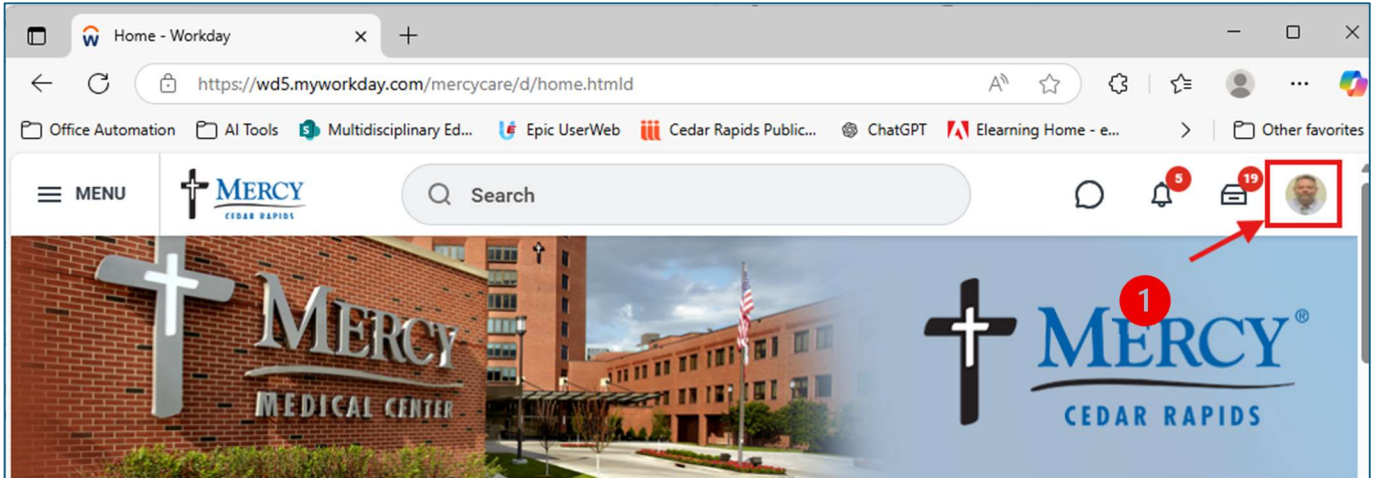


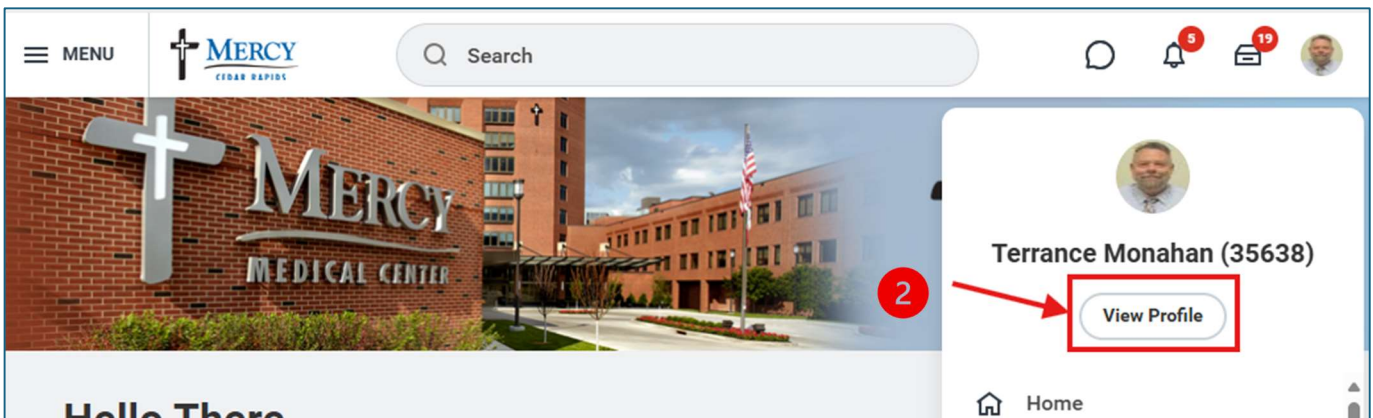
WORKDAY TALENT PROFILE

This step-by-step job aid walks you through the process of Updating your **Talent Profile** in **Workday**.

