

Biographical Data Maintenance

Adding/Updating Work Experience

Description

Use the Work Experience page to enter data to track an individual's work experience. In the University of Maine System, entering and tracking work experience for students is optional. If your office does decide to track work experience (outside of the University of Maine System), this is the page to use.

Process Steps

Navigation:

> **Campus Community** > **Personal Information (Student)** > **Biographical (Student)**
> **Work Experience**

Step 1: The Work Experience Search Page

- 1.1 When you navigate to the **Work Experience** page, you will see the search page below called **"Find an Existing Value."**
- 1.1.1 **EmplID:** If you know the student's EMPLID, enter it here. This is the most efficient way to search for a student.
- 1.1.2 **Academic Career:** You can enter the student's career, e.g., undergraduate or graduate.
- 1.1.3 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.5 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.6 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.7 You can save (and name) your search parameters by clicking the [Save Search Parameters](#) link.
- 1.1.7 Click to continue or to have the system clear all of the text boxes so you can start again.

Work Experience

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

EmplID: begins with 0030001 🔍

Academic Career: = ▼

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search
Clear
[Basic Search](#)
📄 [Save Search Criteria](#)

Step 2: Work Experience Information

Once a student has been located, you can enter or update information in the Work Experience page. Note that this is intended for Work Experience outside of the University of Maine System.

2.1 Entering Work Experience Details



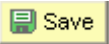
Work Experience

Amy Picard 0030001

Work Experience Details Find | View All First 1 of 1 Last

Employer:	0100002 🔍	College Board + -	
Country:	United States	Change Country	<input type="checkbox"/> Relevant Work Experience
City:			
State:	 🔍		
Phone:			
Industry Code (SIC):	 🔍		<input type="checkbox"/> Retired
Start Date:	05/15/2003 📅	End Date:	09/15/2004 📅
		Retire Date:	 📅
Job Title:	Test Reader		
Occupation Code (SOC):	 🔍		
Ending Pay Rate:	 📄	USD 🔍	*Pay Frequency: Month ▼
Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>		

Save
Return to Search
Notify
Refresh

- 2.1.1 **Employer:** If the employer is an external organization in the database, select the organization's ID. The system automatically displays the organization name and address.
- If the employer is not an organization in your database, and you want to be able to track this organization's employees, you will need to add the employer as an external organization using the [New Window](#) hyperlink (see process CC044) and then return to this page to select the employer you just added. (You need appropriate security to add external organizations.)
- If the employer is not an organization in your database, and you don't need to track the employer, enter the employer's name, country, city and state in the fields provided. If a phone number is available, enter it in the **Phone** field.
- 2.1.2 **Start/End Date:** Enter the dates when the individual began and ended employment with this employer. A Start Date is always required. An End Date is required if the following Relevant Work Experience box is checked.
- 2.1.3 **Relevant Work Experience** Select to indicate that the former position is relevant to a current position within your institution or to the career that the individual is seeking.
- 2.1.4 **Job Title:** Enter the title of the last position that the individual held with this employer.
- 2.1.5 [SIC/SOC Codes](#) Click this link to access the Industry/Occupation Codes page, where you can view or select the SIC and SOC codes for this position. *The University of Maine System has chosen not to implement SIC/SOC functionality at this time.*
- 2.1.6 **Ending Pay Rate:** Enter the last rate of pay that the individual received from this employer.
- 2.1.7 **Pay Frequency:** Select the frequency that describes the ending pay rate.
- 2.1.8 Click the  Add Row button to add an additional Work Experience Detail lines. You may enter as much Work Experience Detail as necessary, as long as all of the start dates are different.
- 2.1.9 Click the  Delete Row button to delete a Work Experience Detail line. You may delete as many Work Experience Detail lines as necessary.
- 2.1.10  your data.

Source Documents

Self Reported, Graduate/Law school applications, student's resume

Security Roles

Maintained by:

S_RA_SUPERUSER

S_RA_LEADER

S_RA_RECRUITER

S_RA_APPLICATION_REVIEWER

S_RA_DATA_ENTRY

Career Center, Student Employment Center, Athletics

Viewable by everyone

APPROVED and TESTED by Admissions and Campus Community Team on January 10, 2006.