

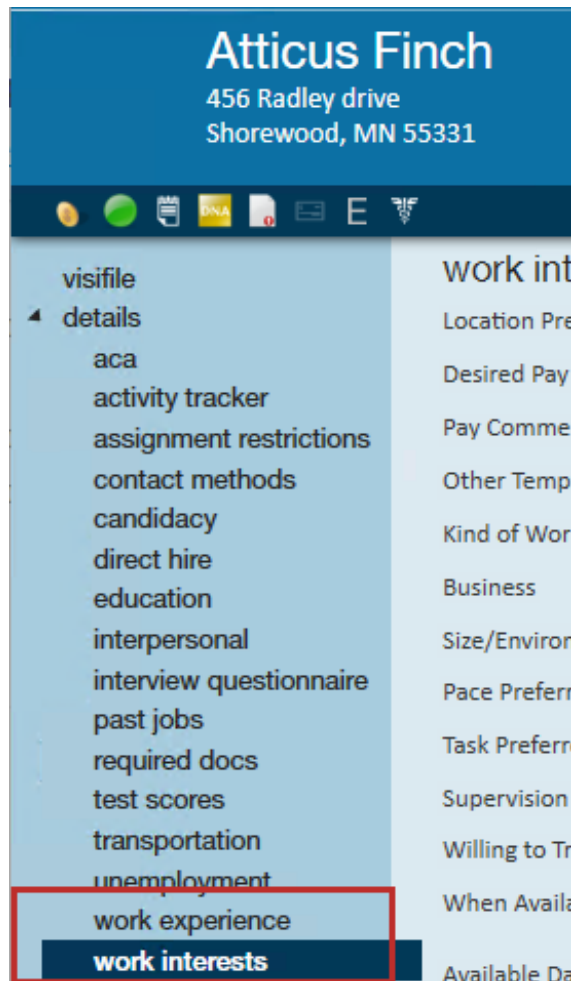
Enterprise - Work Interests and Work Experience

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What are Work Interests and Work Experience?

The work interests and work experience pages are located on the employee record to give your recruiting team another place to keep track of additional information they are gathering while interacting, interviewing, or on-boarding new employees.

You can locate both of these pages by navigating to an employee record and selecting details:



This article reviews the work interests and work experience page options.

Work Interests

The Work Interests section allows you to document what the employee is interested in or looking for in a job.

The screenshot shows the 'Atticus Finch' HR system interface. The top header includes the company name, address (456 Radley drive, Shorewood, MN 55331), employee ID (4295080433), SSN (xxx-xx-2130), and branch (New Brighton). A notification for 'Lunch Today' is visible. The main content area is titled 'work interests / preferences' and contains several form fields: Location Preferred (Twin Cities - St Paul), Desired Pay (\$20.00), Pay Comment (Will go lower for good opportunity to gain skills), Other Temp Services (N/A), Kind of Work (General Office), Business (Professional), Size/Environment (11+ in department), Pace Preferred (Moderate), Task Preferred (Routine with variety), Supervision Level (Moderate), Willing to Travel (40), and When Available (ASAP). Below these fields are 'Available Days' checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. To the right, a 'notes' section titled 'Why Temp Work' contains the text 'Looking to try a variety of environments to gain experience and skills'. Further right are several checkboxes: Supplement Income, Gain Experience, Laid Off, Increase Skills, Work Different Places, Between Jobs, Flexible Schedule, Looking for FT, and Student. At the bottom, an 'interest codes' section shows three codes: 'Clerk' (Validated), 'Data Entry' (Validated), and 'LEGAL-Lawyer' (Validated, 5.00 Years). A left sidebar contains navigation options like 'visifile', 'details', 'aca', 'activity tracker', 'assignment restrictions', 'contact methods', 'candidacy', 'direct hire', 'education', 'interpersonal', 'interview questionnaire', 'past jobs', 'required docs', 'test scores', 'transportation', 'unemployment', 'work experience', 'work interests', 'employee', 'customer', 'order', 'assignment', 'contact', 'pay / bill', 'calendar', and 'all options'.

Work Interests/Preferences

This section is great to review with a new employee to gain a better idea of what kind of work/environment they are looking for. Fields in this section can be added to the enhanced search options if you want to use them to find candidates.

work interests / preferences	
Location Preferred	Twin Cities - St Paul
Desired Pay	\$20.00
Pay Comment	Will go lower for good opportunity to gain skills
Other Temp Services	N/A
Kind of Work	General Office
Business	Professional
Size/Environment	11+ in department
Pace Preferred	Moderate
Task Preferred	Routine with variety
Supervision Level	Moderate
Willing to Travel	40
When Available	ASAP
Available Days	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

This section includes:

