

Beyond - Managing Employee Interest Codes

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Employee Interest Codes

Within Beyond, you can track and search an employee's skills, languages, certifications, etc. by managing the interest codes tied to their record. This will allow you to match employees with the correct skill sets and experience for a position.

This article reviews:

1. [Managing Interest Codes](#)
2. [Deleting Interest Codes](#)
3. [Editing Interest Codes](#)
4. [Searching by Interest Codes](#)

Managing Interest Codes

Interest codes for employees can be found by navigating to the Details tab > Interest Codes / Skills Card:

EMPLOYEE Jeremy Berry (4295098151) Details

Jeremy Berry (4295098151)
SSN: 436-42-4632 · City, MN 55125

ACTIVE ASSIGNMENTS ONBOARDING ACA BACKGROUND REPORTS E-PAY E-VERIFY INTERVIEWS MERGE CREATE RESUME BOOKMARK MORE

VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA

Personal

Identification

How Heard Of

Interest Codes / Skills

1st Shift
Validated
Willing to be flexible about hours

Computer Operator
10 years of experience · Validated

Customer Service
Not Validated

Customer Service Cashier
3 years of experience · Validated

Customer Service-Public relations
5 years of experience · Validated

GO TO INTEREST CODES PAGE (7 TOTAL)

Or by selecting the arrow next to Details and choosing Interest Codes / Skills:

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Candidacy

Interest Codes / Skills

Do Not Assign

Personal

Identification

How Heard Of

Interest Codes / Skills

In either location, select the  to add or edit interest codes en mass.

This will open the 'Manage Interest Code' window.

Use the drop down of "Add Interest Code" to scroll through the list or begin typing the skill you wish to tag your employee with:

Manage Interest Codes

Category

▼

Add Interest Code

▼

Selected Interest Codes (3)

1st Shift

☐ Validated

Years of Experience

Note

Drug Tested

☒ Validated

Years of Experience

Note

Forklift

☐ Validated

3

Years of Experience

3

Note

sit down and stand up

SAVE AS DRAFT

CANCEL

SUBMIT

You can also use the category drop down menu to display a list of related codes. Once a category is selected you can then use the add interest code drop down to scroll through the list or begin typing the skill you wish to tag your employee with:

Manage Interest Codes

Category

Language

×

▼

Selected Interest Codes (3)

1st Shift

☐ Validated

Years of Experience

Note

Drug Tested

☒ Validated

Years of Experience

Note

Forklift

☐ Validated

3

Years of Experience

3

Note

sit down and stand up

SAVE AS DRAFT

CANCEL

SUBMIT

Add Interest Code

Interest Code

Category

Bilingual-English

Language

Bilingual-French

Language

Bilingual-German

Language

Bilingual-Japanese

Language

Note The list of interest codes available and how to create interest code categories can be updated by your


admin in Enterprise. For more information see [Enterprise - Creating Interest Codes](#).

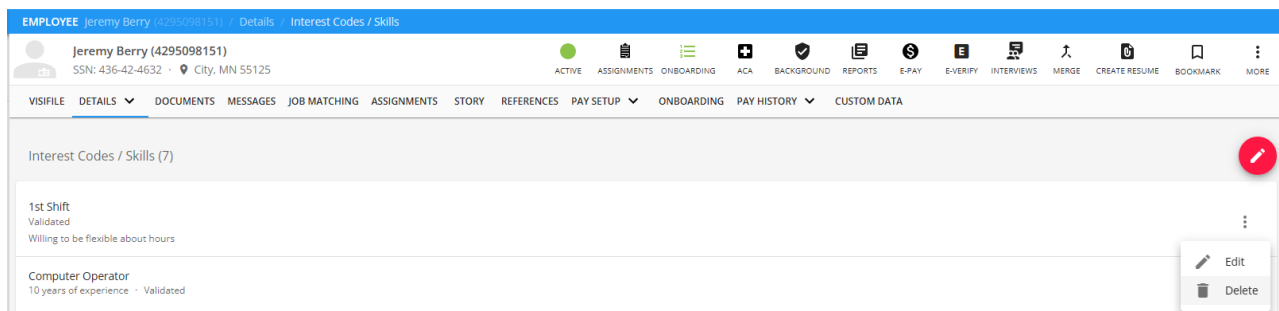
When editing or adding an interest code you can denote the following:

- **Validated:** Whether you, as a recruiter, are able to confirm the skill, certification, etc.
- **Years of Experience:** How long the interest code has been applicable to the employee
- **Note:** Relevant additional information regarding this interest code.

