# How to Add Employment Information

This guide will provide written instructions on how to add or update a **place of employment** on a constituent's profile in GAIL.

# To add **employment** information for a constituent:

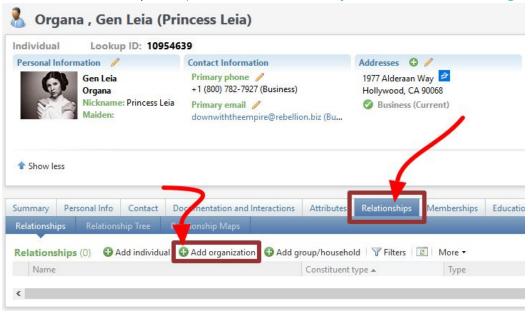
# Before you begin

Ensure that the place of employment you wish to include on the constituent's profile already exists as an **organization** in GAIL. To do this, please see our guide: <u>How to Add a New Organization</u>.

## Step 1

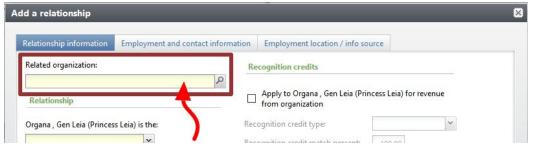
Use the **constituent search** feature in GAIL to locate the individual's profile you'll be adding employment info to.

Once on the constituent's profile, click the **relationships** tab and then **add organization**.



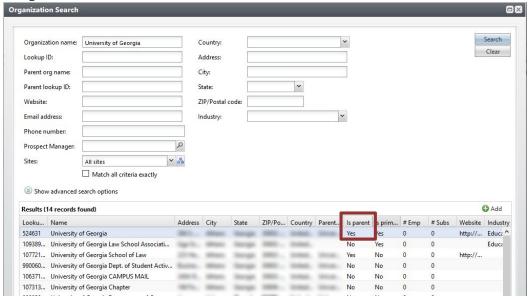
#### Step 2

In the *add a relationship* dialog box that pops up, you will land on the first of three tabs called *relationship information* tab. Here you can search for the individual's employer in the **related organization** box. Type in the name of the employer and press **enter**.



If more than one organization has the same name as the organization you typed in, an **organization search** box will appear. Be sure to **select the organization** that is the **parent** organization from the listed results.

For example, if the constituent works for the UGA Law School, the parent organization is the University of Georgia.

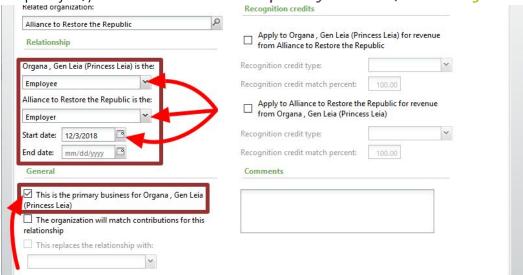


# Step 3

Next, under the *relationship* section, select box under the constituent's name and choose **employee** from the drop down. Selecting employee will automatically fill in the next box as the **employer**.

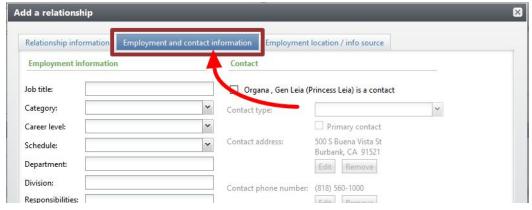
Then, fill in the **start date** with today's date.

Finally, if this organization is the **primary place of employment** for the constituent (not a second or past job), select the box **this is the primary business** (under the **general** section).



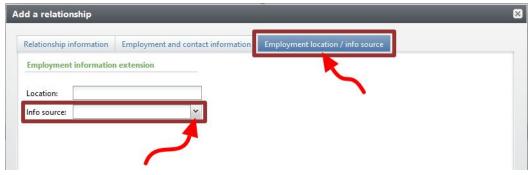
# Step 4

Now, click on the next tab called **employment and contact information**. Here you can place additional information about the individual's job, like **job title**. If you don't know all (or any) information about the person's position, skip to the next step.



### Step 5

Lastly, click to the next tab: **employment location/info source**. Here you will need to fill out the **info source** box by choosing your department from the drop down menu (as you are the source of this information).



Then press save.



You'll be taken back to the constituent's page where they new organizational relationship and employment history will now be listed.

