

Step-by-Step Instructions

Skills and Qualifications

Performed by: Employee

1. From the **Homepage**, navigate to the **Me** section and click on **Show More** under the Quick Actions section.

Me My Team Tools	Zachry Reports				
QUICK ACTIONS	APPS				
Personal Details		♠	G	tá	
Document Records	Journeys	Pay	Time and Absences	Career and Performance	Personal
dentification Info					
Contact Info	lacksquare		٢	+	
Emergency Contacts	Learning	Current Jobs	Web Clock	'	
Show More					

2. From the Career and Performance section, click on Skills and Qualification.



3. After clicking on **Skills and Qualifications**, the page below appears allowing you to view **Certifications, Equipment Assessment, and Policy Acknowledgement**. Optionally, employees are able to upload any additional Attachments. To do this click on **Edit** under the Attachments section.

Profile Strength 073	
A stellar profile can help you advance your career.	
Certification	
There's nothing here so	far.
Equipment Assessment	
There's nothing here so	far.
Policy Acknowledgement	

ESS: Skills and Qualifications

Oracle Cloud HCM – Employee Self-Service Quick Reference Guide



4. Upload the file in the Drag files here or click to add attachment section and click Save.

At	tachments	
		<u>Save</u>
	Â	Drag files here or click to add attachment 🗸
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