

Beyond - Managing Employee Interest Codes

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Employee Interest Codes

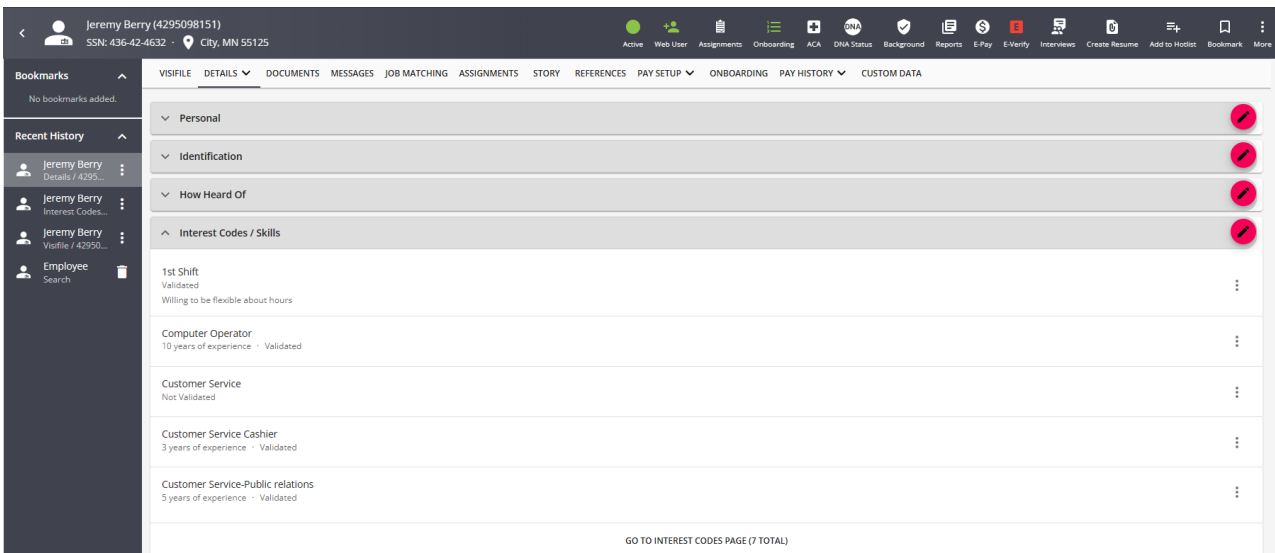
Within Beyond, you can track and search an employee's skills, languages, certifications, etc. by managing the interest codes tied to their record. This will allow you to match employees with the correct skill sets and experience for a position.

This article reviews:

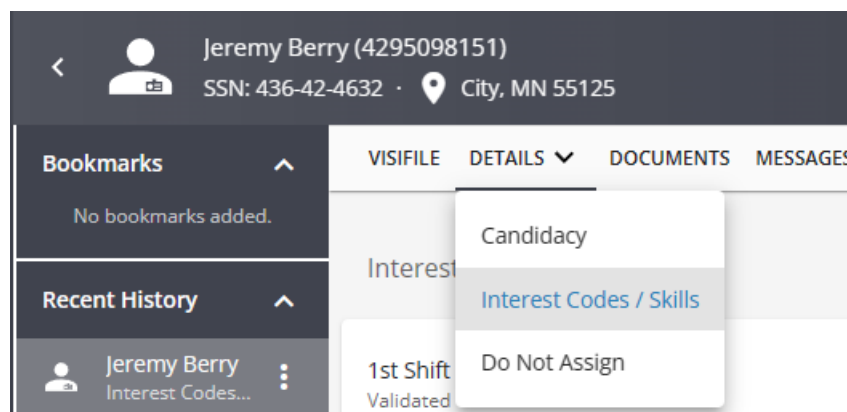
- [1. Managing Interest Codes](#)
- [2. Deleting Interest Codes](#)
- [3. Editing Interest Codes](#)
- [4. Searching by Interest Codes](#)

