

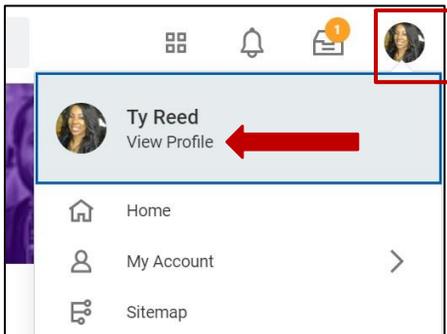
### Overview

Use this job aid as a resource to update your career/talent profile. Updating and maintaining your skills, experience and training provides your manager with valuable information that can be used to support your professional development and help in decision making related to organizational development and/or workforce planning.

### Update Education, Experience and Skills

From the Workday Home page:

1. Navigate to your **Profile Photo** (cloud icon if no profile photo has been added) at the upper right-hand corner and click **View Profile**. Your Worker Profile displays.



2. Select **Career** under your profile.
3. Select **Add** to manually enter your information for each heading or select **Upload My Experience** to upload a resume to populate your profile.

Education Certifications Training Learning Achievements Job History Work Experience More ▾

none entered

Add Upload My Experience

4. Select **More** to access and update additional skills.

Work Experience More ▾

- Education
- Certifications
- Training
- Learning
- Achievements
- Job History
- Work Experience
- Languages
- Interests
- Professional Affiliations