STEP 1: LOG INTO WORKDAY AND CLICK ON YOUR PROFILE IMAGE



STEP 2: CLICK VIEW PROFILE



STEP 3: CLICK THE CAREER LINK

MENU

Learning My Job Applications Education Certifications Interests More ▾

Not Started 0 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attend. Status
No items available.						

In Progress 15 items

Learning Record	Name	Content Type	Registration Status	Date E
Q	EPIC - Overview of Hyperspace for Access Users	Digital Course	Enrolled	07/17/
Q	Understanding and Improving Your Credit Score	Digital Course	Enrolled	07/10/
Q	Mosby's Preceptor 3.0: Preceptee Assignments and Time Management	Digital Course	Enrolled	07/01/
Q	Mosby's Preceptor 3.0: Novice to Expert Continuum	Digital Course	Enrolled	07/01/
Q	Mosby's Preceptor 3.0: Providing Effective Feedback	Digital Course	Enrolled	06/27/
Q	Mosby's Preceptor 3.0: Adult Learning Principles	Digital Course	Enrolled	06/27/
Q	Mosby's Preceptor 3.0: Assessing and Setting	Digital Course	Enrolled	06/27/

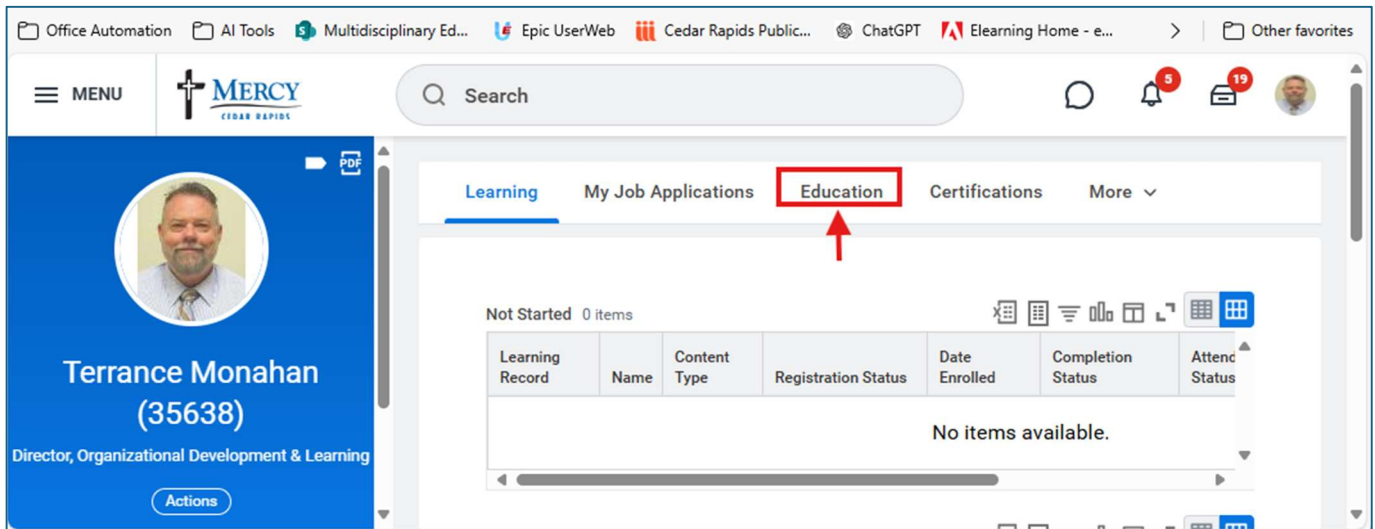
Profile: **Terrance Monahan (35638)**
Director, Organizational Development & Learning

Actions: Email Team

Navigation: Summary Overview Job Compensation Benefits Absence Pay Contact Personal **Career** More (2)

