

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](#)

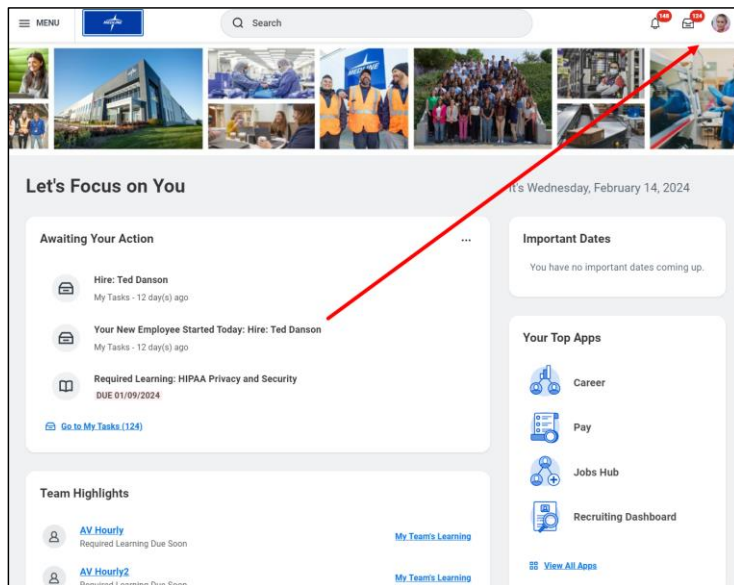
How to add or edit your job history on your Workday Profile for your colleagues to see.

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

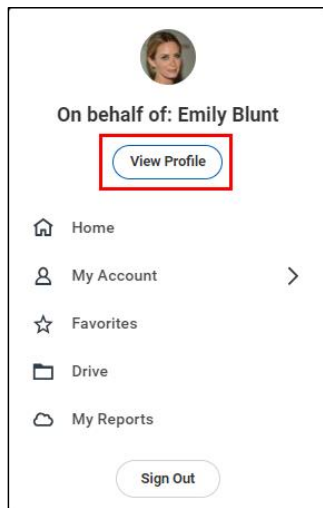
How to add or edit skills, languages, and interests on your Workday Profile for your colleagues to see.

Viewing / Editing Government IDs

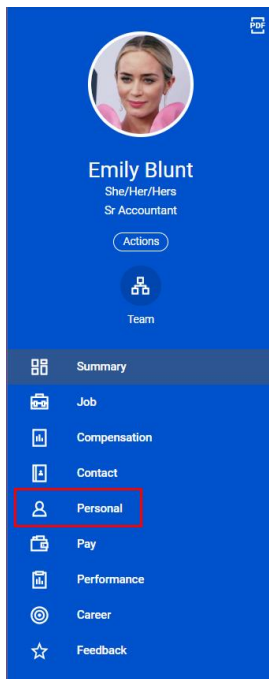
1. Click on your **Workday Profile** located in the top right-hand corner of the page.



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.

The screenshot shows the top navigation bar with four tabs: 'Personal Information', 'Names', 'IDs', and 'Documents'. The 'IDs' tab is highlighted with a red box. Below the navigation bar, there is an 'Edit' button with a dropdown arrow. Underneath, it says 'National IDs 1 item'. A table is displayed with the following columns: 'Country', 'National ID Type', and 'Identification #'. The first row contains 'United States of America', 'Social Security Number (SSN)', and 'XXX-XX-X'. A 'Verify National ID' button is located to the left of the table.

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

The screenshot shows the 'Edit' button with a dropdown arrow, which is highlighted with a red box. The dropdown menu is open, showing two options: 'Change My Government IDs' (highlighted with a blue box) and 'Change My Passports and Visas'. Below the menu, the same table from the previous screenshot is visible, showing 'United States of America' and 'Social Security Number (SSN)'.

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**.

The screenshot shows the 'Add' button (+) highlighted with a red box. Below it, a form is displayed with the following fields: 'Country' (with a dropdown menu showing 'United States of America'), 'National ID Type' (with a dropdown menu showing 'Social Security Number (SSN)'), 'Current ID' (with the value 'XXX-XX-XXXX'), 'Add/Edit ID' (with a text input field), 'Issued Date' (with a date picker), 'Expiration Date' (with a date picker), and 'Issued By' (with a text input field). The form is highlighted with a red box.