Managing Interest Codes

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



Or by selecting the arrow next to Details and choosing 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		
<input type="checkbox"/> Validated	Years of Experience	Note

Drug Tested		
<input checked="" type="checkbox"/> Validated	Years of Experience	Note

Forklift		
<input type="checkbox"/> Validated	Years of Experience	Note
	3	sit down and stand up

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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 Add Interest Code

Language

Selected Interest Codes (3)

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

Drug Tested		
<input checked="" type="checkbox"/> Validated	Years of Experience	Note

Forklift		
<input type="checkbox"/> Validated	Years of Experience	Note
	3	sit down and stand up

Interest Code	Category
Bilingual-English	Language
Bilingual-French	Language
Bilingual-German	Language
Bilingual-Japanese	Language

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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](#).

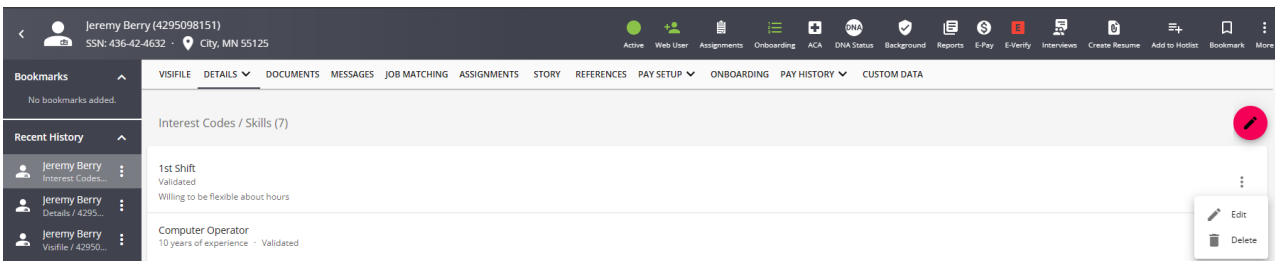
When editing or adding an interest code you can denote the following:

- **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.



The screenshot shows the user interface for Jeremy Berry (4295098151). The 'Interest Codes / Skills' section is active, displaying a list of codes. The '1st Shift' code is selected, and a context menu is open, showing 'Edit' and 'Delete' options. The 'Delete' option is highlighted.


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)

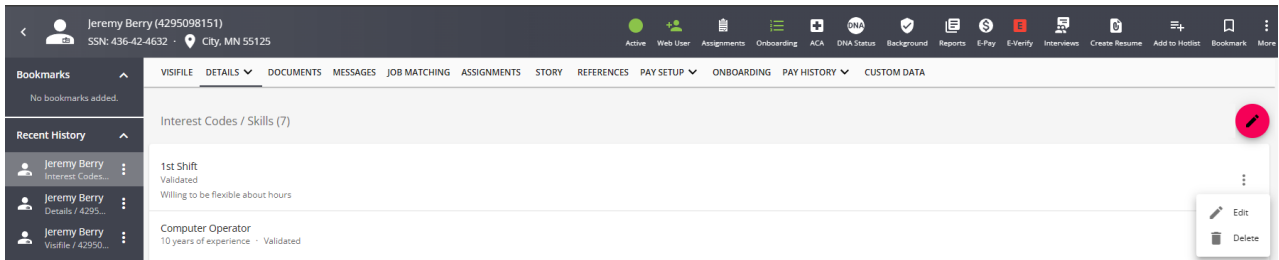


The screenshot shows the 'Manage Interest Codes' window. The '1st Shift' code is highlighted in blue. A trash icon is visible next to the code, indicating it can be deleted. The table has columns for 'Validated', 'Years of Experience', and 'Note'.

