

Careers: Updating your Worker Career Profile

As a **current employee**, to submit a job application, you need to **apply as an internal candidate in Workday**.

When applying for a job, you are **required to have (at minimum)** your **Job History** and **Education** in your worker career profile, but you can add more to it as well.

GETTING TO YOUR CAREER PROFILE



From the **Workday home page**, click on the **Person** icon on the top right, then click **View Profile**

View Profile

One on your profile, click **Career** on the left toolbar



Or



1. From the **Workday home page**, click on the **Talent and Performance** application
2. Once in the **Talent and Performance** application, click **Skills and Experience**

The screenshot shows the 'Add Job History' form in Workday. It includes fields for Job Title, Company, Start Date, End Date, Responsibilities and Achievements, Location, Reference, and Contact Information. There are 'Remove' and 'Add' buttons for managing the job history list. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

JOB HISTORY

1. Click on the **Job History** tab.

1. Click the **Add** button to manually enter information.

2. Then click **Submit**.

or

Click **Upload My Experience** to be able to add your resume which will parse the information.

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EDUCATION

Add Education

Country *

School *

If you cannot find the school, click here ☐

Degree

Degree Received

Field of Study

First Year Attended

Last Year Attended

Grade Average

> **Attachments**

1. Click on the **Education** tab.
2. Click the **Add** button to manually enter information.
3. Attach a copy of your diploma by clicking the arrow next to **Attachments** and uploading the file.
4. Then click **Submit**.

or

Click **Upload My Experience** to be able to add your resume which will parse the information.

Country

Certification *

If you cannot find the certification, check here ☐

Certification Number

Issued Date

Expiration Date

> **Specialties**

0 items

	*Specialty	Start Date	End Date
No Data			

> **Attachments**

CERTIFICATIONS AND CLINICAL LICENSES

1. Click on the **Certification** tab.
2. Click the **Add** button to manually enter information.
3. Attach a copy of your certification / license by clicking the arrow next to **Attachments** and uploading the file.
4. Then click **Submit**.
5. This will route to **your manager** to review and approve.



Note: If you load your resume, please review the information in detail to ensure it loaded correctly. You can use the **Edit** button to correct anything that loaded incorrectly.

You can also click on the **other** tabs and use the **Edit** or **Add** buttons to complete your entire candidate profile.

Skills Job History Internal Projects Work Experience Education

Languages Competencies Certifications Training Achievements Professional Affiliations