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

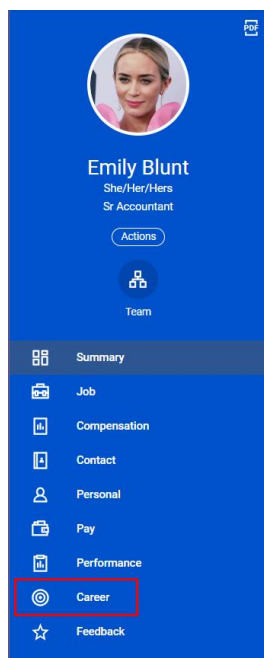
Submit

Save for Later

Cancel

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**.

Learning

Education

Job History

Skills

Languages

Interests

Internal Projects

none entered

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*).

Add

Upload My Experience

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**.

Add Job History

Job Title *

Company *

If you cannot find the company, click here

☐

Start Date *

MM/DD/YYYY

End Date

MM/DD/YYYY

Responsibilities and Achievements

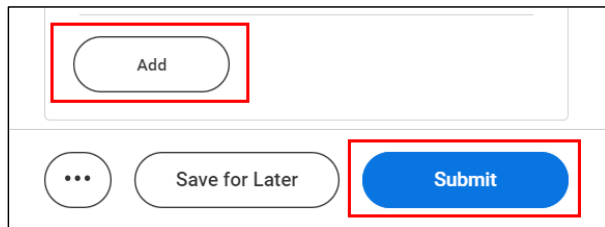
Location

Reference

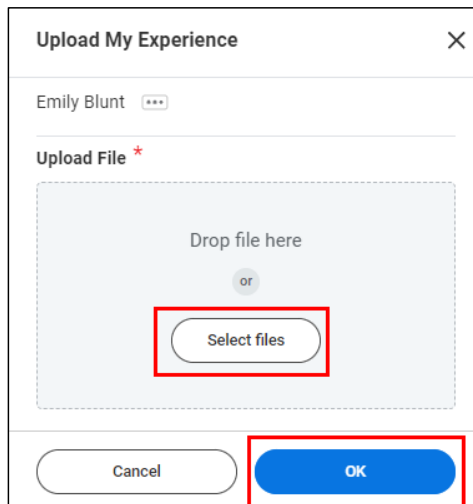
Contact Information

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.

5. 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!

A screenshot of a form interface. At the top, there is a large rectangular input area. Below it, there are three buttons: a small circular button with three dots, a rounded rectangular button labeled 'Save for Later', and a blue rounded rectangular button labeled 'Submit'. The 'Add' button is highlighted with a red rectangle.


6. 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**.

A screenshot of a dialog box titled 'Upload My Experience' with a close button (X) in the top right corner. Below the title, the name 'Emily Blunt' is displayed next to a three-dot menu icon. Underneath, there is a section labeled 'Upload File *' with a dashed border. Inside this section, the text 'Drop file here' is centered, followed by 'or' and a button labeled 'Select files'. The 'Select files' button is highlighted with a red rectangle. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red rectangle.

7. 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 (✎). If there is an experience you'd like to remove, use the **Cancel** icon (✕). Remember to save changes with the **Checkmark** icon.

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

The screenshot shows a web interface with a sidebar on the left containing three tabs: Education, Job History, and Summary. The Job History tab is currently selected and highlighted in blue. The main content area is titled "Job History" and contains a form for "Uploaded Experience". The form has two sections. The first section contains the following fields: "Job Title *" (with a red asterisk and an edit icon), "Counseling Supervisor", "Company *" (with a red asterisk), "The Wesley Center", "Start Date *" (with a red asterisk), "01/01/1999", and "Time in Position" (3 years). The second section contains the fields: "Job Title *" (with a red asterisk and an edit icon) and "Client Specialist".

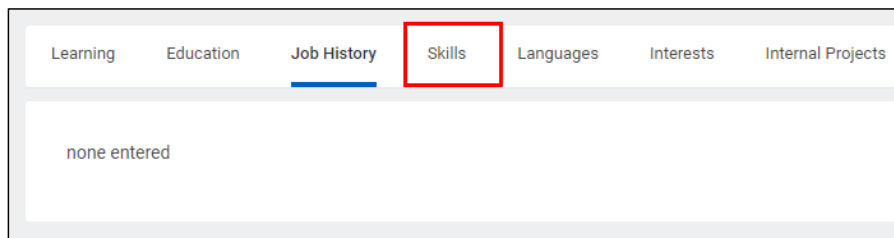
8. When you reach the **Summary** tab, read through the information. To make any changes, you can click **Guide Me** to return to the respective tab or use the **Edit** icon () to directly make changes on this screen. Click **Submit** to finalize the process. You have now successfully completed the process.

