

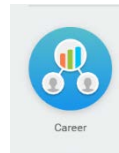
Quick Reference Guide: Updating Your Career Profile in Workday (Current Employee)

Keep in mind

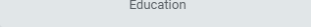
- It is recommend to review and update your profile prior to applying for positions.

Steps:

1. Select your Career Worklet from your Workday Dashboard.



2. Update Education.

Select **Education**  from the view column. Select **Add**.

For each degree earned, complete the following form by using the Prompt Icon to select the **country***, **school name***, **degree**, **degree received**, **field of study**. Type in the **first year attended**, **last year attended**, and **grade average**.

If more than one education is needed, select **Add**. Once complete, select .

The screenshot shows the Education form with the following fields:

- Country: (with a red asterisk and a prompt icon)
- School: (with a red asterisk and a prompt icon)
- If you cannot find the school, check here:
- Degree:
- Degree Received:
- Field of Study:
- First Year Attended:
- Last Year Attended:
- Grade Average:

Buttons: Remove, Add

Information Needed

- Updated resume.
- Additional documents may be required, depending on the application requirements documented on the job requisition.
- Key words to search for positions.

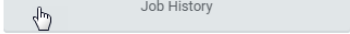
*Required for submission.



Entry of Education data will notify your HR Partner.

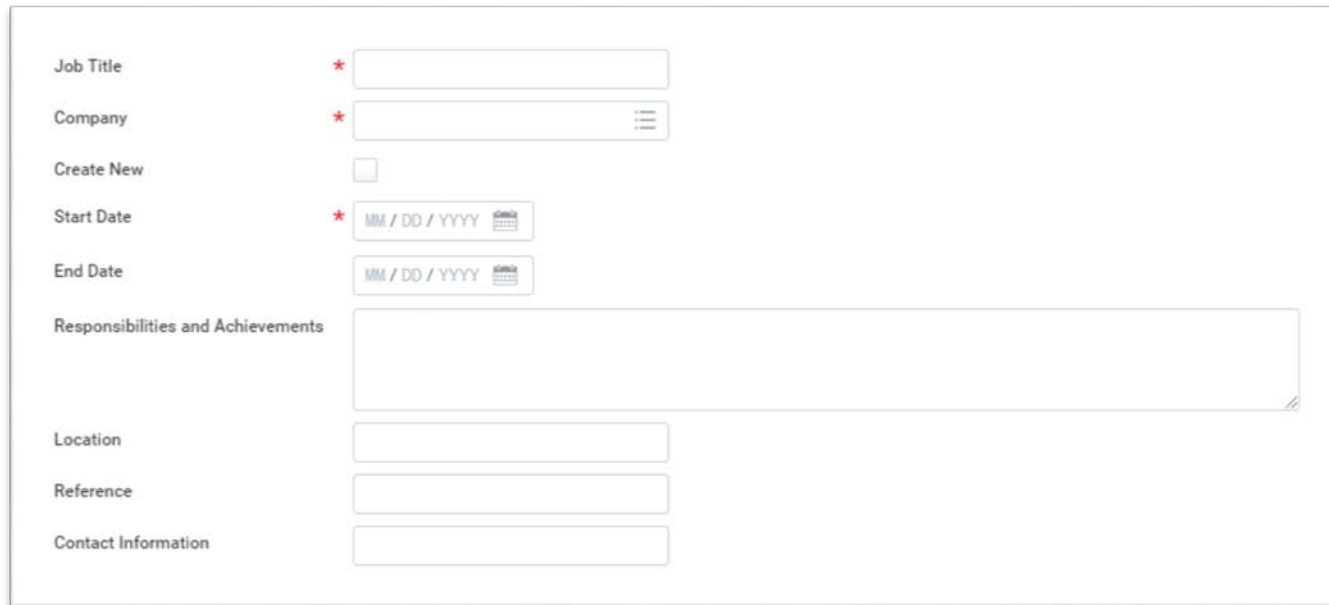
Quick Reference Guide: Updating Your Career Profile in Workday (Current Employee)

3. Update your Work History.

Select **Job History**  from the view column. Select **Add**.

For each experience complete the following form by entering the **Job Title***, **Company***, **Start Date***, **End Date**, **Responsibilities and Achievements** (*this can be copied from your resume*), **Location** and **Reference information**.

If more than one experience is needed, select **Add**. Once complete select .



The screenshot shows a form for adding job history. The fields are as follows:

- Job Title**: Text input field with a red asterisk indicating it is required.
- Company**: Dropdown menu with a red asterisk indicating it is required.
- Create New**: A checkbox.
- Start Date**: Date input field with a red asterisk and a calendar icon.
- End Date**: Date input field with a calendar icon.
- Responsibilities and Achievements**: A large text area for entering details.
- Location**: Text input field.
- Reference**: Text input field.
- Contact Information**: Text input field.

*Required for submission.



The company list provided is not exhaustive. If your company is not included in the drop down menu, check the box **Create New**. In the text box, enter the company name.