

Career Interests

1. In your Workday profile, click on the **Career** icon.
2. In this section, you will see multiple tabs. Click on **Career Interests** and then on **Edit** at the bottom of the screen.

3. In the **Career Preferences** drop down menu, click on **By Type** and **Career Preference** and select one of the options.

Broaden: Take on a wider range of opportunities.

Develop at level: Grow in current role.

Expand beyond role: Grow above current role.

Once you select your option(s), you will see your selection on the screen. Click **Submit** to add to your careers interests tab. You will see the message below, and your interests will appear under the Career Interests tab.



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