

# Managing Career Information

## Employees



For employees looking to learn how to add or manage their career information on their Workday Profile, this document will guide you through the following tasks and processes.

### [Viewing / Editing Government IDs](#)

How to view and add government IDs (e.g. Social Insurance Number).

### [Adding / Editing Job History](#)

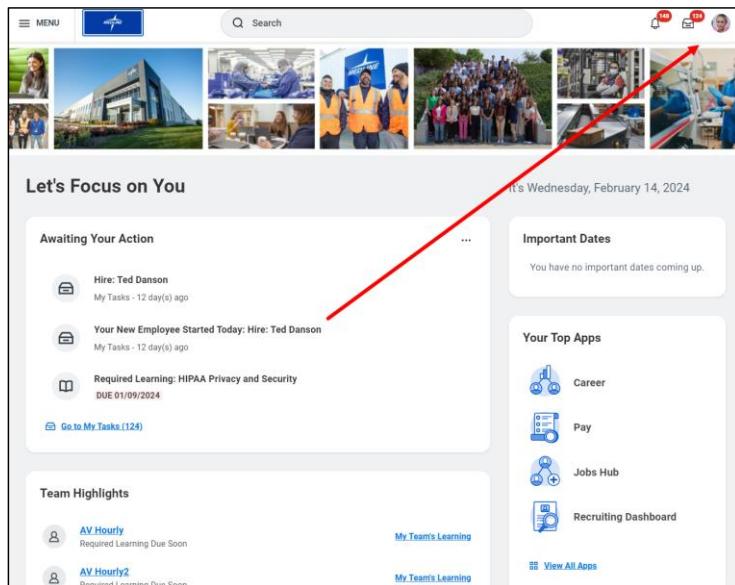
How to add or edit your job history on your Workday Profile for your colleagues to see.

### [Adding / Editing Skills, Languages, and Interests](#)

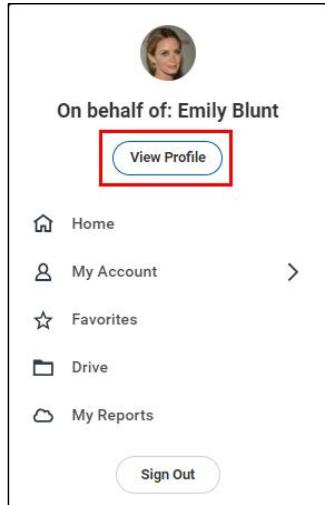
How to add or edit skills, languages, and interests on your Workday Profile for your colleagues to see.

## **Viewing / Editing Government IDs**

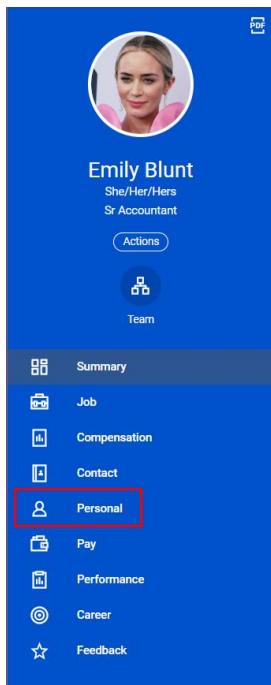
1. Click on your **Workday Profile** located in the top right-hand corner of the page.

A screenshot of the Workday Profile page. At the top, there is a navigation bar with 'MENU', a search bar, and a user icon. Below the navigation bar is a banner titled 'Let's Focus on You' showing various employee photos and a date 'Wednesday, February 14, 2024'. On the left, there is a 'Awaiting Your Action' section with a 'Hire: Ted Danson' item and a 'Your New Employee Started Today: Hire: Ted Danson' item. On the right, there is an 'Important Dates' section stating 'You have no important dates coming up.', a 'Your Top Apps' section with 'Career', 'Pay', 'Jobs Hub', and 'Recruiting Dashboard', and a 'Team Highlights' section with 'AV Hourly' and 'AV Hourly' items. A red arrow points from the text 'From the drop-down menu, select View Profile.' to the user icon in the top right corner of the profile page.

