

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – SUPERVISORY 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.

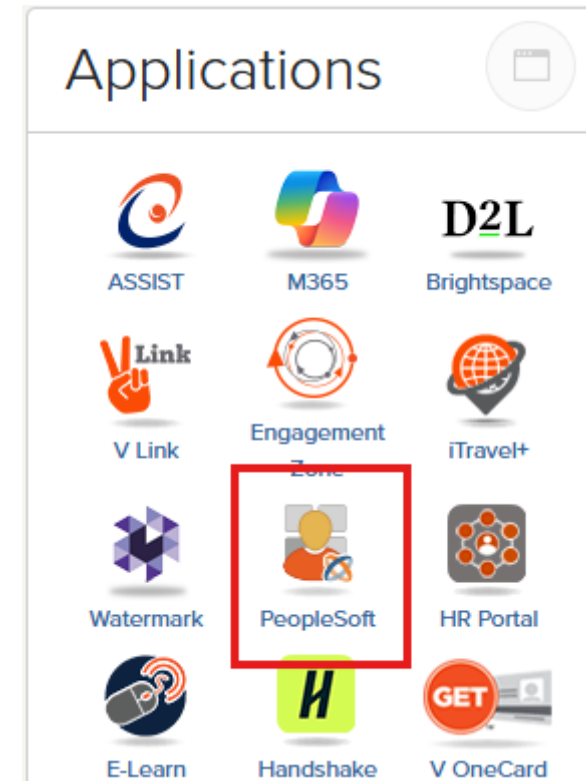
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

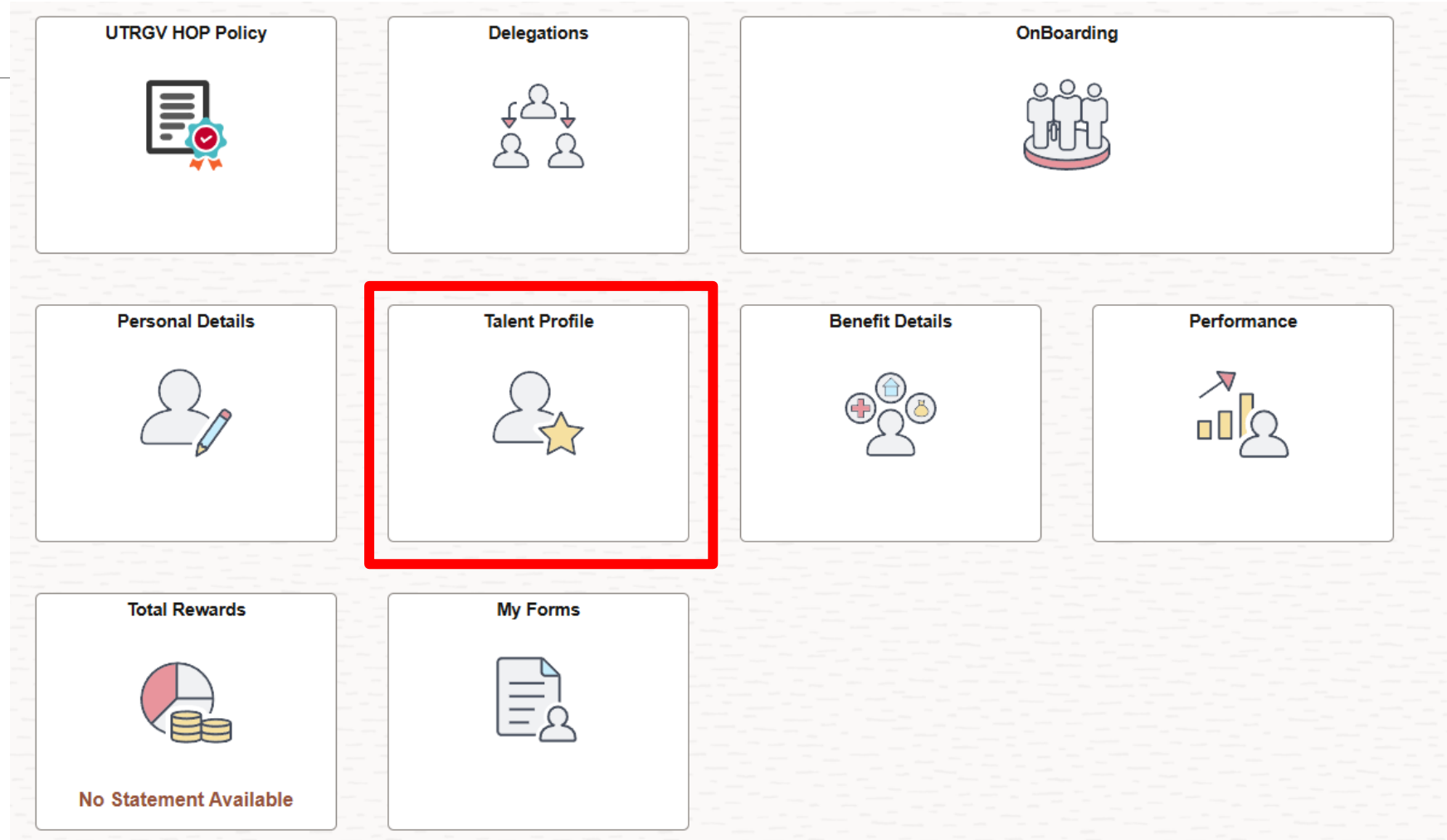
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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



