myJob Guide

Qualifications

Business Solutions

Professional and Academic Qualifications

Using myJob you are able to add, edit or delete Professional and Academic Qualifications. We collect this data as part of the annual return to the Higher Education Statistics Agency (HESA), for more information on HESA see the links below

http://www.shef.ac.uk/cics/dataprotection/hesa

http://www.hesa.ac.uk

Beneath the Appointment Summery section is Academic Qualifications, here you can add, change or delete qualifications stored against your record.


To add academic qualifications click the "New" button.

Clicking "New" allows you to fill in the details of your qualification using the screen below

Use this drop down to select the level of qualification, for example PhD

Save and Back saves your entry and returns you to the Staff Details page

Save and New saves your entry and allows you to add another qualification

Cancel returns you to the Staff Details page without saving your entry

Type the year you were awarded the qualification here

Click here to search for the academic discipline you studied, you can add up to two disciplines. The second discipline will be available after entry of the first.

The Notes field allows you to add further details to your entry

Click here to search for the HEI you attended

When clicking on the search button the full list of selectable values is displayed, to search this list click the ▶ **Show Filter Criteria** button.
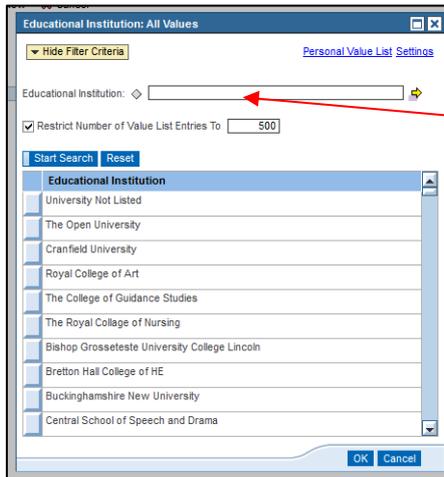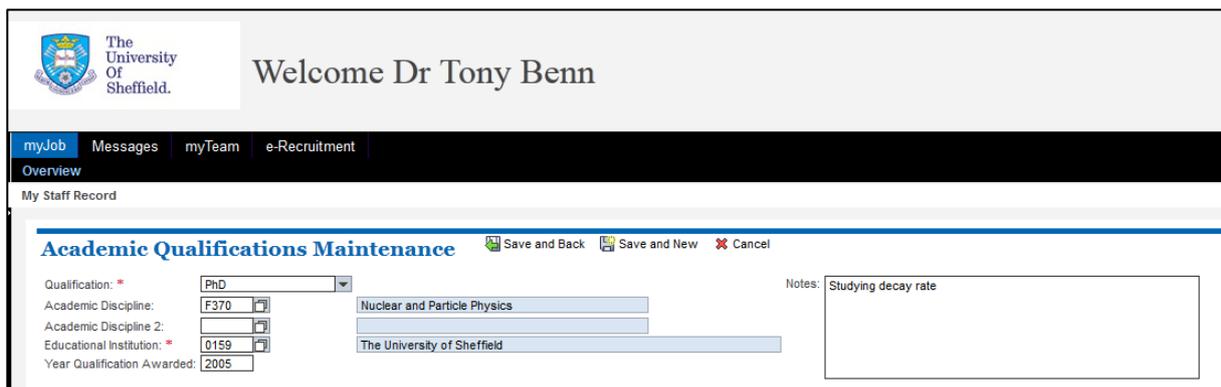

Enter your search here. The search is case sensitive; you can also use wild cards.
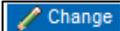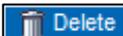
Once you have successfully searched, highlight your institution and click OK.
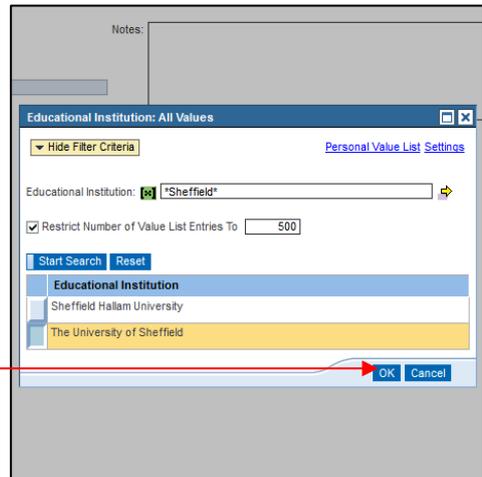
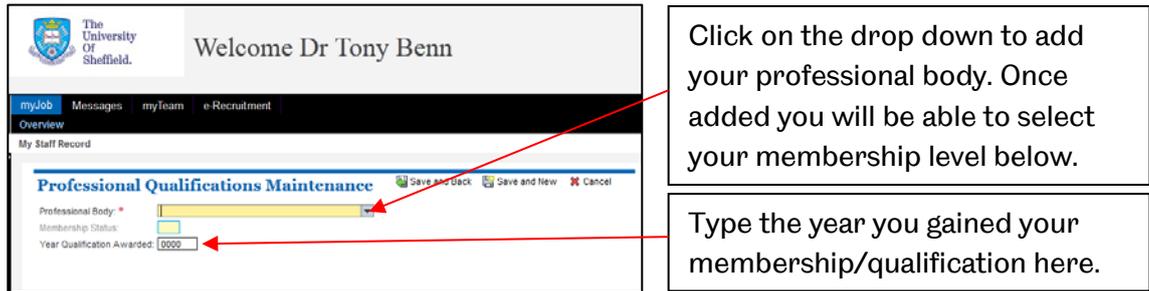Once your record is complete the screen should similar to this:

Once complete click "Save and Back" to save your entry and return to the Staff Details screen, or "Save and New" to save your entry and add a further record.

Once you have added your qualification, you can edit your record using the ✏ **Change** button or delete your entry using the 🗑 **Delete** button.

Clicking change allows you to:

- Edit your academic discipline
- Edit the Education Institution you attended
- Edit the year your qualification was awarded
- Edit the notes attached to your qualification

The section underneath Academic Qualifications allows you to add Professional Qualifications.
Click "Add" to start adding your professional qualifications and memberships.

Click on the drop down to add your professional body. Once added you will be able to select your membership level below.

Type the year you gained your membership/qualification here.

Once complete your record should look similar to this:
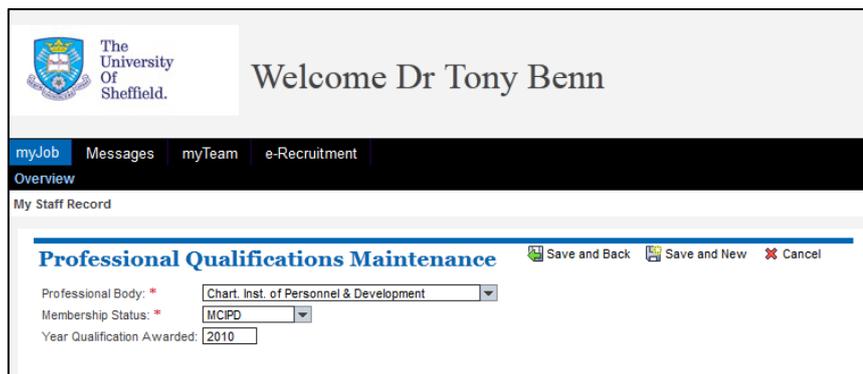
Once complete click "Save and Back" to save your entry and return to the Staff Details screen or "Save and New" save your entry and add a further record.

Once you have saved your record you can edit or delete your entry. When editing your record you can amemnd:

- Your membership status
- The year your qualification was awarded