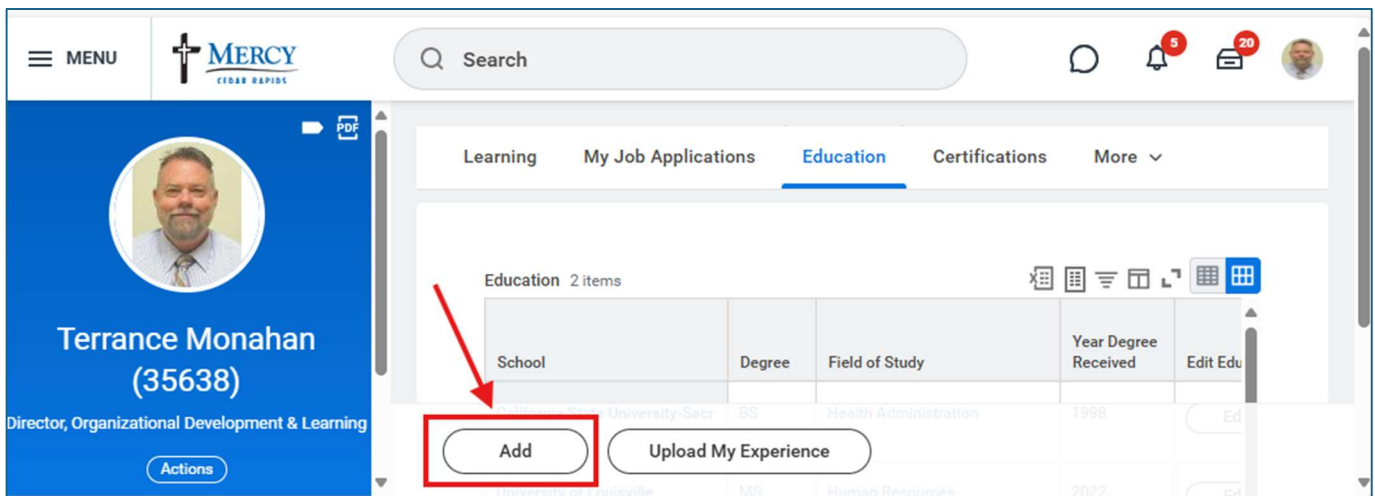
STEP 4: UPDATE YOUR EDUCATION

Step 4A: Click the **Education** Link



The screenshot shows a web application interface for a user named Terrance Monahan. The navigation menu at the top includes 'Learning', 'My Job Applications', 'Education', 'Certifications', and 'More'. The 'Education' link is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, there is a section titled 'Not Started 0 items' with a table header containing columns for 'Learning Record', 'Name', 'Content Type', 'Registration Status', 'Date Enrolled', 'Completion Status', and 'Attendance Status'. The table content is empty, displaying 'No items available.'

Step 4B: Click the **Add** Education Button



The screenshot shows the same user profile page, but now the 'Education' link in the navigation menu is selected. Below the navigation menu, there is a section titled 'Education 2 items' with a table header containing columns for 'School', 'Degree', 'Field of Study', 'Year Degree Received', and 'Edit Edu'. The table content is partially visible, showing two rows of education records. Below the table, there are two buttons: 'Add' and 'Upload My Experience'. The 'Add' button is highlighted with a red box and a red arrow pointing to it.

Step 4C: Fill out the information about your Educational Program and Click the **Submit** Button.

Add Education ↗ ✕

Terrance Monahan (35638) ⋮

Country *
x United States of America ⋮

School *
 ⋮

If you can't find the School, check this box and enter it manually

Degree
 ⋮

Degree Received
select one ▼

Field of Study
 ⋮

First Year Attended
YYYY

⋮ Save for Later **Submit**

Step 4D: Repeat Steps A-D to add additional **Education**.

Step 5: ADD PROFESSIONAL CERTIFICATIONS

Step 5A: Click the **Certifications** Tab

Learning My Job Applications **Education** **Certifications** Interests Job History Skills Languages

Step 5B: Click the **Add** button at the bottom of the page.

Learning My Job Applications Education **Certifications** Interests More ▾

Certifications 2 items

Certification	Issuer	Issued Date	Expiration Date	Edit Certification
Certified Professional in Talent Development - ATD	ATD	08/21/2021	08/31/2024	Edit
Enterprise Design Thinking Practitioner - IBM	IBM	02/03/2022		Edit

Add

Step 5C: Fill in as much detail as possible about your **Certification**.