Select Submit to save your changes.

Deleting Interest Codes

If you want to delete an interest code that is no longer applicable to an employee, Select the  to access additional options for the interest code.






EMPLOYEE Jeremy Berry (4295098151) Details Interest Codes / Skills

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VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA

Interest Codes / Skills (7)

1st Shift Validated Willing to be flexible about hours	
Computer Operator 10 years of experience - Validated	 Edit  Delete


Choose the 'Delete' button to delete the individual interest code.

Users will be asked to confirm that they would like to delete the selected code, select YES to confirm the deletion:

Confirm Delete

Are you sure you would like to delete 1st Shift?

NO YES

You can also delete when you are in the managing interest codes window by selecting  next to the interest code you want to remove:


Manage Interest Codes

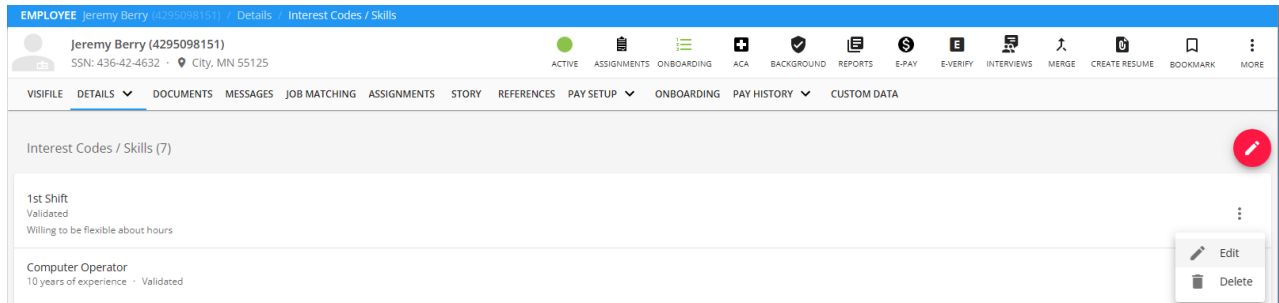
Add Interest Code

Selected Interest Codes (6)

1st Shift			
<input type="checkbox"/>	Validated	Years of Experience	Note
<input type="checkbox"/>	Validated		


Editing Interest Codes

If you want to edit the information on the interest code (including experience and validated status), select the  icon and choose edit:



The screenshot shows the 'Interest Codes / Skills' section for a user named Jeremy Berry. The page has a blue header with the user's name and ID. Below the header is a navigation bar with various icons. The main content area shows a list of interest codes. The first entry is '1st Shift' with a 'Validated' status and a note 'Willing to be flexible about hours'. The second entry is 'Computer Operator' with '10 years of experience' and a 'Validated' status. A red edit icon is visible in the top right corner of the list.

This will open up the interest code section where you can update all related fields:



The screenshot shows the 'Interest Code' edit form. The form has a title 'Interest Code' and a dropdown menu for 'Interest Code' with '1st Shift' selected. Below the dropdown is a 'Validated' checkbox with a red checkmark. There is a 'Years of Experience' text input field. Below that is a 'Note' text input field with the text 'Willing to be flexible about hours'. At the bottom of the form are three buttons: 'SAVE AS DRAFT', 'CANCEL', and 'SUBMIT'.

You can also update multiple interest codes by selecting the  to open the manage interest code page.

Manage Interest Codes

Add Interest Code

Selected Interest Codes (6)

1st Shift

☐ Validated
Years of Experience
Note

Computer Operator

☒ Validated
Years of Experience
Note

Searching Interest Codes

Interest codes allow you to perform a high level of searching. By actively tagging employees with interest codes, it allows for increased visibility in searches that utilize them in their search criteria.

Navigate to Employee Search and select Advanced. Add a new rule and type interest code to search by interest code. For more information on searching in Beyond, see [Beyond - Advanced Searching](#).

EMPLOYEE Search / Employees / Advanced

BASIC

ADVANCED

Click to select a saved search...

☐ NOT

AND OR

>
Interest Codes / Skills
EQUALS
Assembly

+ RULE / GROUP

SAVE...

RESET SEARCH

You can also search using the matches any option to search for employees matching one of many interest codes:

EMPLOYEE Search / Employees / Advanced

BASIC

ADVANCED

Click to select a saved search...

☐ NOT

AND OR

>
Interest Codes / Skills
MATCHES ANY

1st Shift
2nd Shift
3rd Shift

+ RULE / GROUP

SAVE...

RESET SEARCH

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