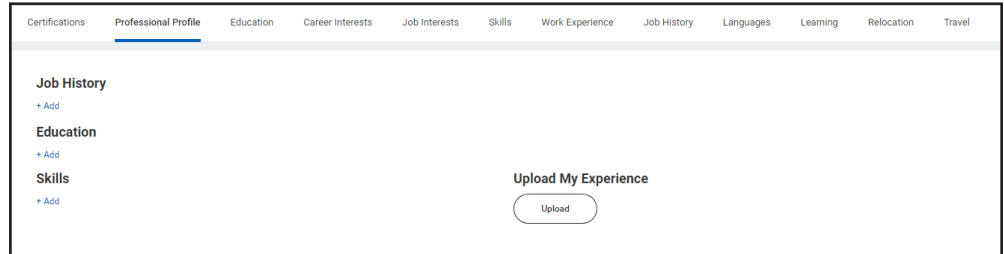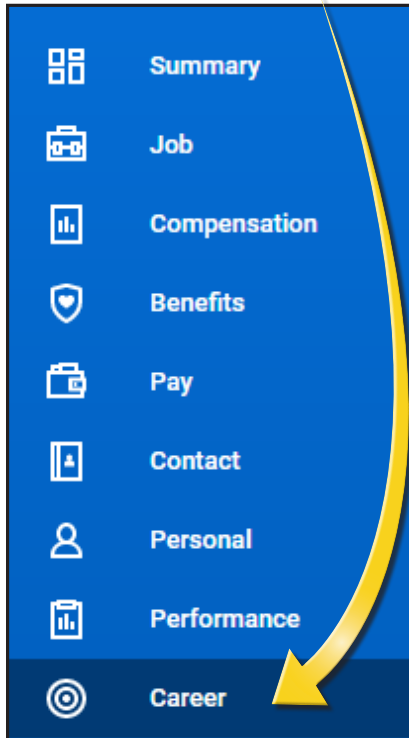# Professional Profile

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.

Certifications | Professional Profile | Education | Career Interests | Job Interests | Skills | Work Experience | Job History | Languages | Learning | Relocation | Travel

Job History
+ Add

Education
+ Add

Skills
+ Add

Upload My Experience
[Upload]

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.
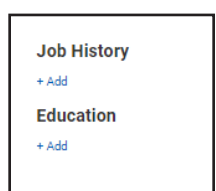
Job History
+ Add

Education
+ Add

Job Title *
Company *
If you cannot find the company, click here ☐
Start Date * MM/DD/YYYY
End Date MM/DD/YYYY
Responsibilities and Achievements
Location
Reference
Contact Information
[Remove]
[Add]

Fields marked with a red asterisk are required.

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.

While not required, you can add responsibilities and achievements.

Additional positions can be added to your profile by clicking **Add.**

Once you have all your positions completed, click Submit to add the work to your profile.

[Submit]   [Save for Later]   [Cancel]

You have submitted
View Details
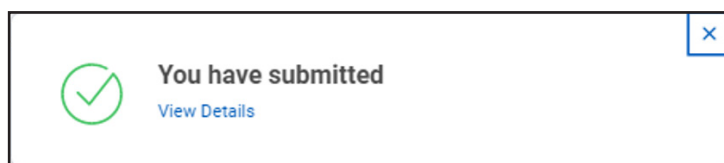
The message at left will appear.

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

Country * × United States of America

Fields marked with a red asterisk are required.

School *

If you cannot find the school, click here ☐

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

Degree

Degree Received   select one

Field of Study

First Year Attended   YYYY

Last Year Attended   YYYY

Grade Average

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.

> **Attachments**

Remove

Add

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.

Submit   Save for Later   Cancel

✓ You have submitted
View Details

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.

Upload File *

Drop file here
or
Select files

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.

Submit   Cancel

✓ Process Successfully Completed

> **Details and Process**