The screenshot shows a web interface with a sidebar on the left containing three tabs: Education, Job History, and Summary. The Education tab is currently selected and highlighted in blue. The main content area is titled "Education" and contains a form for "Uploaded Experience". The form has the following fields: "School" (University of Arkansas at Little Rock), "Degree", "Field of Study", "Last Year Attended", and "Review your Degree and Field of Study". Below these fields is a section titled "Already on Workday Profile" with the text "none entered". At the bottom of the form is a "Job History" section with a "Guide Me" button. At the very bottom of the page are two buttons: "Submit" (highlighted with a red box) and "Cancel".

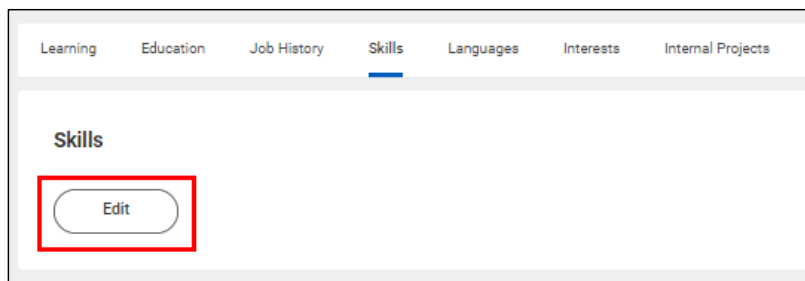
Adding / Editing Skills, Languages, and Interests

Adding a Skill

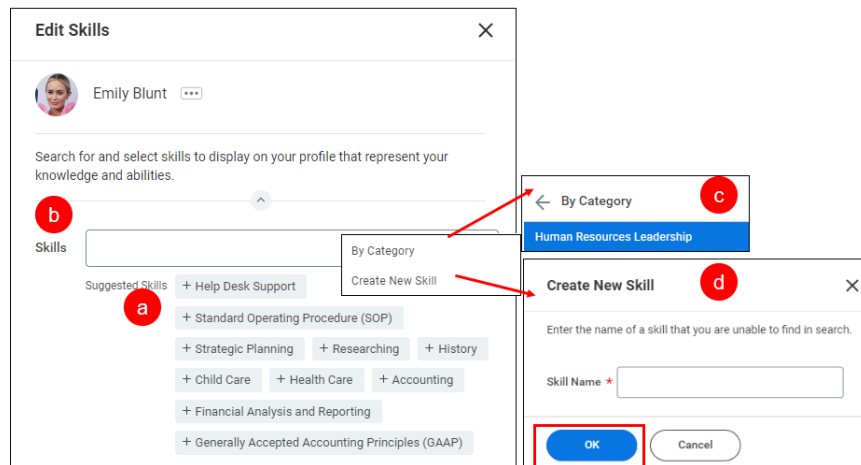
1. Return to the **Career** tab on your **Workday Profile**. To add or edit a skill, click **Skills** in the top bar on the right-hand side of the page.



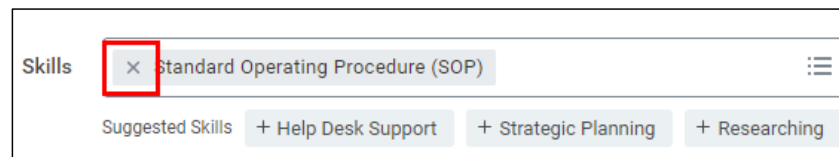
2. Then, click **Edit**.



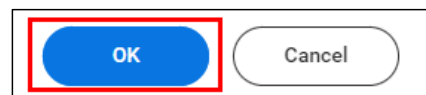
3. To begin adding skills to display on your profile that represent your knowledge and abilities, you can:
 - a. Click on the **Add** icon (+) next to a **suggested skill**
 - b. Start typing a skill in the skills field, then hit **ENTER** on your keyboard to see a down-down list of options. Select one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

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.

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

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

Submit

Save for Later

Cancel