

Core - Documenting Employee Education and Job History

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How do I Utilize Education and Past Jobs?

Education and Job History are two subsections of the details section of an employee record.

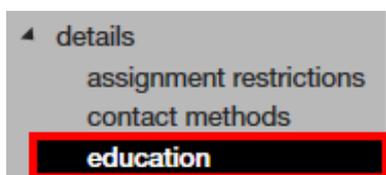
Education gives you a place to note what sort of education they have received including dates on high school or college graduation, GPA's, and additional details.

Past Jobs is a section where you can document any past jobs the employee worked outside of your company. This includes a way to document job positions, pay information, and duties an employee has done in the past. This section also allows you to document reference checks that you can refer back to when you are ready to assign the employee.

Note that both of these sections will populate with information from the employee resume if you used the resume parser to create the employee record.

Adding Education:

1. Navigate to the employee record you wish to add education to.
2. Select details > education:



3. Select the  icon in the upper right.
4. A new window will open, enter all related information (institution, dates, degree, GPA):

education

Institution Greendale Community College

Date Started 9/10/2012

Date Ended 4/3/2016

Degree Awarded B.A.

GPA 3.2

Degree Date

Additional Information

Save + New

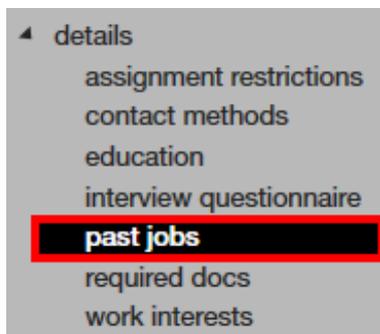
5. Select 'Save.'

Double click on an education event to view all details entered.

If you accidentally added the wrong information, you can remove the education event by selecting it and clicking on the  icon.

Adding Past Jobs:

1. Navigate to the employee record you wish to add past jobs to.
2. Select details > past jobs:



3. Select the  icon in the upper right.
4. Enter all job details you have:

SMART DATA SOLUTIONS Contractor 7/1/2004 - 8/1/2004		Minnesota Fire & Casualty Senior Application Developer/Analyst 6/1/1999 - 7/1/2004	
job details			
Employer	SMART DATA SOLUTIONS		
Position	Contractor		
Supervisor			
Phone	() - -		
Address/City			
From Date	7/1/2004		
To Date	8/1/2004		
Sort Seq			
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Pay			
Duties	Contractor 7/2004 - 8/2004 SMART DATA SOLUTIONS St. Paul, MN		
Reason for Leaving			
reference information			
Ok to Contact?	<input type="checkbox"/>		
Reference Sent			
Reference Completed			

5. If applicable, enter reference contact information.
6. Select the 'Save' icon next to the home icon in the upper left.

If you accidentally added the wrong information, you can remove the job history entry by selecting it and clicking the  icon.

Documenting a Reference Check:

If you perform reference checks and want to document information in Core, you can do this using the Past Jobs section. Navigate to the employee record > past jobs and select the job the reference is tied to.

SMART DATA SOLUTIONS Contractor 7/1/2004 - 8/1/2004		Minnesota Fire & Casualty Senior Application Developer/Analyst 6/1/1999 - 7/1/2004		Timothy Norheim Programmer/Analyst 5/1/1998 - 6/1/1999		UNITED HEALTHCARE CORPORATION Software Engineer 4/1/1996 - 5/1/1998	
job details				reference check results			
Employer	SMART DATA SOLUTIONS			Reliable		Cooperation	
Position	Contractor			Punctual		Productivity	
Supervisor				Attendance		Attitude	
Phone	() - -			Rehire Comment			
Address/City				Attitude Comment			
From Date	7/1/2004			Punctual/Attendance			
To Date	8/1/2004			Quality of Work			
Sort Seq				Interaction			
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			Strengths			
Pay				Areas of Improvement			
Duties	Contractor 7/2004 - 8/2004 SMART DATA SOLUTIONS St. Paul, MN			Misc Comment			
Reason for Leaving							
reference information							
Ok to Contact?	<input type="checkbox"/>						
Reference Sent							
Reference Completed							

From here, you can fill out the reference check results section with all applicable information.

Utilizing Education and Job History Information in Searching:

You can search for education events and past job entries by using the enhanced search options. The job history section will allow you to search for start and end dates, employers, positions, job duties, references sent, and received dates. The education section will allow you to search for start and end dates, degree awarded, degree date, GPA, and institution attended.

Related Articles