## CAREER PROFILE OVERVIEW

As an employee, it is important to keep your Workday profile up-to-date. Career profile data, career interests and preferences, when paired with talent reviews, can provide leaders with valuable information for making decisions about organizational development or succession planning. Williams uses key information contained in your profile to analyze, coach and develop talent.

From Home page:

1. Navigate to Profile icon

2. Click **View Profile**. Employee Profile page displays
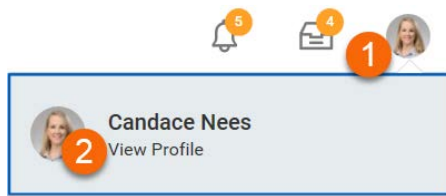
3. Click **Career**

4. Click through tabs to add/edit information (NOTE: each tab will be covered in detail in next sections)
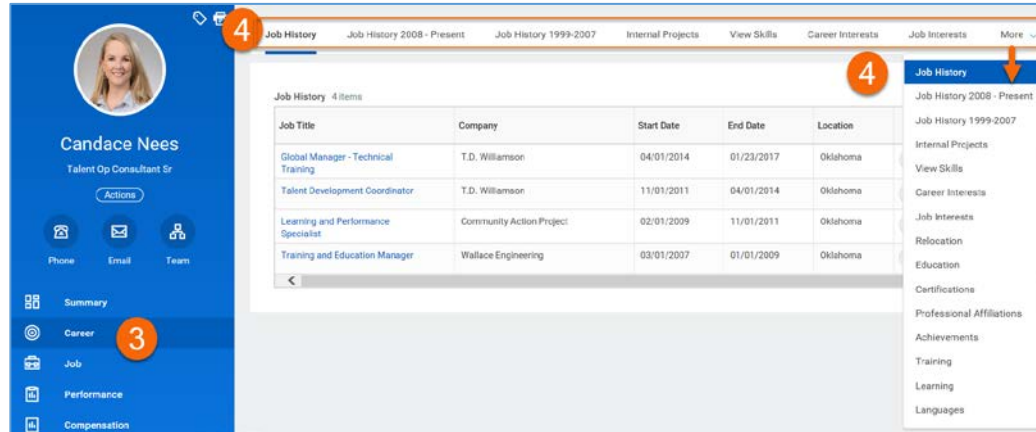
SCREEN NAVIGATION

Button	Description
Add	Click to add information
Edit	Click to make edits
Submit	Click to submit
Save for Later	Click to save for later
Cancel	Click to cancel
*	Notes required field

FREQUENTLY ASKED QUESTIONS

What is a Career Profile?	It's a Workday tab that makes it easy for employees to share basic career information about themselves such as work experience, education, and skills with leaders and other employees.
Who can see my data?	Your personal data is always protected. Employee views of other employees is limited to picture, title, organization, and professional experience. For more detail, reference table below.
Why should I update my Career Profile in Workday?	Updating your Career Profile provides visibility to your experience and skills. Keeping your Career Profile updated provides your leader visibility to your skills, experience, aspirations, career interests and mobility preferences and also makes it easy to apply for internal job postings because your skills and work experience will transfer over into the job application.
What happens if I do not complete my Career Profile?	Updating your Career Profile is optional but highly encouraged.
Why is some data already populated in my profile?	If you were hired with Williams AFTER October 1, 2018, some of your career profile data was populated through the hiring process. Update/edit as needed.

