

# 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.

The screenshot displays the 'STORY' tab in a software interface. At the top, there is a navigation bar with tabs: VISIFILE, DETAILS (with a dropdown arrow), DOCUMENTS, MESSAGES, ASSIGNMENTS, STORY (highlighted with a blue underline), REFERENCES, and MORE. Below the navigation bar, there are two filter buttons: 'Education (1)' and 'Work History (2)', both with checked checkboxes. A red '+ ADD' button is located in the top right corner. The main content area shows a vertical timeline with three events:

- Work History:** 2/2/2019 - 2/3/2020. Job title: Sales clerk. Employer: Aldi. Description: Sales, customer service, cashier, stocking. Includes a 'MORE DETAILS' link.
- Work History:** 11/4/2011 - 9/2/2014. Job title: Programmer. Employer: Brown Printing. Description: 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. Includes a 'MORE DETAILS' link.
- Education:** Ended 6/5/1995. Institution: Moorhead State University. Degree: Bachelor's. Includes a 'MORE DETAILS' link.

## 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.

The screenshot shows a form titled "Add Work History". On the left, there is a sidebar with two options: "Work History" (selected) and "Education". A red button with a white plus sign and the text "+ ADD" is positioned above the sidebar. The main form area contains several input fields: "Position" and "Employer" are on the top line, "Date Started" and "Date Ended" are on the second line, and "Duties" is on the third line. A small icon is visible next to the "Employer" field.

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.

The screenshot shows a card for "Work History" with the date range "1/5/2017 - 2/5/2019". The card content includes "Supervisor Econo Foods" and "Stocking shelves, supervising stock assoc". A blue link "MORE DETAILS" is at the bottom left. A context menu is open on the right, showing "Edit" (with a pencil icon) and "Delete" (with a trash can icon).

**\*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

Bill



CONVERT

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

Bill



CONVERT

Supervisor First Name

Supervisor Last Name

Bill

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

Burnsville, MN



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

Burnsville, MN



CONVERT

Address

Street

Street 2

City

Burnsville

State

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:

The screenshot shows an advanced search rule configuration interface. At the top, there is a menu icon and the text "Click to select a saved search...". Below this, there are three buttons: "NOT", "AND", and "OR", with "AND" selected. The first rule is "Is Active" with a dropdown arrow, a value of "IS TRUE", and a checked "Show in results" checkbox. The second rule is "Field" with a dropdown arrow. At the bottom left, there is a "+ Show category" button and a "GROUP" label. A "SAVE..." button is at the bottom left of the interface.

Example of Category in Advanced Search:

BASIC

Click to select a saved search...

NOT AND OR

Is Active X IS TRUE  Show in results

Education X < Field

Job History X <

+ RULE / GROUP

SAVE...

Date Ended

Date Started

Degree Awarded

Degree Date

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](#)

## Related Articles