

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – SUPERVISORY EXPERIENCE

A solid orange horizontal bar spanning the width of the slide at the bottom.

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.

Applications



ASSIST



M365



D2L Brightspace



V Link



Engagement
Zone



Academic
Impressions



iTravel



Watermark



PeopleSoft



HR Portal



E-Learn

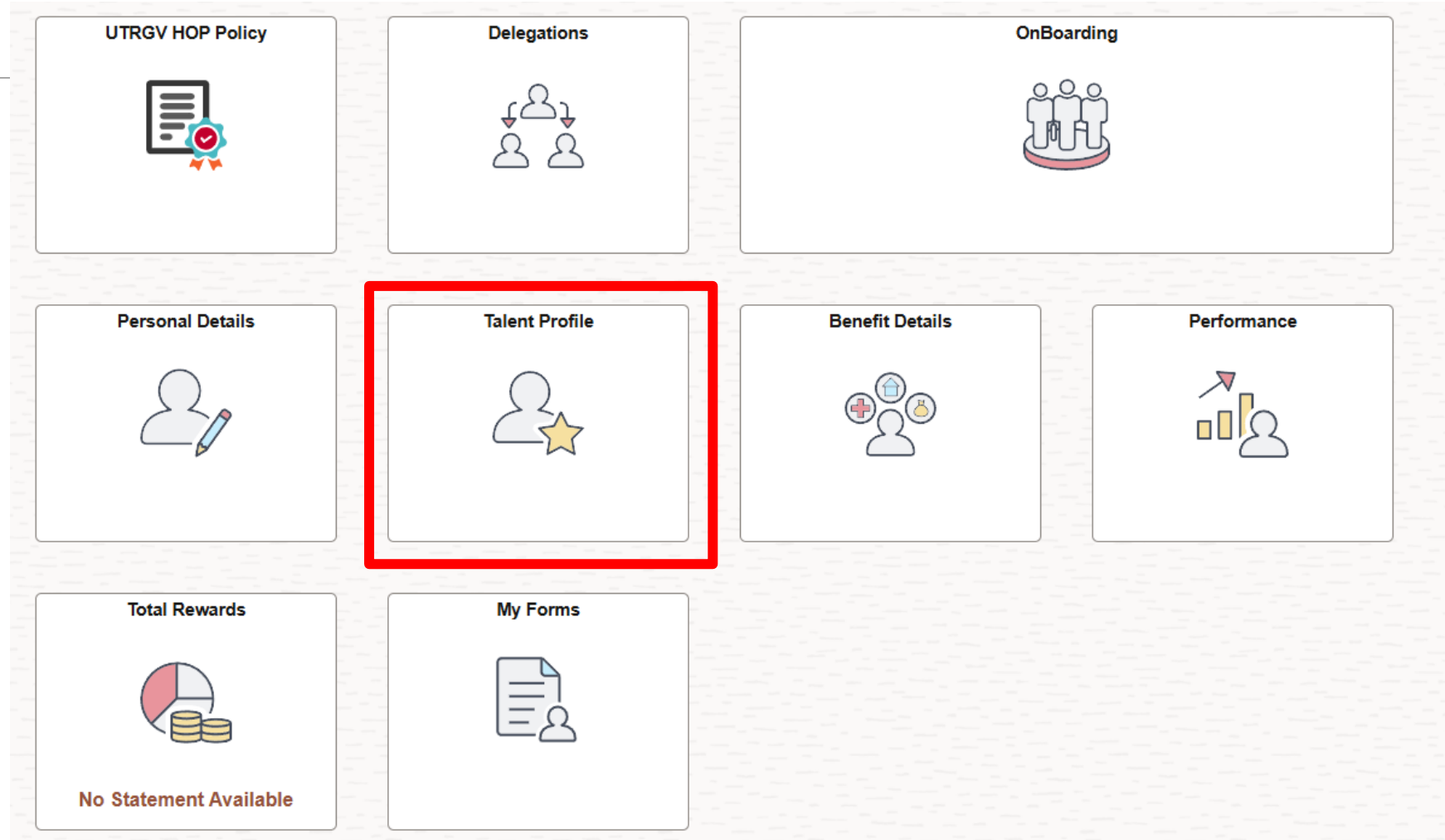


12Twenty

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



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🔍

Search in Menu

Talent Profile

👤

General

Education

Accomplishments

Job Knowledge/Experience

Supervisory Experience

Language Skills

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

Technical/Computer Details

Supervisory Experience

No data exists.