TAB DEFINITIONS & VISIBILITY

Field	Description	EE	Other EE's	Your Mgr	HR
Job History	Input details related to your complete work history **INCLUDING** Williams. You also may upload your resume (click Upload My Experience button) and WD automatically populates details	●	●	●	●
Job History 2008 - Present	Historical Williams job data from 2008 to present	●		●	●
Job History 1999 - 2007	Historical Williams job data from 1999 to 2007	●		●	●
Internal Projects	Input details related to projects/teams that you've participated in during your career (including Williams).	●	●	●	●
Skills	Select skills from dropdown by category. You may select more than one. If you cannot find skill in dropdown; type in new skill and information will be routed for review and potential follow-up.	●	●	●	●
Career Interests	Select overall career interests from dropdown. You may select more than one. Add comments as appropriate. This information flows to/from your worker profile and Individual Development Plan, if applicable.	●		●	●
Job Interests	Select role(s) into which you'd like to develop. This information flows to/from your worker profile and Individual Development Plan, if applicable.	●		●	●
Relocation	Input details regarding your willingness & ability to relocate both short and long term. This information flows to/from your worker profile and Individual Development Plan, if applicable.	●		●	●
Education	Input your education history by selecting from the available dropdowns. If you cannot find institution in dropdown; type in new institution and information will be routed for review and potential follow-up.	●	●	●	●
Certifications	Input certifications earned and other relevant details. If you cannot find certification in dropdown; type in new certification and information will be routed for review and potential follow-up.	●	●	●	●
Professional Affiliations	Input details related to professional affiliations of which you are a member, volunteer, mentor, committee or board member, etc.	●	●	●	●
Achievements	Input awards or other recognition received during your career (including Williams).	●		●	●
Training	Input relevant external training or internal training not completed through Williams' learning system.	●	●	●	●
Learning	This section automatically populates and displays your Williams learning completions.	●		●	●
Languages	Input language(s) other than English that you're able to read, speak and/or write.	●	●	●	●

MANAGE JOB HISTORY

Input details related to your complete work history **INCLUDING** Williams. You also may upload your resume (click **Upload My Experience**) and WD automatically populates details.

1. Click **Job History**

2. Click **Add**

3. Enter Job Title

4. Select Company from dropdown (if not listed, check box and enter company for review and possible followup)

5. Enter job start date

6. Enter job end date

7. Enter brief description of job responsibilities and achievements

8. Enter job Location

9. Enter job Reference

10. Enter reference Contact Information

11. Click **Add** to add additional job history

12. Click **Submit**

13. Click **Done** to complete step

Add Job History
Candace Nees (Actions)

Job Title	**3** *	Job Title
Company	**4** *	✕ Phillips Petroleum Company ☰
If you cannot find the company, click here		☐
Start Date	**5** *	01 / 01 / 2000 📅
End Date	**6**	01 / 31 / 2005 📅
Responsibilities and Achievement	**7**	brief description of responsibilities and achievements
Location	**8**	Anytown, USA
Reference	**9**	Dwight Shrute
Contact Information	**10**	555-867-5309

Remove

11 Add

12 Submit   Save for Later   Cancel

UPLOAD MY EXPERIENCE

1. Click **Upload My Experience**

2. Click **Select Files** to browse for a file. You can also drag your file into the region.

3. Locate file, double click to select

4. Click **OK**

NOTE: Workday initiates background process to upload Career Profile data. After process has completed, notification displays.

NOTE: Workday does NOT attach source document to employee profile.

5. Review Education entries for accuracy, click **Edit** to revise or **Delete** to remove from profile

6. Click **Next** to proceed to Job History section and edit/delete as needed

7. Click **Submit**

8. Click **Done** to complete step

Review Professional Profile Upload
Professional Profile: Candace Nees - Talent Op Consultant Sr (Actions)

Education

Uploaded Experience   **5** **5**

School
Oklahoma State University-Main Campus

Degree

Field of Study
Accounting

Last Year Attended
2019

Review your Degree

Already on Workday Profile

School
University of Oklahoma Norman Campus

6 Next

MANAGE INTERNAL PROJECTS

Internal projects reflect details related to projects/teams that you've participated in during your career (including Williams).

