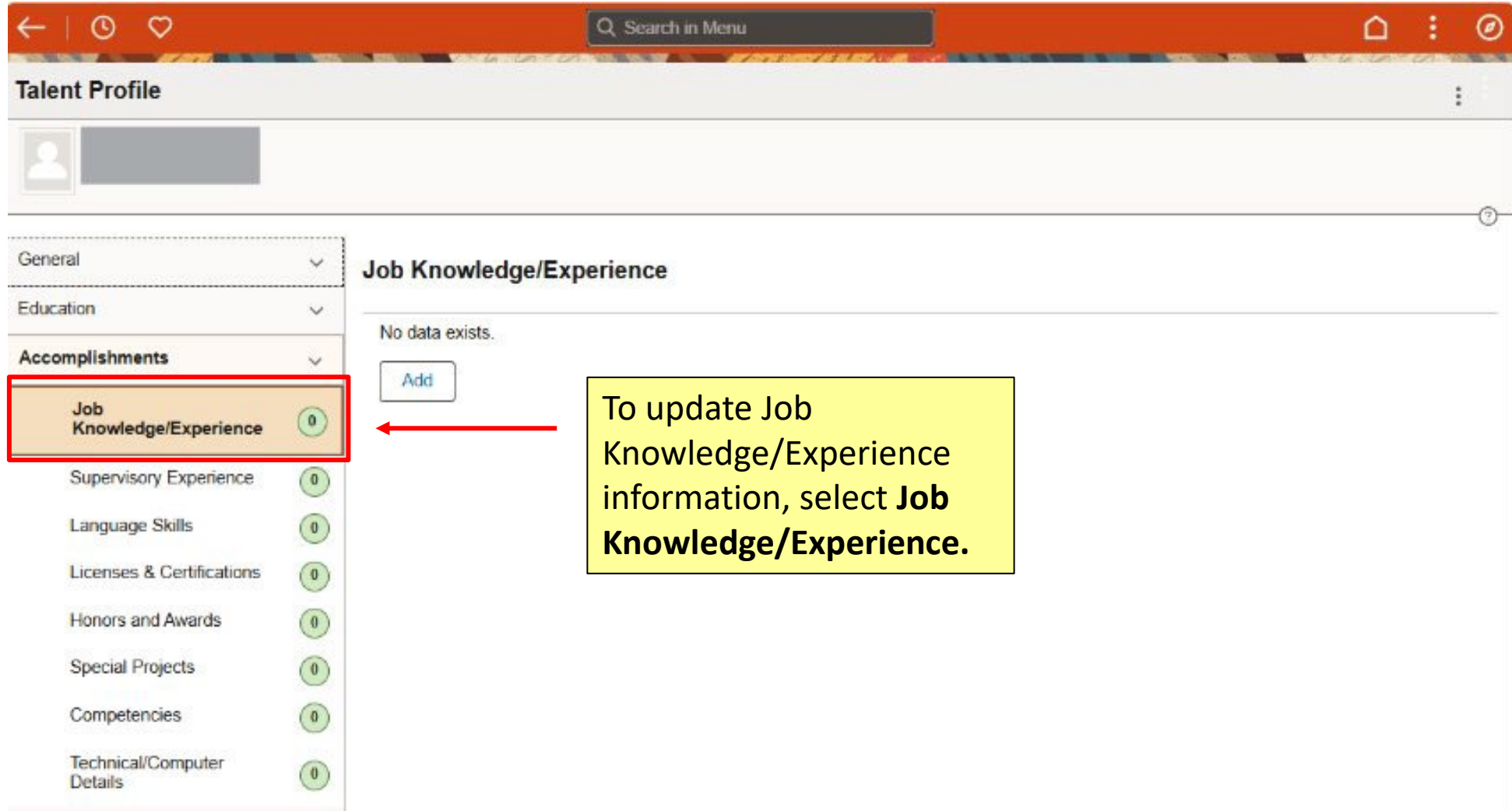
Job Knowledge/Experience

No data exists.

[Add](#)

To view and update accomplishments, select **Accomplishments**

Navigate to Job Knowledge/Experience



The screenshot shows a web application interface for a 'Talent Profile'. At the top, there is a navigation bar with a search bar labeled 'Search in Menu' and several icons. Below the navigation bar, the 'Talent Profile' header is visible. On the left side, there is a vertical menu with the following items: 'General', 'Education', 'Accomplishments', 'Job Knowledge/Experience', 'Supervisory Experience', 'Language Skills', 'Licenses & Certifications', 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. The 'Job Knowledge/Experience' item is highlighted with a red rectangular box. To the right of this menu, the 'Job Knowledge/Experience' section is displayed. It contains the text 'No data exists.' and an 'Add' button. A red arrow points from the 'Job Knowledge/Experience' item in the menu to the 'Add' button. A yellow callout box with a black border contains the text: 'To update Job Knowledge/Experience information, select **Job Knowledge/Experience**.'