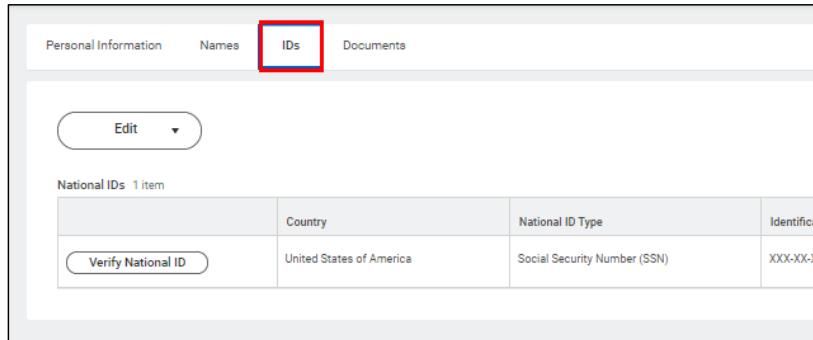
2. From the drop-down menu, select **View Profile**.



3. Underneath your name, click on the **Personal** button.

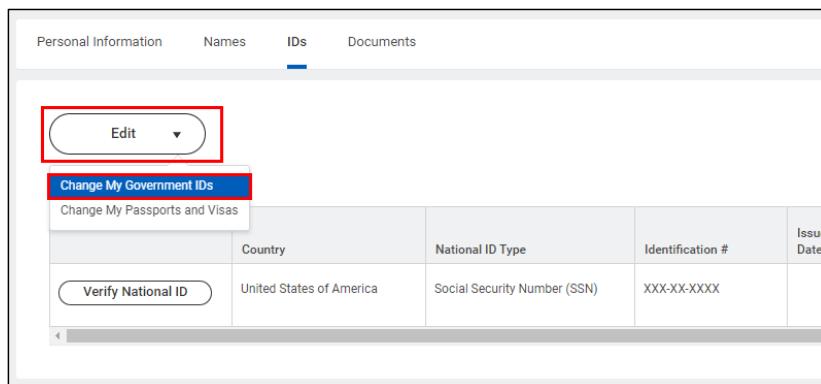


4. On the right-hand side of the page, select **IDs** from the top bar.



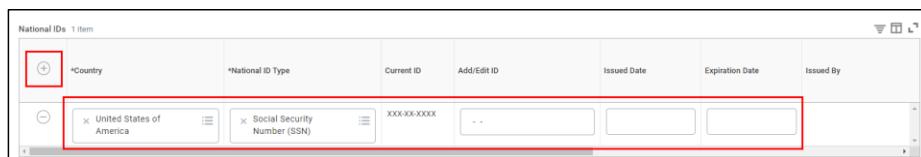
Verify National ID	Country	National ID Type	Identification #
	United States of America	Social Security Number (SSN)	XXX-XX-X

5. Then, click **Edit**. From the drop-down menu, select **Change My Government IDs**.



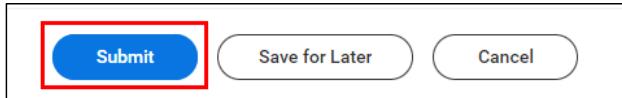
Verify National ID	Country	National ID Type	Identification #	Issued Date
	United States of America	Social Security Number (SSN)	XXX-XX-XXXX	

6. To add a government ID, click the **Add icon (+)**. Then, select the **Country**, **Type of National ID**, **ID Number**, **Issued Date**, and **Expiration Date** of the bottom row. To edit an existing ID, find the ID you want to update. Then, update the necessary **fields**.



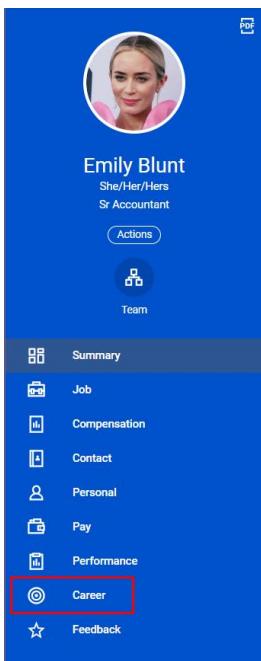
*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
United States of America	Social Security Number (SSN)	XXX-XX-XXXX				