1. Click **Internal Projects**
2. Click **Add**
3. Enter Internal Project title
4. Enter brief project Description
5. Enter Start Date
6. Enter End Date
7. Enter Project Leader
8. Click **Add** to add additional internal projects
9. Click **Submit**
10. Click **Done** to complete step

Add Internal Project
Candace Nees (Actions)

Internal Project ★ | Internal Project Title
Description | brief description of project
Start Date | 01 / 01 / 2009
End Date | 01 / 01 / 2011
Project Leader | Michael Scott

Remove

Add

Submit   Save for Later   Cancel

MANAGE SKILLS

Skills display on your profile and represent your knowledge and abilities. Select skills from dropdown by category. You may select more than one. If you cannot find skill in dropdown; type in new skill and information will be routed for review and potential follow-up.

1. Click **View Skills**
2. Click **Edit Skills**
3. Select skills to from the category dropdown (if not listed, check box and enter company for review and possible followup)
4. Continue to select skills as needed
5. Click **OK**
6. Click **Done** to complete step

Edit Skills
Candace Nees (Actions)

Select skills to display on your profile that represent your knowledge and abilities.

Skills | ✕ Training/Facilitation   ✕ Team Building
✕ Emergency Response and Planning
search

← Operations

☐ Commissioning New Equipment
☐ Construction Inspection
☐ Control Room/HMI Operator
☐ Damage Prevention - One Call Response, Line Locating
☑ Emergency Response and Planning
☐ Gas Chromatograph
☐ Gas Compression - Controls/PLC

OK   Cancel

MANAGE CAREER INTERESTS

Select overall career interests from dropdown. You may select more than one. Add comments as appropriate. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click **Career Interests**

2. Click **Edit**

3. Click the prompt icon to select a Career Preference from dropdown

4. Select all preferences that apply

5. Enter Career Interest notes to provide context

6. Click **Submit**

7. Click **Done** to complete step

MANAGE JOB INTERESTS

Select role(s) into which you'd like to develop. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click **Job Interests**

2. Click **Edit**

3. Click the prompt icon to select a Job Preference from dropdown

4. Select all preferences that apply

5. Enter Job Interest notes to provide context

6. Click **Submit**
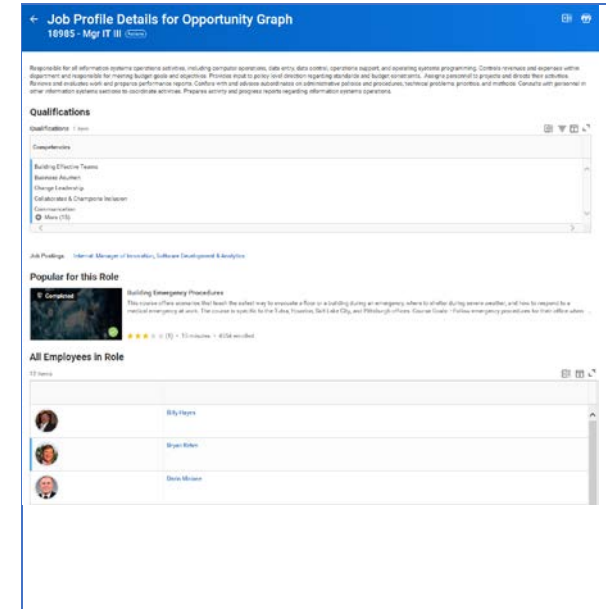
7. Click **Done** to complete step

COMPARE JOBS

Employees view comparison of current role and selected interested roles

1. Click **Compare to Job**
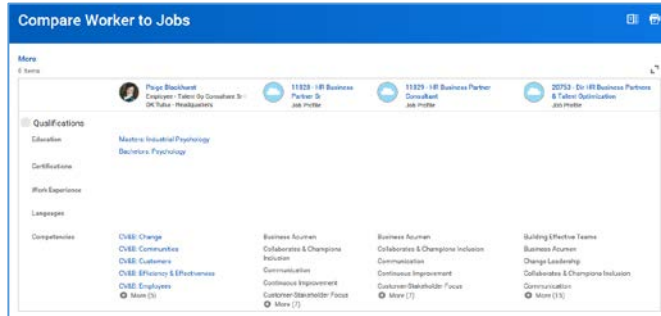
4. Click on role title to view competency requirements, learning suggestions, and employees currently in role for networking and career discussions.


