



## My Details: Previous Employment

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff

This contains details of what type of employment you were in immediately prior to **first** commencing work with the University of Nottingham. This field should **NOT** be amended if you simply change jobs within the University of Nottingham e.g. move from being an Administration Assistant in Chemistry to an Administration Manager in Biosciences.

If you were previously working in another UK Higher Education Provider, then please also select which one in the 'Previous UK Institution' field.

If you were previously a 'Student in the UK', then please do **not** complete the 'Previous UK Institution' field.

- Once submitted, any change made will be reflected in your Human Resources record immediately.
- Remember, you should select the option that best describes your last employer or circumstance before you commenced employment with us.

### Examples

1. I started work here in 2002 but the field currently says 'not known'. What should I select?

You should select the option that best describes your last employer or circumstance before you commenced employment with us in 2002.

2. I didn't really have a 'permanent' job before joining with you – I worked at lots of Universities as a Visiting Lecturer for very short term contracts. What should I select?

In this case 'Not in regular employment' seems to best match this situation.

3. I was previously a student before joining with you. Should I select which University in the 'Previous UK Institution' field?

No. The 'Previous UK Institution' field only relates to **working** at a UK Institution, not a student.

4. I've moved jobs within the University of Nottingham – should I update this field?

No. This field only relates to what you were doing before you commenced



employment with us.


### How Do I Submit a Change to this Data?

1. Select a Previous Employment by clicking on the down arrow at the end of the field:

Where did you work immediately prior to joining the University of Nottingham?

Other public sector in the UK 

2. Select a Previous UK Institution by clicking on the down arrow at the end of the field: (only applicable if you selected 'Another HE Institution in UK' in 1.)

Previous UK Institution 

3. Check that the details you have entered are correct.
4. Click 'Submit' (bottom, right) to submit your change. This will be reflected in your MyView record immediately:

Submit