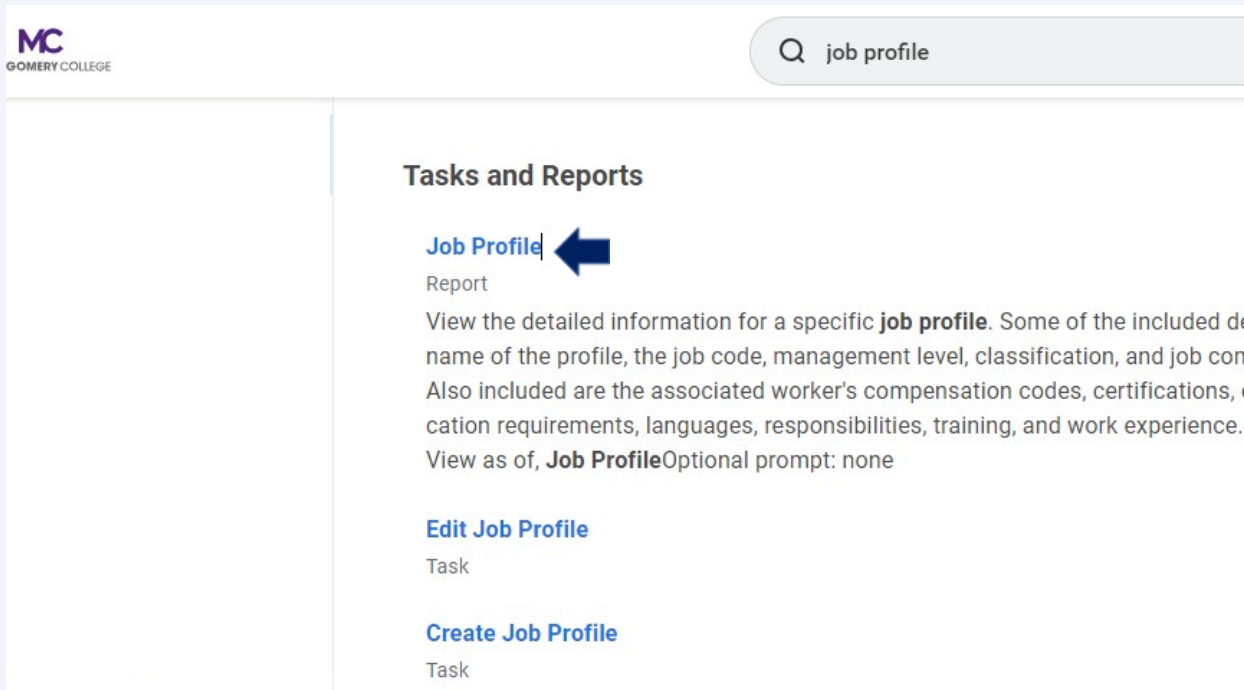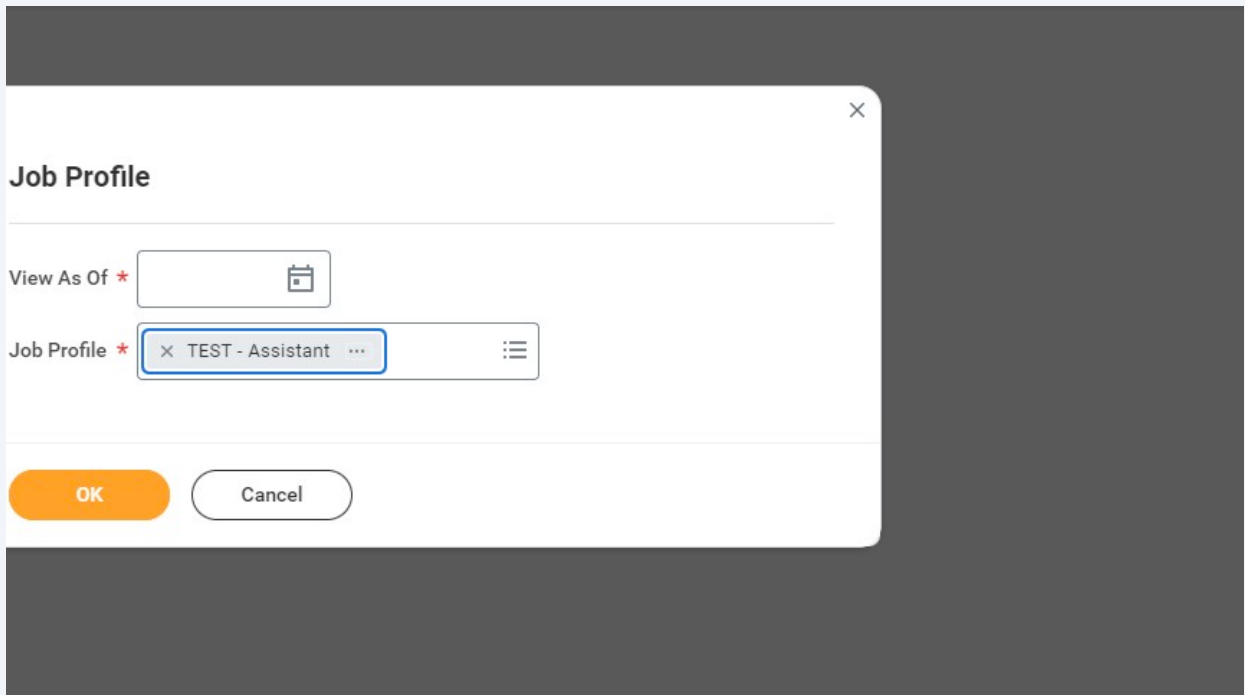# How to Print a Job Profile

Scribe

1 Navigate to Workday

Type Job Profile in the search bar.

Click on Job Profile hyperlink.

2 Enter Job Profile Name.

Click OK.

Job Profile

View As Of * [　　　　　🗓]

Job Profile * [✕ TEST - Assistant ⋯] [☰]

OK   Cancel

3 To print document, find the PDF icon in the right corner of the purple banner.

Click PDF icon - Click Print/Download.

[🔍 job profile ⊗]   [👤]

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Pay   Qualifications

Characteristics   Compensation   Additional Data