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience

Supervisory Experience

Language Skills

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

Technical/Computer Details

Job Knowledge/Experience

No data exists.

Add

To update Job Knowledge/Experience information, select **Job Knowledge/Experience**.

Add Job Knowledge/Experience

The screenshot shows a web application interface for a 'Talent Profile'. At the top, there is a navigation bar with a search bar labeled 'Search in Menu' and several icons. Below the navigation bar, the 'Talent Profile' header is visible. On the left side, there is a sidebar menu with the following items: 'General', 'Education', 'Accomplishments', 'Job Knowledge/Experience' (which is highlighted in orange), 'Supervisory Experience', 'Language Skills', 'Licenses & Certifications', 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. Each item in the sidebar has a green circular icon with the number '0' next to it. The main content area is titled 'Job Knowledge/Experience' and contains the text 'No data exists.' Below this text, there is a button labeled 'Add' which is highlighted with a red rectangular box. A red arrow points from a yellow callout box to the 'Add' button. The callout box contains the text: 'Select **Add** to add Job Knowledge/Experience'.

Job Knowledge/Experience Form

CancelJob Knowledge/ExperienceSave

** Indicates required field*

*Skills

Details

Experience Level

A new window opens which allows user to make changes to **Job Knowledge/Experience**

Adding Skills

CancelJob Knowledge/ExperienceSave

** Indicates required field*

*Skills

Q

Details

Experience Level

▼

Click on the magnifying glass

Q

To make a selection in **Job Knowledge/Experience** or type out the name in the box

Lookup Skill

[Cancel](#)

Lookup

Search for: Skills

▼ Search Criteria

Show Operators

Content Type SKILLS

Content Item (begins with)

Description (begins with)

Search Clear

▼ Search Results

Content Item ↑↓	Description ↑↓
SKL001	Academic Services - General
SKL002	Accounting Services
SKL003	Administrative Support/General Clerical Work
SKL004	Advancement/Development Services

The **Lookup** page will open, select Job Knowledge/Experience options from the list provided OR click on **Search Criteria** to type in search

Adding Experience Level

[Cancel](#)

Job Knowledge/Experience

[Save](#)

** Indicates required field*

*Skills

Business Analysis

Q

Details

Experience Level

Click on this drop-down menu and select from available options.

Saving Job Knowledge/Experience



The screenshot shows a form titled "Job Knowledge/Experience". At the top left is a "Cancel" button, and at the top right is a "Save" button, which is highlighted with a red rectangular box. A red arrow points from a text box below to the "Save" button. The form contains a required field for skills, indicated by an asterisk and the text "* Indicates required field". The skill entered is "Business Analysis". Below this is a "Details" link. The "Experience Level" is set to "1 Year".