7. Click **Submit** to save your edits.

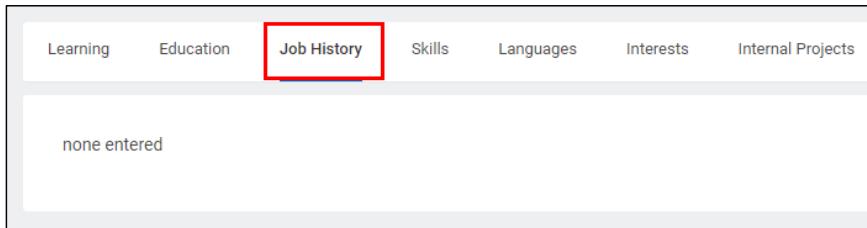


## Adding / Editing Job History

1. On your **Workday Profile**, select **Career** in the blue sidebar beneath your name.

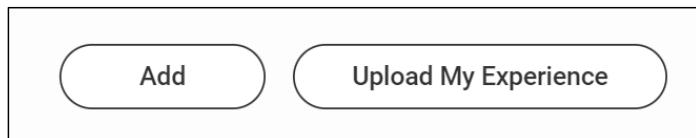


2. On the right-hand side of the page, click **Job History** along the top bar. Then, click **Add**.



3. There are two ways to add your experience in Workday.

- a. Manual Entry Method: Click **Add**.
- b. Automatic Entry Method: Click **Upload My Experience** (*skip to Step 6*).



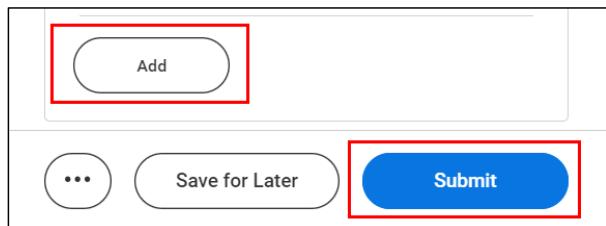
4. If you chose the Manual Entry method to add your experience in Workday, you will need to enter the **Job Title** in the designated field. For the **Company**, start typing in a few characters and then hit ENTER on your keyboard to choose from the list of options. Enter the **Start Date** of your previous role. Optionally, you can also include the **End Date**, **Responsibilities and Achievements**, **Location** of the role, and **Reference(s)** with their **Contact Information**.

A screenshot of a 'Add Job History' form. The form is titled 'Add Job History' and has a close button 'X' in the top right corner. It contains several input fields:

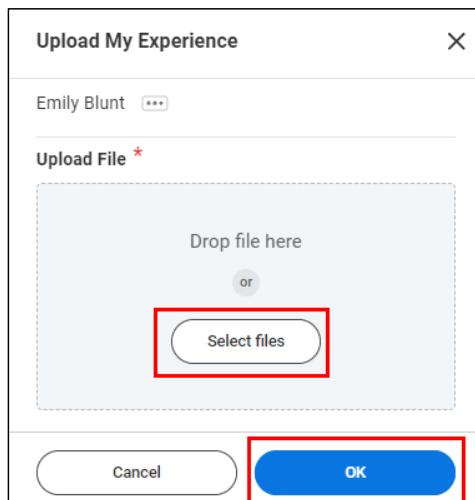
- 'Job Title \*' with a red box around the input field.
- 'Company \*' with a red box around the input field.
- 'Start Date \*' with a red box around the input field. Below it is a note: 'If you cannot find the company, click here' with a checkbox.
- 'End Date' with a date picker icon.
- 'Responsibilities and Achievements' with a text area.
- 'Location' with an input field.
- 'Reference' with an input field.
- 'Contact Information' with an input field.

**Please note:** If you cannot find the company in the drop-down list, click the checkbox under **If you cannot find the company, click here** to enter the name.

- Once you have entered all the necessary information, click **Add** to enter another job experience. Repeat as many times as needed, then click **Submit**. Congratulations, you have successfully completed uploading the process!

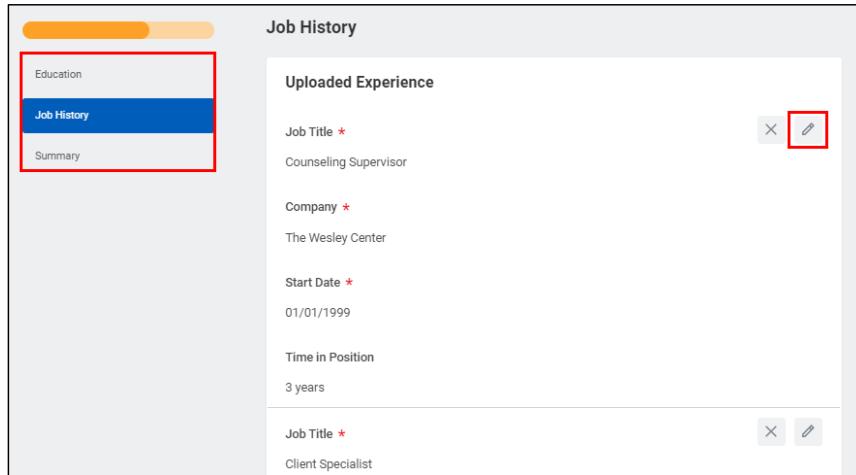


- If you chose the Automatic Entry method, click **Select Files** to upload your resume or CV from your computer. Once it has successfully uploaded, click **OK**.



