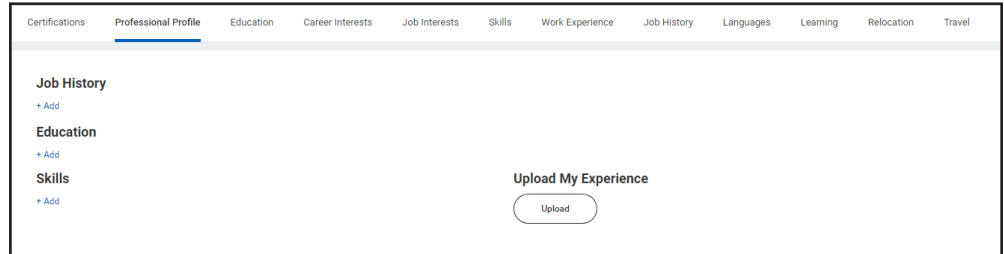
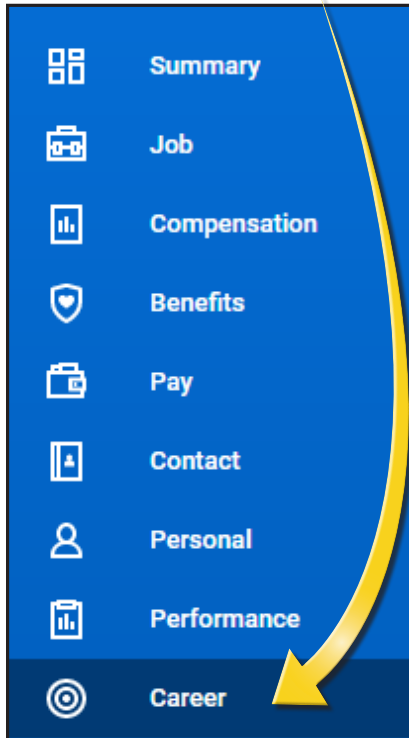


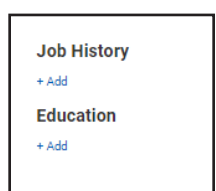
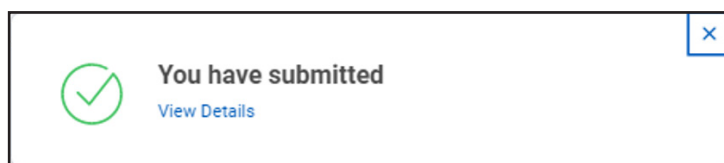
# Professional Profile

1. In your Workday profile, click on the **Career** icon.
2. In this section, you will see multiple tabs. Click on **Professional Profile** and you will see several options.



### 3a. Manually enter job history and education.

On the left side of the screen, you will see the option to **+Add** under both Job History and the Education options. When you click it under Job History, the screen below appears.

A screenshot of the 'Job History' entry form. The form includes fields for Job Title (marked with a red asterisk), Company (marked with a red asterisk), Start Date (marked with a red asterisk), and End Date (marked with a red asterisk). There is a checkbox for 'If you cannot find the company, click here'. Below these are text areas for 'Responsibilities and Achievements', 'Location', 'Reference', and 'Contact Information'. At the bottom are 'Remove' and 'Add' buttons. To the right of the form, there are annotations: 'Fields marked with a red asterisk are required.' with a green arrow pointing to the Job Title field; 'If you cannot find the company where you previously worked, check the box below the Company field. This allows you to type the name in the box.' with a green arrow pointing to the checkbox; 'While not required, you can add responsibilities and achievements.' with an orange arrow pointing to the 'Responsibilities and Achievements' text area; 'Additional positions can be added to your profile by clicking **Add**.' with a blue arrow pointing to the 'Add' button; and 'Once you have all your positions completed, click Submit to add the work to your profile.' with a pink arrow pointing to the 'Submit' button. The 'Submit' button is orange, 'Save for Later' is grey, and 'Cancel' is grey.

The message at left will appear.

Continued on side 2.



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When you click **+Add** under Education, the screen below appears.

The screenshot shows a form for adding education. Fields include Country (with a dropdown showing 'United States of America'), School, Degree, Degree Received (a dropdown with 'select one'), Field of Study, First Year Attended, Last Year Attended, and Grade Average. A red asterisk is next to the Country field. Below the form is an 'Attachments' section with 'Remove' and 'Add' buttons. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. A success message box on the right says 'You have submitted' with a 'View Details' link.

Fields marked with a red asterisk are required.

If you cannot find your school listed, check the box below the School field. This allows you to type the name in the box.

While not required, you may want to add the degree or diploma you received. You also can add your field of study, your first and last years of attendance and your GPA.

When done, click **Add**. This allows you to add more education if appropriate.

Click Submit to add the education information to your profile.

You will see the message below, confirming your submission.

### 3b. Upload your resumé.

If you have your resumé saved as a Microsoft Word document, you can upload it instead and bypass the manual entry by clicking on **Upload My Experience**. Click on **Select Files** or drag and drop the Word document in to the the **Upload File** box.

The top part of the screenshot shows the 'Upload File' section with a 'Drop file here' area, an 'or' button, and a 'Select files' button. The bottom part shows a preview of the 'Education' section with a 'Next' button. At the bottom are 'Submit' and 'Cancel' buttons. A success message box on the right says 'Process Successfully Completed' with a 'Details and Process' link.

You will be asked to review your data and edit where appropriate. Use the **pencil icon** to edit your education. Click **Next** and use the pencil icon again to edit your job history. Click **Next** to review the Summary page. When done, click **Submit** to add this information to your profile.