



The
University
Of
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Human
Resources

myJob Guide Qualifications

SBusiness
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 Summary section is Academic Qualifications, here you can add, change or delete qualifications stored against your record.

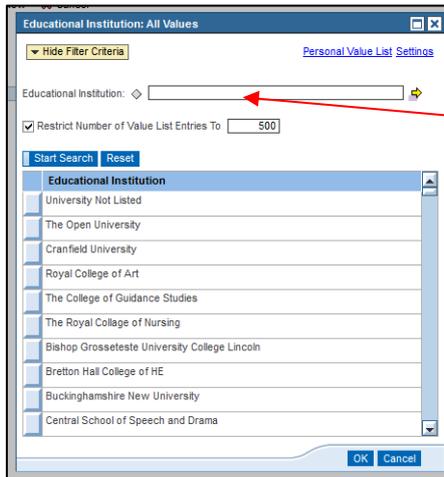
The screenshot shows the 'My Staff Record' page for Dr Tony Benn. It includes sections for 'Personal Data' and 'Appointment Summary'. Below the appointment summary is the 'Academic Qualifications' section, which has a 'New' button highlighted with a red arrow. A text box with a red arrow pointing to the 'New' button contains the text: "To add academic qualifications click the 'New' button."

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

The screenshot shows the 'Academic Qualifications Maintenance' form. Several callout boxes provide instructions:

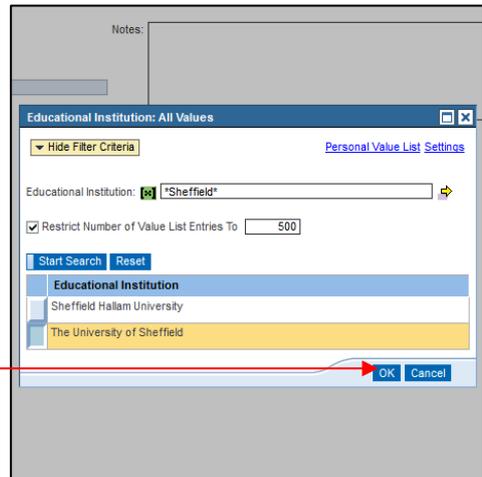
- Use this drop down to select the level of qualification, for example PhD** (points to the 'Qualification' dropdown)
- Save and Back saves your entry and returns you to the Staff Details page** (points to the 'Save and Back' button)
- Save and New saves your entry and allows you to add another qualification** (points to the 'Save and New' button)
- Cancel returns you to the Staff Details page without saving your entry** (points to the 'Cancel' button)
- Type the year you were awarded the qualification here** (points to the 'Year Qualification Awarded' field)
- Click here to search for the HEI you attended** (points to the 'Educational Institution' field)
- 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.** (points to the 'Academic Discipline' and 'Academic Discipline 2' fields)
- The Notes field allows you to add further details to your entry** (points to the 'Notes' text area)

When clicking on the search button the full list of selectable values is displayed, to search this list click the  button.

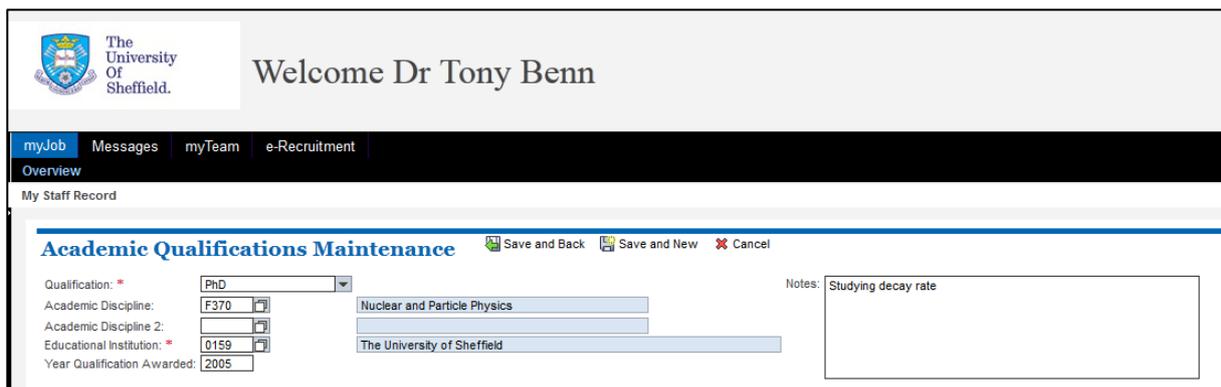


Enter your search here. The search is case sensitive; you can also use wild cards.

