

Employee's career

Keep record of an employee's career

Version 8.0



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Keep record of an employee's career

PRODUCTS: ALL CREATIO PRODUCTS

The [*Job experience*] tab on the employee page displays all information about career changes of the employee, including current and previous positions and the place of work. When editing data on the [*Career*] tab of the employee's page, changes will also be displayed on the [*Workplace*] tab of the employee's contact page.

To add information about the employee's career:

1. Go to the [*Employees*] section and open the needed record.
2. To add or edit information about employment and dismissal dates, a probation period, and the dismissal reasons of an employee, go to the [*Career*] tab.

Populate these fields with information on the current position of the employee.

Start date	The date the employee started working in your company.
Probation ends	The end of the probationary period.
Reason for job change	This field is populated with the [<i>Reason for job change</i>] lookup values.
End date	Date of dismissal.

3. Click [*Save*].

Add information about the employee's career in the company

Populate the following fields on the [*Career in our company*] detail to add information about the employee's career changes within the company:

Account	The employer account name is specified in this field.
Organization structure unit	Company's organization structure unit where the employee works, for example, "Sales" or "Marketing."
Job title	Employee's title, for example, "Department manager." The field is populated with the [<i>Job title</i>] lookup values.
Full job title	Exact job title, such as "Sales department manager." This field is automatically populated with the value that is selected in the [<i>Job</i>] field but may be edited if necessary.
Start date	Date when the employee was assigned to work in this position.
Due date	Date when the employee left the job.
Current	The checkbox indicates the company where an employee works at present.

The [*Career in our company*] detail data is synchronized with the general career information fields of the employee profile. For example, if you change the date in the [*Start date*] field of the [*Career in our company*] detail, the date in the [*Start date*] field of the [*General information*] field group also changes. When entering the end date, the [*Current*] checkbox is automatically removed from the previous job record.

Example. Transfer an employee to another department/unit within your company:

1. Select the record that indicates the current position of the employee on the [*Career in our company*] detail.
2. Go to the edit page of the record by clicking [*Edit*] in the action menu of the detail. Specify the end date for this position and save the changes.

Note. If you populate the [*End date*] and [*Reason for job change*] fields, the [*Current*] checkbox is automatically removed from the job record.

3. Click + and populate in the required fields (e.g. new position, start date, organizational unit, the [*Current*] checkbox) to add a new employee position.

As a result, the data in the [*Basic Information*] field group will also update.

View information about an employee's job experience

To view information about the previous jobs of an employee, go to the [*Employees*] section, and click the required record → the [*Career*] tab → the [*Job experience*] detail.

The data specified on the [*Career*] detail of the linked [contact](#) page is displayed here. These details need to be updated when the employee is hired and dismissed.