

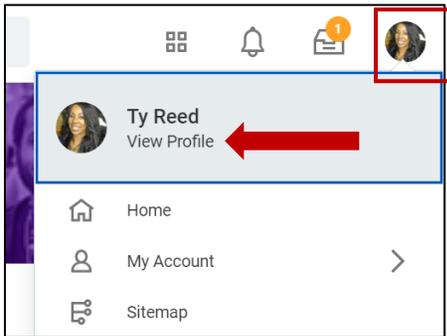
Overview

Use this job aid as a resource for Job and Career interests. Completing your career and job interests can provide your managers with valuable information to support your professional development plan and for making decisions about organizational development or workforce planning.

Manage Job and Career Interests (Career goals)

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. Click the **Actions** button to open your related Actions menu.



3. Select **Talent** (may need to scroll down) and then click **View Interests**. Click **Edit**.
4. Click the menu on the right to search **Job Profiles** or to search “By Job Family Group.”



5. Click on the menu on the right to search **Career Preference** “By Type” or “All” or type the Career Preference in the Search bar. Select a Career Preference.



6. Click in the **Career Interests** field to enter your career interests and aspirations.
7. Click **Submit**, then **Done** to complete the submission step. If you are not ready to submit the edits, click **Save for Later** to return at a later time.

Note: Your manager and each management level in your organization’s hierarchy can view these items.