Cancel

Job Knowledge/Experience

Save

* Indicates required field

*Skills Business Analysis

Details

Experience Level 1 Year

Once information has been updated, click **Save**

If you do not want to make any changes at this time, click **Cancel**

View New Job Knowledge/Experience

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience

Supervisory Experience

Language Skills

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

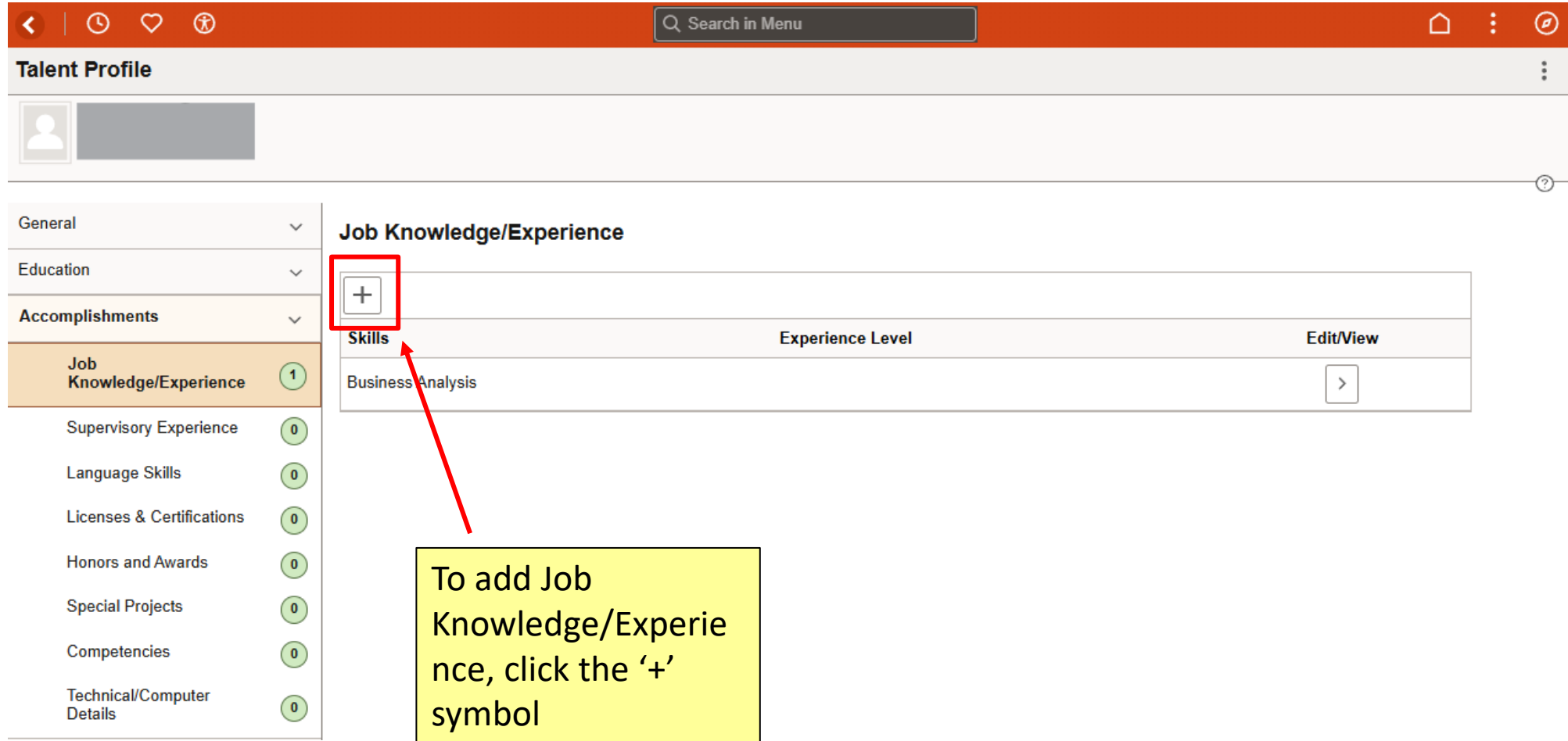
Technical/Computer Details

Job Knowledge/Experience

Skills	Experience Level	Edit/View
Business Analysis		

The newly added skill will show up here.

Adding Another Job Knowledge/Experience



The screenshot shows a 'Talent Profile' interface. On the left is a sidebar menu with categories: General, Education, Accomplishments, Job Knowledge/Experience (highlighted with a green circle containing '1'), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), Competencies (0), and Technical/Computer Details (0). The main content area is titled 'Job Knowledge/Experience'. It features a table with columns 'Skills', 'Experience Level', and 'Edit/View'. The first row contains 'Business Analysis' and a right-pointing arrow. A red box highlights a '+' button above the table, with a red arrow pointing to it from a yellow callout box.

Talent Profile

Job Knowledge/Experience

Skills	Experience Level	Edit/View
Business Analysis		>

To add Job Knowledge/Experience, click the '+' symbol

Job Knowledge/Experience Form Opens

CancelJob Knowledge/ExperienceSave

** Indicates required field*

*Skills

Details

Experience Level

The Job Knowledge/Experience window will open. Follow the same step as slides 8-12, then click **Save**

Editing/View Job Knowledge/Experience

The screenshot shows a web interface for a 'Talent Profile'. The top navigation bar is orange and contains icons for back, clock, heart, and user, along with a 'Search in Menu' input field. The main header is 'Talent Profile' with a user profile picture placeholder. A left sidebar lists various profile sections: General, Education, Accomplishments, Job Knowledge/Experience (highlighted with a green circle containing '1'), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), Competencies (0), and Technical/Computer Details (0). The main content area is titled 'Job Knowledge/Experience' and features a table with columns 'Skills', 'Experience Level', and 'Edit/View'. The first row shows 'Business Analysis' under Skills. The 'Edit/View' column contains a button with a right-pointing chevron ('>') symbol, which is highlighted by a red box and a red arrow. A yellow callout box with black text explains that clicking this symbol allows editing or viewing the job knowledge/experience.

Talent Profile

Job Knowledge/Experience

Skills	Experience Level	Edit/View
Business Analysis		>

To edit/view Job Knowledge/Experience, click the '>' symbol

Job Knowledge/Experience Form – Editing/View

[Cancel](#)

Job Knowledge/Experience

Save

** Indicates required field*

Skills Business Analysis

[Details](#)

Experience Level 2 Years ▼

Delete

To Edit:

Make any necessary changes, then click **Save**

To Delete:

To delete Honors and Awards, click **Delete**

If you do not want to make any changes at this time, click **Cancel**

Navigate to Home Page

Talent Profile

General Education Accomplishments **Job Knowledge/Experience** Supervisory Experience Language Skills Licenses & Certifications Honors and Awards Special Projects Competencies Technical/Computer Details

Job Knowledge/Experience

Skills	Experience Level
Business Analysis	

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and a magnifying glass icon. The main content area is titled 'Employee Self Service' and contains a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a 'No Statement Available' message), and 'My Forms'. On the right side, a user profile icon is visible, and a dropdown menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box. A red arrow points from a yellow callout box to the user profile icon.

Employee Self Service

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

No Statement Available

My Forms

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
