How Do I Add Language Skills to My Talent Profile?

Navigation

1. Log into OneUSG Connect.

2. From **Employee Self Service**, click the **Degrees & Certificates** tile.

3. On the **Talent Profile** page, click the **Language Skills** menu item.

4. If no language skills are currently listed, click the **Add** button. If there are existing language skills listed, click the **Add** (+) icon in the **Language Skills** section.

5. Enter the following information regarding the language skill:

   a. **Effective Date**: Enter or select, using the **Calendar** icon, the effective date for this entry.

   b. **Language**: Click the **Look** Up icon. Locate the language in the list and select it.

   c. **Reading Proficiency**: Using the drop down, indicate your reading proficiency for this language.

   d. **Speaking Proficiency**: Using the drop down, indicate your speaking proficiency for this language.

   e. **Writing Proficiency**: Using the drop down, indicate your writing proficiency for this language.

   f. **Native Language**: Indicate if this language is your native language.

   g. **Able to Translate**: Indicate if you are able to translate this language.

   h. **Able to Teach**: Indicate if you are able to teach this language to others.

6. Click the **Save** button.

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