Add

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

Navigating to Supervisory Experience

The screenshot shows a web interface for a 'Talent Profile'. At the top is an orange navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', and a home icon. Below the bar, the page title 'Talent Profile' is displayed. A profile picture placeholder is visible. On the left is a vertical menu with categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a dropdown arrow and a green circle with the number '0'. The 'Supervisory Experience' item is highlighted with a red rectangular border. To the right of the menu, the 'Supervisory Experience' section is shown with the text 'No data exists.' and an 'Add' button. A yellow callout box with a red arrow pointing to the 'Supervisory Experience' menu item contains the text: 'To update experience information, select **Supervisory Experience**'.

← | ⌚ ❤️ 🔍 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

Supervisory Experience

No data exists.

[Add](#)

To update experience information, select **Supervisory Experience**

Add Supervisory Experience

The screenshot shows a web interface for a 'Talent Profile'. At the top is an orange navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', and icons for home, a menu, and a profile. Below the navigation bar is a header section for the 'Talent Profile' with a placeholder for a profile picture. A left sidebar contains a list of categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience (highlighted), Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number '0'. The main content area is titled 'Supervisory Experience' and displays the message 'No data exists.' Below this message is a blue 'Add' button, 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: 'To add Supervisory Experience information, select **Add**'.

Talent Profile

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

Supervisory Experience

No data exists.

Add

To add Supervisory Experience information, select **Add**

Supervisory Experience Form

CancelSupervisory ExperienceSave

** Indicates required field*

***Supervisory Experience**

Details

Experience Level

A new window opens which allows user to make changes to **Supervisory Experience**

Adding Supervisory Experience

CancelSupervisory ExperienceSave

** Indicates required field*

***Supervisory Experience** 

Details

Experience Level

Click on the magnifying glass



To make a selection in **Supervisory Experience**

Lookup Supervisory Experience

Cancel

Lookup

Search for: Supervisory Experience

> Search Criteria

▼ Search Results

Content Item ↑↓	Description ↑↓
SR001	Supervisory Responsibility

The **Lookup** page will open, select Supervisory Responsibility

Adding Experience Level

[Cancel](#) **Supervisory Experience** [Save](#)

** Indicates required field*

***Supervisory Experience** 

[Details](#)

Experience Level 

- 0 or None
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6 Years
- 7 Years
- 8 Years
- 9 Years
- _10+ Years

