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:

1. From the Workday home page, click on **View All Apps** under **Quick Tasks** and select **Career**.

2. Update Education
   a. In the **View** column, select **Education**. Select **Add**.
   b. 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**.
   c. 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.
   d. If you would like to add multiple degrees/schools, select **Add** and repeat steps b and c for each school.
   e. Once complete, select **Submit**.
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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 Submit.

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.