

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


Keep in mind

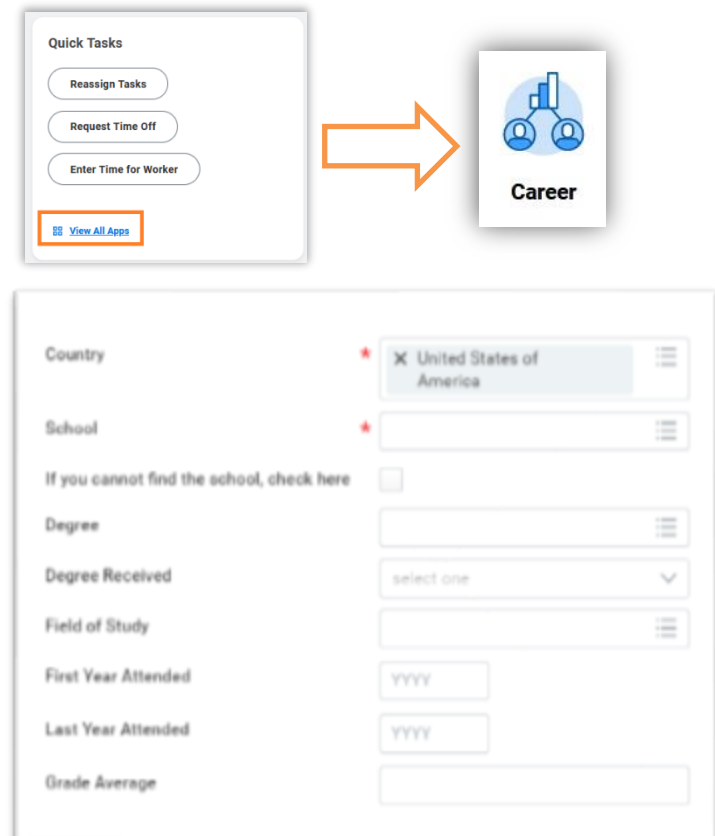
- It is recommend to review and update your profile prior to applying for positions.

Information Needed

- Education history
- Job history

Steps:

- From the Workday home page, click on **View All Apps** under **Quick Tasks** and select **Career**.
- Update Education
 - In the **View** column, select **Education**. Select **Add**.
 - For each degree earned or school attended, use the prompt icon to select the **Country** and **School**. Both of these fields are required. If you wish, you may also enter the **Degree**, **Degree Received**, **Field of Study**, **First Year Attended**, **Last Year Attended**, and **Grade Average**.
 - If you are not able to find the school in the pre-populated list, check the **If you cannot find the school, click here** box. This will open up three additional fields: **School Name** (required), **School Location**, and **School Type**. Fill out at least the **School Name** to add this school to Workday.
 - If you would like to add multiple degrees/schools, select **Add** and repeat steps b and c for each school.
- Once complete, select  .




The diagram illustrates the navigation process. On the left, a 'Quick Tasks' panel contains buttons for 'Reassign Tasks', 'Request Time Off', and 'Enter Time for Worker'. A red box highlights the 'View All Apps' link at the bottom. An orange arrow points from this link to the 'Career' app icon, which features a blue circle with a white bar chart and two people icons.

Below the diagram is a screenshot of the 'Education' update form. The form includes the following fields:

- Country:** A dropdown menu with 'United States of America' selected and a red asterisk indicating it is required.
- School:** A dropdown menu with a red asterisk indicating it is required.
- If you cannot find the school, check here:** A checkbox that is currently unchecked.
- Degree:** A dropdown menu.
- Degree Received:** A dropdown menu with 'select one' displayed.
- Field of Study:** A dropdown menu.
- First Year Attended:** A text input field containing 'YYYY'.
- Last Year Attended:** A text input field containing 'YYYY'.
- Grade Average:** A text input field.

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3. Update Work History

- a. In the **View** column, select **Job History**. Select **Add**.
- b. For each experience, enter the **Job Title**, **Company**, and **Start Date**. These fields are required. If you wish, you may also enter the **End Date**, **Responsibilities and Achievements**, **Location**, **Reference**, and **Contact Information**. (Please note the last four fields are text fields, and as such, can be copied from your resume or a similar document.)
- c. If you are not able to find the company in the pre-populated list, check the **If you cannot find the company, click here** box. This will enable you to enter the **Company Name**.
- d. If you would like to add multiple positions, select **Add** and repeat steps b and c.
- e. Once complete, select  .

4. If you would like to upload your resume into Workday, please follow the quick reference guide for **Maintaining Worker Documents**. Automatic resume parsing is currently only available for active job applications.