- Workday will automatically populate information found on your resume or CV, including **education** and **job history**, and present any existing entries from your **Workday Profile**. Read through the information and make changes as necessary using the **Edit** icon (edit icon). If there is an experience you'd like to remove, use the **Cancel** icon (cancel icon). Remember to save changes with the **Checkmark** icon.

Then, navigate through the different tabs with the left sidebar.



Job History

Uploaded Experience

Job Title \*

Counseling Supervisor

Company \*

The Wesley Center

Start Date \*

01/01/1999

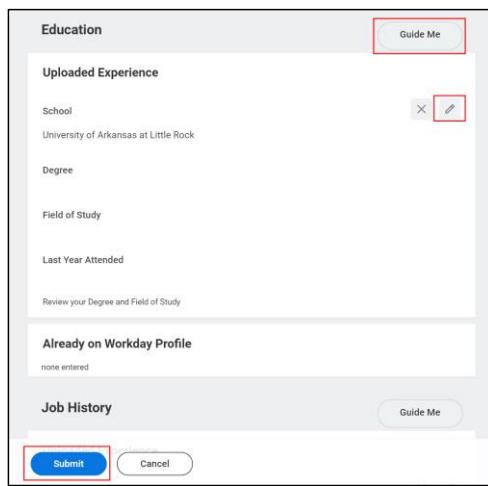
Time in Position

3 years

Job Title \*

Client Specialist

- When you reach the **Summary** tab, read through the information. To make any changes, you can click **Guide Me** to return to the respective tab or use the **Edit** icon (  ) to directly make changes on this screen. Click **Submit** to finalize the process. You have now successfully completed the process.



Education

Uploaded Experience

School

University of Arkansas at Little Rock

Degree

Field of Study

Last Year Attended

Review your Degree and Field of Study

Already on Workday Profile

none entered

Job History

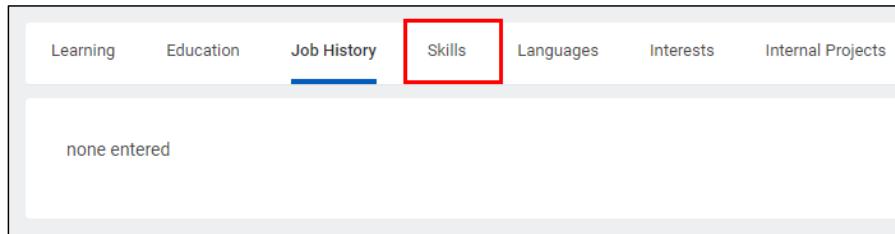
Submit

Cancel

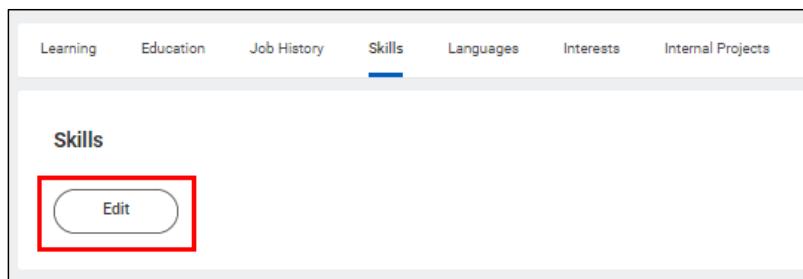
## Adding / Editing Skills, Languages, and Interests