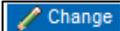
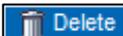
Once you have successfully searched, highlight your institution and click OK.



Once your record is complete the screen should similar to this:



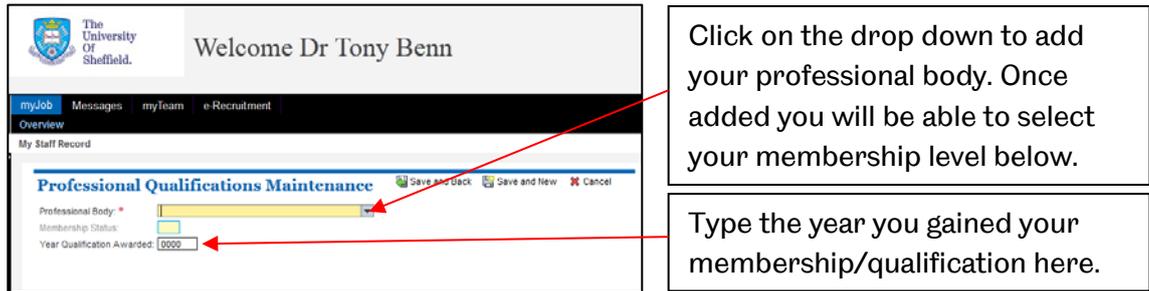
Once complete click “Save and Back” to save your entry and return to the Staff Details screen, or “Save and New” to save your entry and add a further record.

Once you have added your qualification, you can edit your record using the  button or delete your entry using the  button.

Clicking change allows you to:

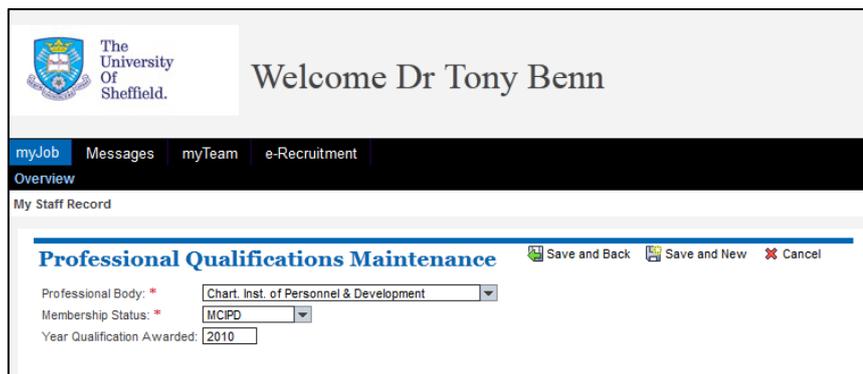
- Edit your academic discipline
- Edit the Education Institution you attended
- Edit the year your qualification was awarded
- Edit the notes attached to your qualification

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



The screenshot shows the 'Professional Qualifications Maintenance' form. The 'Professional Body' dropdown menu is open, and the 'Year Qualification Awarded' field contains '0000'. Two red arrows point from callout boxes to these fields. The first callout box says: 'Click on the drop down to add your professional body. Once added you will be able to select your membership level below.' The second callout box says: 'Type the year you gained your membership/qualification here.'

Once complete your record should look similar to this:



The screenshot shows the completed form. The 'Professional Body' dropdown is set to 'Chart. Inst. of Personnel & Development', the 'Membership Status' dropdown is set to 'MCIPD', and the 'Year Qualification Awarded' field contains '2010'. The 'Save and Back', 'Save and New', and 'Cancel' buttons are visible at the top right of the form.

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 amend:

- Your membership status
- The year your qualification was awarded