

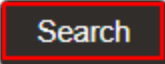







SS - Add a Self-Professed Civilian Employment Experience

Step	Action
1.	<p>Navigate to the Talent Management Workcenter page.</p> <p>Click the TAM Soldier Workcenter tile.</p> 
2.	<p>Navigate to the Talent Profile page.</p> <p>Click the My Profile menu item.</p> 
3.	<p>Scroll down to access the Experience menu folder.</p> <p>Click the Vertical scrollbar.</p>
4.	<p>Expand the Experience menu folder.</p> <p>Click the Experience menu folder.</p> 
5.	<p>Add new civilian employment experience.</p> <p>Click the Add button.</p> 
6.	<p>Identify where to enter the Current Position Begin Date.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Current Position Begin Date field.</p> <p>*Current Position Begin Date <input type="text" value="05/08/2024"/> </p>

Step	Action																
7.	<p>Look up the Current Position SOC.</p> <p>Click the Current Position SOC look up tool.</p> <p>*Current Position SOC <input type="text"/> </p>																
8.	<p>Expand the Search Criteria section.</p> <p>Click the Search Criteria icon.</p> <p></p>																
9.	<p>Identify where to enter the Description.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Description field.</p> <p>Description (begins with) <input type="text"/></p>																
10.	<p>Perform the search.</p> <p>Click the Search button.</p> <p></p>																
11.	<p>Select the appropriate current position SOC.</p> <p>Click the Electrical and Electronic Engineering Technicians list item.</p> <table border="1"> <thead> <tr> <th>Content Item ID</th> <th>Description ID</th> </tr> </thead> <tbody> <tr> <td>17-2071</td> <td>Electrical Engineers</td> </tr> <tr> <td>49-9051</td> <td>Electrical Power Line Installers and Repairers</td> </tr> <tr> <td>17-3023</td> <td>Electrical and Electronic Engineering Technicians</td> </tr> <tr> <td>55-2022</td> <td>Electrical and Electronic Equipment Assemblers</td> </tr> <tr> <td>17-3012</td> <td>Electrical and Electronics Drafters</td> </tr> <tr> <td>49-2083</td> <td>Electrical/Electronic Install/Repair/Transport Eq</td> </tr> <tr> <td>49-2094</td> <td>Electrical/Electronic Repair/Comm/Industrial Equip</td> </tr> </tbody> </table>	Content Item ID	Description ID	17-2071	Electrical Engineers	49-9051	Electrical Power Line Installers and Repairers	17-3023	Electrical and Electronic Engineering Technicians	55-2022	Electrical and Electronic Equipment Assemblers	17-3012	Electrical and Electronics Drafters	49-2083	Electrical/Electronic Install/Repair/Transport Eq	49-2094	Electrical/Electronic Repair/Comm/Industrial Equip
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12.	<p>Identify where to enter the Employer Country.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer Country field.</p> <p>*Employer Country <input type="text"/> </p>																

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13.	<p>Identify where to enter the name of the Employer State.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer State field.</p> <p>Employer State <input type="text"/></p>												
14.	<p>View the Self Employment Indicator options.</p> <p>Click the Self Employment Indicator drop-down arrow.</p> <p>Self Employment Indicator <input type="text"/></p>												
15.	<p>Select the appropriate self employment indicator.</p> <p>No Yes</p>												
16.	<p>View the First Responder Indicator options.</p> <p>Click the First Responder Indicator drop-down arrow.</p> <p>First Responder Indicator <input type="text"/></p>												
17.	<p>Select the appropriate first responder indicator.</p> <p>No Yes</p>												
18.	<p>Look up the Civilian Employment Status.</p> <p>Click the Civilian Employment Status look up tool.</p> <p>*Civilian Employment Status <input type="text"/></p>												
19.	<p>Select the appropriate civilian employment status.</p> <table border="1"> <thead> <tr> <th data-bbox="378 1451 548 1472">Code T1</th> <th data-bbox="565 1451 727 1472">Description T1</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 1482 394 1503">A</td> <td data-bbox="565 1482 695 1503">Full Time Employment</td> </tr> <tr> <td data-bbox="378 1524 394 1545">B</td> <td data-bbox="565 1524 695 1545">Part Time Employment</td> </tr> <tr> <td data-bbox="378 1566 394 1587">C</td> <td data-bbox="565 1566 727 1587">Specified Voluntary Service</td> </tr> <tr> <td data-bbox="378 1608 394 1629">D</td> <td data-bbox="565 1608 630 1629">Student</td> </tr> <tr> <td data-bbox="378 1650 394 1671">E</td> <td data-bbox="565 1650 711 1671">Not Currently Employed</td> </tr> </tbody> </table>	Code T1	Description T1	A	Full Time Employment	B	Part Time Employment	C	Specified Voluntary Service	D	Student	E	Not Currently Employed
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20.	<p>Identify where to enter the Employer ZIP code.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer ZIP field.</p> <p>Employer ZIP <input data-bbox="602 430 1092 485" type="text"/></p>
21.	<p>Identify where to enter the CEI Annual Review Date.</p> <p>Click in the CEI Annual Review Date field.</p> <p>*CEI Annual Review Date <input data-bbox="764 632 1255 686" type="text"/> </p>
22.	<p>Identify where to enter the Current Position Title.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Current Position Title field.</p> <p>Current Position Title <input data-bbox="711 905 1201 989" type="text"/></p>
23.	<p>Identify where to enter the Employer Name.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer Name field.</p> <p>Employer Name <input data-bbox="634 1209 1125 1293" type="text"/></p>
24.	<p>Scroll down.</p> <p>Click the Vertical scrollbar.</p>
25.	<p>Identify where to enter the Employer Address.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer Address 1 field.</p> <p>Employer Address 1 <input data-bbox="699 1623 1190 1707" type="text"/></p>

Step	Action
26.	<p>Identify where to enter the Employer City.</p> <p>Sample Text will appear on next frame.</p> <p>Click in the Employer City field.</p> <p>Employer City </p>
27.	<p>Save the Civilian Employment experience.</p> <p>Click the Save button.</p> <p></p>
28.	<p>Return to the Self Service homepage.</p> <p>Click the Home icon.</p> <p></p>
29.	<p>This completes the topic.</p> <p>Key Takeaway: Members may self-profess Civilian Employment experience in Talent Profile.</p> <p>End of Procedure.</p>