**MC MONTGOMERY COLLEGE**

Overview

Use this job aid as a resource to manage your professional profile, which includes job history, work experience, education, language, and competencies. If you apply for an internal job, your Career Profile information auto-populates onto the job application.

Professional Profile

Your professional profile highlights your background information, work history, education, and language skills.

1. From the Workday homepage, click View All Apps and select the **Talent and Performance application.** *Alternatively*, click **MENU** and select the **Talent and Performance application**

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).

Job History	Work Experience	Education	Languages	Competencies
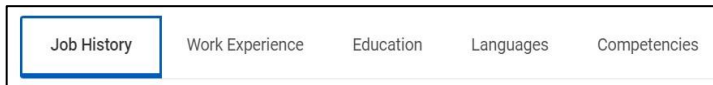
Add Job History

1. Click the **Job History** tab.

2. Click **Add** to update the job history fields or click **Upload My Experience** to upload your resume by selecting the file and clicking **OK**.

   Note: If you already have job history data, you may need to scroll down the page to find **Add** or **Upload My Experience**.

3. Type the **Job Title** in the field.

4. Click in the **Company** field to find the company.

5. If the company is not listed in the field, click the checkbox.

   Type the **Company Name** in the field.

6. Enter the **Start** and **End** dates.

7. Enter the **Responsibilities and Achievements** in the field.

8. Enter the **Location** in the field.

9. Enter the **Reference** in the field.

10. Enter the **Contact Information** in the field.

11. Click Add to enter additional job experience and repeat steps.

12. Click **Submit** to finish or **Save for Later** to return to the job history later. Click **Cancel** and **Discard** to return to the previous screen without any data.

13. After submitting your job history, you will see a pop-up box with a confirmation that **you have submitted**.

Add Work Experience

1. Click the **Work Experience** tab.

2. Click in the **Work Experience** field and select the appropriate job experience.

3. Select the appropriate **Experience Level**.

4. Enter information in the **Note** field (optional).

   Note: To add additional work experience, click **Add**. To remove work experience, click **Remove**.

5. If there is no other work experience, 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.

6. After submitting your work experience, you will see a pop-up box with a confirmation that **you have submitted**.

Add Education

1. Click the **Education** tab.

2. Click **Upload My Experience** to upload a transcript or documentation of your education and click **OK** or click **Add** to complete the fields.

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 **School** field to search by State/Province or by All. Select the appropriate school.

   Note: If the school is not listed, click the box, **If you cannot find the school, click here**. Then enter the **School Name, School Location, and School Type** in the fields.

5. Click in the **Degree** field and select your degree from the list.

6. In **Degree Received,** select **Yes** or **No**.

7. Enter the year in the **Year Degree Received** field.

8. Click in the **Field of Study** field and select the appropriate field.

9. Enter **First Year Attended** and **Last Year Attended**

10. Enter **Grade Average**.

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

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

12. If there is no additional education, 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.

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

Add Language

1. Click the **Language** tab.

2. Click **Add** to enter a language.

3. Click in the **Language** field and select the language.

4. If **Fluent**, click the checkbox.

5. Select the type of **Ability**.

6. Select the **Proficiency** field.

7. Click the plus sign at the very top left to add a row for language.

8. If there is no additional education, 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.

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

Add Competencies

1. Click the Competencies tab.

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

3. Click in the **Competency** field to search by **All, Job Profile,** or **By Category**. Select the appropriate competency.

4. Enter the **Assessed On** date.

5. Enter information in the **Note** field (optional).

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

6. If there is no additional competency, 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.

7. After submitting your competency, you will see a pop-up box with a next step to your supervisor for review. The competency will be visible in your record upon their approval.