OPPORTUNITY GRAPH

Employees can view Opportunity Graphs and use data for development planning, career pathing, and career conversations.

Employee sees actual historical next moves for employees previously in current job profile (Data based on 10 years of historical employee movements)

1. Click **Opportunity Graph** on Job Interest tab

2. View Job Title, Description and % of employees who next moved to this role

3. Click slices to view various next roles & descriptions
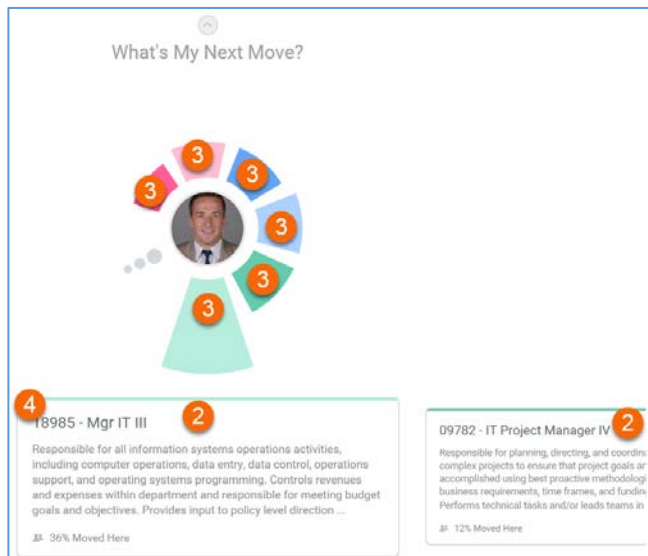
MANAGE RELOCATION

Input details regarding your willingness & ability to relocate both short and long term. This information flows to/from your worker profile and Individual Development Plan, if applicable.

1. Click **Relocation**

2. Click **Edit**

3. Select Short Term relocation preference from dropdown (yes/no)

4. Select state(s) willing to relocate short term from dropdown. Pick all that apply.

5. Select Long Term relocation preference from dropdown (yes/no)

6. Select state(s) willing to relocate long term from dropdown. Pick all that apply.

7. Enter Additional Information as context for preference

8. Click **Submit**

9. Click **Done** to complete step

Short Term

Are you willing to relocate? Yes ③

Where for short term? × Colorado ④

Long Term

Are you willing to relocate? Yes ⑤

Where for long term? × Utah ⑥

Additional Information

Interesting in pursuing leadership opportunities in the Salt Lake City office ⑦

⑧ Submit | Save for Later | Cancel

MANAGE EDUCATION

Input your education history by selecting from the available dropdowns. If you cannot find institution in dropdown; type in new institution and information will be routed for review and potential follow-up.

1. Click **Education**

2. Click **Add**

3. Select Country from dropdown

4. Select School from dropdown (if not listed, check box and enter school for review and possible followup)

5. Select degree from dropdown

6. Select degree received (yes/no)

7. Enter year degree received

8. Select field of study from dropdown

9. Enter first year attended

10. Enter last year attended

11. Enter grade average

12. Click **Add** to add additional education

13. Click **Submit**

14. Click **Done** to complete step

Add Education
Candace Nees (Actions)

Country ③ * × United States of America

School ④ * × Oklahoma State University-Main Campus

If you cannot find the school, click here ☐

Degree ⑤ × Bachelors

Degree Received ⑥ Yes

Year Degree Received ⑦ 1995

Field of Study ⑧ × Human Development

First Year Attended ⑨ 1991

Last Year Attended ⑩ 1995

Grade Average ⑪

Remove

Add ⑫

⑬ Submit | Save for Later | Cancel

MANAGE CERTIFICATIONS

Input certifications earned and other relevant details. If you cannot find certification in dropdown; type in new certification and information will be routed for review and potential follow-up.

