

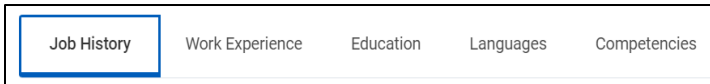
Overview

Use this job aid as a resource to manage your professional profile, which includes job history, work experience, education, language, and competencies. If you apply for an internal job, your Career Profile information auto-populates onto the job application.

Professional Profile

Your professional profile highlights your background information, work history, education, and language skills.

1. From the Workday homepage, click the **Talent and Performance application/worklet**.
2. Under Talent and Performance, click **Skills and Experience**.
3. Click one of the tabs to update your information. There are several tabs to choose from (all tabs are not pictured).



Add Job History

1. Click the **Job History** tab.
2. Click **Add** to update the job history fields or click **Upload My Experience** to upload your resume by selecting the file and clicking **OK**.

Note: If you already have job history data, you may need to scroll down the page to find **Add** or **Upload My Experience**.

3. Type the **Job Title** in the field.
4. Click in the **Company** field to find the company.

5. If the company is not listed in the field, click the checkbox. Type the **Company Name** in the field.
6. Enter the **Start** and **End** dates.
7. Enter the **Responsibilities and Achievements** in the field.
8. Enter the **Location** in the field.
9. Enter the **Reference** in the field.
10. Enter the **Contact Information** in the field.
11. Click **Add** to enter additional job experience and repeat steps.
12. Click **Submit** to finish or **Save for Later** to return to the job history later. Click **Cancel** and **Discard** to return to the previous screen without any data.
13. After submitting your job history, you will see a pop-up box with a confirmation that **you have submitted**.

Add Work Experience

1. Click the **Work Experience** tab.
2. Click in the **Work Experience** field and select the appropriate job experience.
3. Select the appropriate **Experience Level**.

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4. Enter information in the **Note** field (optional).

Note: To add additional work experience, click **Add**. To remove work experience, click **Remove**.

5. If there is no other work experience, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving data.
6. After submitting your work experience, you will see a pop-up box with a confirmation that **you have submitted**.

Add Education

1. Click the **Education** tab.
2. Click **Upload My Experience** to upload a transcript or documentation of your education and click **OK** or click, **Add** to complete the fields.
3. The **Country** field has a default of United States of America. To change the country, click in the field and select your country.
4. Click the **School** field to search by State/Province or by All. Select the appropriate school.
5. **Note:** If the school is not listed, click the box, **If you cannot find the school, click here**. Then enter the **School Name**, **School Location**, and **School Type** in the fields.
6. Click in the **Degree** field and select your degree from the list.
7. In **Degree Received**, select **Yes** or **No**.
8. Enter the year in the **Year Degree Received** field.
9. Click in the **Field of Study** field and select the appropriate

field.

10. Enter **First Year Attended** and **Last Year Attended**

11. Enter **Grade Average**.

12. To add an attachment (e.g., transcript), click the drop-down arrow next to **Attachments**. Click **Select Files** to upload your file.

Note: To add additional education, click **Add**. To remove your education, click **Remove**.

13. If there is no additional education, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving data.
14. After submitting your education, you will see a pop-up box with a confirmation that **you have submitted**.

Add Language

1. Click the **Language** tab.
2. Click **Add** to enter a language.
3. Click in the **Language** field and select the language.
4. If **Native**, click the checkbox.
5. Select the type of **Ability**.
6. Select the **Proficiency** field.
7. Click the plus sign at the very top left to add a row for language.

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	*Language	Native		*Ability	Proficiency
+	× Japanese	<input checked="" type="checkbox"/>	+		
			-	Comprehension	2- Intermediate

7. After submitting your competency, you will see a pop-up box with a next step to your supervisor for review. The competency will be visible in your record upon their approval.

8. If there is no additional education, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving data.
9. After submitting your language, you will see a pop-up box with a confirmation that **you have submitted**.

Add Competencies

1. Click the Competencies tab.
2. Click **Add** to add a competency.
3. Click in the **Competency** field to search by **All** or **By Category**. Select the appropriate competency.
4. Enter the **Assessed On** date.
5. Enter information in the **Note** field (optional).

Note: To add additional competencies, click **Add**. To remove your competencies, click **Remove**.

6. If there is no additional competency, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving data.