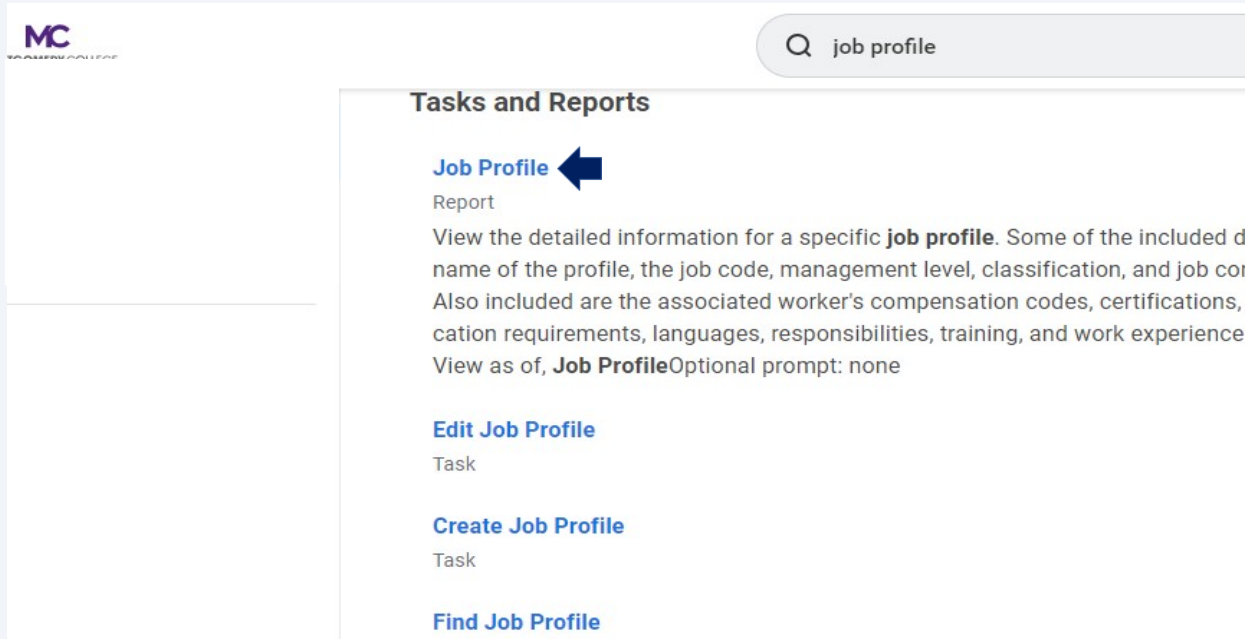


# How to find the Skills required for a Job Profile

1 Navigate to Workday.

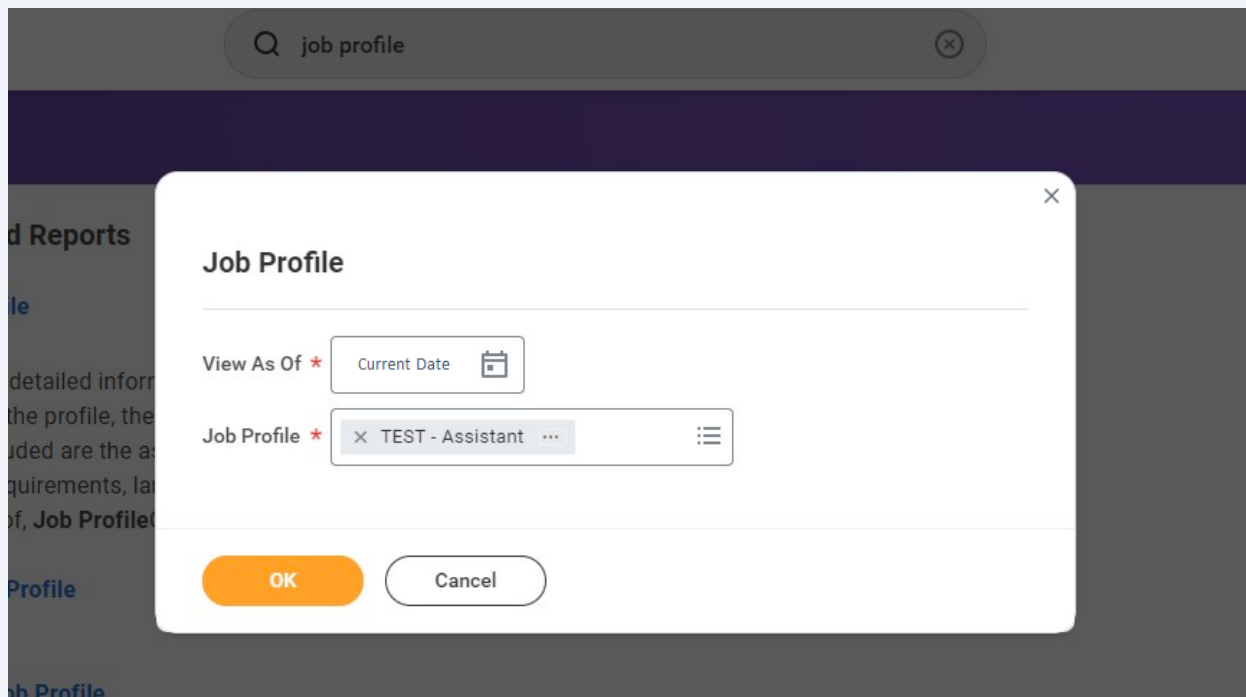
Type **Job Profile** in the Search Bar.

