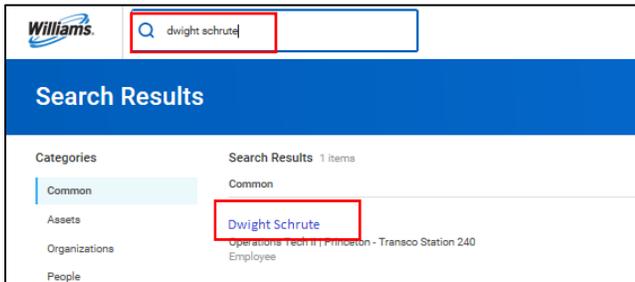


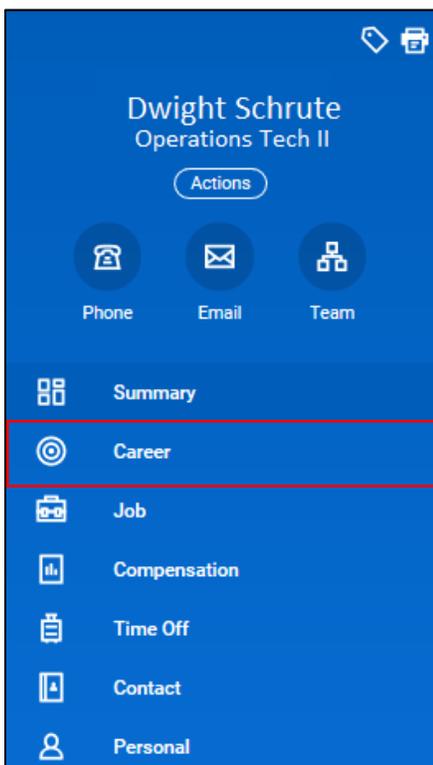
Review Employee Career Profile

You can review career details – like skills and experiences – about the employees you manage.

1. Using the search bar, search the employee's name. From the results, click the employee's name to access their **Workday profile**.



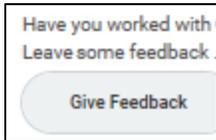
2. From the profile, click the **Career** tab.



3. Click across the tabs at the top to see their **Professional Profile**, Job History, **Languages**, **Certifications**, **Training**, **Education** and **Internal Projects**.



4. On the **Professional Profile** tab, view details about the employee's **Job History**, **Skills**, **Education**, and **Internal Projects**. You also have the opportunity to leave feedback for your employee on this tab, and view feedback left by others.



5. On the **Languages**, see what language(s) the employee has indicated they can speak, read, or write, and the level of proficiency they have in each language.
6. On the **Certifications** tab, see any professional certifications the employee has obtained.
7. On the **Training** tab, see what trainings your employee has completed.