- Location Preferred - where they would ideally work
- Desired pay - dollar amount
- Pay Comment - any comments related to desired pay
- Other Temp Services - if they are using any other temp agencies
- Kind of Work - drop down of kind of work they are looking for (ex. light industrial, clerical, etc.)
- Business - environment your employee would ideally work in - professional, causal, business casual, etc.
- Size/Environment - How large of a company your employee would want to work in
- Pace Preferred - fast, moderate, easy, etc.
- Task Preferred - What does their daily job look like? routine, complex, varying complexity, etc.
- Supervision Level - Frequent, minimal, etc. check ins from managers
- Willing to Travel - Number of miles the employee is willing to travel for a job
- When Available - first day they would be able to start
- Available Days - Days of the week the employee can work (Keep in mind their are

other ways to [track availability](#))

Notes

This section provides the recruiter with another place to write notes and check options that apply to the employee.

notes

Why Temp Work

Looking to try a variety of environments to gain experience and skills

Supplement Income Between Jobs

Gain Experience Flexible Schedule

Laid Off Looking for FT

Increase Skills Student

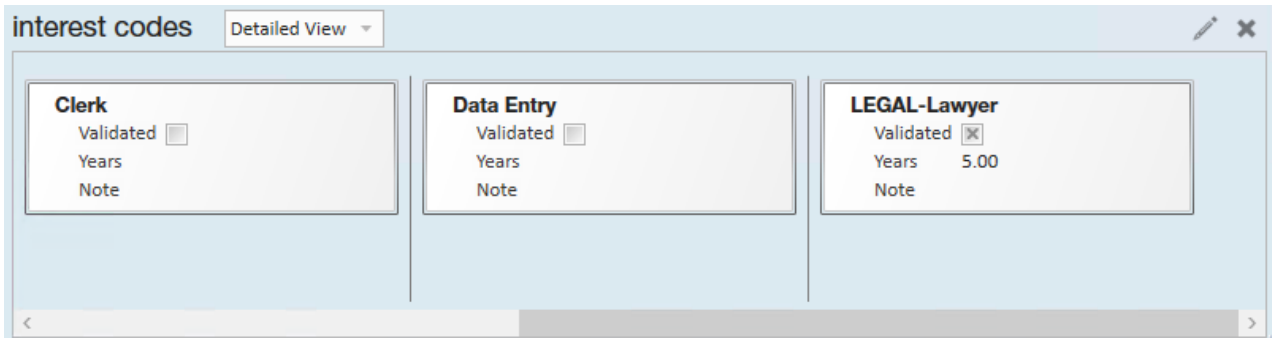
Work Different Places

This section includes:

- Why Temp Work - Why is the employee interested in working for your temp agency
- Check Box Reasons for Temp Work:
 - Supplement Income
 - Gain Experience
 - Laid Off
 - Increase Skills
 - Work Different Places
 - Between Jobs
 - Flexible Schedule
 - Looking for FT
 - Student


Interest Codes

Interest codes can also be found on the employee visifile but their true home is here on the work interests page. Here you can check that you have validated any interest codes and add years and additional notes as needed.



Interest Code	Validated	Years	Note
Clerk	<input type="checkbox"/>		
Data Entry	<input type="checkbox"/>		
LEGAL-Lawyer	<input checked="" type="checkbox"/>	5.00	

To learn more about interest codes, check out [Enterprise - Managing Employee Interest Codes](#).

Interest codes can be added manually here by clicking the  button but there are other ways that interest codes can be added to an employee record:

- When an employee record is first created via [Resume Parser](#), the resume parser can attempt to parse skills that will show as interest codes on the employee's file.
- When an employee or applicant fills out the [Skills Information Page](#) in HRCenter, the web public skills they select will show on their record as interest codes.

Remember that Interest Codes can be skills, licences, preferences, etc. and are searchable and reportable.

Work Experience

The Work Experience page is a place that you can use to document some information about their job history.

<ul style="list-style-type: none"> education interpersonal interview questionnaire past jobs required docs test scores transportation unemployment work experience work interests documents ▶ integrations ▶ evaluations messages ▶ pay history ▶ pay setup tasks search employee customer order assignment contact pay / bill calendar all options ▶ 	Special Skills	Has degree as a lawyer	Jobs Liked/Why		
				Jobs Disliked/Why	
		Favorite (or least favorite) boss/why	Favorite Boss - had trust in employees, flexible work schedule, etc. Least favorite - micro managed, did not like questions	Skills to Learn/Improve	Looking for more experience working in different professional environments.
		Special Accommodations	N/A	Languages	
	Public Contact Work		Other Training		
	Supervisory Experience		Situations to Avoid		

Options here include free text fields for skills to learn/improve, jobs disliked and why, situations to avoid, etc.

- Keep in mind if this is part of an interview process, you may want to consider using the [interview questionnaire](#).
- For skills and languages, we recommend using interest codes for more visibility and easy searching.

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