Click on Job Profile hyperlink.



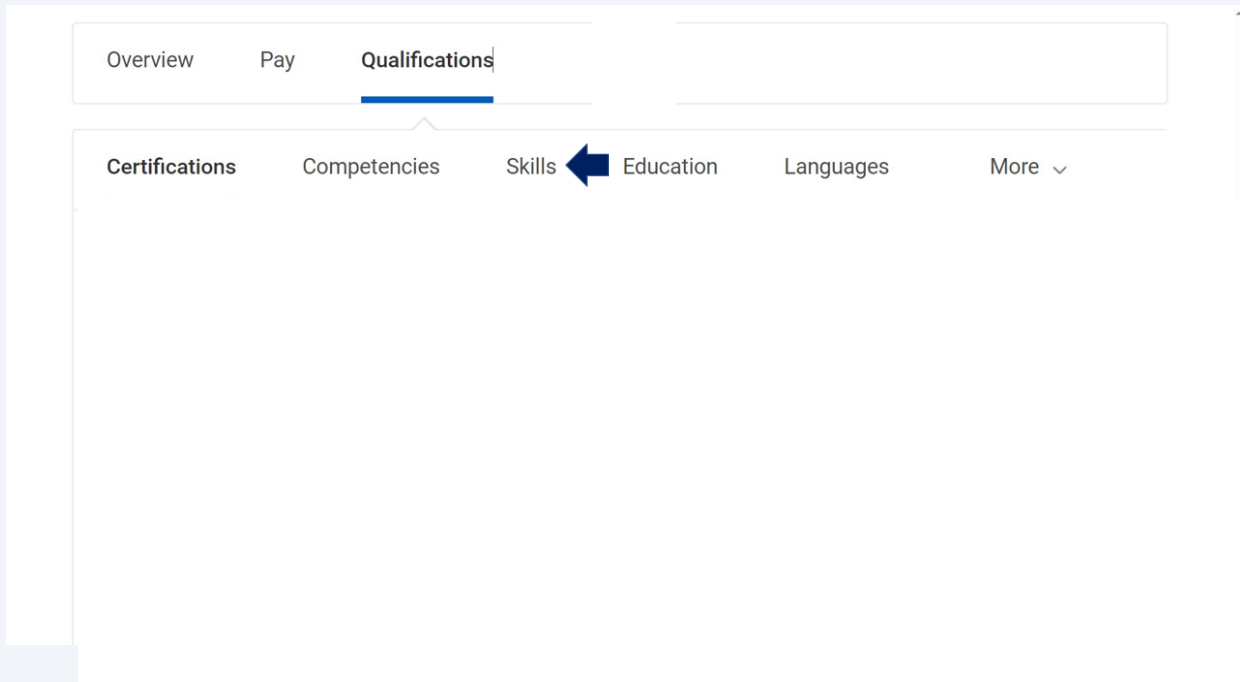
2 In the Job Profile field, enter in the **Job Profile** name.

Click "OK"



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Click on **Qualifications -Skills**



**13** The **Job Profile Skills** will display.

**Job Profile Skills** describe the proficiency, knowledge and training needed in the job.

Each **Skill** is assigned a Skill Level:

1. Beginner: Represents an individual relatively new to field or role; entry level.
2. Intermediate: Experienced individual who demonstrates the ability to perform the Job's essential functions.
3. Experienced: Extensive accumulated experience; may serve as role model and mentor.

Skill	Skill Level
Skill in independent decision making	1 - Beginner
Skill in effective communication (both written and verbal)	2 - Intermediate
Skill in customer service	3 - Experienced