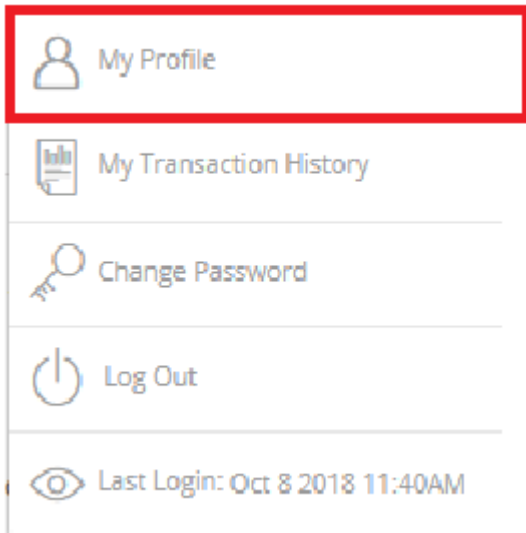


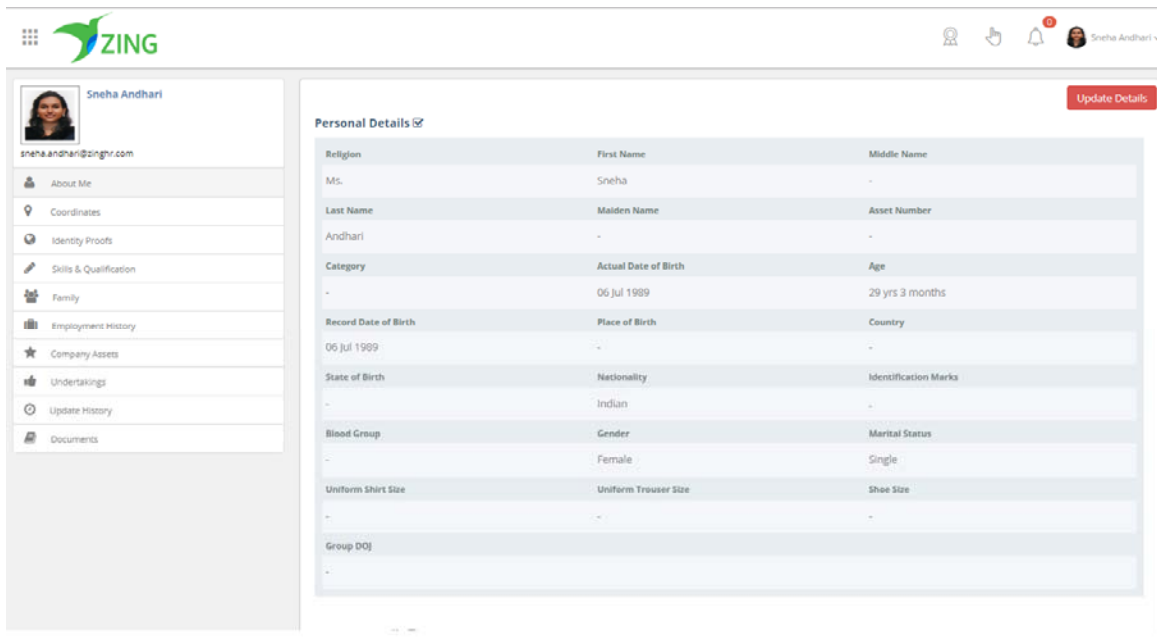
## How to add 'Employment History'

You can follow the below steps to add 'Employment History' on Zing HR :

