

Enterprise - How to Document Employee Work History and Education

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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.

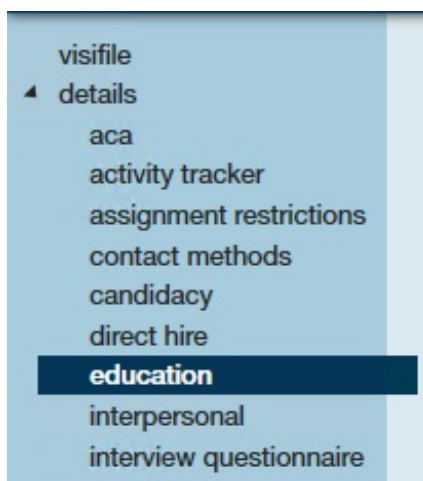
Education gives you a place to note what sort of education they have received including dates on high school or college graduation, GPA's, and additional details.


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.

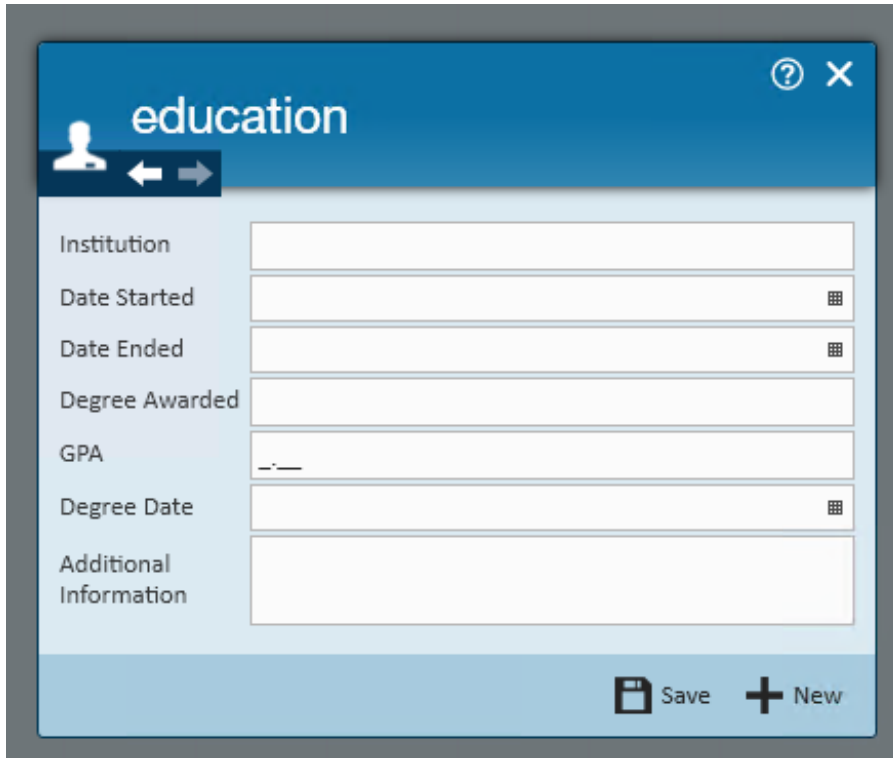
Note that both of these sections will populate with information from the employee resume if you used the [resume parser](#) to create the employee record.

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):



The screenshot shows a web form titled "education" with a blue header. The header contains a person icon, a left arrow, a right arrow, and the word "education". Below the header, there are several input fields: "Institution", "Date Started" (with a calendar icon), "Date Ended" (with a calendar icon), "Degree Awarded", "GPA" (with a dash-dot line), "Degree Date" (with a calendar icon), and "Additional Information". At the bottom right, there are "Save" and "New" buttons.

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:

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.

The screenshot shows a form titled "reference check results" with the following fields:

Reliable	<input type="text"/>	Cooperation	<input type="text"/>
Punctual	<input type="text"/>	Productivity	<input type="text"/>
Attendance	<input type="text"/>	Attitude	<input type="text"/>
Rehire Comment	<input type="text"/>		
Attitude Comment	<input type="text"/>		
Punctual/Attendance	<input type="text"/>		
Quality of Work	<input type="text"/>		
Interaction	<input type="text"/>		
Strengths	<input type="text"/>		
Areas of Improvement	<input type="text"/>		
Misc Comment	<input type="text"/>		

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.

This screenshot shows the 'Enhance Search' interface for Job History. On the left, a vertical menu lists various search categories: Universal Search, Location, Profile, Personal, Status, Assignments, Order Candidate, Document, Direct Hire, Job History (highlighted), Employee EEO Infor..., and Testing. A search icon is visible next to the Status category. The main area is titled 'Enhance Search' and contains a dropdown arrow and a list of search criteria: Start Date, End Date, Employer, Position, Job Duties, References Sent, and References Returned. The 'Saved Searches' section is currently empty. A dark grey footer bar at the bottom contains the text 'Job History Search Options'.

This screenshot shows the 'Enhance Search' interface for Education. On the left, a vertical menu lists various search categories: Profile, Personal, Status, Assignments, Order Candidate, Document, Direct Hire, Job History, Employee EEO Infor..., Testing, Education (highlighted), Financial, and Bank Information. A search icon is visible next to the Status category. The main area is titled 'Enhance Search' and contains a dropdown arrow and a list of search criteria: Date Ended, Date Started, Degree Awarded, Degree Date, GPA, and Institution Attended. The 'Saved Searches' section is currently empty. A dark grey footer bar at the bottom contains the text 'Education Search Options'.

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