1. Click **Certifications**

2. Click **Add**

3. Select Country from dropdown

4. Select Certification from dropdown (if not listed, check box and enter certifcation for review and possible followup)

5. Enter certification number

6. Enter issued date

7. Enter expiration date

8. Attach documents by clicking to expand and select files

9. Click **Add** to add additional certifications

10. Click **Submit**

11. Click **Done** to complete step

Add Certification
Candace Nees (Actions)

Country	X United States of America
Certification	X Myers-Briggs Type Indicator (MBTI) - The Myers & Briggs Foundation
If you cannot find the certification, check here	☐
Certification Number	1245
Issued Date	01 / 01 / 2000
Expiration Date	MM / DD / YYYY

8 > **Attachments**

Remove

Add

Submit   Save for Later   Cancel

MANAGE PROFESSIONAL AFFILIATIONS

Input details related to professional affiliations of which you are a member, volunteer, mentor, committee or board member, etc.

1. Click **Professional Affiliations**

2. Click **Add**

3. Select Professional Affiliation from dropdown (if not listed, check box and enter affiliation for review and possible followup)

4. "Type" will autopopulate

5. Select affiliation relationship from dropdown

6. Enter begin date

7. Enter end date

8. Add phone, address and email of affiliation if desired

9. Click **Add** to add additional affiliations

10. Click **Submit**

11. Click **Done** to complete step

Add Professional Affiliation
Candace Nees (Actions)

Name	X American Society for Training & Development
If you cannot find the affiliation, click here	☐
Type	Industry / Field of Work
Relationship	X Member
Begin Date	01 / 01 / 1997
End Date	MM / DD / YYYY

Contact Information

Phone

Add

Address

Add

Email

Add

Remove

Add

Submit   Save for Later   Cancel

MANAGE ACHIEVEMENTS

Input awards or other recognition received during your career (including Williams).

1. Click **Achievements**

2. Click **Add Award and Achievement**

3. Select Type from dropdown

4. Enter Title

5. Enter Sponsor/Issuer

6. Enter Start Date

7. Enter End Date

8. Enter Description as context for award

9. Select related position from dropdown

10. Enter URL if desired

11. Click **Add** to add additional awards

12. Click **Submit**

13. Click **Done** to complete step

Add Award and Activity
Candace Nees (Actions)

Field	Value
Type	× Community
Title	Volunteer of the Year
Sponsor/Issuer	United Way
Start Date	01 / 16 / 2019
End Date	MM / DD / YYYY
Description	Normal — B I U A — brief description of award
Related Position	× Talent Op Consultant Sr - Candace Nees
URL	provide url if desired

Remove

Add

Submit   Save for Later   Cancel

MANAGE TRAINING

Input relevant external training or internal training not completed through Williams' learning system.

1. Click **Training**

2. Click **Add**

3. Enter Training Course Title

4. Select Training type from dropdwon

5. Enter Description as context for training

6. Enter Completed on date

7. Enter Training Duration in delivered contact hours

8. Click **Add** to add additional training

9. Click **Submit**

10. Click **Done** to complete step

Add Training
Candace Nees (Actions)

Please enter training duration in delivered contact hours of training.

Field	Value
Training	Enter Training Course Title
Training Type	Digital Course
Description	brief description of course
Completed On	11 / 23 / 2001
Training Duration	enter in delivered contact hours

Remove

Add

Submit   Save for Later   Cancel

Williams.

MANAGE LANGUAGES

Input language(s) **other than English** that you're able to read, speak and/or write.

1. Click **Languages**

2. Click **Add**

3. Select Language from dropdown

4. Check Native if desired (NOTE: do not add English as language…it is assumed)

5. Click + to add varying degrees of ability

6. Select ability from dropdown

7. Select Proficiency from dropdown

8. Add notes as needed

9. Click + to add additional languages and follow same ability and proficiency steps

10. Click **Submit**

11. Click **Done** to complete step