Country

Certification *

If you cannot find the certification, check here

Certification Number

Issued Date

Expiration Date

> Attachments

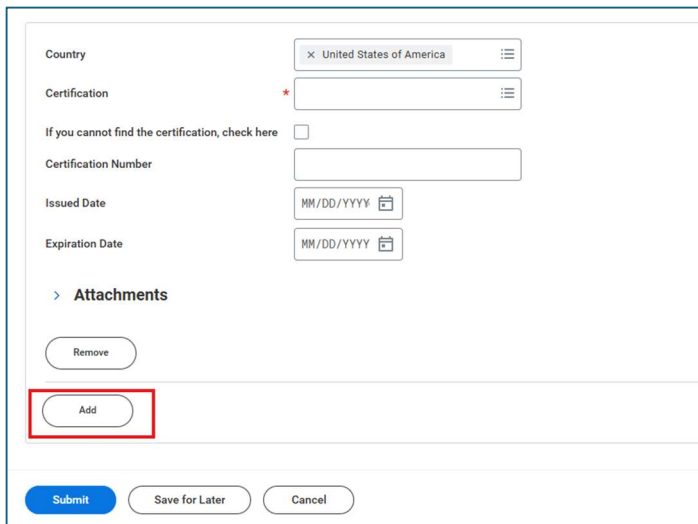
Remove

Add

Submit Save for Later Cancel

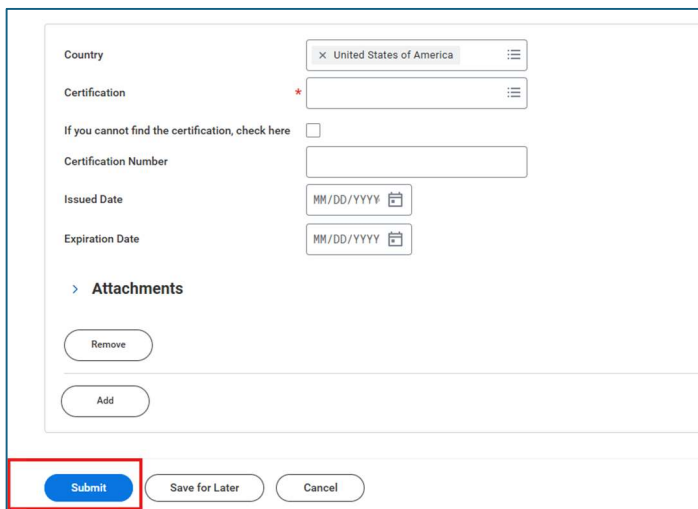
Note: All certification submissions require approval before they display on your profile. You must attach proof in the attachment area for any submission. Expired certifications should not be entered.

Step 5D: Click **Add** and repeat steps **A-D** to add additional **Certifications**.



This screenshot shows a form for adding a certification. The fields include: Country (dropdown menu with 'United States of America' selected), Certification (dropdown menu with a red asterisk), a checkbox for 'If you cannot find the certification, check here', Certification Number (text input), Issued Date (calendar icon), and Expiration Date (calendar icon). Below these fields is an 'Attachments' section with a 'Remove' button and an 'Add' button. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. The 'Add' button is highlighted with a red box.

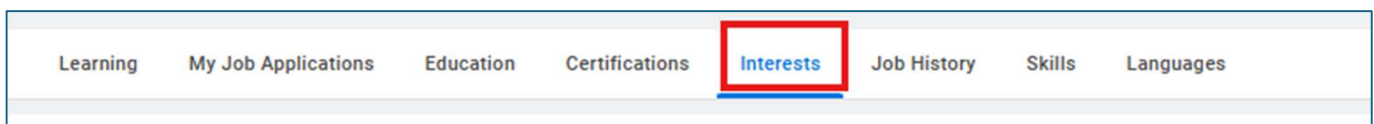
Step 5E: Once all **Certifications** have been entered, Click the **Submit** Button to continue.



