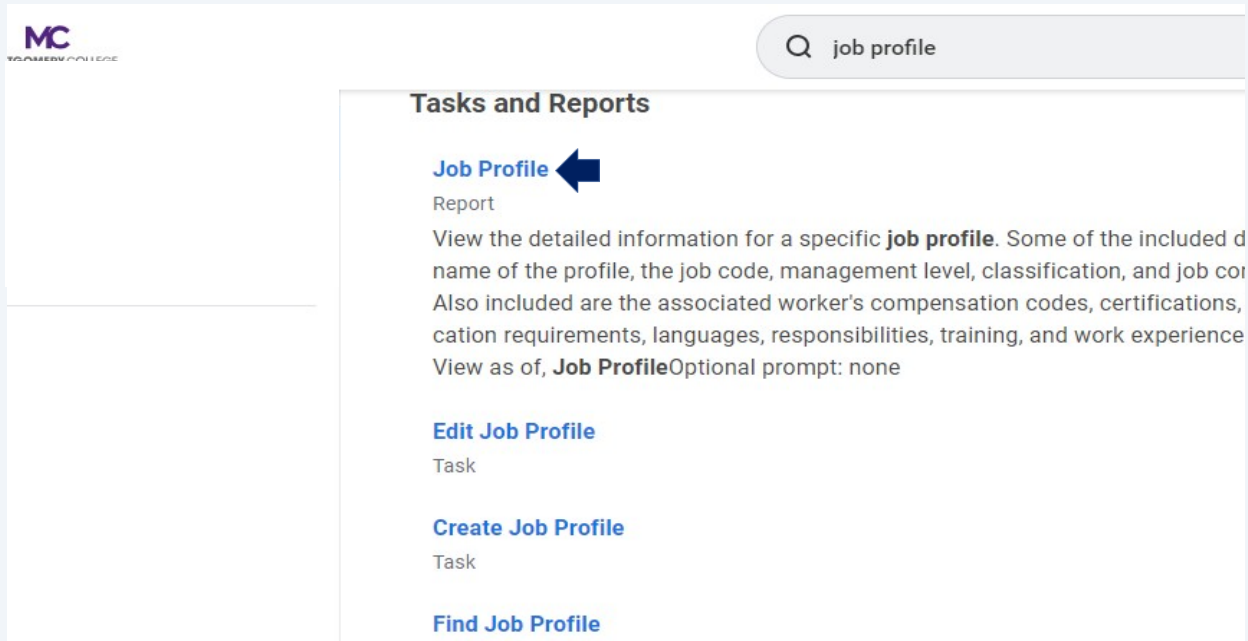


1 Navigate to Workday.

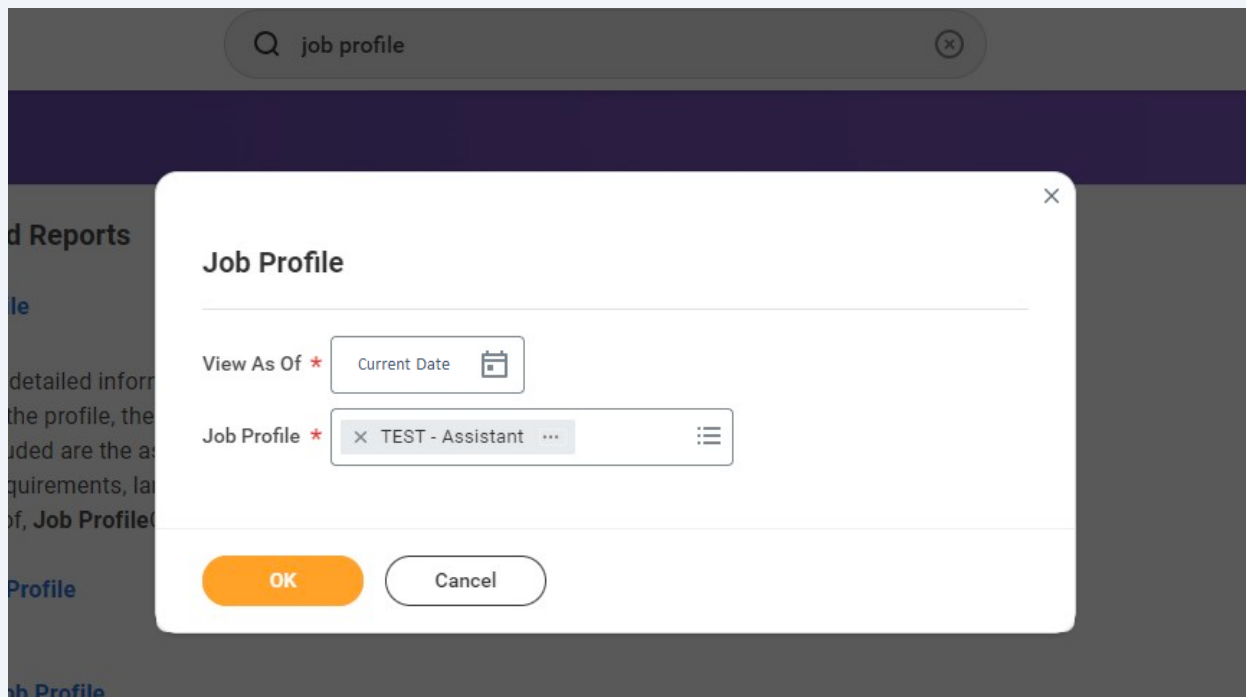
Type **Job Profile** in the Search Bar.

Click on Job Profile hyperlink.



2 In the Job Profile field, enter in the **Job Profile** name.

Click "OK"



11 Click on **Qualifications**.

A menu of the **Job Profile Qualifications** currently in use displays.

Click on **Certifications**.

The **Certification** tab will identify the Certifications/Licenses required for the role.

The screenshot shows a software interface with a top navigation bar containing 'Overview', 'Pay', and 'Qualifications'. Below this is a sub-menu with 'Certifications', 'Competencies', 'Skills', 'Education', 'Languages', and 'More'. The 'Certifications' sub-tab is active, displaying a table with the following data:

Required	Country	Certification (Predefined)	Certification (Not Predefined)
Yes	United States of America	Professional in Human Resources (PHR) - Human Resource Certification Institute (HRCI)	