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

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:



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

Interest Code

* Interest Code
1st Shift

Validated

Years of Experience

Note
Willing to be flexible about hours


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

Manage Interest Codes

Add Interest Code 

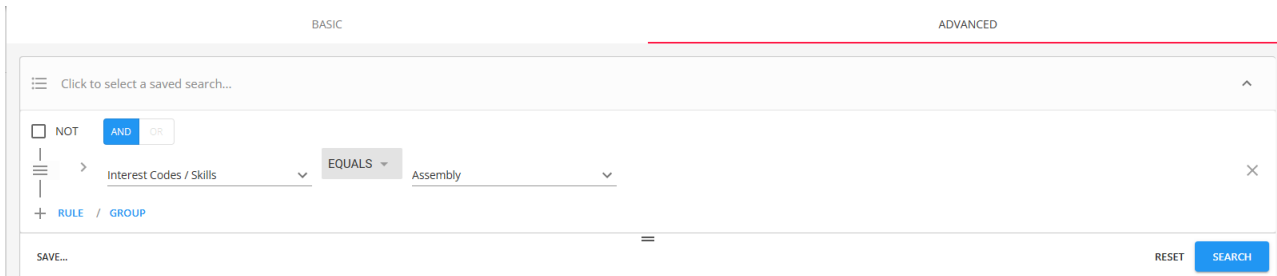
Selected Interest Codes (6)

1st Shift 	<input type="checkbox"/> Validated	Years of Experience	Note
Computer Operator 	<input checked="" type="checkbox"/> Validated	4 Years of Experience	Note

Searching Interest Codes

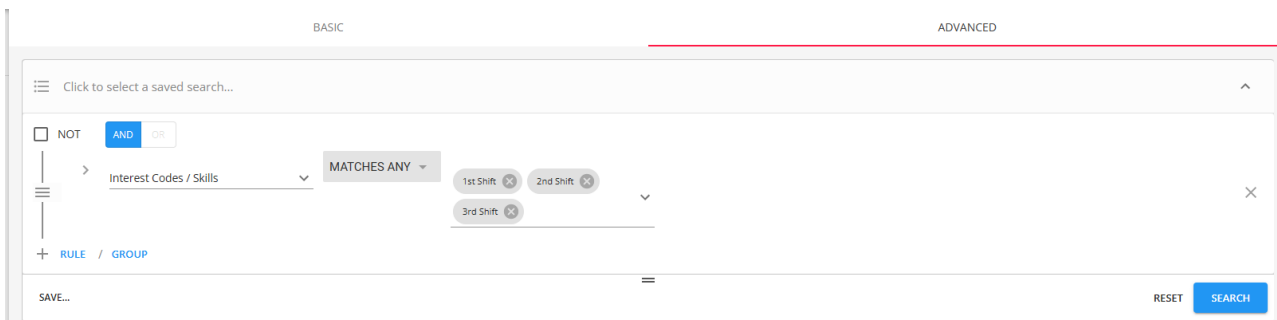
Interest codes allow you to perform a high level of searching. By actively tagging employees with interest codes, it allows for increased visibility in searches that utilize them in their search criteria.

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](#).



The screenshot shows the 'ADVANCED' search interface. At the top, there are tabs for 'BASIC' and 'ADVANCED'. Below the tabs is a search bar with the text 'Click to select a saved search...'. The main search area contains a rule configuration: a dropdown menu set to 'Interest Codes / Skills', followed by a comparison operator dropdown set to 'EQUALS', and a text input field containing 'Assembly'. To the left of the rule, there are options for 'NOT', 'AND', and 'OR'. Below the rule, there are buttons for '+ RULE / GROUP', 'SAVE...', 'RESET', and 'SEARCH'.

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



The screenshot shows the 'ADVANCED' search interface. At the top, there are tabs for 'BASIC' and 'ADVANCED'. Below the tabs is a search bar with the text 'Click to select a saved search...'. The main search area contains a rule configuration: a dropdown menu set to 'Interest Codes / Skills', followed by a comparison operator dropdown set to 'MATCHES ANY', and a list of three items: '1st Shift', '2nd Shift', and '3rd Shift'. Each item has a small 'X' icon next to it. To the left of the rule, there are options for 'NOT', 'AND', and 'OR'. Below the rule, there are buttons for '+ RULE / GROUP', 'SAVE...', 'RESET', and 'SEARCH'.

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