### Adding a Skill

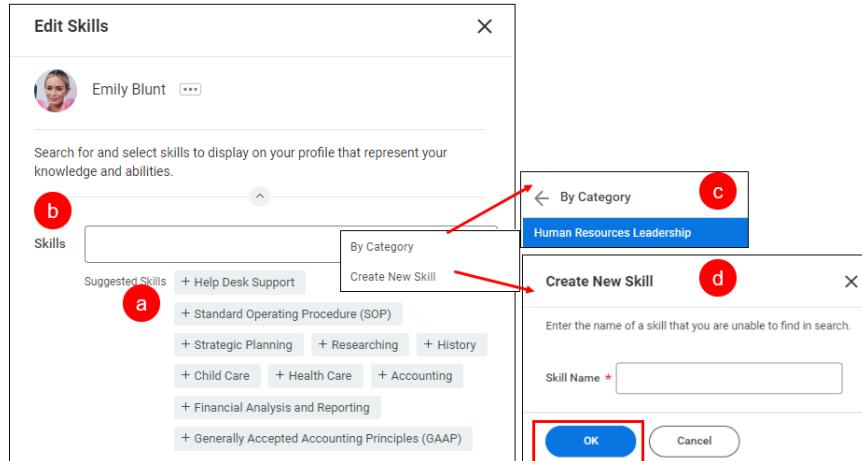
1. Return to the **Career** tab on your **Workday Profile**. To add or edit a skill, click **Skills** in the top bar on the right-hand side of the page.



2. Then, click **Edit**.



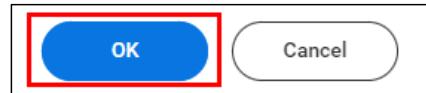
3. To begin adding skills to display on your profile that represent your knowledge and abilities, you can:
  - a. Click on the **Add** icon (+) next to a **suggested skill**
  - b. Start typing a skill in the skills field, then hit **ENTER** on your keyboard to see a down-down list of options. Select one from the list.



4. To remove a skill, click the **x** in front of the skill name.



5. When you are finished, click **OK**.



## Adding a Language

1. On the **Career** tab of your **Workday Profile**, click **Languages** in the top bar on the right-hand side of the page. Then, click **Add** to add a language to your profile.

Learning Education Job History Skills Languages Interests Internal Projects

none entered

Add

2. In the first column, click the **Add** icon (+) to add a new language to your **Workday Profile**. Then, select the desired **Language** from the drop-down menu. Next, choose to click the checkbox if you are **Fluent** in the selected language. In the fourth column, click the **plus** icon to add an **Ability**. Then, select an **Ability** between **Reading**, **Speaking**, and **Writing** and choose a **Proficiency** level for the selected **Ability** between **Beginner**, **Intermediate**, and **Advanced**. In the last 2 columns, you can choose to add any **Notes** or an **Assessment Date** if applicable.

1 Item	*Language	Fluent	*Ability	Proficiency	Note	Assessed On
	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/>	select one select one Reading Speaking Writing	select one select one 1 - Beginner 2 - Intermediate 3 - Advanced	

3. Click **Submit** to finish the process.

Submit Save for Later Cancel

#### Adding an Interest

1. On the Career tab of your **Workday Profile**, click **Interests** in the top bar on the right-hand side of the page. Then, click **Edit** to add a career interest to your **Workday Profile**.

Learning Education Job History Skills Languages **Interests** Internal Projects

▼ **Career**  
none entered

▼ **Travel**  
none entered

▼ **Relocation**  
none entered

**Edit**

2. On this page, you can input the following information to display on your **Workday Profile**:

- Job Profiles:** Search or select from the drop-down menu.
- Skill Interest:** Search or select from the drop-down menu.
- Career Preferences:** Search or select from the drop-down menu.
- Career Interests:** Type your interests in the blank field.
- Indicate your **Willingness to Travel for Work:** Choose between yes, no, or maybe.
- Indicate your **Short-Term Willingness to Relocate:** Choose between yes or no. If you select yes, indicate **Where**.
- Indicate your **Long-Term Willingness to Relocate:** Choose between yes or no. If you select yes, indicate **Where**.

**Commented [KK1]:** I think you should talk to the client and gather their input to include a note here about - how is this data being used? If its for Career Development conversations with their leader, or internal mobility - whatever it is, it would be a good idea to highlight that here so people know why it's important to fill this out.

**Commented [AG2R1]:** @Medline Team - Please let us know!

▼ **Career**

Job Profiles

Skill Interests

Career Preferences

Career Interests  Format **B** **I** **U** **A**

▼ **Travel**

Are you willing to travel?  select one

▼ **Relocation**

Short Term

Are you willing to relocate?  select one

Long Term

Are you willing to relocate?  select one

3. Then, click **Submit** to finalize the process!