The University of Texas at San Antonio
Office of People Excellence

UTSA

Strategize > Source > Assess > Hire

Adding Education in Recruiting module

Education is Step 5 of the application process

If completing this section the only required field to complete is the Degree. Required fields are always designated with an * next to the field name.

Remember: when a field is searchable it will have a Search Criteria section. When searching you click on Search Criteria.   You can enter as little one character to search for available codes or field descriptions.

Degrees is where you can identify the specific type of degree earned, where you earned it, the school name and whether the degree was earned and year it was attained.

The default is Unknown degree. To add a degree click on the >. You can search for Degree by entering a code – such as BBA or type by entering as little as a B to search for types of Bachelor degrees. Select the degree type from the list of available options

Cancel		Lookup

Search for: Degree

▼ Search Criteria   Show Operators

Content Type	DEG
Content Item ID (begins with)	b
Description (begins with)	

Search	Clear

▼ Search Results

65 rows

Content Item ID ◇	Description ◇
A	Advanced Level
AA	Associate of Arts
AAS	Associate of Applied Science
ABA	Associate of Business Admin
AE	Associate of Engineering
AS	Associate of Science
BA	Bachelor of Arts
BBA	Bachelor of Business Admin
BE	Bachelor of Engineering
BFA	Bachelor of Fine Arts
BN	Bachelor of Nursing Degree

Cancel

Lookup

Search for: Degree
▶ Search Criteria
▼ Search Results

9 rows

Content Item ID ◇	Description ◇
BA	Bachelor of Arts
BBA	Bachelor of Business Admin
BE	Bachelor of Engineering
BFA	Bachelor of Fine Arts
BN	Bachelor of Nursing Degree
BS	Bachelor of Science
BSA	BS Animal Husbandry
BSL	Bachelor of Science - Law
BT	Bachelor of Theology

Country in which your degree was earned is also searchable – again enter the first few characters of the country name or the full name

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Cancel	**Lookup**

Search for: Country

▼ Search Criteria   Show Operators

Country (begins with)   [U]

Description (begins with)   [ ]

Search   **Clear**

▼ Search Results

256 rows

Country ◇	Description ◇
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa

State can be searched as well

Cancel	**Lookup**

Search for: State

▶ Search Criteria

▼ Search Results

2 rows

State ◇	Description ◇
TN	Tennessee
TX	Texas

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You can search for the school you attended as well as Field of study

Cancel	Lookup

Search for: State

▶ Search Criteria

▼ Search Results

2 rows

State ◇	Description ◇
TN	Tennessee
TX	Texas

Cancel	Lookup

Search for: Field of Study Code

▼ Search Criteria   Show Operators

Major Code (begins with)	
Description (begins with)	A

Search   Clear

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Major Code ◇	Description ◇
UT001	Accounting
UT002	Acoustics
UT003	Acting
UT004	Actuarial Science
UT005	Addiction Counseling
UT006	Admin Assistance/Secretarial
UT007	Advertising
UT008	Aerospace Engineering
UT009	African Languages
UT010	Agricultural Business
UT011	Agriculture
UT012	American Literature

If you completed your degree - click on the Graduated check box and then enter the year your degree was acquired.

Edit Degrees

Cancel   Done

*Degree   BBA

Bachelor of Business Admin

Country   United States

State   Texas

School Code

School Description

Field of Study Code

Field of Study Description

Graduated   ☑

Year Acquired

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The next step of the education process is Highest Education Level. In this section you are only identifying the level attained – not a specific type (for example: Bachelor's Degree not Bachelor of Business degree).

Use the defaulted value of EL001 that is provided in this section to select the level – **Do not** attempt to search on this field. It will return a No Rows Found message and you will need to remove any search criteria you entered to be able to see the EL001 default again.

Cancel	**Edit Highest Education Level**	Done

*Education EL001 🔍

What is the highest education level you have achieved?

Level G- Bachelor's Degree ⌄ ?

A- Less Than High Sch
B- HS/GED
C- College - 30 hours
D- College - 60 hours
E- Associate's Degree
F- College - 90 hours
G- Bachelor's Degree
H- Master's Degree
I- Professional Degree
J- Medical Doctorate
K- PhD

Cancel	Lookup	

Search for: Education
▼ Search Criteria   Show Operators

Content Type ED_LEVEL
Content Item ID (begins with) [   ]
Description (begins with) [bad]

Search   Clear

▼ Search Results
No Rows Found