This screenshot shows the same certification form as above, but the 'Submit' button at the bottom left is highlighted with a red box.

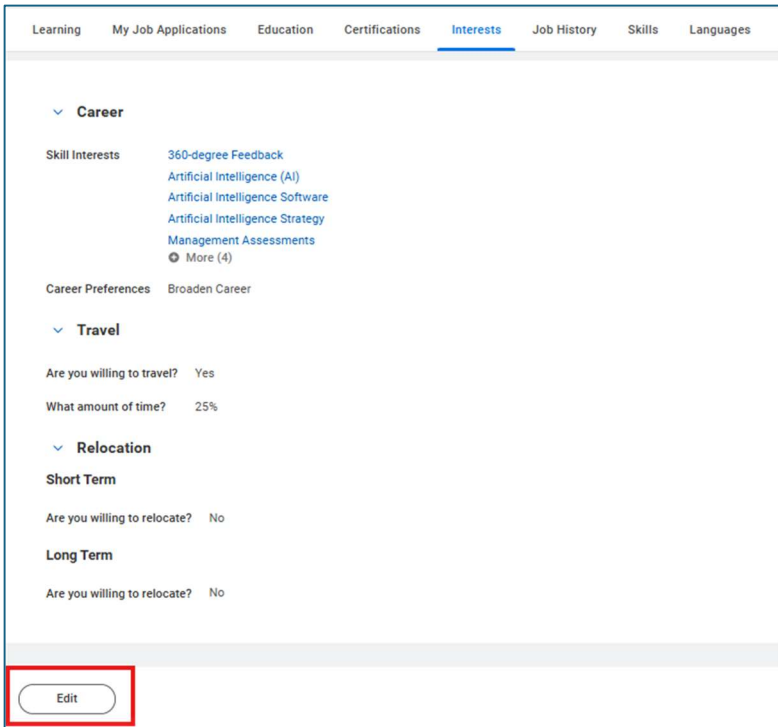
STEP 6: ADD INTERESTS

Step 6 A: Click the **Interests** Tab.



This screenshot shows a horizontal navigation bar with several tabs: Learning, My Job Applications, Education, Certifications, Interests, Job History, Skills, and Languages. The 'Interests' tab is highlighted with a red box.

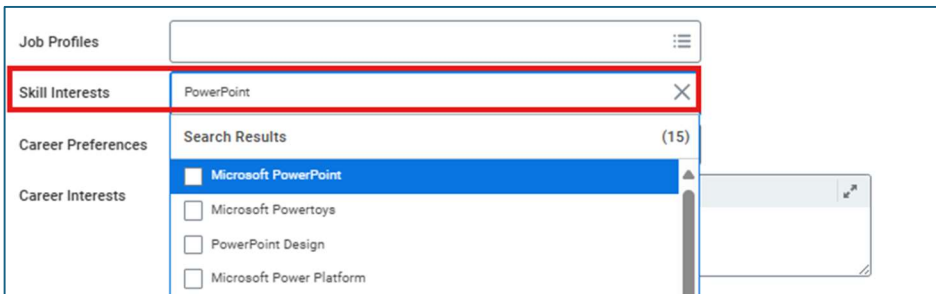
Step 6B: Click the **Edit** Button at the bottom of the page.



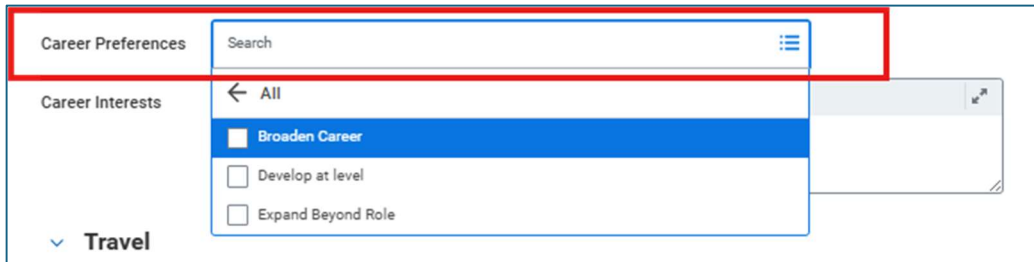
Step 6C: Search for and select Existing **Job Profiles** you are interested in.



