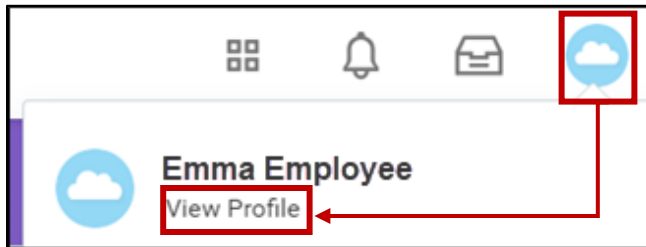


Overview

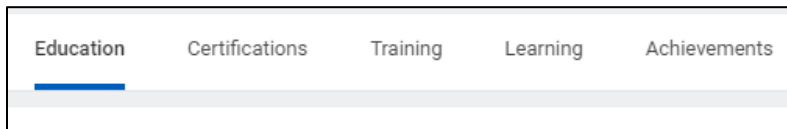
Use this reference guide as a high-level overview for your Talent Data in Workday. Your Talent Data can be accessed via your Worker Profile and can be used to describe your work history, education, professional accomplishments, and interests. If you apply to an internal job, this information automatically populates to your job application.

Talent Data

1. From the Workday Homepage, click your **Profile Picture** or the **Cloud** icon if a picture has not been uploaded.



2. Click **View Profile**.
Note: You can also access your Talent Data via the Talent and Performance application then click Skills and Experience button within the application.
3. From the Worker Profile, click the **Career** tab.
4. Click any Talent tab to update your Talent Data. There are several tabs to choose from (all tabs are not pictured). Use the following table as a guide to understand each tab.



Talent Data	Description
Education	Displays your education history
Certification	Includes certifications and academic affiliates that are applicable to you
Training	Includes training taken outside of Workday Learning Training types are available to add to Talent Profiles involving: <ul style="list-style-type: none"> • Classroom • Online • Textbook • On-the-job
Learning	Workday Learning courses you have registered for and/or completed automatically populate here View your current Learning transcript
Achievements	Add any awards, activities, publications,

Talent Data Quick Reference Guide

Workday Reference Guide for Employees

	etc. to your achievements
Job History	Add previous or current jobs
Work Experience	Includes different types of work experiences and associated levels with the experiences
Languages	Add your ability and proficiency of languages as applicable
Interests	Ability to select career interests to indicate your interests in a specific category of growth, such as: <ul style="list-style-type: none"> • Develop in their current role • Step into a new role • Broaden their knowledge and experience
Professional Affiliations	With professional affiliations, you can track external work experience details, such as board membership, volunteer work, and visiting professorship

Related Job Aids

Use the job aids listed below for step-by-step guidance on how to edit your talent data. Job aids are located on the Workday project website.

- [Manage Talent Details](#)
- [Manage Your Job and Career Interests](#)