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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 application 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', a home icon, a vertical ellipsis, and a profile 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' next to it. 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

CancelSupervisory ExperienceSave

** Indicates required field*

***Supervisory Experience** 

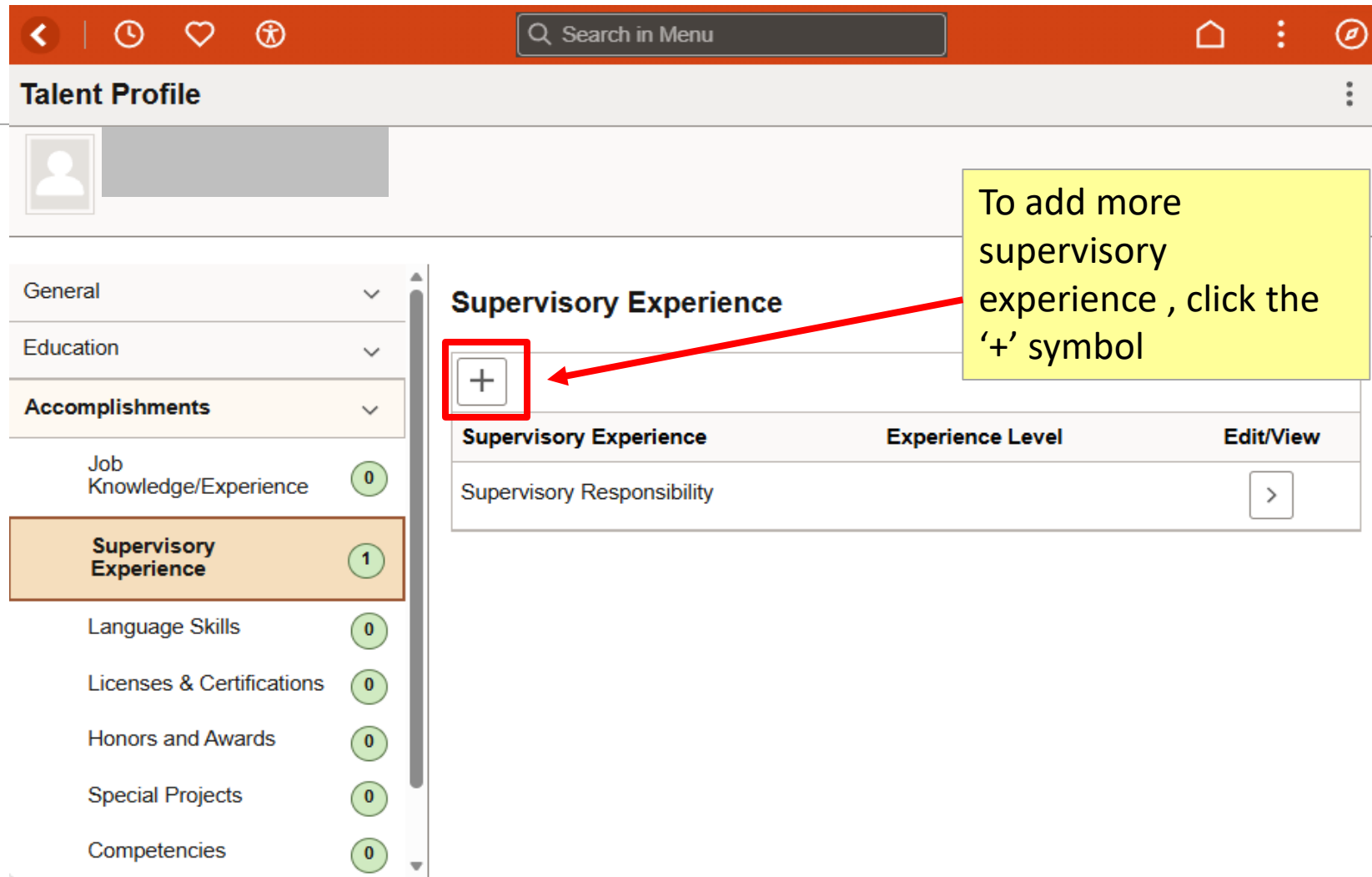
[Details](#)