Click on the **Experience Level** drop down, and select years of experience

ial Projects 

Saving Supervisory Experience Form

Cancel

Supervisory Experience

Save

** Indicates required field*

*Supervisory Experience

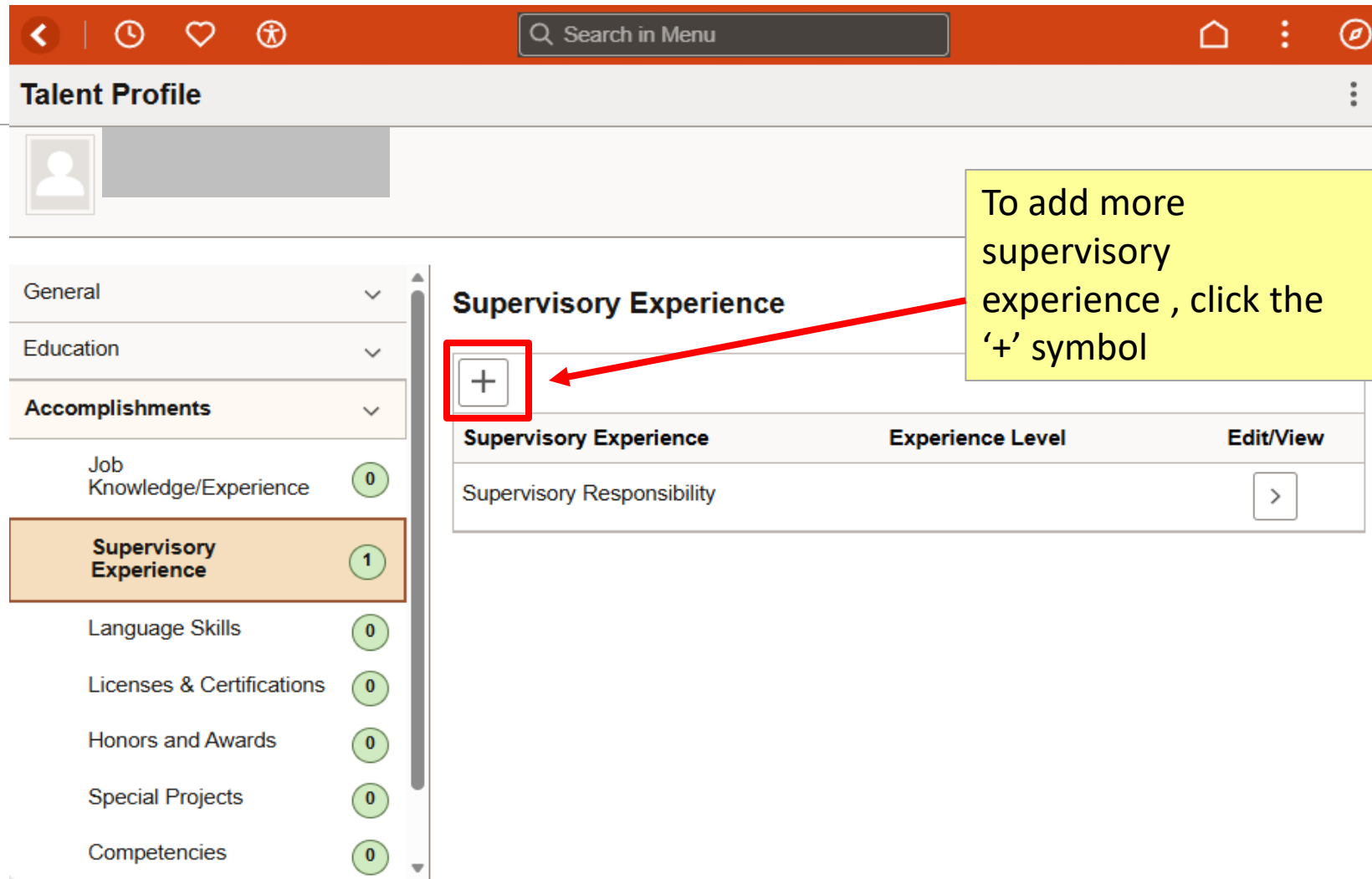
[Details](#)

Experience Level

Once you have made your changes, click **Save**

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

Adding More Supervisory Experience



The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with categories: General, Education, Accomplishments, Supervisory Experience (highlighted with a green circle containing '1'), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), and Competencies (0). The main content area is titled 'Supervisory Experience' and contains a table with columns 'Supervisory Experience', 'Experience Level', and 'Edit/View'. The table has one row with the text 'Supervisory Responsibility' and a right-pointing arrow in the 'Edit/View' column. A red box highlights a '+' button in the top left of the main content area. A yellow callout box with a red arrow pointing to the '+' button contains the text: 'To add more supervisory experience , click the '+' symbol'.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 1

