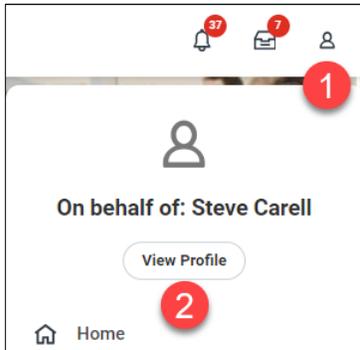


Modify Career Information

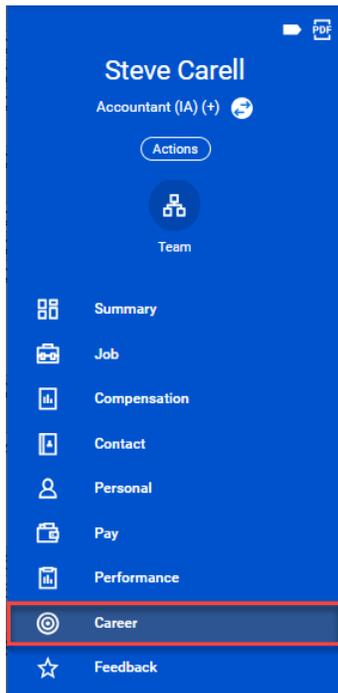
Career

From your Workday Profile, click the **Career** tab to update your career information.

1. Click **Profile** .
2. Click **View Profile**.

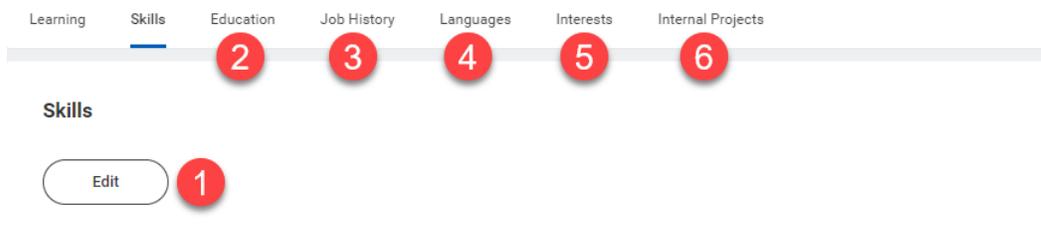


3. Click **Career** to update your Skills, Education, Job History, Languages, Interests, and Internal Projects.



Skills

1. On the **Skills** sub-tab, click the **Edit** button to add skills that represent your knowledge or ability. The other sub-tabs are modified similarly.



2. **Education:** Add school and degree information.
3. **Job History:** Add previous job titles, companies, and Start dates.
4. **Languages:** Add Languages and proficiency.
5. **Interests:** Add Skill interests, career preferences, career interests, willingness to travel, and relocation interest.
6. **Internal Projects:** Add the internal projects you are working on.