Manage Talent Details
*Workday Job Aid for Contingent Workers and Employees*

Overview

Use this job aid as a resource to manage your talent details such as certification, training, achievements, and professional affiliation. If you apply for an internal job, your Career Profile information auto-populates onto the job application.

Manage Talent Details

Your Talent Details highlights your background information, language skills, and abilities.

1. From the Workday homepage, click the **Talent and Performance application/**worklet.

2. Under Talent and Performance, click **Skills and Experience**.

3. Click one of the tabs to update your information. There are several tabs to choose from (all tabs are not pictured below).

> Certifications   Training   Achievements   Professional Affiliations
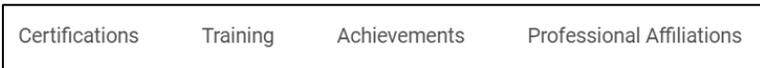
Add Certifications

1. Click the **Certifications** tab.

2. Click **Add** to add a certification.

3. The **Country** field has a default of United States of America. To change the country, click in the field and select your country.

4. Click the **Certification** field and search certifications **By Issuer, By Country Region, Global**, and **All**. Select the appropriate certification.

5. Enter the **Certification Number** in the field.

6. Enter the **Issued Date** and **Expiration Date**.

7. To add an attachment (e.g., certification), click the drop-down arrow next to **Attachments**. Click **Select Files** to upload your file.

Note: To add additional certifications, click **Add**. To remove your certification, click **Remove**.

8. If there is no additional certification, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving any data.

9. After submitting your certification, you will see a pop-up box with a confirmation that **you have submitted**.

Add Training

1. Click the **Training** tab.

2. Click **Add** to add training.

3. Enter the **Training** in the field.

4. Select the **Training Type**.

5. Enter the **Description** of the training.

6. Enter the **Completed On** date.

7. Enter the **Training Duration**.

Note: To add additional training, click **Add**. To remove your training, click **Remove**.

8. If there is no additional training, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving any data.

9. After submitting your training, you will see a pop-up box with a confirmation that **you have submitted along with a To Do item in your In-Box**. The To Do allows you to upload a certificate after you receive one from the trainer/sponsor of the training.
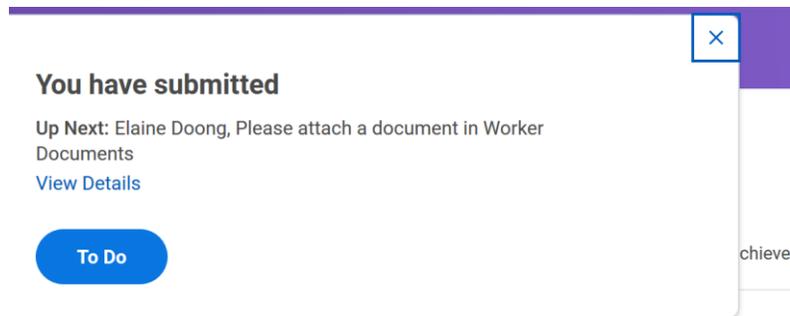
10. Please attach a document using the "Maintain My Worker Documents" button below to verify the training you entered.

Add Achievements

1. Click the **Achievements** tab.

2. Click **Add Publication** to add a publication.

3. Click in the **Type** field to select a publication type.

4. Enter the **Title** of the publication.

5. Enter the **Date**.

6. Enter the **Description**.

7. Enter the **Publication**.

8. Enter the **Publisher**.

9. Enter the **Volume** number.

10. Enter the **Issue** number.

11. Enter the **Page(s)** number.

12. Enter the **URL**.

13. If applicable, click **Peer Reviewed**.

14. To add **Contributors**, click the drop-down arrow next to **Contributors**. Click the plus sign to add Contributors.

15. The **Country** field has a default of United States of America. To change the country, click in the field and select your country.

16. Enter the Contributor's **Prefix**.

17. Enter the Contributor's **First Name**.

18. Enter the Contributor's **Last Name**.

19. Enter the Contributor's **Suffix.**

Note: To add additional publications, click **Add**. To remove your certification, click **Remove**.

20. If there is no additional publication, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving any data.

21. After submitting your publication, you will see a pop-up box with a confirmation that **you have submitted**.

Add Professional Affiliations

1. Click the **Professional Affiliations** tab.

2. Click **Add** to enter a Professional Affiliation.

3. Search the **Name** of the **Professional Affiliation by Type, Companies, Schools,** or **All**. Select the affiliation from the list.

Note: If the affiliation is not listed, click the box **If you cannot find the affiliation, click here**. Then enter the Affiliation's **Name.** Select the Affiliation **Type**.

4. Select the **Relationship**.

5. Enter the **Begin Date** and **End Date**.

Contact Information

6. Click **Add** to enter the **Phone, Address** and **Email** for the Professional Affiliation.

Note: To add additional Professional Affiliations, click **Add**. To remove your affiliation, click **Remove**.

7. If there is no additional Professional Affiliation, click **Submit** to finish or **Save for Later** to return to the previous screen. Click **Cancel** and **Discard** to return to the previous screen without saving data.

8. After submitting your Professional Affiliation, you will see a pop-up box with a confirmation that **you have submitted**.