Language Skills 0

Licenses & Certifications 0

Honors and Awards 0

Special Projects 0

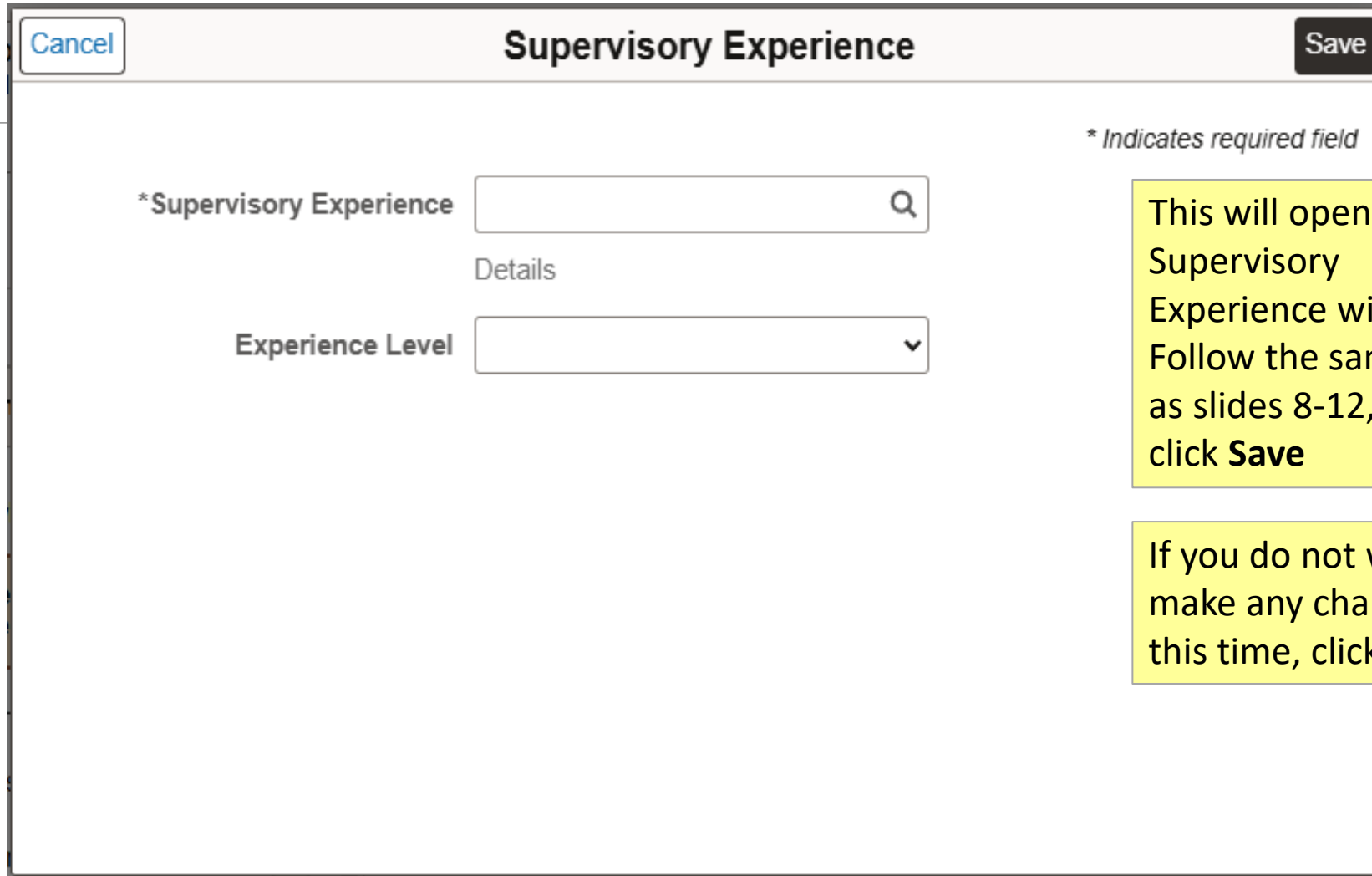
Competencies 0

Supervisory Experience

Supervisory Experience	Experience Level	Edit/View
Supervisory Responsibility		>

To add more supervisory experience , click the '+' symbol

Supervisory Experience Form Opens



The image shows a web form titled "Supervisory Experience". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, on the right side, is a note: "* Indicates required field". The form contains two main input fields. The first is labeled "*Supervisory Experience" and is a text box with a magnifying glass icon on the right. Below this text box is the word "Details". The second field is labeled "Experience Level" and is a dropdown menu with a downward arrow icon on the right.

This will open the Supervisory Experience window. Follow the same steps as slides 8-12, then click **Save**

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

Navigate to Editing/View Supervisory Experience

The screenshot shows a web application interface for a 'Talent Profile'. The top navigation bar is orange and contains a search bar labeled 'Search in Menu' and several icons. The main content area is divided into a left sidebar and a right main panel. The sidebar lists various profile sections: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience (highlighted in orange), Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, and Competencies. Each section has a green circular icon with a number. The main panel displays the 'Supervisory Experience' section, which includes a table with columns for 'Supervisory Experience', 'Experience Level', and 'Edit/View'. The table has one row with the text 'Supervisory Responsibility' and a green circular icon with the number '1'. A red box highlights the '>' button in the 'Edit/View' column, and a red arrow points to it from a yellow callout box.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 1

Language Skills 0

Licenses & Certifications 0

Honors and Awards 0

Special Projects 0

Competencies 0

Supervisory Experience

Supervisory Experience	Experience Level	Edit/View
Supervisory Responsibility		>

To edit/view Supervisory Experience, click the '>' symbol

Editing/View Supervisory Experience

Cancel

Supervisory Experience

Save

Supervisory Experience

Supervisory Responsibility

Details

Experience Level

3 Years

Delete

* Indicates required field

To Edit:

Make any needed changes, then Save

To Delete:

To delete Supervisory Experience, click Delete

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

To Edit:

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

To Delete:

To delete Supervisory Experience, click **Delete**

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

The University of Texas
Rio Grande Valley

Menu

Search in Menu

Employee Self Service

< 1 of 6 >

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**

You may sign out of
PeopleSoft by selecting
more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