Step 6D: Search for and Select Skill Interests.

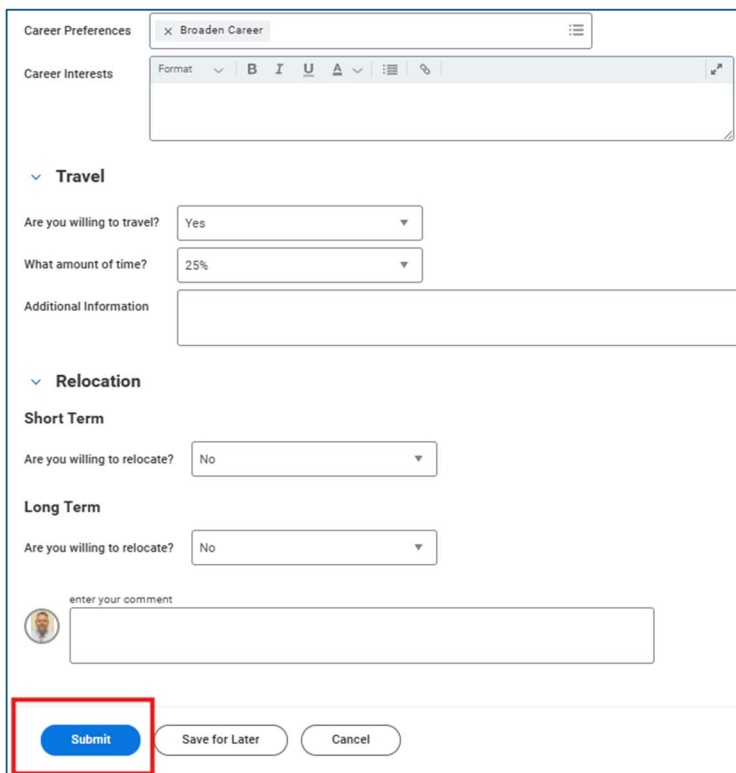


Step 6E: Search for and Choose Career Preferences.



A screenshot of a web interface showing a search dropdown menu. The dropdown is open, displaying a search bar at the top with the text "Search" and a list of options below. The options are: "All", "Broaden Career" (which is highlighted in blue), "Develop at level", and "Expand Beyond Role". The dropdown is positioned over a "Career Preferences" section. Below the dropdown, there is a "Career Interests" section and a "Travel" section with a dropdown arrow.

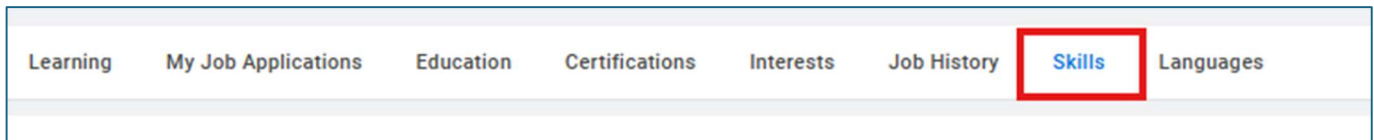
Step 6F: Complete any remaining portions of the Career Interests section and then click the **Submit** Button to continue.



A screenshot of a web form titled "Career Preferences". The form has a tab labeled "Broaden Career". Below the tab is a "Career Interests" section with a rich text editor. The "Travel" section is expanded, showing two dropdown menus: "Are you willing to travel?" (set to "Yes") and "What amount of time?" (set to "25%"). Below these is an "Additional Information" text area. The "Relocation" section is also expanded, showing two dropdown menus: "Are you willing to relocate?" (set to "No") for both "Short Term" and "Long Term". At the bottom of the form is a comment field with a placeholder "enter your comment" and a "Submit" button, which is highlighted with a red box. Other buttons include "Save for Later" and "Cancel".

