

Beyond - How to Create an Employee Record Story

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Creating an Employee Story in Beyond™

The Employee Story Tab takes Work History and Education events that can be gathered from a Resume or HRCenter Application and puts them in timeline so you can get a better picture of their education and work history outside your staffing agency.

Story takes work history and education information from an employee's resume being parsed in, or manually added, to create a chronological outline of that information. The below steps provide instructions to manually add and update the Story tab.

VISIFILE DETAILS ▾ DOCUMENTS MESSAGES ASSIGNMENTS **STORY** REFERENCES MORE

Education (1) Work History (2) + ADD

Work History 2/2/2019 - 2/3/2020

Sales clerk
Aldi

Sales, customer service, cashier, stocking

[MORE DETAILS](#)

Work History 11/4/2011 - 9/2/2014

Programmer
Brown Printing

Incorporated user feedback and input to define and set specifications for job analysis system. Participated in the analysis, development, and installation for system. Environment: HP935, MPEXL, QUIZ, QUICK(QDESIGN), QTP, QDDR, IMAGE

[MORE DETAILS](#)

Education Ended 6/5/1995

Moorhead State University
Bachelor's

[MORE DETAILS](#)

To Manually Create the Employee's Story:

To add **Education** or **Work History**, select the **Add** button to highlight Work History or Education. The associated form will open for information to be added.

+ ADD

📁 Work History

🎓 Education

Add Work History

Position Employer

Date Started Date Ended

Duties

Enter the information as it applies to each field. When the form has been completed, click **SUBMIT** to add that card to the Story tab. The new item will appear in the chronological timeline appropriately referencing the applicable date fields of "Date Started" and "Date Ended".

To Update the Employee's Story:

Each Work History or Education card can be edited or deleted from the three dot icon options menu to the right:


Supervisor
Econo Foods ⋮


Select **Edit** to make any changes or **Delete** to remove the card.

Work History 1/5/2017 - 2/5/2019

Supervisor
Econo Foods
Stocking shelves, supervising stock assoc

[MORE DETAILS](#)

 Edit

 Delete

Note If the Employee's record has been created from a resume parsed into Beyond, the Story tab will auto-populate with the Work History and Education from that resume. See the article: [Creating Employee Records in Beyond](#) for more information.

Supervisor Name and Address Updates

Due to some updates, you might see the option to convert the supervisor name or address when editing a work history item:

Supervisor Example:

In this case, the supervisor name was parsed in as one line instead of separating out first and last name. The system will attempt to correctly parse the name into the correct fields once you hit "Convert"

Supervisor ? CONVERT

Bill

Supervisor First Name	Supervisor Last Name
Supervisor Title	Supervisor Email

SAVE AS DRAFT
CANCEL
SUBMIT

This will then give you the opportunity to review that the information is in the correct spot (and make any necessary changes) before selecting submit. Once you submit, the original one line address will no longer be visible and you will only have the address that is broken out into separate fields.

Supervisor ? CONVERT

Bill

Supervisor First Name Bill	Supervisor Last Name
Supervisor Title	Supervisor Email

SAVE AS DRAFT
CANCEL
SUBMIT

Address Example:

In this case, the address was originally parsed and saved as one line instead of separating out street 1, 2, city, state, etc. The system will attempt to parse this information into the correct fields when you hit "Convert"

CONTACT INFORMATION

Address ? CONVERT

.....

Address

Street	Street 2
.....
City	State
.....
Zip Code	Country
.....

This will then give you the opportunity to review that the information is in the correct spot (and make any necessary changes) before selecting submit. Once you submit, the original one line address will no longer be visible and you will only have the address that is broken out into separate fields.

CONTACT INFORMATION

Address ? CONVERT

.....