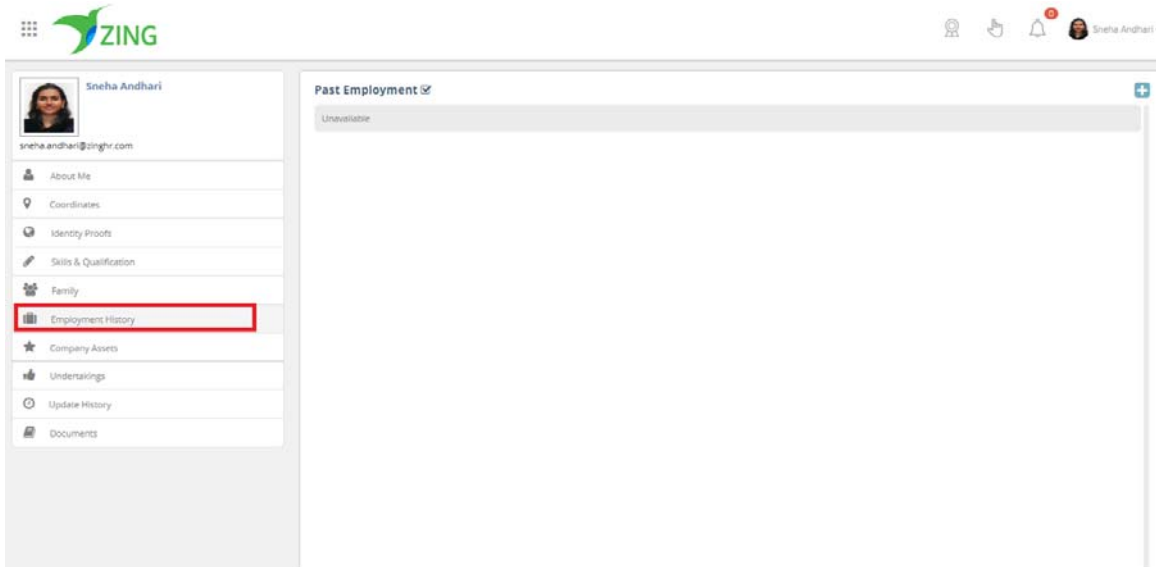
1. Log in to your Zing HR account.
2. Click on your name on the right-hand top side of the screen and then click 'My Profile'.



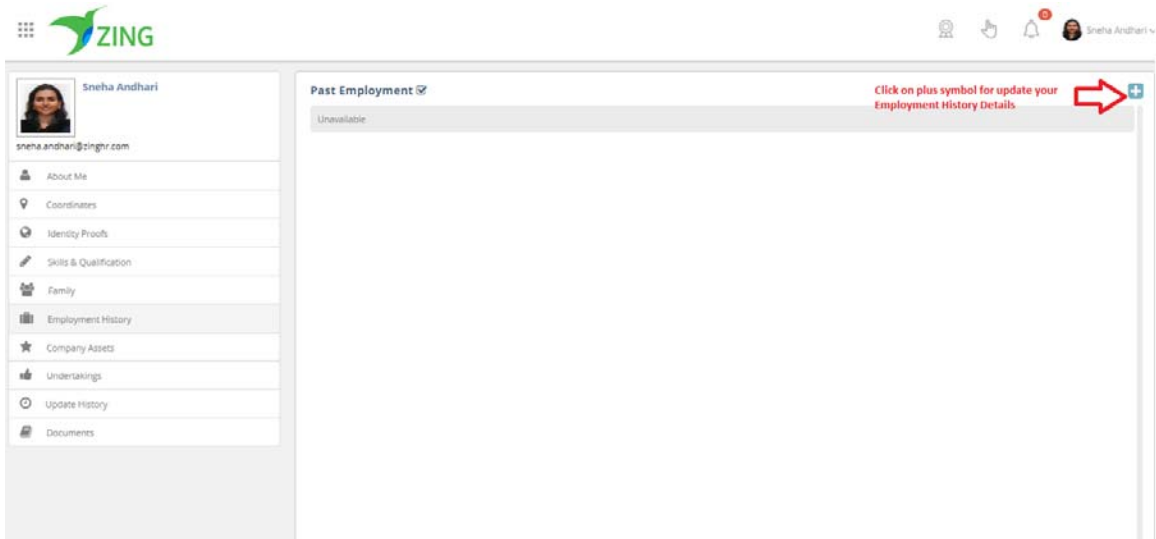
3. New window will appear, where you can click on 'Details'.



4. If you want to add your 'Employment History ' details please select 'Employment History ' from left side tab.



5. New window will appear, where you need to click on 'plus ' symbol and you can't able to upload your 'Employment History '.



6. New window will appear.

Employment History

Company Name	Designation	From Date	To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role	Last Drawn Salary	Reporting Manager	Reason For Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
About Company	Company Address	Web Link	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Enter your all details and Upload the document. and click on Submit buttons.

Employment History

Company Name	Designation	From Date	To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role	Last Drawn Salary	Reporting Manager	Reason For Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
About Company	Company Address	Web Link	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Click Save button and you are done!