

## Employee Self Service: Qualifications and Skills

This guide will help you use Employee Self Service to view and add your qualifications.

### Viewing your Qualifications and Skills Information:

1. Click on 'Qualifications and Skills' from the Employee Self Service menu.
2. You will be taken to the 'Qualifications and Skills' screen.
3. If details of professional qualifications you hold are already recorded, these will be displayed.

### Adding a Professional Qualification

1. If a qualification you hold isn't listed you can add it by clicking on the 'Add Professional Qualification' button.
2. You will be taken to the 'Add Professional Qualifications' screen.
3. Against the field 'Type', click on the magnifying glass icon.
4. A separate 'Search and Select: Type' window will appear. In the 'Search by' blank field enter a percentage sign and click on the 'Go' button.
5. The list of qualifications will be displayed in alphabetical order. 10 qualifications are displayed at a time. Click on 'Next 10' in the top right hand corner to view further qualifications.

Alternatively, if you know a word that is contained within the qualification title, you can enter this in the 'Search By' field in the following format e.g. %Social% and click on the 'Go' button. Any qualifications that contain that word will be displayed.

6. Select the relevant qualification by clicking on 'Quick Select.'
7. You will be returned to the 'Add Professional Qualification' screen and the qualification will now be shown in the 'Type' field.
8. The 'Title' field is a free-text field where you can type the name of the qualification if required.
9. In the 'Study Start Date' field insert the relevant date (this can be selected from the calendar to the right).
10. In the 'Actual Completion Date' insert the relevant date (this can be selected from the calendar to the right). If you have not yet completed the qualification, this field can be left

blank. You should ensure that you update this field once you have completed the qualification.

11. In the 'Grade' field insert the grade achieved. If you have not yet completed the qualification, this field can be left blank. You should ensure that you update this field once you have completed the qualification.

12. Once you have completed the relevant fields click on the 'Next' button and you will be taken to the 'Review' screen.

## Updating a Professional Qualification:

1. To update an existing qualification, click on the 'Update' icon.
2. You will be taken to the 'Update Professional Qualifications' screen.
3. Enter/update the relevant fields.
4. Click on the 'Next' button. You will be taken to the 'Review' screen.

## Review and Submit:

Once you have added/updated a qualification, you will be taken to the 'Review' screen.

If you have added a qualification this information will be displayed.

If you have updated the details for an existing qualification record a blue dot will indicate any proposed changes.

1. If you need to amend any details, click on the 'Back' button to return to the relevant screen.
2. Once you are happy with the details, click on the 'Submit' button

## Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The qualification details will be sent to the line manager of your main (primary) assignment for approval.

On the Qualifications and Skills home page, the qualification you have submitted will be displayed in the 'Awards Pending Approval' section. You can click on the 'View Details' button if required.

Click the 'Home' button to return to the main menu.

You will receive a confirmation e-mail once your qualification details have been approved.

## Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail [ICTservicedesk@cantium.solutions](mailto:ICTservicedesk@cantium.solutions) and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

