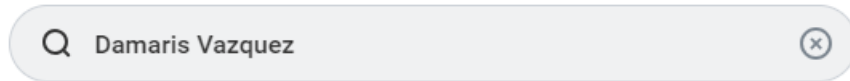


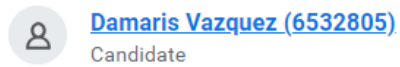
## How to Edit Candidate's Personal Information in Workday

- Open Workday and search the candidate's name.

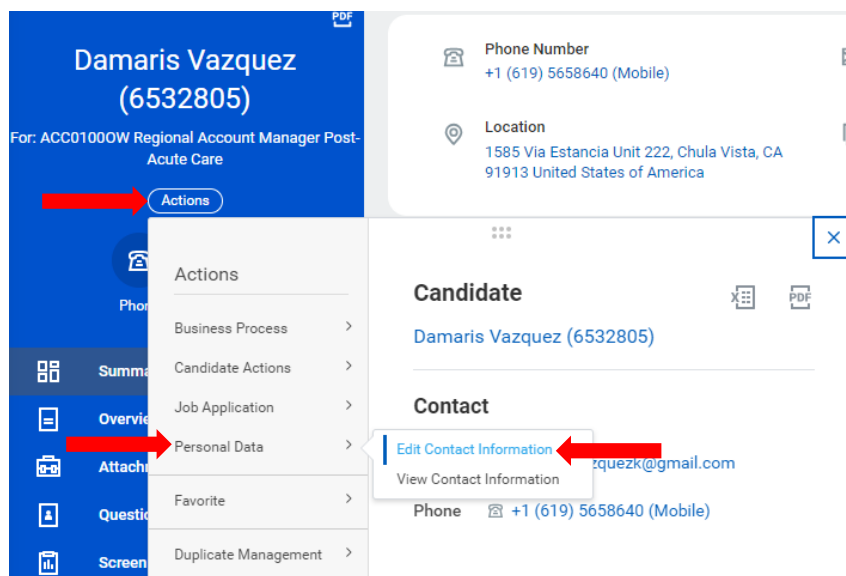


- Choose their candidate profile.


### Recruiting




- Click "Actions", then choose "Personal Data", then choose "Edit Contact Information"



- You will now have the option to update the candidate's Name, Address, and Contact Information. Click “OK” to save.

**Edit Candidate Contact Information** Damaris Vazquez (6532805) 

Country \* 

United States of America 

**Legal Name**

First Name \* Damaris

Middle Name Korai

Last Name \* Vazquez


Candidate has a preferred name ☐

**Address**

Address Line 1 \* 1585 Via Estancia Unit 222

City \* Chula Vista


State \* 

California 


Postal Code \* 91913

**Contact Information**

Phone Device Type \* 

Mobile 

Country Phone Code \* 

United States of America (+1) 

Phone Number \* (619) 565-8640

Phone Extension

Email damarisvazquezk@gmail.com

Websites 0 items

OK

Cancel

- You may not be able to update the email if it was used to create the Workday candidate profile. The candidate will be able to update their email in their Workday employee profile after their start date.