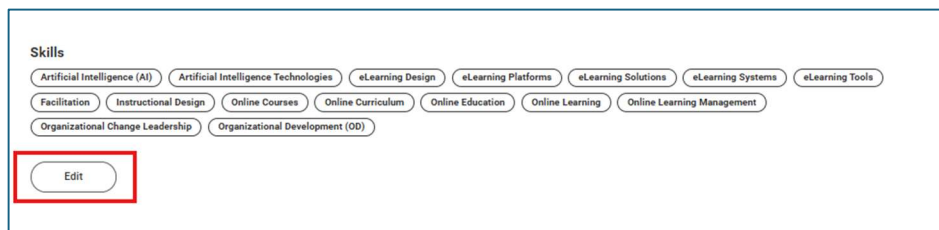
STEP 7: ADD SKILLS

Step 7A: Click the **Skills** tab.

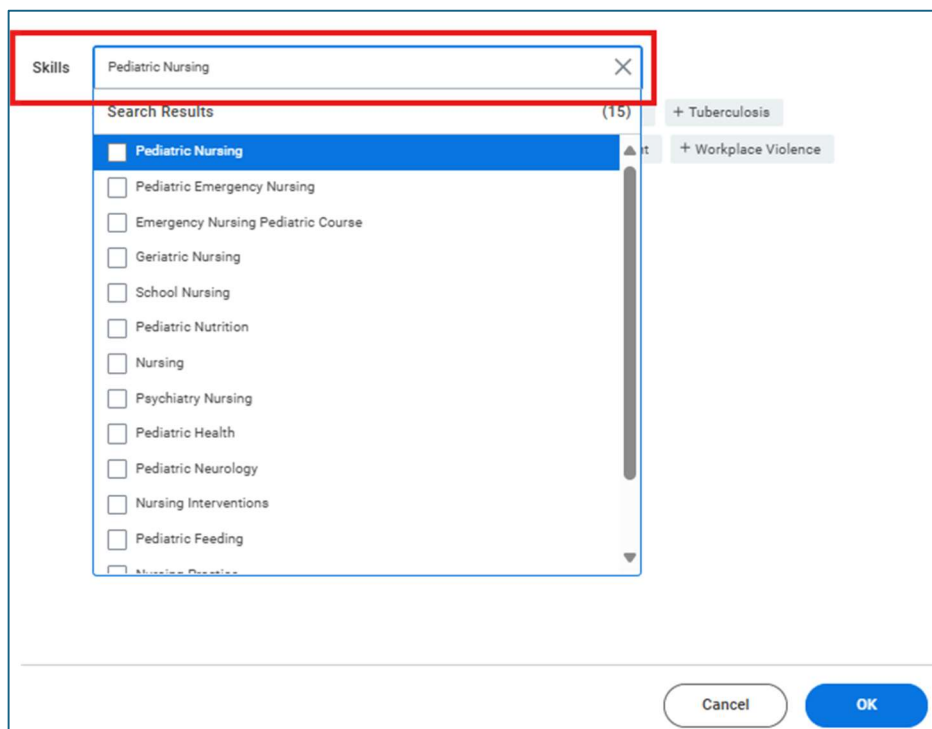


A screenshot of a navigation bar with several tabs: "Learning", "My Job Applications", "Education", "Certifications", "Interests", "Job History", "Skills", and "Languages". The "Skills" tab is highlighted with a red box.

Step 7B: Click the **Edit** button.

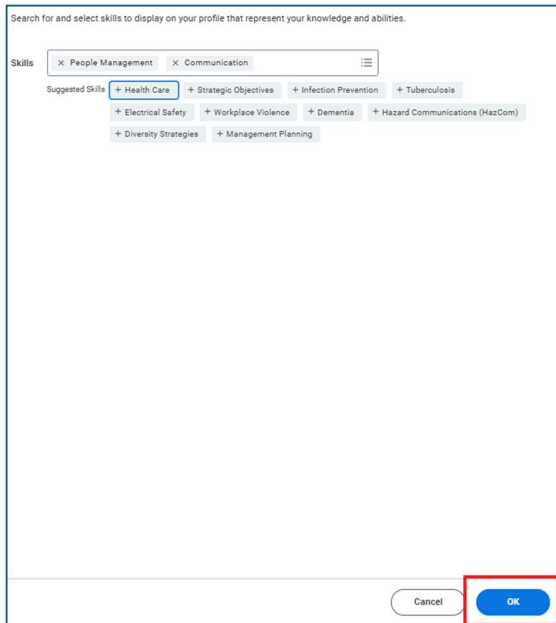


Step 7B: Type a **Skill** name into the search box and press enter on your keyboard to find and select the skill.