Address

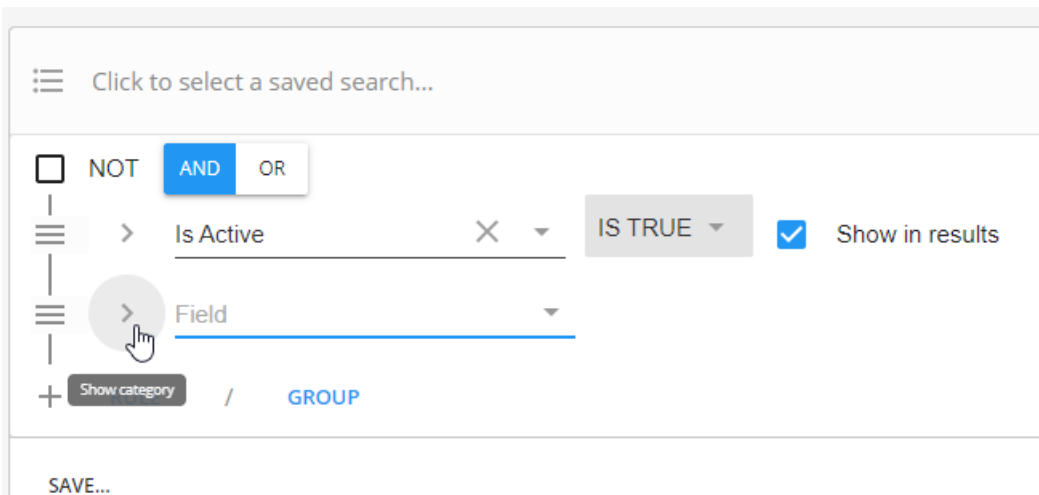
Street	Street 2
.....
City	State
Burnsville	Minnesota
Zip Code	Country
.....	United States of America

Searching by Employee Story Information

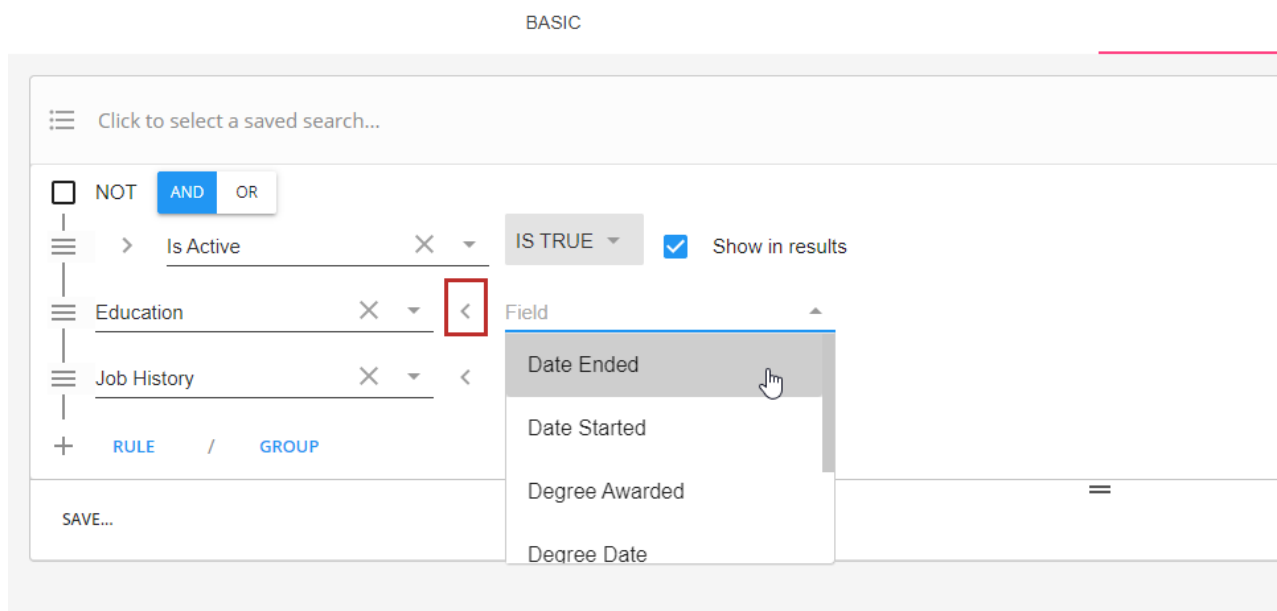
Searching for Education or Job History can help narrow down your candidate list.

1. Navigate to Employee Search
2. Select the Advanced tab
3. Tap the + next to rule

We recommend using the Show Category option to see all related fields for Education and Job History:



Example of Category in Advanced Search:



For more information on searching in Beyond, check out [Beyond - Advanced Searching](#)

Looking to Test Your Knowledge?

Unsure if you know your stuff? Take the following quiz to find out:

Loading [Beyond Orientation - Employee Record Story](#)

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