Experience Level 

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

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

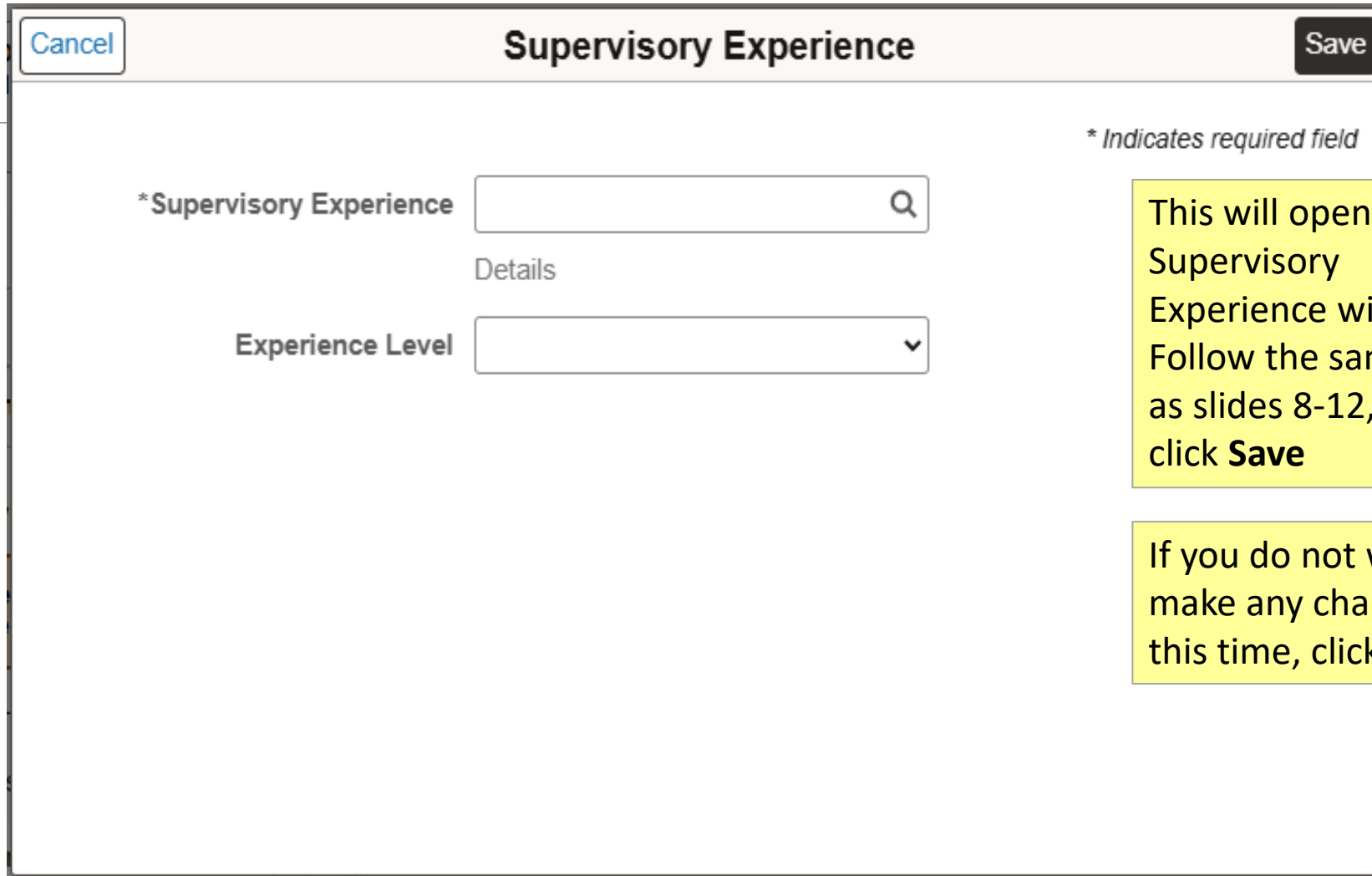
Adding More Supervisory Experience



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 two rows: 'Supervisory Experience' and 'Supervisory Responsibility'. A red box highlights a '+' button in the top left of the table, with a red arrow pointing to it from a yellow callout box that says 'To add more supervisory experience , click the '+' symbol'. The table has columns for 'Supervisory Experience', 'Experience Level', and 'Edit/View'.

Supervisory Experience	Experience Level	Edit/View
Supervisory Responsibility		>

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.

Cancel

Supervisory Experience

Save

* Indicates required field

*Supervisory Experience

Details

Experience Level

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 icons for back, clock, heart, and person, along with a search bar labeled 'Search in Menu'. The main header is 'Talent Profile' with a three-dot menu icon. Below the header is a profile picture placeholder. A left sidebar lists various categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience (highlighted), Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, and Competencies. Each category has a green circle with a number. The main content area is titled 'Supervisory Experience' and contains a table with a '+' button to add new entries. The table has three columns: 'Supervisory Experience', 'Experience Level', and 'Edit/View'. The first row shows 'Supervisory Responsibility' with a green circle containing '1' in the 'Experience Level' column and a '>' button in the 'Edit/View' column. A red box highlights the '>' button, 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](#)

** Indicates required field*

Supervisory Experience	Supervisory Responsibility
Details	
Experience Level	3 Years

Delete

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

My Forms

No Statement Available

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting more options icon

Then select **Sign Out**

The screenshot shows 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 icons for home, a more options menu (three dots), and a refresh icon. The main content area is titled 'Employee Self Service' and contains a grid of nine tiles: 'Delegations' (with a hierarchy icon), 'OnBoarding' (with a group of people icon), 'Personal Details' (with a person and pencil icon), 'Talent Profile' (with a person and star icon), 'Benefit Details' (with a person and medical icons), 'Performance' (with a bar chart and person icon), 'Total Rewards' (with a pie chart and coins icon, and a note 'No Statement Available'), and 'My Forms' (with a document and person icon). A red arrow points from a yellow instruction box to the 'more options' icon (three dots) in the top right corner. A dropdown menu is open from this icon, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out' (which is highlighted with a red border).

Congratulations!
You have successfully completed this
topic.