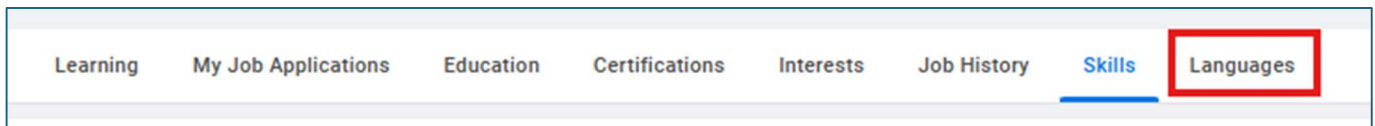
Note: Repeat your search and select before clicking **OK**.

Step 7C: Click the **OK** button

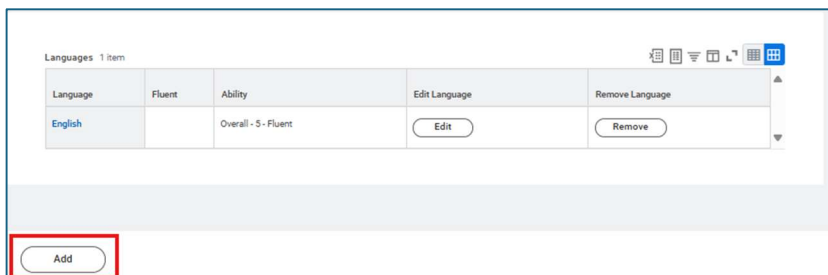


STEP 8: ADD LANGUAGES

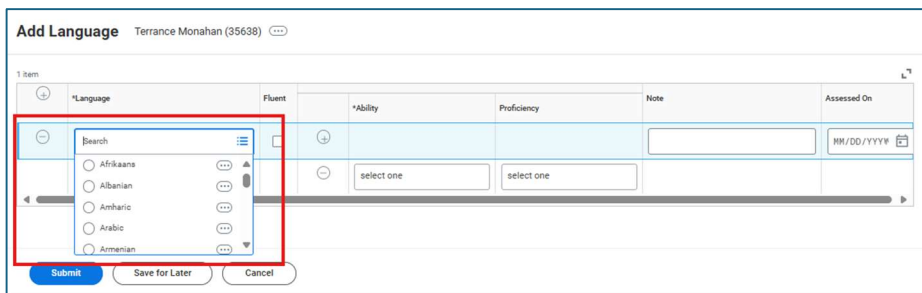
Step 8A: Click the **Languages** tab.



Step 8B: Click the **Add** button.



Step 8C: Search for and select the **Language** you would like to list.



Step 8D: Fill in additional details about Fluency, Ability, Proficiency, etc.

The screenshot shows the 'Add Language' form for Terrance Monahan (35638). The form contains a table with the following columns: *Language, Fluent, *Ability, Proficiency, Note, and Assessed On. The 'Tagalog' language is selected. The 'Fluent' field has a checkbox. The '*Ability' field has a dropdown menu with 'Speaking' selected. The 'Proficiency' field has a dropdown menu with '4 - Advanced' selected. A red box highlights the 'Fluent', '*Ability', and 'Proficiency' columns. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.


Step 8E: Repeat steps **C-D** to add additional **Languages** and then click **Submit** to Save your selections.

This screenshot is identical to the previous one, showing the 'Add Language' form for Terrance Monahan (35638). The 'Fluent', '*Ability', and 'Proficiency' fields are filled out. In this version, a red box highlights the 'Submit' button at the bottom left of the form.

Your professional profile is now complete! You can return at any time in the future to record changes to your Education, Certifications, Interests, etc.

Step 7B: Click the OK button

Search for and select skills to display on your profile that represent your knowledge and abilities.

Skills 

Suggested Skills