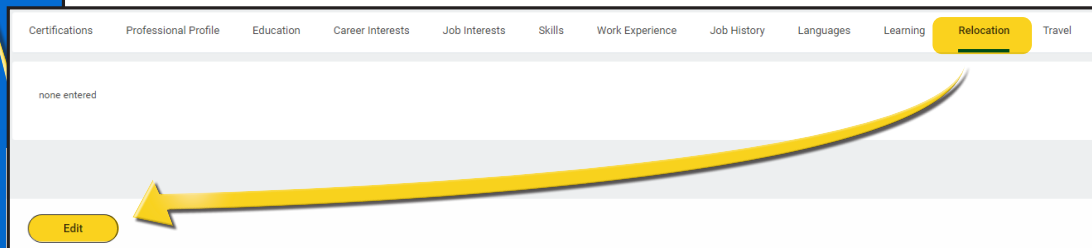
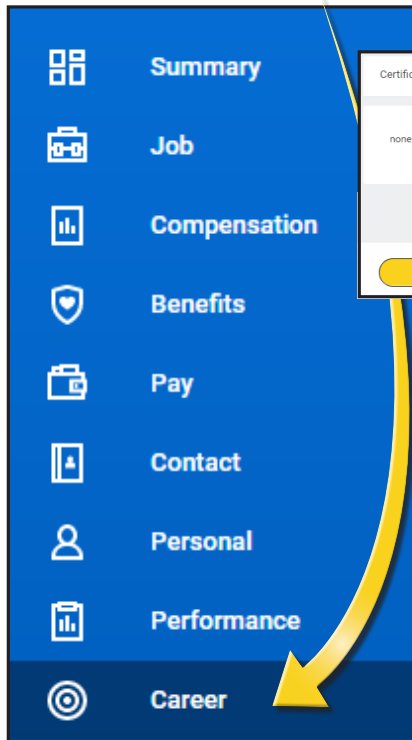


Relocation

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

A screenshot of the 'Short Term' and 'Long Term' relocation preference forms. The 'Short Term' section has a dropdown menu for 'Are you willing to relocate?' with 'select one' selected. The 'Long Term' section has a dropdown menu for 'Are you willing to relocate?' with 'select one' selected. Below these is an 'Additional Information' section with a text input field. Green arrows point from the dropdown menus to the text 'Answer yes or no to these questions. If you answer yes, a second question will appear.'

3. On the next screen, you can update your short-term and long-term relocation preferences.

Answer yes or no to these questions. If you answer yes, a second question will appear.

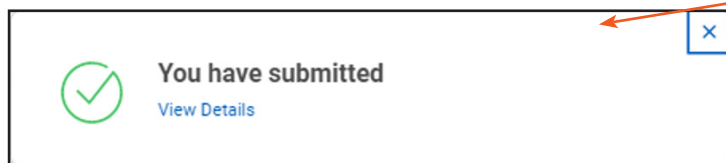
If you select All, all HSHS locations will appear. Select the location(s) to which you are willing to temporarily relocate.

Follow the same process for the Long Term section.

If you do not wish to relocate, select No for each section.

Once you have completed each section, click Submit.

You will then see the message at left below and your information will show under the Relocation tab.

A screenshot of the 'Short Term' and 'Long Term' relocation preference forms. The 'Short Term' section has a dropdown menu for 'Are you willing to relocate?' with 'Yes' selected. The 'Where for short term?' dropdown menu is open, showing options: Search, By Type, and All. The 'Long Term' section has a dropdown menu for 'Are you willing to relocate?' with 'select one' selected. A pink arrow points from the 'All' option to the text 'If you select All, all HSHS locations will appear. Select the location(s) to which you are willing to temporarily relocate.'A screenshot of the bottom of the form, showing three buttons: Submit (orange), Save for Later (white), and Cancel (white).A screenshot of the final 'Relocation' tab in the Workday profile. It shows the 'Short Term' section with 'Are you willing to relocate?' set to 'Yes' and 'Where for short term?' set to 'Chippewa Falls, Wisconsin', 'Eau Claire, Wisconsin', and 'Green Bay, Wisconsin'. The 'Long Term' section has 'Are you willing to relocate?' set to 'Yes' and 'Where for long term?' set to 'Green Bay, Wisconsin'. An orange arrow points from the 'Submit' button to this final screen.

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